



OFFICE OF THE PRINCIPAL
GOLAGHAT PURBANCHALIK COLLEGE
AFFILIATED TO DIBRUGARH UNIVERSITY
P.O. Hatiyekhowa 785626, Dist, Golaghat (Assam)
E-mail:- purbanchalikcollege@gmail.com

SOFT SKILL SESSION 2022-2023

Soft Skill/ Language and communication skills	2022-23
Title of the Program/ Event	Certificate Course in Soft Skills , Language and communication skills, Add on course Assamese Department
Organizer	The Department of Assamese of Golaghat Purbanchalik College
Date	17 August 2022 to 10 Nov 2022
No. of Participants	35

Capacity building and skills enhancement initiatives taken by the institution.

SoftSkill

Certificate Course in Soft Skills/ Language and communication skills

Soft Skill/ Language and communication skills

The Department of Assamese has been offering a self-financing Three month certificate course in Soft Skills since August 2022. The course is offered for Three months, in an academic year. The classes are conducted in the college on weekdays from 3p.m.-4 p.m. Total number of hours is 50 hours. Classes are taken by the faculty members of the department.

Aims and Objectives: The course aims at making the students understand the fundamental soft skills and of their practical usage. Through this course they learn to communicate effectively and confidently. They also learn how to identify and overcome the barriers in interpersonal relationship in order to obtain best results. Students would find this course immensely useful for building a career and also finding employment as soft skill trainers.

The course has been started keeping in view the crucial role of language skills and soft skills in personal as well as professional life of the younger generation. In the era of globalization, it has become imperative to become





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proficient in both soft skills and life skills. Therefore, with the objective of equipping students with the vital communication and soft skills to succeed in the highly competitive world, the Department of English proposes to offer a specially designed Certificate Course in Soft Skills.

Course Outcome: After completing this course, students will be able to:

- Understand the significance and essence of a wide range of soft skills.
- Learn how to apply soft skills in a wide range of social and professional environment.
- Will acquire the skill of employing soft skills to improve interpersonal relationships.
- Learn how to employ soft skills to enhance employability and ensure workplace and career success.

Objectives and Emphasis of the curriculum

- Emphasis of personality development of the students
- To provide correct pronunciation and improved speech style to the students
- Development of speaking and writing style of the Assamese Language

Unit-1

- Qualities of a speaker
- Course on personality development
- Accuracy and clarity of Pronunciation

Unit-2

- Handwriting Practice
- Skills in writing application signature, presentations, letters etc
- Use of Punctuation
- Qualities of good writing

Reference Books:

- যোগাযোগ কলঃ নীরাঞ্জনা মহন্ত বেজবৰা, বনলতা, ডিব্ৰুগড়





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- অসমীয়া ভাষাৰ উচ্চাৰণঃ গোলোকচন্দ্ৰ গোস্বামী, বীণা লাইব্ৰেৰী, গুৱাহাটী
- ব্যৱহাৰিক অসমীয়া অভিধানঃ বসন্ত কুমাৰ গোস্বামী, যোৰহাট
- নিকা অসমীয়া ভাষাঃ মহেশ্বৰ নেওগ, লয়াৰ্ছ, গুৱাহাটী

Evaluation

There are two components of Evaluation: Theory and Practical

- Written Test 60 marks
- And Practical Examination: 40 marks.

Total Marks :100

Total Number of Classes:50



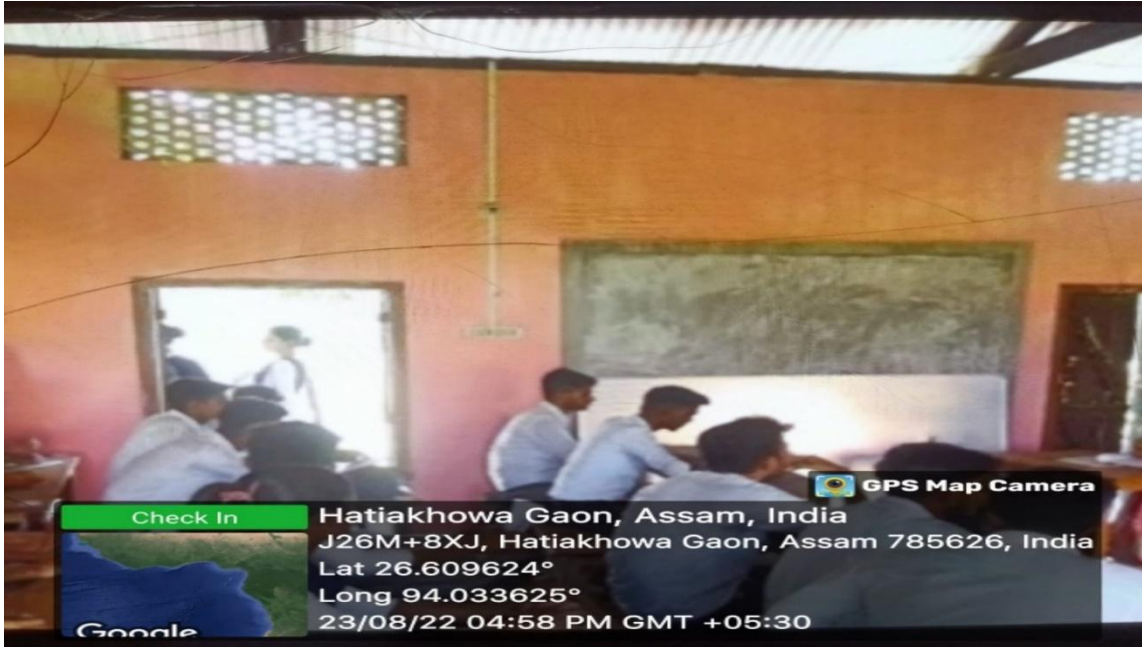


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GOLAGHAT PURBA NCHALIK COLLEGE

DEPARTMENT Add-on (Assamese) ATTENDANCE REGISTER FOR THE MONTH OF Sept 2022

Sl. No.	Roll No.	NAME	Days														Total General Class Attended	Total Tutorial Class Attended	Percentage of Attendance
			1	2	3	4	5	6	7	8	9	10	11	12	13	14			
35		Practical Day	P					P	P	P	P								
Total Nos. of Absences on the date																			
Sign. of the Prof. on duty on the date																			
Sign. of the Head of the Dept. on the date																			

(Remarks : Monthly)
 To be filled up by the head of dept every month
 Principal
 Golaghat Purbanchalik College
 Hatyekhowa 785626





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GOLAGHAT PURBA NCHALIK COLLEGE

DEPARTMENT Add-on (Assamese) ATTENDANCE REGISTER

FOR THE MONTH OF Oct 2022

Sl. No.	Roll No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total General Class Attended	Total Tutorial Class Attended	Percentage of Attendance		
35		Prasanna Das		P						P	P	P							P																			





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GOLAGHAT PURBA NCHALIK COLLEGE

DEPARTMENT Add. (07) (Assamese) ATTENDANCE REGISTER

FOR THE MONTH OF Nov 2022

Sl. No.	Roll No.	NAME	Days													Total General Class Attended	Total Tutorial Class Attended	Percentage of Attendance
			1	2	3	4	5	6	7	8	9	10	11	12	13			
1		Atter Samanta	P	P	P	P	P	S	P	P	P	P	P	P	S			
2		Arati Gucwata	P	P	P	P	P	P	P	P	P	P	P	P	P			
3		Arif Ahmed	P	P	P	P	P	N	P	R	P	P	P	N				
4		Sehnaj Sultana	P	P	P	P	P	P	P	P	P	P	P	P	P			
5		Dastob Boruah	P	P	P	P	P	P	A	P	N	P	P	P	A			
6		Sabana Begum	P	P	P	P	P	P	P	P	P	P	P	P	P			
7		Biplob Borca	P	P	P	P	P	P	P	P	P	P	P	P	P			
8		Dite Gogoi	P	P	P	P	P	P	P	P	P	P	P	P	P			
9		Diganta Boruah	P	P	P	P	P	P	P	P	P	P	P	P	P			
10		Diganta Boruah	P	P	P	P	P	P	P	P	P	P	P	P	P			
11		Dishika Saikia	P	P	P	P	P	P	P	P	P	P	P	P	P			
12		Lakhi Gogoi	P	P	P	P	P	P	P	P	P	P	P	P	P			
13		Lakhyjit Borca	P	P	P	P	P	P	P	P	P	P	P	P	P			
14		Lalit Bar	P	P	P	P	P	P	P	P	P	P	P	P	P			
15		Krishna Borca	P	P	P	P	P	P	P	P	P	P	P	P	P			
16		Pratik Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P			
17		Montu Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P			
18		Mousumi Gogoi	P	P	P	P	P	P	P	P	P	P	P	P	P			
19		Mridul Rai	P	P	P	P	P	P	P	P	P	P	P	P	P			
20		Nabakanta Kotoky	P	P	P	P	P	P	P	P	P	P	P	P	P			
21		Natmoon Nahar Begum	P	P	P	P	P	P	P	P	P	P	P	P	P			
22		Nayanmoni Mirchha	P	P	P	P	P	P	P	P	P	P	P	P	P			
23		Naizha Akhter	P	P	P	P	P	P	P	P	P	P	P	P	P			
24		Sehnaj Begum	P	P	P	P	P	P	P	P	P	P	P	P	P			
25		Purbali Gogoi	P	P	P	P	P	P	P	P	P	P	P	P	P			
26		Rahul Gogoi	P	P	P	P	P	P	P	P	P	P	P	P	P			
27		Pulin Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P			
28		Dipsikha Gogoi	P	P	P	P	P	P	P	P	P	P	P	P	P			
29		Shikha moni Saikia	P	P	P	P	P	P	P	P	P	P	P	P	P			
30		Bakita Saikia	P	P	P	P	P	P	P	P	P	P	P	P	P			
31		Sandip pal kalita	P	P	P	P	P	P	P	P	P	P	P	P	P			
32		Surej moni Borca	P	P	P	P	P	P	P	P	P	P	P	P	P			
33		Magnash Pratham Bora	P	P	P	P	P	P	P	P	P	P	P	P	P			
34		Preostati Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P			
Total Nos. of Absentees on the date																		
Sign. of the Prof. on duty on the date																		
Sign. of the Head of the Dept. on the date																		
																(Remarks : Monthly)		
																Principal JC Golaghat Purbanchalik College Hatiyekhowa, 785626 Principal		



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Hatiyekhowa, 785626



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GOLAGHAT PURBAN

DEPARTMENT Add on ATTENDANCE REGISTER

Sl. No.	Roll No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14
35		Pranjal Das	P	P	P	P			P		P	P				

Total Nos. of Absences on the date _____
 Sign. of the Prof. on duty on the date _____
 Sign. of the Head of the Dept. on the date _____

NCHALIK COLLEGE

FOR THE MONTH OF Nov 2022

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total General Class Attended	Total Tutorial Class Attended	Percentage of Attendance

(Remarks : Monthly)
 Principal of Golaghat Purbanchalik College
 Hatiyekhowa - 785626

by the head of dept. every month

