



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

Ref. No. DU/DR-A/6-1/22/1142

Date: 19.09.2022

NOTIFICATION

Under Report to the Under Graduate Board and Academic Council, Dibrugarh University, the Hon'ble Vice Chancellor, Dibrugarh University is pleased to approve the following subjects as Add-on-Courses to be offered by Khowang College, Dibrugarh w.e.f. the Academic Session 2022-2023.

Sl. No	Title of the Add-on Courses	Duration	Department
1	Certificate Course in Creative Writing	6 Months	Assamese
2	Certificate Course on Application of Assamese	90 Hours	Assamese
3	Spoken English Course	3 Months	English
4	Soft Skills Course	3 Months	English
5	Certificate Course on Human Rights	6 Months	Political Science
6	Fundamentals of Entrepreneurship	6 Months	Economics
7	Beauty Care Management	3 Months	Women Cell
8	Applied Yoga	6 Months	NSS Unit

Issued with due approval.

Arinjit Hazarika
19/09/2022
(Arinjit Hazarika)
Joint Registrar (Academic) i/c
Dibrugarh University

Copy to:

1. The Hon'ble Vice Chancellor, Dibrugarh University for favour of information.
2. The Deans, Dibrugarh University, for favour of information.
3. The Registrar i/c, Dibrugarh University, for information.
4. The Controller of Examinations, Dibrugarh University, for favour of information.
5. The Inspector of Colleges i/c, Dibrugarh University, for information.
6. The Principal, Khowang College, Dibrugarh, Assam for information.
7. The Joint Controller of Examinations "C", Dibrugarh University, for information.
8. The Deputy Controller of Examinations "A" & "B" i/c, Dibrugarh University, for information.
9. The Academic Officer, Dibrugarh University, for information and needful.
10. File.

Arinjit Hazarika
19/09/2022
(Arinjit Hazarika)
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19/09/2022
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DEPARTMENT OF ASSAMESE :- KHOWANG COLLEGE
ADD-ON COURSE SYLLABU

Add-on Course-1

Title of the Course: Certificate Course in Creative Writing

Duration: 6 Months (30 hours)

Credit: 02 Credits

Mode of Course: Both Offline and Online

Objectives: The prime objectives of this course are to acquaint the learners with ideas related to creative writing including the art, the craft and the basic skills required for a creative writer. It may help learners to understand the principles of creative writing and the distinction between the literary genres and explain the differences in writing for various literary and social media. It sharpens up the creative and critical faculties of learners. The course enable learners to put into practice the various forms of creative writing that they have studied through the course.

Learning Outcomes: At the end of the course, learners will be able to distinguish between the literary genres, will be able to write for various literary and social media, can critically appreciate various forms of literature, make innovative use of their creative and critical faculties and seek employment into various creative fields.

Eligibility for Admission: Candidate who has passed 10+2 examination in Arts/ Science/ Commerce or equivalent examination.

Evaluation Pattern:

I. Internal Assessment: (40 Marks)

Assignments/Projects:

1. Critical Appreciation of any literary text chosen in consultation with the concerned teacher [20 marks (15 marks + 5 marks for viva voce)]
2. Writing a piece of fiction- novella, story, play or poem with commentary on the written text as well as the experience of writing [20 marks (15 marks + 5 marks for viva voce)]

II. Course End Assessment (Marks: 60)

Duration: 2 hours

- | | |
|---|----------|
| i. Short notes (3 out of 5) - Unit I & II | 15 marks |
| ii. Essay type (1 out of 2) - Unit I & II | 15 marks |
| iii. Practical Question on Grammar, Punctuation and Editing | 15 marks |
| iv. Practical Question from Unit III & IV (1 out of 3) | 15 marks |

Grading System:

Letter Grade with Meaning		Grade Point
O	Outstanding	10 (Marks Securing 90% and above)
A+	Excellent	9(Marks securing 80%-90%)
A	Very Good	8(Marks securing 70%-80%)
B+	Good	7(Marks securing 60%-70%)
B	Above Average	6(Marks securing 50%-60%)
P	Pass	5(Marks securing 40%-50%)
F	Fail	0(Marks securing below 40%)
Abs	Absent/Incomplete	0

TITLE OF THE COURSE: CERTIFICATE COURSE IN CREATIVE WRITING

Course Code: CW

Duration: 6 Months (30 hours)

Credit: 02 Credits

Unit I: Fundamentals of Creative Writing: (06 Lectures)

- Meaning and Significance of Creative Writing
- Genres of Creative Writing: poetry, fiction, non-fiction, drama and other forms
- Research for Creative Writing

Unit II: Elements of Creative Writing: (08 Lectures)

- Plot, Setting, Character, Dialogue, Point of View
- Literary Devices and Figurative Language
- Elements of Style
- Grammar and the Structure of Language
- Proof Reading and Editing

Unit III: Traditional Forms of Creative Writing: (08 Lectures)

- Fiction: short story, novella and novel
- Poetry
- Drama
- Essay
- Fable
- Biography, Memoire and Autobiography
- Travelogues, Diaries, Self-Narrative Writing

Unit IV: New Trends in Creative Writing (08 Lectures)

- Web Content Writing and Blog Writing
- Script Writing
- Journalistic Writing
- Copywriting
- Graphic Novel
- Flash Fiction

Note: Reference and reading materials will be provided during the class.

Add-on Course-2

Title of the Course: CERTIFICATE COURSE ON APPLICATION OF ASSAMESE LANGUAGE IN COMPUTER

Course Code: AALC

Credit: 6 (90 hours)

Mode: Offline

Objectives: The prime objectives of this course are to acquaint the learners with working knowledge of computer using Assamese Language in various mediums. It may help learners to understand the software/applications which are commonly used in print media. It sharpens up the skill of typing, layout designing and proof reading of learners. The course enables learners to put into practice of the applications used for desktop publishing that they have studied through the course.

Learning Outcomes: At the end of the course, learners will be able to acquire practical knowledge of the desktop publishing using Assamese Language typing tools and publishing applications and which may help them to seek employment into print media.

Eligibility for Admission: Candidate who has passed 10+2 examination in Arts/ Science/ Commerce or equivalent examination.

Evaluation Pattern:

I. Internal Assessment: (20 Marks)

1. Attendance/Assignment/Project 15 Marks
2. Viva voce 5 Marks

II. Course End Assessment (Marks: 80)

Duration: 2 hours

1. Multiple Choice Questions (MCQ)/ Written 40 marks
2. Practice (Typing, Layout Settings and Printing) 40 marks

Grading System:

Letter Grade with Meaning		Grade Point
O	Outstanding	10 (Marks Securing 90% and above)
A+	Excellent	9(Marks securing 80%-90%)
A	Very Good	8(Marks securing 70%-80%)
B+	Good	7(Marks securing 60%-70%)
B	Above Average	6(Marks securing 50%-60%)
P	Pass	5(Marks securing 40%-50%)
F	Fail	0(Marks securing below 40%)
Abs	Absent/Incomplete	0

**Title of the Course: CERTIFICATE COURSE ON APPLICATION OF ASSAMESE
LANGUAGE IN COMPUTER**

Course Code: AALC

Credit: 6 (90 hours)

[Internal Assessment: 20
End Semester Examination: Theory 40 + Practical 40]

Part-A (THEORY)

Unit: I (18 Hours)

- Introduction to Computer Fundamentals

Unit-II (18 Hours)

- Introduction to typing Software, used for the Assamese Language (Winlipi, Ramdhenu, Avro, Rodali, Jahnvi, Windows Default Keyboard)

Unit-III (18 Hours)

- Introduction to Unicode Fonts and Non-Unicode Fonts
- Introduction to Keyboard Layouts
- Introduction to Desktop Publishing Software used for Assamese Language (PageMaker 7.0, Microsoft Office, OpenOffice, InDesign, Photoshop)
- Typing in Web Interfaces

Part-A (PRACTICAL)

Unit-IV (18 Hours)

- Desktop Publishing in Assamese
- Creating File, Paper Size and Margins, Layout Settings, Printing
- Creative Design
- Proof Reading (in soft copy/hard copy)

Unit-V (18 Hours)

- Uses of Assamese in Unicode supported Interfaces
- Uses of Assamese in Non-Unicode Software for Commercial Purposes

Note: Reference and reading materials will be provided during the class.

Department of Political Science :: Khowang College

Add-on Course

Course Name – Certificate Course on Human Rights

Duration: 6 Months (60 Hours)

Credit: 2

Mode of Class: Both online and offline.

Course Objectives: The course aims at providing basic introduction on Human Rights, their conceptual, philosophical and historical foundations along with the major international legal instruments and institutions working on the protection and promotion of Human Rights throughout the globe. The course contains the major challenges for the protection and promotion of Human Rights in the contemporary world.

Desired Outcomes: On completion of this course, students would be able to:

- Be acquaint with the concept of Human Rights and its historical background.
- Know the evolution of Human rights as an academic discipline.
- Acquire knowledge on institutional Arrangements for the promotion and protection of Human Rights.
- understand Human Rights in a comparative perspective especially how debates on human rights have taken distinct forms historically and in the contemporary world
- Understand the role of the UNO in establishing mechanisms to promote and protect Human Rights and to assist states of the globe in carrying out their responsibilities.
- Be familiar with the major challenges for Human Rights like Global Terrorism, Climate Change, Poverty, Pandemic etc.

Eligibility Criteria: HSSLC (10+2) Passed. UG students of Khowang College can avail the course.

Assessment Components:

Total Marks	Theory Marks	Internal Assessment					Pass Marks		
		Attendance	Terminal-I	Terminal-II	Seminar/Group Discussion/Home Assignmnet	Total	Theory	Internal Assessment	Total
100	80	5	5	5	5	20	32	8	40

N.B. Failure to submit Home Assignment, less attendance (below 80%) and absence in terminal examinations as well as in final examination result are subject to failure of the course.

Grading System:

Letter Grade with Meaning		Grade Point
O	Outstanding	10 (Marks Securing 90% and above)
A+	Excellent	9(Marks securing 80%-90%)
A	Very Good	8(Marks securing 70%-80%)
B+	Good	7(Marks securing 60%-70%)
B	Above Average	6(Marks securing 50%-60%)
P	Pass	5(Marks securing 40%-50%)
F	Fail	0(Marks securing below 40%)
Abs	Absent/Incomplete	0

N.B- Syllabus, Suggested Readings and Reading Materials will be provided before the commencement of the course.

SYLLABUS

UNIT-I: HUMAN RIGHTS: Definition, Nature and Development, Three Generation Rights, Human Rights as an academic discipline

UNIT-II: APPROACHES AND PERSPECTIVES- Universalistic and Relativist Approaches, and Marxist Perspective, Gandhian Perspective, Third World perspective.

UNIT-III: UNO AND HUMAN RIGHTS- UN Charter, Universal Declaration of Human Rights (UDHR) International Covenant on Civil and Political Rights (ICCPR), International Covenant on Social, Economic and Cultural Rights (ICSECR)

UNIT-IV: HUMAN RIGHTS IN INDIAN CONTEXT- Constitutional and legal framework: Fundamental Rights and Directive Principles of State Policy, National Human Rights Commission, State Human Rights Commission, and Special Commission for weaker section-women, child, SC & ST.

UNIT-V: ISSUES AND CHALLENGES-Global Terrorism, Poverty, Cyber Crime, Violence against weaker section

NSS UNIT :: KHOWANG COLLEGE

ADD-ON COURSE SYLLABUS

Title of the Course: APPLIED YOGA (Course Code: AY)

Duration: 6 Months (30 hours)

Credit: 02 Credits

Mode of Course: Offline

Objectives: The prime objectives of this course are to provide the necessary knowledge of the theory and practice of yoga so that the students learn to practice and also to teach yoga to all age groups for promoting their health and effectiveness. It also gives them a basic understanding of Yoga and its nature, scope, development of yoga through the ages, different types of Asanas Meditation and its nature and scope, different types of meditation and its relevance to the modern life. It gives necessary knowledge of Kriyas, Asanas, Mudras, Bandas, Pranayama and meditative postures.

Learning Outcomes: The students can understand the knowledge about the theory and practice of Yoga and its nature, scope, Development of yoga through the ages, Different types of yoga, Meditation and its nature and scope, Different types of meditation and its use in day today life.

Physical fitness: The selected candidates must be in good physical and mental health and fit to practice yoga as certified by a physician.

Dress: The students shall be required to wear a suitable dress (White) as designed by the institution which will permit them to practice yogic exercises comfortably during practical training.

Programme of study: The 6 Months shall include theories and one practical.

Eligibility for Admission: Any regular students of the institution.

Classes conducting: 7.00AM-9.00AM/4.00 pm-6.00pm

Evaluation Pattern:

I. Internal Assessment: (20 Marks)

Attendance/Assignment/Sessional/Viva voce 20 Marks

II. Course End Assessment (Marks: 80)

Yoga Performance 80 Marks

Grading System:

Letter Grade with Meaning		Grade Point
O	Outstanding	10 (Marks Securing 90% and above)
A+	Excellent	9(Marks securing 80%-90%)
A	Very Good	8(Marks securing 70%-80%)
B+	Good	7(Marks securing 60%-70%)
B	Above Average	6(Marks securing 50%-60%)
P	Pass	5(Marks securing 40%-50%)
F	Fail	0(Marks securing below 40%)
Abs	Absent/Incomplete	0

SYLLABUS

Unit-I	: Basics of Yoga	[06 hours]
Unit-II	: Basics of Human Biology	[06 hours]
Unit-III	: Basics of Indian Philosophy	[06 hours]
Unit-IV	: Yoga Practice	[12 hours]

Reference Book:

- Chaudhari, S.K. (1988) *Concise Medical Physiology*. Calcutta: New Central Book Agency.
- Georg Feuerstein (2002) *The Yoga Tradition: Its History, Literature, Philosophy and Practice*. New Delhi. Bhavana Books & Prints.
- Hiriyana, M (1932/2000) *Outlines of Indian Philosophy*, Delhi, Motilal Banarasidas.
- Joshi, K.S. (1985) *Yoga in daily life*, Delhi: Orient paper backs.
- Satyananda Saraswati Swami (1989) *Asana, pranayama, mudra, bandha*. Munger: Bihar School of Yoga.
- Taimni I.K. (1961/1999) *The Science of Yoga (The Yoga Sutras of Patanjali)*,
- Udapa, K.N. (1985) *Stress and its Management by Yoga*. Delhi: Motilal Banarsidas.

Websites:

<https://yoga.ayush.gov.in/>

<https://www.yogajournal.com/>

Syllabus of Spoken English Course

Prepared by Department of English, Khowang College

Credits Assigned: 2 credits

Duration: 3 months

Course Objectives

- To enable the learners to express their ideas in simple correct English.
- To impart the basic knowledge on English phonetics, morphology, syntax and semantics.
- To enable the learners to translate texts (Assamese and Hindi) into English.

Unit I

Structure of the English Language (Basic Word Order, word order of phrases, etc)

Unit II

Phonetics and Morphology (Organs of speech, vowels, consonants, diphthongs, stress, intonation, word accent, syllables, minimal pairs)

Unit III

Syntax (Basic sentence pattern, immediate constituent, phrase structure grammar)

Unit IV

Semantics and Stylistics (Reference and Meaning, the meaning of utterances)

Unit V

Communication Skills (How to introduce oneself to others/ others to others, starting/joining a conversation, asking for information, sharing/exchanging ideas, narrative techniques)

Unit VI

Basics of Translation (from Assamese/Hindi to English)

Course Outcomes

After completing this course, learners would be able to speak in English fluently in any situation. They will also be able to present their thoughts more effectively in English. Learners will also be skilled at translation of texts into English.

Syllabus of Soft Skills Course

Prepared by Department of English, Khowang College

Credits Assigned: 2 credits

Duration: 3 months

Course Objectives

The importance of soft skills for students is enormous, both with regard to their studies and with regard to their future careers. The objective of this course is:

- To enable the learners to master their studies more successfully and complete their student obligations smoothly
- To aid the learners for career preparation
- To offer strategies for helping learners to identify and manage their emotions
- To offer strategies for time and stress management
- To educate learners in the science of team-working, networking, presentation skills

Unit I

Soft Skills in communication

Soft Skills and Inter-cultural communication

Unit II

Competency in verbal and written communication skills: active listening, interactive speaking, reading different types of texts, writing for formal and business contexts.

Cross-cultural etiquette: cultural awareness, cultural sensibility, cultural flexibility, cross-cultural communication.

Unit III

Writing a CV

Writing a job application

Group Discussion skills

Interview skills

Unit IV

Emotional intelligence

Time and stress management

Teamwork

Networking

Presentation skills

Women Cell : Khowang College

Add on Certificate Course

Course Title : Beauty Care Management

Duration : 3 Months (50 hours)

Mode : Offline

Syllabus

Course Objective :

This course will provide basic knowledge about beauty and healthcare to the students which will be helpful for them to acquire further knowledge in the field. This course will also help the students to develop as professionals by providing theoretical and also practical knowledge and help the students to take care of her own and to be self-employed.

Course Duration :

3 Months – 4/5 Classes per week of one hour- a total of 50 hours- 12 classes for theory and 38 classes for practical.

Unit I : Basic Beauty Care – Introduction and importance of beauty care- Threading-Bleach-Facial (3 Classes)

Unit II : Skin care and Make Up-Skin care in different season-Different type of skin-Cleansing-Facial- Techniques-benefits of pack-Art of Make Up (3 Classes)

Unit III : Hair Care and Hair Cut-Importance of hair care-Hair problems and treatment- Hair colour- Hair cutting techniques-various styles of hair cut- Hair styling (3 Classes)

Unit IV : Spa Therapy and Massage-Introduction to Spa therapies-Spa Products-Massage-types and techniques-benefits of Massage (3 Classes)

Practical : Threading-Bleach-Facial-Makeup-Hair colour-Hair Cut-Blow dry and setting-Hair Style-Hair dye- Oil massage (36 classes)

Text books :

1. *Complete Beautician Course*- Dr. Renu Gupta (2001), Diamond Pocket Books Pvt Ltd, New Delhi
2. *Hair, Skin and Beauty care, The Complete Body Book*- Blossom Kochar(2002), VBS Publisher, New Delhi
3. *The Official Guide to Spa Therapy(Hair Dressing and beauty Industry Authority*- Thomson Learning , London
4. *Hair and Hair Care* –Dale H. Johnson (1997), Marcel Decker Inc., New York

Economics and Commerce Department

ADD-ON-COURSE Syllabus

Title of the Course : Fundamentals of Entrepreneurship

Duration : 6 month (50 hours)

Credit : 03

Mode of Course – Offline

Objectives :

- a) To provide the basic knowledge of Entrepreneurship among the students.
- b) To increase the self confidence of students towards Entrepreneurship.

Course outcome – After completion of the course, the students will be able to start up Entrepreneurship for their self reliance.

Syllabus

Fundamentals of Entrepreneurship

Unit – 1

The entrepreneur: Definition characteristics of entrepreneur; Leadership, Risk taking, Decision making and Business planning. Function of entrepreneur, merits of entrepreneur role of entrepreneur in developing countries, Role of small business in Indian Economy.

Unit – 2

Entrepreneurial Motivation meaning and concept of motivation factors of entrepreneurial motivation, source of entrepreneurial supply and motivation. The achievement motivation theory entrepreneurial behaviour.

Unit – 3

Entrepreneurial Development Programme (EDP) concept and meaning, needs of Entrepreneurial Development Programme (EDP) purpose of EDP. Objective of EDP. Programmes its Contents training target groups of EDP. Institutional efforts for Development Entrepreneurship.

Unit – 4

Raising of Funds for New Ventures meaning and concept of raising of fund, methods of financing New Venture.

Unit – 5

Institutional support to Entrepreneurial need for institutional support importance NISC, SIDO, SISIS, SSIDCS, DICC, Industrial Estate.

Reference Book

- 1) উদ্যমিতাৰ মৌলিক কথা : ড° প্রাঞ্জল বেজবৰুৱা, মানিক চন্দ্ৰ বৰ্মন
- 2) Entrepreneurial Development : S. S. Khanka
- 3) Entrepreneurship Development – II : Dr. Vijayendra Kumar Shrivastava, Dr. Pradip Kumar Mishra

Economics and Commerce Department

ADD-ON-COURSE Syllabus

Title of the Course : Fundamentals of Entrepreneurship

Duration : 6 month (50 hours)

Credit : 03

Mode of Course – Offline

Objectives :

- a) To provide the basic knowledge of Entrepreneurship among the students.
- b) To increase the self confidence of students towards Entrepreneurship.

Course outcome – After completion of the course, the students will be able to start up Entrepreneurship for their self reliance.

Syllabus

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- 2) Entrepreneurial Development : S. S. Khanka
- 3) Entrepreneurship Development – II : Dr. Vijayendra Kumar Shrivastava, Dr. Pradip Kumar Mishra