



# **GOLAGHAT COMMERCE COLLEGE**

**Jyoti Nagar, Golaghat, Assam 785621**

<https://golaghatcommercecollege.org>

**THIRD CYCLE NAAC ACCREDITATION 2022**

## **Criterion 1**

### **1.2 Academic Flexibility**

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

*Submitted to*



**NATIONAL ASSESSMENT AND  
ACCREDITATION COUNCIL**

# **Golaghat Commerce College**

## **Golaghat**

### **Add on/ Certificate Courses (2016 - 2021)**

<b>Year</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
<b>No. Of Course</b>	<b>6</b>	<b>7</b>	<b>10</b>	<b>13</b>	<b>16</b>

**2016 - 2017**

## Add- on Course in Soft Skills

### Academic Session: 2016-17

1. Name of the course	Add-on Course in Soft Skills
2. Duration	72 hours
3. Name of the collaborator	IQAC, Golaghat Commerce College
4. Date of Commencement	04/10/2016
5. Date of Completion	30/12/2016
6. No. of students enrolled in the course	24
7. No. of students completed the course	22
8. Course Co-Ordinator	Dr. Jiban Jyoti Kakoti
9. Name of the faculty involved	Dr. Jiban Jyoti Kakoti, Mrs. Nandini Baruah, Ms. Nazia Rahman

The Department of English has been offering a self-financing three months certificate course in Soft Skills since 2016. The course is offered for three months, with two batches in an academic year. The classes are conducted in the college on three-week days from 3p.m.-5 p.m. Total number of hours is 72 hours. The eligibility criteria for this course is 10+2 passed. Classes are taken by the faculty members of the department.

**Aims and Objectives:** The course aims at making the students understand the fundamental soft skills and of their practical usage. Through this course they learn to communicate effectively and confidently. They also learn how to identify and overcome the barriers in interpersonal relationship in order to obtain best results. Students would find this course immensely useful for building a career and also finding employment as soft skill trainers.

The course has been started keeping in view the crucial role of language skills and soft skills in personal as well as professional life of the younger generation. In the era of globalization, it has become imperative to become proficient in both soft skills and life skills. Therefore, with the objective of equipping students with the vital communication and soft skills to succeed in the highly competitive world, the Department of English proposes to offer a specially designed Certificate Course in Soft Skills.

Course Outcome: After completing this course, students will be able to:

- Understand the significance and essence of a wide range of soft skills.
- Learn how to apply soft skills in a wide range of social and professional environment.
- Will acquire the skill of employing soft skills to improve interpersonal relationships.
- Learn how to employ soft skills to enhance employability and ensure workplace and career success.

## Syllabus

### Unit-1

1. **Soft Skills: An Introduction** - Definition and significance of soft skills; Process, Importance and Measurement of Soft Skills Development.
2. **Self-Discovery:** Discovering the self; Setting Goals; Beliefs, Values, Attitude, Virtue.
3. **Positivity and Motivation:** Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivational Levels.
4. **Personality Development:** Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills

### Unit-2

1. **Interpersonal Communication:** Interpersonal relations; communication models, process and barriers; team communication; developing interpersonal relationships.
2. **Public Speaking:** Skills, Methods, Strategies and Essential tips for effective public speaking.
3. **Group Discussion:** Importance, Planning, Elements, Skills assessed; Effectively Disagreeing, Initiating, Summarizing and Attaining the Objective.
4. **Non- Verbal Communication:** Importance and Elements; Body Language.
5. **Teamwork and Leadership Skills:** Concept of Terms; Building Effective Teams; Concept of Leadership.
6. **Presentation Skills:** Types, Content, Audience Analysis, Essential Tips- Before, During and After Overcoming Nervousness
7. **Etiquette and Manners:** Social and Business.

### Unit-3

1. **Phonetics:** Received Pronunciation, Speech Mechanism, Speech Sounds Threefold Pronunciation, Transcription
2. **Situational Conversation:** At the.... doctor's, post office, bank, railway station, college, government office, book shop, taking an admission etc.
3. **Writing Skills:** Art of Writing, Paragraph Writing, Letter Writing.

### Unit-4

1. **Decision- Making and Problem- Solving Skills:** Meaning, Types and Models, Group and Ethical Decision- Making, Problems and Dilemmas in application of these skills.
2. **Conflict management:** Conflict- Definition, Nature, Types and Causes; Methods of Conflict Resolution.
3. **Stress Management:** Stress- Definition, Nature, Types, Symptoms and Causes; Stress Analysis Models and Impact of Stress; Measurement and Management of Stress.
4. **Leadership and Assertiveness Skills:** A Good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership Behavior; Assertiveness Skills.
5. **Interview Skills:** Interviewer and Interviewee- in- depth perspective. Before, During and After The Interview. Tips for Success

### Reference Books:

1. *Managing Soft Skills for Personality Development*- edited by B.N. Ghosh, McGraw Hill India,2012.
2. *English and Soft Skills*- S.P. Dhanavel, Orient Blackswan India, 2010.

3. *Personality Development and Soft Skills*- Barun K. Mitra- Oxford University Press, 2<sup>nd</sup> Edition 2016
4. *Decoding Communication- A Complete Handbook for Effective Communication*- Girish Jain and Manzoor Moideen- Notion Press
5. *A Course in Phonetics and Spoken English*- J Sethi and P.V. Dhamija- Prentice Hall Indian Learning Private Limited, Standard Edition,1999.

### **Evaluation**

There are two components of Evaluation:

- a. Continuous Evaluation of 20 marks: Comprises of quizzes, assignments, etc.
- b. Final Evaluation of 80 marks: Comprises of Written Examination: 60 marks  
Oral Examination: 20 marks.

### **Certification**

At the end of the course the Course Coordinator (HOD) determines the grading of the students based on the evaluation process. The gradation in the certificate ranges from 'O' to 'F'

### **Course Summary:**

**2016-17:** The course which was designed primarily to cater to the professional needs of both beginners as well as advanced learners has successfully come to an end with a good number of learners completing it in style. The faculty members took the classes regularly and the attendance of the learners was also quite satisfactory.

Total Enrollment:

Total number of pass-out:




**Group Discussion Session**


## Attendance Sheets:

GOLAGHAT Students' Attendance Register TOTAL LECTURES															COMMERCE COLLEGE For the Month of <i>October</i> ..... 2016/17 DELIVERED																		
Sl. No.	Roll No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
65	351	SANJEEV INDWAR												P																			
66	352	CHRISTINA MEDOK																															
67	359	SUMIT GOGOI																															
68	365	RITU CHETRY																															
69	368	KARAN KARMAKAR																															
70	374	SANDHYA DUWARAH																															
71	375	BIKI THAKUR																															
72	379	ADITYA SANGMA																															
73	380	BISHU CHETRY																															
74	382	AJOY URANG																															
75	387	SUNNY SAH																															
76	392	LAKHYAJIT TAMULI																															
77	394	KALUSHIK SAIKIA																															
78	395	SAGAR KUMAR PANDEY																															
79	399	SORON URANG																															
80	402	ARSAD HUSSAIN																															
81	403	SUJOY LOGUN																															
82	407	CHATAZ NAWAZ BIN RANA																															
83	421	BINOY KUMAR MAHATOO																															
84	132	NAZIR ALI KHAN																															
85	126	Ganguli Srijati																															
86	05	Champak Saitia																															
87	90																																
	51																																

GOLAGHAT Students' Attendance Register TOTAL LECTURES															COMMERCE COLLEGE For the Month of <i>November</i> ..... 2016/17 DELIVERED																			
Sl. No.	Roll No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
65	351	SANJEEV INDWAR																																
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85	126	Ganguli Srijati																																
86	05	Champak Saitia																																
87	90																																	
	51																																	

  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

			GOLAGHAT Students' Attendance Register TOTAL LECTURES												COMMERCE COLLEGE For the Month of <u>July</u> 20 <u>16</u> / 20 <u>17</u> DELIVERED																	
L. No.	Roll No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
65	351	SANJEEV INDWAR					P		P						P																	
66	352	CHRISTINA MEDOR													P																	
67	359	SUMIT GOGOI					P		P						P																	
68	365	RITU CHETRY					P		P						P																	
69	368	KARAN KARMAKAR													P																	
70	374	SANDHYA DUWARAH					P		P		P				P																	
71	375	BIKI THAKUR					P		P						P																	
72	379	ADITYA SANGMA					P		P		P				P																	
73	380	BISHU CHETRY													P																	
74	382	AJOY URANG					P								P																	
75	387	SUNNY SAH					P		P		P				P																	
76	392	LAKHYAJIT TAMULI													P																	
77	394	KAUSHIK SAIKIA													P																	
78	395	SAGAR KUMAR PANDEY					P		P						P																	
79	399	SORDIN URANG					P								P																	
80	402	ARSAD HUSSAIN					P								P																	
81	403	SUJOY LOGUN									P				P																	
82	407	CHATAZ NAWAZ BIN RANA					P								P																	
83	421	BINOY KUMAR MAHATOO					P		P						P																	
84	132	NAZIR ALI KHAN													P																	
85	126	Ganguli Sijuli													P																	
86	05	Champak Saktin													P																	
87	90														P																	
	51														P																	

  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India



**Academic Year: 2016-17**  
**ADD-ON COURSE IN FUNDAMENTALS OF INDIAN STOCK MARKET**

**Course Offered By: Department of Banking**  
**Golaghat Commerce College, Golaghat**  
**In Association with IQAC**

1. Name of the course	Fundamentals of Indian Stock Market
2. Duration	40 hours
3. Name of the collaborator	IQAC, Golaghat Commerce College
4. Date of Commencement	29/12/2016
5. Date of Completion	28/01/2017
6. No. of students enrolled in the course	11
7. No. of students completed the course	11
8. Course Co-Ordinator	Mr. Lakhidhar Saikia (HoD)
9. Name of the faculty involved	Mr. Lakhidhar Saikia, Dr. Jagot Ch. Saikia, Mr. Manash Pratim Sarmah, Mr. Rajesh Jaiswal

The Department of Banking has been offering a add on course on Fundamentals of Indian Stock Market to acquaint the students with different aspects of Indian Stock Market. The students having genuine interest towards the Indian Stock Market apply for this course. This course is designed in such a way to disclose both the aspects of the Stock Market academic aspect and professional aspect by providing the ultimate guide to the Market and other factors associated with the Indian stock market. The course will help the students to clear out different concepts of the stocks of different companies.

**Objectives of the course:**

- To equip the students with practical and professional knowledge of Indian Stock Market
- To make them understand every factor and all pros and cons of the Stock Market before stepping into this field
- To develop various skills and techniques like analysing skill, decision making skill, risk taking skill, and financial risk management skill etc among the students so that they can utilize them properly to grow in the stock market
- To help the students in obtaining a good job

## Syllabus:

**Unit 1: Financial Market- an introduction:** Money market- meaning, constituents & function; Money market instruments – call money, treasury bills, and certificate of deposits, Commercial 953 bills, and trade bills, Acceptance Houses, Discount Houses; Capital markets – primary and secondary market; Government securities markets; Role of SEBI - an overview and recent developments. Role of RBI, SEBI, DFHI, SHCI in Financial Markets, Capital Markets in India - An overview of Indian Securities Market, Meaning, Functions, Intermediaries, Role of Primary Market – Methods of floatation of capital – Problems of New Issues Market – IPO's – Investor protection in primary market – Recent trends in primary market – SEBI measures for primary market.

**Unit 2: Exploring Stock Exchange-concept and Functions:** Meaning, Nature, Functions of Secondary Market – Organisation and Regulatory framework for stock exchanges in India – SEBI: functions and measures for secondary market – Overview of major stock exchanges in India - Listing of Securities: Meaning – Merits and Demerits – Listing requirements, procedure, fee – Listing of rights issue, bonus issue, further issue – Listing conditions of BSE and NSE – Delisting, Stock market indices-meaning, purpose

**Unit 3: Portfolio Analysis and Financial Derivatives:** Portfolio and Diversification, Portfolio Risk and Return; Mutual Funds; Introduction to Financial Derivatives; Financial Derivatives Markets in India

**Unit 4: Investor Protection-** Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism

### Suggested readings:

1. M.Y Khan, *Indian Financial System*, Tata McGraw Hill, 7<sup>th</sup> edition, 2011
2. Prasanna Chandra, *Investment Analysis and Portfolio Management*, McGraw Hill Education
3. C.P. Jones, *Investments Analysis and Management*, Wiley, 8th ed.
4. L.M Bhole and I. Mahukud, *Financial Institutions and Markets*, Tata McGraw Hill, 5<sup>th</sup> edition

**Course Outcome:** The course Fundamentals of Indian Stock Market enabled the students to know about different prospects of stock market and also guided them about various market and other factors associated with the Indian stock market

**Attendance Sheet:**



**Picture: Attendance Sheet**

List of students enrolled in the Course	List of students completed the Course
ABHIJEET GOSWAMI	ABHIJEET GOSWAMI
UTPAL KUMAR NATH	UTPAL KUMAR NATH
SAMIM AHMED	SAMIM AHMED
UTPAL GOGOI	UTPAL GOGOI
ARPAN SAIKIA	ARPAN SAIKIA
ANUPAM BORA	ANUPAM BORA
RANJAN RAUTIA	RANJAN RAUTIA
BIKIRON HANDIQUE	BIKIRON HANDIQUE
SANTOSH THAKUR	SANTOSH THAKUR
SUMIT TANTI	SUMIT TANTI
MOROMI BARLA	MOROMI BARLA

*B. Barla*  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

**Academic Year: 2016-17**  
**Add on Course in Cutting and Tailoring**

**Course Offered By: Department of Political Science**  
**Golaghat Commerce College, Golaghat**  
**In Association with Lions' Club, Golaghat**

<b>1. Name of the course</b>	<b>Add on Course in Cutting and Tailoring</b>
<b>2. Duration</b>	<b>120 days</b>
<b>3. Name of the collaborator</b>	<b>IQAC, Golaghat Commerce College</b>
<b>4. No. of students enrolled in the course</b>	<b>08</b>
<b>5. No. of students completed the course</b>	<b>08</b>
<b>6. Course Co-Ordinator</b>	<b>Mr. Bhaskar Kakati</b>
<b>7. Name of the faculty involved</b>	<b>Ms. Sukrit Chandra, Ms. Aroti Chandra</b>

Department of Political Science has been offering Cutting and tailoring courses since 2015 to help the students to develop skill in the cutting and tailoring techniques and also to develop skill in the clothing construction techniques to become self-reliant. Considering the rising unemployment scenario, the department has offered this course which will help in development of capabilities of students and will enable them to set up their own small-scale enterprises.

**Objective of the course:**

- The prime objective of the course is to make the students self- dependent by imparting necessary competencies among students so that they become employable in small scale tailoring industry as well as will be able to set up their own tailoring shop.

**Syllabus:**

**Unit 1: Basics of cutting and tailoring**

Importance of Cutting and Tailoring, Use and care of sewing machine

**Unit 2: Principles of clothing construction**

a) Body measurement, methods of taking body measurement. b) Drafting and making paper patterns

**Unit 3: Clothing for different groups**

Hanker ship, Pillow cover, Petticoat, Blouse, Bra Cutting blouse, normal blouse, umbrella cut frock, puff sleeve frock, salwar kurta, baby shirt-pant, pyjama, kameez, infant baby suit

**Mode of examination:** By observing the performance i.e., garments stitching of the students and their practical work like Taking body measurement, folding and cutting the cloth etc.



**Picture: Practical Session**

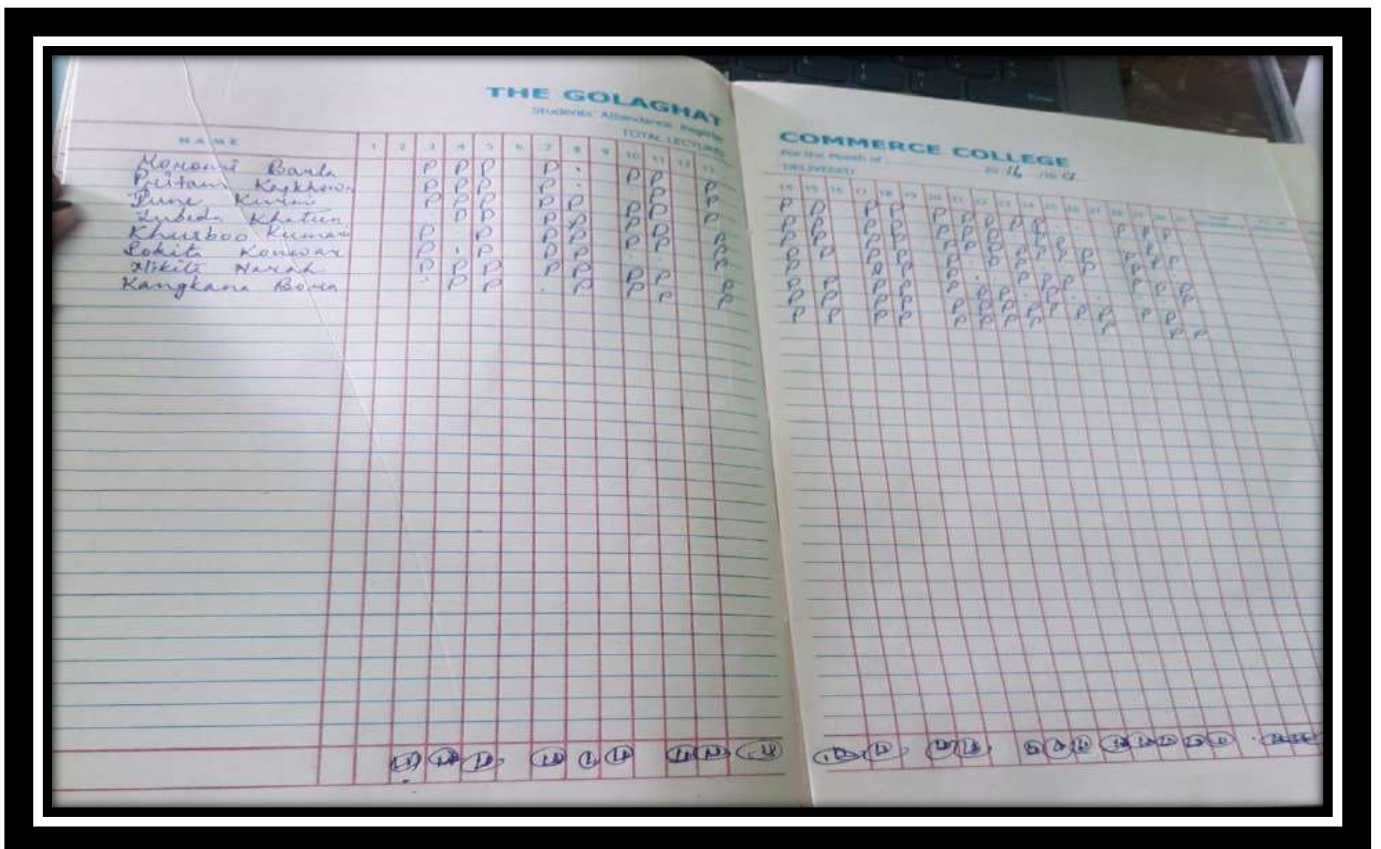


**Picture: Students' Work (Sample)**

### List of students enrolled in cutting and tailoring

List of students enrolled in cutting and tailoring	List of students completed the Course
MOROMI BARLA	MOROMI BARLA
PRITIMA RAJKHOWA	PRITIMA RAJKHOWA
JUNE KURMI	JUNE KURMI
JUBADA KHATUN	JUBADA KHATUN
KHUSBOO KUMARI	KHUSBOO KUMARI
SOBITA KONWAR	SOBITA KONWAR
NIKITA NARAH	NIKITA NARAH
KANGKANA BORA	KANGKANA BORA

### Attendance:



Picture: Attendance of Students

*[Signature]*  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Academic Year: 2016-17

### Add on Course in Embroidery

Course Offered By: Department of Political Science

Golaghat Commerce College, Golaghat

In Association with Lions' Club, Golaghat

1. Name of the course	Add on Course in Embroidery
2. Duration	90 days
3. Name of the collaborator	Lions' Club, Golaghat
4. No. of students enrolled in the course	07
5. No. of students completed the course	07
6. Course Co-Ordinator	Mr. Bhaskar Kakati
7. Name of the faculty involved	Ms. Sukrit Chandra, Ms. Aroti Chandra

Department of Political Science has been offering embroidery course since 2016 to help the students to become self-reliant. Considering the rising unemployment scenario, the department has offered this course which will help in development of capabilities of students and will enable them to set up their own small-scale enterprises.

#### Objective of the course:

- The prime objective of the course is to make the students self- dependent by imparting necessary embroidery skill among students

#### Syllabus:

**Module 1: Basics of embroidery:** Importance of embroidery, Use and care of sewing machine

**Module 2:** Introduction, tools and supplies, Types Tracing methods Do's and dont's of Hand Embroiderer

**Module 3:** Basic Hand Embroidery stitches and Decorative Hand Embroidery Stitches, Bead Work, Mirror Work

**Module 4:** Indian Traditional Hand Embroidery



**Picture: Student Work**

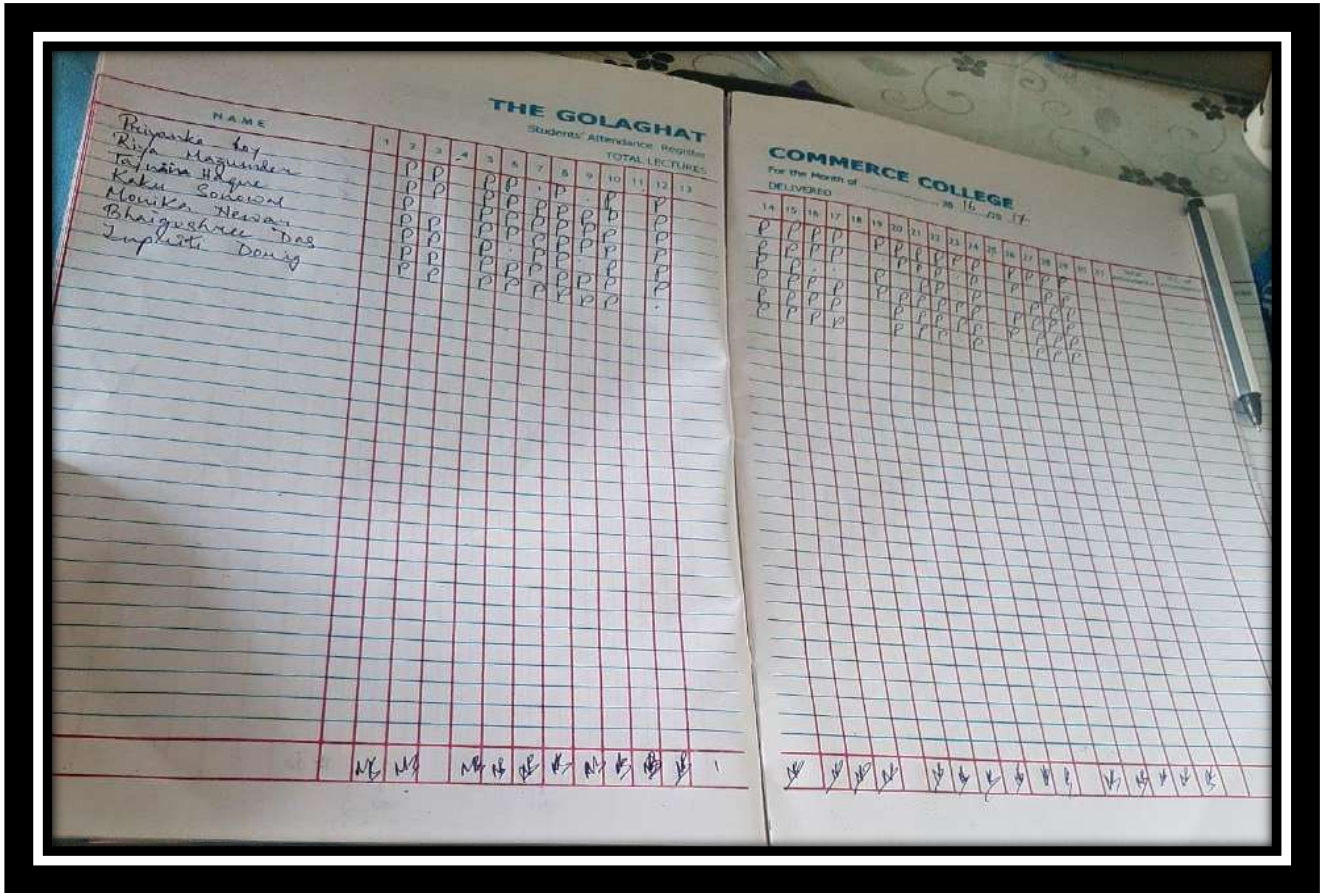
<b>List of students enrolled in embroidery</b>	<b>List of students completed the Course</b>
PRIYANKA ROY	PRIYANKA ROY
RIYA MAZUMDAR	RIYA MAZUMDAR
TAJMIN HAQUE	TAJMIN HAQUE
KAKU SONOWAL	KAKU SONOWAL
MONIKA NEWAR	MONIKA NEWAR
BHAIGOSHREE DAS	BHAIGOSHREE DAS
JUPRITI DORIG	JUPRITI DORIG


*S. Banerjee*

Principal  
Golaghat Commerce College  
Golaghat, Assam, India



### Attendance Sheet:



  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

## **Academic Session: 2016-2017**

### **Add on course in Geography in Tourism**

The Department of Geography is offering a course on Geography on tourism in the first semester of the under graduate programme and is open across the departments.

1	<b>Name of the course</b>	<b>Geography in Tourism</b>
2	Duration of the course	4 months (110 Days)
3	No. of Students enrolled	20
4	No. of students completing the course	18
5	Course Coordinator	HOD, Geography
6	Course Instructor	Faculties of the Geography Department

#### **Course Objectives:**

The objective of the course is to:

- familiarize students with the basic concepts of tourism
- discuss the terminology used
- give an insight into how tourism evolved over a period of time and reached the modern stage.
- enhance the knowledge of students in various areas related to tourism and how it affects the destination
- explore the selected issues that currently influence the tourism industry both locally and globally

#### **Learning Outcome:**

By the end of this course, learners would be able to:

- understand fundamentals of tourism from the management, marketing and financial perspectives
- understand the concepts of tourism, the framework of the system, types and form of tourism as well as the impacts of tourism
- describe the different types tourism resources of India, their importance in tourism and management.

## Syllabus


1. Concepts, Nature and Scope; Inter-Relationships of Tourism, Recreation and Leisure; Geographical Parameters of Tourism by Robinson.
2. Type of Tourism: Nature Tourism, Cultural Tourism, Medical Tourism, Pilgrimage
3. Recent Trends of Tourism: International and Regional; Domestic (India); Eco- Tourism, Sustainable Tourism, Meetings, Incentives, Conventions and Exhibitions (MICE)
4. Impact of Tourism: Economy; Environment; Society
5. Tourism in India: Tourism Infrastructure; Case Studies of Himalaya, Desert and Coastal and Heritage; National Tourism Policy

### Reading List

1. Dhar, P.N. (2006) International Tourism: Emerging Challenges and Future Prospects. Kanishka, New Delhi.
2. Hall, M. and Stephen, P. (2006) Geography of Tourism and Recreation – Environment, Place and Space, Routledge, London.
3. Kamra, K. K. and Chand, M. (2007) Basics of Tourism: Theory, Operation and Practise, Kanishka Publishers, Pune.
4. Page, S. J. (2011) Tourism Management: An Introduction, Butterworth- Heinemann- USA. Chapter 2.
5. Raj, R. and Nigel, D. (2007) Morpeth Religious Tourism and Pilgrimage Festivals Management: An International perspective by, CABI, Cambridge, USA, [www.cabi.org](http://www.cabi.org).
6. Tourism Recreation and Research Journal, Center for Tourism Research and Development, Lucknow

### Picture: Classroom



  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Academic Session: 2016-2017

### Certificate course in Self Defence

This course is designed for all students and provides in depth knowledge about Self Defence. Students will expand their knowledge about Martial Arts, identify Self Defence techniques, develop skills in situational awareness, acquire skills attack response, close range/far range combat, pressure points, falling safety, escape techniques, and safe training practices.

1	<b>Name of the course</b>	<b>Self Defence</b>
2	Duration of the course	30 days (One and Half Hour Daily)
3	No. of Students enrolled	10
4	No. of students completing the course	09
5	Course Coordinator	Mr. Srimanta Hazarika, Physical Instructor
6	Course Instructor	Parakram Combat Centre, Golaghat

#### Course Objectives:

Non-violent self-defence course, providing students with self-confidence and skills in assault situations; practical exercises focus on skills needed in different conditions.

#### Student Learning Outcomes

After successful completion of this course, students should be able to


- defend yourself in unpredicted situations in which you may be in danger with emphasis on barehand techniques
- protect yourself with the self defence

<b>Syllabus</b>	
<b>Unit:1</b>	Define Self Defence Understand limits of Self Defence
<b>Unit: 2</b>	Warm-up exercises and stretching Strengthening exercises (sit-ups and push-ups) Basic skills: Footwork + High kick Arm Grab Defence Meditation (Chi) Front/Back Kick
<b>Unit: 3</b>	Warm-up exercises and stretching Strengthening exercises (sit-ups and push-ups) Basic skills: Arm Grab defence + Front kick Turning Kick/ Turning Back Kick,

	Tackle Techniques Body throw + Defence
<b>Unit 4:</b>	Warm-up exercises and stretching Strengthening exercises (sit-ups and push-ups) Meditation Punching techniques Learning Human weak points Techniques for eliminating dangers from daily living Methods for recognizing and avoiding dangers in the home, car, and street



**Picture: Practice Session**

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

**2017-2018**

## Add- on Course in Soft Skills

### Academic Session: 2017-18

1. Name of the course	Add-on Course in Soft Skills
2. Duration	72 hours
3. Name of the collaborator	IQAC, Golaghat Commerce College
4. Date of Commencement	03/09/2017
5. Date of Completion	30/11/2017
6. No. of students enrolled in the course	32
7. No. of students completed the course	32
8. Course Co-Ordinator	Dr. Jiban Jyoti Kakoti
9. Name of the faculty involved	Dr. Jiban Jyoti Kakoti, Mrs. Nandini Baruah, Ms. Nazia Rahman, Ms. Swadhinata Gogoi.

The Department of English has been offering a self-financing three months certificate course in Soft Skills since 2016. The course is offered for three months, with two batches in an academic year. The classes are conducted in the college on three-week days from 3p.m.-5 p.m. Total number of hours is 72 hours. The eligibility criteria for this course is 10+2 passed. Classes are taken by the faculty members of the department.

**Aims and Objectives:** The course aims at making the students understand the fundamental soft skills and of their practical usage. Through this course they learn to communicate effectively and confidently. They also learn how to identify and overcome the barriers in interpersonal relationship in order to obtain best results. Students would find this course immensely useful for building a career and also finding employment as soft skill trainers.

The course has been started keeping in view the crucial role of language skills and soft skills in personal as well as professional life of the younger generation. In the era of globalization, it has become imperative to become proficient in both soft skills and life skills. Therefore, with the objective of equipping students with the vital communication and soft skills to succeed in the highly competitive world, the Department of English proposes to offer a specially designed Certificate Course in Soft Skills.

Course Outcome: After completing this course, students will be able to:

- Understand the significance and essence of a wide range of soft skills.
- Learn how to apply soft skills in a wide range of social and professional environment.
- Will acquire the skill of employing soft skills to improve interpersonal relationships.
- Learn how to employ soft skills to enhance employability and ensure workplace and career success.

## Syllabus

### Unit-1

5. **Soft Skills: An Introduction** - Definition and significance of soft skills; Process, Importance and Measurement of Soft Skills Development.
6. **Self-Discovery:** Discovering the self; Setting Goals; Beliefs, Values, Attitude, Virtue.
7. **Positivity and Motivation:** Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivational Levels.
8. **Personality Development:** Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills

### Unit-2

8. **Interpersonal Communication:** Interpersonal relations; communication models, process and barriers; team communication; developing interpersonal relationships.
9. **Public Speaking:** Skills, Methods, Strategies and Essential tips for effective public speaking.
10. **Group Discussion:** Importance, Planning, Elements, Skills assessed; Effectively Disagreeing, Initiating, Summarizing and Attaining the Objective.
11. **Non- Verbal Communication:** Importance and Elements; Body Language.
12. **Teamwork and Leadership Skills:** Concept of Terms; Building Effective Teams; Concept of Leadership.
13. **Presentation Skills:** Types, Content, Audience Analysis, Essential Tips- Before, During and After Overcoming Nervousness
14. **Etiquette and Manners:** Social and Business.

### Unit-3

4. **Phonetics:** Received Pronunciation, Speech Mechanism, Speech Sounds Threefold Pronunciation, Transcription
5. **Situational Conversation:** At the.... doctor's, post office, bank, railway station, college, government office, book shop, taking an admission etc.
6. **Writing Skills:** Art of Writing, Paragraph Writing, Letter Writing.

### Unit-4

6. **Decision- Making and Problem- Solving Skills:** Meaning, Types and Models, Group and Ethical Decision- Making, Problems and Dilemmas in application of these skills.
7. **Conflict management:** Conflict- Definition, Nature, Types and Causes; Methods of Conflict Resolution.
8. **Stress Management:** Stress- Definition, Nature, Types, Symptoms and Causes; Stress Analysis Models and Impact of Stress; Measurement and Management of Stress.
9. **Leadership and Assertiveness Skills:** A Good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership Behavior; Assertiveness Skills.
10. **Interview Skills:** Interviewer and Interviewee- in- depth perspective. Before, During and After The Interview. Tips for Success

### Reference Books:

6. *Managing Soft Skills for Personality Development*- edited by B.N. Ghosh, McGraw Hill India, 2012.
7. *English and Soft Skills*- S.P. Dhanavel, Orient Blackswan India, 2010.



8. *Personality Development and Soft Skills*- Barun K. Mitra- Oxford University Press, 2<sup>nd</sup> Edition 2016
9. *Decoding Communication- A Complete Handbook for Effective Communication*- Girish Jain and Manzoor Moideen- Notion Press
10. *A Course in Phonetics and Spoken English*- J Sethi and P.V. Dhamija- Prentice Hall Indian Learning Private Limited, Standard Edition,1999.

**Evaluation:**

There are two components of Evaluation:

- c. Continuous Evaluation of 20 marks: Comprises of quizzes, assignments, etc.
- d. Final Evaluation of 80 marks: Comprises of Written Examination: 60 marks  
Oral Examination: 20 marks.

**Certification:**

At the end of the course the Course Coordinator (HOD) determines the grading of the students based on the evaluation process. The gradation in the certificate ranges from ‘O’ to ‘F’

**Course Summary:**

**Year 2017-18:** The course, which is designed to cover all the major aspects of soft skills that offer detailed information as well as practical exercises, has come to an end with a striking number of successful learners. The classes were attended by the students quite regularly.

Total Enrollment: 30

Total number pass-out: 30

**Attendance Sheets:**

The image shows two pages of attendance sheets. The left page is titled 'Attendance Register' and has columns for dates 1 through 13. The right page is titled 'COMMERCE COLLEGE' and is for the month of 'Sept' 2017-2018, with columns for dates 14 through 31. Both sheets list student names in a vertical column on the left. The cells contain 'P' for present and 'A' for absent. The total number of students is 30, and all are marked as present.

NAME		ROLL NO.	LECTURES													COMMERCE COLLEGE				
			S TOTAL LECTURES													For the Month of Oct 2017/2018				
			1	2	3	4	5	6	7	8	9	10	11	12	13	DELIVERED				
			14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Pratik Mishra	1	✓							P											
Chandra kumar saha	2																			
Pratik saha	3	✓							D											
ADITYA SURI	4	✓																		
Raj Singh	5	✓																		
Karla Basumatary	6	✓																		
PULAK SAHA	7	✓																		
Sanj Datta	8	✓																		
RA. PRINCE HASARNA	9	✓																		
Pratik Katar	10																			
TUSHAR RAJAN GOCCI	11	✓																		
RITA CHANDRICKA	12	✓																		
SUBHAM VERMA	13	✓																		
Pratik Bhatnagar	14																			
SOHANEEL TALLUDDAR	15	✓																		
Pratik Jyoti Das	16	✓																		
Chandra Huzefa	17	✓																		
Pratik Roy	18	✓																		
Umesh Saha	19	✓																		
BIRU GUPTA	21	✓																		
Dipankar Talukder	22	✓																		
Pratik Saha	23	✓																		
Rahul Saha	24	✓																		
Pratik Saha	25	✓																		
SUBHAM SHWETA	26	✓																		
BIDYANTA BASUMATARY	27	✓																		
DEBAYYOTI SAHA	28	✓																		
Pratik Saha	29	✓																		
Rabi A	30	✓																		
Pratik Saha	31	✓																		
Pratik Saha	32	✓																		
Pratik Saha	33	✓																		

NAME		ROLL NO.	LECTURES													COMMERCE COLLEGE				
			S TOTAL LECTURES													For the Month of Nov 2017/2018				
			1	2	3	4	5	6	7	8	9	10	11	12	13	DELIVERED				
			14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Pratik Mishra	1																			
Chandra kumar saha	2																			
Pratik saha	3																			
ADITYA SURI	4																			
Raj Singh	5																			
Karla Basumatary	6																			
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RA. PRINCE HASARNA	9																			
Pratik Katar	10																			
TUSHAR RAJAN GOCCI	11																			
RITA CHANDRICKA	12																			
SUBHAM VERMA	13																			
Pratik Bhatnagar	14																			
SOHANEEL TALLUDDAR	15																			
Pratik Jyoti Das	16																			
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Dipankar Talukder	22																			
Pratik Saha	23																			
Rahul Saha	24																			
Pratik Saha	25																			
SUBHAM SHWETA	26																			
BIDYANTA BASUMATARY	27																			
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Rabi A	30																			
Pratik Saha	31																			
Pratik Saha	32																			
Pratik Saha	33																			

  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

**Academic Year: 2017-18**

**ADD ON COURSE ON FUNDAMENTALS OF INDIAN STOCK  
MARKET**

**Course Offered By: Department of Banking**

**Golaghat Commerce College, Golaghat**

**In Association with IQAC**

<b>1. Name of the course</b>	<b>Fundamentals of Indian Stock Market</b>
<b>2. Duration</b>	<b>40 hours</b>
<b>3. Name of the collaborator</b>	<b>IQAC, Golaghat Commerce College</b>
<b>4. No. of students enrolled in the course</b>	<b>11</b>
<b>5. No. of students completed the course</b>	<b>10</b>
<b>6. Course Co-Ordinator</b>	<b>Mr. Manash Pratim Sarmah</b>
<b>7. Name of the faculty involved</b>	<b>Mr. Lakhidhar Saikia, Dr. Jagot Saikia, Mr. Atul Kumar Das, Mr. Manash Pratim Sarmah</b>

The Department of Banking has been offering a add on course on Fundamentals of Indian Stock Market to acquaint the students with different aspects of Indian Stock Market. The students having genuine interest towards the Indian Stock Market apply for this course. This course is designed in such a way to disclose both the aspects of the Stock Market academic aspect and professional aspect by providing the ultimate guide to the Market and other factors associated with the Indian stock market. The course will help the students to clear out different concepts of the stocks of different companies.

**Objectives of the course:**

- To equip the students with practical and professional knowledge of Indian Stock Market
- To make them understand every factor and all pros and cons of the Stock Market before stepping into this field
- To develop various skills and techniques like analysing skill, decision making skill, risk taking skill, and financial risk management skill etc among the students so that they can utilize them properly to grow in the stock market

- To help the students in obtaining a good job

## **Syllabus:**

### **Unit 1: Financial Market- an introduction**

Money market- meaning, constituents & function; Money market instruments – call money, treasury bills, and certificate of deposits, Commercial 953 bills, and trade bills, Acceptance Houses, Discount Houses; Capital markets – primary and secondary market; Government securities markets; Role of SEBI - an overview and recent developments. Role of RBI, SEBI, DFHI, SHCI in Financial Markets, Capital Markets in India - An overview of Indian Securities Market, Meaning, Functions, Intermediaries, Role of Primary Market – Methods of floatation of capital – Problems of New Issues Market – IPO's – Investor protection in primary market – Recent trends in primary market – SEBI measures for primary market.

### **Unit 2: Exploring Stock Exchange-concept and Functions**

Meaning, Nature, Functions of Secondary Market – Organisation and Regulatory framework for stock exchanges in India – SEBI: functions and measures for secondary market – Overview of major stock exchanges in India - Listing of Securities: Meaning – Merits and Demerits – Listing requirements, procedure, fee – Listing of rights issue, bonus issue, further issue – Listing conditions of BSE and NSE – Delisting, Stock market indices-meaning, purpose

**Unit 3:** Portfolio Analysis and Financial Derivatives: Portfolio and Diversification, Portfolio Risk and Return; Mutual Funds; Introduction to Financial Derivatives; Financial Derivatives Markets in India

**Unit 4:** Investor Protection- Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism

## **Suggested readings:**

5. M.Y Khan, *Indian Financial System*, Tata McGraw Hill, 7<sup>th</sup> edition, 2011
6. Prasanna Chandra, *Investment Analysis and Portfolio Management*, McGraw Hill Education
7. C.P. Jones, *Investments Analysis and Management*, Wiley, 8th ed.
8. L.M Bhole and I. Mahukud, *Financial Institutions and Markets*, Tata McGraw Hill, 5<sup>th</sup> edition


**Attendance:**



**Picture: Attendance Sheet**


**List of students enrolled in the course:**

List of students enrolled in the course	List of students completed the course
BISHAKHA SAHU	BISHAKHA SAHU
TAJMIN HAQUE	TAJMIN HAQUE
SANJAY SAIKIA	SANJAY SAIKIA
ARUN EKKA	ARUN EKKA
SAHIL ALI	SAHIL ALI
SINTU GOGOI	SINTU GOGOI
UDIP NATH	UDIP NATH
PRIYANKA ROY	PRIYANKA ROY
RAHUL GOGOI	RAHUL GOGOI
SHILPI PRAN SONOWAL	SHILPI PRAN SONOWAL
DEEPAK LAKRA	DEEPAK LAKRA

  
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 Golaghat Commerce College  
 Golaghat, Assam, India



**Picture: Indian Stock Market Class**



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Golaghat Commerce College  
Golaghat, Assam, India

## **Academic Year: 2017-18**

### **Add on Course in Cutting and Tailoring**

**Course Offered By: Department of Political Science**

**Golaghat Commerce College, Golaghat**

**In Association with Lions' Club, Golaghat**

<b>1. Name of the course</b>	<b>Add on Course in Cutting and Tailoring</b>
<b>2. Duration</b>	<b>120 days</b>
<b>3. Name of the collaborator</b>	<b>Lions' Club, Golaghat</b>
<b>4. No. of students enrolled in the course</b>	<b>7</b>
<b>5. No. of students completed the course</b>	<b>7</b>
<b>6. Course Co-Ordinator</b>	<b>Mr. Bhaskar Kakati</b>
<b>7. Name of the faculty involved</b>	<b>Ms. Sukriti Chandra, Ms. Aroti Chandra</b>

Department of Political Science has been offering Cutting and tailoring courses since 2015 to help the students to develop skill in the cutting and tailoring techniques and also to develop skill in the clothing construction techniques to become self-reliant. Considering the rising unemployment scenario, the department has offered this course which will help in development of capabilities of students and will enable them to set up their own small-scale enterprises.

#### **Objective of the course:**

- The prime objective of the course is to make the students self- dependent by imparting necessary competencies among students so that they become employable in small scale tailoring industry as well as will be able to set up their own tailoring shop.

#### **Syllabus:**

##### **Unit 1: Basics of cutting and tailoring**

Importance of Cutting and Tailoring, Use and care of sewing machine

##### **Unit 2: Principles of clothing construction**

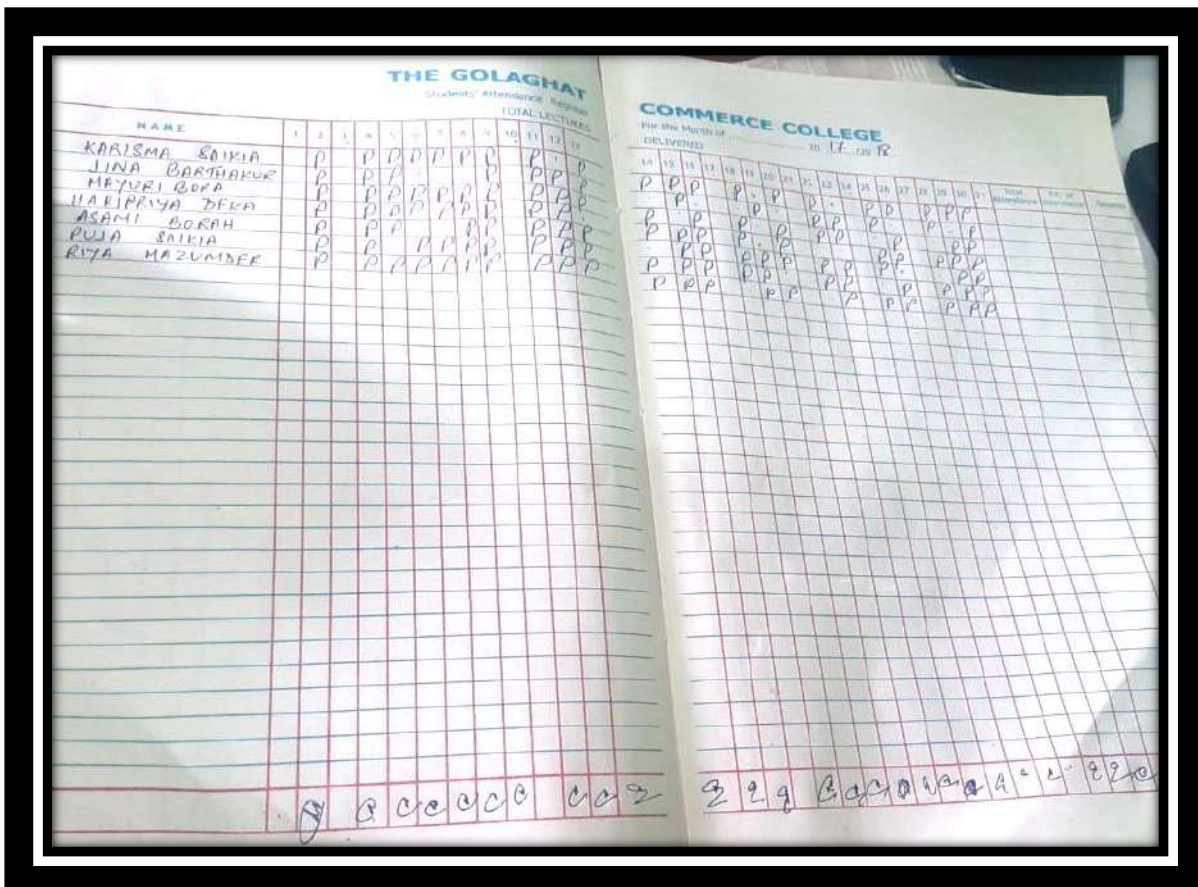
- a) Body measurement- Anthropometric measurement, methods of taking body measurement.
- b) Drafting and making paper patterns

##### **Unit 3: Clothing for different age groups**

Hanker ship, Pillow cover, Petticoat, Blouse, Bra Cutting blouse, normal blouse, umbrella cut frock, puff sleeve frock, salwar kurta, baby shirt-pant, pyjama, kameez, infant baby suit

**Mode of examination:** By observing the performance i.e., garments stitching of the students and their practical work like Taking body measurement, folding and cutting the cloth etc.

List of students enrolled in cutting and tailoring	List of students completed the course
KARISMA SAIKIA	KARISMA SAIKIA
JINA BARTHAKUR	JINA BARTHAKUR
MAYURI BORA	MAYURI BORA
HARIPRIYA DEKA	HARIPRIYA DEKA
ASAMI BORAH	ASAMI BORAH
PUJA SAIKIA	PUJA SAIKIA
RIYA MAZUMDAR	RIYA MAZUMDAR



Picture: Attendance Sheet





**Picture: Student Work**

A handwritten signature in blue ink, appearing to read "B. Barman".

Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Academic Year: 2017-18

### Add on Course in Embroidery

Course Offered By: Department of Political Science

Golaghat Commerce College, Golaghat

In Association with Lions' Club, Golaghat

1. Name of the course	Add on Course in embroidery
2. Duration	90 days
3. Name of the collaborator	Lions' Club, Golaghat
4. No. of students enrolled in the course	7
5. No. of students completed the course	7
6. Course Co-Ordinator	Mr. Bhaskar Kakati
7. Name of the faculty involved	Ms. Sukriti Chandra, Ms. Aroti Chandra

Department of Political Science has been offering embroidery course since 2016 to help the students to become self-reliant. Considering the rising unemployment scenario, the department has offered this course which will help in development of capabilities of students and will enable them to set up their own small-scale enterprises.

#### Objective of the course:

- The prime objective of the course is to make the students self- dependent by imparting necessary embroidery skill among students

#### Syllabus:

##### Module 1: Basics of embroidery

Importance of embroidery, Use and care of sewing machine

**Module 2:** Introduction, tools and supplies, Types Tracing methods Do's and dont's of Hand Embroiderer

**Module 3:** Basic Hand Embroidery stitches and Decorative Hand Embroidery Stitches, Bead Work, Mirror Work

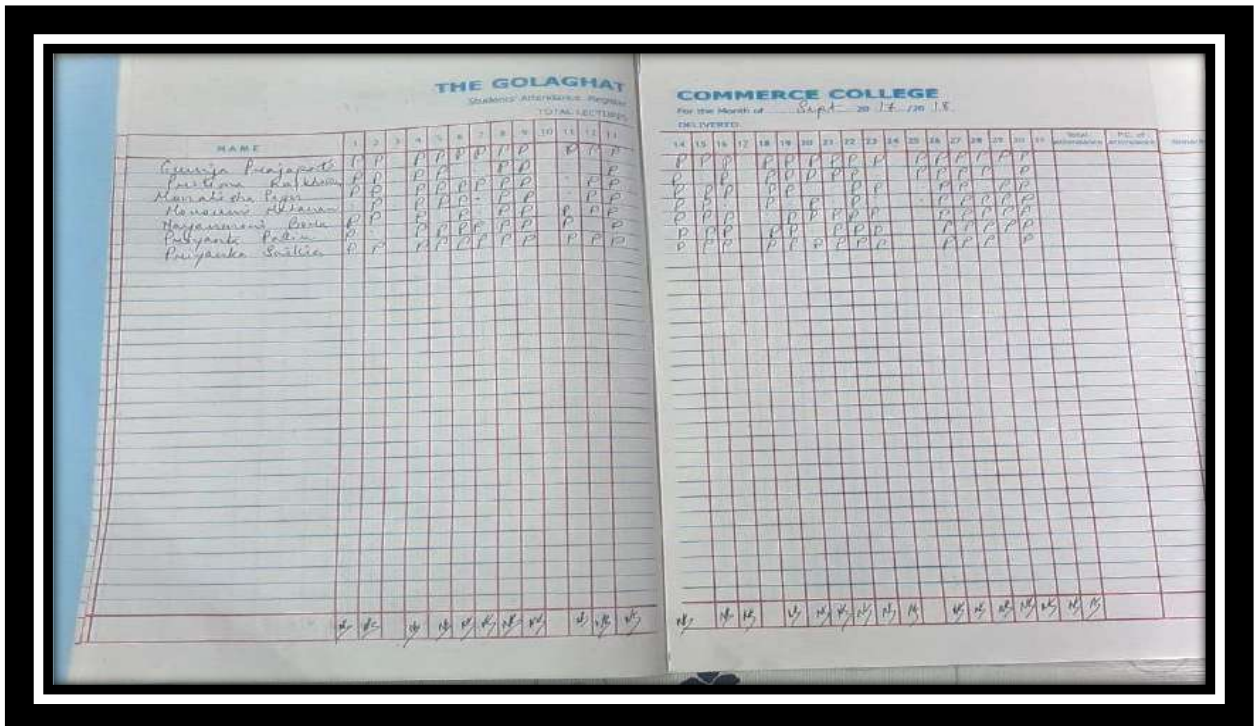
**Module 4:** Indian Traditional Hand Embroidery

**Course Outcome:** The students can become self-dependent by using this skill. Even they can avail credit from Banks and other financial institutions with the help of the certificate obtained, after completion of the course.

**List of students enrolled in embroidery**

List of students enrolled in embroidery	List of students completed the course
Gunja Prajapati	Gunja Prajapati
Pritima Rajkhowa	Pritima Rajkhowa
Monalisha Pegu	Monalisha Pegu
Mousumi Mahanan	Mousumi Mahanan
Nayanmoni Bora	Nayanmoni Bora
Priyanka Patir	Priyanka Patir
Priyanka Saikia	Priyanka Saikia

**Picture: Attendance of students**



*B. Barua*  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

## Academic Session: 2017-2018

### Add on course in Jewellery Making

Course initiated by: ECGPC, Skill Development Cell,  
Department of Hindi, Golaghat Commerce College

Jewellery Making as an add on course initiated by the ECGPC, Skill Development Cell, Department of Hindi, Golaghat Commerce College keeping in view the need of entrepreneurship development. The students will learn the principles and techniques of jewellery making.

1	Name of the course	Jewellery Making
2	Duration of the course	30 days (per day one and half hour)
3	No. of Students enrolled	10
4	No. of students completing the course	10
5	Course Coordinator	Mr. Bhaskar Kakati Ms. Junti Duarah
6	Course Instructor	Ms. Dulari Kotoki

#### Course Objectives:

This subject is an introduction to the very basics of jewellery design and empowers students to navigate through the rest of the course.

#### Course Learning Outcomes:


- Make various types of Jewellery items by using the various tools and technologies.
- Understand the various metals and other items required for Jewellery making
- Appreciate the importance of embarking on self-employment and has developed the confidence for the same

Syllabus	
Unit:1	History of Art and Jewellery and Polymer Jewellery
	Material-Polymer Clay
	Scope-Wearable, durability, special trend
Unit: 2	Silk Thread Jewellery
	Basic about silk thread.

	<p>-Material-Plastic bangles, silk thread, jhumka base, earring base, fevicol, decoration material, scissor.</p> <p>Scope- Cost durability, wearability, look enhancement, connecting to fashion</p>
<b>Unit: 3</b>	<p><b>Quilling Paper Jewellery</b></p> <p>About quilling paper jewellery.</p> <p>-Material-Quilling strips, quilling tools, flat pearls</p> <p>Scope- Low costing, high wearability, elegant look and improving mood, connecting to trends, Lightweight Jewellery</p>
<b>Unit 4:</b>	<p><b>Bead Jewellery</b></p> <p>Basic about bead jewellery</p> <p>Material- Beads (variety packets), thin needle, normal thread, Gaze wire, pearls, Pendant</p> <p>Tools-Round nose, flat cutter, Jump ring, Head and eye Pin, chain</p>



**Picture: Demonstration**

  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

## Academic Session: 2017-2018

### Add on Course in Geography in Tourism

The Department of Geography is offering a course on Geography on tourism in the first semester of the under graduate programme and is open across the departments.

1	<b>Name of the course</b>	<b>Geography in Tourism</b>
2	Duration of the course	4 months (45 days class)
3	No. of Students enrolled	20
4	No. of students completing the course	20
5	Course Coordinator	HOD, Geography
6	Course Instructor	Faculties of the Geography Department

#### Course Objectives:

The objective of the course is to:

- familiarize students with the basic concepts of tourism
- discuss the terminology used
- give an insight into how tourism evolved over a period of time and reached the modern stage.
- enhance the knowledge of students in various areas related to tourism and how it affects the destination
- explore the selected issues that currently influence the tourism industry both locally and globally

#### Learning Outcome:

By the end of this course, learners would be able to:

- understand fundamentals of tourism from the management, marketing and financial perspectives
- understand the concepts of tourism, the framework of the system, types and form of tourism as well as the impacts of tourism
- describe the different types tourism resources of India, their importance in tourism and management.

## Syllabus


1. Concepts, Nature and Scope; Inter-Relationships of Tourism, Recreation and Leisure; Geographical Parameters of Tourism by Robinson.
2. Type of Tourism: Nature Tourism, Cultural Tourism, Medical Tourism, Pilgrimage
3. Recent Trends of Tourism: International and Regional; Domestic (India); Eco- Tourism, Sustainable Tourism, Meetings, Incentives, Conventions and Exhibitions (MICE)
4. Impact of Tourism: Economy; Environment; Society
5. Tourism in India: Tourism Infrastructure; Case Studies of Himalaya, Desert and Coastal and Heritage; National Tourism Policy

### Reading List

1. Dhar, P.N. (2006) International Tourism: Emerging Challenges and Future Prospects. Kanishka, New Delhi.
2. Hall, M. and Stephen, P. (2006) Geography of Tourism and Recreation – Environment, Place and Space, Routledge, London.
3. Kamra, K. K. and Chand, M. (2007) Basics of Tourism: Theory, Operation and Practise, Kanishka Publishers, Pune.
4. Page, S. J. (2011) Tourism Management: An Introduction, Butterworth- Heinemann- USA. Chapter 2.
5. Raj, R. and Nigel, D. (2007) Morpeth Religious Tourism and Pilgrimage Festivals Management: An International perspective by, CABI, Cambridge, USA, [www.cabi.org](http://www.cabi.org).
6. Tourism Recreation and Research Journal, Center for Tourism Research and Development, Lucknow
7. Singh Jagbir (2014) “Eco-Tourism” Published by - I.K. International Pvt. Ltd. S- 25, Green Park Extension, Uphaar Cinema Market, New Delhi, India ([www.ikbooks.com](http://www.ikbooks.com)).



**Picture: Demonstration**

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Academic Session: 2017-2018

### Certificate course in Self Defence

This course is designed for all students and provides in depth knowledge about Self Defence. Students will expand their knowledge about Martial Arts, identify Self Defence techniques, develop skills in situational awareness, acquire skills attack response, close range/far range combat, pressure points, falling safety, escape techniques, and safe training practices.

1	<b>Name of the course</b>	<b>Self Defence</b>
2	Duration of the course	30 days
3	No. of Students enrolled	10
4	No. of students completing the course	09
5	Course Coordinator	Mr. Srimanta Hazarika
6	Course Instructor	Parakram Combat Centre, Golaghat

#### **Course Objectives:**

Non-violent self defence course, providing students with self-confidence and skills in assault situations; practical exercises focus on skills needed in different conditions.

#### **Student Learning Outcomes**

After successful completion of this course, students should be able to

- defend yourself in unpredicted situations in which you may be in danger with emphasis on barehand techniques
- protect yourself with the self defence

<b>Syllabus</b>	
<b>Unit:1</b>	Define Self Defence Understand limits of Self Defence
<b>Unit: 2</b>	Warm-up exercises and stretching Strengthening exercises (sit-ups and push-ups) Basic skills: Footwork + High kick Arm Grab Defence Meditation (Chi) Front/Back Kick
<b>Unit: 3</b>	Warm-up exercises and stretching Strengthening exercises (sit-ups and push-ups) Basic skills: Arm Grab defence + Front kick Turning Kick/ Turning Back Kick,



	Tackle Techniques Body throw + Defence
<b>Unit 4:</b>	Warm-up exercises and stretching Strengthening exercises (sit-ups and push-ups) Meditation Punching techniques Learning Human weak points Techniques for eliminating dangers from daily living Methods for recognizing and avoiding dangers in the home, car, and street



**Picture: Theory Class**

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

**2018 - 2019**

## Add- on Course in Soft Skills

### Academic Session: 2018-19

1. Name of the course	Add-on Course in Soft Skills
2. Duration	72 hours
3. Name of the collaborator	IQAC, Golaghat Commerce College
4. Date of Commencement	04/10/2018
5. Date of Completion	30/11/2018
6. No. of students enrolled in the course	30
7. No. of students completed the course	26
8. Course Co-Ordinator	Dr. Jiban Jyoti Kakoti
9. Name of the faculty involved	Dr. Jiban Jyoti Kakoti, Mrs. Nandini Baruah, Ms. Nazia Rahman, Ms. Swadhinata Gogoi, Ms. Himadri Gogoi.

The Department of English has been offering a self-financing three months certificate course in Soft Skills since 2016. The course is offered for three months, with two batches in an academic year. The classes are conducted in the college on three-week days from 3p.m.-5 p.m. Total number of hours is 72 hours. The eligibility criteria for this course is 10+2 passed. Classes are taken by the faculty members of the department.

**Aims and Objectives:** The course aims at making the students understand the fundamental soft skills and of their practical usage. Through this course they learn to communicate effectively and confidently. They also learn how to identify and overcome the barriers in interpersonal relationship in order to obtain best results. Students would find this course immensely useful for building a career and also finding employment as soft skill trainers.

The course has been started keeping in view the crucial role of language skills and soft skills in personal as well as professional life of the younger generation. In the era of globalization, it has become imperative to become proficient in both soft skills and life skills. Therefore, with the objective of equipping students with the vital communication and soft skills to succeed in the highly competitive world, the Department of English proposes to offer a specially designed Certificate Course in Soft Skills.

Course Outcome: After completing this course, students will be able to:

- Understand the significance and essence of a wide range of soft skills.
- Learn how to apply soft skills in a wide range of social and professional environment.
- Will acquire the skill of employing soft skills to improve interpersonal relationships.
- Learn how to employ soft skills to enhance employability and ensure workplace and career success.

## Syllabus

### Unit-1

9. **Soft Skills: An Introduction** - Definition and significance of soft skills; Process, Importance and Measurement of Soft Skills Development.
10. **Self-Discovery:** Discovering the self; Setting Goals; Beliefs, Values, Attitude, Virtue.
11. **Positivity and Motivation:** Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivational Levels.
12. **Personality Development:** Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills

### Unit-2

15. **Interpersonal Communication:** Interpersonal relations; communication models, process and barriers; team communication; developing interpersonal relationships.
16. **Public Speaking:** Skills, Methods, Strategies and Essential tips for effective public speaking.
17. **Group Discussion:** Importance, Planning, Elements, Skills assessed; Effectively Disagreeing, Initiating, Summarizing and Attaining the Objective.
18. **Non- Verbal Communication:** Importance and Elements; Body Language.
19. **Teamwork and Leadership Skills:** Concept of Terms; Building Effective Teams; Concept of Leadership.
20. **Presentation Skills:** Types, Content, Audience Analysis, Essential Tips- Before, During and After Overcoming Nervousness
21. **Etiquette and Manners:** Social and Business.

### Unit-3

7. **Phonetics:** Received Pronunciation, Speech Mechanism, Speech Sounds Threefold Pronunciation, Transcription
8. **Situational Conversation:** At the.... doctor's, post office, bank, railway station, college, government office, book shop, taking an admission etc.
9. **Writing Skills:** Art of Writing, Paragraph Writing, Letter Writing.

### Unit-4

11. **Decision- Making and Problem- Solving Skills:** Meaning, Types and Models, Group and Ethical Decision- Making, Problems and Dilemmas in application of these skills.
12. **Conflict management:** Conflict- Definition, Nature, Types and Causes; Methods of Conflict Resolution.
13. **Stress Management:** Stress- Definition, Nature, Types, Symptoms and Causes; Stress Analysis Models and Impact of Stress; Measurement and Management of Stress.
14. **Leadership and Assertiveness Skills:** A Good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership Behavior; Assertiveness Skills.
15. **Interview Skills:** Interviewer and Interviewee- in- depth perspective. Before, During and After The Interview. Tips for Success

### Reference Books:

11. *Managing Soft Skills for Personality Development*- edited by B.N. Ghosh, McGraw Hill India, 2012.
12. *English and Soft Skills*- S.P. Dhanavel, Orient Blackswan India, 2010.



GOLAGHAT Students' Attendance Register			COMMERCE COLLEGE																																
TOTAL LECTURES			For the Month of <u>Nov</u> 2018/2019																																
Sl. No.	Hall No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
161	188	Ranjan Laying	P	P																															
162	189	BINOD NAYAK																																	
163	190	Udit saikia	P																																
164	191	DIPKUMAR PATHORI																																	
165	192	SUMKI KONWAR	P	P																															
166	193	DHAN KONWAR	P																																
167	194	SUNIA TAMANG	P																																
168	195	SUDAKSHANA HAZAR																																	
169	196	CHENSHI SEB RENGMA	P																																
170	197	ROSHMI TAMANG	P																																
171	198	ABHINASH MORANG	P	P																															
172	199	Jenisha borah	P																																
173	200	PRANTIK NATH																																	
174	202	Jonny Paul Marak																																	
175	203	Debashree Phukan	P	P																															
176	205	SIDDARTHA GOGOI	P																																
177	206	JOSHIL S RENGMA	P																																
178	207	PUBALI GOGOI																																	
179	208	INDRA RAJBONSHI		P																															
180	209	KASTORY PHUKAN																																	
181	210	Jayantia Bora																																	
182	211	Munmi Bora	P																																
183	212	LUCKY MONI PHUKAN	P																																
184	213	HIRONYA GOHAIN																																	
185	214	BHASKOR JYOTI NATH																																	
186	215	BEDANTA BIKASH KONW																																	
187	216	JUGAL SAIKIA																																	
188	217	NABAJYOTI KURMI	P																																
189	219	SUBRATA PHUKAN																																	
190	220	Krishna Narah																																	

GOLAGHAT Students' Attendance Register			COMMERCE COLLEGE																																	
TOTAL LECTURES			For the Month of <u>Dec</u> 2018/2019																																	
Sl. No.	Hall No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
161	188	Ranjan Laying																																		
162	189	BINOD NAYAK	P																																	
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164	191	DIPKUMAR PATHORI	P																																	
165	192	SUMKI KONWAR																																		
166	193	DHAN KONWAR	P																																	
167	194	SUNIA TAMANG	P																																	
168	195	SUDAKSHANA HAZAR																																		
169	196	CHENSHI SEB RENGMA																																		
170	197	ROSHMI TAMANG	P																																	
171	198	ABHINASH MORANG																																		
172	199	Jenisha borah	P																																	
173	200	PRANTIK NATH																																		
174	202	Jonny Paul Marak	P																																	
175	203	Debashree Phukan																																		
176	205	SIDDARTHA GOGOI	P																																	
177	206	JOSHIL S RENGMA																																		
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186	215	BEDANTA BIKASH KONW																																		
187	216	JUGAL SAIKIA	P																																	
188	217	NABAJYOTI KURMI	P																																	
189	219	SUBRATA PHUKAN																																		
190	220	Krishna Narah	P																																	

*B. B. Bora*  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## **Academic Year: 2018-19**

### **ADD-ON COURSE ON FUNDAMENTALS OF INDIAN STOCK MARKET**

**Course Offered By: Department of Banking**

**Golaghat Commerce College, Golaghat**

**In Association with IQAC**

<b>1. Name of the course</b>	<b>Fundamentals of Indian Stock Market</b>
<b>2. Duration</b>	<b>40 hours (One and half hour daily)</b>
<b>3. Name of the collaborator</b>	<b>IQAC, Golaghat Commerce College</b>
<b>4. Date of Commencement</b>	<b>02/05/2019</b>
<b>4. No. of students enrolled in the course</b>	<b>10</b>
<b>5. No. of students completed the course</b>	<b>10</b>
<b>6. Course Co-Ordinator</b>	<b>Mr. Manash Pratim Sarmah</b>
<b>7. Name of the faculty involved</b>	<b>Dr. Jagot Chandra Saikia, Mr. Rajesh Jaiswal, Mr. Manash Pratim Sarmah,</b>

The Department of Banking has been offering a add on course on Fundamentals of Indian Stock Market to acquaint the students with different aspects of Indian Stock Market. The students having genuine interest towards the Indian Stock Market apply for this course. This course is designed in such a way to disclose both the aspects of the Stock Market academic aspect and professional aspect by providing the ultimate guide to the Market and other factors associated with the Indian stock market. The course will help the students to clear out different concepts of the stocks of different companies.

#### **Objectives of the course:**

- To equip the students with practical and professional knowledge of Indian Stock Market
- To make them understand every factor and all pros and cons of the Stock Market before stepping into this field
- To develop various skills and techniques like analysing skill, decision making skill, risk taking skill, and financial risk management skill etc among the students so that they can utilize them properly to grow in the stock market
- To help the students in obtaining a good job

## **Syllabus:**

### **Unit 1: Financial Market- an introduction**

Money market- meaning, constituents & function; Money market instruments – call money, treasury bills, and certificate of deposits, Commercial 953 bills, and trade bills, Acceptance Houses, Discount Houses; Capital markets – primary and secondary market; Government securities markets; Role of SEBI - an overview and recent developments. Role of RBI, SEBI, DFHI, SHCI in Financial Markets, Capital Markets in India - An overview of Indian Securities Market, Meaning, Functions, Intermediaries, Role of Primary Market – Methods of floatation of capital – Problems of New Issues Market – IPO's – Investor protection in primary market – Recent trends in primary market – SEBI measures for primary market.

### **Unit 2: Exploring Stock Exchange-concept and Functions**

Meaning, Nature, Functions of Secondary Market – Organisation and Regulatory framework for stock exchanges in India – SEBI: functions and measures for secondary market – Overview of major stock exchanges in India - Listing of Securities: Meaning – Merits and Demerits – Listing requirements, procedure, fee – Listing of rights issue, bonus issue, further issue – Listing conditions of BSE and NSE – Delisting, Stock market indices-meaning, purpose

**Unit 3:** Portfolio Analysis and Financial Derivatives: Portfolio and Diversification, Portfolio Risk and Return; Mutual Funds; Introduction to Financial Derivatives; Financial Derivatives Markets in India

**Unit 4:** Investor Protection- Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism

### **Suggested readings:**

9. M.Y Khan, *Indian Financial System*, Tata McGraw Hill, 7<sup>th</sup> edition, 2011
10. Prasanna Chandra, *Investment Analysis and Portfolio Management*, McGraw Hill Education
11. C.P. Jones, *Investments Analysis and Management*, Wiley, 8th ed.
12. L.M Bhole and I. Mahukud, *Financial Institutions and Markets*, Tata McGraw Hill, 5<sup>th</sup> edition



**Course Outcome:** The course Fundamentals of Indian Stock Market enabled the students to know about different prospects of stock market and also guided them about various market and other factors associated with the Indian stock market

**List of students enrolled in the course:**

List of students enrolled in the course	List of students completed the course
Rohan Singha	Rohan Singha
Bijit Marak	Bijit Marak
Susanta Dutta	Susanta Dutta
Manish Gupta	Manish Gupta
Sundeep Buragohain	Sundeep Buragohain
Kamrul Ali	Kamrul Ali
Anupam Saikia	Anupam Saikia
Seema Shah	Seema Shah
Upendra Ch Bora	Upendra Ch Bora
Chravan Gogoi	Chravan Gogoi

**Picture: Attendance of students**



*Banana*  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Academic Year: 2018-19

### Add on Course in Cutting and Tailoring

Course Offered By: Department of Political Science

Golaghat Commerce College, Golaghat

In Association with IQAC

1. Name of the course	Add on Course in Cutting and Tailoring
2. Duration	120 days
3. Name of the collaborator	IQAC, Golaghat Commerce College
4. No. of students enrolled in the course	06
5. No. of students completed the course	06
6. Course Co-Ordinator	Mr. Bhaskar Kakati
7. Name of the faculty involved	Ms. Sukriti Chandra, Ms. Aroti Chandra

Department of Political Science has been offering Cutting and tailoring courses since 2015 to help the students to develop skill in the cutting and tailoring techniques and also to develop skill in the clothing construction techniques to become self-reliant. Considering the rising unemployment scenario, the department has offered this course which will help in development of capabilities of students and will enable them to set up their own small-scale enterprises.

#### Objective of the course:

- The prime objective of the course is to make the students self- dependent by imparting necessary competencies among students so that they become employable in small scale tailoring industry as well as will be able to set up their own tailoring shop.

#### Syllabus:

##### Unit 1: Basics of cutting and tailoring

Importance of Cutting and Tailoring, Use and care of sewing machine

##### Unit 2: Principles of clothing construction

- a) Body measurement- Anthropometric measurement, methods of taking body measurement.
- b) Drafting and making paper patterns

### Unit 3: Clothing for different age groups

Hanker ship, Pillow cover, Petticoat, Blouse, Bra Cutting blouse, normal blouse, umbrella cut frock, puff sleeve frock, salwar kurta, baby shirt-pant, pyjama, kameez, infant baby suit

**Mode of examination:** By observing the performance i.e., garments stitching of the students and their practical work like Taking body measurement, folding and cutting the cloth etc.

**Picture: Attendance of students**

THE GOLAGHAT													COMMERCE COLLEGE																		
Students' Attendance Register													For the Month of Dec-20, 18, 2015																		
Sl. No.	NAME	TOTAL LECTURES											DELIVERED																		
		1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Pallabi Nigam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Divya Datta	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Rishi Dix	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Radhika Saha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Poojita Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Seema Deka	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



*B. Barua*  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## **Academic Year: 2018-19**

### **ADD-ON COURSE IN GOODS AND SERVICES TAX**

**Course Offered By: Department of Accountancy**

**Golaghat Commerce College, Golaghat**

**In Association with IQAC**

<b>1. Name of the course</b>	<b>Goods and Services Tax</b>
<b>2. Duration</b>	<b>30 hours</b>
<b>3. Name of the collaborator</b>	<b>IQAC, Golaghat Commerce College</b>
<b>4. No. of students enrolled in the course</b>	<b>33</b>
<b>6. No. of students completed the course</b>	<b>25</b>
<b>7. Course Co-Ordinator</b>	<b>Dr. Pranjal Pratim Dutta</b>
<b>8. Name of the faculty</b>	<b>Dr. Prodip Borthakur, Dr. Pranjal Pratim Dutta, Ms. Sonashree Das</b>

Department of Accountancy has been offering this add on course since 2018. The basic aim of the course is to provide knowledge about Goods and Services Tax to students. Goods and Services Tax is an indirect tax imposed on the supply of goods and services. It is a multi-stage, destination-based tax imposed on every value addition. It replaced multiple indirect taxes, including VAT, excise duty, service taxes, etc. The add on course in GST is an advanced level course designed to provide knowledge of various concepts of GST along with its practical implication.

#### **Objectives of the course:**

- To provide theoretical knowledge about Goods and Services Tax and its evolution
- To teach practical aspects of GST
- To enable the students to understand the GST Law, ITC, Valuation of supply and returns, Input Tax Credit and filing of returns

#### **Syllabus:**

**Unit-1:** Overview of GST Law, Constitutional Provisions, Pre-GST regime, GST Council, CBIC, GST Portal.

**Unit-2:** Concept of Supply under GST, Scope of Supply of Goods & Services, Intra-State and Inter-State Supply, Briefing on SGST, CGST, IGST, UTGST, Exempted and Zero-Rated Supply, Mixed and Composite Supply

**Unit 3:** Composition Scheme, Composition Levy Scheme in GST – Features, Merits & Demerits, Persons eligible to register under Composition Levy Scheme

**Unit-4:** GST Registration & Amendment Process, Legal provisions applicable for GST Registration, New Registration Process and Documentation Requirements, GST Identification Number (GSTIN), GST Registration Certificate, Process of Amendment of Core & Non-core fields for existing GST registration, Cancellation, Surrender and Revocation of the GST Registration

**Unit-5:** Input Tax Credit (ITC) & its Utilization, Input Tax Credit Mechanism in GST – explained with practical examples, Reverse Charge Mechanism (RCM) under GST, GST Set off rules – ITC utilization with examples, filing of Returns

**Suggested books:**

1. Taxmann’s GST Acts with Rules and Forms
2. Dr. M.C Mehrotra and Prof. V.P Agarwal, GST and Services Tax (G.S.T), Sahitya Bhawan Publications: Agra

**Picture: Attendance of students**

*B. Barua*  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Academic Year: 2018-19

### Add on Course in Embroidery

Course Offered By: Department of Political Science

Golaghat Commerce College, Golaghat

In Association with IQAC

1. Name of the course	Add on Course in embroidery
2. Duration	90 days
3. Name of the collaborator	IQAC, Golaghat Commerce College
4. No. of students enrolled in the course	10
5. No. of students completed the course	10
6. Course Co-Ordinator	Mr. Bhaskar Kakati
7. Name of the faculty involved	Mrs. Mandira Bora

Department of Political Science has been offering embroidery course since 2016 to help the students to become self-reliant. Considering the rising unemployment scenario, the department has offered this course which will help in development of capabilities of students and will enable them to set up their own small-scale enterprises.

#### Objective of the course:

The prime objective of the course is to make the students self- dependent by imparting necessary embroidery skill among students

#### Syllabus:

##### Module 1: Basics of embroidery

Importance of embroidery, Use and care of sewing machine

**Module 2:** Introduction, tools and supplies, Types Tracing methods Do's and dont's of Hand Embroiderer

**Module 3:** Basic Hand Embroidery stitches and Decorative Hand Embroidery Stitches, Bead Work, Mirror Work

**Module 4:** Indian Traditional Hand Embroidery



Picture: Student Work

*B. B. B.*

Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Academic Session: 2018-2019

### Certificate course in Vermicomposting & Organic pesticide preparation

**Level :** Certificate

**Subject :** Vermiculture / Vermicompost

**Eligibility Criteria:** 10+

**Duration :** 3 month (2 Hours daily)

**Language :** Assamese/ English

**Intake :** 20 seats

**Selection/ Admission criteria:** First come first serve

**Attendance :** Minimum 75%

**Lecture and practical time :** 1.00pm to 3.00pm

**Academic calendar for the course:**

Admission: In the month of July

Class start – 3<sup>rd</sup> week of August

Class: 4 days in a week (2 days theory 2 day Practical)

Exam: 1<sup>st</sup> unit test -4<sup>th</sup> week of September

2<sup>nd</sup> unit test -4<sup>th</sup> week of October

Project preparation: 1<sup>st</sup> week of November

Examination: 2<sup>nd</sup> week of November

**Examination structure:** Unit Test – 40

Project Work- 20

Practical- 30

Theory - 50

**Marking and Grading System:**

25% of unit Test 10

50% of Project Preparation 10

100% Of Practical 30

100% of Theory 50

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Total 100



<u>Marks</u>	<u>Grade</u>
Above 90%	A+
80%-90%	A
60%-80%	B
40%-60%	C
Below 40%	D (Fail)

**Available infrastructure:** large scale Vermicompost Unit.

**Teaching staff:** Qualified Guest Teacher and Experienced Teacher

**Non-teaching staff:** 2 Unit Assistant

### **Advantages of the course and future prospects**

1. Student can construct their own compost farm and thereby can earn monthly income of Rs. 8000-10000 by supplying worms, Vermicompost and Verm wash.
2. By using Vermicompost a farmer can increase the crop yield.
3. Students residing in cities can produce Vermicompost in small scale for garden and household plant.
4. After completion of the course they can get job as Vermicompost technician.
5. It will lead towards organic farming and healthy foods and also help to prevent Environmental Pollution.
6. Uses of Vermicompost help to maintain the Soil Health.

### **Course Objectives:**

The main objective of vermi compost course is to educate the students about preparation of organic manure.

### **Course Learning Outcomes:**

By the end of the course

- Student can construct their own compost farm and thereby can earn monthly income of Rs. 8000-10000 by supplying worms, Vermicompost and Verm wash.
- By using Vermicompost a farmer can increase the crop yield.
- Students residing in cities can produce Vermicompost in small scale for garden and household plant.
- After completion of the course they can get job as Vermicompost technician.
- It will lead towards organic farming and healthy foods and also help to prevent Environmental Pollution.
- Uses of Vermicompost help to maintain the Soil Health.

## **SYLLABUS**

### **THEORY:**

#### **PART A: VERMICOMPOST**

**UNIT I** : Vermi Culture or Vermi Composting ; Introduction , meaning, definition, importance of Vermicompost , their value in maintenance of soil structure

**UNIT II:** Raw materials of Vermicompost , Procedure of making raw Compost, Preparation of Vermicompost

**UNIT III:** Uses of Vermicompost ; Role of Vermicompost in Plant Nutrition, Characteristics of a Quality Vermicompost.

**UNIT IV:** Economic Viability of Vermicompost ; Vermicomposting as a way of livelihood activity

#### **PART B : EARTHWORM**

**UNIT I:** The Species of Earthworms; Choosing the Right and Useful Earthworms, local Species of Earthworms, Earthworms Farming

**UNIT II** : Earthworm Biology; Key to identify the Species of Earthworms, Biology of Eisenia Fetida(anatomy and physiology and reproduction), Biology of Eudrilus Eugeniae(anatomy and physiology and reproduction).

**UNIT III:** Enemies and Sickness of Earthworms, Frequent Problems of Earthworms, Remedies and Protection.

#### **PART C : VERMIWASH OR VERMIJUICE**

**UNIT I:** Vermiwash or Vermijuice; importance and uses of Vermiwash, collection of Vermiwash. Contents of Vermiwash.

**UNIT II:** Preparation of Organic Pesticide from Vermiwash, uses of Organic Pesticide as a Plant Nutrition.

### **PRACTICAL**

- Identification and collection of different types of Earthworms.
- Study of systematic Position, habits, characters of Eisenia Fetida.
- Study of life stages and development of Eisenia Fetida and Eudrilus Eugeniae

- Study of Vermiculture ,Vermicompost and Vermiwash Equipments and devices.
- Preparation of Vermibeds, maintenance of Vermicompost and climatic conditions.
- Collection of Raw materials and preparation of raw compost.
- Harvesting, packaging storage and marketing.
- Use of Vermicompost and Vermijuice on crops and plants and study of impact on it.

**STUDENT NAME & ADDRESS : 2018-2019 BATCH**


SL.NO	NAME	ADRESS
1	JITEN HAZARIKA	RANGAJAN,GOLAGHAT
2	NABAJYOTI SAIKIA	FURKATING,GOLAHAT
3	SUSANTA HAZARIKA	BONGAON,GOLAGHAT
4	MANOS PRATIM BORUAH	NEW AMULAPATTY,GOLAGHAT
5	DIK DUTTA	GULAMPATTY,GOLAGHAT

**RESULT: 2018-2019 BATCH**

Sl No.	Name	Unit Test (10)	Projet (10)	Theory (50)	Practical (30)	Total (100)	%	Grade
1	Jiten Hazarika	7	8	40	28	83	83	A
2	Nabajyoti Saikia	7	8	33	26	74	74	B
3	Susanta Hazarika	6	7	36	26	75	75	B
4	Manos Pratim Boruah	8	8	42	28	86	86	A
5	Dipak Dutta	8	9	35	25	77	77	B



**Picture: Practical Class**

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Academic Session: 2018-2019

### Add on course in Jewellery Making

Jewellery Making as an Add on course initiated by the ECGPC, Skill Development Cell, Department of Hindi, Golaghat Commerce College keeping in view the need of entrepreneurship development. The students will learn the principles and techniques of jewellery making.

1	<b>Name of the course</b>	<b>Jewellery Making</b>
2	Duration of the course	30 days (per day 1 hour)
3	No. of Students enrolled	15
4	No. of students completing the course	13
5	Course Coordinator	Mr. Bhaskar Kakati Ms. Junti Duarah
6	Course Instructor	Ms. Dulari Kotoki

#### **COURSE OBJECTIVES:**

This subject is an introduction to the very basics of jewellery design and empowers students to navigate through the rest of the course.

#### **Course Learning Outcomes:**

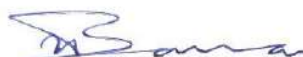
- Make various types of Jewellery items by using the various tools and technologies.
- Understand the various metals and other items required for Jewellery making
- Appreciate the importance of embarking on self-employment and has developed the confidence for the same

<b>Syllabus</b>	
<b>Unit:1</b>	History of Art and Jewellery and Polymer Jewellery
	Material-Polymer Clay
	Scope-Wearable, durability, special trend
<b>Unit: 2</b>	<b>Silk Thread Jewellery</b>
	Basic about silk thread.

	<p>-Material-Plastic bangles, silk thread, jhumka base, earring base, fevicol, decoration material, scissor.</p> <p>Scope- Cost durability, wearability, look enhancement, connecting to fashion</p>
<b>Unit: 3</b>	<p><b>Quilling Paper Jewellery</b></p> <p>About quilling paper jewellery.</p> <p>-Material-Quilling strips, quilling tools, flat pearls</p> <p>Scope- Low costing, high wearability, elegant look and improving mood, connecting to trends, Lightweight Jewellery</p>
<b>Unit 4:</b>	<p><b>Bead Jewellery</b></p> <p>Basic about bead jewellery</p> <p>Material- Beads (variety packets), thin needle, normal thread, Gaze wire, pearls, Pendant</p> <p>Tools-Round nose, flat cutter, Jump ring, Head and eye Pin, chain</p>



**Picture: Jewellery Making Class**

  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

## Academic Session: 2018-2019

### Add on course in Geography in Tourism

The Department of Geography is offering a course on Geography on tourism in the first semester of the under graduate programme and is open across the departments.

1	<b>Name of the course</b>	<b>Geography in Tourism</b>
2	Duration of the course	4 months (45 Days Class)
3	No. of Students enrolled	20
4	No. of students completing the course	20
5	Course Coordinator	HOD, Geography
6	Course Instructor	Faculties of the geography department

#### Course Objectives:

The objective of the course is to:

- familiarize students with the basic concepts of tourism
- discuss the terminology used
- give an insight into how tourism evolved over a period of time and reached the modern stage.
- enhance the knowledge of students in various areas related to tourism and how it affects the destination
- explore the selected issues that currently influence the tourism industry both locally and globally

#### Learning Outcome:

By the end of this course, learners would be able to:

- understand fundamentals of tourism from the management, marketing and financial perspectives
- understand the concepts of tourism, the framework of the system, types and form of tourism as well as the impacts of tourism
- describe the different types tourism resources of India, their importance in tourism and management.

## Syllabus


1. Concepts, Nature and Scope; Inter-Relationships of Tourism, Recreation and Leisure; Geographical Parameters of Tourism by Robinson.
2. Type of Tourism: Nature Tourism, Cultural Tourism, Medical Tourism, Pilgrimage
3. Recent Trends of Tourism: International and Regional; Domestic (India); Eco- Tourism, Sustainable Tourism, Meetings, Incentives, Conventions and Exhibitions (MICE)
4. Impact of Tourism: Economy; Environment; Society
5. Tourism in India: Tourism Infrastructure; Case Studies of Himalaya, Desert and Coastal and Heritage; National Tourism Policy

### Reading List

1. Dhar, P.N. (2006) International Tourism: Emerging Challenges and Future Prospects. Kanishka, New Delhi.
2. Hall, M. and Stephen, P. (2006) Geography of Tourism and Recreation – Environment, Place and Space, Routledge, London.
3. Kamra, K. K. and Chand, M. (2007) Basics of Tourism: Theory, Operation and Practise, Kanishka Publishers, Pune.
4. Page, S. J. (2011) Tourism Management: An Introduction, Butterworth- Heinemann- USA. Chapter 2.
5. Raj, R. and Nigel, D. (2007) Morpeth Religious Tourism and Pilgrimage Festivals Management: An International perspective by, CABI, Cambridge, USA, [www.cabi.org](http://www.cabi.org).
6. Tourism Recreation and Research Journal, Center for Tourism Research and Development, Lucknow
7. Singh Jagbir (2014) “Eco-Tourism” Published by - I.K. International Pvt. Ltd. S- 25, Green Park Extension, Uphaar Cinema Market, New Delhi, India ([www.ikbooks.com](http://www.ikbooks.com)).



Picture: Classroom

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India



## **Academic Session: 2018-2019**

### **Add on Course in Cake Baking**

Cake baking as an add on course initiated by the Women's Cell of Golaghat Commerce College keeping in view the high demand for the product and minimum cost in making. The students will learn the principles and techniques of cake production. There will be emphasizes on ingredient identification, functions, mixing, baking, and storage of product. Also, students will get knowledge in construction of special event cakes dealing with tiers.

1	<b>Name of the course</b>	<b>Cake Baking</b>
2	Duration of the course	30 days (per day one and half hour)
3	No. of Students enrolled	10
4	No. of students completing the course	08
5	Course Coordinator	Ms. Swadhinata Gogoi
6	Course Instructor	Ms. Rasmi Rekha Sharma

#### **Course Objectives:**

Upon successful completion of the course, the student will be able to:

- Identify ingredients and their functions
- Accurately determine doneness
- Construct several layered cake with different types of fillings
- Identify different types of icings that can be used for different types of cakes.
- Understanding needs of a customer
- Apply appropriate scaling and mixing methods
- Identify proper cooling and storage techniques
- Assemble cakes as required from an order


#### **Course Learning Outcomes:**

- Storing and planning of daily production of product.
- Produced large volume of product and sell to public.
- Use baker's scales and specialized pastry tools and ingredients
- Work with various forms of raw ingredients in making a finished cake
- Learn proper shelf life of an item and how to work ahead
- Develop professional skills and safe work habits.

<b>Syllabus</b>	
<b>Introduction</b>	
An Introduction, Gathering Basic Supplies to begin Baking a Cake Make Yourself Some Quick Reference Cards	
<b>Baking</b>	
Cake Decorating tools, Planning and Designing Your Cake, Baking and Decorating a Cake, Prepare a 2 Layer Box Cake	
<b>Planning and Designing</b>	
Practice Working with Fondant, Icing, Glaze and Filling Choices, Working with Butter Cream Icing, Working with Royal Icing	
<b>Decoration</b>	
Working with Flowers, Practice Making Leafs, Fruits, Flowers, Wedding Cakes, Birthday Cake, Memories cake	



Picture: Attendance Sheet

  
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 Golaghat Commerce College  
 Golaghat, Assam, India

**Academic Session: 2018-2019**  
**Certificate course in Self Defence**

This course is designed for all students and provides in depth knowledge about Self Defence. Students will expand their knowledge about Martial Arts, identify Self Defence techniques, develop skills in situational awareness, acquire skills attack response, close range/far range combat, pressure points, falling safety, escape techniques, and safe training practices.

1	<b>Name of the course</b>	<b>Self Defence</b>
2	Duration of the course	30 days (One and Half hour daily)
3	No. of Students enrolled	15
4	No. of students completing the course	12
5	Course Coordinator	Mr. Srimanta Hazarika
6	Course Instructor	Parakram Combat Centre, Golaghat

**Course Objectives:**

Non-violent self defence course, providing students with self-confidence and skills in assault situations; practical exercises focus on skills needed in different conditions.

**Student Learning Outcomes**

After successful completion of this course, students should be able to

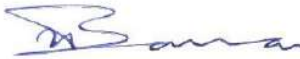
- defend yourself in unpredicted situations in which you may be in danger with emphasis on barehand techniques
- protect yourself with the self defence

<b>Syllabus</b>	
<b>Unit:1</b>	Define Self Defence Understand limits of Self Defence
<b>Unit: 2</b>	Warm-up exercises and stretching Strengthening exercises (sit-ups and push-ups) Basic skills: Footwork + High kick Arm Grab Defence Meditation (Chi) Front/Back Kick
<b>Unit: 3</b>	Warm-up exercises and stretching Strengthening exercises (sit-ups and push-ups)

	Basic skills: Arm Grab defence + Front kick Turning Kick/ Turning Back Kick, Tackle Techniques Body throw + Defence
<b>Unit 4:</b>	Warm-up exercises and stretching Strengthening exercises (sit-ups and push-ups) Meditation Punching techniques Learning Human weak points Techniques for eliminating dangers from daily living Methods for recognizing and avoiding dangers in the home, car, and street



**Picture: Self Defence Class (with the trainers of Parakram Combat Centre, Golaghat)**

  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

**2019-2020**

## Add- on Course in Soft Skills

### Academic Session: 2019-20

1. Name of the course	Add-on Course in Soft Skills
2. Duration	72 hours
3. Name of the collaborator	IQAC, Golaghat Commerce College
4. Date of Commencement	17/01/2019
5. Date of Completion	22/03/2019
6. No. of students enrolled in the course	30
7. No. of students completed the course	26
8. Course Co-Ordinator	Dr. Jiban Jyoti Kakoti
9. Name of the faculty involved	Dr. Jiban Jyoti Kakoti, Mrs. Nandini Baruah, Ms. Swadhinata Gogoi, Ms. Himadri Gogoi.

The Department of English has been offering a self-financing three months certificate course in Soft Skills since 2016. The course is offered for three months, with two batches in an academic year. The classes are conducted in the college on three-week days from 3p.m.-5 p.m. Total number of hours is 72 hours. The eligibility criteria for this course is 10+2 passed. Classes are taken by the faculty members of the department.

**Aims and Objectives:** The course aims at making the students understand the fundamental soft skills and of their practical usage. Through this course they learn to communicate effectively and confidently. They also learn how to identify and overcome the barriers in interpersonal relationship in order to obtain best results. Students would find this course immensely useful for building a career and also finding employment as soft skill trainers.

The course has been started keeping in view the crucial role of language skills and soft skills in personal as well as professional life of the younger generation. In the era of globalization, it has become imperative to become proficient in both soft skills and life skills. Therefore, with the objective of equipping students with the vital communication and soft skills to succeed in the highly competitive world, the Department of English proposes to offer a specially designed Certificate Course in Soft Skills.

Course Outcome: After completing this course, students will be able to:

- Understand the significance and essence of a wide range of soft skills.
- Learn how to apply soft skills in a wide range of social and professional environment.
- Will acquire the skill of employing soft skills to improve interpersonal relationships.
- Learn how to employ soft skills to enhance employability and ensure workplace and career success.

## Syllabus

### Unit-1

13. **Soft Skills: An Introduction** - Definition and significance of soft skills; Process, Importance and Measurement of Soft Skills Development.
14. **Self-Discovery:** Discovering the self; Setting Goals; Beliefs, Values, Attitude, Virtue.
15. **Positivity and Motivation:** Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivational Levels.
16. **Personality Development:** Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills

### Unit-2

22. **Interpersonal Communication:** Interpersonal relations; communication models, process and barriers; team communication; developing interpersonal relationships.
23. **Public Speaking:** Skills, Methods, Strategies and Essential tips for effective public speaking.
24. **Group Discussion:** Importance, Planning, Elements, Skills assessed; Effectively Disagreeing, Initiating, Summarizing and Attaining the Objective.
25. **Non- Verbal Communication:** Importance and Elements; Body Language.
26. **Teamwork and Leadership Skills:** Concept of Terms; Building Effective Teams; Concept of Leadership.
27. **Presentation Skills:** Types, Content, Audience Analysis, Essential Tips- Before, During and After Overcoming Nervousness
28. **Etiquette and Manners:** Social and Business.

### Unit-3

10. **Phonetics:** Received Pronunciation, Speech Mechanism, Speech Sounds Threefold Pronunciation, Transcription
11. **Situational Conversation:** At the.... doctor's, post office, bank, railway station, college, government office, book shop, taking an admission etc.
12. **Writing Skills:** Art of Writing, Paragraph Writing, Letter Writing.

### Unit-4

16. **Decision- Making and Problem- Solving Skills:** Meaning, Types and Models, Group and Ethical Decision- Making, Problems and Dilemmas in application of these skills.
17. **Conflict management:** Conflict- Definition, Nature, Types and Causes; Methods of Conflict Resolution.
18. **Stress Management:** Stress- Definition, Nature, Types, Symptoms and Causes; Stress Analysis Models and Impact of Stress; Measurement and Management of Stress.
19. **Leadership and Assertiveness Skills:** A Good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership Behavior; Assertiveness Skills.
20. **Interview Skills:** Interviewer and Interviewee- in- depth perspective. Before, During and After The Interview. Tips for Success

### Reference Books:

16. *Managing Soft Skills for Personality Development*- edited by B.N. Ghosh, McGraw Hill India, 2012.
17. *English and Soft Skills*- S.P. Dhanavel, Orient Blackswan India, 2010.





GOLAGHAT Students' Attendance Register TOTAL LECTURES												COMMERCE COLLEGE For the Month of February 20.12.2020											
Roll No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
✓1	Rohit Chawna	P	P																				
2	Simpi Singha	P	P																				
✓3	Rahul Saha	P	P																				
4	Riya Agarwal	P	P																				
5	Asha Tenangpi	P	P																				
✓6	Jibeswari Borah	P	P																				
7	Tanish Choudhury	P	P																				
✓8	Sanabjeet Singh	P	P																				
✓9	Dulu Shnana	P	P																				
✓10	Charan Singh	P	P																				
11	Nilutpal Das	P	P																				
12	Tannagee Sarma	P	P																				
13	Chetan Guola	P	P																				
✓14	Abhilaz Duanah	P	P																				
✓15	Jyoti Gupta	P	P																				
16	Anshuman Saitia	P	P																				
17	Tina Nag	P	P																				
✓18	Anjani Yasma	P	P																				
✓19	Ganesh Kanu	P	P																				
20	Sudiptani Gaurat	P	P																				
✓21	Kajal Gond	P	P																				
✓22	Juganta Saitia	P	P																				
23	Dibya Gawali	P	P																				
✓24	Bhaigoyshree Dula	P	P																				
✓25	Saniya Menzil	P	P																				
✓26	Sankon Borah	P	P																				
27	Bishakha Paswan	P	P																				
28	Pranjit Das	P	P																				
✓29	Aditya Gupta	P	P																				
30	Dipankar Pathak	P	P																				
✓31	Anurag Singh	P	P																				

GOLAGHAT Students' Attendance Register TOTAL LECTURES												COMMERCE COLLEGE For the Month of February 20.12.2020											
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2	Simpi Singha	P	P																				
✓3	Rahul Saha	P	P																				
4	Riya Agarwal	P	P																				
5	Asha Tenangpi	P	P																				
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✓15	Jyoti Gupta	P	P																				
16	Anshuman Saitia	P	P																				
17	Tina Nag	P	P																				
✓18	Anjani Yasma	P	P																				
✓19	Ganesh Kanu	P	P																				
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*B. Barua*  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Academic Session: 2019-2020

### Certificate course in Vermicomposting & Organic pesticide preparation

**Level :** Certificate

**Subject :** Vermiculture / Vermicompost

**Eligibility Criteria:** 10+

**Duration :** 3 months

**Language :** Assamese/ English

**Intake :** 20 seats

**Selection/ Admission criteria:** First come first serve

**Attendance :** Minimum 75%

**Lecture and practical time :** 1.30pm to 3.30pm

**Academic calendar for the course:**

Admission: In the month of August

Class start – 1<sup>st</sup> week of September

Class: 4 days in a week (2 days theory 2 day Practical)

Exam: 1<sup>st</sup> unit test – 1<sup>st</sup> Week of October

2<sup>nd</sup> unit test -1<sup>st</sup> week of November

Project preparation: 3<sup>rd</sup> week of November

Examination: 1<sup>st</sup> week of December

**Examination structure:** Unit Test – 40

Project Work- 20

Practical- 30

Theory - 50

**Marking and Grading system :**

25% of unit Test 10

50% of Project Preparation 10

100% Of Practical 30

100% of Theory 50

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Total 100

<u>Marks</u>	<u>Grade</u>
Above 90%	A+
80%-90%	A
60%-80%	B
40%-60%	C
Below 40%	D (Fail)

**Available infrastructure:** large scale Vermicompost Unit.

**Teaching staff:** Qualified Guest Teacher and Experienced Teacher

**Non teaching staff:** 2 Unit Assistant

### **Advantages of the course and future prospects**

1. Student can construct their own compost farm and thereby can earn monthly income of Rs. 8000-10000 by supplying worms, Vermicompost and Vermiwash.
2. By using Vermicompost a farmer can increase the crop yield.
3. Students residing in cities can produce Vermicompost in small scale for garden and household plant.
4. After completion of the course they can get job as Vermicompost technician.
5. It will lead towards organic farming and healthy foods and also help to prevent Environmental Pollution.
6. Uses of Vermicompost help to maintain the Soil Health.

### **Course Objectives:**

The main objective of vermi compost course is to educate the students about preparation of organic manure.

### **Course Learning Outcomes:**

By the end of the course

- Student can construct their own compost farm and thereby can earn monthly income of Rs. 8000-10000 by supplying worms, Vermicompost and Vermiwash.
- By using Vermicompost a farmer can increase the crop yield.
- Students residing in cities can produce Vermicompost in small scale for garden and household plant.
- After completion of the course they can get job as Vermicompost technician.
- It will lead towards organic farming and healthy foods and also help to prevent Environmental Pollution.
- Uses of Vermicompost help to maintain the Soil Health.

## **SYLLABUS**

### **THEORY**

#### **PART A: VERMICOMPOST**

**UNIT I :** Vermi Culture or Vermi Composting ; Introduction , meaning, definition, importance of Vermicompost , their value in maintenance of soil structure

**UNIT II:** Raw materials of Vermicompost , Procedure of making raw Compost, Preparation of Vermicompost

**UNIT III:** Uses of Vermicompost; Role of Vermicompost in Plant Nutrition, Characteristics of a Quality Vermicompost.

**UNIT IV:** Economic Viability of Vermicompost; Vermicomposting as a way of livelihood activity

#### **PART B: EARTHWORM**

**UNIT I:** The Species of Earthworms; Choosing the Right and Useful Earthworms, local Species of Earthworms, Earthworms Farming

**UNIT II :** Earthworm Biology; Key to identify the Species of Earthworms, Biology of Eisenia Fetida(anatomy and physiology and reproduction), Biology of Eudrilus Eugeniae(anatomy and physiology and reproduction).

**UNIT III:** Enemies and Sickness of Earthworms, Frequent Problems of Earthworms, Remedies and Protection.

#### **PART C : VERMIWASH OR VERMIJUICE**

**UNIT I:** Vermiwash or Vermijuice; importance and uses of Vermiwash, collection of Vermiwash. Contents of Vermiwash.

**UNIT II:** Preparation of Organic Pesticide from Vermiwash, uses of Organic Pesticide as a Plant Nutrition.

### **PRACTICAL**

- Identification and collection of different types of Earthworms.
- Study of systematic Position, habits, characters of Eisenia Fetida.
- Study of life stages and development of Eisenia Fetida and Eudrilus Eugeniae
- Study of Vermiculture ,Vermicompost and Vermiwash Equipments and devices.

- Preparation of Vermibeds, maintenance of Vermicompost and climatic conditions.
- Collection of Raw materials and preparation of raw compost.
- Harvesting, packaging storage and marketing.
- Use of Vermicompost and Vermijuce on crops and plants and study of impact on it.




**Picture: Practical Class**

**STUDENT NAME & ADDRESS: 2019-20 BATCH**

SL.NO	NAME	ADRESS
1	MRIGANKA HAZARIKA	TELIA GAON, MARANGI
2	ARPAN BORA	ABHOYPURIA GAON,MORONGI
3	MONUJ RANJAN KHATONIYAR	JAMUGURI, GOLAGHAT
4	RUNJUN HAZARIKA	OKA MOLUWA GAON,GOLAGHAT
5	NILANJAL SINGHA	COURT ROAD ,GOLAGHAT
6	PARBIN MARPHIA BEGUM	MARWARIPATTY ,GOLAGHAT
7	PARTHO SAROTHI BORUAH	CHAKARDHARA,GOLAGHAT

**RESULT: 2019-20 BATCH**

Sl. No	Name	Unit Test (40)	25% of Unit Test	Project (20)	50% of PP	Theory (50)	100% Theory	Practical (30)	100% Of Practical	Total (100)	%	Grade
1	MRIGANKA HAZARIKA	36	9	18	9	38	38	30	30	86	86%	A
2	ARPAN BORA	32	8	18	9	33	33	28	28	78	78%	B
3	MONUJ RANJAN KHATONIYAR	28	7	16	8	35	35	28	28	78	78%	B
4	RUNJUN HAZARIKA	35	8.75	16	8	37	37	30	30	83.75	84.75%	A
5	NILANJAL SINGHA	34	8.5	17	8.5	32	32	29	29	78	78%	B
6	PARBIN MARPHIA BEGUM	35	8.75	17	8.5	36	36	29	29	82.25	82.25%	A
7	PARTHO SAROTHI BORUAH	33	8.25	18	9	34	34	30	30	81.25	81.25%	A

  
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Golaghat, Assam, India

**Academic Year: 2019-20**

**ADD ON COURSE ON FUNDAMENTALS OF INDIAN STOCK  
MARKET**

**Course Offered By: Department of Banking**

**Golaghat Commerce College, Golaghat**

**In Association with IQAC**

<b>1. Name of the course</b>	<b>Fundamentals of Indian Stock Market</b>
<b>2. Duration</b>	<b>40 hours</b>
<b>3. Name of the collaborator</b>	<b>IQAC, Golaghat Commerce College</b>
<b>4. No. of students enrolled in the course</b>	<b>12</b>
<b>5. No. of students completed the course</b>	<b>11</b>
<b>6. Course Co-Ordinator</b>	<b>Mr. Manash Pratim Sarmah</b>
<b>7. Name of the faculty involved</b>	<b>Dr. Jagot Chandra Saikia, Mr. Rajesh Jaiswal, Mr. Manash Pratim Sarmah, Mr. Atul kumar Das.</b>

The Department of Banking has been offering a add on course on Fundamentals of Indian Stock Market to acquaint the students with different aspects of Indian Stock Market. The students having genuine interest towards the Indian Stock Market apply for this course. This course is designed in such a way to disclose both the aspects of the Stock Market academic aspect and professional aspect by providing the ultimate guide to the Market and other factors associated with the Indian stock market. The course will help the students to clear out different concepts of the stocks of different companies.

**Objectives of the course:**

- To equip the students with practical and professional knowledge of Indian Stock Market
- To make them understand every factor and all pros and cons of the Stock Market before stepping into this field
- To develop various skills and techniques like analysing skill, decision making skill, risk taking skill, and financial risk management skill etc among the students so that they can utilize them properly to grow in the stock market

- To help the students in obtaining a good job

## **Syllabus:**

### **Unit 1: Financial Market- an introduction**

Money market- meaning, constituents & function; Money market instruments – call money, treasury bills, and certificate of deposits, Commercial 953 bills, and trade bills, Acceptance Houses, Discount Houses; Capital markets – primary and secondary market; Government securities markets; Role of SEBI - an overview and recent developments. Role of RBI, SEBI, DFHI, SHCI in Financial Markets, Capital Markets in India - An overview of Indian Securities Market, Meaning, Functions, Intermediaries, Role of Primary Market – Methods of floatation of capital – Problems of New Issues Market – IPO's – Investor protection in primary market – Recent trends in primary market – SEBI measures for primary market.

### **Unit 2: Exploring Stock Exchange-concept and Functions**

Meaning, Nature, Functions of Secondary Market – Organisation and Regulatory framework for stock exchanges in India – SEBI: functions and measures for secondary market – Overview of major stock exchanges in India - Listing of Securities: Meaning – Merits and Demerits – Listing requirements, procedure, fee – Listing of rights issue, bonus issue, further issue – Listing conditions of BSE and NSE – Delisting, Stock market indices-meaning, purpose

**Unit 3:** Portfolio Analysis and Financial Derivatives: Portfolio and Diversification, Portfolio Risk and Return; Mutual Funds; Introduction to Financial Derivatives; Financial Derivatives Markets in India

**Unit 4:** Investor Protection- Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism

## **Suggested readings:**

13. M.Y Khan, *Indian Financial System*, Tata McGraw Hill, 7<sup>th</sup> edition, 2011
14. Prasanna Chandra, *Investment Analysis and Portfolio Management*, McGraw Hill Education



15. C.P. Jones, Investments Analysis and Management, Wiley, 8th ed.

16.L.M Bhole and I. Mahukud, *Financial Institutions and Markets*, Tata McGraw Hill, 5<sup>th</sup> edition

**List of students enrolled in the course:**

List of students enrolled in the course	List of students completed the course
Bibek Tanti	Bibek Tanti
Kusum Rajbhar	Kusum Rajbhar
Mintu Sharma	Mintu Sharma
Nandeswar Kurmi	Nandeswar Kurmi
Prem Sagar Ekka	Prem Sagar Ekka
Uttam Hazarika	Uttam Hazarika
Ayush Kumar Garodia	Ayush Kumar Garodia
Subrajit Shah	Subrajit Shah
Bitu Kumar	Bitu Kumar
Raj Thapa	Raj Thapa
Sunil Robidas	Sunil Robidas
Monuj Saikia	



**Picture: Attendance of students**

*B. B. B. B.*  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Academic Year: 2019-20

### Add on Course in Cutting and Tailoring

Course Offered By: Department of Political Science

Golaghat Commerce College, Golaghat

In Association with IQAC

1. Name of the course	Add on Course in Cutting and Tailoring
2. Duration	120 days
3. Name of the collaborator	IQAC, Golaghat Commerce College
4. No. of students enrolled in the course	06
5. No. of students completed the course	06
6. Course Co-Ordinator	Mr. Bhaskar Kakati
7. Name of the faculty involved	Ms. Sukriti Chandra, Ms. Aroti Chandra

Department of Political Science has been offering Cutting and tailoring courses since 2015 to help the students to develop skill in the cutting and tailoring techniques and also to develop skill in the clothing construction techniques to become self-reliant. Considering the rising unemployment scenario, the department has offered this course which will help in development of capabilities of students and will enable them to set up their own small-scale enterprises.

#### Objective of the course:

- The prime objective of the course is to make the students self- dependent by imparting necessary competencies among students so that they become employable in small scale tailoring industry as well as will be able to set up their own tailoring shop.

#### Syllabus:

##### Unit 1: Basics of cutting and tailoring

Importance of Cutting and Tailoring, Use and care of sewing machine

##### Unit 2: Principles of clothing construction

- Body measurement- Anthropometric measurement, methods of taking body measurement.
- Drafting and making paper patterns

##### Unit 3: Clothing for different age groups

Hanker ship, Pillow cover, Petticoat, Blouse, Bra Cutting blouse, normal blouse, umbrella cut frock, puff sleeve frock, salwar kurta, baby shirt-pant, pyjama, kameez, infant baby suit

**Mode of examination:** By observing the performance i.e., garments stitching of the students and their practical work like Taking body measurement, folding and cutting the cloth etc.

List of students:

<b>List of students enrolled in cutting and tailoring</b>	<b>List of students completed the Course</b>
Santoshi Gupta	Santoshi Gupta
Kusum Rajbhar	Kusum Rajbhar
Bitu Kumar	Bitu Kumar
Asha Kerketta	Asha Kerketta
Sagarika Saikia	Sagarika Saikia
Sita Sahu	Sita Sahu

**Course outcome:** After attending the course the students learned different techniques of cutting and stitching. They were able to set up their own small tailoring shop with the help of the skill and knowledge they earned.

GOLAGHAT												
Students' Attendance Register												
NAME	1	2	3	4	5	6	7	8	9	10	11	12
Santoshi Gupt	P	P	P	P	P	P	P	P	P	P	P	P
Kusum Patkar	P	P	P	P	P	P	P	P	P	P	P	P
Rita Kumar	P	P	P	P	P	P	P	P	P	P	P	P
Biba Kerketta	P	P	P	P	P	P	P	P	P	P	P	P
Sagarika Sastri	P	P	P	P	P	P	P	P	P	P	P	P
Lilli Sahu	P	P	P	P	P	P	P	P	P	P	P	P

COMMERCE COLLEGE												
For the Month of												
OCTOBER												
14	15	16	17	18	19	20	21	22	23	24	25	26
P	P	P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P	P	P

Picture: Attendance Sheet



Picture: Students' Work

*Bama*  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

## **Academic Year: 2019-20**

### **ADD ON COURSE ON GOODS AND SERVICES TAX**

**Course Offered By: Department of Accountancy**

**Golaghat Commerce College, Golaghat**

**In Association with IQAC**

<b>1. Name of the course</b>	<b>Goods and Services Tax</b>
<b>2. Duration</b>	<b>40 hours</b>
<b>3. Name of the collaborator</b>	<b>IQAC, Golaghat Commerce College</b>
<b>4. No. of students enrolled in the course</b>	<b>26</b>
<b>5. No. of students completed the course</b>	<b>19</b>
<b>6. Course Co-Ordinator</b>	<b>Dr. Pranjal Pratim Dutta</b>
<b>7. Name of the faculty</b>	<b>Dr. Pranjal Pratim Dutta</b>

Department of Accountancy has been offering this add on course since 2018. The basic aim of the course is to provide knowledge about Goods and Services Tax to students. Goods and Services Tax is an indirect tax imposed on the supply of goods and services. It is a multi-stage, destination-based tax imposed on every value addition. It replaced multiple indirect taxes, including VAT, excise duty, service taxes, etc. The add on course in GST is an advanced level course designed to provide knowledge of various concepts of GST along with its practical implication.

#### **Objective of the course:**

- To provide theoretical knowledge about Goods and Services Tax and its evolution
- To teach practical aspects of GST
- To enable the students to understand the GST Law, ITC, Valuation of supply and returns, Input Tax Credit and filing of returns

#### **Syllabus:**

##### **Unit-1**

Overview of GST Law, Constitutional Provisions, Pre-GST regime, GST Council, CBIC, GST Portal.

## **Unit-2**

Concept of Supply under GST, Scope of Supply of Goods & Services, Intra-State and Inter-State Supply, Briefing on SGST, CGST, IGST, UTGST, Exempted and Zero-Rated Supply, Mixed and Composite Supply

## **Unit 3**

Composition Scheme, Composition Levy Scheme in GST – Features, Merits & Demerits, Persons eligible to register under Composition Levy Scheme

## **Unit 4**

GST Registration & Amendment Process, Legal provisions applicable for GST Registration, New Registration Process and Documentation Requirements, GST Identification Number (GSTIN), GST Registration Certificate, Process of Amendment of Core & Non-core fields for existing GST registration, Cancellation, Surrender and Revocation of the GST Registration

## **Unit 5**

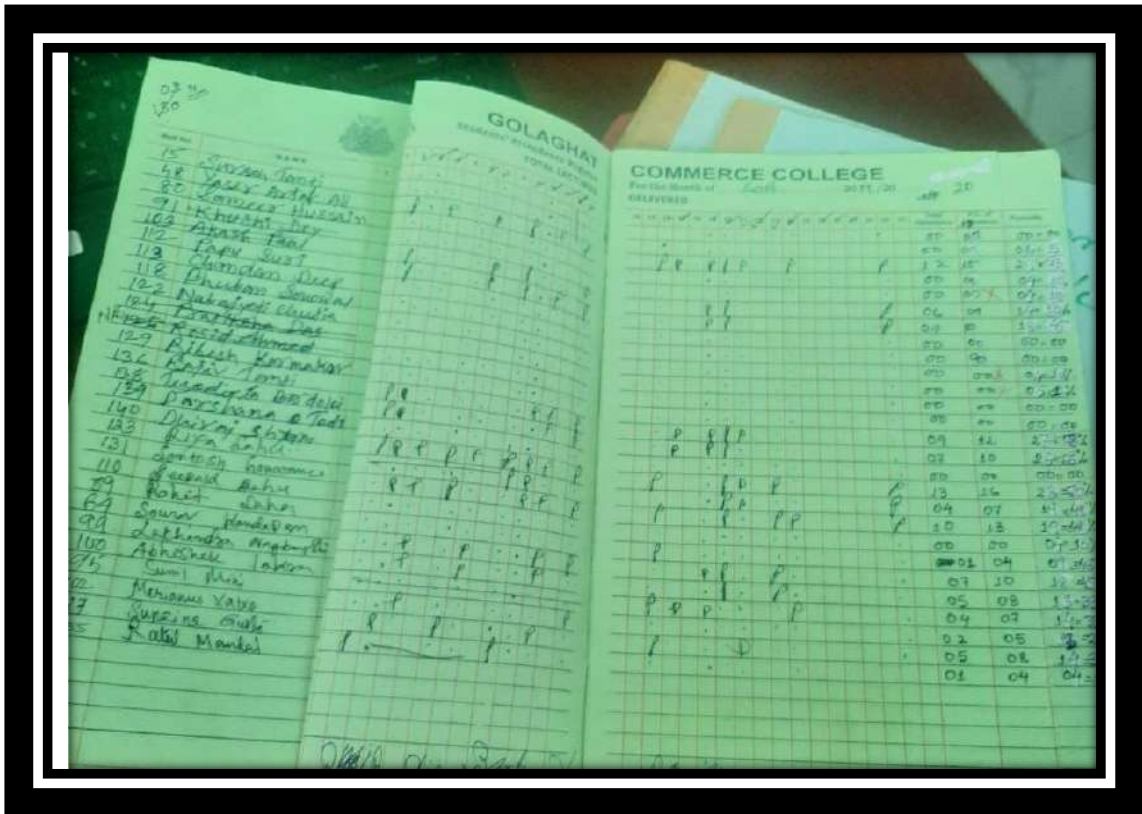
Input Tax Credit (ITC) & its Utilization, Input Tax Credit Mechanism in GST – explained with practical examples, Reverse Charge Mechanism (RCM) under GST, GST Set off rules – ITC utilization with examples, filing of Returns

### **Suggested books:**

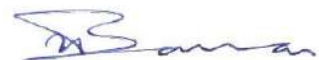
1. Taxmann's GST Acts with Rules and Forms
2. Dr. M.C Mehrotra and Prof. V.P Agarwal, GST and Services Tax (G.S.T), Sahitya Bhawan Publications: Agra



**Picture: Students attending GST session**



Picture: Students attendance

  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

## Academic Year: 2019-20

### Add on Course in Embroidery

Course Offered By: Department of Political Science

Golaghat Commerce College, Golaghat

In Association with IQAC

1. Name of the course	Add on Course in embroidery
2. Duration	90 days
3. Name of the collaborator	IQAC, Golaghat Commerce College
4. No. of students enrolled in the course	08
5. No. of students completed the course	08
6. Course Co-Ordinator	Mr. Bhaskar Kakati
7. Name of the faculty involved	Mrs. Mandira Bora

Department of Political Science has been offering embroidery course since 2016 to help the students to become self-reliant. Considering the rising unemployment scenario, the department has offered this course which will help in development of capabilities of students and will enable them to set up their own small-scale enterprises.

#### Objective of the course:

- The prime objective of the course is to make the students self- dependent by imparting necessary embroidery skill among students

#### Syllabus:

**Module 1: Basics of embroidery:** Importance of embroidery, Use and care of sewing machine

**Module 2:** Introduction, tools and supplies, Types Tracing methods Do's and dont's of Hand Embroiderer

**Module 3:** Basic Hand Embroidery stitches and Decorative Hand Embroidery Stitches, Bead Work, Mirror Work

**Module 4:** Indian Traditional Hand Embroidery



THE GOLAGHAT Students' Attendance Register TOTAL LECTURES													COMMERCE COLLEGE For the Month of <u>Dec</u> 20 <u>19</u> to 20 <u>20</u> DELIVERED																					
NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL ATTENDANCE	P.C. OF ATTENDANCE	
Zoati Jyoti	P	P	P	P	P	P			P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
Amrita Bora	P	P		P	P	P			P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
Meeta Bor	P	P		P	P	P			P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
Bally Sankar	P	P		P	P	P			P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
Sima Hani	P	P		P	P	P			P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
Moni Bora	P	P		P	P	P			P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
Swati Kishor Borah	P	P		P	P	P			P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
Haha Konkelt	P	P		P	P	P			P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				

Attendance Sheet of the Students



Picture: Students' Work

*B. Bora*  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## **Academic Session: 2019-2020**

### **Certificate course in Yoga**

Yoga as an Certificate course initiated by the Golaghat Commerce College, Golaghat to help the students deal with growing stress and ensure mental and health wellness.

#### **General objectives of the Course**

1. To enable student to become competent and committed professionals willing to perform a yoga trainer.
2. To make student to use competencies and skills needed for becoming an effective yoga trainer.
3. To acquaints student with the practical knowledge of yogasana, kriyas, yogic therapy and pranayama
4. To enable student to prepare the yoga programme.
5. To bring awareness of the fundamentals

#### **Course Learning Outcomes:**

By the end of the course, the students should be able to understand:

- basic skills associated with yoga
- the ability to perform yoga movements in various combination and forms.
- the knowledge of basic choreography, and effective group management
- to create and present various yoga activities.

**Name of the Course : Certificate Course in Yoga**

**Level :** Certificate

**Stream:** Any Stream

**Eligibility Criteria:** 12+

**Duration :** 3 month

**Language :** Assamese/ English

**Lecture and practical time** :Afternoon 2.00pm to 3.00pm and morning 6 am to 8 am.

**Academic calendar for the course:**

Admission : In the month of September

Class start – 1<sup>st</sup> week of October

Class: 5 days in a week (3 days theory 2 days practical)

Project Preparation : 3<sup>rd</sup> week of December

Examination : 1st week of January

**Examination Structure** : Project Work- 20

Practical- 80

Theory - 100

<u>Marks</u>	<u>Grade</u>
Above 90%	A+
80%-89%	A
60%-79%	B
40%-59%	C
Below 40%	D (Fail)

**Available Infrastructure:** Indoor stadium

**Teaching staff:** Qualified Teacher/ Instructor

**SYLLABUS**

**THEORY**

**PART A: YOG PARICHAYA**

**UNIT I:** Introduction. Brief to origin of yoga, History and development of Yoga. Meaning and definition of yoga. Aim objective and importance of yoga.

**UNIT II:** Classification/types of yoga, elements of yoga, concept of Hatha yoga ( Physical, Mental and Spiritual Health)

**UNIT III:** Principles of yogic practices, meaning of asana, importance type and principles of asana  
Meaning of pranayama, type and principles of pranayama. Physiological values of pranayama

**UNIT IV:** Introduction of shudhi kiryas, objectives of shudhi kiryas, types of shudhi kiryas, physiological values of shudhi kiryas.

## **PART B : FUNDAMENTAL OF ANATOMY AND PHYSIOLOGY IN YOGA**

**UNIT I:** Introduction of human body and its system. Meaning, definition of Anatomy and Physiology and importance in yogic practise

**UNIT II :** Respiratory system .Skelton system Digestive system. Circulatory system, Nervous system, Muscular system, Excretory system, Endocrine system, effect of asanas on various system,

**UNIT III:** Balance Diet and nutrition, macro and micro nutrients, nutritive and non nutritive components, diet for weight control (a healthy weight, the pitfalls of dieting, food intolerance and food myth)

## **PART C :YOGA AND WELLNESS**

**UNIT I:** Concept of Health, Wellness and Illness, causes of Illness according to yoga vassistha.

**UNIT II:** Role of yoga as mind body medicine with reference to yogic texts, role of yoga in stress management, relaxation techniques for improving concentration – yoga nidra.

**UNIT III:** Yoga and lifestyle related diseases (obesity, diabetes, asthma, hypertension, back pain)

## PRACTICAL

1. Surya Namaskar
2. Asanas.
3. Pranayama
4. Shudhi Kiryas
5. Viva
6. Project Work

## RESULT

SERIAL NO.	NAME OF THE STUDENT	MARKS OBTAINED IN THEORY (100)	MARKS OBTAINED IN PRACTICAL (80)	PROJECT WORK (20)	TOTAL (200)	%	GRADE
1	ANUPAM SAIKIA	60	70	15	145	72.5	B
2	AYUSHMAN KOUSHIK	64	72	16	152	76	B
3	BASOB GOGOI	66	72	16	154	77	B
4	BISWAJIT AGARWALA	58	70	17	145	72.5	B
5	DIPANKAR DOLEY	62	68	16	146	73	B
6	DIPAK SWARGIARY	55	65	15	135	67.5	B
7	KARNAP KAMAN	65	70	16	151	75.5	B
8	PRATIKSHA DAS	63	72	18	153	76.5	B
9	RAHUL LOING	50	65	16	131	65.5	B
10	RUPSIKHA DEKA	68	75	18	161	80.5	A
11	SAGAR BURAGOHAIN	48	65	15	128	64	B



**GOLAGHAT**  
Students' Attendance Register  
TOTAL LECTURES

Roll No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13
1	Anupam Barua	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Arunima Baruah	P	A	P	P	P	P	P	P	P	P	P	P	P
3	Bismita Gogoi	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Biswajit Baruah	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Kapankha Borah	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Rupak Sarmah	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Kanika Karmali	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Pratiksha Das	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Rakul Borah	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Rupshika Barua	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Sagar Baruah	P	P	P	P	P	P	P	P	P	P	P	P	P

**COMMERCE COLLEGE**  
For the Month of November 2020/2020  
DELIVERED

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Attendance	PC of Attendance	Remarks
		P	P	P						P	P	P	P					11	68.75	
		P	P	P						P	P	P	P					12	81.25	
		P	P	P						P	P	P	P					13	81.25	
		P	P	P						P	P	P	P					14	81.25	
		P	P	P						P	P	P	P					15	81.25	
		P	P	P						P	P	P	P					16	81.25	
		P	P	P						P	P	P	P					17	81.25	
		P	P	P						P	P	P	P					18	81.25	
		P	P	P						P	P	P	P					19	81.25	
		P	P	P						P	P	P	P					20	81.25	
		P	P	P						P	P	P	P					21	81.25	
		P	P	P						P	P	P	P					22	81.25	
		P	P	P						P	P	P	P					23	81.25	
		P	P	P						P	P	P	P					24	81.25	
		P	P	P						P	P	P	P					25	81.25	
		P	P	P						P	P	P	P					26	81.25	
		P	P	P						P	P	P	P					27	81.25	
		P	P	P						P	P	P	P					28	81.25	
		P	P	P						P	P	P	P					29	81.25	
		P	P	P						P	P	P	P					30	81.25	
		P	P	P						P	P	P	P					31	81.25	

(Signature)  
21/11/2020

**GOLAGHAT**  
Students' Attendance Register  
TOTAL LECTURES

Roll No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13
1	Anupam Barua	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Arunima Baruah	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Bismita Gogoi	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Biswajit Baruah	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Kapankha Borah	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Rupak Sarmah	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Kanika Karmali	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Pratiksha Das	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Rakul Borah	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Rupshika Barua	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Sagar Baruah	P	P	P	P	P	P	P	P	P	P	P	P	P

**COMMERCE COLLEGE**  
For the Month of December 2020/2020  
DELIVERED

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Attendance	PC of Attendance	Remarks
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	17	85	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18	80	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	80	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20	85	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	21	85	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	22	85	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	23	85	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	24	85	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	85	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	85	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	85	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	85	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	85	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30	85	
		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	85	

(Signature)  
21/12/2020

(Signature)  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India



**Yoga Theory Class**



**Pictures from Practical Session (Yoga)**

*B. Barua*

Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Academic Session: 2019-2020

### Certificate course in Computer Application

Computer Application as Certificate Course initiated by the Computer Science Department, Golaghat Commerce College, Golaghat in collaboration with P-Tech Computer Institute, Golaghat to help the students learn about computer basics.

1	<b>Name of the course</b>	Certificate Course in Computer Application
2	<b>Duration of the course</b>	3 Months
	<b>Eligibility Criteria</b>	Minimum 10th standard Pass
3	<b>No. of Students enrolled</b>	14
4	<b>No. of students completing the course</b>	14
	<b>Weekly Classes</b>	4 Classes (Each class is of 1 Hour)
5	<b>Intake Capacity</b>	60 Seats per Shift
6	<b>Course Coordinator</b>	Sri Dibyendu Palit
7	<b>Course Instructor</b>	Sri Dibyendu Palit Sri Manash Pratim Hazarika
8	<b>Examination structure</b>	: Theory: 50 Marks + Practical: 20 Marks

#### **Course Objectives:**

The objective of the course are:

- Introduction to Computers basic and OS
- Word processing, spreadsheet and powerpoint

#### **Course Learning Outcomes:**

By the end of the course, the students should be able to understand:

- the latest trends in various subjects of computers & information technology
- the practical concepts of MS Word, MS Excel, MS PowerPoint, and MS

#### **CCA Course Curriculum:**

The following papers are teaching to the students in the CCA course

a) Computer Basic (Theory Paper)



- b) Windows OS Environment
- c) MS-Office
  - i. MS-Word
  - ii. MS-Excel
  - iii. MS-PowerPoint
- d) Computer Network and Internet Basic

### **CCA Course Curriculum in Details:**

#### **Computer Basic**

- o Definition of Computer
- o Characteristics and Limitation of Computer
- o Types of Computer
- o Functional components of Digital computer
- o Concept of Hardware and Software
- o Different types of Software
- o Memory Measuring Units
- o Concept of File and Folder

#### **Windows OS**

- o Introduction to Windows OS (Version 7 or 10)
- o Different Actions of mouse (Pointing, Clicking, Double Clicking and Dragging)
- o Windows Desktop and its components
- o How to Start and shut down computer
- o How to Starting and closing application software
- o Component of a Window
- o Creating, saving and opening file.
- o Difference between “Save” and “Save As” option
- o Purposes of My Computer, My Document, & Recycle Bin.
- o File & Folder Creation, Copy & Move, Delete and Rename File & Folder in My Computer.
- o Uses of Notepad, WordPad and Paint

#### **MS-Word**

- o Concept of Word-processing and MS-Word as word processor
- o Introduction of MS-Word window

- o Text composing, Bold, Italic, Underline, Superscript and Subscript form of text, text colouring, highlight etc.
- o Paragraph Formatting: Align Left, Align Right, Center, Justify, Bullet, Numbering etc.
- o Inserting special symbols in text.
- o Table creation, editing table etc.
- o Introduction to Auto Text, Auto Correct features and Grammar and spell check facility.
- o Insert different objects in MS-Word document (Picture, Clip Art, Shapes, Smart Art and Chart etc).
- o Page Setup
- o Printing document.

### **MS-Excel**

- o Concept of Spreadsheet and MS-Excel as spreadsheet software
- o Introduction to MS-Excel window
- o Concept of Worksheet & Workbook.
- o Adding and deleting worksheet from a workbook.
- o Performing different types of calculation in worksheet using formula
- o Auto numbering
- o Difference between formula and functions in MS-Excel
- o Categories of MS-Excel functions and use of some common functions such as SUM, SUMIF, COUNT, AVERAGE, IF, MAX, MIN, LARGE, SMALL, UPPER, LOWER, LEN etc
- o Graphical representation data in MS-Excel.
- o Printing in Excel.
- o Use of worksheet (e.g. total mark calculation, payroll preparation etc.)
- o Sorting and Filtering

### **PowerPoint**

- Concept of Presentation and benefit of MS-PowerPoint in Presentation Preparation.
- Introduction to MS-PowerPoint window
- Concept of slide and presentation.
- Different method of creating presentation.
- Type of Slide Layout.
- Inserting text, different objects in slide.

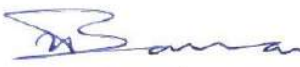
- Inserting new slide
- Set animation effect to slide objects.
- Slide show.

### **Internet Basic**

- o Introduction to computer network
- o Types of computer network
- o Communication media and types
- o Types of Transmission (Serial and Parallel)
- o Modes of Communication (Simplex, Half-Duplex and Full-Duplex)
- o Types of Transmission signal, Modulation, Demodulation and MODEM.
- o What is Internet
- o Use of Internet
- o Origin and History of Internet.
- o Internet based popular services (Email, WWW, FTP, Telnet, Usenet-Newsgroup, IRC etc)
- o Client-Server concept
- o Concept of Hyper Text and Hyper Link.
- o WWW, Web Server, Web Page, Web Site, Web Browser and Search Engine.
- o Concept of Web Site domain

Exam Evaluation Details, CCA Batch 2020

Details of CCA Final Exam of Batch 2020 Evaluation Report Exam Held on 20th March 2020							
Roll No. (Reg. No.)	Student Name	Year of Passing	Theory Marks (50)	Practical Marks (10)	Total Marks (50+10=60)	Percentage	Grade
1	ANKITA PAUL	2020	49	8	57	95.00	S
2	SUJAY GHOSH	2020	48	8	56	93.33	S
3	BIKASH DAS	2020	46	8	54	90.00	S
4	PUSKAR BARLA	2020	45	8	53	88.33	S
5	SILPA DAM	2020	49	8	57	95.00	S
6	RUPREKHA SAIKIA	2020	49	8	57	95.00	S
7	MOMOTA CHETRY	2020	49	8	57	95.00	S
8	JIMLI BORA	2020	40	8	48	80.00	A
9	ARFAN AHMED	2020	48	8	56	93.33	S
10	AMON NAYAK	2020	41	8	49	81.67	A
11	BIPLOV KUMAR	2020	47	8	55	91.67	S
12	ABHIMANYU GOSWAMI	2020	47	8	55	91.67	S
13	ANIKET GUPTA	2020	42	8	50	83.33	A
14	SMRITI GOGOI	2020	48	8	56	93.33	S

  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

## Academic Session: 2019-2020

### Add on course in Jewellery Making

Jewellery Making as an add on course initiated by the ECGPC, Skill Development Cell, Department of Hindi, of Golaghat Commerce College keeping in view the need of entrepreneurship development. The students will learn the principles and techniques of jewellery making.

1	<b>Name of the course</b>	<b>Jewellery Making</b>
2	Duration of the course	30 days (per day One and half hour)
3	No. of Students enrolled	15
4	No. of students completing the course	15
5	Course Coordinator	Mr. Bhaskar Kakati Ms. Junti Duarah
6	Course Instructor	Mr. Jay Bordoloi

#### **COURSE OBJECTIVES:**

This subject is an introduction to the very basics of jewellery design and empowers students to navigate through the rest of the course.

#### **Course Learning Outcomes:**

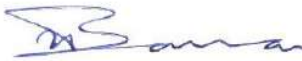
- Make various types of Jewellery items by using the various tools and technologies.
- Understand the various metals and other items required for Jewellery making
- Appreciate the importance of embarking on self-employment and has developed the confidence for the same

<b>Syllabus</b>	
<b>Unit:1</b>	History of Art and Jewellery and Polymer Jewellery
	Material-Polymer Clay
	Scope-Wearable, durability, special trend
<b>Unit: 2</b>	<b>Silk Thread Jewellery</b>
	Basic about silk thread.

	<p>-Material-Plastic bangles, silk thread, jhumka base, earring base, fevicol, decoration material, scissor.</p> <p>Scope- Cost durability, wearability, look enhancement, connecting to fashion</p>
<b>Unit: 3</b>	<p><b>Quilling Paper Jewellery</b></p> <p>About quilling paper jewellery.</p> <p>-Material-Quilling strips, quilling tools, flat pearls</p> <p>Scope- Low costing, high wearability, elegant look and improving mood, connecting to trends, Lightweight Jewellery</p>
<b>Unit 4:</b>	<p><b>Bead Jewellery</b></p> <p>Basic about bead jewellery</p> <p>Material- Beads (variety packets), thin needle, normal thread, Gaze wire, pearls, Pendant</p> <p>Tools-Round nose, flat cutter, Jump ring, Head and eye Pin, chain</p>



Picture: Practical Session

  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

## Academic Session: 2019-2020

### Add on course in Geography in Tourism

The Department of Geography is offering a course on Geography on tourism in the first semester of the under graduate programme and is open across the departments.

1	Name of the course	Add on course in Geography Tourism
2	Duration of the course	4 months (50 Days Class)
3	No. of Students enrolled	20
4	No. of students completing the course	20
5	Course Coordinator	HOD, Geography
6	Course Instructor	Faculties of the geography department

#### Course Objectives:

The objective of the course is to:

- familiarize students with the basic concepts of tourism
- discuss the terminology used
- give an insight into how tourism evolved over a period of time and reached the modern stage.
- enhance the knowledge of students in various areas related to tourism and how it affects the destination
- explore the selected issues that currently influence the tourism industry both locally and globally

#### Learning Outcome:

By the end of this course, learners would be able to:

- understand fundamentals of tourism from the management, marketing and financial perspectives
- understand the concepts of tourism, the framework of the system, types and form of tourism as well as the impacts of tourism
- describe the different types tourism resources of India, their importance in tourism and management.

## Syllabus


1. Concepts, Nature and Scope; Inter-Relationships of Tourism, Recreation and Leisure; Geographical Parameters of Tourism by Robinson.
2. Type of Tourism: Nature Tourism, Cultural Tourism, Medical Tourism, Pilgrimage
3. Recent Trends of Tourism: International and Regional; Domestic (India); Eco- Tourism, Sustainable Tourism, Meetings, Incentives, Conventions and Exhibitions (MICE)
4. Impact of Tourism: Economy; Environment; Society
5. Tourism in India: Tourism Infrastructure; Case Studies of Himalaya, Desert and Coastal and Heritage; National Tourism Policy

### Reading List

1. Dhar, P.N. (2006) International Tourism: Emerging Challenges and Future Prospects. Kanishka, New Delhi.
2. Hall, M. and Stephen, P. (2006) Geography of Tourism and Recreation – Environment, Place and Space, Routledge, London.
3. Kamra, K. K. and Chand, M. (2007) Basics of Tourism: Theory, Operation and Practise, Kanishka Publishers, Pune.
4. Page, S. J. (2011) Tourism Management: An Introduction, Butterworth- Heinemann- USA. Chapter 2.
5. Raj, R. and Nigel, D. (2007) Morpeth Religious Tourism and Pilgrimage Festivals Management: An International perspective by, CABI, Cambridge, USA, [www.cabi.org](http://www.cabi.org).
6. Tourism Recreation and Research Journal, Center for Tourism Research and Development, Lucknow
7. Singh Jagbir (2014) “Eco-Tourism” Published by - I.K. International Pvt. Ltd. S- 25, Green Park Extension, Uphaar Cinema Market, New Delhi, India ([www.ikbooks.com](http://www.ikbooks.com)).



Picture: Theory Class of the Course

  
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## Academic Session: 2019-2020

### Add on course in Digital Marketing

Digital Marketing as an add on course initiated by the Department of Management of Golaghat Commerce College keeping in view the high demand for the product on digital platform. The students will learn the principles and techniques of marketing. There will be emphasizes on different platforms of digital marketing.

1	<b>Name of the course</b>	<b>Digital Marketing</b>
2	Duration of the course	35 days (per day 1 hour)
3	No. of Students enrolled	15
4	No. of students completing the course	13
5	Course Coordinator	HOD, Department of Management
6	Course Instructor	Faculties of Department of Management

#### **COURSE OBJECTIVES:**

Upon successful completion of the course, the student will be able to:

- Identify different platforms of digital market
- Skills of marketing
- Identify different types of customers
- Understanding needs of a customer

#### **Course Learning Outcomes:**

Students will be able to identify:

- the importance of the digital marketing for marketing success
- to manage customer relationships across all digital channels
- build better customer relationships, to create a digital marketing plan
- defining a target group
- identifying digital channels

<b>Syllabus</b>	
<b>Unit:1</b>	Introduction of the digital marketing Digital vs. Real Marketing Digital Marketing Channels
<b>Unit: 2</b>	Creating initial digital marketing plan Content management SWOT analysis Target group analysis
<b>Unit: 3</b>	Creating a Facebook page Visual identity of a Facebook page Types of publications Exercise: Making a Facebook page (working in groups) Business tools on LinkedIn Creating business accounts on YouTube YouTube Advertising YouTube Analytics Facebook Ads Creating Facebook Ads
<b>Unit 4:</b>	Digital Marketing Budgeting <ul style="list-style-type: none"> <li>- resource planning</li> <li>- cost estimating</li> <li>- cost budgeting</li> <li>- cost control</li> </ul>



**Picture: Classroom**

## Academic Session: 2019-2020

### Certificate course in Self Defence

This course is designed for all students and provides in depth knowledge about Self Defence. Students will expand their knowledge about Martial Arts, identify Self Defence techniques, develop skills in situational awareness, acquire skills attack response, close range/far range combat, pressure points, falling safety, escape techniques, and safe training practices.

1	<b>Name of the course</b>	<b>Self Defence</b>
2	Duration of the course	30 days
3	No. of Students enrolled	13
4	No. of students completing the course	13
5	Course Coordinator	Mr. Srimanta Hazarika
6	Course Instructor	Parakram Combat Centre, Golaghat

#### **Course Objectives:**

Non-violent self defence course, providing students with self-confidence and skills in assault situations; practical exercises focus on skills needed in different conditions.

#### **Student Learning Outcomes**

After successful completion of this course, students should be able to

- defend yourself in unpredicted situations in which you may be in danger with emphasis on barehand techniques
- protect yourself with the self defence

<b>Syllabus</b>	
<b>Unit:1</b>	Define Self Defence Understand limits of Self Defence
<b>Unit: 2</b>	Warm-up exercises and stretching Strengthening exercises (sit-ups and push-ups) Basic skills: Footwork + High kick Arm Grab Defence Meditation (Chi) Front/Back Kick
<b>Unit: 3</b>	Warm-up exercises and stretching Strengthening exercises (sit-ups and push-ups) Basic skills: Arm Grab defence + Front kick Turning Kick/ Turning Back Kick,

	Tackle Techniques Body throw + Defence
<b>Unit 4:</b>	Warm-up exercises and stretching Strengthening exercises (sit-ups and push-ups) Meditation Punching techniques Learning Human weak points Techniques for eliminating dangers from daily living Methods for recognizing and avoiding dangers in the home, car, and street



**Picture: Practical Class**

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Golaghat, Assam, India

## **Academic Session: 2019-2020**

### **Add on course in Cake baking**

Cake baking as an add on course initiated by the Women's Cell of Golaghat Commerce College keeping in view the high demand for the product and minimum cost in making. The students will learn the principles and techniques of cake production. There will be emphasizes on ingredient identification, functions, mixing, baking, and storage of product. Also, students will get knowledge in construction of special event cakes dealing with tiers.

1	<b>Name of the course</b>	<b>Cake Baking</b>
2	Duration of the course	30 days (per day 1 hour)
3	No. of Students enrolled	20
4	No. of students completing the course	18
5	Course Coordinator	Ms. Swadhinata Gogoi
6	Course Instructor	Ms. Binita Hazarika

#### **COURSE OBJECTIVES:**

Upon successful completion of the course, the student will be able to:

- Identify ingredients and their functions
- Accurately determine doneness
- Construct several layered cake with different types of fillings
- Identify different types of icings that can be used for different types of cakes.
- Understanding needs of a customer
- Apply appropriate scaling and mixing methods
- Identify proper cooling and storage techniques
- Assemble cakes as required from an order
- 

#### **Course Learning Outcomes:**

- Storing and planning of daily production of product.
- Produced large volume of product and sell to public.
- Use baker's scales and specialized pastry tools and ingredients
- Work with various forms of raw ingredients in making a finished cake
- Learn proper shelf life of an item and how to work ahead

- Develop professional skills and safe work habits.

<b>Syllabus</b>	
<b>Unit:1</b>	<b>Introduction</b>
	An Introduction, Gathering Basic Supplies to begin Baking a Cake Make Yourself Some Quick Reference Cards
<b>Unit: 2</b>	<b>Baking</b>
	Cake Decorating tools, Planning and Designing Your Cake, Baking and Decorating a Cake, Prepare a 2 Layer Box Cake
<b>Unit: 3</b>	<b>Planning and Designing</b>
	Practice Working with Fondant, Icing, Glaze and Filling Choices, Working with Butter Cream Icing, Working with Royal Icing
<b>Unit 4:</b>	<b>Decoration</b>
	Working with Flowers, Practice Making Leafs, Fruits, Flowers, Wedding Cakes, Birthday Cake, Memories cake



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Golaghat, Assam, India

## **Academic Year: 2019-2020**

### **ADD ON COURSE ON INCOME TAX RETURN**

**Course Offered By: Department of Accountancy**

**Golaghat Commerce College, Golaghat**

**In Association with IQAC**

<b>1. Name of the course</b>	<b>Income Tax Return</b>
<b>2. Duration</b>	<b>30 hours</b>
<b>3. Name of the collaborator</b>	<b>IQAC, Golaghat Commerce College</b>
<b>4. No. of students enrolled in the course</b>	<b>10</b>
<b>5. No. of students completed the course</b>	<b>10</b>
<b>6. Course Co-Ordinator</b>	<b>Mr. Pranjal Pratim Dutta</b>
<b>7. Name of the faculty involved</b>	<b>Dr. Prodip borthakur, Dr. Pranjal Pratim Dutta, Ms. Sonashree Das.</b>

This course has been offered by the Department of Accountancy on Income Tax Returns. The course aims to equip the students with understanding of intensive knowledge all forms of ITR Forms along with the Overview ITR Forms and e-filing

#### **Objective of the course:**

- To provide basic knowledge on Income Tax Returns to the students

#### **Syllabus:**

##### **Unit 1:**

Roles and responsibility of CA in filing Income Tax Returns, Overview of ITR Forms and e-filing

##### **Unit 2:**


Analysis of different ITR Forms

##### **Unit 3:**

Consequences of non-filing of ITR forms, late fees and interest and other issues while filing ITR

**Attendance Sheet:**

THE GOLAGHAT Students' Attendance Register TOTAL LECTURES												COMMERCE COLLEGE For the Month of Feb 20 2020																							
NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Attendance	PT. of Attendance	Remarks	
Deepak Baruah	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	100%	
Arjun Jyoti Barua	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	100%	
Deep Barua	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	100%	
Soumitra Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	100%	
Sagar Barua	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	100%	
Saikat Gogoi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	100%	
Jayaram Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	100%	
Ankita Barua	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	100%	
Pran Kumar Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	100%	
Aditya Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	100%	
31												31																							

  
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 Golaghat, Assam, India



**2020 - 2021**

## Add- on Course in Soft Skills

### Academic Session: 2020-21

1. Name of the course	Add-on Course in Soft Skills
2. Duration	72 hours
3. Name of the collaborator	IQAC, Golaghat Commerce College
4. Date of Commencement	01/09/2020
5. Date of Completion	30/11/2020
6. No. of students enrolled in the course	11
7. No. of students completed the course	10
8. Course Co-Ordinator	Dr. Jiban Jyoti Kakoti
9. Name of the faculty involved	Dr. Jiban Jyoti Kakoti, Mrs. Nandini Baruah, Ms.Himadri Gogoi, Ms. Swadhinata Gogoi.

The Department of English has been offering a self-financing three months certificate course in Soft Skills since 2016. The course is offered for three months, with two batches in an academic year. The classes are conducted in the college on three-week days from 3p.m.-5 p.m. Total number of hours is 72 hours. The eligibility criteria for this course is 10+2 passed. Classes are taken by the faculty members of the department.

**Aims and Objectives:** The course aims at making the students understand the fundamental soft skills and of their practical usage. Through this course they learn to communicate effectively and confidently. They also learn how to identify and overcome the barriers in interpersonal relationship in order to obtain best results. Students would find this course immensely useful for building a career and also finding employment as soft skill trainers.

The course has been started keeping in view the crucial role of language skills and soft skills in personal as well as professional life of the younger generation. In the era of globalization, it has become imperative to become proficient in both soft skills and life skills. Therefore, with the objective of equipping students with the vital communication and soft skills to succeed in the highly competitive world, the Department of English proposes to offer a specially designed Certificate Course in Soft Skills.

Course Outcome: After completing this course, students will be able to:

- Understand the significance and essence of a wide range of soft skills.
- Learn how to apply soft skills in a wide range of social and professional environment.
- Will acquire the skill of employing soft skills to improve interpersonal relationships.
- Learn how to employ soft skills to enhance employability and ensure workplace and career success.

## Syllabus

### Unit-1

17. **Soft Skills: An Introduction** - Definition and significance of soft skills; Process, Importance and Measurement of Soft Skills Development.
18. **Self-Discovery:** Discovering the self; Setting Goals; Beliefs, Values, Attitude, Virtue.
19. **Positivity and Motivation:** Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivational Levels.
20. **Personality Development:** Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills

### Unit-2

29. **Interpersonal Communication:** Interpersonal relations; communication models, process and barriers; team communication; developing interpersonal relationships.
30. **Public Speaking:** Skills, Methods, Strategies and Essential tips for effective public speaking.
31. **Group Discussion:** Importance, Planning, Elements, Skills assessed; Effectively Disagreeing, Initiating, Summarizing and Attaining the Objective.
32. **Non- Verbal Communication:** Importance and Elements; Body Language.
33. **Teamwork and Leadership Skills:** Concept of Terms; Building Effective Teams; Concept of Leadership.
34. **Presentation Skills:** Types, Content, Audience Analysis, Essential Tips- Before, During and After Overcoming Nervousness
35. **Etiquette and Manners:** Social and Business.

### Unit-3

13. **Phonetics:** Received Pronunciation, Speech Mechanism, Speech Sounds Threefold Pronunciation, Transcription
14. **Situational Conversation:** At the.... doctor's, post office, bank, railway station, college, government office, book shop, taking an admission etc.
15. **Writing Skills:** Art of Writing, Paragraph Writing, Letter Writing.

### Unit-4

21. **Decision- Making and Problem- Solving Skills:** Meaning, Types and Models, Group and Ethical Decision- Making, Problems and Dilemmas in application of these skills.
22. **Conflict management:** Conflict- Definition, Nature, Types and Causes; Methods of Conflict Resolution.
23. **Stress Management:** Stress- Definition, Nature, Types, Symptoms and Causes; Stress Analysis Models and Impact of Stress; Measurement and Management of Stress.
24. **Leadership and Assertiveness Skills:** A Good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership Behavior; Assertiveness Skills.
25. **Interview Skills:** Interviewer and Interviewee- in- depth perspective. Before, During and After The Interview. Tips for Success

### Reference Books:

21. *Managing Soft Skills for Personality Development*- edited by B.N. Ghosh, McGraw Hill India, 2012.
22. *English and Soft Skills*- S.P. Dhanavel, Orient Blackswan India, 2010.

23. *Personality Development and Soft Skills*- Barun K. Mitra- Oxford University Press, 2<sup>nd</sup> Edition 2016
24. *Decoding Communication- A Complete Handbook for Effective Communication*- Girish Jain and Manzoor Moideen- Notion Press
25. *A Course in Phonetics and Spoken English*- J Sethi and P.V. Dhamija- Prentice Hall Indian Learning Private Limited, Standard Edition,1999.

### **Evaluation**

There are two components of Evaluation:

- i. Continuous Evaluation of 20 marks: Comprises of quizzes, assignments, etc.
- j. Final Evaluation of 80 marks: Comprises of Written Examination: 60 marks  
Oral Examination: 20 marks.

### **Certification**

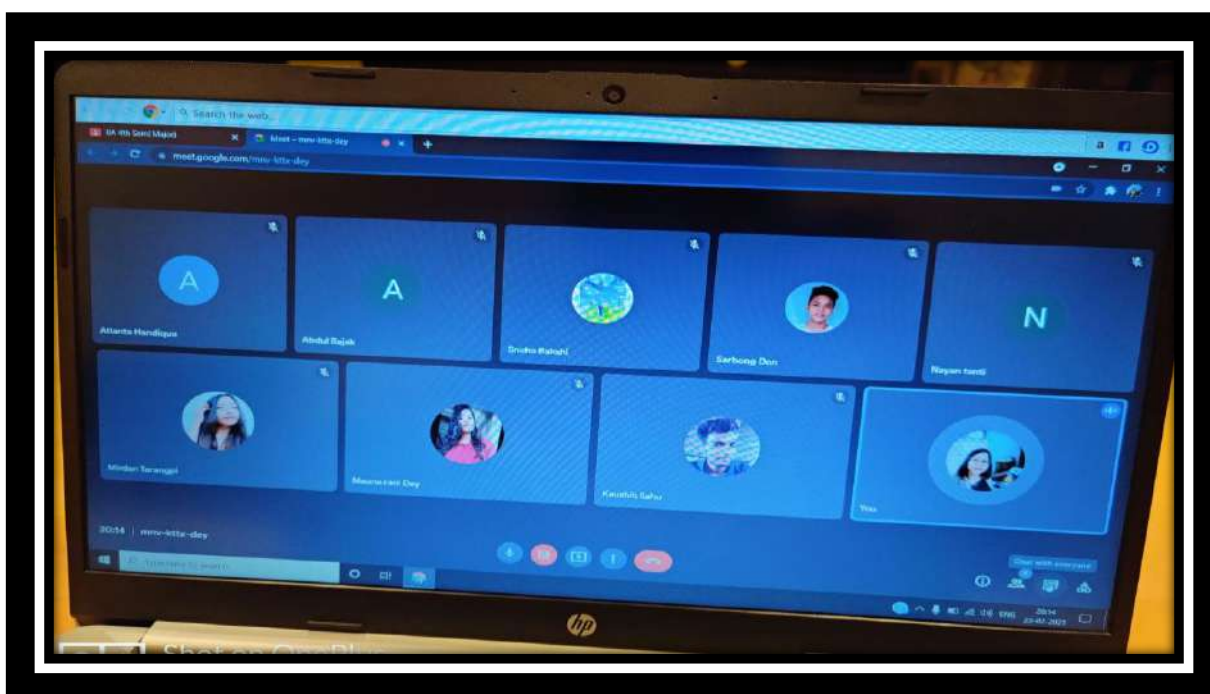
At the end of the course the Course Coordinator (HOD) determines the grading of the students based on the evaluation process. The gradation in the certificate ranges from ‘O’ to ‘F’

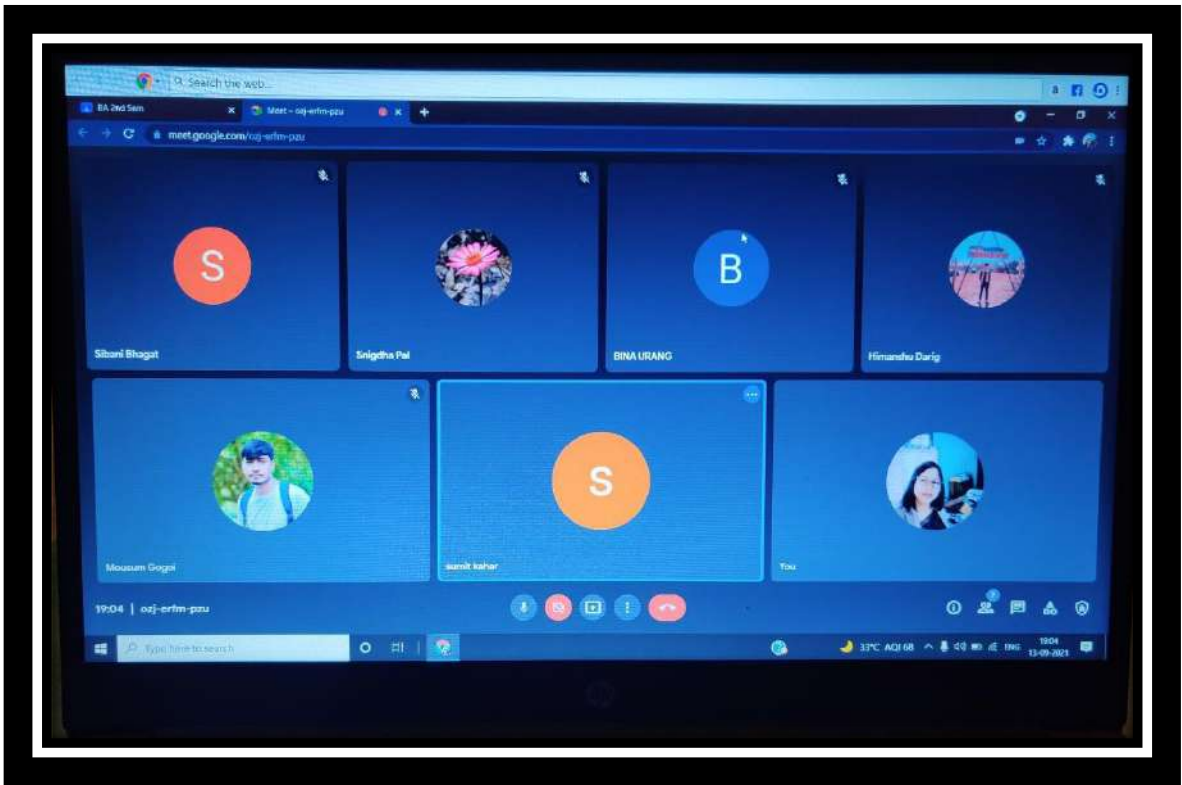
### **Course Summary:**

**Year 2020-21:** This year also there has been some irregularity in classes due to lock down. Classes were held both in online and offline mode. Teaching methodology that was adopted was learner-oriented, communicative and task- based. Though some students were actively involved in this hybrid method of teaching, some others were found to be either uninterested or unable to procure the necessary devices for this kind of teaching-learning process.

Total Enrollment:

Total number of pass-out:





### Online Classes of the Programme

A handwritten signature in blue ink, appearing to read 'S. Barua'.

Principal  
Golaghat Commerce College  
Golaghat, Assam, India

**Academic Year: 2020-21**

**ADD ON COURSE ON INCOME TAX RETURN**

**Course Offered By: Department of Accountancy**

**Golaghat Commerce College, Golaghat**

**In Association with IQAC**

<b>1. Name of the course</b>	<b>Income Tax Return</b>
<b>2. Duration</b>	<b>30 hours</b>
<b>3. Name of the collaborator</b>	<b>IQAC, Golaghat Commerce College</b>
<b>4. No. of students enrolled in the course</b>	<b>14</b>
<b>5. No. of students completed the course</b>	<b>11</b>
<b>6. Course Co-Ordinator</b>	<b>Dr. Pranjal Pratim Dutta</b>
<b>7. Name of the faculty involved</b>	<b>Dr. Pranjal Pratim Dutta, Ms. Sonashree Das, Mr. Atul Kumar Das.</b>

This course has been offered by the Department of Accountancy on Income Tax Returns. The course aims to equip the students with understanding of intensive knowledge all forms of ITR Forms along with the Overview ITR Forms and e-filing

**Objective of the course:**

- To provide basic knowledge on Income Tax Returns to the students

**Syllabus:**

**Unit 1:**

Roles and responsibility of CA in filing Income Tax Returns, Overview of ITR Forms and e-filing

**Unit 2:**

Analysis of different ITR Forms

**Unit 3:**

Consequences of non-filing of ITR forms, late fees and interest and other issues while filing ITR

THE GOLAGHAT													COMMERCE COLLEGE																	
Students' Attendance Register													For the Month of Dec. 20 20 21																	
NAME	TOTAL LECTURES												DELIVERED																	
	1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Muhammad Mequade	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Bikash Chakraborty	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Biswajit Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Sujan Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Hemanta Dutta	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Prakash Baruah	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Anand Baruah	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kamran Baruah	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Hemanta Gupta	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Pranjal Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Seely Baruah	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Anchal Gupta	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Picture: Attendance Sheet



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## **Academic Session: 2020-21**

### **ADD ON COURSE ON FUNDAMENTALS OF INDIAN STOCK MARKET**

**Course Offered By: Department of Banking**

**Golaghat Commerce College, Golaghat**

**In Association with IQAC**

<b>1. Name of the course</b>	<b>Fundamentals of Indian Stock Market</b>
<b>2. Duration</b>	<b>40 hours</b>
<b>3. Name of the collaborator</b>	<b>IQAC, Golaghat Commerce College</b>
<b>4. No. of students enrolled in the course</b>	<b>15</b>
<b>5. No. of students completed the course</b>	<b>15</b>
<b>6. Course Co-Ordinator</b>	<b>Mr. Manash Pratim Sarmah</b>
<b>7. Name of the faculty involved</b>	<b>Mr. Manash Pratim Sarmah</b>

The Department of Banking has been offering a add on course on Fundamentals of Indian Stock Market to acquaint the students with different aspects of Indian Stock Market. The students having genuine interest towards the Indian Stock Market apply for this course. This course is designed in such a way to disclose both the aspects of the Stock Market academic aspect and professional aspect by providing the ultimate guide to the Market and other factors associated with the Indian stock market. The course will help the students to clear out different concepts of the stocks of different companies.

#### **Objectives of the course:**

- To equip the students with practical and professional knowledge of Indian Stock Market
- To make them understand every factor and all pros and cons of the Stock Market before stepping into this field
- To develop various skills and techniques like analysing skill, decision making skill, risk taking skill, and financial risk management skill etc among the students so that they can utilize them properly to grow in the stock market
- To help the students in obtaining a good job



## **Syllabus:**

### **Unit 1: Financial Market- an introduction**

Money market- meaning, constituents & function; Money market instruments – call money, treasury bills, and certificate of deposits, Commercial 953 bills, and trade bills, Acceptance Houses, Discount Houses; Capital markets – primary and secondary market; Government securities markets; Role of SEBI - an overview and recent developments. Role of RBI, SEBI, DFHI, SHCI in Financial Markets, Capital Markets in India - An overview of Indian Securities Market, Meaning, Functions, Intermediaries, Role of Primary Market – Methods of floatation of capital – Problems of New Issues Market – IPO's – Investor protection in primary market – Recent trends in primary market – SEBI measures for primary market.

### **Unit 2: Exploring Stock Exchange-concept and Functions**

Meaning, Nature, Functions of Secondary Market – Organisation and Regulatory framework for stock exchanges in India – SEBI: functions and measures for secondary market – Overview of major stock exchanges in India - Listing of Securities: Meaning – Merits and Demerits – Listing requirements, procedure, fee – Listing of rights issue, bonus issue, further issue – Listing conditions of BSE and NSE – Delisting, Stock market indices-meaning, purpose

**Unit 3:** Portfolio Analysis and Financial Derivatives: Portfolio and Diversification, Portfolio Risk and Return; Mutual Funds; Introduction to Financial Derivatives; Financial Derivatives Markets in India

**Unit 4:** Investor Protection- Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism

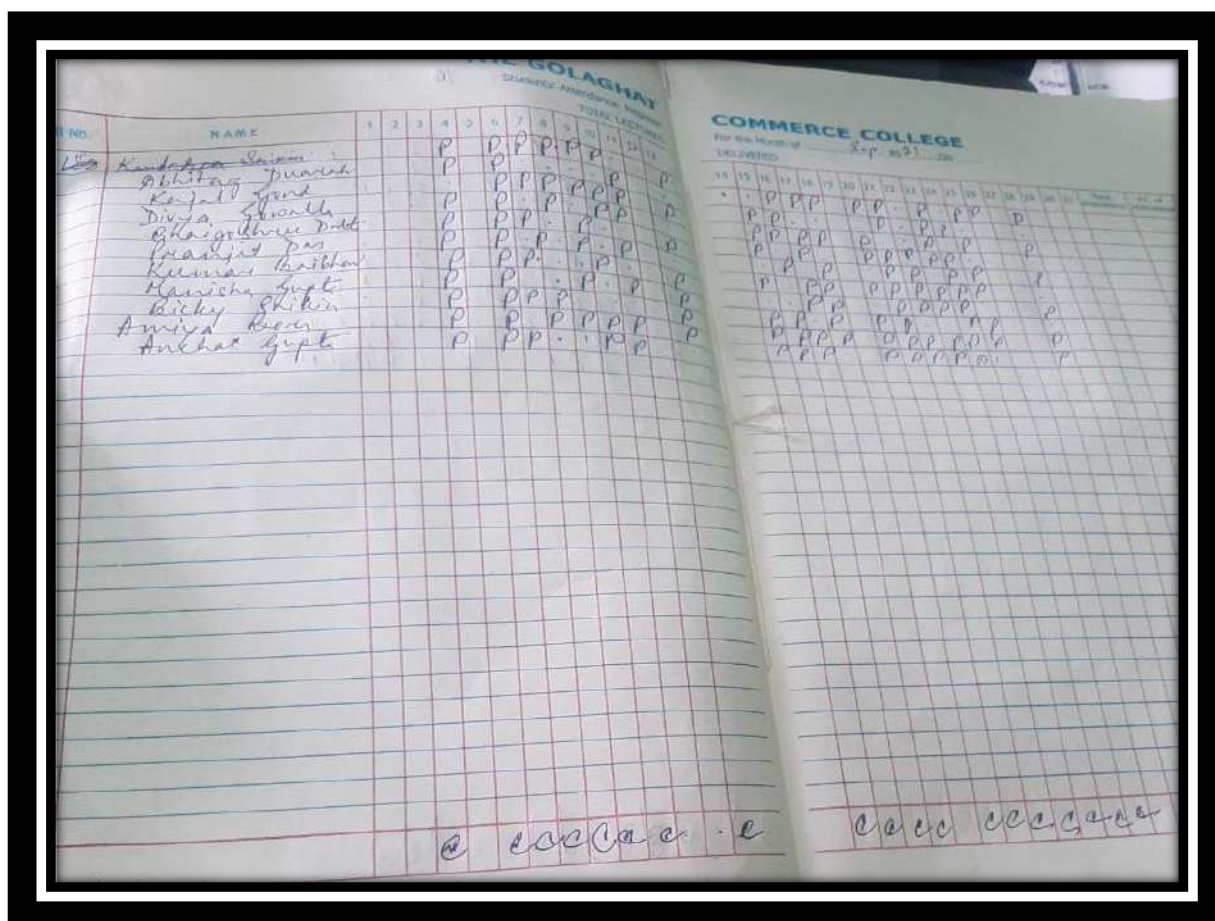
### **Suggested readings:**

17. M.Y Khan, *Indian Financial System*, Tata McGraw Hill, 7<sup>th</sup> edition, 2011
18. Prasanna Chandra, *Investment Analysis and Portfolio Management*, McGraw Hill Education
19. C.P. Jones, *Investments Analysis and Management*, Wiley, 8th ed.
20. L.M Bhole and I. Mahukud, *Financial Institutions and Markets*, Tata McGraw Hill, 5<sup>th</sup> edition

**Attendance Sheet:**

**List of students enrolled in the course:**

List of students enrolled in the course	List of students completed the course
Abhitaz Duarah	Abhitaz Duarah
Kajal Gond	Kajal Gond
Dibya Gowalla	Dibya Gowalla
Bhaigoyshee Dutta	Bhaigoyshee Dutta
Pranjit Das	Pranjit Das
Kumar Baibhav	Kumar Baibhav
Manisha Gupta	Manisha Gupta
Bicky Saikia	Bicky Saikia
Amiya Bora	Amiya Bora
Anchal Gupta	Anchal Gupta



**Picture: Attendance of students**



**Picture: Instructor is delivering the topic**

Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## Academic Session: 2020-21

### Add on Course in Cutting and Tailoring

Course Offered By: Department of Political Science

Golaghat Commerce College, Golaghat

In Association with IQAC

1. Name of the course	Add on Course in Cutting and Tailoring
2. Duration	120 days
3. Name of the collaborator	IQAC, Golaghat Commerce College
4. No. of students enrolled in the course	7
5. No. of students completed the course	7
6. Course Co-Ordinator	Mr. Bhaskar Kakati
7. Name of the faculty involved	Ms. Sukriti Chandra, Ms. Aroti Chandra

Department of Political Science has been offering Cutting and tailoring courses since 2015 to help the students to develop skill in the cutting and tailoring techniques and also to develop skill in the clothing construction techniques to become self-reliant. Considering the rising unemployment scenario, the department has offered this course which will help in development of capabilities of students and will enable them to set up their own small-scale enterprises.

#### Objective of the course:

- The prime objective of the course is to make the students self- dependent by imparting necessary competencies among students so that they become employable in small scale tailoring industry as well as will be able to set up their own tailoring shop.

#### Syllabus:

##### Unit 1: Basics of cutting and tailoring

Importance of Cutting and Tailoring, Use and care of sewing machine

##### Unit 2: Principles of clothing construction

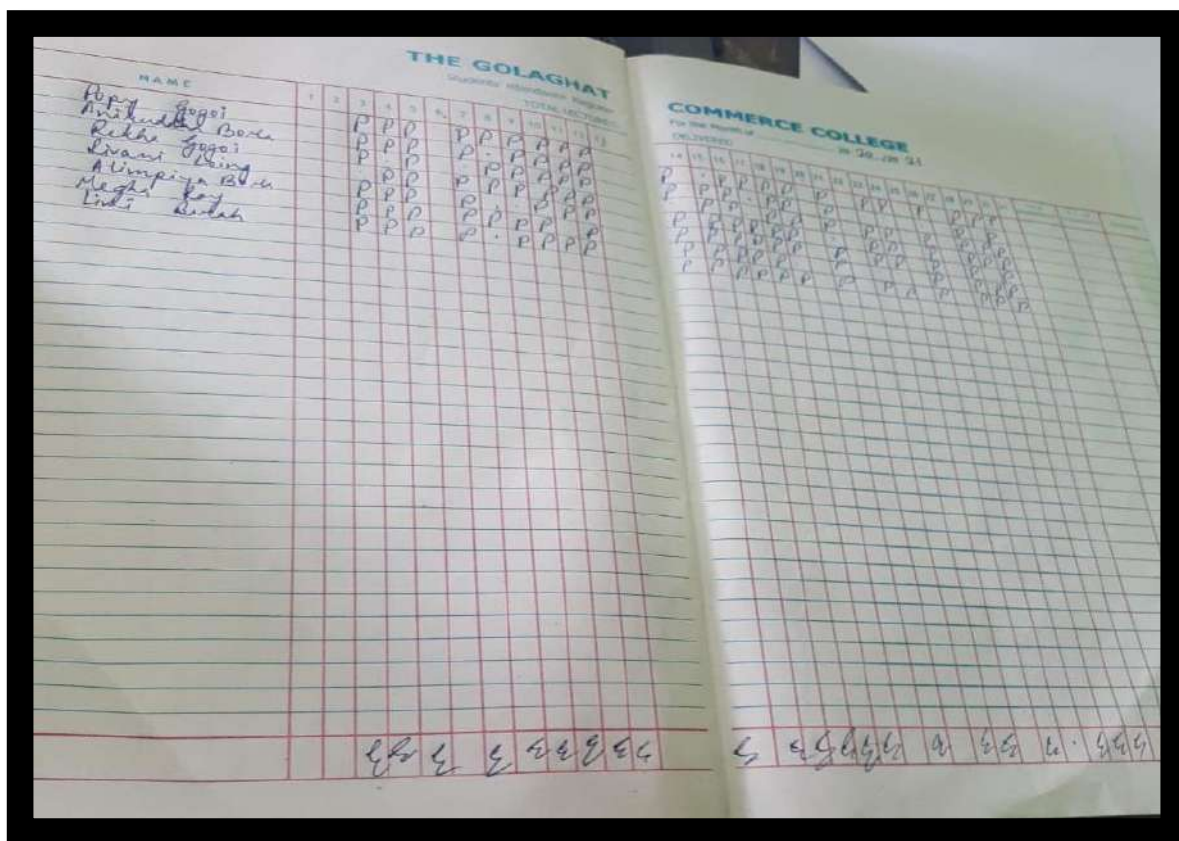
- a) Body measurement- Anthropometric measurement, methods of taking body measurement.
- B) Drafting and making paper patterns

##### Unit 3: Clothing for different age groups

Hanker ship, Pillow cover, Petticoat, Blouse, Bra Cutting blouse, normal blouse, umbrella cut frock, puff sleeve frock, salwar kurta, baby shirt-pant, pyjama, kameez, infant baby suit

**Mode of examination:** By observing the performance i.e., garments stitching of the students and their practical work like Taking body measurement, folding and cutting the cloth etc.

List of students enrolled in cutting and tailoring	List of students completed the Course
Popy Gogoi	Popy Gogoi
Aniruddha Bora	Aniruddha Bora
Rekha Gogoi	Rekha Gogoi
Sivani Loying	Sivani Loying
Alimpiya Bora	Alimpiya Bora
Megha Roy	Megha Roy
Limi Borah	Limi Borah



**Picture: Attendance of students**

*B. Banerjee*  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India

## **Academic Session: 2020-21**

### **ADD ON COURSE ON GOODS AND SERVICES TAX**

**Course Offered By: Department of Accountancy**

**Golaghat Commerce College, Golaghat**

**In Association with IQAC**

<b>1. Name of the course</b>	<b>Goods and Service Tax</b>
<b>2. Duration</b>	<b>30 hours</b>
<b>3. Name of the collaborator</b>	<b>IQAC, Golaghat Commerce College</b>
<b>4. No. of students enrolled in the course</b>	<b>11</b>
<b>5. No. of students completed the course</b>	<b>11</b>
<b>6. Course Co-Ordinator</b>	<b>Dr. Pranjal Pratim Dutta</b>
<b>7. Name of the faculty</b>	<b>Dr. Pranjal Pratim Dutta, Ms. Sonashree Das</b>

Department of Accountancy has been offering this add on course since 2018. The basic aim of the course is to provide knowledge about Goods and Services Tax to students. Goods and Services Tax is an indirect tax imposed on the supply of goods and services. It is a multi-stage, destination-based tax imposed on every value addition. It replaced multiple indirect taxes, including VAT, excise duty, service taxes, etc. The add on course in GST is an advanced level course designed to provide knowledge of various concepts of GST along with its practical implication.

#### **Objective of the course:**

- To provide theoretical knowledge about Goods and Services Tax and its evolution
- To teach practical aspects of GST
- To enable the students to understand the GST Law, ITC, Valuation of supply and returns, Input Tax Credit and filing of returns

#### **Syllabus:**

**Unit-1:** Overview of GST Law, Constitutional Provisions, Pre-GST regime, GST Council, CBIC, GST Portal.

**Unit-2:**

Concept of Supply under GST, Scope of Supply of Goods & Services, Intra-State and Inter-State Supply, Briefing on SGST, CGST, IGST, UTGST, Exempted and Zero-Rated Supply, Mixed and Composite Supply

**Unit 3:** Composition Scheme, Composition Levy Scheme in GST – Features, Merits & Demerits, Persons eligible to register under Composition Levy Scheme

**Unit 4:** GST Registration & Amendment Process, Legal provisions applicable for GST Registration, New Registration Process and Documentation Requirements, GST Identification Number (GSTIN), GST Registration Certificate, Process of Amendment of Core & Non-core fields for existing GST registration, Cancellation, Surrender and Revocation of the GST Registration

**Unit 5:** Input Tax Credit (ITC) & its Utilization, Input Tax Credit Mechanism in GST – explained with practical examples, Reverse Charge Mechanism (RCM) under GST, GST Set off rules – ITC utilization with examples, filing of Returns

**Suggested books:**

1. Taxmann’s GST Acts with Rules and Forms
2. Dr. M.C Mehrotra and Prof. V.P Agarwal, GST and Services Tax (G.S.T), Sahitya Bhawan Publications: Agra



**Picture: Attendance of student**

## Academic Session: 2020-21

### Add on Course in Embroidery

Course Offered By: Department of Political Science

Golaghat Commerce College, Golaghat

In Association with IQAC

1. Name of the course	Add on Course in embroidery
2. Duration	90 days
3. Name of the collaborator	IQAC, Golaghat Commerce College
4. No. of students enrolled in the course	07
5. No. of students completed the course	07
6. Course Co-Ordinator	Mr. Bhaskar Kakati
7. Name of the faculty involved	Ms. Sukriti Chandra, Ms. Aroti Chandra

Department of Political Science has been offering embroidery course since 2016 to help the students to become self-reliant. Considering the rising unemployment scenario, the department has offered this course which will help in development of capabilities of students and will enable them to set up their own small-scale enterprises.

#### Objective of the course:

- The prime objective of the course is to make the students self- dependent by imparting necessary embroidery skill among students

#### Syllabus:

##### Module 1: Basics of embroidery

Importance of embroidery, Use and care of sewing machine

**Module 2:** Introduction, tools and supplies, Types Tracing methods Do's and dont's of Hand Embroiderer

**Module 3:** Basic Hand Embroidery stitches and Decorative Hand Embroidery Stitches, Bead Work, Mirror Work

**Module 4:** Indian Traditional Hand Embroidery





## Certificate course in Self Defence

**Academic Session: 2020-2021**

This course is designed for all students and provides in depth knowledge about Self Defence. Students will expand their knowledge about Martial Arts, identify Self Defence techniques, develop skills in situational awareness, acquire skills attack response, close range/far range combat, pressure points, falling safety, escape techniques, and safe training practices.

1	<b>Name of the course</b>	<b>Self Defence</b>
2	Duration of the course	30 days (2 Hours Daily)
3	No. of Students enrolled	14
4	No. of students completing the course	14
5	Course Coordinator	Mr. Srimanta Hazarika
6	Course Instructor	Parakram Combat Centre, Golaghat

### Course Objectives:

Non-violent self defence course, providing students with self-confidence and skills in assault situations; practical exercises focus on skills needed in different conditions.

### Student Learning Outcomes

After successful completion of this course, students should be able to


- defend yourself in unpredicted situations in which you may be in danger with emphasis on barehand techniques
- protect yourself with the self defence

<b>Syllabus</b>	
<b>Unit:1</b>	Define Self Defence Understand limits of Self Defence
<b>Unit: 2</b>	Warm-up exercises and stretching Strengthening exercises (sit-ups and push-ups) Basic skills: Footwork + High kick Arm Grab Defence Meditation (Chi) Front/Back Kick

<b>Unit: 3</b>	<p>Warm-up exercises and stretching</p> <p>Strengthening exercises (sit-ups and push-ups)</p> <p>Basic skills: Arm Grab defence + Front kick Turning Kick/ Turning Back Kick, Tackle Techniques</p> <p>Body throw + Defence</p>
<b>Unit 4:</b>	<p>Warm-up exercises and stretching</p> <p>Strengthening exercises (sit-ups and push-ups)</p> <p>Meditation Punching techniques Learning Human weak points</p> <p>Techniques for eliminating dangers from daily living</p> <p>Methods for recognizing and avoiding dangers in the home, car, and street</p>



**Picture: Inaugural Session**

  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

**Academic Session: 2020-2021**  
**Certificate course in Cake Baking**

Cake baking as an add on course initiated by the Women's Cell of Golaghat Commerce College keeping in view the high demand for the product and minimum cost in making. The students will learn the principles and techniques of cake production. There will be emphasizes on ingredient identification, functions, mixing, baking, and storage of product. Also, students will get knowledge in construction of special event cakes dealing with tiers.

1	<b>Name of the course</b>	<b>Cake Baking</b>
2	Duration of the course	30 days (per day 1 and half hour)
3	No. of Students enrolled	25
4	No. of students completing the course	21
5	Course Coordinator	Ms. Himadri Gogoi
6	Course Instructor	Ms. Anuswari Maheshwari

**COURSE OBJECTIVES:**

Upon successful completion of the course, the student will be able to:

- Identify ingredients and their functions
- Accurately determine doneness
- Construct several layered cake with different types of fillings
- Identify different types of icings that can be used for different types of cakes.
- Understanding needs of a customer
- Apply appropriate scaling and mixing methods
- Identify proper cooling and storage techniques
- Assemble cakes as required from an order

**Course Learning Outcomes:**


- Storing and planning of daily production of product.
- Produced large volume of product and sell to public.
- Use baker's scales and specialized pastry tools and ingredients
- Work with various forms of raw ingredients in making a finished cake

- Learn proper shelf life of an item and how to work ahead
- Develop professional skills and safe work habits.

<b>Syllabus</b>	
<b>Unit:1</b>	<b>Introduction</b>
	An Introduction, Gathering Basic Supplies to begin Baking a Cake Make Yourself Some Quick Reference Cards
<b>Unit: 2</b>	<b>Baking</b>
	Cake Decorating tools, Planning and Designing Your Cake, Baking and Decorating a Cake, Prepare a 2 Layer Box Cake
<b>Unit: 3</b>	<b>Planning and Designing</b>
	Practice Working with Fondant, Icing, Glaze and Filling Choices, Working with Butter Cream Icing, Working with Royal Icing
<b>Unit 4:</b>	<b>Decoration</b>
	Working with Flowers, Practice Making Leafs, Fruits, Flowers, Wedding Cakes, Birthday Cake, Memories cake



**Picture: Inaugural Session**

  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

## **Add on course in Geography in Tourism**

**Academic Session: 2020-2021**

The Department of Geography is offering a course on Geography on tourism in the first semester of the under graduate programme and is open across the departments.

1	<b>Name of the course</b>	<b>Geography in Tourism Tourism</b>
2	Duration of the course	4 months (50 Days Class)
3	No. of Students enrolled	20
4	No. of students completing the course	20
5	Course Coordinator	HOD, Geography
6	Course Instructor	Faculties of the geography department

### **Course Objectives:**

The objective of the course is to:

- familiarize students with the basic concepts of tourism
- discuss the terminology used
- give an insight into how tourism evolved over a period of time and reached the modern stage.
- enhance the knowledge of students in various areas related to tourism and how it affects the destination
- explore the selected issues that currently influence the tourism industry both locally and globally

### **Learning Outcome:**

By the end of this course, learners would be able to:

- understand fundamentals of tourism from the management, marketing and financial perspectives
- understand the concepts of tourism, the framework of the system, types and form of tourism as well as the impacts of tourism
- describe the different types tourism resources of India, their importance in tourism and management.

## Syllabus

1. Concepts, Nature and Scope; Inter-Relationships of Tourism, Recreation and Leisure; Geographical Parameters of Tourism by Robinson.
2. Type of Tourism: Nature Tourism, Cultural Tourism, Medical Tourism, Pilgrimage
3. Recent Trends of Tourism: International and Regional; Domestic (India); Eco- Tourism, Sustainable Tourism, Meetings, Incentives, Conventions and Exhibitions (MICE)
4. Impact of Tourism: Economy; Environment; Society
5. Tourism in India: Tourism Infrastructure; Case Studies of Himalaya, Desert and Coastal and Heritage; National Tourism Policy

### Reading List

1. Dhar, P.N. (2006) International Tourism: Emerging Challenges and Future Prospects. Kanishka, New Delhi.
2. Hall, M. and Stephen, P. (2006) Geography of Tourism and Recreation – Environment, Place and Space, Routledge, London.
3. Kamra, K. K. and Chand, M. (2007) Basics of Tourism: Theory, Operation and Practise, Kanishka Publishers, Pune.
4. Page, S. J. (2011) Tourism Management: An Introduction, Butterworth- Heinemann- USA. Chapter 2.
5. Raj, R. and Nigel, D. (2007) Morpeth Religious Tourism and Pilgrimage Festivals Management: An International perspective by, CABI, Cambridge, USA, [www.cabi.org](http://www.cabi.org).
6. Tourism Recreation and Research Journal, Center for Tourism Research and Development, Lucknow
7. Singh Jagbir (2014) "Eco-Tourism" Published by - I.K. International Pvt. Ltd. S- 25, Green Park Extension, Uphaar Cinema Market, New Delhi, India ([www.ikbooks.com](http://www.ikbooks.com)).



Picture: Classroom

## **Add on course in Jewellery Making**

**Academic Session: 2020-2021**

Jewellery Making as an add on course initiated by the ECGPC, Skill Development Cell, Department of Hindi, Golaghat Commerce College keeping in view the need of entrepreneurship development. The students will learn the principles and techniques of jewellery making.

1	<b>Name of the course</b>	<b>Jewellery Making</b>
2	Duration of the course	30 days (per day 1 hour)
3	No. of Students enrolled	20
4	No. of students completing the course	20
5	Course Coordinator	Mr. Bhaskar Kakati Ms. Junti Duarah
6	Course Instructor	Mr. Jay Bordoloi

### **COURSE OBJECTIVES:**

This subject is an introduction to the very basics of jewellery design and empowers students to navigate through the rest of the course.

### **Course Learning Outcomes:**

- Make various types of Jewellery items by using the various tools and technologies.
- Understand the various metals and other items required for Jewellery making
- Appreciate the importance of embarking on self-employment and has developed the confidence for the same


<b>Syllabus</b>	
<b>Unit:1</b>	History of Art and Jewellery and Polymer Jewellery
	Material-Polymer Clay
	Scope-Wearable, durability, special trend
<b>Unit: 2</b>	<b>Silk Thread Jewellery</b>
	Basic about silk thread.



	<p>-Material-Plastic bangles, silk thread, jhumka base, earring base, fevicol, decoration material, scissor.</p> <p>Scope- Cost durability, wearability, look enhancement, connecting to fashion</p>
<b>Unit: 3</b>	<p><b>Quilling Paper Jewellery</b></p> <p>About quilling paper jewellery.</p> <p>-Material-Quilling strips, quilling tools, flat pearls</p> <p>Scope- Low costing, high wearability, elegant look and improving mood, connecting to trends, Lightweight Jewellery</p>
<b>Unit 4:</b>	<p><b>Bead Jewellery</b></p> <p>Basic about bead jewellery</p> <p>Material- Beads (variety packets), thin needle, normal thread, Gaze wire, pearls, Pendant</p> <p>Tools-Round nose, flat cutter, Jump ring, Head and eye Pin, chain</p>



**Picture: Demonstration**

  
 Principal  
 Golaghat Commerce College  
 Golaghat, Assam, India

## **Add on course in Studies in Theatre Art**

### **Academic Session: 2020-2021**

Studies in theatre art as an add on course initiated by the Jonaki Chora, Assamese Department, Golaghat Commerce College keeping in view the cultural need and highlight the zoner of job.

1	<b>Name of the course</b>	<b>Studies in Theatre Art</b>
2	Duration of the course	30 days (per day 1 hour)
3	No. of Students enrolled	48
4	No. of students completing the course	38
5	Course Coordinator	Dr. Prodip Borah
6	Course Instructor	Dr. Prodip Borah

#### **Course Objectives:**

The course is intended to introduce students to a creative theatrical way of thinking. It also provides a foundation for the other more detailed and specialized course in Theatre studies.

#### **Course Learning Outcomes:**

This course is designed to make students familiar with basics of theatre arts like –

- i) Basics concept of drama
- ii) Basics theories of drama
- iii) Basics elements of drama
- iv) Basics of acting skill
- v) Basic knowledge on Stage Geography and Stage balance
- vi) Basic Theatre designing like: Set, Light, Costumes, Sound, Music, Make-Up and

Property etc.

#### **Syllabus**

##### **1. Introduction to Theatre**

[Lecture: 2; Marks: 8]

- 1.1 Introduction to World theatre
- 1.2 Introduction to Indian theatre
- 1.3 Introduction to Theatre of Assam
- 1.4 Types of Drama

##### **2. The actor and acting**

[Lecture: 6; Marks: 12]

- 2.1 Importance of Script
- 2.2 Observation, Imagination and Concentration
- 2.3 Action and Reaction

- 2.4 Types of action and reaction
- 2.5 Types of acting
- 2.6 Character Analysis
- 2.7 Character Building
- 2.8 Improvisation
- 2.9 Facial Expression, Body Movement

**3. The Stage** [Lecture: 2; Marks: 8]

- 3.1 Stage Geography
- 3.2 Stage Balance (Symmetric, Asymmetric and Aesthetic Balance)
- 3.3 Stage Level
- 3.4 Eight Body Position

**4. Basic Theatre Designing** [Lecture: 5; Marks: 8]

- 4.1 Music and Sound
- 4.2 Types of Stage Setting
- 4.3 Lighting
- 4.4 Makeup
- 4.5 Costumes

**5. Concept of Bhava and Rasa** [Lecture: 2; Marks: 8]

- 5.1 Roll of Bhava and Rasa in Theatre
- 5.2 Types of Rasa
- 5.3 Importance of Rasa in Acting

**6. Voice** [Lecture: 2; Marks: 8]

- 6.1 Roll of Voice in Acting
- 6.2 Voice Modulation
- 6.3 Dialogue Delivery

**7. Direction** [Lecture: 3; Marks: 8]

- 7.1 Basic Concept Direction
- 7.2 Qualities for a Director

**8. Production (Practical)** [Lecture: 8; Marks: 40]

- 8.1 Students' Production
- 8.2 Acting in Final Production



**Picture: Drama Class**

A handwritten signature in blue ink, appearing to read 'B. B. B.', is positioned above the printed name.

Principal  
Golaghat Commerce College  
Golaghat, Assam, India

# **Certificate course in Computer Application**

**Academic Session: 2020-2021**

Computer Application as an add on course initiated by the Computer Science Department, Golaghat Commerce College, Golaghat in collaboration with P-Tech Computer Institute, Golaghat to help the students learn about computer basics.

1	<b>Name of the course</b>	<b>Certificate Course in Computer Application</b>
2	<b>Duration of the course</b>	3 Months
	<b>Eligibility Criteria</b>	Minimum 10th Standard Pass
3	<b>No. of Students enrolled</b>	67
4	<b>No. of students completing the course</b>	50
	<b>Weekly Classes</b>	<b>4 Classes (Each class is of 1 Hour)</b>
5	<b>Intake Capacity</b>	60 Seats per Shift
6	<b>Course Coordinator</b>	Sri Dibyendu Palit
7	<b>Course Instructor</b>	Sri Dibyendu Palit Sri Manash Pratim Hazarika
8	<b>Examination structure</b>	: Theory: 50 Marks + Practical: 20 Marks

## **Course Objectives:**

The objective of the course are:

- Introduction to Computers basic and OS
- Word processing, spreadsheet and Power Point

## **Course Learning Outcomes:**

By the end of the course, the students should be able to understand:

- the latest trends in various subjects of computers & information technology
- the practical concepts of MS Word, MS Excel, MS PowerPoint, and MS

## **CCA Course Curriculum:**

The following papers are teaching to the students in the CCA course

a) Computer Basic (Theory Paper)

- b) Windows OS Environment
- c) MS-Office
  - i. MS-Word
  - ii. MS-Excel
  - iii. MS-PowerPoint
- d) Computer Network and Internet Basic

### **CCA Course Curriculum in Details:**

#### **□ Computer Basic**

- o Definition of Computer
- o Characteristics and Limitation of Computer
- o Types of Computer
- o Functional components of Digital computer
- o Concept of Hardware and Software
- o Different types of Software
- o Memory Measuring Units
- o Concept of File and Folder

#### **Windows OS**

- o Introduction to Windows OS (Version 7 or 10)
- o Different Actions of mouse (Pointing, Clicking, Double Clicking and Dragging)
- o Windows Desktop and its components
- o How to Start and shut down computer
- o How to Starting and closing application software
- o Component of a Window
- o Creating, saving and opening file.
- o Difference between “Save” and “Save As” option
- o Purposes of My Computer, My Document, & Recycle Bin.
- o File & Folder Creation, Copy & Move, Delete and Rename File & Folder in My Computer.
- o Uses of Notepad, WordPad and Paint

#### **MS-Word**

- o Concept of Word-processing and MS-Word as word processor
- o Introduction of MS-Word window

- o Text composing, Bold, Italic, Underline, Superscript and Subscript form of text, text colouring, highlight etc.
- o Paragraph Formatting: Align Left, Align Right, Center, Justify, Bullet, Numbering etc.
- o Inserting special symbols in text.
- o Table creation, editing table etc.
- o Introduction to Auto Text, Auto Correct features and Grammar and spell check facility.
- o Insert different objects in MS-Word document (Picture, Clip Art, Shapes, Smart Art and Chart etc).
- o Page Setup
- o Printing document.

### **MS-Excel**

- o Concept of Spreadsheet and MS-Excel as spreadsheet software
- o Introduction to MS-Excel window
- o Concept of Worksheet & Workbook.
- o Adding and deleting worksheet from a workbook.
- o Performing different types of calculation in worksheet using formula
- o Auto numbering
- o Difference between formula and functions in MS-Excel
- o Categories of MS-Excel functions and use of some common functions such as SUM, SUMIF, COUNT, AVERAGE, IF, MAX, MIN, LARGE, SMALL, UPPER, LOWER, LEN etc
- o Graphical representation data in MS-Excel.
- o Printing in Excel.
- o Use of worksheet (e.g. total mark calculation, payroll preparation etc.)
- o Sorting and Filtering

### **PowerPoint**

- Concept of Presentation and benefit of MS-PowerPoint in Presentation Preparation.
- Introduction to MS-PowerPoint window
- Concept of slide and presentation.
- Different method of creating presentation.
- Type of Slide Layout.
- Inserting text, different objects in slide.

- Inserting new slide
- Set animation effect to slide objects.
- Slide show.

- **Internet Basic**

- o Introduction to computer network
- o Types of computer network
- o Communication media and types
- o Types of Transmission (Serial and Parallel)
- o Modes of Communication (Simplex, Half-Duplex and Full-Duplex)
- o Types of Transmission signal, Modulation, Demodulation and MODEM.
- o What is Internet
- o Use of Internet
- o Origin and History of Internet.
- o Internet based popular services (Email, WWW, FTP, Telnet, Usenet-Newsgroup, IRC etc)
- o Client-Server concept
- o Concept of Hyper Text and Hyper Link.
- o WWW, Web Server, Web Page, Web Site, Web Browser and Search Engine.
- o Concept of Web Site domain



Sl. No.	Roll No. (Reg. No.)	Student Name	Year of Passing	Theory Marks (50)	Practical Marks (10)	Total Marks (50+10)	Overall Per.	Grade
1	21	ABHINASH MORANG	2022	42	8	50	83.33	A
2	111	ABUL HASHAN KURESHI	2022	43	8	51	85.00	S
3	139	AJAY DAS	2022	47	8	55	91.67	S
4	112	AMIT KUMAR SAH	2022	32	8	40	66.67	A
5	23	ANUPRIYA DOLEY	2022	25	8	33	55.00	B
6	148	ARJUN CHAWRA	2022	39	8	47	78.33	A
7	146	ASHOK RAM	2022	35	8	43	71.67	A
8	158	BHASKOR JYOTI BORA	2022	48	8	56	93.33	S
9	20	BIBEK TAMULY	2022	49	8	57	95.00	S
10	107	BIJASH KUMAR GUPTA	2022	43	8	51	85.00	S
11	134	BIRU GUPTA	2022	38	8	46	76.67	A
12	77	BISHWA JYOTI GOGOI	2022	41	8	49	81.67	A
13	25	BITUPON BORKOTOKY	2022	42	8	50	83.33	A
14	163	BONDONA TERONPI	2022	41	8	49	81.67	A
15	25	CHAMPAK SAIKIA	2022	49	8	57	95.00	S
16	13	DHARMA JYOTI SAIKIA	2022	42	8	50	83.33	A
17	157	DIPANKAR PHUKAN	2022	41	8	49	81.67	A
18	65	DORISH HAW	2022	44	8	52	86.67	S
19	147	HEEMAKHEE KONWAR	2022	39	8	47	78.33	A
20	130	INDRA RAJBONSHI	2022	46	8	54	90.00	S
21	69	IRFAN ALI	2022	46	8	54	90.00	S
22	167	JUGANTA BORUAH	2022	49	8	57	95.00	S
23	85	JYOTI KUMARI	2022	50	8	58	96.67	S
24	116	KOUSHIK SAIKIA	2022	50	8	58	96.67	S
25	166	LARSIIM BEYPI	2022	25	8	33	55.00	B
26	61	LONGKIRI SINGNAR	2022	49	8	57	95.00	S
27	109	LUTFA BEGUM	2022	27	8	35	58.33	B
28	124	MAMTA SHARMA	2022	40	8	48	80.00	A
29	118	MOHAN THAKUR	2022	30	8	38	63.33	B
30	87	NABAKANTA NATH	2022	49	8	57	95.00	S
31	44	NIHAR NATH	2022	42	8	50	83.33	A
32	123	PALLAVI JAISWAL	2022	37	8	45	75.00	A
33	32	PARIS DANG	2022	40	8	48	80.00	A
34	14	PARTHA PRATIM	2022	50	8	58	96.67	S

		PHATOWALI							
35	96	POROM JYOTI BURHAGOHAIN	2022	34	8	42	70.00	A	
36	122	PRERNA JAISWAL	2022	43	8	51	85.00	S	
37	84	PRIYANKA BORAH	2022	40	8	48	80.00	A	
38	8	PROTIBHA ENGTIPI	2022	27	8	35	58.33	B	
39	117	RAJ SINGH	2022	33	8	41	68.33	A	
40	103	RANI BASFOR	2022	26	8	34	56.67	B	
41	66	RICHEN LAMA	2022	50	8	58	96.67	S	
42	58	ROHINI GOGOI	2022	38	8	46	76.67	A	
43	119	SAHIL GUPTA	2022	41	8	49	81.67	A	
44	81	SAMIRAN SAIKIA	2022	49	8	57	95.00	S	
45	144	SHEKHAR PRASAD KASHYAP	2022	39	8	47	78.33	A	
46	76	SOMIM RAZAQ HUSSAIN	2022	41	8	49	81.67	A	
47	70	SUDIPTA HAZARIKA	2022	50	8	58	96.67	S	
48	79	SUNNY SAH	2022	49	8	57	95.00	S	
49	83	TEZ BAHADUR TAMANG	2022	49	8	57	95.00	S	
50	110	ZABITULLA KHAN	2022	42	8	50	83.33	A	



Principal  
Golaghat Commerce College  
Golaghat, Assam, India

# **Certificate course in Yoga**

## **Academic Session: 2020-2021**

Yoga as an add on course initiated by the Golaghat Commerce College, Golaghat to help the students deal with growing stress and ensure mental and health wellness.

### **General objectives of the Course**

6. To enable student to become competent and committed professionals willing to perform a yoga trainer.
7. To make student to use competencies and skills needed for becoming an effective yoga trainer.
8. To acquaints student with the practical knowledge of yogasana, kriyas, yogic therapy and pranayama
9. To enable student to prepare the yoga programme.
10. To bring awareness of the fundamentals

### **Course Learning Outcomes:**

By the end of the course, the students should be able to understand:

- basic skills associated with yoga
- the ability to perform yoga movements in various combination and forms.
- the knowledge of basic choreography, and effective group management
- to create and present various yoga activities.

**Name of the Course :** Certificate Course in Yoga

**Level :** Certificate

**Stream:** Any Stream

**Eligibility Criteria:** 12+

**Duration:** 3 months

**Language:** Assamese/ English

**Lecture and practical time:** Afternoon 2.00pm to 3.00pm and morning 6 am to 8 am.

### **Academic calendar for the course:**

Admission : In the month of September

Class start – 1<sup>st</sup> week of October

Class: 5 days in a week (3 days theory 2 days practical)

Project Preparation : 3<sup>rd</sup> week of December

Examination : 1st week of January

**Examination Structure :** Project Work- 20

Practical- 80

Theory - 100

<u>Marks</u>	<u>Grade</u>
Above 90%	A+
80%-89%	A
60%-79%	B
40%-59%	C
Below 40%	D (Fail)

**Available Infrastructure:** Indoor stadium

**Teaching staff:** Qualified Teacher/ Instructor

### **SYLLABUS**

#### **THEORY**

#### **PART A: YOG PARICHAYA**

**UNIT I:** Introduction. Brief to origin of yoga, History and development of Yoga. Meaning and definition of yoga. Aim objective and importance of yoga.

**UNIT II:** Classification/types of yoga, elements of yoga, concept of Hatha yoga ( Physical, Mental and Spiritual Health)

**UNIT III:** Principles of yogic practices, meaning of asana, importance type and principles of asana

Meaning of pranayama, type and principles of pranayama. Physiological values of pranayama

**UNIT IV:** Introduction of shudhi kiryas, objectives of shudhi kiryas, types of shudhi kiryas, physiological values of shudhi kiryas.

## **PART B : FUNDAMENTAL OF ANATOMY AND PHYSIOLOGY IN YOGA**

**UNIT I:** Introduction of human body and its system. Meaning, definition of Anatomy and Physiology and importance in yogic practise

**UNIT II :** Respiratory system .Skelton system Digestive system. Circulatory system, Nervous system, Muscular system, Excretory system, Endocrine system, effect of asanas on various system,

**UNIT III:** Balance Diet and nutrition, macro and micro nutrients, nutritive and non nutritive components, diet for weight control (a healthy weight, the pitfalls of dieting, food intolerance and food myth)

## **PART C :YOGA AND WELLNESS**

**UNIT I:** Concept of Health, Wellness and Illness, causes of Illness according to yoga vassistha.

**UNIT II:** Role of yoga as mind body medicine with reference to yogic texts, role of yoga in stress management, relaxation techniques for improving concentration – yoga nidra.

**UNIT III:** Yoga and lifestyle related diseases (obesity, diabetes, asthma, hypertension, back pain)

## **PRACTICAL**

7. Surya Namaskar
8. Asanas.
9. Pranayama
10. Shudhi Kiryas
11. Viva
12. Project Work

## STUDENTS LIST OF CERTIFICATE COURSE IN YOGA 2020-2021

SL. NO	NAME
1	RITIKA CHAKRAWATY
2	KISHAN PRADHAN
3	HIMADRI KAMAN
4	LIZA GOGOI
5	PAYEL DEY
6	SHARDHA RANI BORDOLOI
7	RAM SHRESTRA
8	PRANJALIM HANDHIQUE
9	AMIT SUBEDI
10	BISHAL RAI
11	ABINASH SARMAH


## RESULT

### 2020-21 Batch

SERIAL NO.	NAME OF THE STUDENT	MARKS OBTAINED IN THEORY (100)	MARKS OBTAINED IN PRACTICAL (80)	PROJECT WORK (20)	TOTAL (200)	%	GRADE
1	RITIKA CHAKRAWATY	82	72	18	172	86	A
2	KISHAN PRADHAN	AB	AB	AB			AB
3	HIMADRI KAMAN	84	75	18	177	88.5	A
4	LIZA GOGOI	86	72	17	175	87.5	A
5	PAYEL DEY	AB	AB	AB			AB
6	SHARDHA RANI BORDOLOI	AB	AB	AB			AB
7	RAM SHRESTRA	84	74	18	176	88	A
8	PRANJALIM HANDHIQUE	78	55	15	148	74	B
9	AMIT SUBEDI	82	60	16	158	79	B
10	BISHAL RAI	76	55	15	146	73	B
11	ABINASH SARMAH	78	55	15	148	74	B



**Picture: Yoga Class**

  
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Golaghat, Assam, India

## Academic Session: 2020-2021

### Add on course in Digital Marketing

Digital Marketing as an add on course initiated by the Department of Management of Golaghat Commerce College keeping in view the high demand for the product on digital platform. The students will learn the principles and techniques of marketing. There will be emphasizes on different platforms of digital marketing .

1	<b>Name of the course</b>	<b>Digital Marketing</b>
2	Duration of the course	30 days (per day 1 hour)
3	No. of Students enrolled	15
4	No. of students completing the course	09
5	Course Coordinator	HOD, Department of Management
6	Course Instructor	Faculties of Department of Management

#### **Course Objectives:**

Upon successful completion of the course, the student will be able to:

- Identify different platforms of digital market
- Skills of marketing
- Identify different types of customers
- Understanding needs of a customer

#### **Course Learning Outcomes:**

Students will be able to identify:

- the importance of the digital marketing for marketing success
- to manage customer relationships across all digital channels
- build better customer relationships, to create a digital marketing plan
- defining a target group
- identifying digital channels



## Syllabus

<b>Unit:1</b>	Introduction of the digital marketing Digital vs. Real Marketing Digital Marketing Channels
<b>Unit: 2</b>	Creating initial digital marketing plan Content management SWOT analysis Target group analysis
<b>Unit: 3</b>	Creating a Facebook page Visual identity of a Facebook page Types of publications Exercise: Making a Facebook page (working in groups) Business tools on LinkedIn
	Creating business accounts on YouTube YouTube Advertising YouTube Analytics Facebook Ads Creating Facebook Ads
<b>Unit 4:</b>	Digital Marketing Budgeting - resource planning - cost estimating - cost budgeting - cost control



**Picture: Classroom**

A handwritten signature in black ink, appearing to read 'B. B. B.', is positioned above the printed name.

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Golaghat Commerce College  
Golaghat, Assam, India

जोड़ा गया(Add-on)/प्रमाणपत्र पाठ्यक्रम

‘शुद्ध हिन्दी भाषा शिक्षण’

सत्र - 2020-21

पाठ्यक्रम प्रस्तुत: हिन्दी विभाग द्वारा

गोलाघाट वाणिज्य महाविद्यालय, गोलाघाट.

राष्ट्रीय के पुनर्निर्माण के कार्य में भाषा शिक्षण का विशेष महत्व है। भाषा के माध्यम से ही छात्र ज्ञान-विज्ञान के अनेक विषयों का अध्ययन करते हैं, यदि छात्र का भाषा पर अधिकार नहीं होगा तो वह ज्ञान के क्षेत्र में प्रगति नहीं कर पाएगा। भाषा ही हमारे चिन्तन का आधार भी है किसी भी जन तंत्र की सफलता उसके नागरिकों के चिन्तन पर ही निर्भर करती है।

इसलिए विद्यार्थियों के बीच भाषा की समझ पैदा करने के लिए, गोलाघाट वाणिज्य महाविद्यालय, के हिन्दी विभाग द्वारा आयोजित ‘शुद्ध हिन्दी भाषा शिक्षण’ की मूल बातों को ध्यान में रखते हुए ऐड-ऑन पाठ्यक्रम 23 नवंबर 2020 से 23 दिसंबर 2020 तक आयोजित किया गया था। शैक्षणिक सत्र 2020-21 के दौरान 30 घंटे विधिवत रूप से पाठ्यक्रम पूरा किया गया था। प्रारंभ में 50 विद्यार्थियों ने संबंधित पाठ्यक्रम के लिए नामांकन किया था जबकि 30 छात्रों ने पाठ्यक्रम पूरा किया। पाठ्यक्रम में कुल 5 इकाई शामिल थी। अंतिम परीक्षा आयोजन के दौरान सफल उम्मीदवारों को एक विधिवत मूल्यांकन के बाद प्रमाण पत्र से सम्मानित किया गया था।

पाठ्यक्रम का नाम : ‘शुद्ध हिन्दी भाषा शिक्षण’ में प्रमाणपत्र पाठ्यक्रम।

पाठ्यक्रम की अवधि : 2 घंटे

पाठ्यक्रम शुरू होने की तिथि : 23/11/2020

समापन की तिथि : 23/12/2020

नामांकित छात्रों की संख्या : 30

पाठ्यक्रम पूरा करने वाले छात्रों की संख्या : 23

पाठ्यक्रम समन्वयक : विभाग अध्यक्ष, हिन्दी विभाग।

पाठ्यक्रम प्रशिक्षक : हिन्दी विभाग, गोलाघाट वाणिज्य महाविद्यालय।

हिन्दी भाषा शिक्षण के उद्देश्य :

- विद्यार्थियों को शुद्ध बोलने तथा शुद्ध लिखने का ज्ञान देना।
- सरल एवं प्रभाव पूर्ण तथा स्पष्ट भाषा में अपने भाव और अनुभूतियों एवं विचारों को व्यक्त करना।
- भाषा को हाव-भाव के साथ एवं आरोह अवरोह के साथ वाचन करने की कला का ज्ञान होना।
- दूसरों की लिखी हुई भाषा एवं बोली हुई भाषा को समझने की योग्यता उत्पन्न करना।
- विद्यार्थियों के ज्ञान विवेक एवं चरित्र का विकास करना।
- पठन-पाठन के प्रति रुचि उत्पन्न करना।
- छात्र-छात्रियों को सत साहित्य की रचना के योग्य बनाना।
- छात्रों में क्रमबद्ध विचार करने, भाव को अभिव्यक्त करने, तथा जानार्जन के प्रति गहरी रुचि उत्पन्न करने का प्रयास करना।
- साहित्य का लक्ष्य उत्तम नागरिक उत्पन्न करना भी है इसलिए हिन्दी शिक्षण का उद्देश्य नागरिकता के उत्तम से उत्तम गुणों का विकास भी है।

## पाठ्यक्रम (Syllabus)

जोड़ा गया(Add -on) /प्रमाणपत्र पाठ्यक्रम

“शुद्ध हिन्दी भाषा शिक्षण”

इकाई 1 - भाषा का स्वरूप एवं भाषा की भूमिका।

इकाई 2 - भाषायी दक्षताएं

- श्रवण, वाचन, पठन एवं लेखन।

इकाई 3 - मानक हिन्दी का भाषा वैज्ञानिक विवरण

- हिन्दी भाषा में वर्ण – स्वर, व्यंजन
- शब्द रचना,
- लिंग, वचन, कारक चिन्ह, काल, ।

इकाई 4 – हिन्दी शिक्षण कौशलों का विकास एवं सूक्ष्म शिक्षण

- शिक्षण कौशल – अर्थ, परिभाषा, महत्व।

इकाई 5 – भाषा साहित्य और सौन्दर्य

- सृजनात्मक भाषा के विविध रूप – हिन्दी शिक्षण के उद्देश्य, हिन्दी की विभिन्न विधाओं को पढ़ाने के उद्देश्य।
- साहित्य अभिव्यक्ति के विविध रूप – कविता को पढ़ना-पढ़ाना, गद्य की विविध विधाओं को पढ़ना-पढ़ाना।
- कविता, कहानी, नाटक, निबंध की पाठ विधि तैयार करना ।

पाठ्यक्रम मूल्यांकन के दो चरण थे :

- मौखिक मूल्यांकन -30
- लिखित मूल्यांकन -70

प्रमाणीकरण:

पाठ्यक्रम के अंत में पाठ्यक्रम के समन्वयक मूल्यांकन प्रक्रिया के आधार पर छात्रों के श्रेणी निर्धारण (Grading) किया गया। प्रमाणपत्र में श्रेणीकरण A से D तक था । श्रेणीकरण के अनुसार विद्यार्थियों को प्रमाणपत्र प्रदान किया गया।

विभागाध्यक्षा, हिन्दी विभाग

गोलाघाट वाणिज्य महाविद्यालय, गोलाघाट



## **Certificate course in Assamese DTP & Proof Reading**

**Academic Session: 2020-2021**

Assamese DTP & Proof Reading as an Add-on course initiated by the Department of Assamese of Golaghat Commerce College. By learning these specialized skills will help the students overall writing and reading ability and may provide a career path.

1	<b>Name of the course</b>	<b>Assamese DTP and Proof Reading</b>
2	Duration of the course	45 days (per day 1 hour)
3	No. of Students enrolled	20
4	No. of students completing the course	20
5	Course Coordinator	Dr. Dipali Gogoi
6	Course Instructor	Dr. Dipali Gogoi, Ms. Jury Dhekial Phukan

### **COURSE OBJECTIVES:**

This skill-based course will provide the students the skills and professional knowledge of DTP and Proof Reading. This course also aims at introducing students to basic knowledge of computer software and programmes related to typing, layout-design, proof-reading and editing in Assamese.

### **Course Learning Outcomes:**

- Be familiar with different Assamese fonts (Unicode & Non-Unicode) and various typing software
- Develop good proofreading abilities in Assamese
- Get the knowledge of editing a manuscript
- Be proficient in the skills and knowledge of Assamese typing and layout design
- Be eligible for careers in print and electronic media

<b>Syllabus</b>	
<b>Week:1</b>	<b>Introduction</b>
	Basic knowledge of DTP & Proof Reading
<b>Week: 2</b>	<b>Assamese DTP and Layout Design</b>
	Assamese Typing in Different Word Processing Programmes, Layout Design and Typesetting using Microsoft Word, Layout Design and Typesetting using PageMaker, Assamese Typing on Internet.

