



OFFICE OF THE PRINCIPAL
JOYA GOGOI COLLEGE, KHUMTAI

P.O. Khumtai, Dist : Golaghat, Pin-785619 (Assam)
Ph-9854714773, E-mail. : principal.jgc@gmail.com

Ref.No.

Date :

Dr. Amiya Kumar Das. M.A.Ph.D
Principal

**Name of the Course: COMPUTER APPLICATION AND LIBRARY
INFORMATION SCIENCE**



Objective of the Course:-

- i) To make the students computer literate.
- ii) To help the students to enhance their computer skill.
- iii) To make the students aware about the E- resources.
- iv) To make the students aware about digital learning/ E-learning.

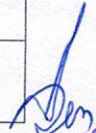
Course Outcome:- The followings are the expected outcomes of course:-

The students will be able to learn the basics of the computer application along with the practical use of various operating systems like GUI Based Operating System. The course will teach them about the means of E- communication and collaboration. Besides these, they will be able to learn the use of Word- Processing Software, Spread Sheet, Power- Point, Adobe Photoshop etc. both theoretically and practically. The various aspects of HTML will also be taught in the course. Along with the various aspects of computer application, the students will be able to learn about the latest trend of digital learning/ E- learning. The students will be able to learn about the various open access platforms for E-learning which help them in their academic career.

Mode of Evaluation:-

After completion of the course the students will have to appear a practical examination along with vive. According to their performance different grades will be awarded to the students.

Grades	Literal meaning	Grade Points
A++	Outstanding	Marks 90% and above
A+	Excellent	Marks 85- 90%


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A	Very Good	Marks 75-85%
B++	Good	Marks 65- 75 %
B+	Average	Marks 55- 65%
B	Below Average	Marks 45- 55%
P	Pass	Marks 40-45%
F	Fail	Below 40%

SYLLABUS OF COMPUTER APPLICATION AND LIBRARY INFORMATION SCIENCE

Duration: 30 Hrs


COURSE CONTENTS:

	Duration
	hrs
1. Basic Computer Knowledge hr.	1
a. Introduction to computer.	
b. Components of Computer System.	
c. Concept of Hardware and Software.	
d. Concept of Data, Information and Records	
2. Operating System using GUI Based Operating System. hrs.	2
a. Basic of Computer Network.	
b. Internet, WWW	
c. Web Browsers, Search Engine, Address Bar, URL	
3. Communications and Collaboration. hrs.	2
a. Basics of E-mails.	
b. Using E-mail	
c. Document Collaboration	
4. Understanding Word Processing. hrs.	3
a. Introduction	
b. Word Processing Basics.	
c. Opening, Closing, Saving, New, Save-As, Printing document etc.	
d. Text Creation and Manipulation	
e. Text Formatting	
f. Table Manipulation	


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- 5. Using Spread Sheet.** 3
hrs.
a. Introduction
b. Elements of Electronic Spread Sheet.
c. Manipulation of Cells.
d. Formulas and Functions
e. Opening, Closing, Saving, New, Save-As, Printing sheet etc.
- 6. Using PowerPoint** 3
hrs.
a. Introduction
b. Define Slides.
c. Design, Animation (Text/Slides), Creating/ Adding Photo, Tables etc.
d. Opening, Closing, Saving, New, Save-As, Slide Presentation etc.
- 7. Adobe Photoshop** 5
hrs
a. Introduction
b. Formats
c. Tools
d. Opening photo and Creating new document
e. Save, Save as, Printing Documents etc.
- 8. HTML** 5
hrs
a. Introduction
b. Webpage, Website, Notepad, Using Coding, Tags and creating Web Page
- 9. ICT & Information literacy** 2
hrs
a. Introduction of Information & Communication Technology
b. Role of ICT in the Academic Development of the Society
c. Role of ICT in the Library
d. Information literacy : concepts, Need and objectives
- 10. Open Access Initiatives & Digital resources** 4
hrs
a. E- resources : what it is
b. Types of E- resources
c. Advantages of E- resources
d. Open Access Initiatives
e. Open Access E- resources
f. Different Platform of Digital Learning : NDLI, MOOCs , SWAYAM etc


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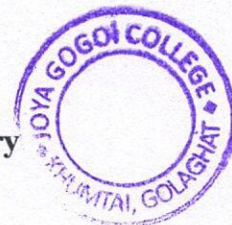
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Date :

Dr. Amiya Kumar Das. M.A.Ph.D
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Course Name: An Introduction to Instrumentation Techniques in Chemistry

Contact Hours: 30 (Credits=02)

Full Marks= 50 (Theory= 40, Practical=10)


Objectives of the Course: The courses about Instrumentation Techniques has high demand in different fields including industries like Pharmaceuticals, Petrochemical, Food Processing and also popular in Research and Development. The main objectives of this course are to develop a strong knowledge on basic instrumental techniques and to make them familiar with various instruments which are widely used in the different fields of Chemistry.

Mode of Evaluation:-

After completion of the course the students will have to appear a written examination along with practical examination. According to their performance different grades will be awarded to the students.

Grades	Literal meaning	Grade Points
A++	Outstanding	Marks 90% and above
A+	Excellent	Marks 85- 90%
A	Very Good	Marks 75-85%
B++	Good	Marks 65- 75 %
B+	Average	Marks 55- 65%
B	Below Average	Marks 45- 55%
P	Pass	Marks 40-45%
F	Fail	Below 40%

Syllabus of An Introduction to Instrumentation Techniques in Chemistry:


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Unit I: Introduction

Principles of Instrumental analysis, concept of sampling, accuracy, precision and sources of error in analytical measurements. Presentation of experimental data and results, significant figures.

Lectures: 2 Marks- 4

Unit 2: Chromatographic Techniques

Basic Principles, application and instrumentation, Qualitative and quantitative aspects of chromatographic methods of analysis: paper chromatography, TLC, Column Chromatography, Gas Chromatography, HPLC, Industrial Application

Lectures: 8 Marks- 10

Unit-3: Thermal Methods of Analysis

Theory of thermo-gravimetric (TGA), basic principle of instrumentation. Different Techniques for quantitative estimation of metals from their mixture. Basic Principles of Differential Scanning Calorimetry (DSC).

Lectures: 5 Marks- 6

Unit-4: Spectroscopic Techniques

Fundamental laws of spectroscopy and selection rules, validity of Beer-Lambert's law.

UV-Visible Spectrometry: Basic principles of instrumentation; Sampling techniques, basic principles of quantitative analysis: estimation of metal ions from aqueous solution,

NMR Spectroscopy: Basic Principle and Instrumentation

Mass spectrometry: Basic Principle and Instrumentation

Atomic Absorption Spectroscopy: Basic Principle and Instrumentation

Lectures: 10 Marks- 15

Unit-5: Microscopic Techniques

Basic Principle and Instrumentation of Scanning Electron Microscopy (SEM), Transmission Electron Microscopy (TEM), Atomic Force Microscopy (AFM).

Lectures: 5 Marks- 5

Suggested Applications (Any one) (Either from **Group- A** or **Group-B**)

Marks- 10

Group-A

1. Determination of pH, acidity and alkalinity of a water sample.
2. Determination of dissolved oxygen (DO) of a water sample.



Group-B

Suggested Instrumental demonstrations (Any one)

1. Spectrophotometric Identification and Determination of Caffeine and Benzoic Acid in Soft Drinks.
2. Prepare a report on Instrumentation techniques and their application.

Reference Books:

1. Vogel, Arthur I: A Test book of Quantitative Inorganic Analysis (Rev. by G.H. Jeffery and others) 5th Ed., The English Language Book Society of Longman.
2. Willard, Hobert H. et al.: Instrumental Methods of Analysis, 7th Ed., Wardsworth Publishing Company, Belmont, California, USA, 1988.
3. Christian, Gary D; Analytical Chemistry, 6th Ed., John Wiley & Sons, New York, 2004.
4. Kalsi, P.S. Spectroscopy of Organic Compounds, 8th Edition, New Age International Publisher.


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Course Name: Add on Course on Journalism

Contact Hours: 30

Full Marks= 50 (Theory= 40, Practical=10)



Objective of the Course:

To produce competent professionals who demonstrate a thorough knowledge of the theory and practice of journalism and communications.

To foster original scholarly work in the discipline of journalism.

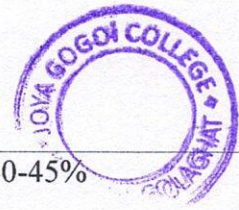
Develop the speaking, listening, reading, writing, viewing, and representing skills needed to create various print publications and broadcast productions.

Exposure to real-world situations that instruct and demonstrate application of classroom lessons.

Mode of Evaluation:-

After completion of the course the students will have to submit a report along with practical examination. According to their performance different grades will be awarded to the students.

Grades	Literal meaning	Grade Points
A++	Outstanding	Marks 90% and above
A+	Excellent	Marks 85- 90%
A	Very Good	Marks 75-85%
B++	Good	Marks 65- 75 %
B+	Average	Marks 55- 65%
B	Below Average	Marks 45- 55%



P	Pass	Marks 40-45%
F	Fail	Below 40%

Syllabus of Add on Course on Journalism:

Unit I: Journalism and its different types. The origin and development of mass media and its historical background. Current relevance of mass media and its popularity. Rights to the press and journalism. **Lectures: 10, Marks- 20**

Unit II: The origin and development of Print media, Electronic media and Modern Media. Use of print media language and spelling. Editing and presentation of electronic media. Proofreading rules and symbols.

Lectures:10, Marks- 10

Unit III: Advertising and film. Editing. Photography. Internet journalism and the use of social media. Reporting and its different types. **Lectures: 10, Marks- 10**


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Course Name: Beautician Course, Joya Gogoi College

Contact Hours: 30

Total Credits = 50

Objective of the course:

To provide basic knowledge of the various Make-up Pattern and Cosmetics.

To identify the Skin types & Hair types for special treatment.

Work As Fashion Show Stylist, Cosmetology instructor & Beauty Magazine Writer.

Mode of Evaluation:-

After completion of the course the students will have to appear in a practical examination.


According to their performance certificate will be awarded to the students.

Syllabus of Beautician Course, Joya Gogoi College

Unit I: Introduction: Threading, facial, cleaning and toning. **Credit-10**

Unit II: Hair cutting and make up: Basic hair cutting, Hair care, Hair spa, Hair highlighting, Hair coloring. **Credit-20**

Unit III: Skin Treatment: Manicure, Pedicure, Nail art. **Credit-20**


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Course Name: Vocational Course on Food Processing and Preservation

Duration- 3 Months

Total Credits- 50



Objective of the Course:

The objective of the course is to give training of all aspects of food processing to unemployed youths specially to local women for entrepreneurship development in food processing sector and to encourage them to establish their own food processing units so they get a source of income of their own.

Mode of Evaluation:

The mode of evaluation for this course is based on the food prepared by the students after each theory and practical session as per the syllabus. The resource persons involved in this course will give the feedback on the quality of food prepared as well as preservation methods and thereafter will be graded.

Syllabus of the Course:

Unit I: Introduction

Basic for food preservation, Scope and importance of processing and preservation of locally available fruits and vegetables in the present-day scenario, Selection of fruits and vegetables in respect of the preservation.

Credit-10

Unit II: Preservation

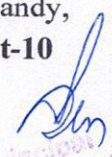
Method of preservation, PPM celebration and nutrition, terms used in Food processing and preservation.

Credit-10

Unit III: Pickle making as a mean of income generation

Preparation of chilli pickle, Lemon pickle, Brinjal pickle, outenga pickle, Garlic pickle, Amla pickle, Olive pickle, Rupohi Thekera Pickle, Papaya Pickle, Chicken Pickle, Preparation of Sweet Chatni, Mixed fruit jam, Jam of Pineapple, Guava Jelly, Preparation of Lemon Candy, Ginger Candy, Ginger powder making, Preparation of squash.

Credit-10


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Unit IV: Traditional Assamese snacks preparation

Preparation of Narikal laddu Tekeli pitha, Gur pitha, Anguli pitha, Preparation of Narikal laddu from process flour, preparation of pitha from processed rice powder. **Credit-10**

Unit V: Fruits and Vegetables

Medicinal properties of fruits and vegetables, role of fruits and vegetable in health and disease, importance of mushroom in health and disease, value addition of Tapioca to plain flour, plain chips, Rava. **Credit-5**

Unit VI: Industrial Integration

The potentiality of small-scale industries in Assam with special reference to rural area, the concept of demand and supply and its issues and challenges, Government loan process, Label preparation, Demonstration of A.A.U. Pitha stand, utensils used in food processing and preservation, packaging. **Credit-5**


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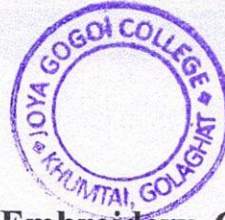


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Date :

Course Name: Skill Development Course on Embroidery, Cutting and Tailoring

Duration- 3 Months

Total Credits- 50

Objective of the Course:

To provide knowledge & training for Skill Development on Embroidery, Cutting and Tailoring.
Use of tools & equipment used in tailoring trade.

Sewing terminology

Taking correct body measurements

Basic hand & machine stitches

Designing, drafting & pattern making

Layout & fabric estimation

Cutting, tailoring & finishing of garments for children, ladies & gents.

Mode of Evaluation:

The mode of evaluation for this course is based on the practical examination on Embroidery, Cutting and Tailoring at the end of the course. The instructor will evaluate the quality of the work prepared by the students at the end of the course and thereafter, a certification of completion will be awarded.

Syllabus of the Course:

Unit I: Foundation: Introduction to Sewing Machine, Tools and Equipment used in tailoring, Measurement Taking, Selection of Cloth, Estimation of Cloth.

Unit II: Cutting and Stitching: Drafting, paper pattern making, cutting, stitching and finishing of following garments: Children Garments EITHER Ladies Garments or Boys / Gants Garments. Introduction to various types of stitching. Tailoring skills - Notch collar-Roll collar.

Unit III: Garment Making & Dress Designing: Dress Designing - Principles & concept, Creative pattern making - Types of pattern & Bodice block. Problems of fitting and correction, Color Harmony in designing.



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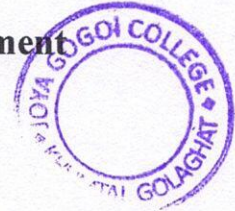
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Dr. Amiya Kumar Das. M.A.Ph.D
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Course Name: Small Tea cultivation and management

Duration : 1 (One) Month

Total marks: 75




Objective of the course:

The course will teach the students about small scale tea production, quality, tasting, marketing and more. Pursuing these courses will help the students to take initiative in tea cultivation and obtain skills necessary for leadership and tea management.

Mode of Evaluation:-

After completion of the course the students will have to appear a written examination along with practical examination. According to their performance different grades will be awarded to the students.

Grades	Literal meaning	Grade Points
A++	Outstanding	Marks 90% and above
A+	Excellent	Marks 85- 90%
A	Very Good	Marks 75-85%
B++	Good	Marks 65- 75 %
B+	Average	Marks 55- 65%
B	Below Average	Marks 45- 55%
P	Pass	Marks 40-45%
F	Fail	Below 40%


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Syllabus

Unit-I:

Small tea cultivation and Assam Economy: Role and significance of small tea cultivation in the economic development of an underdeveloped country. Its impact on increasing the employment opportunity in rural area, historical background of small tea cultivation in India, tea growing areas in Assam. **15**

Unit-II:

Requirements for Small tea cultivation: Soil and climatic requirements, land features, altitude and aspects, climatic requirements, rainfall, temperature, selection of sites for tea, soil and water conservation. **15**

Unit-III:

Materials used for small tea cultivation: Clone, seed, choice of planting materials, production of planting materials. **15**

Unit-IV:

Propagation and nurtury techniques: Seed propagation, vegetative propagation , tea nurtury, nurtury techniques, nurtury management. **15**

Unit- V:

Land preparation and planting: Land preparation in virgin, uprooted and marginal lands, planting-ege. **15**


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Course Name: Vocational Education Training on Assistant Electrician

Duration : 6 Months

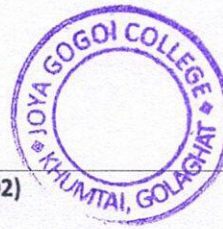
Total Credits: 50

Objectives: The objective of the course is to provide hands on training assistanat electrician to the young and motivated students.

Mode of Evaluation: The mode of evaluation for this course is based on the practical examination at the end of the course.

Syllabus of the Course: The content of the syllabus for the course is finalized after discussion with First Step NGO, Dergaon under Pradhan Mantri Kushal Vikas Yojna.

Course Content	Credits
1. Introduction Unit 1.1 – Introduction to the Training Programme Unit 1.2 – An Overview to Construction Sector Unit 1.3 – Roles and Responsibilities of an Assistant Electrician Unit 1.4 – Basic Concepts of Electricity	5
2. Generic Skills (CON/N8001, CON/N8002) Unit 2.1 – Work Effectively in a Team Unit 2.2 – Plan and Organize Work to Meet Expected Outcome	5
3. Health and Safety while Performing Electrical Works (CON/N9001) Unit 3.1 – General Safety Unit 3.2 – Electrical Safety Unit 3.3 – Waste Disposal	5
4. Electrical Drawings Unit 4.1 – Wiring Symbols Unit 4.2 – Single Line Diagrams Unit 4.3 – Interpreting Electrical Specifications	5



5. Tools and Equipment Used in Electrical Occupation (CON/N0602) Unit 5.1 – Introduction to Electrical Hand and Power Tools Unit 5.2 – Introduction to Electrical Measuring Tools Unit 5.3 – Introduction to Electrical Devices Unit 5.4 – Storing Electrical Devices	5
6. Temporary Electrical Works at Construction Site (CON/N0603) Unit 6.1 – Cable Laying Unit 6.2 – Installation of Light	5
7. Wiring in Permanent Structures (CON/N0604) Unit 7.1 – Conduit and Cable/Wire Laying Unit 7.2 – Earthing	5
8. Installation and Maintenance of Temporary LV Electrical Panels (CON/N0605) Unit 8.1 – Installation and Maintenance of Temporary LV Electrical Panels Unit 8.2 – Faults Associated with Temporary Electrical Panels	5
9. Tests and Quality Checks (CON/N0602, CON/N0603, CON/N0604, CON/N 0605) Unit 9.1 – Tests and Quality Checks	10




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