



INTERNAL QUALITY ASSURANCE CELL (IQAC)
DAKSHIN KAMRUP GIRLS' COLLEGE
MIRZA, KAMRUP (ASSAM), PIN- 781125
ESTD. : 1988



Phone No. 9365971719 / 8638656436 E-mail : dkgc.iqac88@gmail.com

Supporting Documents

(Capacity Building and Skill enhancement initiative)

**Programme organised for Language and
Communication Skill**

Name of the Programme: One month Spoken English Training

Duration: 15-06-2018 to 15-07-2018

One month Spoken English Training, organized by Department of English, Dakshin Kamrup Girls' College, Mirza from 15-06-18 to 15-07-18. Trainer was Rashmi Sarkar, Freelancer Trainer



Photo of the Programme

Kadrikary
Principal
Dakshin Kamrup Girls' College
Mirza-781125

Inauguration Programme
One month Spoken English Course
Dept. of English
(15-06-18 to 15-07-18)

The Dept. of English has organized a One Month Certificate Course on Spoken English keeping in mind the necessity of English among the students. The programme was also organized to support the students in developing the skill. The Programme was conducted by Rashmi Sarkar, MA English.

Altogether 44 students enrolled for the same and 17 students successfully completed the course. It was a self-financed course, and the student fees was Rs 250/- per student.

In the inauguration Programme Dr. G. Adhikary, Principal DKGC appreciated the attempt of the Dept. The Programme was attended by the faculty members of the Dept. and also from other Depts. of the college.



Attendance Sheet of the programme

Sl. No.	Name of the Student	Roll No.	Enrollment Fee	Completion Fee	Total Fee	Remarks
1	...	...	...	...	...	...
2	...	...	...	...	...	...
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42	...	...	...	...	...	...
43	...	...	...	...	...	...
44	...	...	...	...	...	...

HoD, Dept. of English
 Dakshin Kamrup Girls' College
 Mirza, 781125
 Date.....

Attendance Sheet of the programme One month Spoken English Training


G. Adhikary
 Principal
 Dakshin Kamrup Girls' College
 Mirza-781125



Sample of Certificate

Web Link for the Course:

Web Link for the Course:	https://dkgirlscollege.in/ext-activity-page/?activity_id=194
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Kadrikary
Principal
Dakshin Kamrup Girls' College
Mirza-781125



Name of the Programme: Thirty hours certificate course

From: 21-04-2023 to 10-05-2023

Report: The Thirty hours certificate course, 2023 titled "Communication Skills in English" of Dakshin Kamrup Girls' College, Mirza was organised by the Department of English of the College. It was supervised by Dr. Minakshi Bairagi (HoD of the Department of English) and was coordinated by Risha Baruah. The Course started on 21.04.2023 with an orientation class followed by the Inaugural class that was sessioned by the Resource Person Dr. Narayan Ch. Gahatraj, HoD & Assistant Professor, Department of English, Tangla College who taught the Unit 1 of the prescribed syllabus of the course framed by the coordinator. The course was initiated, coordinated and taught by the coordinator, Risha Baruah, Assistant Professor, Department of English, Dakshin Kamrup Girls' College, who taught Units 1-4 along with other Resource Persons such as Dr. Papori Kalita Assistant Professor, Department of English, Sipjhar College, who taught Unit 4; Dr. Arpana Goswami, Assistant Professor, Department of English, Dakshin Kamrup Girls' College who taught Unit 2, Dr. Minakshi Bairagi, HoD & Assistant Professor, Department of English, Dakshin Kamrup Girls' College who taught Unit 3 and Dr. Sudipta Phukan, HoD & Assistant Professor, Department of English Pandit Deendayal Upadhyaya Adarsha Mahavidyalaya, Amjonga who taught Unit 3 during their special classes on 26.04.2023, 29.04.2023, 02.05.2023 and 04.05.2023 respectively. The main objective of the course was to introduce the candidates to the basic theories of language and communication and how to apply them in daily life in their personal and professional endeavours to enhance their skills. To achieve this, the course was provided through academic and theoretical teaching, ICT Presentation, interaction and discussion, reading materials and practical activities. Along with an end of the course assessment of 60 marks, the course followed a continual teaching-learning and assessment model through group discussion that was assessed by Dr. Papori Kalita, home Assignment assigned by Dr. Arpana Goswami and examined by Risha Baruah who was also conducted a class test and a presentation assessment, all of which framed 40 marks in internal assessment. The final exam was conducted on 09.05.2023 from 10:00 am to 12:00am after the completion of the full prescribed syllabus of the course. The concluding session on the 10.05.2023 aimed to validate the success of the course by noting the improvements, opinions and feedback from the registered students. Following this, the valedictory session was conducted on 10.05.2023 where the 17 registered candidates were given their course completion certificate of participation.


Principal
Dakshin Kamrup Girls' College
Mirza-781125



30 Hours Certificate course on Communication Skill



Sample of Certificate

Kadrikary
Principal
Dakshin Kamrup Girls' College
Mirza-781125



DEPARTMENT OF ENGLISH
DAKSHIN KAMRUP GIRLS' COLLEGE

MIRZA, KAMRUP (ASSAM) ♦ PIN-781125

ESTD. : 1988

Phone No : 03623-230047 ♦ E-mail : dengokgc0@gmail.com

Ref. :

Date : 29.03.2023

To,

The Principal
Dakshin Kamrup Girls' College
Mirza-781125
Kamrup

Sub: Application for approval of Certificate Course

Sir,

This is to request your esteemed office for the approval of the proposal for a certificate course on "Communication Skills in English" to be conducted by the Department of English from 01.04.2023 to 08.05.2023 for Higher Secondary and Bachelor's (Honours and General) students. For your perusal in favour of our proposal, we are attaching the details of the course made in compliance to the qualified standard. We pray that the situation is favourably considered at the earliest, so that we can start the course accordingly.

Thanking you.

Enclosures:

1. Certificate Course Proposal/Syllabus

Yours sincerely

(DR. MINAKSHI BAIRAGI)

Course Supervisor

(MS. RISHA BARUAH)

Course Coordinator

Course Coordinator
Dept. of English
D.K. Girls' College, Mirza

Approved
Kadrikary
32.03.2023

HOD
Dept. of English
Dakshin Kamrup Girls' College, Mirza

Principal
Dakshin Kamrup Girls' College
Mirza-781125

Students attendance sheet

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Attendance Sheet of the programme Thirty hours certificate course

Web Link for the Couse:

Web Link for the Couse:	https://dkgirlscollege.in/ext-activity-page/?activity_id=122
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Kadrikary
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