

OFFICE OF THE PRINCIPAL KHAGARIJAN COLLEGE

P.O: Chotahaibor, Nagaon(Assam), PIN:-782003 ESTD: 1972

Office-03672-230085, Mobile:9864403390, 8638726781 E-mail:khagarijancollege1@gmail.com

Ref.No:-

From,
Dr. Ramesh Nath, M.Sc, B.Ed, Ph.D
Principal & Secretary

Supporting Document for Self Study Report: 2023

DVV Clarification

Criterion I Metric No: 1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

(Curriculum & Assessment Procedure of the Certificate and Add on Course)

Principal Khagarijan College

Principal Khagarijan College Nagaon (Assam)

SKILL COURSE CURRICULUM



Name of the Course	Beautician cum Hairstylist	
Course Code	BWS/Q0202	
Course Duration	one year	
Year of Commencement & Continuation	2020-21	
Objectives of the Course	To provide information and to motivate on various opportunities of employment in the field of beauty, makeup and fashion.	
	To provide practical ideas on various steps of makeup	
Outlines of the Course	A "Beautician cum Hairstylist" course is a certificate course that provides training and education in various beauty and skincare techniques. While specific course outlines may vary depending on the institution or program. Here are the general outlines of a "Beautician cum Hairstylist" course- • To understand meaning of Icebreaker. • To provide ideas on beauty and wellness industry.	
	 To understand basic skin anatomy and physiology. To understand basic epilation services. 	
	 To know basic manicure and pedicure techniques. To know intense haircare and styling. 	

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Teaching methods (in brief)

The "Beautician cum Hairstylist" course follows the following teaching methods-

Lectures: Instructor deliver lectures to provide theoretical knowledge on topics such as hair anatomy, scalp health, chemical processes, and different haircutting Techniques.

<u>Demonstrations:</u> Instructors demonstrate various beauty and hairstyle techniques in front of the class. This allows students to observe the correct techniques, proper tool usage, and safety measures.

Hands-on Practice: Practical sessions are crucial in beauty and hairstyle courses Here. instructors provide individual feedback, correct any mistakes, and guide students to improve their skills.

Assessment Procedure

At the end of the course, students are assessed by holding examinations consisting of total 100 marks (50 theory+50 practical) exam. The following patterns of theory question papers are adopted –

- Ten MCQ of 2 marks each. (2*10=20).
- Four long questions of five marks each. (5*4=20)
- One long question of 10 marks. (10*1=10).
- For practical examination the students are instructed to bring their own tools and product.

The assessment process is transparent and compliant with guidelines of course. After examination a course completion certificate with proper grade and marks are issued to candidate.

Outcome of the course

 After completing of "Beautician cum Hairstylist" course, learners acquire Estd. 1972

comprehensive knowledge and kills in various beauty techniques, including makeup application, skincare, hair styling, and more.

- Armed with this expertise, they
 can pursue diverse career paths,
 such as working in salons, spas,
 beauty clinics, or even
 establishing their own
 businesses.
- Learners may find employment as professional hairstylists, makeup artists, beauty consultants, or salon managers.

Principal Khagarijan Collega Nagaon (Assam) Umme Salma

Co-ordinator Skill Course Khagarijan College Nagaon, Assam



অসমীয়া বিভাগ প্রমাণ পত্র কার্যক্রম প্রথম শিক্ষাবর্ষ

সংযোজিত পাঠ্যক্রম: সৃজনীশীল সাহিত্য

পাঠ্যক্ৰম সংযোজক : ডঃ জোনাৰাম নাথ

মুঠ ৩৬ ঘন্টা শিক্ষাৰ্বম-২০২০-২০২১

সংযোজিত পাঠ্যক্ৰম "সৃজনীশীল সাহিত্য" ত মহাবিদ্যালয়ৰ কলা আৰু বাণিজ্য উভয় শাখাৰ ছাত্ৰ-ছাত্ৰীৰ বাবে মুকলি থাকিব। এই পাঠ্যক্ৰম সম্পূৰ্ণ কৰা ছাত্ৰ-ছাত্ৰীসকলক প্ৰমাণ পত্ৰ প্ৰদান কৰি পুৰস্কৃত কৰা হব।

সংযোজিত পাঠ্যক্ৰম ২০২০-২০২১ শিক্ষাৰ্বম্বৰপৰা আৰম্ভ হব । এই সংযোজিত "সৃজনীশীল সাহিত্য" ত সৃজনীশীল সাহিত্য কি ? সৃজনীশীল সাহিত্যৰ লেখন শৈলী, সৃজনীশীল সাহিত্যৰ পৰিসৰ আদি পাঠ্যক্ৰমৰ অন্তৰ্ভুক্ত কৰা হৈছে।

অসমীয়া বিভাগৰদ্বাৰা পৰিচালিত সংযোজিত পাঠ্যক্ৰম পৰীক্ষা পদ্ধতিৰদ্বাৰা সম্পন্ন হৈছে। মুঠ ৩০ নম্বৰৰ প্ৰশ্ন থকা আৰু মুঠ ৩৬ ঘন্টাত পাঠদান কৰা ছাত্ৰ-ছাত্ৰীসকলক Grade পদ্ধতিৰদ্বাৰা প্ৰমাণ পত্ৰ প্ৰদানৰ ব্যৱস্থা কৰা হৈছে।

(ডঃ জোনাৰাম নাথ)

পাঠ্যক্রম সংযোজক

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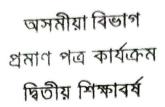
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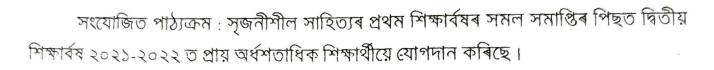


সংযোজিত পাঠ্যক্রম : সৃজনীশীল সাহিত্য

পাঠ্যক্ৰম সংযোজক : ডঃ জোনাৰাম নাথ

মুঠ ৩৬ ঘন্টা

শিক্ষার্বষ ২০২১-২০২২



প্ৰথম শিক্ষাৰ্বষৰ লেখীয়াকৈ দ্বিতীয় শিক্ষাৰ্বষতো সৃজনীশীল সাহিত্যৰ পাঠ্যক্ৰমত কবিতা আৰু চুটিগল্প বিষয় ঘটা সংযোজন কৰি কিছু পৰিমাণ পাঠ্যক্ৰম বৰ্ধিত কৰা হ'ল। পাঠদান কক্ষত শিক্ষাৰ্থীৰ মাত্ৰাধিক উপস্থিতিয়ে সংযোজিত পাঠ্যক্ৰম যে সফলতাৰ শীৰ্ষলৈ গতি কৰিছে তাৰে আভাস পোৱা হৈছে।

অসমীয়া বিভাগৰ দ্বাৰা পৰিচালিত এই পাঠ্যক্ৰম পূৰ্বৰ পৰীক্ষা পদ্ধতিকে অবলম্বন কৰা হৈছে। আমি আশা কৰিব পাৰো সুদূৰ ভৱিষ্যতে এই পাঠ্যক্ৰম আশানুৰূপ সফলতা প্ৰদান কৰিব পাৰিব।

(ডঃ জোনাৰাম নাথ)

পাঠ্যক্রম সংযোজক Co-ordinator Add-On Course

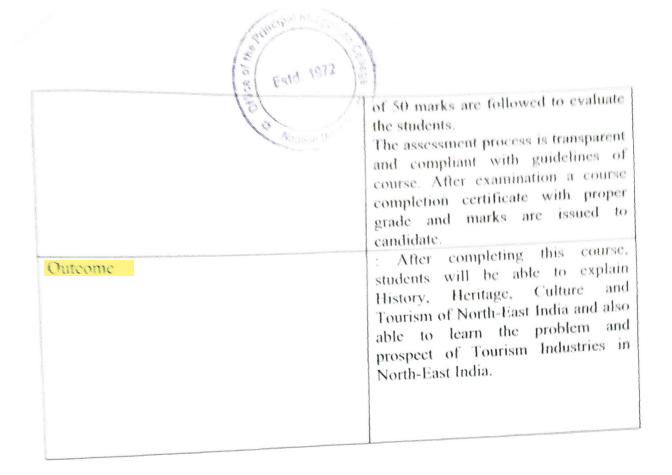
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Principal Khagarijan College Nagaon (Assam)

ADD ON COURSE CURRICULUM

Name of the Course	LG L	
	Cultural Heritage of North-East India	
Course Duration	36 hours	
Year of Commencement & Continuation	2021-22	
Objectives of the Course	To make awareness and enrich the participants regarding the unique history, Culture, and Heritage of North-East India.	
	To make aware the participants that North East India a preferred destination for visitors and tourists from different global corner.	
	■ To enrich the participants regarding the different heritage site of Assam and its historical importance to contribute tourism industries	
Outlines of the Course	 To understand the meaning and concept of History Heritage, Culture and Tourism. To outlined the problems and prospects of Tourism Industries in Assam and North East India. Importance of preservation of Heritage sites and create econfriendly environment to attract the Visitors. 	
Teaching methods and Assessment Procedure	Education is a very powerful instrument for social change and transformation. Innovative teachin practice and introducing some add of course, suitable to their areas is the only way to enhance the quality of learners. Class room teaching with interaction is generally practiced in the course. In regard to assessment examination	



Principal Khagarijan Coflege Nagaon (Assam) Course Coordinator Add-on Course Khagarijan College

COURSE CURRICULUM

ADD-ON-COURSE ON E-COMMERCE AND BANKING PRACTICES Academic Year: 2021-2022

Name of the Course: E-Commerce and Banking Practices

Course Code: ECOM - 2122

Course duration: 36 hours

Year of Commencement & Continuation: 2021-22 (Batch-1 & 2)

Sl. No	Content	Description
1	Objectives of the Course	 This course provides an introduction to information systems for business and management. It is designed to familiarize students with organizational and managerial foundations of systems, the technical foundation for understanding banking systems.
2	Outcome of the course	 Eligibility for doing the diploma course in E-commerce. The students gained awareness and knowledge regarding online business and marketing environment Evaluate e-commerce and banking software options.
3	Assessment procedure	At the end of the course students are assessed internally by holding examinations in the offline mode consisting 25 MCQ of 2 marks each. A total Of 50 marks examination was held for each of the batch. The internal assessment process is transparent and compliant with guidelines of Course They are also notified through the college notice board. The tentative dates are mentioned in the WhatsApp group to the students.
		Before examination following function are performed by course coordinator.



Time table and seating arrangements (date wise/ room wise) are prepared and displayed in advance.

Attendance sheets (for students and invigilators) are prepared and maintained.

Disciplinary action is taken if unfair means are adopted.

All the examination rooms are under continuous CCTV surveillance.

The question papers are prepared, submitted to the Internal Examination Committee within the stipulated time and the same are further verified to eliminate errors and stored in sealed envelopes.

After examination a course completion certificate with proper grade and marks are issued to candidate.

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Course Coordinator Add-on Course Khagarijan College



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CAREER ORIENTED CERTIFICATE COURSE on FUNCTIONAL ENGLISH

Session: 2019-2020

Name of the Course	Functional English
Course Code	COCFE1
Course Duration	36 hours
Year of Commencement & Continuation	2019-20
Objectives of the Course	 To introduce corrective measures to eliminate grammatical errors in speaking and writing. To upgrade comprehension of technical and academic articles and recognize writings as a process rather than a product. To identify common errors in various parts of English and give effective expression in oral and written communication. To analyze the usage of English words in different contexts and acquire considerable flair in using broad range of vocabulary.
Outlines of the Course	The "Functional English" course is a certificate course that gives exposure to the students regarding the English language and provides training to the students to develop proficiency in English. Here are the general outlines of the course: • To understand meaning of ways of improving Spoken English skills. • To eliminate grammatical errors in written text. • To upgrade comprehension skills. • To increase English vocabulary range.

	• To improve promusciation and articulation of the language.
Teaching methods (in brief)	The course follows the following teaching methods- Lectures: Instructor delivered lectures on various grammatical aspects updating the knowledge of the students regarding grammatical structures. Powerpoint presentations are used to enhance the comprehension skills of the students. Practical Sessions: Practical sessions are conducted where the students engage in group discussions, presentations and other activities
Assessment Procedure	to improve their communication skills. At the end of the course, students are assessed by holding examinations consisting of total 200 marks (100 theory+100 practical) exam. Pattern of Practical Exam: • Listening Skill: 25 Marks • Reading Skill: 25 Marks • Speaking Skill: 50 Marks Pattern of Theory Exam: • Long Descriptive Questions (three questions of 10 Marks each) • Paragraph Writing (15 Marks) • CV Designing (20 Marks) • Short Descriptive Questions (three questions of 5 Marks each) • Grammar (2``0 Marks) The assessment process is transparent and compliant with guidelines of course. After examination a course completion certificate with proper grade and marks are issued to candidate.
Outcome of the course	 The students are able to comprehend different texts easily in comparison to the start of the course. The students have become better versed at speaking in English language.



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CAREER ORIENTED CERTIFICATE COURSE ON FUNCTIONAL ENGLISH

Session: 2020-2021

Name of the Course	Functional English
Course Code	COCFE2
Course Duration	36 hours
Year of Commencement & Continuation	2020-2021
Objectives of the Course	 To introduce the students to various grammatical concepts. To ready the students to various competitive examinations. To increase the speaking English capacity of the students.
Outlines of the Course	The "Functional English" course is a certificate course that gives exposure to the students regarding the English language and provides training to the students to develop proficiency in English. Here are the general outlines of the course: • To understand meaning of ways of improving Spoken English skills. • To eliminate grammatical errors in written text. • To upgrade comprehension skills. • To increase English vocabulary range. • To improve pronunciation and articulation of the language
Teaching methods (in brief)	the language. The course follows the following teaching methods- Lectures: Instructor delivered lectures on various grammatical aspects updating the knowledge of the students regarding

	grammatical structures. Powerpoint presentations are used to enhance the comprehension skills of the students. Practical Sessions: Practical sessions are conducted where the students engage in group discussions, presentations and other activities to improve their communication skills.
Assessment Procedure	At the end of the course, students are assessed by holding examinations consisting of total 200 marks (100 theory+100 practical) exam. Pattern of Practical Exam: Listening Skill: 25 Marks
	 Reading Skill: 25 Marks Speaking Skill: 50 Marks Pattern of Theory Exam: Long Descriptive Questions (six questions of 10 Marks each) Short Descriptive Questions (four questions of 5 Marks each) Grammar (20 Marks) The assessment process is transparent and compliant with guidelines of course. After examination a course completion certificate with proper grade and marks are issued to candidate.
Outcome of the course	 The students were found to have gained a better understanding of the English Language. They are able to comprehend and communicate in English. They have gained comparative expertise in solving questions in competitive examinations.

Principal Khagarijan College Nanaon (Assam) Mounta Coordinator Functional English COURSE CURRICULUM

CAREER ORIENTED CERTIFICATE COURSE on FUNCTIONAL ENGLISH

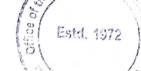
Session: 2021-2022

Name of the Course	Functional English
Course Code	COCFE3
Course Duration	36 hours
Year of Commencement & Continuation	2021-2022
Objectives of the Course	 To facilitate the students to easily tackle competitive exams. To ensure that the students are able to communicate in English. To develop the capacity of the students to gain an understanding of the nuances of the language.
Outlines of the Course	The "Functional English" course is a certificate course that gives exposure to the students regarding the English language and provides training to the students to develop proficiency in English. Here are the general outlines of the course: To understand meaning of ways of improving Spoken English skills. To eliminate grammatical errors in written text. To upgrade comprehension skills. To increase English vocabulary range.
	the language.
Teaching methods (in brief)	The course follows the following teaching methods-

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	Lectures: Instructor delivered lectures on various grammatical aspects updating the knowledge of the students regarding grammatical structures. Powerpoint presentations are used to enhance the comprehension skills of the students.
	Practical Sessions: Practical sessions are conducted where the students engage in group discussions, presentations and other activities to improve their communication skills.
Assessment Procedure	At the end of the course, students are assessed by holding examinations consisting of total 200 marks (100 theory+100 practical) exam.
	Pattern of Practical Exam: Listening Skill: 25 Marks Reading Skill: 25 Marks Speaking Skill: 50 Marks Pattern of Theory Exam: Long Descriptive Questions (three questions of 10 Marks each) Short Descriptive Questions (two questions of 5 Marks each) Dialogue Writing (20 Marks) Grammar (40 Marks) The assessment process is transparent and compliant with guidelines of course. After examination a course completion certificate with proper grade and marks are issued to candidate.
Outcome of the course	 The students have shown a marked increase in their ability to decode meanings in the passages. They have gained a deeper understanding of the phonetics and the syntax of the language. They have become more confident in communicating in English.

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ADD -ON COURSE CURRICULUM



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PERSONALITY DEVELOPMENT

Name of the Course	PERSONALITY DEVELOPMENT
Course Code	PD20211
Course Duration	36 Hours
Year of Commencement & Continuation	2020-21
Objectives of the Course	 To bring about personality development with regard to the different behavioural dimensions that have far reaching significance in the direction of organisational effectiveness. To make students know about self-awareness, life skills, soft skills, need for personal development etc. To develop an individual disciplined, punctual for his or her organization.
Assessment Procedure	At the end of the course, students are assessed by holding examinations consisting of total 30 marks. (15 MCQ of 2 marks each). The assessment process is transparent and compliant with guidelines of course. After examination, a course completion certificate with proper grade and marks are issued to the candidate.

Outcome of the course

The student will be able to understand, analyze develop and exhibit accurate sense of self.

- The student will be able to improve focus and motivation.
- The students will be able to improve both verbal and non verbal communication abilities.

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ADD -ON COURSE CURRICULUM



PERSONALITY DEVELOPMENT

Name of the Course	PERSONALITY DEVELOPMENT
Course Code	PD21221
Course Duration	36 Hours
Year of Commencement & Continuation	2021-22
Objectives of the Course	 To bring about personality development with regard to the different behavioural dimensions that has far reaching significance in the direction of organisational effectiveness. To make students know about self-awareness, life skills, soft skills, need for personal development etc. To develop an individual disciplined, punctual for his or her organization.
Assessment Procedure	At the end of the course, students are assessed by holding examinations consisting of total 30 marks. The following patterns of question papers are adopted – Ten MCQ of 2 marks each. (2*10=20). Two long questions of five marks each. (5*2=10). The assessment process is transparent and
	compliant with guidelines of course. After examination a course completion certificate with proper grade and marks are issued to candidate.

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Outcome of the course

- The student will be able to understand, analyze develop and exhibit accurate sense of self.
- The student will be able to improve focus and motivation.
- The students will be able to improve both verbal and non verbal communication abilities.

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SKILL COURSE CURRICULUM



Name of the Course	Web -Developer
Course Code	SSC/Q0503
Course Duration	One year
Year of Commencement & Continuation	2020-21
Objectives of the Course	• Gain proficiency in web development language and technologies: The primary objective of a web development course is to equip students with the necessary skills and knowledge to build and maintain websites. This includes learning programming languages such as HTML, CSS, and JavaScript, as well as frameworks and tools like React, Angular, Node.js • Understand web design principles and user Another experience: Another objective is to teach students about web design principles and experience considerations. This involves learning about color theory, typography, layout design. and navigation structures to create visually appealing and user-friendly websites. • Learn about back-end development and server side programming: In addition to frontend development, a web development course typically covers back-end development.
	covers back-end development as well. Students learn how to work with databases, server side programming language (e.g. Python, PHP, or Ruby), and web servers to build dynamic and interactive websites that can handle user input, store data, and



4. Develop problem-solving and critical thinking skills: development courses aim to foster problem- solving and critical skills students. thinking in Throughout the course, students presented with various challenges and projects that require them to analyze problems, break them down into smaller tasks, and apply their knowledge to effective solutions. This objective helps students become proficient developers capable of real world tackling web development challenges.

Teaching methods

Lectures and Demonstrations: The course will involve traditional lectures to provide theoretical knowledge and demonstrations of web development concepts and techniques. This will help students understand the fundamentals and principles of web development.

Hands-on Projects and Assignments: Students will engage in practical exercises, coding projects, and assignments to apply their learning and gain hands-on experience. These activities will Involve designing and developing websites, implementing various features, and solving real-world problems.

Collaborative Learning and Discussions: Collaborative learning techniques, such as group discussions and peer programming, will be encouraged to promote knowledge sharing and teamwork.

Assessment Procedure

<u>Practical Assignments</u>: Students will be assessed based on their ability to apply web development concepts in practical assignments. These assignments may involve



designing and developing websites, implementing specific functionalities, or solving coding problems. The quality of code, adherence to best practices, and functionality will be evaluated.

Project Work: Students may be development project that required to complete a web showcases their skills and understanding of various web project will be assessed based on factors such as functionality, user development technologies. The experience, design, and code quality.

Examinations:Periodic

examinations or quizzes may be conducted to assess theoretical knowledge, understanding of web development concepts, and problem-solving abilities. These assessments may include multiple-choice questions, coding exercises, or theoretical analysis of web development scenarios.

Peer and Self-assessment: Peer and self-assessment methods, such as code reviews and reflection can be utilized to encourage students to evaluate their own work and provide constructive feedback to their peers. This promotes critical thinking and continuous improvement in web development skills.

Overall, the assessment process will focus on evaluating both practica skills and theoretical knowledge, ensuring that students have wellrounded understanding of web development concepts and are them capable of applying effectively.

Outcome

The outcome of the skill course in web development can be summarized as follows:



1. Proficiency in Web Development Technologies: Upon the course, solid will have a students web of understanding technologies, development including HTML, CSS, JavaScript, frameworks and various libraries. They will be equipped with the skills to create visually appealing and interactive websites that are responsive and userfriendly.

2. Ability to Build Functional Websites: Students will gain hands experience In designing developing and deploying websites. They will acquire the knowledge and skills needed to build websites with diverse functionalities such as, such as user authentication, data storage and retrieval, dynamic content generation, and integration with APIs.

3. Problem-Solving and Debugging Skills: The course will enhance students' problem-solving abilities and teach them how to debug and troubleshoot issues in development projects. They will learn techniques to identify and resolve common errors and challenges, enabling them to create robust and reliable web applications.

Collaboration and communication skills: Throughout the course, students who have opportunities to work collaboratively in teams, improving their communication and teamwork abilities. They will learn how to effectively collaborate with other developers, designers, and stakeholders, contributing to the successful completion of web development projects.

Overall, the outcome of the web



development skill course is to prepare students for a career in web development, equipping them with the knowledge, skills, and mindset necessary to create high-quality, functional, and friendly websités user- while continuously evolving with the industry.

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Co-ordinator Skill Course Khagarijan College Nagaen, Assam