



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Notice of Inaugural Function of Add-on Courses



Estd: 1981

JORHAT KENDRIYA MAHAVIDYALAYA

KENDUGURI, JORHAT-785 010, ASSAM

Phone # 0376-2350009, e-mail: jkmprincipal@rediffmail.com, Fax # 0376-2350009

Re-accredited by NAAC with Grade B⁺⁺

Website # <http://www.jorhatkendriyamahavidyalaya.in>

Ref No. JKM/JHT/PI/2022/

Date: 02-05-2022

NOTICE

It is hereby informed to all the students of BA/B.Sc 6th semester that their Add-on course classes will be commenced from today at 2.00PM at Central Auditorium Hall. Therefore, they are hereby asked to attend the inaugural function relating to commencement of Add-on course classes without fail.

(Dr. Dulen Saikia)

Principal

Jorhat Kendriya Mahavidyalaya

Principal

Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10




Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

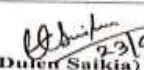
Notice on Add-On-Courses Relating to Assign Departments


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Phone # 0376-2330009, e-mail # jkmprincipal@rediffmail.com., Fax # 0376-2330009
Website : www.jorhatkendriyamahavidyalaya.in

Ref : JKM/Add-on-course/22/...92 Date: ..23/03/2022...

Add-on-Courses to be offered by Jorhat Kendriya Mahavidyalaya, from the academic session 2022-23

| Sl No | Title of the Add-on-course | Duration | Credit | Department |
|------------------|--|----------|------------------------------------|---|
| 1 B.Sc 6th | LED bulb repairing technician | 3 months | 09 credit (9 classes per week) | Physics Department in collaboration with Community College. |
| 2 B.Sc 6th | Vermi-compost Production Training Course | 3 months | 09 credit (9 classes per week) | Zoology Department in collaboration with Community College. |
| 3 B.A 6th | Soft Skill Course | 3 months | 09 credit (9 classes per week) | English & Assamese. |
| 4 B.A 6th | Life Skill Course | 3 months | 14 credit (14 classes per week) | Education & Sociology |
| 5 | Tea Processing with special emphasis on Green & Specialty Tea | 3 months | 09 credit (9 classes per week) | Botany Department in collaboration with Community College. |
| 6 B.A 6th | Computer basics with special knowledge on MS office and Internet Susceptibility. | 3 months | 09 credit (9 classes per week) | Computer Science Department. |
| 7 | Sustainable Development of Solid Waste Management Course. | 3 months | 09 credit (9 classes per week) | Chemistry Department. |
| 8 B.Sc 6th | Certificate course in Bioinformatics. | 6 months | 18 credit (9 classes per week) | Botany Department. |


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Kenduguri, Jorhat - 10
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Daily Class Routine for Add on Courses

DAILY CLASS ROUTINE FOR ADD ON COURSES B.A/B.Sc 6th SEMESTER w.e.f. 02-05-2022

| | B.A 6 th Semester 3.00 to 4.00 PM | B.Sc 6 th Semester 3.00 to 4.00 PM |
|-----------|--|---|
| MONDAY | 1. Soft Skill (01) 2. Life Skill (02) 3. Computer Barrier (08) | 1. LED Bulb 2. Vermicompost 3. Bioinformatics |
| TUESDAY | | |
| WEDNESDAY | 1. Soft Skill (01) 2. Life Skill (02) 3. Computer Barrier (08) | 1. LED Bulb 2. Vermicompost 3. Bioinformatics |
| THURSDAY | | 1. LED Bulb 2. Vermicompost 3. Bioinformatics |
| FRIDAY | | |
| SATURDAY | 1. Soft Skill (01) 2. Life Skill (02) 3. Computer Barrier (08) | |

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List of Coordinators of Add-on Course



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Ref No. JKM/JHT/PI/2022/

Date: 25-04-2022

NOTICE

It is hereby informed to all the Coordinators of add-on courses and the HoD's of assigned departments that a meeting is convened today at 3 pm at Administrative Conference Hall to discuss the matters relating to commencement of classes from 02-05-2022. You are therefore, requested to attend the meeting on time without fail.

Coordinators:

| | | |
|---|--|--|
| 1 | LED bulb repairing | a) Amrit Dutta b) Arup Saikia |
| 2 | Vermicompost Production Training Course | a) Someswar Borah |
| 3 | Soft Skill Course | a) Bhagyashree Shyam b) Ratnamoni Dutta |
| 4 | Life Skill Course | a) Moonmoni Borkoch b) Pallabi Mali |
| 5 | Tea Processing with special Emphasis on Green & Speciality Tea | a) Pinaki Hazarika b) Nabajit Tanti |
| 6 | Computer basics with special knowledge on MS Office | a) Armina Rehman |
| 7 | Sustainable Development of Solid Waste Management course | a) Binod Hazarika b) Sinki Kolita |
| 8 | Certificate Course in Bioinformatics | a) Bhaskar Kalita b) Dimple Bora |

(Dr. Dulen Saikia)

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Kenduguri, Jorhat 10

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



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ADD ON COURSE ON LED BULB REPAIRING TECHNICIAN

Add-on Course on Led Bulb Repairing Technician:

- ❖ Syllabus of add-on course on LED Bulb Repairing Technician
- ❖ List of Students of Add-on Course on LED Bulb Repairing Technician
- ❖ Practical Class on LED Bulb Repairing Technician Course
- ❖ Trade Mark


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Sarma
Principal
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Kenduguri, Jorhat-785010



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Syllabus of Add-on Course on LED Bulb Repairing Technician

Three months add on certificate course on "LED bulb repairing technician" introduced by Physics Department, JKM in collaboration with Community College Jorhat Kendriya Mahavidyalaya.

Course Syllabus of Three month Add on certificate course on "LED bulb repairing technician" Total Credit: 9

| Unit | Element | Topic | Credit |
|------|----------------------------------|---|--------|
| 1. | Basics of Electronics and LED | <ol style="list-style-type: none">1. Differentiate between various electronic and electrical components, materials and their specific properties, types and usages.2. Differentiate between alternating current (AC) and direct current (DC).3. Identify the types of solder and flux List the function of the different.4. Components of a soldering iron. Identify the selection criteria of a suitable tip.5. Demonstrate the LED working principle List the parameters which affect the overall life of LED.6. Categorise LED into its various types such as indicator, illuminator and Chip on Board (COB).7. List the advantages of LED light products.8. List the basic parameters of LEDs and their importance in an LED products.9. Distinguish between the different types of power sources used in LED lighting and their characteristics. | 3 |
| 2. | LED Luminary Repair and Assembly | <ol style="list-style-type: none">1. List the major components of an LED luminary such as LED light engine, LED Driver, LED heat sink and thermal pads.2. Identify the tools required for LED product assembly.3. List the materials used in LED product assembly.4. Demonstrate basic knowledge of assembly of products such as spot light, LED bulb and LED tube light. | 2 |
| 3. | Safety Standards and Procedures | <ol style="list-style-type: none">1. Identify electrostatic discharge (ESD) causes and safety gear.2. Identify and implement safety rules and company policy on personal protective equipment (PPE).3. Use eye, respiratory and hearing protection as per company policy. | 1 |
| 4. | Practical Classes | The Course contents given below | 3 |

[Signature]
11/03/2022
Principal
Jorhat Kendriya Mahavidyalaya
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Coordinator, IQAC



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Practical Classes on Led bulb repairing

1. Electric circuit components such as diode, transistor, IC, LED, transformer, resistor, capacitor, thermistor, inductor, timer, motor, starter, connector, switch, PCB, relay.
2. Multimeter, power source.
3. Ammeter, voltmeter Soldering Iron, soldering ware, desoldering pump.
4. LED light, multimeter, tester, LCR meter and power analyser.
5. Stripper, cutter, screw driver set, plier, soldering pump, soldering iron.

(Rajib Bordoloi)
HOD
Dept. of Physics, JKM

(Arup Saikia)
Faculty
Dept. of Physics, JKM

(Amrit Dutta)
Faculty
Dept. of Physics, JKM

(Priyanus Kalita)
Guest Faculty
Sibsagar College, JKM

11/03/2022
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-785010

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List OF STUDENTS OF ADD-ON COURSE ON LED BULB REPAIRING TECHNICIAN

| STUDENT LIST ADD ON COURSE ON LED BULB REPAIRING | | | |
|--|------------------------|-----------------------------------|------------------------|
| 1 | Kajal Sah | LED BULB REPAIRING (OPEN FOR ALL) | ECONOMIC 6th SEMESTER |
| 2 | Saraswati sahu | LED BULB REPAIRING (OPEN FOR ALL) | EDUCATIO 6th SEMESTER |
| 3 | Nisha Thakur | LED BULB REPAIRING (OPEN FOR ALL) | EDUCATIO 6th SEMESTER |
| 4 | Simran Parveen | LED BULB REPAIRING (OPEN FOR ALL) | EDUCATIO 6th SEMESTER |
| 5 | Nisha kumari | LED BULB REPAIRING (OPEN FOR ALL) | EDUCATIO 6th SEMESTER |
| 6 | Bitu Borah | LED BULB REPAIRING (OPEN FOR ALL) | EDUCATIO 6th SEMESTER |
| 7 | Pratyosh pratim saikia | LED BULB REPAIRING (OPEN FOR ALL) | POLITICAL 6th SEMESTER |
| 8 | Khyati Priya-gogoi | LED BULB REPAIRING (OPEN FOR ALL) | POLITICAL 6th SEMESTER |
| 9 | Anamika Gogoi | LED BULB REPAIRING (OPEN FOR ALL) | POLITICAL 6th SEMESTER |
| 10 | Ishan jyoti Bora | LED BULB REPAIRING (OPEN FOR ALL) | POLITICAL 6th SEMESTER |
| 11 | Abhilasha Gogoi | LED BULB REPAIRING (OPEN FOR ALL) | POLITICAL 6th SEMESTER |
| 12 | Rituraj borah | LED BULB REPAIRING (OPEN FOR ALL) | ZOOLOGY 4th SEMESTER |
| 13 | Progyan dutta | LED BULB REPAIRING (OPEN FOR ALL) | POLITICAL 6th SEMESTER |
| 14 | Progyan dutta | LED BULB REPAIRING (OPEN FOR ALL) | POLITICAL 6th SEMESTER |
| 15 | Upasana Bordoloi | LED BULB REPAIRING (OPEN FOR ALL) | POLITICAL 6th SEMESTER |
| 16 | JUBIN DOLEY | LED BULB REPAIRING (OPEN FOR ALL) | POLITICAL 6th SEMESTER |
| 17 | DEBASISH DARABDHA | LED BULB REPAIRING (OPEN FOR ALL) | MATHEMA 4th SEMESTER |
| 18 | Ruma begum | LED BULB REPAIRING (OPEN FOR ALL) | SOCIOLOG 6th SEMESTER |
| 19 | Jyoti Das | LED BULB REPAIRING (OPEN FOR ALL) | CHEMISTR 4th SEMESTER |
| 20 | Preeti bhumij | LED BULB REPAIRING (OPEN FOR ALL) | ZOOLOGY 6th SEMESTER |
| 21 | Preeti bhumij | LED BULB REPAIRING (OPEN FOR ALL) | ASSAMESE 4th SEMESTER |
| 22 | Preeti bhumij | LED BULB REPAIRING (OPEN FOR ALL) | ASSAMESE 4th SEMESTER |
| 23 | Preeti bhumij | LED BULB REPAIRING (OPEN FOR ALL) | ASSAMESE 4th SEMESTER |
| 24 | Preeti bhumij | LED BULB REPAIRING (OPEN FOR ALL) | ASSAMESE 4th SEMESTER |
| 25 | Preeti bhumij | LED BULB REPAIRING (OPEN FOR ALL) | ASSAMESE 4th SEMESTER |
| 26 | Sujata Dutta | LED BULB REPAIRING (OPEN FOR ALL) | ASSAMESE 4th SEMESTER |
| 27 | Manab Rajjyoti Dutta | LED BULB REPAIRING (OPEN FOR ALL) | ZOOLOGY 6th SEMESTER |
| 28 | Asif Ahmed | LED BULB REPAIRING (OPEN FOR ALL) | ENGLISH 4th SEMESTER |
| 29 | Ankur Medhi | LED BULB REPAIRING (OPEN FOR ALL) | ENGLISH 4th SEMESTER |
| 30 | Rahul chaliha | LED BULB REPAIRING (OPEN FOR ALL) | ENGLISH 4th SEMESTER |
| 31 | Rahul-chaliha | LED BULB REPAIRING (OPEN FOR ALL) | ENGLISH 4th SEMESTER |
| 32 | Rahul-chaliha | LED BULB REPAIRING (OPEN FOR ALL) | ENGLISH 4th SEMESTER |
| 33 | Shalini Gupta | LED BULB REPAIRING (OPEN FOR ALL) | ENGLISH 4th SEMESTER |
| 34 | Anand kumar Mahato | LED BULB REPAIRING (OPEN FOR ALL) | POLITICAL 6th SEMESTER |
| 35 | Subham santanu bord | LED BULB REPAIRING (OPEN FOR ALL) | MATHEMA 4th SEMESTER |
| 36 | Kaushik Dutta | LED BULB REPAIRING (OPEN FOR ALL) | PHYSICS 6th SEMESTER |
| 37 | Ruhit Thakur | LED BULB REPAIRING (OPEN FOR ALL) | PHYSICS 6th SEMESTER |
| 38 | Sangam sahu | LED BULB REPAIRING (OPEN FOR ALL) | ENGLISH 4th SEMESTER |
| 39 | Ujjal Baishnav | LED BULB REPAIRING (OPEN FOR ALL) | POLITICAL 6th SEMESTER |
| 40 | Karan bhadra | LED BULB REPAIRING (OPEN FOR ALL) | ZOOLOGY 4th SEMESTER |
| 41 | Karan bhadra | LED BULB REPAIRING (OPEN FOR ALL) | ZOOLOGY 4th SEMESTER |
| 42 | Lokhimai deuri | LED BULB REPAIRING (OPEN FOR ALL) | ZOOLOGY 4th SEMESTER |
| 43 | Rakesh pegu | LED BULB REPAIRING (OPEN FOR ALL) | PHYSICS 6th SEMESTER |

Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

Arup Saikia
Course Coordinator
LED Bulb repairing

Pranjal Dutta
Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
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Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



Jorhat Kendriya Mahavidyalaya

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PRACTICAL CLASS ON LED BULB REPAIRING TECHNICIAN COURSE



Pranjal Dutta
Coordinator, IQAC



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TRADE MARK

12/6/22, 5:02 PM

E-Register - Main Page

(NOT FOR LEGAL USE)

As on Date : 06/12/2022

Status : Accepted

[View Examination Report](#)

| | |
|--------------------------|---|
| TM Application No. | 5542921 |
| Class | 11 |
| Date of Application | 25/07/2022 |
| Appropriate Office | KOLKATA |
| State | ASSAM |
| Country | India |
| Filing Mode | e-Filing |
| TM Applied For | JKM RHINO |
| TM Category | TRADE MARK |
| Trade Mark Type | DEVICE |
| User Detail | Proposed to be used |
| Certificate Detail | |
| Valid upto/ Renewed upto | |
| Proprietor name | (1) DR. DULEN SAIKIA Single Firm |
| Proprietor Address | Jorhat Kendriya Mahavidyalaya, Kenduguri Jorhat -10, Assam |
| Email Id | ****clc85@gmail.com |
| Attorney name | AMANDEEP SINGH[23660] |
| Attorney Address | PLOT NO.62-63, KHASRA NO.103-104, RAJPUR KHURD EXTENSION, NEW DELHI-110068 |
| Goods & Service Details | [CLASS : 11] LED LIGHT, LED BULB, LED TUBELIGHT. |

Trade Mark Image : (1)



Pranjal Dutta

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Coordinator, IQAC



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ADD-ON-COURSE ON VERMI COMPOST PRODUCTION AND TRAINING

Add-on course on Vermicompost

- ❖ Syllabus for Vermicompost Production and Training
- ❖ List of students of Vermicompost Production and Training
- ❖ Practical class for Vermicompost Production and Training

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SYLLABUS FOR VERMICOMPOST PRODUCTION AND TRAINING

| UNIT | ELEMENT | TOPIC | CREDIT |
|------|--|--|--------|
| I | General: Vermiculture/ Vermicompost | 1. Introduction, definition, meaning, history, economic importance | 2 |
| | | 2. Role in bio transformation, role as four r's of recycling: reduce, reuse, recycle, restore. | |
| | | 3. The matter and humus cycle, transformation process in organic matter. | |
| | | 4. Choosing the right worm. Useful species of earthworms. Local species of earthworms. Exotic species of earthworms. | |
| II | Earthworm Biology and Rearing | 1. Key to identify the species of earthworms | 2 |
| | | 2. Biology of <i>Eisenia fetida</i> / <i>Eudriluseugeniae</i> <ul style="list-style-type: none"> Taxonomy, Anatomy, physiology and reproduction. Vital cycle: alimentation, fecundity, annual reproducer potential and limit factors (gases, diet, humidity, temperature, PH, light, and climatic factors). | |
| III | Vermicompost Technology (Methods and Products) | 1. Small Scale Earthworm farming for home gardens - Earthworm compost for home gardens | 2 |
| | | 2. Conventional commercial composting - Earthworm Composting larger scale | |
| | | 3. Earthworm Farming (Vermiculture), Extraction (harvest), vermicompost harvesting, packaging and storage | |
| | | 4. Nutritional Composition of Vermicompost for plants, comparison with other Fertilizers | |
| | | 5. Verm wash collection, composition & use | |
| | | 6. Sickness and worm's enemies. Frequent problems. How to prevent and fix them. Complementary activities of auto evaluation. | |

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SYLLABUS FOR VERMICOMPOST PRODUCTION AND TRAINING

PRACTICAL

| Sl No. | Topics | Credit |
|--------|--|--------|
| 1. | Key to identify different types of earthworms | 3 |
| 2. | Study of Systematic position, habit, habitat & External characters of <i>Eisenia fetida</i> / <i>Eudrilus eugeniae</i> | |
| 3. | Comparison of morphology & life stages of <i>Eisenia fetida</i> & <i>Eudrilus eugeniae</i> | |
| 4. | Study of Vermiculture, Vermi wash & Vermicompost equipments, devices | |
| 5. | Preparation of vermi beds, maintenance of vermicompost & climatic conditions. | |
| 6. | Harvesting, packaging, transport and storage of Vermicompost and separation | |

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Jorhat Kendriya Mahavidyalaya

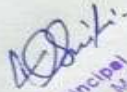
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LIST OF STUDENTS OF VERMICOMPOST PRODUCTION AND TRAINING

STUDENT LIST ADD ON COURSE ON VERMICOMPOST

| | | | | |
|----|-------------------|---|---------|--------------|
| 1 | Subhradeep paul | VERMICOMPOST PRODUCTION TRAINING COURSE | BOTANY | 4th SEMESTER |
| 2 | Priyanka saikia | VERMICOMPOST PRODUCTION TRAINING COURSE | BOTANY | 4th SEMESTER |
| 3 | Nabadip Doley | VERMICOMPOST PRODUCTION TRAINING COURSE | ZOOLOGY | 4th SEMESTER |
| 4 | Janokanta mili | VERMICOMPOST PRODUCTION TRAINING COURSE | BOTANY | 4th SEMESTER |
| 5 | Mrinal morang | VERMICOMPOST PRODUCTION TRAINING COURSE | ZOOLOGY | 4th SEMESTER |
| 6 | Nilufar ahmed | VERMICOMPOST PRODUCTION TRAINING COURSE | ZOOLOGY | 6th SEMESTER |
| 7 | Nilufar ahmed | VERMICOMPOST PRODUCTION TRAINING COURSE | ZOOLOGY | 6th SEMESTER |
| 8 | Ujjal doley | VERMICOMPOST PRODUCTION TRAINING COURSE | ZOOLOGY | 6th SEMESTER |
| 9 | Sahin Ahmed | VERMICOMPOST PRODUCTION TRAINING COURSE | ZOOLOGY | 6th SEMESTER |
| 10 | Sabnam parbeen | VERMICOMPOST PRODUCTION TRAINING COURSE | ZOOLOGY | 6th SEMESTER |
| 11 | Darpan Jyoti Pegu | VERMICOMPOST PRODUCTION TRAINING COURSE | BOTANY | 4th SEMESTER |


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Co-ordinator

Mr. Someswar Borah


Pranjal Dutta
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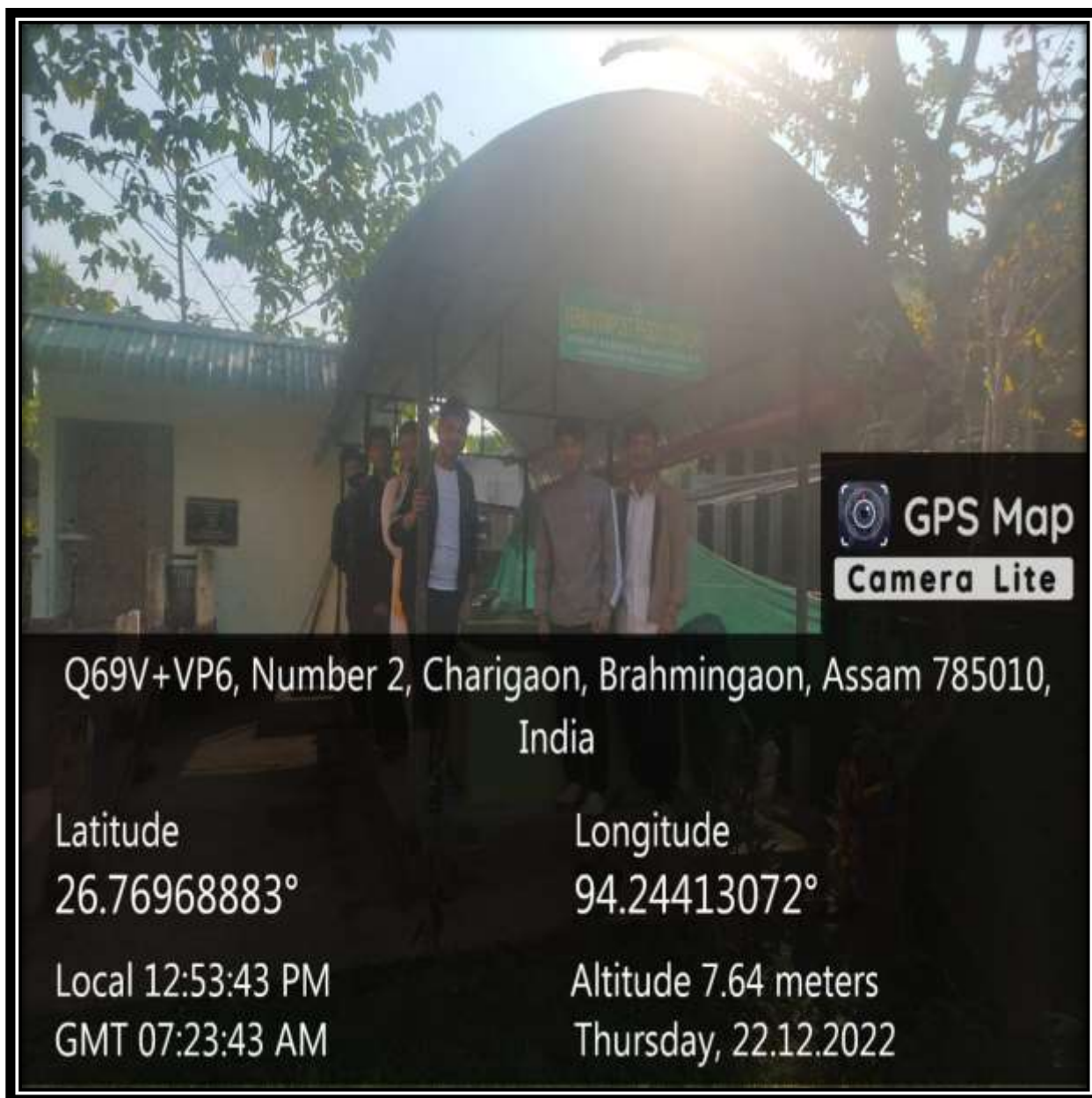


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PRACTICAL CLASS FOR VERMICOMPOST PRODUCTION AND TRAINING



Q69V+VP6, Number 2, Charigaon, Brahmingaon, Assam 785010,
India

Latitude
26.76968883°

Longitude
94.24413072°

Local 12:53:43 PM
GMT 07:23:43 AM

Altitude 7.64 meters
Thursday, 22.12.2022

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ADD-ON COURSE ON SOFT SKILL

Add-on course on Soft Skill

- ❖ Syllabus for Soft Skills
- ❖ List of Students of Soft Skills
- ❖ Attendance Register of Soft Skill
- ❖ Sample Question Paper of Soft Skill Certificate Course Exam 2023
- ❖ Special Member of Syllabus Committee
- ❖ Examination Notice of Soft Skills
- ❖ Sample Certificate of Soft Skill Course


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SYLLABUS FOR SOFT SKILLS

Certificate course in Soft Skills
An initiative of dept. of English and Assamese

Course layout

Objective : This course aims at enhancing the skill of communication, and other soft skills like leadership, positive attitude, emotional intelligence, self motivation etc. for the development of personality as well as carrier development of the learner.

Duration – 3 months Total credit – 09

| Unit | Topic | Credit |
|------|--|--------|
| 1. | Introduction to Soft Skills; Aspects of soft skills; Effective communication skills; classification of communication, personality development; | 1 |
| 2. | Haptics : The language of touch; listening skills; types of listening; effective listening. | 1 |
| 3. | Letters; types of formal letters; Business letters: types; format and style; Effective resume. | 1 |
| 4. | Report writing : types and strategies; proceeding writing | 1 |
| 5. | Synopsis; Research paper; Project; | 1 |
| 6. | Corporate writing: email, face book, whatsapp, twitter | 1 |
| 7. | Preparation for personal interviews; speeches for various occasions; effective presentation. | 1 |
| 8. | Practical: details of practicals are listed below | 2 |

Details of Practical:

1. Group discussion.
2. Power point presentation on specific topics.
3. Demonstration of Listening Skill
4. Report writing & Conduction of meeting

Reference :

1. Butterfield, Jeff. Soft Skills for Everyone. New Delhi: Cengage Learning. 2010.
2. Kumar, Sanjay and Pūshp Lata. Communication Skills, New Delhi: OUP. 2011.
3. Lucas, Stephen E. The Art of Public Speaking. McGraw-Hill Book Co. International Edition, 11th Ed. 2014.
4. Sharma, R.C. and Krishna Mohan. Business Correspondence and Report Writing. New Delhi: TMH. 2016.
5. Turk, Christopher. Effective Speaking. South Asia Division: Taylor & Francis. 1985.
6. বেজবৰা, ডঃ শীৰাজনা মহন্ত, ব্যক্তিগত, সন্মুখীন কৌশল আৰু যোগাযোগ, অসম বুক ট্ৰাষ্ট
7. গোস্বামী, গোলোক চন্দ্ৰ, অসমীয়া ব্যাকৰণ ব্ৰহ্ম, বীণা লাইব্ৰেৰী, গুৱাহাটী

Ratnamoni Dutta
Ratnamoni Dutta 10/3/22
Co ordinator
Soft Skill

Bishnuram Nath
Bishnuram Nath
HoD, Assamese Dept.

Bhagyashree Shyam 11.3.2022
Bhagyashree Shyam
Co ordinator
Soft Skill

Dr. Arunima Borah 10/3/2022
Dr. Arunima Borah
HoD, English Dept

(Dr. Dulen Saikia)
Principal
Jorhat Kendriya Mahavidyalaya

Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-785010

Pranjal Dutta
Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Dr. Dulen Saikia
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-785010



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

LIST OF STUDENTS OF SOFT SKILLS

STUDENT LIST ADD ON COURSE ON SOFT SKILL

| | | | |
|-----------------------|----------------------------------|-----------|--------------|
| 1. Anurag Gondhia | SOFT SKILL COURSE (OPEN FOR ALL) | POLITICAL | 6th SEMESTER |
| 2. Sudarshana Neog | SOFT SKILL COURSE (OPEN FOR ALL) | POLITICAL | 6th SEMESTER |
| 3. Arindom Saikia | SOFT SKILL COURSE (OPEN FOR ALL) | POLITICAL | 6th SEMESTER |
| 4. Upasana Saikia | SOFT SKILL COURSE (OPEN FOR ALL) | ASSAMESE | 6th SEMESTER |
| 5. Chayanika Bharali | SOFT SKILL COURSE (OPEN FOR ALL) | ENGLISH | 6th SEMESTER |
| 6. Ritunjoy Borah | SOFT SKILL COURSE (OPEN FOR ALL) | ASSAMESE | 6th SEMESTER |
| 7. Jahnohi Bora | SOFT SKILL COURSE (OPEN FOR ALL) | ASSAMESE | 6th SEMESTER |
| 8. Gourab koch | SOFT SKILL COURSE (OPEN FOR ALL) | ASSAMESE | 6th SEMESTER |
| 9. Arup das | SOFT SKILL COURSE (OPEN FOR ALL) | ASSAMESE | 6th SEMESTER |
| 10. Rajballabh Shyam | SOFT SKILL COURSE (OPEN FOR ALL) | ENGLISH | 6th SEMESTER |
| 11. Sanskriti Sarmah | SOFT SKILL COURSE (OPEN FOR ALL) | ECONOMIC | 4th SEMESTER |
| 12. Krishna Rani Bora | SOFT SKILL COURSE (OPEN FOR ALL) | ECONOMIC | 4th SEMESTER |
| 13. Twinkle boruah | SOFT SKILL COURSE (OPEN FOR ALL) | ASSAMESE | 6th SEMESTER |
| 14. Papori bora | SOFT SKILL COURSE (OPEN FOR ALL) | ASSAMESE | 6th SEMESTER |
| 15. Pempri Moni gogoi | SOFT SKILL COURSE (OPEN FOR ALL) | ASSAMESE | 6th SEMESTER |
| 16. DIBAKAR DUTTA | SOFT SKILL COURSE (OPEN FOR ALL) | ENGLISH | 6th SEMESTER |
| 17. Santana Tamuli | SOFT SKILL COURSE (OPEN FOR ALL) | ENGLISH | 6th SEMESTER |
| 18. Himadri Bora | SOFT SKILL COURSE (OPEN FOR ALL) | ENGLISH | 6th SEMESTER |
| 19. Rizwana Ishrat | SOFT SKILL COURSE (OPEN FOR ALL) | ENGLISH | 6th SEMESTER |
| 20. Nomita koch | SOFT SKILL COURSE (OPEN FOR ALL) | ENGLISH | 6th SEMESTER |
| 21. Bishal Das | SOFT SKILL COURSE (OPEN FOR ALL) | ASSAMESE | 4th SEMESTER |
| 22. Minakhi Das | SOFT SKILL COURSE (OPEN FOR ALL) | POLITICAL | 4th SEMESTER |
| 23. Jadav doley | SOFT SKILL COURSE (OPEN FOR ALL) | ENGLISH | 4th SEMESTER |
| 24. Jadav doley | SOFT SKILL COURSE (OPEN FOR ALL) | ENGLISH | 4th SEMESTER |
| 25. Avinash dubey | SOFT SKILL COURSE (OPEN FOR ALL) | ENGLISH | 4th SEMESTER |
| 26. Priyakhi dutta | SOFT SKILL COURSE (OPEN FOR ALL) | ASSAMESE | 6th SEMESTER |

Co-Ordinator
Bhagyashree Shyam

Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

ATTENDANCE REGISTER OF SOFT SKILL

| School Register No. 112 | | Register of Daily | | | | | | | | | | | | | | |
|---|-----------------------|--------------------------------|-------------|----|----|----|----|----|---|---|---|--|--|--|--|--|
| Soft Skills - Add-on Course | | | | | | | | | | | | | | | | |
| 2nd Batch-22-23 | | | | | | | | | | | | | | | | |
| Others.....Total.....Class.....Sec..... | | | | | | | | | | | | | | | | |
| Roll No. | N A M E | No. of in Admission Registered | P A T T E N | | | | | | | | | | | | | |
| | | | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | |
| 60 | Ritunjay Borah | | P | A | A | P | P | A | P | P | P | | | | | |
| 37 | Jahnavi Borah | | P | P | A | P | A | P | P | P | P | | | | | |
| 97 | Gaurab Konch | | P | P | P | A | A | P | A | A | A | | | | | |
| 25 | Arup Das | | P | A | A | P | P | P | A | P | P | | | | | |
| 132 | Anurag Goudhia | | P | A | P | A | P | A | A | P | P | | | | | |
| 102 | Sudarsana Neog | | P | P | A | P | P | P | P | P | A | | | | | |
| 05 | Anindom Saikia | | P | A | P | P | P | P | A | P | P | | | | | |
| 74 | Upasana Saikia | | P | P | A | A | P | A | P | A | P | | | | | |
| 09 | Chayanika Bhattachali | | P | A | P | P | P | A | A | A | A | | | | | |
| 26 | Rajballabh Shyam | | P | P | P | A | P | A | P | P | P | | | | | |
| 204 | Sanskriti Sarimah | | P | P | P | A | P | P | A | P | P | | | | | |
| 110 | Krishnawati Borah | | P | P | A | P | A | A | P | P | P | | | | | |
| 116 | Twinkle Baruah | | P | P | A | P | P | A | P | P | P | | | | | |
| 140 | Paponi Borah | | P | P | A | P | P | A | A | P | P | | | | | |
| 11 | Pompi mani Gogoi | | P | P | P | A | A | P | A | P | P | | | | | |
| 03 | Dibakar Dutta | | P | P | A | A | P | A | A | P | P | | | | | |
| 18 | Santana Tamuli | | P | P | P | A | A | P | A | P | P | | | | | |
| 200 | Himadri Borah | | P | A | A | P | P | P | A | P | P | | | | | |
| 154 | Rizwana Ishrat | | A | P | P | P | A | P | A | P | P | | | | | |
| 03 | Namita Koch | | P | P | P | A | P | A | P | P | P | | | | | |
| 21 | Bishal Das | | A | P | P | P | A | P | P | P | P | | | | | |
| 100 | Minakshi Das | | A | P | P | P | A | A | A | P | P | | | | | |
| 51 | Jadav Doley | | P | A | P | A | P | P | P | P | A | | | | | |
| 42 | Avirash Dubey | | P | P | A | P | A | A | A | P | P | | | | | |
| 160 | Pritya Kshi Dutta | | P | P | A | P | P | A | A | A | A | | | | | |
| No. of Students Present | | | | | | | | | | | | | | | | |
| No. of Students Absent | | | | | | | | | | | | | | | | |


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Sarma
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-785010



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

SAMPLE QUESTION PAPER OF SOFT SKILL CERTIFICATE COURSE EXAM

2023

Jorhat Kendriya Mahavidyalaya-Jorhat
Add-on Certificate Course Exam
Course: Soft Skills
Year: 2023

Full marks: 80 Time: 2 Hours

১) তলৰ যিকোনো চাৰিটা প্ৰশ্নৰ উত্তৰ লিখা।
(Answer any Four of the following)- 15x4=60

ক) সফলতাৰ কৌশল বুজিলে কি বুজা? সফলতাৰ কৌশলৰ প্ৰকাৰসমূহৰ বিষয়ে এটি আলোচনা দ্বিত্ব কৰা।
A) (What do you understand by Soft Skills? Describe the various types of Soft Skills.)

খ) যোগাযোগ মানে কি? মৌখিক যোগাযোগৰ বাবে গুৰুত্ব দিবলগীয়া বিশেষত্ব আলোচনা কৰা।
B) (What is communication? Explain the features of oral communication.)

গ) একেটা ভাল প্ৰতিবেদনৰ বাবে কি কি গুণৰ প্ৰয়োজন? আলোচনা কৰা।
C) (What are the Qualities of Good Report? Explain.)

ঘ) ব্যবসায়িক চিঠি বুজিলে কি বুজা? ইয়াৰ প্ৰকাৰ সমূহৰ বিষয়ে বিৱৰি লিখা।
D) (What do you mean by Business letter? Discuss various types of Letters in details.)

ঙ) গৱেষণা পত্ৰৰ সংজ্ঞা দি ইয়াৰ বৈশিষ্ট্য আৰু উপাদানসমূহ আলোচনা কৰা।
E) (What is Research Paper? Discuss the characteristics and components of Research Paper.)

চ) শ্ৰবণ কলাৰ সকলো দিশ সামৰি এটি টোকা দ্বিত্ব কৰা।
F) (Discuss in detail on Listening Skill.)

২) তলৰ যিকোনো দুটা প্ৰশ্নৰ উত্তৰ লিখা।
2) (Write short notes on any two of the following)- 10x2=20

ক) শ্ৰবণ কলা
A) (Listening as an Art)

খ) ফেচবুকৰ সুফল আৰু কুফল
B) (The Advantage and Disadvantage of Facebook)

গ) ইণ্টাৰনেট আৰু ই-মেইল
C) (Internet and E-mail)

ঘ) শৰীৰ ভাষা
D) (Body Language)

ঙ) সাক্ষাৎকাৰ
E) (Interview)


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Sarma
Principal




Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

SPECIAL MEMBER OF SYLLABUS COMMITTEE


JORHAT KENDRIYA MAHAVIDYALAYA
Estd. 1981
Re-accredited by NAAC with grade 'B'
KENDUGURI, JORHAT - 785 010, ASSAM
Phone # 0376-2350009, e-mail # jkmprincipal@rediffmail.com., Fax # 0376-2350009
Website : www.jorhatkendriyamahavidyalaya.in

Ref : JKM/DU/PL/.....13..... Date: 26/02/2022.....

To


Dr. Jyotirekha Hazarika
Associate Professor (Dept. of Assamese)
J.B. College, Jorhat.

Sub: Request to be a member of syllabus committee for Soft Skill Certificate Course.

Sir,

It is our pleasure to inform you that Jorhat Kendriya Mahavidyalaya is going to start a Certificate Course on Soft Skills realising the present day thrust on the area and considering the greater interest of the students. The committee for the soft skills certificate course would like to have your name as an esteemed member of syllabus committee for the same. Hope, your kind consent will enrich our endeavour, looking forward for your reply

Thanking you.


(Dr. Dulen Saikia)
Principal
Jorhat Kendriya Mahavidyalaya
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10




Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Examination Notice of Soft Skills:

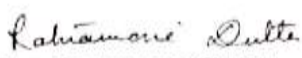

JORHAT KENDRIYA MAHAVIDYALAYA
Estd. 1981
Re-accredited by NAAC with grade 'A'
KENDUGURI, JORHAT - 785 010, ASSAM
Phone : 0376-2350009 / e-mail : jkmpincipal@rediffmail.com / Fax : 0376-2350009
Website : www.jorhatkendriyamahavidyalaya.in

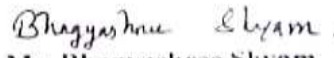
Ref : JKM Soft Skill Notice 23.....Date : 28-09-2023

NOTICE

It is for information to all the students of Add-on course "Soft Skills" that the Soft Skills Examination will be held in online mood on 3rd October, 2023. The hardcopies of the answer scripts have to be submitted on 4th October, 2023, failing which, no certificate will be issued.

Time: 5.00 pm to 7.00 pm.
Platform: Google meet (link will be given through whatsApp group)


Mrs. Ratnamoni Dutta
Co-ordinator
Soft Skills


Ms. Bhagyashree Shyam
Co-ordinator
Soft Skills


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Sarma
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

SAMPLE CERTIFICATE OF SOFT SKILL COURSE




Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

LIFE SKILL COURSE

Life Skill Course

- ❖ Syllabus of Add-on Course on Life Skills
- ❖ List of Students of Add-on Course on Life Skill
- ❖ Sample Certificate of Add-on Course on Life Skill

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Sarka
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-785010



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

SYLLABUS OF ADD-ON COURSE ON LIFE SKILLS

Certificate course in Life skills

An initiative of Dept. of Education and Sociology

Course syllabus of three months Add on certificate course on Life skills

Total credit : 14

| Unit | Topic | Credit |
|------|--|--------|
| 1. | 1. Introduction to Life Skills and Life Skills Education 2. Conceptual Basis of Life Skills: Definition, Need and Significance 3. Evolution and Development of the concept of Life Skill Education | 1 |
| 2. | 1. Leadership skills, understanding leadership and its importance. 2. Traits and models of Leadership 3. Basic leadership skills. | 1 |
| 3. | 1. Effective use of social media, introduction to social media websites 2. Advantages of social media, Ethics and Etiquettes of social media 3. How to use google search better, effective use of social media. | 1 |
| 4. | 1. Social Influence Theory: Herbert Kelman 2. Core Life Skills: Social & Negotiation Skills 3. Self-esteem – Definition, Importance, how to build positive self-esteem | 1 |
| 5. | 1. Methods and Strategies for nurturing Self-awareness 2. Exploration: Johari Window, SWOT Analysis 3. Empathy: Sympathy, Empathy & Altruism | 1 |
| 6. | 1. Effective Communication: Assertiveness, Effective Listening, Negotiation Techniques & Process, Barriers of Communication, Presentation Skills. 2. Interpersonal Relationship: Definition, Factors Affecting Relationships 3. Thinking Skills: Critical Thinking: Analytical Thinking, Strategies to enhance Critical Thinking | 1 |
| 7. | 1. Creative Thinking: Out of the box thinking, stages of Creative Thinking, Factors hindering creative thinking, Characteristics of Creative thinkers 2. Problem Solving: Definition, Steps in Problem Solving 3. Decision Making: Definition, Informed Decision Making, Consequences of Decision making and Models of Decision | 1 |
| 8. | 1. Coping with Emotions: Basic Emotions, Models of Emotion 2. Coping with Stress: Definition, Types, Sources of Stress, | 1 |

[Signature]
11/08/2022
Dr. Dulen Sarma
Principal

1

[Signature]
Pranjal Dutta
Coordinator, IQAC



[Signature]
Dr. Dulen Sarma
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)


Affiliated by Dibrugarh University


SYLLABUS OF ADD-ON COURSE ON LIFE SKILLS

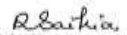
| | | |
|-----|--|---|
| | Strategies to Manage Stress Day 3. Emotional Intelligence : definition. Types. Ways to manage emotional intelligence. | |
| 9. | 1. Life Skills for Personal Effectiveness 2. Values: Punctuality, Honesty, Loyalty, Dependability, Reliability 3. Skill of building Self Confidence and Self Motivation | 1 |
| 10. | 1. Skill of Goal Setting: Types, Steps, Personal Vision and goal 2. Skill of time management 3. Study Skills and Memory Techniques | 1 |
| 11. | 1. Resume skill : preparation and presentation 2. Interview skill : preparation and presentation 3. Group discussion skills and exploring career opportunity | 1 |
| 12. | 1. Skill to Overcome Eating Disorders and Obesity, Skills to prevent Abuse- physical, sexual and emotional 2. Application of Life Skills in day-to-day life 3. Life skill for Adolescents and youth. | 1 |
| 13. | Practical : details of practical are listed below | 2 |


Details of practical :-

1. Group discussion
2. Power point presentation on specific topics.
3. Problem solving techniques.
4. Resume writing
5. Practise on use of different social media.


Dr. Pallabi Mali
Co ordinator
Life skill


Prof. Moonmoni Borkoch
Co ordinator
Life skill


Prof. Ranjumon Saikia
HoD
Dept. of Education


Dr. Rajen Borah
HoD
Dept. of Sociology


(Dr. Dulen Saikia)
Principal
Jorhat Kendriya Mahavidyalaya

Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

2


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

LIST OF STUDENTS OF ADD-ON COURSE ON LIFE SKILL

STUDENT LIST ADD ON COURSE ON LIFE SKILL

| | | | | |
|----|-----------------------|----------------------------------|-----------|--------------|
| 1 | Kajal Sah | LIFE SKILL COURSE (OPEN FOR ALL) | ECONOMICS | 6th SEMESTER |
| 2 | Roshan Choudhary | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 6th SEMESTER |
| 3 | Chanda thapa | LIFE SKILL COURSE (OPEN FOR ALL) | HISTORY | 4th SEMESTER |
| 4 | Rituparna paul | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 6th SEMESTER |
| 5 | Ankita Das | LIFE SKILL COURSE (OPEN FOR ALL) | POLITICAL | 6th SEMESTER |
| 6 | Mayuri Das | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 6th SEMESTER |
| 7 | Astha Baruah | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 6th SEMESTER |
| 8 | Sumara Anzum | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 6th SEMESTER |
| 9 | Rinki Goswami | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 6th SEMESTER |
| 10 | Nishita Khound | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 6th SEMESTER |
| 11 | Mallika Hazarika | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 6th SEMESTER |
| 12 | Nandini goswami | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 6th SEMESTER |
| 13 | Panchali Bhattacharyy | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 6th SEMESTER |
| 14 | Priyanki Dutta | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 6th SEMESTER |
| 15 | Nayan Jyoti Changmai | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 4th SEMESTER |
| 16 | Tina hazarika | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 4th SEMESTER |
| 17 | Sewali bora | LIFE SKILL COURSE (OPEN FOR ALL) | HISTORY | 4th SEMESTER |
| 18 | Bedanta Madhab Sarma | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 4th SEMESTER |
| 19 | Ritam Rajkhowa | LIFE SKILL COURSE (OPEN FOR ALL) | ENGLISH | 4th SEMESTER |
| 20 | Jyotishman Doley | LIFE SKILL COURSE (OPEN FOR ALL) | ENGLISH | 4th SEMESTER |
| 21 | Lutfa Shirin Naaz | LIFE SKILL COURSE (OPEN FOR ALL) | ENGLISH | 4th SEMESTER |
| 22 | Antoripa devi | LIFE SKILL COURSE (OPEN FOR ALL) | EDUCATION | 4th SEMESTER |
| 23 | Miss Pompi Bora | LIFE SKILL COURSE (OPEN FOR ALL) | EDUCATION | 4th SEMESTER |
| 24 | Akashi kalita | LIFE SKILL COURSE (OPEN FOR ALL) | ENGLISH | 4th SEMESTER |
| 25 | JKMIK CHETIA | LIFE SKILL COURSE (OPEN FOR ALL) | ENGLISH | 4th SEMESTER |
| 26 | PARTHA PRATIM SAIK | LIFE SKILL COURSE (OPEN FOR ALL) | POLITICAL | 6th SEMESTER |
| 27 | Priyansmita Bora | LIFE SKILL COURSE (OPEN FOR ALL) | SOCIOLOGY | 6th SEMESTER |
| 28 | Preeti bhumij | LIFE SKILL COURSE (OPEN FOR ALL) | ASSAMESE | 4th SEMESTER |
| 29 | Porishmita saikia | LIFE SKILL COURSE (OPEN FOR ALL) | ASSAMESE | 4th SEMESTER |
| 30 | Jyotismoyee Gogoi | LIFE SKILL COURSE (OPEN FOR ALL) | HISTORY | 4th SEMESTER |
| 31 | Ridip doley | LIFE SKILL COURSE (OPEN FOR ALL) | BOTANY | 6th SEMESTER |
| 32 | Prandip Bora | LIFE SKILL COURSE (OPEN FOR ALL) | POLITICAL | 6th SEMESTER |
| 33 | Debojit Saikia | LIFE SKILL COURSE (OPEN FOR ALL) | POLITICAL | 4th SEMESTER |

Mozamoni Baruah
Co-ordinator

Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-785010

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-785010



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Kenduguri, Jorhat-785010 (Assam)

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SAMPLE CERTIFICATE OF ADD-ON COURSE ON LIFE SKILL




Pranjal Dutta
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Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

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ADD-ON COURSE ON COMPUTER BASIC WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTIBILITY

Add-on Course on Computer Basic with Special Knowledge on MS Office and Internet Susceptibility

- ❖ Syllabus of Add-on Course on Computer Basic with Special Knowledge on MS Office and Internet Susceptibility
- ❖ List of Students of Add-on Course on Computer Basic with Special Knowledge on MS Office and Internet Susceptibility
- ❖ Sample Question Paper on Computer Basic with Special Knowledge on MS Office and Internet Susceptibility
- ❖ Sample Copy Marksheet of Add-on Course on Computer Basic with Special Knowledge on MS Office and Internet Susceptibility
- ❖ Practical Class on Computer Basic with Special Knowledge on MS Office and Internet Susceptibility
- ❖ Sample Certificate on Computer Basic with Special Knowledge on MS Office and Internet Susceptibility

Pranjal Dutta
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Kenduguri, Jorhat-785010 (Assam)

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SYLLABUS OF ADD-ON COURSE ON COMPUTER BASIC WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY

Three Months Add on Certificate course on “Computer Basics with Special Knowledge on MS Office and Internet Susceptability” in collaboration with Computer Science Department of Jorhat Kendriya Mahavidyalaya.

Course Syllabus of Three Months Add on Certificate course on “Computer Basics with Special Knowledge on Microsoft Office and Internet

| Unit | Element | Topic | Credit |
|------|--------------------------------|--|--------|
| 1 | History of Computer | 1.Introduction to Computer 2.Generation of Computers 3.Hardware and Software 4.Performance Measurements of Computer 5.Classification of Computer | 1 |
| 2 | Operating System and its Types | 1.OS Directory Structure 2.Importance of Operating System 3.MS-DOS,WINDOWS,LINUX,UNIX Operating System | 1 |
| 3 | Microsoft Word | 1.Working With Tables 2.Using Mail Merge 3.Modifying Page Layout 4.Previewing and Printing a document | 1 |
| 4 | Microsoft Excel | 1.Formulas and Functions 2.Types of Cell Referencing 3.Cell Reference to another Worksheet 4.Rules to enter a function 5.Common Functions and Formula Errors 6.Charts,Components of Charts and its Types 7.Printing a Worksheet 8. Report generation for EMIS | 1 |
| 5 | Microsoft Powerpoint | 1. Watermark in Powerpoint 2.Animating Text, Inserting Sounds | 1 |

[Signature]
4/08/2022
Principal
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SYLLABUS OF ADD-ON COURSE ON COMPUTER BASIC WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY


| | | | |
|---|--------------------------|--|---|
| | | 3. Grouping and rotating Objects 4. Slide Transition and animation Effects | |
| 6 | Introduction to Internet | 1. What is network 2. Types of Internet 3. Cyber Crime, Software Piracy 4. Recent Development in IT | 1 |
| 7 | Electronic Mail | 1. Components of E-mail 2. Chat and Video Conferencing 3. Basic of Mobile cloud Computing | 1 |
| 8 | | 1. Practical Classes | 2 |

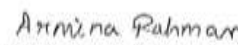
Practical Classes

Credit :2

1. Preparing your Bio-data in MS-WORD
2. Generating a Excel Sheet of calculating BILL ENTRY.
3. Creating a Powerpoint Presentation using Animation.
4. Creating a Brochure for your institute using MS-WORD
5. Creating G-mail Account, Google Classrooms
6. Preparing Data Entry report using MS-EXCEL

For 
(Sewali Hazarika)
HOD
Dept. of Statistics, JKM


(Bonjit Bondon Buragohain)
Faculty
Dept. of Mathematics, JKM


(Armina Rahman)
Faculty
Dept. of Computer Science, JKM


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LIST OF STUDENTS OF ADD-ON COURSE ON COMPUTER BASIC WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY

| STUDENT LIST ADD ON COURSE ON COMPUTER BASICS | | | |
|---|--|-----------|--------------|
| PAPU BORUAH | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 6th SEMESTER |
| Pappu mandal | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | POLITICAL | 4th SEMESTER |
| Arshad Alam | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | POLITICAL | 4th SEMESTER |
| Gracy Barrow | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | POLITICAL | 4th SEMESTER |
| Boby Mandal | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 4th SEMESTER |
| Ankurdyoti Bordoloi | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 4th SEMESTER |
| RUHIT THAKUR | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 4th SEMESTER |
| Bishal Dawka | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 6th SEMESTER |
| Bitupon Chetia | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ENGLISH | 4th SEMESTER |
| Kaustov moni Boiragi | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 6th SEMESTER |
| Yalka Saha | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 6th SEMESTER |
| Yalka Saha | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 6th SEMESTER |
| Joma Pamegam | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 4th SEMESTER |
| Chayanika Gogoi | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 4th SEMESTER |
| Dhanjay Gupta | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 6th SEMESTER |
| Muskan singh | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ASSAMESE | 6th SEMESTER |
| Priyanka Jyoti Borah | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 4th SEMESTER |
| Mid Ejaj Ansari | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 6th SEMESTER |
| Gaurav Borah | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | POLITICAL | 6th SEMESTER |
| BAISHALI DUTTA | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 4th SEMESTER |
| Keshab Kumar Mahan | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 4th SEMESTER |
| Sarfraz Asif | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 6th SEMESTER |
| Krishnakhee Das | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | POLITICAL | 6th SEMESTER |
| Pranamika Neog | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 4th SEMESTER |
| Mousumi Dutta | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 6th SEMESTER |
| Risov Nayan Dutta | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 6th SEMESTER |
| Himashree Das | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 4th SEMESTER |
| Bitu Bora | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 6th SEMESTER |
| Prashujya pran Borah | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ASSAMESE | 4th SEMESTER |
| Tahsin Begum | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | POLITICAL | 6th SEMESTER |
| Sibani das | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ASSAMESE | 4th SEMESTER |
| Namrata bora | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ASSAMESE | 4th SEMESTER |
| HIMASHRI DAS | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 4th SEMESTER |
| Biswajit borah | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | POLITICAL | 4th SEMESTER |
| Manash protim Borah | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | POLITICAL | 4th SEMESTER |
| Papu Tanti | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ENGLISH | 4th SEMESTER |
| Nabarupa kalita | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ENGLISH | 4th SEMESTER |
| Mondip sonowal | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ASSAMESE | 6th SEMESTER |
| Nagma Parbin | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ZOOLOGY | 6th SEMESTER |
| Anusuya-Baruah | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ASSAMESE | 4th SEMESTER |
| Bindiya borah | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ENGLISH | 4th SEMESTER |
| Bobita Gogoi | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ENGLISH | 4th SEMESTER |
| Anubhab choudhury | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ENGLISH | 4th SEMESTER |
| Junaid Irfan hussain | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | ECONOMIC | 4th SEMESTER |
| Mrinmoy Jyoti Bordoloi | COMPUTER BASICS WITH SPECIAL KNOWLEGDE O | SOCIOLOG | 6th SEMESTER |
| | | SOCIOLOG | 6th SEMESTER |

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Course Coordinator
R. Rahman

Pranjal Dutta
Pranjal Dutta
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Dr. Dulen Sarma
Principal



Jorhat Kendriya Mahavidyalaya

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LIST OF STUDENTS OF ADD-ON COURSE ON COMPUTER BASIC WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY

| | | | |
|--------------------------|---|----------|--------------|
| Shuvam saikia | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Nilakshi Borpatra Gohain | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Himashree gogoi | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Rajashree das | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Modin doley | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Monidip Sonowal | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Bishal Das | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Misakshi Das | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Jyoti bora | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Junani saikia | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Rupali gayun | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Rimjim Hazarika | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Lekhika bora | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Manash Jyoti Boruah | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Dhrubajyoti Chutia | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Krishnakshree Bora | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Dipshikha Dutta | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Rashmi bora | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Dhruba Jyoti Saikia | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Rajiv Gupta | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Prasan Chandra Borah | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Aryaman Bhattachary | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| BARUN BORA | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Sankar Sahu | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Ujjal Borah | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Priya dutta | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Miss puspajali bora | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Sujata Dutta | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Adarshajyoti Borah | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Hemanga Borgohain | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Jyotishman Boiragi | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Sujata Chutia | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Sujata Chutia | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Jyoti Das | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Leena Bora | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Isha Das | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Juliyaj Pegu | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |
| Pallabi borah | COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON | ASSAMESE | 4th SEMESTER |

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O. Rahman

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SAMPLE QUESTION PAPER ON COMPUTER BASIC WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY

2) QUESTION PAPER

Course : Add on Certificate Course Examination 2022

"COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY"

Total marks: 100

Time: 2 hours

THEORY: 60 Marks
INTERNAL ASSESSMENT: 20 Marks , VIVA-VOICE: 20 Marks

- A. Choose the correct answer from the following: (1x34=34)**
- 1) According to technology, computer can be classified into _____ types.
a) Two b) three c) four d) five
 - 2) Microcomputers are made by _____.
a) Transistor b) Microprocessor c) vacuum tube d) All above
 - 3) Which function in Excel checks whether a condition is true or not ?
a) SUM b) IF c) AVERAGE d) COUNT
 - 4) Select all the text in MS Word document by
a) Ctrl + S b) Ctrl + V c) Ctrl + A d) Ctrl + X
 - 5) The Internet was originally a project of which agency?
a) Transistor b) Microprocessor c) vacuum tube d) All above
 - 6) Full form of Wi-Fi?
a) Wired Fidelity b) Wired Function c) Wireless Fidelity d) None
 - 7) Which of the following describes the unauthorized and illegal copying of software programs?
a) Hackers b) Computer Virus c) Computer Crime d) Software Piracy
 - 8) Ctrl + N is used to
a) Save the Document b) Create a New Document c) Close the Document d) None
 - 9) Which is not in MS Word?
a) Italic b) Magic Tool c) Font d) Bold
 - 10) Which of the following is an example of page orientation?
a) Landscape b) Superscript c) Subscript d) A4
 - 11) Functions in MS Excel must begin with _____.
a) An (!) sign b) An Equal Sign c) An Plus Sign d) A > Sign
 - 12) Statistical calculations and preparation of tables and graphs can be done using
a) Adobe Photoshop b) Notepad c) MS-EXCEL d) Powerpoint
 - 13) What is the process of transferring files from internet to computer memory called?
a) Uploading r b) Downloading c) Bookmarking d) Hyperlinking
 - 14) To join the internet, the computer has to be connected to a
a) Internet architecture board b) Internet service provider c) Internet society d) None
 - 15) The _____ feature of MS Excel quickly completes a series of data
a) Auto Complete b) Auto Fill c) Sorting d) Fill Handle
 - 16) Eight Bits make up a
a) Kilobyte b) byte c) megabyte d) None
 - 17) Which of the following software is used for making a resume?
a) MS Excel b) MS Word c) Java d) Dev C
 - 18) Which one is not an Image file ?

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SAMPLE QUESTION PAPER ON COMPUTER BASIC WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY

- a) .htm b) .png c) .jpg d) .wmv
15) Which one of the following is not a search engine?
a) Google b) Yahoo c) Windows d) Bing
20) A computer on internet are identified by :
a) e-mail address b) street address c) IP address d) None
21) Full form of HTML is:
a) Hyper Text Markup Language b) Hyper Text Manipulation Language c) Hyper Text Managing Link d) None
22) Moving from one website to another is called :
a) Downloading b) Uploading c) Attachment d) browsing
23) 'cut' function in ms-excel can be executed by using
a) Ctrl+C b) Ctrl +X c) Ctrl +V d) Ctrl +A
24) Full Form of Google
a) Global Organization of Oriented Group Language of Earth b) Global Organization of Owner Group Language of Earth c) Global Organization of Group Language of Earth d) None
25) ARPANET stands for?
a) Advanced Research Project Agency Network b) Advanced Research Programmed Auto Network c) Advanced Research Project Authorized Network d) None
26) This type of animation will define how the object moves as it ENTERS your slide.
a) Entrance b) Exit c) Motion Path d) None
27) Who is the father of Computers?
a) James Gosling b) Charles Babbage c) Dennis Ritchie d) Bjarne Stroustrup
28) Which of the following is the smallest unit of data in a computer?
a) KB b) Bit c) Nibble d) byte
29) Which of the following is the brain of the computer?
a) CPU b) Memory c) Control Unit d) ALL
30) Which of the following language does the computer understand?
a) Computer understands only Binary Language b) Computer understands only C Language c) Computer understands only Assembly Language d) None
31) Which of the following is the brain of the computer?
a) CPU b) Memory c) Control Unit d) ALL
32) What is Cyber Security?
a) Cyber Security provides security against malware b) Cyber Security provides security against cyber terrorist c) Cyber Security protects a system from cyber attack d) None
33) Which of the following is not an advantage of cyber security?
a) Minimizes computer freezing and crashes b) Gives privacy to users c) Protects system against viruses d) Makes the system slower
34) Which of the following is not a output device
a) Joystick b) Headphones c) Printer d) Projector

B. Answer the following questions in brief

(2X13=26)

1. What is Operating System? Types of internet?
2. How many generations of computers are there? And What are they describe in brief?
- 3) What is a network? Types of Network?
- 4) What is Software Piracy?
- 5) Define Email? Components of Email along with an Example?

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SAMPLE COPY MARKSHEET OF ADD-ON COURSE ON COMPUTER BASIC WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY

Course : Add on Certificate Course Examination 2022
MARKSHEET
"COMPUTER BASICS WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY"

Total Marks: 100

| SL. NO | ROLL NO | NAME | DEPARTMENT | VIVA | INTERNAL | THEORY | MARKS | TOTAL MARKS |
|--------|----------|-----------------------|------------|------|----------|--------|-------|-------------|
| 1 | 30310006 | ANURAG SARMAH | ENGLISH | 17 | 19 | 54 | 90 | 100 |
| 2 | 30310010 | CHIRONJIT CHAKRABORTY | ENGLISH | 17 | 18 | 56 | 91 | 100 |
| 3 | 30310058 | KHUSBU DUTTA | ENGLISH | 17 | 18 | 58 | 93 | 100 |
| 4 | 30310090 | SAPNA SINGH | ENGLISH | 20 | 20 | 57 | 97 | 100 |
| 5 | 30310093 | SURABHI DHAR | ENGLISH | 17 | 19 | 52 | 88 | 100 |
| 6 | 30310005 | ANKIT KUMAR BORA | ENGLISH | 17 | 18 | 54 | 89 | 100 |
| 7 | 30310095 | TRIISHINA HAZARIKA | ENGLISH | 18 | 19 | 53 | 90 | 100 |
| 8 | 30310047 | DANISHA SAIKIA | ENGLISH | 17 | 18 | 58 | 93 | 100 |
| 9 | 20310061 | MUSHARAT PARVEEN | ENGLISH | 16 | 18 | 58 | 92 | 100 |
| 10 | 30310037 | ANKITA ACHARJEE | ENGLISH | 17 | 17 | 57 | 91 | 100 |
| 11 | 30310073 | PRATIKSHA MAHANTA | ENGLISH | 18 | 18 | 54 | 90 | 100 |
| 12 | 30310075 | PRIYANKA BHUYAN | ENGLISH | 16 | 17 | 54 | 87 | 100 |
| 13 | 30310009 | BISWAJIT LALIM | ENGLISH | 15 | 18 | 58 | 91 | 100 |
| 14 | 30310094 | SUWADI BORPUJARI | ENGLISH | 17 | 16 | 56 | 89 | 100 |
| 15 | 30310025 | RAKESH GOGOI | ASSAMESE | 19 | 19 | 49 | 87 | 100 |
| 16 | 30310060 | MRIDUSMITA BOIRAGI | ASSAMESE | 17 | 18 | 57 | 92 | 100 |
| 17 | 30310074 | PRITTY RAJHOWA | ASSAMESE | 19 | 18 | 55 | 92 | 100 |
| 18 | 30310069 | PLABITA BORA | ASSAMESE | 17 | 18 | 52 | 87 | 100 |
| 19 | 30310086 | ROUDRASNATA TAMULI | ASSAMESE | 20 | 19 | 56 | 95 | 100 |
| 20 | 30310019 | POBITRA RAJHOWA | ASSAMESE | 18 | 19 | 53 | 90 | 100 |


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PRACTICAL CLASS ON COMPUTER BASIC WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY



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SAMPLE CERTIFICATE ON COMPUTER BASIC WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY




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ADD-ON COURSE ON SOLID WASTE MANAGEMENT COURSE

Add-on course on Solid Waste Management Course

- ❖ Syllabus on Solid Waste Management Course
- ❖ List of Students of Add-on Course on Solid Waste Management Course
- ❖ Sample of Certificate

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SYLLABUS ON SOLID WASTE MANAGEMENT COURSE

CERTIFICATE COURSE IN
SUSTAINABLE DEVELOPMENT OF SOLID WASTE MANAGEMENT
"LET'S GO GREEN TOGETHER"
AN INITIATIVE OF DEPARTMENT OF CHEMISTRY
(JORHAT KENDRIYA MAHAVIDYALAYA)
DURATION: 3 MONTHS
TOTAL CREDIT : 2

| Unit | Topic | Credit |
|---|--|--------|
| Unit I : Municipal Solid Waste; Its Sources and Composition | Introduction, Sources of solid waste, Types of solid waste, Composition of solid waste and its determination, Effects of Undisposed or Unattended Garbage Physical, Chemical and Biological properties of Municipal Solid Waste, Transformation of Municipal Solid Waste | 1 |
| Unit II: Solid Waste Generation and Collection of Waste | Quantities of solid Waste, Measurements and methods for waste quantities, Solid waste generation and collection of waste, Factors affecting solid waste generation rate | 1 |
| Unit III : Waste Management and Segregation | Processing of solid waste at residence (Storage, conveying, compacting, Shredding, pulping, granulating etc.) Processing of solid waste at Commercial and industrial fields Combustion and energy recovery of municipal solid waste, landfill processes, Differentiate sanitary land fill and incineration as final disposal system for solid waste | 1 |

Signature
15/03/2022
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SYLLABUS ON SOLID WASTE MANAGEMENT COURSE

| | | |
|---|--|---|
| Unit IV : Hazardous Solid Waste and Laboratory Waste Management | Definition, identification and classification of hazardous solid waste, Characteristics Hazardous waste toxicity, reactivity, infectiousness, flammability, corrosiveness, management and disposal. Laboratory waste, its sources, generation, storage management and disposal | 1 |
| Dissertation, Project Work and Hands on Training | | 5 |

Parinita Baruah
Mrs Parinita Baruah
HOD
Department of Chemistry

Mc Binod Kumar Hazarika
Mc Binod Kumar Hazarika
Coordinator
Solid Waste Management

Jyoti Sikha Bora
Mrs Jyoti Sikha Bora
Assistant Professor
Department of Chemistry

Sinki Kolita
Dr Sinki Kolita 15/03/22
Coordinator
Solid Waste Management

Dr Dulen Sarka
Dr Dulen Sarka
Principal
Jorhat Kendriya Mahavidyalaya

Pranjal Dutta
Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Sarka
Dr. Dulen Sarka
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-785010



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

LIST OF STUDENTS OF ADD-ON COURSE ON SOLID WASTE MANAGEMENT COURSE

STUDENT LIST ADD ON COURSE ON SOLID WASTE

| | | | | |
|-----|--------------------|--|-------------|--------------|
| 1. | ASISH BORAH | SUSTAINABLE DEVELOPMENT OF SOLID WASTE | M CHEMISTR | 6th SEMESTER |
| 2. | Aditya Nayan Borah | SUSTAINABLE DEVELOPMENT OF SOLID WASTE | M CHEMISTR | 6th SEMESTER |
| 3. | Kongkona Pathak | SUSTAINABLE DEVELOPMENT OF SOLID WASTE | M POLITICAL | 4th SEMESTER |
| 4. | Priyanka Kalita | SUSTAINABLE DEVELOPMENT OF SOLID WASTE | M POLITICAL | 4th SEMESTER |
| 5. | Debashish Sharma | SUSTAINABLE DEVELOPMENT OF SOLID WASTE | M ASSAMESE | 6th SEMESTER |
| 6. | Vihan doley | SUSTAINABLE DEVELOPMENT OF SOLID WASTE | M CHEMISTR | 6th SEMESTER |
| 7. | Juri Pathak | SUSTAINABLE DEVELOPMENT OF SOLID WASTE | M CHEMISTR | 6th SEMESTER |
| 8. | Priyanka Bora | SUSTAINABLE DEVELOPMENT OF SOLID WASTE | M POLITICAL | 4th SEMESTER |
| 9. | Bastab bora | SUSTAINABLE DEVELOPMENT OF SOLID WASTE | M CHEMISTR | 6th SEMESTER |
| 10. | Barbi bora | SUSTAINABLE DEVELOPMENT OF SOLID WASTE | M POLITICAL | 4th SEMESTER |
| 11. | Rishika Bora | SUSTAINABLE DEVELOPMENT OF SOLID WASTE | M POLITICAL | 4th SEMESTER |

[Signature]
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

[Signature]
Co-ordinator

[Signature]

Pranjal Dutta
Coordinator, IQAC



[Signature]
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



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SAMPLE OF CERTIFICATE




Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

ADD-ON COURSE ON BIOINFORMATICS

Add-on Course on Bioinformatics

- ❖ Syllabus of Add-on Course on Bioinformatics
- ❖ List of Students on Bioinformatics

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Sarka
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Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-785010



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SYLLABUS OF ADD-ON COURSE ON ADD-ON COURSE ON BIOINFORMATICS

Six months Add on certificate course on "Bioinformatics" introduced by Botany Department, Jorhat Kendriya Mahavidyalaya

Course Syllabus Total Credit: 18

| Unit | Element | Topic | Credit |
|------|--------------------------------------|---|--------|
| 1. | Fundamentals of bioinformatics | 1. Introduction 2. History and scope of bioinformatics. 3. Branches of Bioinformatics 4. Sources of information 5. Internet world wide web and web browsers 6. Genomics 7. Transcriptomics. | 2 |
| 2. | Biological Databases | 1. Introduction to Biological Databases 2. Classification of biological databases 3. Basic concepts of primary and secondary databases 4. Biological Database Retrieval System 5. Data mining and data mining tools (ENTREZ). | 2 |
| 3. | Biological sequence database | 1. National Center for Biotechnology Information (NCBI): Tools and Databases of NCBI, Database Retrieval Tool, Sequence Submission to NCBI. 2. EMBL Nucleotide Sequence Database (ENA): Introduction, Sequence Retrieval, Sequence Submission to EMBL, Sequence analysis tools. 3. DNA Data Bank of Japan (DDBJ): Introduction, Resources at DDBJ, Data Submission at DDBJ. 4. Swiss-Prot: Introduction and Salient Features. 5. Small molecule databases (Chemspider, Drug Bank, ZINC) | 2 |
| 4. | Basic concept of Sequence Alignments | 1. Introduction, Concept of Alignment 2. Pairwise sequence alignment (PSA) 3. Multiple Sequence Alignment (MSA), MSA by CLUSTALW 4. Methods of Sequence Alignment. 5. Tools of sequence alignment – FASTA and BLAST | 2 |
| 5. | Phylogenetic analysis | 1. Basic concept 2. Phylogenetic tree | 2 |

[Signature]
15/03/2022
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

[Signature]
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Coordinator, IQAC



[Signature]
Dr. Dulen Sarma
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



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SYLLABUS OF ADD-ON COURSE ON ADD-ON COURSE ON BIOINFORMATICS

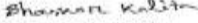
| Unit | Element | Topic | Credit |
|------|--------------------------------|---|--------|
| | | 3. Steps in evaluation of phylogeny and constructing phylogenetic trees. 4. Methods of phylogenetic tree Construction. | |
| | Applications of Bioinformatics | 1. Application of bioinformatics 2. Drug design and development 3. Molecular Docking, Application in plant science. 4. Pharmacology (ADME and Toxicity prediction) | 2 |
| 7 | Practical Classes | | 6 |


Practical Classes on Tea Processing.

Credit: 6

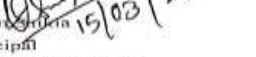
1. Retrieval of nucleotide and protein sequences from the databases
2. Pair-wise alignment of sequences (BLAST)
3. Multiple sequence Alignment (CLUSTALW)
4. Phylogenetic tree Construction
5. Predict of 3-D structure of protein
6. Molecular docking
7. ADMET Prediction


Mrs Pinaki Hazarika
HOD
Department of Botany


Mr Bhaskor Kolita
Coordinator
Bioinformatics


Mrs Rashmi Rekha Borah
Assistant Professor
Department of Botany


Ms Dimply Borah
Coordinator
Bioinformatics


Dr Dulen Sarma
Principal
Jorhat Kendriya Mahavidyalaya
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Pranjal Dutta
Coordinator, IQAC




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LIST OF STUDENTS ON BIOINFORMATICS



Department of Botany
JORHAT KENDRIYA MAHAVIDYALAYA
Re-accredited by NAAC with Grade B++
KENDUGURI, JORHAT-785 010, ASSAM
Phone # 0376-2350009, 75778 00691(M) e-mail: botanydepartment558@gmail.com
Website : www/jorhatkendriyamahavidyalaya.in

Add on Certificate Course on Bioinformatics
Duration: 3 months

A. List of passed students (Second Batch)

| Sl.no | Roll no | Student names | Department |
|-------|---------|----------------------|------------|
| 1. | 10 | Emanual Doley | Botany |
| 2. | 22 | Priyanka Saikia | Botany |
| 3. | 23 | Suraj Borah | Botany |
| 4. | 47 | Dipika Das | Botany |
| 5. | 63 | Rohit Kumar Shah | Botany |
| 6. | 64 | Udayaditya Gogoi | Botany |
| 7. | 76 | Janakanta Milli | Botany |
| 8. | 84 | Darpan Jyoti Pegu | Botany |
| 9. | 93 | Subhradeep Paul | Botany |
| 10. | 04 | Mala Bora | Zoology |
| 11. | 08 | Bhaskor Doley | Zoology |
| 12. | 36 | Aslesha Borbaruah | Zoology |
| 13. | 20 | Masuma Beguma | Zoology |
| 14. | 03 | Dikhita Deuri | Zoology |
| 15. | 37 | Chandan Prasad Deuri | Zoology |
| 16. | 101 | Amulya Narah | Zoology |
| 17. | 90 | Juliyaj Pegu | Zoology |


Dimpilly Borah
Coordinator
Bioinformatics Certificate Course


Bhaskor Kolita
Coordinator
Bioinformatics Certificate Course


Pinaki Hazarika
HoD
Department of Botany


Principal
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