



## *Criterion I*

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### *1.2.1 Curriculum of Add-on Courses*

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**DEPARTMENT OF ENGLISH**  
**R.G.BARUAH COLLEGE**  
**CERTIFICATE COURSE ON**  
**SPOKEN AND COMMUNICATIVE ENGLISH**

**SYLLABUS**

Total Marks: 100

Classes/Contact Hours: 60

**Objectives:**

1. To improve communicative competence of the students
2. To orient the students to word accents and spoken English
3. To train students to use English for the practical purposes
4. To enable the students to converse in their life situations
5. To acquaint learners with the modern English usage
6. To take remedial steps to correct the errors in the use of English language

**UNIT I: PHONOLOGY OF ENGLISH**

- Phonemes: Consonants, Vowels and Diphthongs
- Phonetic transcription of words and sentences
- Rules for word accents
- Weak forms and strong forms
- Intonation: Rising tone, Falling tone, etc.

**UNIT II: CONVERSATION IN ENGLISH**

- Patterns: Greeting, Introducing Oneself, Invitation, Making Request, Expressing Gratitude, Complimenting and Congratulating, Expressing Sympathy, Apologizing, Asking for Information, Seeking Permission
- Using English in Real Life Situation

**UNIT III: BASIC ENGLISH GRAMMAR**

- Parts of speech and their uses
- Word formation
- Tenses and their uses
- Articles
- Types of sentences
- Synonyms and Antonyms

Certificates will be awarded to successful candidates on the basis of their class attendance, classroom interaction and the Practical test conducted at the end of the course to evaluate the learner's performance.

**DEPARTMENT OF ENGLISH**  
**R.G.BARUAH COLLEGE**  
**CERTIFICATE COURSE ON**  
**SPOKEN AND COMMUNICATIVE ENGLISH**

**SYLLABUS**

Total Marks: 100

Classes/Contact Hours: 60

**Objectives:**

1. To improve communicative competence of the students
2. To orient the students to word accents and spoken English
3. To train students to use English for the practical purposes
4. To enable the students to converse in their life situations
5. To acquaint learners with the modern English usage
6. To take remedial steps to correct the errors in the use of English language

**UNIT I: PHONOLOGY OF ENGLISH**

- Phonemes: Consonants, Vowels and Diphthongs
- Phonetic transcription of words and sentences
- Rules for word accents
- Weak forms and strong forms
- Intonation: Rising tone, Falling tone, etc.

**UNIT II: CONVERSATION IN ENGLISH**

- Patterns: Greeting, Introducing Oneself, Invitation, Making Request, Expressing Gratitude, Complimenting and Congratulating, Expressing Sympathy, Apologizing, Asking for Information, Seeking Permission
- Using English in Real Life Situation

**UNIT III: BASIC ENGLISH GRAMMAR**

- Parts of speech and their uses
- Word formation
- Tenses and their uses
- Articles
- Types of sentences
- Synonyms and Antonyms

Certificates will be awarded to successful candidates on the basis of their class attendance, classroom interaction and the Practical test conducted at the end of the course to evaluate the learner's performance.

**N.C.C UNIT, R.G.BARUAH COLLEGE**  
**CERTIFICATE COURSE ON**  
**YOUTH EMPOWERMENT AND NATION BUILDING**  
**CONTACT HOURS: 30**

**SYLLABUS**

Objectives:

- |   |
|---|
| <ul style="list-style-type: none"><li>• To inculcate the values of nation building as enshrined in the Constitution of India.</li></ul>   |
| <ul style="list-style-type: none"><li>• To enhance the inner value system of the participant for a progressive nation.</li></ul>  |
| <ul style="list-style-type: none"><li>• To discuss the issues and challenges associated with youth in contemporary society.</li></ul>   |
| <ul style="list-style-type: none"><li>• To provide a holistic approach to the participants for developing a peaceful, developed and Constitution based egalitarian society.</li></ul> |

**Unit I: Youth in India**

- The Nation building paradigm in connection to youth
- Situational understanding of youth in India: Education, Employment and Livelihood
- Youth Culture: Participation, Understanding and meanings of subcultures, gender concerns etc.

**UNIT II : Citizenship and Participation**

- Concepts of citizenship and participation
- Political engagement of youth
- Need for youth participation for self-growth, leadership and contribution to society and social change
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**UNIT III : Programmes, Policies, Schemes and Services for Youth**

- Social policy: Formulation: Process and challenges
- Need and Relevance of a Youth Policy – Globally and Nationally
- Government Flagship programmes and Schemes for youth

**Assesment Procedure:**

Certificates will be awarded to succesful candidates on the basis of their:

- Class attendance (Above 70%).
- Classroom interaction.
- Marks obtained in the test (50 marks) to be conducted in the end of the course.

**Certificate Course on Folk dance of Assam**  
**Organized by**  
**Department of Performing Arts, R.G.Baruah College, Guwahati-781025**

I	Eligibility	Candidate who have passed 10+2 Examination
II	Number of seats	30 students
III	Course fees	Free
IV	Duration of the course	30 hrs
V	Personal contact programme	There will be personal contact programme consisting of 6 classes
VI	Attendance	75% attendance of the classes held under the personal contact programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the examination.
VII	Examination procedure	Dance presentation
VIII	Medium of examination	The medium of examination shall be Assamese/ English

**Contact No: 8133093264**  
**Email ID: rajashreed902@gmail.com**  
**Syllabus of the course**  
**Folk Dance of Assam**

<b>Unit No</b>	<b>Unit Name</b>	<b>Details of Unit</b>
1	Folk forms	Folk dance forms of assam
2	Instrument related to folk dance of assam	Dhol, taal, flute ect
3	Dressing style related to folk dance of assam	Mekhela sador, suriya, muga riha etc
4	Practical learning	Tiwa ( borot dance), Hajong dance

30 hours

**Certificate Course on Dance Therapy**  
**Organized by**  
**Department of Performing Arts, R.G.Baruah College, Guwahati-781025**

I	Eligibility	Candidate who have passed 10+2 Examination
II	Number of seats	20 students
III	Course fees	Free
IV	Duration of the course	30 hrs
V	Personal contact programme	There will be personal contact programme consisting of 7 classes
VI	Attendance	75% attendance of the classes held under the personal contact programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the examination.
VII	Examination procedure	Dance presentation
VIII	Medium of examination	The medium of examination shall be Assamese/ English

**Contact No: 8133093264**  
**Email ID: rajashreed902@gmail.com**  
**Syllabus of the course**  
**Dance Therapy**

	<b>Name of the Course</b>	<b>Dance Therapy</b>
<b>Unit No</b>	<b>Unit Name</b>	<b>Details of Unit</b>
1	Introduction	About Dance
2	Indian Dance	Classical Dance, Dance as a part of religious rituals in india
3	Classification of dance	Folk forms, classical forms
4	Therapy	About Dance Therapy
5	Practical Learning	Application of dance therapy through various cases

**Total hrs 30 hrs**



**Syllabus of Add-On course**

**“E-Banking”**

**Time Duration: 30 Hours**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Contents of the Unit</b>
<b>1</b>	<b>Introduction to e-Banking</b>	Overview of Traditional Banking vs. E-Banking Evolution and History of E-Banking Significance and Impact on the Financial Industry
<b>2</b>	<b>Components or Elements of e-Banking</b>	Details about ATM service and Self-Service Kiosks Internet banking Mobile banking UPI Electronic Fund Transfers (EFTs) Payment Systems: Cards and Digital Wallets Core Banking Solution (CBS)
<b>3</b>	<b>Pros and Cons of e-Banking</b>	Uses and Utilities of e-Banking, Importance and Significance of e-Banking, Advantages/Merits of e-Banking, Disadvantages/Demerits of e-Banking.
<b>4</b>	<b>Regulations of e-Banking</b>	General regulatory framework including details about national regulatory authorities and supervision of e-banking activities. Compliance and reporting requirements including KYC (Know Your Customer) requirements. Electronic transactions and digital signatures. Cybersecurity regulations and Consumer Protection regulations. Emerging regulatory challenges.

**Certificate Course on Cutting and Stitching**  
**Organize by Women Studies Cell ,**  
**R.G.Baruah College, Guwahati-781025**

I	Eligibility	Candidate who have passed 10+2 Examination		
II	Number of seats	20 students		
III	Course fees	Free		
IV	Duration of the course	30 hrs		
V	Personal contact programme	There will be personal contact programme consisting of 7 classes		
VI	Attendance	75% attendance of the classes held under the personal contact programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the examination.		
VII	Examination procedure	Practical presentation		
VIII	Medium of examination	The medium of examination shall be Assamese/ English		
IX	Minimum pass grade	A candidate will have to secure C grade for pass in the examination. Grading system of successful candidates are shown below		
		Range of marks in %	Letter Grade	Category

		90-100	O	Outstanding	05
		80-89	A+	Very good	05
		70-79	A	Good	-
		60-69	B+	Above average	-
		50-59	B	Average	-
		40-49	C	Simple pass	-
X	Award of Certificate	Each successful candidate will be awarded a certificate after having passed the examination.			

**Contact No- 8133093264**  
**Email ID: rajashreed902@gmail.com**  
**Syllabus of the course**

	<b>Name of the Course</b>	<b>Cutting and Stitching</b>
<b>Unit No</b>	<b>Unit Name</b>	<b>Details of Unit</b>
1	Introduction	About cutting
2	Mesasuring	Body , Meterial, Components
3	Making Patterns	Drafting , making , cutting for individual measurment
4	THEORY	Needls and Threads, cutting tools, measuring and drafting tools
5	Methods of Finishing	Sleevs, pokets, cuffs

**Total hrs 30 hrs**

**CERTIFICATE COURSE ON IT APPLICATION AND SECURITY**  
 DEPARTMENT OF COMPUTER SCIENCE  
 R.G. BARUA COLLEGE  
 FROM MAY TO JUNE 2023

SI. NO.	Unit Name	Details of the unit	Duration
1	INTRODUCTION	INTRODUCTION TO IT & COMPUTER SYSTEM SOFTWARE VS APPLICATION SOFTWARE  INTRODUCTION TO DIGITAL COMMUNICATION  COMPUTER ARCHITECTURE  DIFFERENT CARRER OPURTUNITIS IN THE FIELD OF IT	2 hours
2	INTRODUCTION TO NETWORKING & TO CYBER SECURITY	NETWORK BASICS HOW NETWORK WORKS  CYBER SECURITY & CYBER CRIME  Need for CYBER SECURITY  Types of Threat Hacking and Its Types Dos & Don'ts	3 hours
3	USING BASIC COMMANDS (LAB)	USING BASIC COMMANDS  WORKING WITH ADVANCE COMMANDS  BATCH FILES AND BATCH COMMANDS	2 hours
4	INTRODUCTION TO MS EXCEL (LAB)	INTRODUCTION TO THE INTERFACE CUT, COPY AND PASTE & PASTE SPECIAL  INSERTING AND DELETING COLUMNS AND ROWS  INSERTING MULTIPLE COLUMNS & ROWS  CREATING FORMULAS, AUTOSUM COMMON FORMULAS (SUM, AVERAGE, MAX, MIN, PRO)  USES OF IF	5 hours
5	REAL LIFE WORKING PROJECT (LAB)	REPORT CARD CREATION  EMPLOYEE DETAILS MANAGEMENT  USING SORT AND FILTER	3 hours

CERTIFICATE COURSE ON WEB & GRAPHICS DESIGNING  
DEPARTMENT OF COMPUTER SCIENCE  
R.G. BARUA COLLEGE  
JUNE 2023

Sl. No.	Unit Name	Details of the unit	Duration
1	INTRODUCTION TO GRAPHICS DESIGNING	WHAT IS GRAPHICS DESIGNING  CAREER OPURTUNITIES OF GRAPHICS DESIGNING  DIFFERENT ESPECTS OF GRAPHICS DESIGNING	1 hours
2	PROJECT ON GRAPHICS DESIGNING	INTRODUCTION TO PHOTOSHOP  INTRODUCING DIFFERENT TOOLS  HANDS ON PRACTICAL OF PHOTOSHOP	6 hours
3	DOUBTS CLEARING AND QUESTION ANSWER SESSION		1 hours
4	INTRODUCTION TO WEB DESIGNING	WEB BASICS  INTRODUCTION TO HTML & CSS  INTRODUCTION TO BOOTSTRAP	1 hour
5	<b>CREATING A WEBSITE</b>	INTRODUCING BASICS CODE  BASICS OF COLOR AND INTERFACE DESIGN  INTRODUCTION TO TABLE  INSERTING IMAGE  INTRODUCTION TO FORM  CREATING A WEB SITE	5 hours
6	DOUBT CLEARING SESSION		1

**Syllabus of Add-On course**  
**“Banking and Financial System”**

**Time Duration: 30 Hours**

**Department of Finance**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Contents of the Unit</b>
<b>1</b>	<b>Introduction to Banking and Financial System (2 hours)</b>	Overview of Banking and Financial System Evolution and Historical Perspective Role and Importance in the Economy
<b>2</b>	<b>Banking Institutions (3 hours)</b>	Commercial Banks Central Banks Development Banks Cooperative Banks Investment Banks Non-Banking Financial Institutions (NBFI)
<b>3</b>	<b>Banking Services and Products (3 hours)</b>	Deposit Products (Savings, Current, Fixed Deposits) Loan and Credit Products Electronic Banking Services Payment Systems (RTGS, NEFT, IMPS)
<b>4</b>	<b>Financial Markets (3 hours)</b>	Money Market vs. Capital Market Primary and Secondary Markets Stock Exchanges Bond Markets Derivatives Markets
<b>5</b>	<b>Financial Instruments (3 hours)</b>	Money Market Instruments (Treasury Bills, Commercial Paper) Capital Market Instruments (Stocks, Bonds, Derivatives)
<b>6</b>	<b>Financial Services (3 hours)</b>	Investment Banking Wealth Management Insurance Services Retail Banking Brokerage Services Advisory and Consultancy Services
<b>7</b>	<b>Regulatory Framework in Banking (4 hours)</b>	Role of Regulatory Authorities (Central Bank, SEBI, etc.) Banking Regulations Act Basel III Norms Anti-Money Laundering (AML) and Know Your Customer (KYC) Regulations

<b>8</b>	<b>Risk Management in Banking (2 hours)</b>	Credit Risk Market Risk Operational Risk Liquidity Risk
<b>9</b>	<b>International Banking and Financial Institutions (2 hours)</b>	International Monetary Fund (IMF) World Bank International Finance Corporation (IFC) Cross-Border Banking Activities
<b>10</b>	<b>Emerging Trends in Banking and Finance (2 hours)</b>	Digital Transformation
<b>11</b>	<b>Financial Inclusion and Social Banking (3 hours)</b>	Financial Inclusion Initiatives Microfinance

## **Certificate Course in Yoga and Meditation**

***Name of the Certification:*** Certificate Course in Yoga and Meditation

***Course Objectives and Learning Outcomes:***

- Promoting positive health and holistic wellness,
- To enable students to become competent and committed professionals willing to perform as Yoga Trainer.
- To make student to use competencies and skills needed for becoming effective Yoga trainer.
- To enable student to understand the type of Yoga.
- To acquaint student with the Practical knowledge of Yogasana, Kriya, Bandhas, Mudra, Meditation and Pranayama etc.
- Conduct Yoga Protocol at work places.

***Requirement/ Eligibility:*** 10+2 pass

***Duration of course:*** 40 Hours

***Certification of Yoga:*** The candidate who has 80% attendance in the class shall be eligible for certification. Certificate to the candidate shall be issued after completion of the course.

***Scheme of Examination***

THEORY: 30%

PRACTICUM: 70%

## Syllabus of Certificate Course in Yoga and Meditation

### *(Theory)*

Sl. No.	Contents	Hours
1	Foundation of Yoga <ul style="list-style-type: none"> <li>• Yoga: Meaning, definitions, aim, and objectives.</li> <li>• Ashtanga Yoga (Yama, Niyam, Asana, Pranayama, Pratyahara, Dharna, Dhyana, Samadhi)</li> <li>• Principles and Practices of Jnana Yoga, Bhakti Yoga, Karma Yoga</li> <li>• Introduction of Yogic Text (Hatha Yoga Pradeepka, Gherand Samhita, Patanjali Yoga Sutra)</li> <li>• Principles of Hatha Yoga</li> </ul>	3 Hours
2	Introduction to Human Body <ul style="list-style-type: none"> <li>• Basic knowledge of Human Body Skeleton; organization of body cells, tissues, Systems, membranes and glands.</li> <li>• Basic Knowledge of Anatomy and Physiology of the following systems               <ul style="list-style-type: none"> <li>~ Musculoskeletal system</li> <li>~ Digestive system;</li> <li>~ Respiratory System</li> <li>~ Cardio vascular system</li> <li>~ Excretory system;</li> <li>~ Endocrine system.</li> <li>~ Nervous system</li> </ul> </li> </ul>	3 Hours

### *(Practical)*

Sl. No.	Contents	Hours
1	Yogic SukshmaVyayama, SthulaVyayama and Surya Namaskar <ul style="list-style-type: none"> <li>• Yogic SukshmaVyayama</li> <li>• Yogic SthulaVyayama</li> <li>• Surya Namaskara</li> </ul>	4 Hours
2	Yogasana <ul style="list-style-type: none"> <li>• Standing Asana: Tadasana, Trikonasana, Urdhahastotanasana, Vrikshasana, ArdhaChakrasana, Padhastanasana, Ashwasthasana</li> <li>• Sitting Asana: Padmasana, Vakrasana, Ardhamatsyendrasana, Janusirsasana, Paschimottanasana, Vajrasana, Ushtrasana, Shasankasana, Gomukhasana, Mandukasana, Bhadrasana, Singhasana</li> <li>• Prone Lying Asana: Bhujangasana, Shalabhasana, Dhanurasana, Makarasana</li> </ul>	4 Hours

	<ul style="list-style-type: none"> <li>• Supine Lying Asana: Pawanmuktasana and its variation, setubandhasana, sarvangasana, Ardhalasana, Uttanpadasana, Halasana, Naukasana , Cakrasana, Markatasana, Shavasana.</li> </ul>	
3	Practices leading to Meditation <ul style="list-style-type: none"> <li>• Pranav and SohamJapa</li> <li>• Yoga Nidra</li> <li>• Chakra Meditation</li> <li>• Ajapa Dharana</li> <li>• Om Meditation</li> </ul>	5 Hours
4	Shatkarma: Knowledge and ability to perform the following Practices: <ul style="list-style-type: none"> <li>• Neti (Jal and sutra)</li> <li>• Dhauti(Vaman+ Vastra)</li> <li>• Nauli</li> <li>• Agnisara</li> <li>• Trataka</li> <li>• Kapalbhathi</li> </ul>	5 Hours
5	Pranayama <ul style="list-style-type: none"> <li>• Breath Awareness</li> <li>• Yogic Breathing</li> <li>• Nadishodhan Pranayama</li> <li>• Suryabhedhi</li> <li>• Ujjayi</li> <li>• Shitali</li> <li>• Sitkari</li> <li>• Bhastrika</li> <li>• Bhrumari</li> </ul>	5 Hours
6	Bandha and Mudra <ul style="list-style-type: none"> <li>• Jalandhara Bandha, Uddiyana Bandha, Mula Bandha, Tri Bandha</li> <li>• Yoga Mudra, Shanmukhi Mudra, shambhavi mudra,</li> <li>• VipareetKarni Mudra</li> </ul>	5 Hours
7	Practices leading to Meditation <ul style="list-style-type: none"> <li>• Pranav and Soham Japa</li> <li>• Yoga Nidra</li> <li>• Chakra Meditation</li> <li>• AjapaDharana</li> <li>• Om Meditation</li> </ul>	6 Hours

# Certificate Course in Travel and Tourism

Organized by  
Department of History, R. G. Baruah College, Guwahati

i.	Eligibility	Candidate who have passed 10+2 examination												
ii.	No. of Seats	20 students.												
iii.	Course Fee	Rs. 700/- per student												
iv.	Duration of the Course	6 months												
v.	Personal Contact Programme	There will be personal contact programme consisting of 60 classes.												
vi.	Attendance	75% attendance of the classes held under the Personal Contact Programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the end examination.												
vii.	Examination Procedure	The examination shall consist of 100 Multiple Choice Questions and oral presentation.												
viii.	Medium of Examination	The medium of examination shall be the Assamese/English.												
ix.	Minimum Pass Grade	<p>A candidate will have to score C Grade for Pass in the examination.</p> <p>Grading System of successful candidates are shown below:</p> <table border="1"><thead><tr><th>Range of Marks in %</th><th>Letter Grade</th></tr></thead><tbody><tr><td>90-100</td><td>O</td></tr><tr><td>76-90</td><td>A</td></tr><tr><td>60-75</td><td>B</td></tr><tr><td>35-59</td><td>C</td></tr><tr><td>&lt;35</td><td>D</td></tr></tbody></table> <p>Those who secure less than 35% of marks shall be declared fail.</p>	Range of Marks in %	Letter Grade	90-100	O	76-90	A	60-75	B	35-59	C	<35	D
Range of Marks in %	Letter Grade													
90-100	O													
76-90	A													
60-75	B													
35-59	C													
<35	D													
x.	Award of Certificate	Each successful candidate will be awarded a certificate after having passed the examination.												

Course Coordinator: Jini Rani Boro

Contact No.: 9707025762

Email ID: jinni.boro@gmail.com

## SYLLABUS OF THE COURSE

Sl. No	Unit Name	Details of the Unit
1	Tourism	Concept, meaning and significance
2	Types of Tourism	<ul style="list-style-type: none"> <li>• Types of Tourism-Inbound and Outbound Tourism.</li> <li>• Factor responsible for the growth of Inbound and Outbound Tourism.</li> </ul>
3	Trends of Tourism	<ul style="list-style-type: none"> <li>• Trends and Patterns in national and international tourism</li> </ul>
4	Destination Assam and North-East India	<ul style="list-style-type: none"> <li>• Assam and North-East at a glance</li> <li>• Historical glance</li> <li>• Cultural scene of Assam</li> <li>• Assam's Tourist attractions</li> <li>• Fair and Festivals of Assam and North-East India</li> </ul>
5	Facilitators of Tourism	<ul style="list-style-type: none"> <li>• Transportation: Types and Relevance in Tourism</li> <li>• Accommodation: Types and Relevance in Tourism</li> </ul>
6	Travel Documents and Baggage Regulations	<ul style="list-style-type: none"> <li>• Passport</li> <li>• Visa</li> <li>• Insurance</li> <li>• Foreign Exchange Regulation</li> <li>• Baggage Allowance</li> </ul>
7	Impact and Future of Tourism	<ul style="list-style-type: none"> <li>• Economic, Social, Environmental</li> <li>• Course of Rapid growth in Tourism</li> </ul>
8	Tourism Organisation	<ul style="list-style-type: none"> <li>• India Tourism Development Corporation. DOT: Department of Tourism, Forms of Tourism, ( Eco Tourism, Religious Tourism, Adventure Tourism )</li> </ul>

## Certificate Course in Sustainable Development

**Organized by**  
**Department of Economics, R. G. Baruah College, Guwahati**

i.	Eligibility	Candidate who have passed 10+2 examination																												
ii.	No. of Seats	50 students.																												
iii.	Course Fee	Rs. 200/- per student																												
iv.	Duration of the Course	Two weeks																												
v.	Personal Contact Programme	There will be personal contact programme consisting of 24 classes																												
vi.	Attendance	75% attendance of the classes held under the Personal Contact Programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the end examination.																												
vii.	Examination Procedure	The examination shall consist of written examination of 2 hours																												
viii.	Medium of Examination	The medium of examination shall be English.																												
ix.	Minimum Pass Grade	<p>A candidate will have to score C Grade for Pass in the examination.</p> <p>Grading System of successful candidates are shown below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Range of Marks in %</th> <th>Letter Grade</th> <th>Category</th> <th>Grade Point</th> </tr> </thead> <tbody> <tr> <td>90-100</td> <td>O</td> <td>Outstanding</td> <td>10</td> </tr> <tr> <td>80-89</td> <td>A+</td> <td>Very Good</td> <td>9</td> </tr> <tr> <td>70-79</td> <td>A</td> <td>Good</td> <td>8</td> </tr> <tr> <td>60-69</td> <td>B+</td> <td>Above Average</td> <td>7</td> </tr> <tr> <td>50-59</td> <td>B</td> <td>Average</td> <td>6</td> </tr> <tr> <td>40-49</td> <td>C</td> <td>Simple Pass</td> <td>5</td> </tr> </tbody> </table> <p>Those who secure less than 40% of marks shall be declared fail.</p>	Range of Marks in %	Letter Grade	Category	Grade Point	90-100	O	Outstanding	10	80-89	A+	Very Good	9	70-79	A	Good	8	60-69	B+	Above Average	7	50-59	B	Average	6	40-49	C	Simple Pass	5
Range of Marks in %	Letter Grade	Category	Grade Point																											
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40-49	C	Simple Pass	5																											
x.	Award of Certificate	Each successful candidate will be awarded a certificate after having passed the examination.																												

Course-Coordinator:

Sanjay Kumar Saikia

Contact No.:

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## Syllabus of the Course

Unit No.	Unit Name	Details of the Unit
1	Introduction to sustainable development	Concept of sustainable development, Parameters, Approaches to the study, issues and challenges
2	Development issues	Natural resource exploitation, pattern of industrialisation, inequitable growth, global and regional dimensions
3	Initiative towards sustainable development	State, regional, global initiative. Civil society and community initiatives
4	Strategy for sustainable development	Community knowledge, Harness technology, Innovative practices, Cooperation and Partnership

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# CERTIFICATE COURSE IN FUNDAMENTAL AND TECHNICAL OF STOCK MARKET

**Organized by  
Department of Management, R. G. Baruah College, Guwahati**

i.	Eligibility	Candidate who have passed 10+2 examination																												
ii.	No. of Seats	30 students.																												
iii.	Course Fee	Rs. 100/- per student																												
iv.	Duration of the Course	3 months (April to June)																												
v.	Personal Contact Programme	There will be personal contact programme consisting of 15 classes.																												
vi.	Attendance	75% attendance of the classes held under the Personal Contact Programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the end examination.																												
vii.	Examination Procedure	The examination shall consist of practical and oral presentation.																												
viii.	Medium of Examination	The medium of examination shall be the Assamese/English.																												
ix.	Minimum Pass Grade	<p>A candidate will have to score C Grade for Pass in the examination.</p> <p>Grading System of successful candidates are shown below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Range of Marks in %</th> <th>Letter Grade</th> <th>Category</th> <th>Grade Point</th> </tr> </thead> <tbody> <tr> <td>90-100</td> <td>O</td> <td>Outstanding</td> <td>10</td> </tr> <tr> <td>80-89</td> <td>A+</td> <td>Very Good</td> <td>9</td> </tr> <tr> <td>70-79</td> <td>A</td> <td>Good</td> <td>8</td> </tr> <tr> <td>60-69</td> <td>B+</td> <td>Above Average</td> <td>7</td> </tr> <tr> <td>50-59</td> <td>B</td> <td>Average</td> <td>6</td> </tr> <tr> <td>40-49</td> <td>C</td> <td>Simple Pass</td> <td>5</td> </tr> </tbody> </table> <p>Those who secure less than 40% of marks shall be declared fail.</p>	Range of Marks in %	Letter Grade	Category	Grade Point	90-100	O	Outstanding	10	80-89	A+	Very Good	9	70-79	A	Good	8	60-69	B+	Above Average	7	50-59	B	Average	6	40-49	C	Simple Pass	5
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x.	Award of Certificate	Each successful candidate will be awarded a certificate after having passed the examination.																												

Course Coordinator: Mr.Khanindra Das

Contact No.: 8011904263

Email ID: [deep30089@gmail.com](mailto:deep30089@gmail.com)

## Syllabus of the Course

Unit No.	Unit Name	Details of the Unit
1	Introduction to Stock Market	Concept of Stock Market, Types of Investment,- Equity Shares, IPO/FPO, Stock Exchange in India, NSE, BSE, MCX
2	Stock Analysis	Online trading stocks, Analysis of the Company, Fundamental Analysis, Stock Valuation, Simple Moving Average
3.	Technical Analysis	Candle stick, RSI, Moving Average, MACD, Support and Resistance
4.	Derivatives	Futures and Options, Derivatives on MCX

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**DEPARTMENT OF ASSAMESE**  
**Radha Govinda Baruah College**

*Certificate Course on:* **SCRIPT WRITING AND EDITING**

1	Eligibility	Candidate who have passed 10+2 examination																												
2	No. of Seats	30 Students																												
3	Course Fee	Rs. 300/- per student																												
4	Duration of the Course	1 month																												
5	Personal Contact Programme	There will be personal contact programme consisting of 30 classes of 1 hour.																												
6	Attendance	75% attendance of the classes held under the Personal Contact Programme and Practical shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the end examination.																												
7	Examination Procedure	The examination shall consist of 25 Multiple Choice Questions and practical test.																												
8	Medium of Examination	The medium of examination shall be the Assamese.																												
9	Minimum Pass Grade	<p>A candidate will have to score C Grade for Pass in the examination.</p> <p>Grading System of successful candidates are shown below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Range of Marks in %</th> <th>Letter Grade</th> <th>Category</th> <th>Grade Point</th> </tr> </thead> <tbody> <tr> <td>90-100</td> <td>O</td> <td>Outstanding</td> <td>10</td> </tr> <tr> <td>80-89</td> <td>A+</td> <td>Very Good</td> <td>9</td> </tr> <tr> <td>70-79</td> <td>A</td> <td>Good</td> <td>8</td> </tr> <tr> <td>60-69</td> <td>B+</td> <td>Above Average</td> <td>7</td> </tr> <tr> <td>50-59</td> <td>B</td> <td>Average</td> <td>6</td> </tr> <tr> <td>40-49</td> <td>C</td> <td>Simple Pass</td> <td>5</td> </tr> </tbody> </table> <p>Those who secure less than 40% of marks shall be declared fail.</p>	Range of Marks in %	Letter Grade	Category	Grade Point	90-100	O	Outstanding	10	80-89	A+	Very Good	9	70-79	A	Good	8	60-69	B+	Above Average	7	50-59	B	Average	6	40-49	C	Simple Pass	5
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10	Award of Certificate	Each successful candidate will be awarded a certificate after having passed the examination.																												

Course Coordinator: Dr. Joyanta Deka

Contact No.: 9365978309

## Syllabus of the Course

Unit No.	Unit Name	Details of the Unit
1	Introduction	Script Writing. Its tradition and development.
2	Assamese Script writing	History of Assamese script writing and its presence.
3	Screenplay Writing Theory	Introdtion to various theories of screenplay writing.
4	Basic structure and format of scipts	Introduction structure and formats of script writing in Assamese.
5	Introduction to the Art of writing	Short story - Novel - Play and screenplay -Adoption of novel and drama for TV and film
6	Thought Process	Ideas - comedy and tragedy, Obligatory scene , Melodrama, Writing for TV , Writing comic sequences , dialogues.

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**CERTIFICATE COURSE IN RESEARCH METHODOLOGY**  
**Organized by**  
**Department of Management, R. G. Baruah College, Guwahati**

i.	Eligibility	Candidate who have passed 10+2 examination																												
ii.	No. of Seats	20 students.																												
iii.	Course Fee	NIL																												
iv.	Duration of the Course	2 month (May to June)																												
v.	Personal Contact Programme	There will be personal contact programme consisting of 15 classes.																												
vi.	Attendance	75% attendance of the classes held under the Personal Contact Programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the end examination.																												
vii.	Examination Procedure	The examination shall consist of practical and oral presentation.																												
viii.	Medium of Examination	The medium of examination shall be the Assamese/English.																												
ix.	Minimum Pass Grade	<p>A candidate will have to score C Grade for Pass in the examination.</p> <p>Grading System of successful candidates are shown below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Range of Marks in %</th> <th>Letter Grade</th> <th>Category</th> <th>Grade Point</th> </tr> </thead> <tbody> <tr> <td>90-100</td> <td>O</td> <td>Outstanding</td> <td>10</td> </tr> <tr> <td>80-89</td> <td>A+</td> <td>Very Good</td> <td>9</td> </tr> <tr> <td>70-79</td> <td>A</td> <td>Good</td> <td>8</td> </tr> <tr> <td>60-69</td> <td>B+</td> <td>Above Average</td> <td>7</td> </tr> <tr> <td>50-59</td> <td>B</td> <td>Average</td> <td>6</td> </tr> <tr> <td>40-49</td> <td>C</td> <td>Simple Pass</td> <td>5</td> </tr> </tbody> </table> <p>Those who secure less than 40% of marks shall be declared fail.</p>	Range of Marks in %	Letter Grade	Category	Grade Point	90-100	O	Outstanding	10	80-89	A+	Very Good	9	70-79	A	Good	8	60-69	B+	Above Average	7	50-59	B	Average	6	40-49	C	Simple Pass	5
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x.	Award of Certificate	Each successful candidate will be awarded a certificate after having passed the examination.																												

Course Coordinator: Mr.Khanindra Das

Contact No.: 8011904263

Email ID: [deep30089@gmail.com](mailto:deep30089@gmail.com)

## Syllabus of the Course

Unit No.	Unit Name	Details of the Unit
1	<b>Research Methodology:</b>	<b>An Introduction, Objectives Of Research, Types of research, Significance of Research, Importance of Knowing How Research is Done, Research Process, Problems Encountered by Researchers in India.</b>
2	<b>Sampling Design</b>	<b>Census and Sample Survey, Implications of a Sample Design, Steps in Sampling Design, Criteria of Selecting a Sampling Procedure, Characteristics of a Good Sample Design, Different Types of Sample Designs</b>
3.	<b>Methods of Data Collection</b>	<b>Collection of Primary Data, Observation Method, Interview Method, Collection of Data through Questionnaires, Collection of Data through Schedules, Difference between Questionnaires and Schedules, Some Other Methods of Data Collection, Collection of Secondary Data.</b>
4.	<b>HOW TO PREPARE DISSERTATION PROPOSAL</b>	<b>A STEP BY STEP GUIDE</b>

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**Certificate Course on Professional Make-Up  
Organized by  
Women Studies Cell**

**R.G. Baruah College, Guwahati**

Sl. No.	Eligibility	Candidate who have passed 10+2 examination
1	No of seats	25
2	Course Fee	100/ - per student
3	Duration of the Course	10 Days (20 <sup>th</sup> September to 30 <sup>th</sup> September) 2022
4	Personal contact programme	There will be personal contact programme
5	Attendance	75% attendance of the classes held under the personal contact programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the end examination.
6	Examination Procedure	The examination shall consist of practical examination and viva
7	Medium of Instruction	The medium of instruction shall be the Assamese/ English

8	Minimum pass grade	<p>A candidate will have to score C grade for pass in the examination. Grading system of successful candidates are shown below</p> <table border="1" data-bbox="862 373 1362 852"> <thead> <tr> <th>Range of Marks in %</th> <th>Letter Grade</th> <th>category</th> </tr> </thead> <tbody> <tr> <td>90-100</td> <td>O</td> <td>outstanding</td> </tr> <tr> <td>80-100</td> <td>A+</td> <td>Very Good</td> </tr> <tr> <td>70-79</td> <td>A</td> <td>Good</td> </tr> <tr> <td>60-69</td> <td>B+</td> <td>Above Average</td> </tr> <tr> <td>50-59</td> <td>B</td> <td>Average</td> </tr> <tr> <td>40-49</td> <td>C</td> <td>Simple pass</td> </tr> </tbody> </table> <p>Those who secure less than 40% of marks shall be declared fail.</p>	Range of Marks in %	Letter Grade	category	90-100	O	outstanding	80-100	A+	Very Good	70-79	A	Good	60-69	B+	Above Average	50-59	B	Average	40-49	C	Simple pass
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9	Award of certificate	Each successful candidate will be awarded a certificate after declaration of result.																					

Course Coordinator. Dr. Karabi Kakati and Ms Jini Rani Boro

Contact No.09864095802

Email ID: karabikakati21@gmail.com

# Certificate course in Professional Make-Up

## Syllabus and schedule of the course

2022

<b>Unit no</b>	<b>Unit name</b>	<b>Time</b>
1	Introduction to make up, Basics of make up	2 hours
2	Skin type knowledge	2 hours
3	Face structure	3 hours
4	Product Knowledge	2 hours
5	Brush Knowledge	2 hours
6	Different Eye make up	3 hours
7	Bridal make up	5 hours
8	Festival make up	4 hours
9	Nude make up	2 hours
10	Nail Art	2 hours
11	Practical classes	9 hours
		<b>Total 36 hours</b>

**Certificate Course in Pre-Primary Teacher Training**  
**Organized by**

**Department of Education**  
**R.G. Baruah College, Guwahati**

Sl. No.	Eligibility	Candidate who have passed 10+2 examination
1	No of seats	40
2	Course Fee	100/ - per student
3	Duration of the Course	3 months (April to June) 2023
4	Personal contact programme	There will be personal contact programme
5	Attendance	75% attendance of the classes held under the personal contact programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the end examination.
6	Examination Procedure	The examination shall consist of practice teaching and viva
7	Medium of Instruction	The medium of instruction shall be the Assamese/ English

8	Minimum pass grade	<p>A candidate will have to score C grade for pass in the examination. Grading system of successful candidates are shown below</p> <table border="1" data-bbox="862 405 1362 947"> <thead> <tr> <th>Range of Marks in %</th> <th>Letter Grade</th> <th>category</th> </tr> </thead> <tbody> <tr> <td>90-100</td> <td>O</td> <td>outstanding</td> </tr> <tr> <td>80-100</td> <td>A+</td> <td>Very Good</td> </tr> <tr> <td>70-79</td> <td>A</td> <td>Good</td> </tr> <tr> <td>60-69</td> <td>B+</td> <td>Above Average</td> </tr> <tr> <td>50-59</td> <td>B</td> <td>Average</td> </tr> <tr> <td>40-49</td> <td>C</td> <td>Simple pass</td> </tr> </tbody> </table> <p>Those who secure less than 40% of marks shall be declared fail.</p>	Range of Marks in %	Letter Grade	category	90-100	O	outstanding	80-100	A+	Very Good	70-79	A	Good	60-69	B+	Above Average	50-59	B	Average	40-49	C	Simple pass
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Course Coordinator. Dr. Karabi Kakati

Contact No.09864095802

Email ID: karabikakati21@gmail.com

**Certificate Course in Pre-Primary Teacher Training**  
**Organized by**

Department of Education  
R.G. Baruah College

**Syllabus and Schedule of the Course**

From April to June, 2023

Sl. No.	Unit Name	Details of the unit	Duration
1	Basics of Teaching	Concept of teaching, Principle of teaching, Maxims of teaching	1 hour
2	Methods of Teaching	Concept, various methods of teaching, Activity	1 hour
3	Technique for Effective Pre-school Teaching	Concept, Technique	2 hours
4	Classroom Management	Meaning, Importance, Approach, Principles, Problems, prevention, Activity	2 hours
5	Lesson Plan	Concept, Steps of lesson plan, good lesson plan. Activity	2 hours
6	Psychology of Infants Characteristics of Infancy, Need of a Child Role of Family and Teacher	Concept, importance, Role of Family, and teacher	1 hours
7	Micro Teaching Concept, Objectives, Cycle, and Importance	Meaning, objectives, importance, Activity	2 hours
8	Teaching Skills Blackboard Writing Stimulus Variation Introduction a Lesson Probing Questions	Meaning, various teaching skills, Activity	1 hours

9	Practice Teaching Techniques	Concept, and various techniques for practice teaching	2 hours
10	Children and Writing Skill	Concept and various writing skill, Activity	1 hour

## Teaching practicum

SL . NO.	Contents	Duration
1.	Practice teaching	13 hours
2.	Micro Teaching	2 hours

**Certificate Course in Administration and Administrative Service**  
**Organized by**  
**Department of Political Science, R.G.Baruah College, Guwahati-781025**

I	Eligibility	Candidate who have passed 10+2 Examination		
II	Number of seats	50 students		
III	Course fees	Free		
IV	Duration of the course	32 hrs		
V	Personal contact programme	There will be personal contact programme consisting of 7 classes		
VI	Attendance	75% attendance of the classes held under the personal contact programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the examination.		
VII	Examination procedure	Oral presentation		
VIII	Medium of examination	The medium of examination shall be Assamese/ English		
IX	Minimum pass grade	A candidate will have to secure C grade for pass in the examination. Grading system of successful candidates are shown below		
		Range of marks in %	Letter Grade	Category

		90-100	O	Outstanding	10
		80-89	A+	Very good	9
		70-79	A	Good	8
		60-69	B+	Above average	7
		50-59	B	Average	6
		40-49	C	Simple pass	5
X	Award of Certificate	Each successful candidate will be awarded a certificate after having passed the examination.			

Course coordinator: Dr. Mallika Kandali

**Contact No: 9435013577**

**Email ID: [mallikakandali@gmail.com](mailto:mallikakandali@gmail.com)**

**Syllabus of the course**

	<b>Name of the Course</b>	<b>Administration and Administrative Service</b>
<b>Unit No</b>	<b>Unit Name</b>	<b>Details of Unit</b>
1	Indian Administrative Services	Meaning, examination, characteristics, process
2	Principles of Public Administration	Centralization, decentralization, Ethics and values in public administration
3	Other Allied Services	IAS, IPS, IFS etc.
4	Indian Polity and Administration	Governance and Administration
5	Personality Development and Leadership	Meaning, Characteristics, developing process
6	Leadership and other aspects	Meaning, qualities, process
7	Art of Public Speaking and Communication	Meaning, relation between public speaking and communication
8	Recruitment and Personal Interviews	Meaning, types, interview procedure etc.
9	Morality, Ethics and Motivation	Meaning, Relation, Values etc.
10	Reasoning Aptitude Test	Meaning, Process.
11	Transformation and Leadership	Meaning, Relation
12	Constitutional Studies	What is constitutionalism? Principles, Amendment etc.

**Total hrs 32 hrs**

**Certificate Course in Women and Law**  
**Organized by**  
**Department of Political Science, R.G.Baruah College, Guwahati-781025**

I	Eligibility	Candidate who have passed 10+2 Examination		
II	Number of seats	50 students		
III	Course fees	Free		
IV	Duration of the course	32 hrs		
V	Personal contact programme	There will be personal contact programme consisting of 7 classes		
VI	Attendance	75% attendance of the classes held under the personal contact programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the examination.		
VII	Examination procedure	Oral presentation		
VIII	Medium of examination	The medium of examination shall be Assamese/ English		
IX	Minimum pass grade	A candidate will have to secure C grade for pass in the examination. Grading system of successful candidates are shown below		
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		90-100	O	Outstanding	10
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		40-49	C	Simple pass	5
X	Award of Certificate	Each successful candidate will be awarded a certificate after having passed the examination.			

Course coordinator: Dr. Mallika Kandali

**Contact No: 9435013577**  
**Email ID: [mallikakandali@gmail.com](mailto:mallikakandali@gmail.com)**  
**Syllabus of the course**

	<b>Name of the Course</b>	<b>Women and Law</b>
<b>Unit No</b>	<b>Unit Name</b>	<b>Details of Unit</b>
1	Gender-based violence	Meaning, history, gender-based violence
2	Sex, gender, debates	Meaning, debates, acts
3	Reproductive health and rights	Meaning, scope, rights, official leaves
4	Women-related legislations and Indian Constitution	Institutional mechanism, filing, FIR, detention, arrest and bail
5	Issues related to women, Domestic Violence	Human trafficking, human right and women, rape, sexual harassment, education
6	Human trafficking	Meaning, Laws, NGOs
7	Women and education	Meaning, scope, freedom etc
8	Rape and sexual harassment	Laws, Acts etc

**Total hrs 32 hrs**

## Certificate Course in Personality Development

**Organized by  
Department of Education, R. G. Baruah College, Guwahati**

i.	Eligibility	Candidate who have passed 10+2 examination																												
ii.	No. of Seats	50 students.																												
iii.	Course Fee	Rs. 200/- per student																												
iv.	Duration of the Course	4 months (March to June)																												
v.	Personal Contact Programme	There will be personal contact programme consisting of 24 classes.																												
vi.	Attendance	75% attendance of the classes held under the Personal Contact Programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the end examination.																												
vii.	Examination Procedure	The examination shall consist of 50 Multiple Choice Questions and oral presentation.																												
viii.	Medium of Examination	The medium of examination shall be the Assamese/English.																												
ix.	Minimum Pass Grade	<p>A candidate will have to score C Grade for Pass in the examination.</p> <p>Grading System of successful candidates are shown below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Range of Marks in %</th> <th>Letter Grade</th> <th>Category</th> <th>Grade Point</th> </tr> </thead> <tbody> <tr> <td>90-100</td> <td>O</td> <td>Outstanding</td> <td>10</td> </tr> <tr> <td>80-89</td> <td>A+</td> <td>Very Good</td> <td>9</td> </tr> <tr> <td>70-79</td> <td>A</td> <td>Good</td> <td>8</td> </tr> <tr> <td>60-69</td> <td>B+</td> <td>Above Average</td> <td>7</td> </tr> <tr> <td>50-59</td> <td>B</td> <td>Average</td> <td>6</td> </tr> <tr> <td>40-49</td> <td>C</td> <td>Simple Pass</td> <td>5</td> </tr> </tbody> </table> <p>Those who secure less than 40% of marks shall be declared fail.</p>	Range of Marks in %	Letter Grade	Category	Grade Point	90-100	O	Outstanding	10	80-89	A+	Very Good	9	70-79	A	Good	8	60-69	B+	Above Average	7	50-59	B	Average	6	40-49	C	Simple Pass	5
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x.	Award of Certificate	Each successful candidate will be awarded a certificate after having passed the examination.																												

Course Coordinator: Dr. Utpal Kalita

Contact No.: 07002823535

Email ID: [utpalkalita20@gmail.com](mailto:utpalkalita20@gmail.com)

## Syllabus of the Course

Unit No.	Unit Name	Details of the Unit
1	Introduction to Personality	Concept of Personality, Influencing Factors of Personality Development.
2	Leadership	Introduction to Leadership, Leadership Power, Leadership Styles, Leadership in Administration.
3	Inter Personal Relations	Introduction to Interpersonal Relations, Analysis of different ego states, Analysis of Transactions, Analysis of Strokes, Analysis of Life position.
4	Motivation	Introduction to Motivation, Relevance and types of Motivation, Motivating the subordinates, Analysis of Motivation.
5	Communication skill	Introduction to Communication, Flow of Communication, Listening, Barriers of Communication, How to overcome barriers of communication.
6	Stress Management	Introduction to Stress, Causes of Stress, Impact of Stress, Managing Stress.
7	Team building	Team Building, Interaction with the Team, How to build a good team?
8	Time Management	Time as a Resource, Identify Important Time Wasters, Individual Time Management Styles, Techniques for better Time Management.
9	Building Self	Personal Development, Self esteem, Self Confidence, Self Actualization.
10	Conflict Management	Introduction to Conflict, Causes of Conflict, Managing Conflict.
11	Developing an Understanding of Social etiquettes	Dressing for Interview, Dressing for Office, Dining Etiquettes, Telephone, E-mail and Public Relations Office's Etiquettes
12	Event Management	Introduction to Event Management, Code of Ethics, Principles of Event Management, Key to Success an Event.

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## Certificate Course on Hindi Translation

Organized by

Department of Hindi, R. G. Baruah College

i.	Eligibility	Candidate who has passed HSSLC																												
ii.	No. of seats	30																												
iii.	Course Fees	300 per student																												
iv.	Duration of Course	Thirty Hours																												
v.	Personal Contact Programme	There will be personal contact programme consisting of 30 classes																												
vi.	Attendance	75% attendance of the classes held under the personal contact programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to seat in the end examination procedure.																												
vii.	Examination Procedure	Examination Procedure will include both Theory and Practical																												
viii.	Medium of Examination	The medium of examination shall be Hindi																												
ix.	Minimum Pass Grade	<p>A candidate will have to score C grade to pass in the examination</p> <p>Grading system of successful candidates are shown below</p> <table border="1"><thead><tr><th>Range of Marks in %</th><th>Letter Grade</th><th>Category</th><th>Grade Point</th></tr></thead><tbody><tr><td>90-100</td><td>O</td><td>Outstanding</td><td>10</td></tr><tr><td>80-89</td><td>A+</td><td>Very Good</td><td>9</td></tr><tr><td>70-79</td><td>A</td><td>Good</td><td>8</td></tr><tr><td>60-69</td><td>B+</td><td>Above Average</td><td>7</td></tr><tr><td>50-59</td><td>B</td><td>Average</td><td>6</td></tr><tr><td>40-49</td><td>C</td><td>Simple Pass</td><td>5</td></tr></tbody></table> <p>Those who score less than 40% of marks shall be declared fail.</p>	Range of Marks in %	Letter Grade	Category	Grade Point	90-100	O	Outstanding	10	80-89	A+	Very Good	9	70-79	A	Good	8	60-69	B+	Above Average	7	50-59	B	Average	6	40-49	C	Simple Pass	5
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x.	Award of Certificate	Each successful candidate will be awarded a certificate after having passed the examination																												

Course Coordinator : Dr. Karabi Talukdar

Contact No. : 6000171874

Email id : kkarabi.gau@gmail.com

## Syllabus of the Course:

Unit No.	Unit Name	Details of the Unit
1	History of Translation	Definition, Importance, Function of language, Levels of translation, Qualities of good translation
2	Theories of Translation	Types of Translation, Ancient and Modern Theory of Translation
3	Creative literature and Translation	Introduction, Importance and Challenges of Translation in Creative Writing
4	Official and Practical Translation	Introduction, Importance and Challenges of Official and Practical Translation.
5	Practice of Practical translation	Practical

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## Certificate Course in Hairstyling and Haircare

**Organized by  
Women's study Cell, R. G. Baruah College, Guwahati**

i.	Eligibility	Candidate who has passed 10th examination																												
ii.	No. of Seats	15 students.																												
iii.	Course Fee	Rs. 200/- per student																												
iv.	Duration of the Course	30 Hours																												
v.	Personal Contact Programme	There will be personal contact programme consisting of 15 classes.																												
vi.	Attendance	75% attendance of the classes held under the Personal Contact Programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the end examination.																												
vii.	Examination Procedure	The examination shall consist of practical and viva-voce																												
viii.	Medium of Examination	The medium of examination shall be in Assamese/English.																												
ix.	Minimum Pass Grade	<p>A candidate will have to score C Grade to Pass in the examination.</p> <p>Grading System of successful candidates are shown below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Range of Marks in %</th> <th>Letter Grade</th> <th>Category</th> <th>Grade Point</th> </tr> </thead> <tbody> <tr> <td>90-100</td> <td>O</td> <td>Outstanding</td> <td>10</td> </tr> <tr> <td>80-89</td> <td>A+</td> <td>Very Good</td> <td>9</td> </tr> <tr> <td>70-79</td> <td>A</td> <td>Good</td> <td>8</td> </tr> <tr> <td>60-69</td> <td>B+</td> <td>Above Average</td> <td>7</td> </tr> <tr> <td>50-59</td> <td>B</td> <td>Average</td> <td>6</td> </tr> <tr> <td>40-49</td> <td>C</td> <td>Simple Pass</td> <td>5</td> </tr> </tbody> </table> <p>Those who secure less than 40% of marks shall be declared fail.</p>	Range of Marks in %	Letter Grade	Category	Grade Point	90-100	O	Outstanding	10	80-89	A+	Very Good	9	70-79	A	Good	8	60-69	B+	Above Average	7	50-59	B	Average	6	40-49	C	Simple Pass	5
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x.	Award of Certificate	Each successful candidate will be awarded a certificate after having passed the examination.																												

Course Coordinator: Dr. Karabi Talukdar, Ms. Tania Tarannam

Contact No.: 6000171874, 9864723740

Email ID: kkarabi.gau@gmail.com , taniatarannam@gmail.com

**Syllabus of the Course**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Details of the Unit</b>
1	Haircare	Definition, Structure, Types, Nutrition for Hair, Haircare Essentials-Oil, Shampoo, Conditioner, Hair Mask, Hair-Drying, Haircare in different condition Haircare practical.
2	Haircut	Haircut Tools, Haircut Types, Precautionary Measures, Haircut Practical
3	Hair Styling	Hairstyling Tools, Formal and Informal Hairstyles, Hairstyling for different occasions- school/college, workplace, parties, daily hairstyle, Hairstyling Practical

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## ADD on course on E-Filing and GST

**Organized by  
Department of Accountancy, R. G. Baruah College, Guwahati**

i.	Eligibility	Passed 10+2 examination
ii.	No. of Seats	50 students.
iii.	Course Fee	Rs. 50/- per student
iv.	Duration of the Course	1 months ( June to July)
v.	Personal Contact Programme	There will be personal contact programme consisting of 20 classes.
vi.	Attendance	80% attendance of the classes held under the Personal Contact Programme shall be compulsory for every student. Those students who are unable to fulfill this condition will not be eligible to sit in the end examination.
vii.	Examination Procedure	The examination shall consist both theoretical and Practical
viii.	Medium of Examination	The medium of examination shall be the English.
ix.	Minimum Pass Grade	Candidate who score 50% in theory paper and able to do online process of Filing of return .considered as successful
x.	Award of Certificate	Each successful candidate will be awarded a certificate after having passed the examination.

Course Coordinator: Mr. Samir Roy

Contact No.: 09707489579

Email ID: [samirrgbc@gmail.com](mailto:samirrgbc@gmail.com)

# Syllabus of the Course

## E-Filing and GST

### **Unit 1: Preparation of Return of Income**

Filing of returns Manually. On-line filing of Returns of Income & TDS, Provision & Procedures of Compulsory On-Line filing of returns for specified assesses, Permanent Account Number (PAN)

### **Unit 2: Income Tax and E-Filing of ITRs**

Introduction to income tax basic terminology, types of assessee, income taxable under different heads Basics of computation of total income and tax liability, deductions available from gross total income, PANCard, due date of filing of income tax return Instructions for filing out form ITR-1, ITR-2, ITR 3. ITR-4, ITR-4S, ITR-5, ITR-6 Introduction to income tax Portal, preparation of electronic return (practical workshops).

### **Unit3: Service Tax and E-filing of Service Tax Returns**

Introduction to service tax, relevant notifications regarding e-filing of service tax return; steps for preparing service tax returns, practical workshop on e-filing of service tax returns.

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