

OFFICE OF THE PRINCIPAL HABRAGHAT MAHAVIDYALAYA

*Affiliated to Gauhati University, Guwahati, Assam
The college is covered under Section 2(f) and 12(B) of the UGC Act, 1956*

Dr. Mantu Kr. Das, M.A. Ph. D, PGDCA
Principal & Secretary/DDO
Habraghat Mahavidyalaya,
Krishnai, Goalpara, Assam



P.O: Krishnai
Dist: Goalpara (Assam)

Phone: 03663-292866
Mob: 9435024669
email: mantudas68@yahoo.co.in
habraghatcollege@gmail.com
Website: www.habraghatcollege.in

Ref. No: HMV/ADD-ON/2021/01


Date: 12-07-2021

NOTICE

All the HoDs of the departments are informed that courses for Skill Oriented Certificate Courses (SOCC) to be offered by the respective departments for the session 2021-2022 (July to December) 2021, are to **Select Course and Prepare Course Module** and to complete the admission process on or before 31st August, 2021.

This is for your information and necessary action.




Dr. M K Das
Principal
Habraghat Mahavidyalaya, Krishnai
Principal
Habraghat Mahavidyalaya
Krishnai.

OFFICE OF THE PRINCIPAL ABRAGHAT MAHAVIDYALAYA

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Ref. No: HMV/ADD-ON/2021/02


Date: 11-08-2021

NOTICE

This is for general information that Habraghat Mahavidyalaya, Krishnai, offers 30 hours duration, SKILL ORIENTED CERTIFICATE COURSES (SOCC) in the different courses by different departments for the odd semester w.e.f. July to December- 2021. It is to be mentioned that the said courses are fully free. So, all the interested students are asked to communicate with the HoDs of the respective departments of the course offered and to take admission on or before 31st Aug, 2021. The details of the courses are mentioned below:

Name of Certificate Courses	Course Code	Offered by the Department	Duration of Course	Contact
Arabic Reading and Writing Skill	ARA-SOCC-01	Arabic	30 Hours	HoD, Arabic
Byoboharik Asomiya Bhasar Likhon Kaushal	ASM-SOCC-02	Assamese	30 Hours	HoD, Assamese
Analysis of Data	ECO-SOCC-03	Economics	30 Hours	HoD, Economics
Teaching Methodology	EDU-SOCC-04	Education	30 Hours	HoD, Education
Grammar and its Uses	ENG-SOCC-05	English	30 Hours	HoD, English
PRESERVATION OF HISTORIAL HARRITAGE	HIS-SOCC-06	History	30 Hours	HoD, History
Basic Computer Knowledge	POL-SOCC-07	Political Science	30 Hours	HoD, Political Science
Certificate Course in Computer Application	CCA	Library	90 Days	Librarian




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Habragsat Mahavidyalaya, Krishnai
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SYLLABUS

Course name: Arabic Reading and Writing Skills

Code: ARB-SOCC-2021--ARWS

Session_2021-22

Course Objective:

After completion of the course the students will be able-

- To provide basic conceptual understanding of Arabic Reading and Writing Skills.
- To understand approaches of Arabic Reading and Writing Skills.
- To Improve these skills in practical life.

Course Contents

UNITS	COURSE CONTENT	HOURS	MARKS
Unit-I	<ul style="list-style-type: none">• Basic Concept of Arabic Reading skills:<ul style="list-style-type: none">○ Recognition of Arabic Letters○ Recognition of Arabic Letters○ Introduction to Arabic Alphabets & its Phonetic symbols.○ Reading Comprehension and Combination of Arabic Letters○ Evaluating Writing and effective Writing techniques.	5 Hours	20 Marks
Unit-II	<ul style="list-style-type: none">• Basic Concept of Arabic Writing Skills:<ul style="list-style-type: none">○ Effective Writings○ The Writing processes○ Barriers of Writings○ Identifying and improving Writing styles○ Evaluating Writing and effective Writing techniques.○ Typing Arabic Alphabets	5 Hours	20 Marks
Unit-III	<ul style="list-style-type: none">• Arabic Reading Comprehension:<ul style="list-style-type: none">○ Basic concept and Its Nature-○ Reading Practices• Techniques and types of Reading:<ul style="list-style-type: none">○ Silent Reading○ Loud Reading	5 Hours	20 Marks

OUTCOMES: 1.

- Able basic conceptual understanding of Arabic Reading Skill.
- Understand approaches of Arabic Writing Skill.
- Able Improve these skills in practical life.


HOD
Arabic Department
Habraghat College, Krishnai

Skill Oriented Course
Department Of Assamese
Session-2021-2022(August-December)
Course Name;Byabaharik asomiya Bhasar Likhon Koushal
Paper Code;ASS-SOCC-21-11BABLK)

Unit -1 Sabda Gyan, Bhasa Gyan ,JotiSeen	20
Unit 2 Sabdar Jothajoth Proyog Pratibeda	20
Unit-3 Joti sinor byabahar, Sudha barnor byahahar	20
Unit-4 Bakya Gathonir Gyan Aru Byabahar	20

Associate Professor
Dept. of Assamese (HOD)
Habraghat College, Krishnai
Associate Professor
Dept. of Assamese (HOD)
Habraghat College, Krishnai

DEPARTMENT OF ECONOMICS
HABRAGHAT MAHAVIDYALAYA, KRISHNAI
SESSION: 2021-22 (July-Dec)
SKILL ORIENTED COURSE 3
PAPER: ANALYSIS OF DATA
(2 CREDITS – 30 HOURS)

Course Objectives: This course provides a comprehensive introduction to statistics along with other related concepts of data and its types. The students will learn about the various sampling techniques and statistical measures to apply in real life problems and will be able to make diagrammatical presentations with the help of computer applications for enhanced decision-making.

Module I: Meaning and Types of Data (5 hours)

Data – Meaning and Nature; Types of Data – Nominal, Ordinal, Interval and Ratio; Sources of Data – Primary and Secondary Data; Analysis of Data – Quantitative and Qualitative Data; Time Aspect of Data – Cross Sectional

Module II: Sampling Design and Data Collection (5 hours)

Sample and Population; Sampling and Sampling Techniques; Random and Non-Random Sampling; Choice of Sampling Technique; Collections of Primary Data – Questionnaire Method, Use of Schedules, Interview Methods

Module III: Data Processing and Presentation (10 hours)

Processing of Data- Data Entry, Data Screening, Validation and Cleaning; Data Coding and Classification; Data Organization and Presentation – Frequency Table, Cross Tabulation; Diagrammatic Presentation of Data; One Dimensional Diagrams– Single Bar, Subdivided Bar, Multiple Bar; Two Dimensional Diagrams – Histogram and Pie Diagram

Module IV: Data Management with Computer Applications (10 hours)

Working with MS Word – Creating, Saving and Opening Documents in MS Word; Editing and Formatting; Previewing and Printing Word Document; Working With MS Excel – Creating, Saving and Opening Worksheets in MS Excel; Editing and Formatting

Suggested Readings:

- 1) Gupta S.C. (2018). Fundamentals of Statistics, Himalaya Publishing House
- 2) Agarwala, B.L. (2019). Basic Statistics, New Age International
- 3) Yamane, T. (1967). Statistics: An Introductory Analysis, 2nd Edition, New York: Harper and Row
- 4) Nagar, A.L. and Das, R.K. (1997). Basic Statistics, Oxford

Head of Department
Habraghat Mahavidyalaya
Krishnai

SYLLABUS FOR SKILL ORIENTED CERTIFICATE COURSE (SOCC)

TEACHING METHODOLOGY

CODE: EDU-SOCC-04

SESSION_2021-2022

(July-December)

Course Objectives:

After the completion of the course the students will be able-

- To acquaint with the knowledge of the teaching and learning process.
- To know different pedagogical methods and devices of teaching.
- To acquaint with the phases of teaching and proper uses of TLM.
- To know the skills of micro-teaching by proper practice in real classroom situation.
- To develop professional attitude, professional ethics, values and interests.

Units	Content	Course Hour	Mark Distribution
Unit:1	Teaching and Learning Process: <ul style="list-style-type: none">• Concept and Nature of teaching• Criteria of Good Teaching• Factors affecting teaching-learning process• Principles and Maxims of Teaching	6 hours	20
Unit:2	Methods and Devices of Teaching: <ul style="list-style-type: none">• Meaning, Characteristics and importance of methods of teaching• Different methods of teaching• Characteristics of good methods of teaching• Teaching Devices-Narration, Explanation, Illustration and Questioning• Fixing Devices-Drill and Review	6 hours	20
Unit:3	Unit Plan and Lesson Plan <ul style="list-style-type: none">• Concept of Unit Plan & Lesson Plan• Need and importance of Lesson plan• Criteria of good lesson plan• Model lesson plan (GU Model)	6 hours	20
Unit:4	Micro-Teaching <ul style="list-style-type: none">• Meaning and nature of Micro-teaching• Importance of Micro-teaching• Components of micro-teaching• Practicing teaching skills through Micro-teaching.	6 hours	20
Unit:5	Practicum:(Practice teaching) <ul style="list-style-type: none">• At least five lesson plans should be prepared and submitted to the department on Humanities.• Final teaching will be conducted by the Department of Education.	6 hours	20



HOD
Department of Education
Habraghat Mahavidyalaya

Skill Oriented Certificate Course

Duration: 30 hours

Department of English

Habraghat Mahavidyalaya

Course name: Grammar and its usage

Course code: ENG-SOCC-21-11-GU

Objective: This course seeks to familiarise the students to all the aspects of English grammar which broadly aims at improving the effective use of the English language. In order to develop students' insight into the structure of English language, this course is particularly addressed to the vernacular medium students and to make them fluent in both writing and speaking skill.

Unit-I-What is grammar, importance of grammar in spoken and written language, tense, articles, Parts of Speech

Unit-II-Voice, Narration, Determiners, Jumbled Sentences, Prepositions, Correct Tense, Degree, Punctuation

Unit-III- Sentence, Forms and types of sentences, Transformation of sentences, Add a tag question, Frame sentence, Clause, Phrase

Unit-IV- Advanced writing skills, Story writing, Precise writing, Notice writing, letter writing

Unit-V- (Theory and Practical): Paragraph Writing, Report writing, Article writing, Essay writing

Suggested readings:

Hewings, Martin. Advanced English Grammar.

Julia, Lachance. Practice makes Perfect Basic English

Master, Peter. Systems in English Grammar.

Nirakar Dash
Head of the Department
Department of English
Habraghat Mahavidyalaya, Krishnai

CODE: HIS-SOCC-06
Preservation of Historical Harritage
SESSION-2021-22
(January-June)

Course Objective:

After completion of the course the students will be able-

The Protection of Heritage sites in India is undertaken by the Archaeological Survey of India (ASI) working under the Ministry of Culture. There are various reasons behind the deterioration of Heritage sites. The 2 main factors for deterioration are Natural Causes and Anthropogenic Causes.

UNITS	CONTENT	HOURS	MARKS
Unit-I	<ul style="list-style-type: none">● Introduction :<ul style="list-style-type: none">○ Importance Of Cultural Heritage And Its Conservation.○ Heritage sites Monuments Archaeological sites Sculptures	5	
Unit-II	<ul style="list-style-type: none">● Heritage Conservation – Techniques that can be Implemented<ul style="list-style-type: none">○ Structural Conservation○ Chemical Preservation○ Awareness Program	5	

Unit-III	<ul style="list-style-type: none"> • Natural Causes <ul style="list-style-type: none"> ○ Air Pollution ○ Changing Temperature ○ Floods ○ Biological factors like Fungus, Moss etc ○ Ground water, salts and minerals ○ Solar Radiation ○ Moisture 	5	
Unit-IV	<ul style="list-style-type: none"> • Awareness Program 	10	


 Head Of The Deptt.. History
 Habraghat Mahavidyalaya
 Krishnar

SYLLABUS FOR 30 HOURS DURATION COURSE

DEPARTMENT OF POLITICAL SCIENCE

HABRAGHAT MAHAVIDYALAYA, KRISHINAI

NAME OF THE COURSE- BASIC COMPUTER KNOWLEDGE

COURSE CODE –PSC-SOCC-21-11-BAS

COURSE OBJECTIVES:

- TO PROVIDE BASIC KNOWLEDGE ABOUT THE APPLICATIONS OF COMPUTER
- TO ENHANCE BASIC COMPUTER OPERATING SKILLS AMONG THE STUDENTS
- TO ACQUAINT THEM WITH THE WORD PROCESSING SYSTEM
- TO INTRODUCE STUDENTS TO INTERNET, WWW, WEB BROWSERS
- TO ENHANCE DIFFERENT COMPUTER SKILL OF COMMUNICATION AND COLLABORATION AMONG STUDENTS

UNIT	CONTENTS	COURSE HOUR	MARK DISTRIBUTION
UNIT 1	Knowing Computer- 1.1 What is Computer 1.2 Basic Applications of Computer; 1.3 Components of Computer System, -Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; 1.4 Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply	6 HOUR	20
UNIT 2	Operating Computer using GUI Based Operating System- 2.1 What is an Operating System;	6 HOUR	20


	2.2 Basics of Popular Operating Systems; 2.3 The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection,.		
UNIT 3	Understanding Word Processing 3.1 Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; 3.2 Table handling; Spell check, language setting and thesaurus; 3.3 Printing of word document	6 HOUR	20
UNIT 4	Introduction to Internet, WWW and Web Browsers 4.1 Basic of Computer networks; LAN, WAN 4.2 Concept of Internet; Applications of Internet; connecting to internet; What is ISP 4.3 World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website	6 HOUR	20
UNIT 5	Communications and collaboration: 5.1 Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; 5.2 Document collaboration; Instant Messaging; Netiquettes.	6 HOUR	20

ADDITIONAL READING

READINGS:

1. DIT. (2008). INDIA: E-readiness assessment report 2008. Government of India: Department of Information Technology.

2. DIT. (2011a). INDIA: E-readiness assessment report 2011–12. Government of India: Department of Electronics and Information Technology.
3. DIT. (2011b) Saaransh: A compendium of mission mode projects under NeGP, Department of Electronics and Information Technology, Government of India. Retrieved May 1, 2015, from http://deity.gov.in/sites/upload_files/dit/files/Compendium_FINAL_Version_220211.pdf
4. DIT. (2012) Electronics and information technology, annual report 2012–13, Department of Electronics and Information Technology, Government of India.
5. DIT. (2015) E-governance policy Initiatives under digital india programme, Department of Electronics and Information Technology, Government of India
6. State level e-Governance Project in India: Overall Assessment of Impact on Citizens' ; Report prepared by Centre for Electronic Governance, IIM, Ahmedabad; July, 2008
7. ARC(2008) Promoting e-Governance: The SMART way forward, Second Administrative Reforms Commission, Government of India.
8. Chitra, B.M., & Shankaraiah. (2012). ICT initiatives in Indian agriculture. Information Technology in Developing Countries. 22(3), 28-30.


HOD
POLITICAL SCIENCE
HABRAGHAT MAHAVIDYALAYA
KRISHNAJ

Habraghat Mahavidyalaya

Krishnai, Goalpara, Assam, 783126

Syllabus

Certificate Course in Computer Application (CCA)

Introduction to Computers:

What is Computer, Basic Applications of Computer, Components of Computer System, Central Processing Unit (CPU), Input/output Devices, Computer Memory, Concepts of Hardware and Software, Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

MS Office applications:

MS Word:

Typing text, Alignment text, Editing text (Select, Cut, Copy, Paste), Create new file & folder, Save, Save as, Font size, Font colour, Bold, Italic, Underline, Paragraph, line spacing, Table, Insert symbol & picture.

MS Excel: Introduction to excel, Understanding rows & columns, Naming Cells, Modify Columns, Rows & Cells, Creating Simple formulas.

MS PowerPoint: Inserting new slide, Changing layout of slides, Duplicating slides, Copying and pasting slide, Applying themes to the slide layout, Changing theme colour, Slide background, Formatting slide background, Using slide views.

Introduction to Internet:

Basic of Computer networks, Concept of Internet, Applications of Internet, Connecting to internet, World Wide Web, Web Browsing software, E-mails, Opening e-mail accounts, Composing e-mails, Search Engines, Understanding URL, Domain name; IP Address, Using e-governance website.



Course Coordinator
CCA
Habraghat Mahavidyalaya

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Website: www.habraghatcollege.in

Ref. No: HMV/ADD-ON/2022/01

Date: 12-01-2022

NOTICE

All the HoDs of the departments are informed that Value Added Courses (VAC) to be offered by the respective departments for the session 2021-2022 (January to June) 2022, are to **Select Course and Prepare Course Module** and to complete the admission process on or before 31st January, 2022.

This is for your information and necessary action.




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Habraghat Mahavidyalaya, Krishnai
Principal
Habraghat Mahavidyalaya
Krishnai,

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Ref. No: HMV/ADD-ON/2022/02


Date: 10-01-2022

Notice

This is for general information that Habraghat Mahavidyalaya, Krishnai, offers 30 hours duration, Value Added Courses (VAC) in the different courses by different departments for the even semester w.e.f. January to June-2022. It is to be mentioned that the said courses are fully free. So, all the interested students are asked to communicate with the HoDs of the respective departments of the course offered and to take admission on or before 31st January-2022. The details of the courses are mentioned below:

Name of Certificate Courses	Course Code	Offered by the Department	Duration of Course	Contact
Terminology (Terms Into Arabic-English)	ARA-VAC-01	Arabic	30 Hours	HoD, Arabic
Saknari Jugar Sahitya	ASM-VAC-02	Assamese	30 Hours	HoD, Assamese
Statistical Packages For Data Analysis	ECO-VAC-03	Economics	30 Hours	HoD, Economics
Preparation Of Project Work	EDU-VAC-04	Education	30 Hours	HoD, Education
English Language And Its Relation To Other Branches Of Studies.	ENG-VAC-05	English	30 Hours	HoD, English
History Of Undivided Goalpara District	HIS-VAC-06	History	30 Hours	HoD, History
Introduction To Global Institutions	POL-VAC-07	Political Science	30 Hours	HoD, Political Science
Certificate Course in Computer Application	CCA	Library	90 Days	Librarian




Dr. M K Das
Principal
Habraghat Mahavidyalaya, Krishnai
Principal
Habraghat Mahavidyalaya
Krishnai,

16. SYLLABUS

Course name: Terminology (Terms into Arabic/English)

Code: ARB-VAC-22-7-T(TAE)

Session-2021-22

UNITS	CORSE CONTENT	HOURS	MARKS
Unit-I	<ul style="list-style-type: none">• Arabic Vocabulary Enrichment:<ul style="list-style-type: none">○ An Introduction○ Meaning and Nature of Vocabularies○ Importance of Vocabularies○ Process of Learning Arabic Vocabularies	5 Hours	20 Marks
Unit-II	<ul style="list-style-type: none">• Fundamentals of Arabic Vocabularies:<ul style="list-style-type: none">○ Introduction to Arabic Alphabets○ Introduction to Arabic Phonetic symbols, Vowels & Consonants with illustration in use.○ Pronunciation Practices	5 Hours	20 Marks
Unit-III	<ul style="list-style-type: none">• Arabic Vocabularies and its Types:<ul style="list-style-type: none">○ Name of Natural Words-○ Name of Artificial Words-○ Name of Flowers-	5 Hours	20 Marks
Unit-IV	<ul style="list-style-type: none">• Development of Arabic Vocabularies:<ul style="list-style-type: none">○ Recognition of Arabic Letters○ Reading Comprehension and Combination of Arabic Letters○ Description of Human vocal organs○ Writing Practices	5 Hours	20 Marks
Unit-V	<ul style="list-style-type: none">• Vocabularies with conversation Practices:<ul style="list-style-type: none">○ Parts of Speeches○ Person, Number and Gender• Conversation Practices using Simple Sentences.	5 Hours	20 Marks

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Arabic Department
Habraghat College, Krishnai

VALUE ADDED COURSE
DEPARTMENT OF ASSAMESE
Session-2021-2022(January-June)

Course Name-Sankari Jugur Sahitya(ASS-VAC-22-6-SJS)

Unit-1-Sankardev 'Rukmini Haran ' Natak Antargata Bedanidhi Aru Sashiprabhar Charitra.

Unit-2-Madhabdev Arjun Bhanjan Natak Nanda Aru Joshodar Kalah.

Unit-3-Sankardev Kirtan Aru Gunomala.

Unit-4-Madhavdev 'Borgeet aru Bhatima'

শ্রী ব্রজেন বসু
Associate Professor
Department of Assamese
University of Assam
Gauhati

**DEPARTMENT OF ECONOMICS
HABRAGHAT MAHAVIDYALAYA, KRISHINAI
SESSION: 2021-22 (January - June)**

**VALUE ADDED COURSE
PAPER: STATISTICAL PACKAGES FOR DATA ANALYSIS
(2 CREDITS – 30 HOURS)**

Course Objectives: This course will give an idea to students about the use of computer for presenting and summarizing data. Students can learn appropriate use of diagrammatical and tabular presentation of information. The use of computer and other statistical software in computing basic statistical tools and other relevant statistical technique will also be covered in this course.

Module I: Introduction to Statistical Packages (12 Hours)

MS-Word, MS-Excel, SPSS – A Package for Statistical Analysis in Social Science; Basic Operations – File, Edit, View, Data, Data Set Creation and Management; Evaluation of Data Quality and Data Cleaning; Statistical Analysis using SPSS – Summary, Tabulation and Comparison of Summary Statistics

Module II: Presentation of Data (8 Hours)


Diagrammatic Presentation; One Dimensional – Single, Subdivided, Multiple Deviation; Two Dimensional – Histogram, Pie Diagram; Three Dimensional – Rectangular, Cube; Pictograms and Cartograms; Scatter; Line and Radar Diagrams; Tabular Presentation – Single, Double, Multiple

Module III: Basic Statistics and Statistical Relations (10 Hours)

Frequency; Summation; Maximum; Minimum; Mean; Median; Mode; Standard Deviation; Skewness; Covariance; Correlation – Bivariate, Partial, Rank, Correlation Matrix; Simple Linear Regression

Suggested Readings:

- 1) Field, A. (2013): Discovering Statistics Using IBM SPSS Statistics, Sage Publication
- 2) Field, A. (2017). Discovering statistics using IBM SPSS Statistics (5th Ed.). Thousand Oaks, CA, USA: Sage ISBN: 978-1-5264-4578-0
- 3) Gupta S.C, Fundamentals of Statistics, Himalaya Publishing House, 2018


HoD
Economics
Habraghat Mahavidyalaya,
Krishnai

SYLLABUS
PREPARATION OF PROJECT WORKS
CODE: EDU-VAC-04
SESSION_2021-2022
(January-July)

Course Objectives:

- To know about project work
- To acquaint the student with project work
- To make able the students how to prepare project
- To make confident to face viva or interview.

Units	Content	Course Hour	Mark Distribution
Unit:1	Introduction <ul style="list-style-type: none">• Concept of project• Identification of problem/topic• Justification of the problem• Statement of the problem• Operational definition• Delimitation	5 hours	16
Unit:2	Review of related literature <ul style="list-style-type: none">• Concept• Importance• Sources	5 hours	16
Unit:3	Methods and Methodology <ul style="list-style-type: none">• Methods• Population , sample and sampling• Preparation of tools for Data collection• Procedure for data collection• Use of statistics	5 hours	16
Unit:4	Analysis and Interpretation of data <ul style="list-style-type: none">• Concept• Importance• Steps in Analysis and Interpretation	5 hours	16
Unit:5	Report Writing <ul style="list-style-type: none">• Preliminary section• Main Body of the Report• Reference Section	5 hours	16
Unit:6	Preparation for Viva-voce <ul style="list-style-type: none">• How to Face viva or interview• Mock Viva	5 hours	20


HOD

Department of Education
Habraghat Mahavidyalaya

Value Added Course
Duration: 30 hours
Department of English
Habraghat Mahavidyalaya

Course name: English Language and its Relation to Other Branches of Studies

Course Code: ENG-VAC-22-12-ELROBS

Objective: This course intends to introduce the students to the usage of English language in non-language subjects. Improvement of specific vocabulary related with different subjects is sought to be learnt in this course. For vernacular medium students, this course is essentially an enriching one to improve their grasp on the given subjects.

Unit-I-Introduction, Importance of English in other subjects, need of correlation

Unit-II- specific English terms in economics

High flowering and ornamentation of the English language in History

Politics and the English language.

Unit-III-Medical English

English Language in Science Subjects

Omission of English Grammar in specific cases

Unit-IV-Digital English

Railway English

Technology and the English language

Unit-V- English Language in prose

English language in poetry

English language in Commerce subjects

Suggested readings:

Hermayawati, H. *English for Economics and Business*. 2017

Sharma, Reena. *Language and Curriculum Transaction*. R Lall.

Nagaraj, Geetha, *English Language Teaching*, Orient Black Swan


Head of the Department
Department of English
Hebarghat Mahavidyalaya, Krishnal

CODE-HIS-VAC-06
Course : History of Undivided Goalpara District
Session: 2021-22
(July- December)

Course Objective:-


After completion of the course the students will be able

- To provide higher education to all eligible youths in general and SC, ST, OBC, MOBC and economically weaker section and slow learners.
- To arrange remedial teaching for the weak and slow learners.
- To provide access to a wide range of vocational subjects at the degree level to meet the socio-economic demands.
- To promote among the students as well as teachers an awareness of socio-economic needs of the state and prepare them for the fulfillment in co-curricular and extra-curricular activities.
- To enhance purposeful education along with the ideals of patriotism, national integration, secularism, scientific outlook and humanistic approach towards life and society.

UNITS	CONTENT	HOURS	MARKS
Unit-I	<ul style="list-style-type: none">• History of Undivided Goalpara District• Establishment<ul style="list-style-type: none">○ Historical background○ Constituting Goalpara	5	

Unit-II	<ul style="list-style-type: none"> • Goalpara District <ul style="list-style-type: none"> ○ History ○ Geography ○ Economy ○ Political divisions 	5	
Unit-III	<ul style="list-style-type: none"> • Demographics <ul style="list-style-type: none"> ○ Languages ○ Religion ○ Tourism ○ References 	5	
Unit-IV	<ul style="list-style-type: none"> • Goalpara Religion <ul style="list-style-type: none"> ○ History ○ Peoples ○ References 	5	

Unit-V	<ul style="list-style-type: none"> • Kamatapur Autonomous Council <ul style="list-style-type: none"> ○ History ○ Administration ○ References 	5	
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 Head Of The Deptt., History
 Habraghat Mahavidyalaya
 Krishnai

SYLLABUS FOR 30 HOURS DURATION COURSE

DEPARTMENT OF POLITICAL SCIENCE

HABRAGHAT MAHAVIDYALAYA, KRISHNAI

COURSE CODE –PSC-VAC-22-12-IGI

COURSE TITLE – INTRODUCTION TO GLOBAL INSTITUTIONS

OBJECTIVES-

- TO PROVIDE INFORMATION ABOUT DIFFERENT GLOBAL INSTITUTIONS
- TO PROVIDE THE STUDENTS INFORMATION REGARDING THE FUNCTIONING OF DIFFERENT GLOBAL INSTITUTIONS
- TO ACQUAINT THEM WITH DIFFERENT ROLE PLAYED BY DIFFERENT GLOBAL INSTITUTIONS
- TO ACQUAINT THE STUDENTS WITH THE PROMINENT ECONOMIC /POLITICAL GROUPINGS

STRUCTURE AND HOUR DISTRIBUTION-

UNIT	CONTENTS	COURSE HOUR	MARK DISTRIBUTION
UNIT 1	UNITED NATIONS 1.1HISTORICAL BACKGROUND AND ORIGIN OF UN 1.2STRUCTURE AND ORGANS OF UN 1.3FUNCTIONS OF UNITED NATIONS 1.4UN REFORM PROPOSALS	8 HOUR	25
UNIT 2	WORLD TRADE ORGANIZATION 2.1 HISTORICAL EVOLUTION OF WTO 2.2 ORGANIZATIONAL STRUCTURE OF WTO 2.3 FUNCTIONS OF WTO 2.4 ROLE OF WTO IN PRESENT CONTEXT	7 HOUR	25
UNIT 3	INTERNATIONAL MONETARY FUND 3.1 HISTORY AND ORIGIN OF IMF 3.2 FUNCTIONS OF IMF 3.3 ROLE OF IMF IN GLOBALIZED WORLD 3.4 IMF IN PRESENT CONTEXT	7 HOUR	25

UNIT 4	PROMINENT ECONOMIC/POLITICAL GROUPINGS 4.1 BRICS 4.2 INDIAN OCEAN RIM ASSOCIATION FOR REGIONAL COOPERATION 4.3 BIMSTEC 4.4 MEKONG GANGA COOPERATION	8 HOUR	25
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SYLLABUS-

UNIT 1- UNITED NATIONS

- A. HISTORICAL BACKGROUND AND ORIGIN OF UN
- B. STRUCTURE AND ORGANS OF UN
- C. FUNCTIONS OF UNITED NATIONS
- D. UN REFORM PROPOSALS

UNIT 2- WORLD TRADE ORGANIZATION

- A. HISTORICAL EVOLUTION OF WTO
- B. ORGANIZATIONAL STRUCTURE OF WTO
- C. FUNCTIONS OF WTO
- D. ROLE OF WTO IN PRESENT CONTEXT

UNIT 3- INTERNATIONAL MONETARY FUND

- A. HISTORY AND ORIGIN OF IMF
- B. FUNCTIONS OF IMF
- C. ROLE OF IMF IN GLOBALIZED WORLD
- D. IMF IN PRESENT CONTEXT

UNIT 4- PROMINENT ECONOMIC/POLITICAL GROUPINGS

- A. BRICS
- B. INDIAN OCEAN RIM ASSOCIATION FOR REGIONAL COOPERATION
- C. BIMSTEC
- D. MEKONG GANGA COOPERATION

READING LISTS:

- Acheson, A.L.K., Chant, J.F. and Prachowny, M.F.J. (eds.) (1972).
EVALUATIONS OF THE INTERNATIONAL MONETARY FUND AND THE
INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT.
Toronto: University of Toronto Press.

- Bordo, M.D. (1993). The Bretton Woods International Monetary System A Historical Overview. In Bordo, M.D. and Eichengreen, B. (eds.). A Retrospective on the Bretton Woods System: Lessons for International Monetary Reform. Chicago: University of Chicago Press, 3-108.
- Bordo, M.D. and James, H. (2000). THE INTERNATIONAL MONETARY FUND: ITS PRESENT ROLE IN HISTORICAL PERSPECTIVE. NBER Working Paper No. 7724. [Online] Available: <http://www.nber.org/papers/w7724> (Accessed 10 April 2014).
- Cooney, P. and Riley, R.J. (2006). Reform of the International Institutions: The IMF, World Bank and the WTO. Cheltenham: Edward Elgar Publishing Limited.
- Davey, W.J. (1987). Dispute Settlement in GATT. Fordham International Law Journal, 11 (1): 52-109.
- World Bank. (2004). Labor Mobility and the WTO: Liberalizing Temporary Movement. [Online] Available: <http://siteresources.worldbank.org/INTRGEP2004/Resources/chapter4.pdf> (Accessed 4 July 2015).
- World Bank. (2006). THE WORLD BANK ANNUAL REPORT 2006 [Online] Available: <https://openknowledge.worldbank.org/bitstream/handle/10986/7526/373900v10ENGLISH0WBAR0200601PUBLIC1.pdf?sequence=1> (Accessed 3 July 2015).
- World Trade Organization. (1996). "Trade and foreign direct investment". [Online] Available: http://www.wto.org/english/news_e/pres96_e/pr057_e.htm (Accessed 30 July 2014).
- World Trade Organization. (1998). Golden jubilee of the multilateral trading system [Online] Available: http://www.wto.org/english/news_e/pres98_e/pr88_e.htm (Accessed 19 August 2014).
- World Trade Organization. (2004). A Handbook on the WTO Dispute Settlement System. Geneva: World Trade Organization.
- World Trade Organization. (2008). World Trade Report 2008: Trade in a Globalizing World Geneva: World Trade Organization.
- World Trade Organization. (2011). Understanding the WTO. Geneva: World Trade Organization.
- World Trade Organization. (2012). China in the WTO: Past, Present and Future. [Online] Available: https://www.wto.org/english/thewto_e/acc_e/s7lu_e.pdf (Accessed 4 July 2015).

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 POLITICAL SCIENCE
 HABRAGHAT MAHAVIDYALAY
 KRISHNAT

Habraghat Mahavidyalaya

Krishnai, Goalpara, Assam, 783126

Syllabus

Certificate Course in Computer Application (CCA)

Introduction to Computers:

What is Computer, Basic Applications of Computer, Components of Computer System, Central Processing Unit (CPU), Input/output Devices, Computer Memory, Concepts of Hardware and Software, Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

MS Office applications:

MS Word:

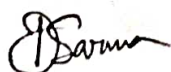
Typing text, Alignment text, Editing text (Select, Cut, Copy, Paste), Create new file & folder, Save, Save as, Font size, Font colour, Bold, Italic, Underline, Paragraph, line spacing, Table, Insert symbol & picture.

MS Excel: Introduction to excel, Understanding rows & columns, Naming Cells, Modify Columns, Rows & Cells, Creating Simple formulas.

MS PowerPoint: Inserting new slide, Changing layout of slides, Duplicating slides, Copying and pasting slide, Applying themes to the slide layout, Changing theme colour, Slide background, Formatting slide background, Using slide views.

Introduction to Internet:

Basic of Computer networks, Concept of Internet, Applications of Internet, Connecting to internet, World Wide Web, Web Browsing software, E-mails, Opening e-mail accounts, Composing e-mails, Search Engines, Understanding URL, Domain name; IP Address, Using e-governance website.



Course Coordinator
CCA
Habraghat Mahavidyalaya