



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Supporting Documents for NAAC Self Study Report (SSR) (3rd Cycle) Period: 2017-2022

Criterion 5	Key Indicator: 5.1
Student Support and Progression	Student Support
Metric Number: 5.1.3	Students Benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

**Prepared and submitted by
Jorhat Kendriya Mahavidyalaya**

Submitted To



NAAC

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



Pranjal Dutta
Coordinator, IQAC



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



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Name of the Event	Add-on Course: Soft Skills
Organized By	Dept. of English and Dept. of Assamese, JKM
Date	02-05-2022
No. of Participants	08

Syllabus of the Course

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, Sanajy 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, ব্যক্তিৰ স্কুমাৰ আৰু যোগাযোগ, অসম বুক ষ্টাণ্ড
7. গোহাশী, গোলোক চন্দ্ৰ, অসমীয়া ব্যাকৰণ প্ৰৱেশ, বীণা লাইব্ৰেৰী, গুৱাহাটী

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

Bhagyashree Shyam
Bhagyashree Shyam
Co ordinator
Soft Skill

Bishnuram Nath
Bishnuram Nath
HoD, Assamese Dept.

Dr. Arunima Borah
Dr. Arunima Borah
HoD, English Dept

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

Pranjal Dutta
Pranjal Dutta
Coordinator, IQAC



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



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

List of Students for Add-on Course: Soft Skills

List of Students for Add-on course:- Soft Skill

Name of Students:	Roll No:	Semester:	Subject of Add-on Course(Choose only One Course)
Priyanka Bhuyan	37	6th semester	Soft Skill Course (For BA 6th Sem Students)
Ankit kumar bora	23	6th semester	Soft Skill Course (For BA 6th Sem Students)
Danisha Saikia	41	6th semester	Soft Skill Course (For BA 6th Sem Students)
Rajballabh Shyam	17	4th Semester	Soft Skill Course (For BA 6th Sem Students)
Ranjit medhi	30	Ba 6th semester	Soft Skill Course (For BA 6th Sem Students)
Biplobjyoti khound	164	6th semester	Soft Skill Course (For BA 6th Sem Students)
Diyanshu Saikia	112	BA 6th semester	Soft Skill Course (For BA 6th Sem Students)
Utpal das	111	Ba 6 th semester	Soft Skill Course (For BA 6th Sem Students)
Asish Bora	114	B. A 6th semester	Soft Skill Course (For BA 6th Sem Students)
Asish Bora	114	B. A 6th semester	Soft Skill Course (For BA 6th Sem Students)
TRINAYAN SAIKIA	24	6th Semester	Soft Skill Course (For BA 6th Sem Students)

02/05/2022

Dr. Dulen Saikia
Principal
Jorhat Kendriya Mahavidyalaya

Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia

Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

SAMPLE QUESTION PAPER OF SOFT SKILLS CERTIFICATE COURSE EXAM, 2022

Soft Skill Certificate Course Exam, 2022

Full marks= 80

Time -2 Hours

- ১) ভলভ দিয়া যিকোনো ৬টা প্রশ্নৰ উত্তৰ লিখা। ৬×১২=৭২
- ক. সফট্‌ৱাৰ কৌশল বুলিলে কি বুজা? সফট্‌ৱাৰ কৌশলৰ বিভিন্ন প্ৰকাৰ সম্পৰ্কে এটি টোকা যুগুত কৰা।
(What do you mean by Soft Skills? What are the Different types of Soft Skills?)
খ. যোগাযোগৰ বিভিন্ন প্ৰকাৰ সম্পৰ্কে আলোচনা কৰা।
(What is communication and define the types of communication)
গ. মহাবিদ্যালয়ৰ অধ্যক্ষলৈ সোধাধন কৰি থাণী সহকাৰী অধ্যাপকৰ পদ পূৰণৰ বাবে এখন আবেদন কৰা।
(Write a Job application for the post of an Assistant professor in a college)
ঘ. গৱেষণা পত্ৰবুলিলে কি বুজা? গৱেষণা পত্ৰৰ মূল উপাদানসমূহ আলোচনা কৰা।
(What do you mean by a Research paper and define the types of a research paper.)
ঙ. মহাবিদ্যালয়ত অনুষ্ঠিত যিকোনো এখন সভাৰ কাৰ্য্যবিৱৰণী লিখা।
(Write a sample proceeding of a meeting held in your college.)
চ. কাৰ্য্যবিৱৰণীমানে কি? কাৰ্য্যবিৱৰণীৰ উপাদানসমূহ বিশ্লেষণ কৰা।
(What is proceeding writing and what are the elements of a proceeding?)
ছ. শ্ৰৱণ কৌশলৰ সকলো দিশ সামৰি এটি টোকা লিখা।
(Write a note on Listening Skill by including all dimensions.)
২. চমুটোকা লিখা- ৪×২=৮
- ক) Corporate Writing.
খ) Business Email.
(Write short notes on- (a) Corporate Writing. (b) Business Email.
অথবা (or)
গ) ব্যৱসায় পত্ৰৰ বিভিন্ন প্ৰকাৰসমূহৰ চমু পৰিচয় দিয়া।
(Discuss briefly different types of business letters)

Pranjal Dutta
Coordinator, IQAC



Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

Dr. Dulen Saikia
Principal




Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)


Affiliated by Dibrugarh University

SAMPLE CERTIFICATE OF SOFT SKILLS COURSE

Certificate no. JKM/22/ADDON SS 08 Dated: _____




Jorhat Kendriya Mahavidyalaya
CERTIFICATE



(Recognised by D.U.)

This is to Certify that Anuksha Bora of
Jorhat Kendriya Mahavidyalaya Roll No 68 has completed Dibrugarh
University approved 3 months Certificate Course on Soft Skill Course in the First
Batch (April-July) held in the year 2022.


(Dr. Dulen Saikia) (Ratnamoni Dutta) (Bhagyashree Shyam)
Principal Course Coordinator Course Coordinator

Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



Pranjal Dutta
Coordinator, IQAC





Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

Dr. Dulen Saikia
Principal