



# DIGBOI COLLEGE, DIGBOI

**Design and Development of Curriculum for Add on/  
certificate/ Diploma Courses**

**Being implemented in the session 2022-23**

## **List of Courses**

1. Certificate Program in Human Rights Education
2. Certificate Course in Yoga
3. Certificate Course in Mushroom Farming
4. Add-on course on Manufacturing and Repairing of LED bulb
5. Diploma in Acting and Drama
6. Diploma in Computer Hardware and Networking

## NOTIFICATION

As recommended by the meeting of the Board of Studies in Political Science held on 10.06.2010, the 103<sup>rd</sup> Meeting of the Under Graduate Board, Dibrugarh University held on 19.08.2010 vide Resolution No.(19) has approved the Syllabus for Six Month Certificate Course on Human Rights Education to be conducted at Digboi College, Digboi subject to the condition that the course shall be run, managed and examinations conducted by the college concerned and certificates shall be awarded to the successful candidates by the college itself.

*B.C. Borah*  
13/8/2010

(Sri B.C. Borah),  
Deputy Registrar (Academic) i/c,  
Dibrugarh University.

Copy to:

1. The Vice-Chancellor, Dibrugarh University for favour of information.
2. The Registrar, Dibrugarh University for favour of information.
3. The Controller of Examinations, Dibrugarh University for favour of information and needful.
4. The Principal, Digboi College, Digboi for favour of information. A copy of the syllabus is enclosed.
5. File.

*B.C. Borah*  
13/8/2010

(Sri B.C. Borah),  
Deputy Registrar (Academic) i/c,  
Dibrugarh University.

*O.A. to record  
and Sri A. S. Dutta  
Certificate course  
the needful.  
11.4.10.10  
20/11  
A/S/10*

DIGBOI COLLEGE, Digboi  
(Affiliated to Dibrugarh University)  
UGC Approved Certificate Course on Human Rights Education

Phone No. (03751) – 264416, 270472  
Mobile No. 9854266189  
Fax No. (03751) – 270472  
E-Mail – digboicollege@yahoo.com.  
P.O. Digboi, Dist. Tinsukia, Assam

**SYLLABUS**

**Marks**

- |  |    |
|--|----|
| 1. Conceptual Background of Human Rights Education.                              | 20 |
| 1.1. - Meaning, Objectives, Principles and Importance of Human Rights Education. |    |
| 1.2. - Meaning and Evolution of Human Rights.                                    |    |
| 1.3. - Universalisation of Human Rights.   |    |
| 2. Human Rights Education Based on Human Right Movement in India                 | 20 |
| 2.1 - Rights of the Child  |    |
| 2.2 - Right of the Disabled  |    |
| 2.3 - Right to information   |    |
| 2.4 - Environmental Rights   |    |
| 2.5 - Rights of the Dalits   |    |
| 2.6 – Women’s Rights   |    |
| 2.7 – Human Rights Education in Elementary, Secondary and Higher Secondary Level |    |
| 3. Human Right In Indian Context   | 20 |
| 3.1 - Constitutional Provisions  |    |
| 3.3 – Implementation of Human Rights   |    |
| 3.3. – Agencies Promoted Human Rights Implementation in India.                   |    |
| 4. Global Human Right.   | 20 |
| 4.1 - U.N. Human Rights System   |    |
| 4.2 – International Declarations and Conventions                                 |    |
| 4.3 – Humanitarian Law   |    |
| 5. Seminar/ Group Discussion   | 20 |
| 6. Extension Activities/Field work   | 50 |



Cont. P. 2



## Books and Journals:

1. Jain, Mimmy (ed.) – Huma Rights Education for Beginers, New Delhi: NHRC
2. Naseema, C. – Human Rights Education – Conceptual and Pedagogical Aspects, New Delhi: Kanishka.
3. Yasin, A.U. and Upadhyay, A. – Human Rights, New Delhi: Akansha
4. Bharihoke, Neera (ed) – Human Rights And the Law, New Delhi: Serials
5. Stephen, Rev. M – Human Rights – concepts and Perspectives, New Delhi: Concept.
6. Agarwal, Dr. H.O. – Human Rights.
7. Hatibaruah, Digauta – Manab Adhikar, Golaghat: Saraswati.
8. Borah, Dr. Jaigeswar – Manab Adhikar, Jorhat: Unika
9. Boruah, Prabin – Manab Adhikar
10. Bujarbaruah, Dr. B.M. and Bujarbaruah, R. – Manab Adhikar
11. Hazarika (Editor) – Bi- Lingual Journal – Human Rights and Democracy, Jorhat.
12. Kaur, Manjot – Teaching of Human Rights 2008, APH
13. Pachauri, S.K. – Women and Human Rights 2010, APH
14. Rai, Rahul – Globalisation of Human Rights, Aut. Press.
15. Patil, V.T. – Value Education and Human Rights Education, Aut. Press.
16. Talesra – Human Rights Education: A Global Perspectives, Da.
17. J. Mohanty – Human Rights Education, Deep.
18. Gupta, U.N. – Human Rights and the constitution, EBH.

*M. Hazarika*  
Principal i/c  
Digboi College, Digboi  
Principal i/c  
Digboi College, Digboi



*[Signature]*  
17.8.2010  
(Co-ordinator)  
Certificate Course on  
Human Rights Education  
& HOD, Dept. of Political Science  
Digboi College, Digboi



**Digboi College Yoga-Meditation Center  
Digboi College, College**

## **“Certificate Course in Yoga” (CCY)**

### **Title of the Practice:**

The programme has been named " Certificate Course in Yoga" (CCY) under 'Digboi College Yoga- Meditation Centre'

### **Objectives of the Practice:**

- To help students to understand the types of Yoga and impart the practical knowledge of Yogasana, Kriyas, Bandhas, Mudras, Yogic Therapy and Pranayama
- To introduce basic wellness principles and practices of Yoga to students
- To create awareness among students about the benefits of regular practice of yoga
- To enable them to sustain physical, social and spiritual health.
- To bring peace and harmony in the society at large by introducing the Yogic way of life.
- The end goal is the implementation of the philosophy of Yoga in everyday life.

### **The context in respect of Yoga:**

The present pandemic situation due to corona virus has posed enormous challenges on the physical and mental wellbeing of people worldwide. The uncertainty lurking around us has given rise to stress, anxiety and depression in us, thus compelling us to look for new ways to keep ourselves physically and mentally fit. Yoga has been recognised as a powerful tool to deal with the uncertainty and isolation, as well as to maintain physical well-being. Yoga is serving as a panacea for all the ills afflicting us.

### **The Practice of Yoga:**

When practiced well, yoga is sure to bring about peace, calmness, and tranquillity in us. It can give us the strength to see the world and the people in the right perspective with a sense of equanimity.

### **Duration:**

The minimum duration of the programme will be one month (30 hours) / 3 months (72 hours)

### **Eligibility:**

The candidate should be a bona fide student of Digboi College.

### **Course Coordinator:**

**Baby Ritu Phukan**, Associate Professor, Department of English

**Principal  
DIGBOI COLLEGE**



Digboi College Yoga-Meditation Center  
Digboi College, College

**Syllabus on**  
**“Certificate Course in Yoga” (CCY)**

**Paper – I**  
**(Theory)**  
**Marks - 30**

**Unit -1**

1. **Hathayoga:** Its Origin, Meaning, Definition, Aims and Objects, Importance in Modern era.
2. Sign and symptoms of success in Hatha Yoga.
3. Contribution of Nath Tradition in Hathayoga.
4. Mitahara, Pathya and Apathya, do and don't in Hathayoga Sadhna.

**Unit -2**

1. **Dhauti:** Its techniques, benefits, precautions, contraindications and classification, Practices of Dhauti : Danda Dhauti, Baman Dhauti, Agnishar Dhouti.
2. **Basti, Neti ,Nauli :** Its techniques ,benefits,precautions,contraindication and classification
3. **Trataka,Kapalbhati:** Its techniques ,benefits, precautions, contraindications and classification.
4. **Asanas:** Meaning and definition, principles, their techniques ,benefits, precautions, contraindications and classification.

**Unit-3**

1. **Pranayama:** Its Meaning and Definition, Prana and its types.
2. Principles, classification of Pranayama according to Hathayogic texts.
3. **Pranayama:** Their techniques, benefits, precautions, contraindications and classification according to Hathayogapradeepika and Gheranda - samhita.
4. **Mudras (Bandha):** Meaning and Definition, Mudras mentioned in Gherandasamhita and Hathayogapradeepika .
5. **Nadi's:** Meaning, Origin, Location, types, classification and its importance in Hathayoga Sadhna.

  
Principal  
DIGBOI COLLEGE





**Digboi College Yoga-Meditation Center**  
**Digboi College, College**

**Paper – II**  
**(Practical)**  
**Marks – 70**

**Practical Demonstration of Asana, Pranayam and Shudhikriyas**

Marks : 100 (Theory : 30 marks + Practical : 70 marks)

**LIST OF YOGIC PRACTICES:**

<b>ASANA</b>	<b>PRANAYAMA</b>	<b>KRIYA</b>
1. Shirsha Asana 2. Vipratarani 3. Hala Asana 4. Bhujanga Asana 5. Ardha-Shalbha Asana 6. Vakra Asana 7. Ardha Matasyaendrasana 8. Paschimottana Asana 9. Vajra Asana 10. Supta Vajra Asana 11. Yoga Mudra 12. Nauka Asana 13. Baka Asana 14. Mayura Asana 15. Ustra Asana 16. Vriksha Asana 17. Padma Asana 18. Trikona Asana 19. Sarvanga Asana 20. Manduka Asana 21. Pavan Mukta Asana 22. Chakra Asana 23. Pada-hasta Asana 24. Katichakra Asana 25. Surya Namaskar	1. Anulom Vilom 2. Bhrastika 3. Shitali 4. Shitkari 5. Bhramari 6. Chandra Bheda 7. Surya Bheda	1. Basti 2. Dhouti 3. Neti 4. Nouli 5. Trataka 6. Kapala Bhati

*B.R. Phukan*

Baby Ritu Phukan  
(Course - Coordinator)  
Digboi College Yoga-Meditation Center

*[Signature]*

Principal  
DIGBOI COLLEGE

# **Department of Botany: Digboi College**

**Digboi-786171, Assam, India**

## **An Add On Course on** **Mushroom Farming**

### **Course description:**

This Add On course aims at providing technical knowhow of mushroom cultivation and entrepreneurship development among interested youths. The course plan has been designed to meet the theoretical and practical knowledge of mushroom farming and expected that the learner will get enriched with technical knowhow of the mushroom farming.

### **Course objective:**

1. To provide technical knowhow of mushroom cultivation.
2. Entrepreneurship development among interested youths.

### **Key highlights :**

After completion of this course the learner could be a good mushroom farmer and would be able to develop self sustainable mushroom entrepreneurship.

**Eligibility:** 10<sup>th</sup> standard (HSLC Pass)

**Duration of course:** 75 days (30 hrs)

**Course fee:** Rs. 300/-

### **Name of teaching faculty:**

Dr. Tilak Ch. Dutta,

Mr. Dulu Moni Das, Assistant Professor, Botany Department, Digboi College

Dr. Dimpy Das, Assistant Professor, Botany Department, Digboi College

### **Name of Trainer:**

Dr. Tilak Ch. Dutta, HOD Botany Department, Digboi College

### **Course Co-ordinator:**

**Dr. Dimpy Das**, Assistant Professor, Botany Department, Digboi College.

  
Principal  
DIGBOI COLLEGE



# **Department of Botany: Digboi College**

**Digboi-786171, Assam, India**

**Syllabus on**

## **Mushroom Farming**

**Paper – I**

**(Theory)**

**Marks - 70**

### **Unit I**

Introduction: History of mushroom cultivation; biology of mushroom; Types; Nutritional value; Medicinal value; Prospect of mushroom cultivation. 10

### **Unit II**

Cultivation technology: Infrastructure and requirement; Spawn: types of spawn, mushroom bed preparation and factors affecting mushroom bed preparation; Paddy straw mushroom cultivation; Oyester mushroom cultivation; rearing conditions and sanitation. 30

### **Unit III**

Harvesting: sanitation during harvesting; process of harvesting; Post harvest processing: Storage; long term and short term storage of mushroom; recipes from mushroom. 10

### **Unit IV**

Disease and pest management: Pest and pathogens of mushroom; control measures; Integrated Pest Management (IPM). 10

### **Unit V**

Marketing of mushroom: market demand; market channels; direct marketing and wholesale marketing. 10

**Paper – II**

**(Practical)**

**Marks – 30**

1. Identification of edible and poisonous mushroom.
2. Bed preparation for mushroom cultivation.
3. Spawn inoculation, storage of culture and maintenance of cultures.
4. Harvesting process.
5. Processing of mushroom.



Principal  
DIGBOI COLLEGE

# Department of Botany: Digboi College

Digboi-786171, Assam, India

## Reference Book:

1. A textbook on mushroom cultivation: Theory and Practice, Aggarwal, A., Sharma, Y. P. and Jangra, E., Newrays Publishing House.
2. Mushroom Cultivation, Tripathi, D.P. (2005) , Oxford & IBH Publishing Co. Pvt.Ltd., New Delhi.
3. Mushroom cultivation technology, Acharya, K., Roy, A. and Sarkar, J., Techno world, Kolkata.
4. Mushroom production and processing thechnology (2010), Pathak Yadav Gour, Agrobios (India).



**Dr. Dimpy Das**  
(Course Co-ordinator)  
Assistant Professor, Department of Botany



**Principal**  
DIGBOI COLLEGE

DEPARTMENT OF ELECTRONICS  
DIGBOI COLLEGE: DIGBOI

To  
The Principal  
Digboi College, Digboi

Date: 18.1.2021

Sub: Add-on course in Manufacturing and Repairing of LED Bulb

Sir,

With due respect, the faculty members of Department of Electronics of Digboi College would like to request you to permit us to introduce an Add-on course in Manufacturing and Repairing of LED Bulb from the session- 2020-21

Therefore, we request you to do the needful so that we can start from the current session.

The details of the course along with syllabus are attached herewith for your kind consideration and approval.

With regards,

Yours' faithfully,

*Allowed*

*18/1/21*  
Principal & Secretary  
Digboi College Digboi

*J Handique*  
Dr. Jayanta Handique  
&

*Nabadweep Chamuah*  
Dr. Nabadweep Chamuah  
Department of Electronics  
Digboi College



# ADD-ON COURSE ON MANUFACTURING AND REPAIRING OF LED BULB

Session 2020-21

Offered by: Digboi College, Digboi

## OBJECTIVE OF THE COURSE

1. To understand the basics of power electronics and its usages in lighting controls, or LED power supplies and LED drivers.
2. To know about Special safety and handling precautions to be taken during LED luminary testing.
3. Identify dysfunctional components through visual inspection and by use of multimeter
4. To understand, various electronic & electrical components, materials and their specific properties & usages.

## SYLLABUS

**Unit 1:** Basic Electronics: Identification of circuit components, Understanding the electrical properties of different components, Understand the functionality of coil, winding of coil, diode and its uses, Transistor, Biasing of transistor, Current amplification circuit, Designing of filter. Understand the functionality of multimeter, Explain different modes of testing in multimeter, Handling of regulated power supply, Precautions dealing with AC & DC current.

**Unit 2:** SMT machine, reflow oven, Soldering of semiconductor devices, Manual screen printer, Soldering Iron, Soldering and Desoldering, AC to DC regulated power supply, AC to AC regulated power supply, LED Driver Tester.

**Unit 3:** Principle of illumination from a LED, properties of LED, identifying the reason of LED malfunctioning, various blocks of a LED, Analyzing the fault by approaching each block, Selection of alternate spare in case of unavailability of components. PCB Design.

## EVALUATION PROCESS:

1. Written Examination
2. Practical and Viva voce
3. Attendance.

At the end of the course a certificate will be provided to the students depending upon their performance in the evaluation process. Course Coordinator determines the grading of the students based on the evaluation process. The gradation in the certificate ranges from 'O' (for outstanding) to 'F' (unsatisfactory) in 10 points grading system.

Approved  
in the GB meeting  
held on 08/01/2021

  
Principal & Secretary  
Digboi College Digboi



**KUHOK**

**A PROPOSAL FOR  
FORMATION OF  
THE DRAMATICS  
SOCIETY OF  
DIGBOI COLLEGE**

**SUBMITTED BY**

**Samrat Bharadwaj**

**Asst. Professor,**

**Department Of Commerce,**

**Digboi College**

**SUBMITTED ON**

**15<sup>th</sup> of November 2021**

*Approved in  
the GB meeting  
held on 28/3/2022*  
  
28/3/2022

**NAME OF THE DRAMATICS SOCIETY: "Kuhok"**

**ADVISOR: Dr. Dip Saikia**

**CHAIRPERSON/CO-ORDINATOR: Mr. Samrat Bharadwaj**

**CORE COMMITTEE MEMBERS:**

Dr. Pabitra Bharali  
Dr. Mrinal Gogoi  
Dr. Rashmi Patowary  
Dr. Sangeeta Saikia Baruah  
Mrs. Baby Ritu Phukan  
Dr. Deborshee Gogoi  
Mr. Mukunda Madhav Gogoi  
Mr. Pradip Dutta  
Mr. Subhashish Gogoi  
Dr. Subhadeep Chakraborty  
Mr. Suraj Hajong

**REASONS FOR SELECTION:**

1. **Dr. Pabitra Bharali, Dr. Mrinal Gogoi and Mr. Subhashish Gogoi** for their expertise in Assamese Literature, Theatre and Poetry. They would be an asset in script writing and serve the dramatics society as content creators and script writers.
2. **Dr. Rashmi Patowary, Dr. Sangeeta Saikia Baruah and Mr. Samrat Bharadwaj** for their expertise over stage acting, voice modulations and deliberative skills. They would serve the dramatics society as instructors for acting and voice.
3. **Mrs. Baby Ritu Phukan** for her past experiences in dramatics, strong command over English language and knowledge about costumes and makeup. She would serve the dramatics society as an advisor to all the English content, makeup and costume designing.
4. **Mr. Mukunda Madhav Gogoi and Dr. Deborshee Gogoi** for their excellence and expertise towards art and craft. They would serve the dramatics society as Art Directors.
5. **Mr. Pradip Dutta, Dr. Subhadeep Chakraborty and Mr. Suraj Hajong** for their fine sense of knowledge on music. They would serve the dramatics society as Music Directors.

**OBJECTIVES OF THE SOCIETY:**

1. To revive the lost glory of drama and theatre in Digboi College.
2. To imbibe the students with an interest for theatre as a collaborative form of performing art.
3. To boost the cultural environment in the college campus.
4. To identify the talented students in the field of theatre and provide them a platform for it.
5. To provide a platform for students to develop and nurture essential life skills.
6. To conduct theatre workshops at frequent intervals for the holistic growth of the students in the field of theatre.
7. To encourage the students to participate in different competitions and represent Digboi College.
8. To conduct shows at different parts of the country and represent Digboi College.



## **ACTION PLAN:**

1. Start a six-monthly certificate course and a one year diploma course in acting and dramatics by initiating a Centre for Performing Arts in Digboi College.
2. Conduct an audition in the Auditorium for identifying the raw talents of Digboi College in the field of theatre. A compulsory notice is advised to be served at every department whereby a minimum of 4 students should be sent for the auditions. There should, however, be no maximum limit for the number of students per department. The departments may conduct internal auditions, if required or may straightaway propose the names.
3. The final audition shall involve a mono-act of 3 minutes to which the students shall perform. The language should either be Assamese, Hindi or English. From the final auditions, the dramatics society for the session shall be selected by the core committee members. The society shall hold such an audition every year for bringing in the new talents in the group.
4. A student in-charge shall be elected by the student group members. He/ She shall be in-charge of the decorum of the society and student representative to external agencies.
5. Subsequently, a workshop shall be organized to train the students from the basic level.
6. There shall be weekly meetings at the auditorium after college hours where rehearsals and training shall take place.
7. Subsequently, a one-act drama show shall be organized in the college auditorium with the presence of teachers and students.
8. Shows shall not be free for anyone. Flexible Ticket Pricing Technique is to be applied for developing the sense of respect for theatre and its artists. There shall be a box at every entry of the auditorium to which any amount as desired by the audience shall be paid. This is done to imbibe the thought that drama is a costly process and culture is something that we need to pay for.
9. Prepare a minimum of five stage plays for college week.
10. Prepare a team for youth festival.
11. Conduct street plays across the district with media coverage for publicity.
12. Participate in different competitions across the state and country.



**SYLLABUS**  
**Diploma In Acting and Dramatics (Multiple Exit)**  
**Department of Performing Arts, Digboi College**  
**Theatrical Society: Kuhok**



**Unit 1: Introduction**

A Brief History of Theatre (Indian and Greek), Observation (Age, Height, Color and Depth), Face and Body Exercises, Voice Exercises, Ras, Mono Acting

**Unit 2: Forms of Drama**

Comedy, Tragedy, Tragicomedy and Melodrama, Practical.

**Unit 3: Body Movement**

Introduction, Body Language, Movement, Trust Building, Introduction to Mati Akhora, Body Language, Martial Art Movements, Group Performance.

**Unit 4: Mime**

History of Mime, Pioneers of Indian Mime, Basics of Mime Acting

**Unit 5: Theatrical Image Making and Improvisation**

Introduction, Basic Ideas on Image, Foundations of Improvisation, Basic skills for improvising, Teamwork, Basics About Camera Acting, Solo Performance Training

**EXIT OPTION WITH A COURSE CERTIFICATE AT SIX MONTHS**

**Unit 6: Assamese Playwrights and Plays**

**A. Prominent Playwrights**

Shankardeva, Madhabdeva, Phani Sharma, Bishnu Prasad Rabha and Arun Sharma

**B. Prominent Plays.**

Shakunir Pratisodh: Ganesh Gogoi

Siraaj: Phani Sharma

Chorus: Munin Sharma

Karengor Ligiri & Labhita: Jyoti Prasad Agarwalla

[Narration, Sitting Rehearsal, Memorising and Blocking, Scene Work: (In different groups)]

**Unit 7: Street Play vs Stage Play**

Basics of Street Play, Basics of Street Play Acting, Rules for Stage Acting and Associated theories, Light, Makeup, Costumes and Voice Modulation, Basics of Theatrical Music.

**Unit 8: Set Designing and Creativity**

Property building, Crafts maintenance, Set Creativity, Parts of Proscenium, Stage Balancing

**Unit 9: Scene Designing**

Introduction To Designing, Ideas on Stage Designing, Detailed Light Designing, Light Costume and Makeup, Stage Management, Production with Reference to Shakespearean (English), Hindi and Assamese Plays.

**Unit 10: Script Writing**

Introduction To Design a Scene, Theatrical Music, Script Writing

**END OF COURSE WITH A DIPLOMA CERTIFICATE AT ONE YEAR**



**Practical, Project and Final Evaluation (6 Months): 50 Marks**

1. 1 Street Play written and directed by the students based on themes given by instructors (10 marks)
2. One Act Performance on themes given by instructors (20 marks)
3. Theoretical Examination (20 marks)

**Practical, Project and Final Evaluation (12 Months): 100 Marks**

1. 1 Street Play written and directed by the students based on themes given by instructors (10 marks)
2. A One-Act play production (30 marks)
3. One Act Performance on themes given by instructors (10 marks)
4. Movie scene/monologue enactment based on Ras (10 marks)
5. Theoretical Project (10 marks)
6. Theoretical Examination (30 marks)

**Referred Books:**

1. Natyashashtra (Assamese): edited by Asom Natya Sanmilan
2. Theory of Drama. By A. Nicoll.
3. History of Indian Theatre. By: M.L Varadpande. Publisher: Abhinav Publications
4. Playwriting Across the Curriculum. By: Caroline Jester & Clarie Stoneman
5. Theatre in Practice: A Student's Handbook. By: Nick O'Brien & Annie Sutton
6. Natok. By: Dr. Mrinal Kumar Gogoi. Publisher: Goriyasi Sangha, Digboi
7. A Practical Handbook for the Actor. By: Melissa Bruder, Lee Michael Cohn et.al.
8. Drama: Theory, Text and Performance. By: Dipendu Das, Anup Kumar Dey and SAugata Kumar Nath.
9. Purnanga Natyo Sambhar. By: Munin Sarmah, Bijoy Sangha Publications, Dibrugarh.

**Syllabus Designed By: Samrat Bharadwaj**  
**Convenor & Course Co-ordinator: Samrat Bharadwaj**  
**Contact Number: +91- 9678735591**





**CENTRE FOR PERFORMING ARTS, DIGBOI COLLEGE  
IN ASSOCIATION WITH  
KUHOK THEATRICAL SOCIETY  
ONE YEAR DIPLOMA IN ACTING AND DRAMATICS  
(WITH MULTIPLE EXIT OPTIONS)**

**ADMISSION FORM [SESSION 2022-2023]**

NAME (IN BLOCK LETTERS): \_\_\_\_\_  
 DATE OF BIRTH: \_\_\_\_\_ AGE (As on Registration Date) \_\_\_\_\_  
 GENDER: MALE  FEMALE  OTHERS   
 NAME OF SCHOOL/COLLEGE LAST ATTENDED: \_\_\_\_\_  
 RECENT EDUCATIONAL QUALIFICATION: \_\_\_\_\_

RECENT  
COLOURED  
PASSPORT  
SIZED  
PHOTOGRAPH  
TO BE PASTED

(NECESSARY TESTIMONIALS TO BE ENCLOSED HEREWITH)

FATHER'S NAME: \_\_\_\_\_  
 MOTHER'S NAME: \_\_\_\_\_  
 PERMANENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CONTACT NUMBER: 1. \_\_\_\_\_  
 2. \_\_\_\_\_

E-MAIL ID: \_\_\_\_\_

DO YOU HAVE ANY PRIOR EXPERIENCE IN ACTING: YES  NO  [IF YES, ATTACH DETAILS]

I WOULD LIKE TO OPT FOR (CHOOSE ANY ONE OF THE FOLLOWING)

- A. SIX MONTH CERTIFICATE COURSE IN ACTING AND DRAMATICS
- B. ONE YEAR DIPLOMA COURSE IN ACTING AND DRAMATICS



**DEPARTMENT OF COMPUTER SCIENCE**  
**DIGBOI COLLEGE, DIGBOI**

To,

The Principal

Digboi College, Digboi

Sub: Certificate Course on Computer Application (CCA)

Sir,

With due respect, the faculty members of the Department of Computer Science would like to request you to permit us to introduce a certificate course on Computer Application (CCA) from the session 2016 onwards.

Therefore, we request you to do the needful so that we can start the course from the current session.

The details of the course is attached herewith for your convenience.

With regards,

*Allowed to  
introduce the certificate course  
on CCA as an add on course  
for the degree students subjected to the  
approval of S.B. meeting.  
02/05/2014*

Yours faithfully



(Prasanta Prasad Singha)  
Department of Computer Science  
Digboi College, Digboi




Approved in GB meeting  
held on 20/7/2016.

DEPARTMENT OF COMPUTER SCIENCE

DIGBOI COLLEGE, DIGBOI


Certificate Course on Computer Application (CCA)

  
Principal  
Digboi College, Digboi

DETAILS OF THE COURSE

1. **Name of the Certificate Course:** Certificate Course in Computer Application (CCA)
2. **Course Objectives:** The Certificate Course in Computer Application (CCA) has the following objective –
  - a) This Course aims at improving the skill set of the students
  - b) To enhance the students employability credentials in the market
3. **Department involved:** Department of Computer Science
4. **Duration of Course:** 30 Contact hours
5. **Total marks:** 100
6. **Eligibility:** HS Pass
7. **Name of Course Coordinators (Joint):**
  - a) Mr. Prasanta Prasad Singha  
Assistant Professor,  
Department of Computer Science  
Digboi College
  - &
  - b) Mr. Poban Kamar, Assistant Professor,  
Department of Computer Science  
Digboi College
8. **Course teachers:**
  - a) Mr. Prasanta Prasad Singha  
Assistant Professor  
Department of Computer Science  
Digboi College
  - &
  - b) Mr. Poban Kamar, Assistant Professor,  
Department of Computer Science  
Digboi College
9. **Total Seat:** 100



  
(Prasanta Prasad Singha)  
HoD of Computer Science  
Department of Computer Science  
Digboi College, Digboi



# DIGBOI COLLEGE, DIGBOI

## Syllabus

### Certificate Course on Computer Application (CCA)

Duration: 3 months

Contact Hours: 30

Marks: 100

#### UNIT 1:

Introduction to Computer: Introduction to Computer. Classification. Generations. Organization. Capabilities, characteristics & Limitations. Application of computer. components of computers – Hardware: Hardware elements – input, storage, processing & output devices.

#### UNIT 2:

MS Word: Starting MS-Word- Creating and operating. Saving a document. Editing Text. Formatting documents- Line spacing, paragraph Spacing. Setting tabs. Indenting text. Aligning text, Inserting Header and footers, Bulleting, Page Numbering, spell check and grammar tools, paragraph setting, Page set up. Saving document with password, Printing a document

#### UNIT 3:

MS Excel: Introducing starting MS - EXCEL. Opening of Worksheet, Saving a Worksheet, formatting work sheet, sorting, Editing Worksheet : Deleting, cells, Rows, Columns, Inserting cells, Rows and columns, charts: Creating, Editing, Inserting, Deleting, Saving, Printing a Worksheet. Protecting Worksheet

#### UNIT 4:

MS Power Point: Creating, Browsing & saving Presentation. , Linking multiple slides, slide layouts, Adding notes to the slides, Editing & formatting slides Editing text : Viewing a presentation in different view, Adding and deleting slides. Selecting text, Inserting and Deleting Text, Moving and copying text Changing text Case spell Checking. Formatting Text: Changing text Attribute Styles. Changing Bullet, Characteristic aligning, Line setting, Paragraph Setting, Changing slide color scheme

#### Books Recommended:

- PC Software, R. K. Taxali, Tata MacGraw Hill Publishing Company.
- Working with Personal Computer Software (2nd Ed.)- R. P. Soini, Harshal Arolkar, Sonal Jain, WileyIndia Publications.
- Lucas Jr., H.C. (2005) Information Technology For Management, Tata MacGraw Hill Publishing Company.

  
Principal  
Digboi College, Digboi

