

# SONTALI ANCHALIK COLLEGE

Mahtoli, Kamrup, Assam – 781136

From,

Dr. Tapan Dutta

Principal i/c

Sontali Anchalik College

**5.1.2: Following capacity development and skills enhancement activities are organised for improving students' capability**

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Sl No.	Year	Programme Name
1	2022-2023	English Grammar and Composition
2	2022-2023	Assamese Language & Grammar
3	2022-2023	Spoken Arabic'
4	2021-2022	Development of Communication Skills in English.

(Mr. Nurul Islam)

Co-ordinator, IQAC

Sontali Anchalik College

Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....



(Dr. Tapan Dutta)

Principal i/c

Sontali Anchalik College

Principal i/c  
Sontali Anchalik College  
Date.....

# Sontali Anchalik College


Department of English

Academic Year- 2022-2023

Certificate Course in English Grammar and Composition

Syllabus of the Course

## *Language and communication skills :*



**Sontali Anchalik College**  
Department of English  
Academic Year-2022-23  
Certificate Course in English Grammar and Composition  
Syllabus of the Course

1. Aims And Objective :

- (a) To enable the learners to acquaint with Basic English Grammar
- (b) To enable the learners to use Resources Materials of English Grammar.
- (c) To developing Competence of English usages among the learners.

2. Duration 3 month. 30 Hours of 60 Min. each)

3. Qualification: H.S.C. .


4. Intake Capacity : Minimum 50 Maximum 250

5. Syllabus

Section : 100 Marks (Weightage :5 and 10 Marks Each Topic)

1.Parts of Speech.....	10
2.Word of Formation.....	5
3.Use of Articles.....	5
4.Verbs & Auxiliaries, Modal Auxiliaries.....	5
5.Tenses.....	5
6. Kinds of sentences.....	10
7. Basic Sentence Pattern.....	5
8.Clauses.....	5
9.Voice.....	5
10.Degree.....	5
11.Punctuation.....	5
12.Direct & Indirect.....	5
13.Transformation.....	5

14.Synthesis- Simple ,Compound, Complex.....	5
15.Figures of Speech.....	5
16.Idioms& Phrases.....	5
17.Correct Usages of Words Comprehension.....	5
18. Comprehension .....	5

  
Course-coordinator

English Grammar and Composition

Department of English

**Course Co-ordinator**  
**Santali Anchalik College**  
Date .....



## Sontali Anchalik College

Department of English  
Certificate Course in English Grammar and Composition  
Academic Year-2022-23

### List of Students Enrolled

Sl No	Name of the students	Semester
1	ABDUL HAI NAGARIK	BA-Sem-I
2	ABDUL ROUF	BA-Sem-I
3	ABDUR REJJAK	BA-Sem-I
4	ABUSHAMA AHMED	BA-Sem-I
5	AFRUZA KHATUN	BA-Sem-I
6	AFSARUL ALOM	BA-Sem-I
7	AFZALUR RAHMAN	BA-Sem-I
8	AIRIN SHOBNUS	BA-Sem-I
9	AKTAR HUSSAIN	BA-Sem-I
10	AMINA AHMED	BA-Sem-I
11	AMINA KHATUN	BA-Sem-I
12	AMINUL HOQUE	BA-Sem-I
13	AMZAD ALI	BA-Sem-I
14	ANIKA TAHMINA	BA-Sem-I
15	ANJOWARA KHATUN	BA-Sem-I
16	ANJUWARA AHMED	BA-Sem-I
17	ARIF HUSSAIN	BA-Sem-I
18	ARIFA AHMED	BA-Sem-I
19	ARZUWARA AKTAR	BA-Sem-I
20	ASHADUL HOQUE CHOUDHURY	BA-Sem-I

21	ASHRAFUL HOQUE	BA-Sem-I
22	ASHRAFUL ISLAM	BA-Sem-I
23	ASIRUN NESSA	BA-Sem-I
24	ASMA KHATUN	BA-Sem-I
25	ASMA SHEHNAS	BA-Sem-I
26	ASMIDUL HOQUE	BA-Sem-I
27	ASMINA HUSSAIN	BA-Sem-I
28	ASRAFUL HUSSAIN BHUYAN	BA-Sem-I
29	AYMONA AHMED	BA-Sem-I
30	AZIZUR RAHMAN	BA-Sem-I
31	BAHAR ALI AHMED	BA-Sem-I
32	BARHAN ALI	BA-Sem-I
33	BILLAL HUSSAIN	BA-Sem-I
34	ELIZA KHATUN	BA-Sem-I
35	EUSOB ALI	BA-Sem-I
36	EUSUF ALI	BA-Sem-I
37	FAJAL HOQUE	BA-Sem-I
38	FARIDA KHATUN	BA-Sem-I
39	FORID ALI	BA-Sem-I
40	FORIDA AHMED	BA-Sem-I
41	FORIJUL HOQUE	BA-Sem-I
42	FULCHAN ALI	BA-Sem-I
43	FULCHAN ALI	BA-Sem-I
44	HALIM UDDIN	BA-Sem-I
45	HALIMA KAHTUN	BA-Sem-I
46	HALIMA KHATUN	BA-Sem-I
47	HALIMA KHATUN	BA-Sem-I
48	HASINA PARBIN	BA-Sem-I
49	IMRAN MOLLIK	BA-Sem-I
50	INAMUL HOQUE	BA-Sem-I
51	JAHIDA PARBIN	BA-Sem-I
52	JAHIDUL ISLAM	BA-Sem-I
53	JAHIDUL ISLAM	BA-Sem-I
54	JAMINUL ISLAM	BA-Sem-I

55	JESMIN AHMED	BA-Sem-I
56	JESMINA KHATUN	BA-Sem-I
57	JESMINA PARBIN	BA-Sem-I
58	JJARUL HOQUE	BA-Sem-I
59	JIAUR RAHMAN	BA-Sem-I
60	JOMIR ALI	BA-Sem-I
61	JONAB ALI	BA-Sem-I
62	KABEL UDDIN	BA-Sem-I
63	KALPANA SANSUWARI	BA-Sem-I
64	KHADIIJA KHATUN	BA-Sem-I
65	KHADIZA KHATUN	BA-Sem-I
66	KHALIDA ALOM	BA-Sem-I
67	KOHINUR AHMED	BA-Sem-I
68	KOHINUR AKTAR	BA-Sem-I
69	KOMELA KHATUN	BA-Sem-I
70	LALCHAN ALI	BA-Sem-I
71	MALEKA YASMIN	BA-Sem-I
72	MD EASIN ALI	BA-Sem-I
73	MD JJARUL ISLAM	BA-Sem-I
74	MD MUKTARUL ISLAM	BA-Sem-I
75	MEHERA AHMED	BA-Sem-I
76	MINUWARA AHMED	BA-Sem-I
77	MOFIDA KHATUN	BA-Sem-I
78	MOHIBUR RAHMAN	BA-Sem-I
79	MOHIDUL ISLAM	BA-Sem-I
80	MOHIDUL ISLAM	BA-Sem-I
81	MOKLIMA WAHID	BA-Sem-I
82	MOMINUL ISLAM	BA-Sem-I
83	MOMTAZ BEGAM	BA-Sem-I
84	MOMTAZ BEGUM	BA-Sem-I
85	MONIR UDDIN	BA-Sem-I
86	MONIRUL ISLAM	BA-Sem-I
87	MONJUWARA BEGUM	BA-Sem-I
88	MONOWARA KHATUN	BA-Sem-I

89	MORIUM BEGUM	BA-Sem-I
90	MOROMI AHMED	BA-Sem-I
91	MOSTOFA AHMED	BA-Sem-I
92	MOYFUL KHATUN	BA-Sem-I
93	MUFAZZUL HOQUE AL AMAN	BA-Sem-I
94	MUJAMMEL HOQUE	BA-Sem-I
95	MUKIBUR RAHMAN	BA-Sem-I
96	NARJINA PARBIN	BA-Sem-I
97	NASIR UDDIN AHMED	BA-Sem-I
98	NAZIM UDDIN	BA-Sem-I
99	NAZIM UDDIN	BA-Sem-I
100	NAZMUL HOQUE	BA-Sem-I
101	ABDUL ALIM	BA-Sem-III
102	ABDUL MUTALEP ALI	BA-Sem-III
103	ABDUS SALAM	BA-Sem-III
104	ABIDA AHMED	BA-Sem-III
105	ABIDA KHATUN	BA-Sem-III
106	ABIDA KHATUN	BA-Sem-III
107	ABU SHAMA AHMED	BA-Sem-III
108	ABU SUFIAN	BA-Sem-III
109	AFIPA SIDDIQUE	BA-Sem-III
110	AHMED ALI	BA-Sem-III
111	AJIRON NESSA	BA-Sem-III
112	AKLIMA KHATUN	BA-Sem-III
113	ALMINA AHMED	BA-Sem-III
114	ALMINA BHUYAN	BA-Sem-III
115	ALOMGIR HUSSAIN	BA-Sem-III
116	AMIN NASMIN YASMIN	BA-Sem-III
117	AMINUL HOQUE	BA-Sem-III
118	AMINUL HOQUE	BA-Sem-III
119	ANNA KHATUN	BA-Sem-III
120	ANOWARA AHMED	BA-Sem-III
121	ANOWARA AHMED	BA-Sem-III
122	ARIFUL ISLAM	BA-Sem-III

123	ARIFUL ISLAM	BA-Sem-III
124	ARIZA HANUN	BA-Sem-III
125	ARZUWARA BEGUM	BA-Sem-III
126	ASMA KHATUN	BA-Sem-III
127	ASMINA BHUYAN	BA-Sem-III
128	ASMINA KHATUN	BA-Sem-III
129	ASMINA PARBIN	BA-Sem-III
130	ASMINA PARBIN	BA-Sem-III
131	ASUMMA AKTAR	BA-Sem-III
132	AYJAL HOQUE	BA-Sem-III
133	AZGAR ALI	BA-Sem-III
134	AZIBAR RAHMAN	BA-Sem-III
135	AZMINA AKTAR	BA-Sem-III
136	AZMOL HOQUE	BA-Sem-III
137	BABUL HUSSAIN	BA-Sem-III
138	BABUL HUSSAIN	BA-Sem-III
139	BAHARUL ISLAM	BA-Sem-III
140	BANDESH ALI	BA-Sem-III
141	BASER ALI	BA-Sem-III
142	BILKIS AHMED	BA-Sem-III
143	BISHA ALOM	BA-Sem-III
144	EASMINA AHMED	BA-Sem-III
145	EBRAHIM ALI	BA-Sem-III
146	ELIAS ALI	BA-Sem-III
147	ELIAS ALI AHMED	BA-Sem-III
148	ELIMA AHMED	BA-Sem-III
149	ELUWARA KHATUN	BA-Sem-III
150	ESMITARA	BA-Sem-III
151	FAHMIDA AHMED	BA-Sem-III
152	FAZILA KHATUN	BA-Sem-III
153	FORIDA KHATUN	BA-Sem-III
154	FORIDA YASMIN	BA-Sem-III
155	FOZILA AHMED	BA-Sem-III
156	FULBAR ALI	BA-Sem-III



157	GIAS UDDIN	BA-Sem-III
158	HAKIM ALI	BA-Sem-III
159	HARUNAL ROSHID	BA-Sem-III
160	HASEN ALI	BA-Sem-III
161	HASINA BEGUM	BA-Sem-III
162	HAYDOR ALI AHMED	BA-Sem-III
163	HURMUZ ALI	BA-Sem-III
164	JAHANARA BEGUM	BA-Sem-III
165	JAHANARA BEGUM	BA-Sem-III
166	JAHANARA PARBIN	BA-Sem-III
167	JAHANGIR ALOM	BA-Sem-III
168	JAHANUR ALOM	BA-Sem-III
169	JAHIDA KHATUN	BA-Sem-III
170	JAHIDA PARBIN	BA-Sem-III
171	JAKIR HUSSAIN	BA-Sem-III
172	JAKIRUL ISLAM	BA-Sem-III
173	JERIFA WAHID	BA-Sem-III
174	JESMINA AHMED	BA-Sem-III
175	JIYARUL HOQUE	BA-Sem-III
176	JOHIRUL HOQUE	BA-Sem-III
177	JOHIRUL ISLAM	BA-Sem-III
178	JOHIRUL ISLAM	BA-Sem-III
179	JOMER ALI	BA-Sem-III
180	JOYNAL ABDIN	BA-Sem-III
181	KALPANA AHMED	BA-Sem-III
182	KARISHMA BEGUM	BA-Sem-III
183	KOHINOOR AKTAR	BA-Sem-III
184	KORISHMA KHATUN	BA-Sem-III
185	KORUNAS PARBIN	BA-Sem-III
186	MANIKJAN NESSA	BA-Sem-III
187	MARJINA KHATUN	BA-Sem-III
188	MASTOFA AL MAMUN	BA-Sem-III
189	MERINA YESMIN	BA-Sem-III
190	MINUWARA PARBIN	BA-Sem-III

191	MIR MUSHARUF HUSSAIN	BA-Sem-III
192	MISS SABNAM ROSNA	BA-Sem-III
193	MIZANUR RAHMAN	BA-Sem-III
194	MOBARAK ALI	BA-Sem-III
195	MOFIDA KHATUN	BA-Sem-III
196	MOFIDA PARBIN	BA-Sem-III
197	MOFIZUL HOQUE	BA-Sem-III
198	MOHAMMOD ALI	BA-Sem-III
199	MOHIBUL HOQUE	BA-Sem-III
200	MOHIBUL ISLAM	BA-Sem-III
201	ABDUL ALIM	BA-Sem-V
202	ABDUL HAKIM	BA-Sem-V
203	ABDUL ROSHID	BA-Sem-V
204	ABU BAKKAR SIDDIK	BA-Sem-V
205	ABUL KALAM AZAD	BA-Sem-V
206	AFSANA NASRIN	BA-Sem-V
207	AKLIMA KHATUN	BA-Sem-V
208	ALOMGIR AFTER	BA-Sem-V
209	AM KARUNA AHMED	BA-Sem-V
210	AMINUL HAQUE	BA-Sem-V
211	AMINUL HOQUE	BA-Sem-V
212	AMZED ALI	BA-Sem-V
213	ANJUMA KHATUN	BA-Sem-V
214	ANJUMONOWARA KHATUN	BA-Sem-V
215	ANJUWARA AHMED	BA-Sem-V
216	ANOWARA AHMED	BA-Sem-V
217	ANOWARA KHATUN	BA-Sem-V
218	ANZUWARA KHATUN	BA-Sem-V
219	ASMINA AHMED	BA-Sem-V
220	ASMINA KHATUN	BA-Sem-V
221	ASRAFUL HOQUE	BA-Sem-V
222	AZIZUR ALOM	BA-Sem-V
223	AZMINA AHMED	BA-Sem-V
224	BANISA PARBIN	BA-Sem-V

191	MIR MUSHARUF HUSSAIN	BA-Sem-III
192	MISS SABNAM ROSNA	BA-Sem-III
193	MIZANUR RAHMAN	BA-Sem-III
194	MOBARAK ALI	BA-Sem-III
195	MOFIDA KHATUN	BA-Sem-III
196	MOFIDA PARBIN	BA-Sem-III
197	MOFIZUL HOQUE	BA-Sem-III
198	MOHAMMOD ALI	BA-Sem-III
199	MOHIBUL HOQUE	BA-Sem-III
200	MOHIBUL ISLAM	BA-Sem-III
201	ABDUL ALIM	BA-Sem-V
202	ABDUL HAKIM	BA-Sem-V
203	ABDUL ROSHID	BA-Sem-V
204	ABU BAKKAR SIDDIK	BA-Sem-V
205	ABUL KALAM AZAD	BA-Sem-V
206	AFSANA NASRIN	BA-Sem-V
207	AKLIMA KHATUN	BA-Sem-V
208	ALOMGIR AFTER	BA-Sem-V
209	AM KARUNA AHMED	BA-Sem-V
210	AMINUL HAQUE	BA-Sem-V
211	AMINUL HOQUE	BA-Sem-V
212	AMZED ALI	BA-Sem-V
213	ANJUMA KHATUN	BA-Sem-V
214	ANJUMONOWARA KHATUN	BA-Sem-V
215	ANJUWARA AHMED	BA-Sem-V
216	ANOWARA AHMED	BA-Sem-V
217	ANOWARA KHATUN	BA-Sem-V
218	ANZUWARA KHATUN	BA-Sem-V
219	ASMINA AHMED	BA-Sem-V
220	ASMINA KHATUN	BA-Sem-V
221	ASRAFUL HOQUE	BA-Sem-V
222	AZIZUR ALOM	BA-Sem-V
223	AZMINA AHMED	BA-Sem-V
224	BANISA PARBIN	BA-Sem-V

225	BILKISH AHMED	BA-Sem-V
226	DAROG ALI	BA-Sem-V
227	DILDAR JAHEER ARIF ALI	BA-Sem-V
228	EYANUR RAHMAN	BA-Sem-V
229	FULCHAND ALI	BA-Sem-V
230	HABIJUR RAHMAN	BA-Sem-V
231	HAFIZA AHMED	BA-Sem-V
232	HALIMA KHATUN	BA-Sem-V
233	HAMIDUL ISLAM	BA-Sem-V
234	HASHEM ALI	BA-Sem-V
235	HASINA AHMED	BA-Sem-V
236	IMAN ALI	BA-Sem-V
237	JAGIRUL ISLAM	BA-Sem-V
238	JAHEEDUL ISLAM	BA-Sem-V
249	JAHDUL ISLAM	BA-Sem-V
240	JAHDUL ISLAM	BA-Sem-V
241	JAKIR HUSSAIN	BA-Sem-V
242	JAMAL UDDIN	BA-Sem-V
243	ANJUMA KHATUN	BA-Sem-V
244	JAMELA KHATUN	BA-Sem-V
245	JASSBINA GABISON AHMED	BA-Sem-V
246	JESMINA AKTAR	BA-Sem-V
247	JOMIR UDDIN	BA-Sem-V
248	JORINA KHATUN	BA-Sem-V
249	JOYGON NESSA	BA-Sem-V
250	JOYNAB AKTAR	BA-Sem-V
251	JUBEDA NAHAR	BA-Sem-V

  
 Course Co-ordinator  
 Sontali Anchalik College  
 Course-coordinator

Sontali Anchalik college

Certificate:

 **Sontali Anchalik Colleges** Mahtoli

**Certificate Course On  
English Grammar and Composition  
Department : English**

ENROLMENT NO : EGC-22-01

 **ABDUL HAI NAGARIK**

This is to certify that Mr. / Miss. ....  
has successfully completed the English Grammar and Composition Course  
from sontali anchalik college held from 1<sup>st</sup> September - 31<sup>st</sup> November - 2022 (30 hours)  
he/she obtained .....*a*.....grade.

  
Principal  
Sontali Anchalik College

  
HoD  
Dept. of English  
Sontali Anchalik College

 **Sontali Anchalik College**  
Estd. 1987  
P.O. Mahtoli

 **Sontali Anchalik Colleges** Mahtoli

**Certificate Course On  
English Grammar and Composition  
Department : English**

ENROLMENT NO : EGC-22-02

 **ABDUL ROUF**

This is to certify that Mr. / Miss. ....  
has successfully completed the English Grammar and Composition Course  
from sontali anchalik college held from 1<sup>st</sup> September - 31<sup>st</sup> November - 2022 (30 hours)  
he/she obtained .....*a*.....grade.

  
Principal  
Sontali Anchalik College

  
HoD  
Dept. of English  
Sontali Anchalik College

 **Sontali Anchalik College**  
Estd. 1987  
P.O. Mahtoli

CERTIFICATE COURSE  
Assamese Language & Grammar

BY  
DEPARTMENT OF ASSAMESE  
PO-MAHTOLI, KAMRUP, ASSAM

COURSE DESIGN  
CERTIFICATE COURSE ON ASSAMESE LANGUAGE & GRAMMAR



**Sontali Anchalik College**

**Department of Assamese**

Academic Year : 2022-23

Certificate Course in Assamese language & grammar  
Syllabus of the course

1. Aims and Objective :
  - a) To developing knowledge about Assamese language & grammar.
  - b) To develop Assamese vocabulary.
  - c) To decrease the errors of Assamese grammar.
  - d) To spread the contents of Assamese language.
2. Duration of course : ( 30 Hours of 90 Min. per class).
3. Qualification : HSC
4. Intake capacity : Minimum 10 & Maximum 60
5. Syllabus

**Total Marks : 100**

1. অসমীয়া ভাষাৰ ইতিহাস  
(History of Assamese language ) . .....Marks-15
2. অসমীয়া ভাষাৰ ভৌগলিক অৱস্থিতি  
(Geographical existence of Assamese language). .....Marks-15
3. ধ্বনি বিজ্ঞান ( Phonology ) . .....Marks-15
4. স্বৰবৰ্ন আৰু ব্যঞ্জনবৰ্ন (Vowel & Consonants ) . .....Marks-15
5. অসমীয়া ভাষাৰ মৌলিক ব্যাকৰণ  
(Basic grammar of Assamese language ) . .....Marks-15
  - a. বাক্যাংশ (Parts of speech. )
  - b. ক্ৰিয়া (Verb ).
  - c. সময় বা কাল (Tense ).
6. শব্দভান্ডাৰ (Vocabulary) . .....Marks-15
7. উপভাষা (Dialects) . .....Marks-10

  
Course Co-ordinator  
Assamese Language and Grammar  
Sontali Anchalik College  
Date.....  
Assamese Language and grammar

## NOTICE



# Sontali Anchalik College

Department of Assamese

Academic Year : 2022-23



## Notice

Date:- 17/08/2023

It is hereby notified to all the students of Sontali Anchalik College that the department of Assamese has planned to conduct a certificate course on "Assamese language and Grammar". Interested students are asked to apply for the course on or before 27/08/2023. For more information of course, contact with the concerned Co-ordinator.

Course Co-Ordinator  
Assamese Language and Grammar  
Sontali Anchalik College  
Course Co-ordinator

Assamese Language and grammar

# STUDENT LIST



## Sontali Anchalik College

### Department of Assamese

Certificate Course in Assamese language and Grammar

Academic Year : 2022-23


#### List of Students Enrolled

Page-1

SI No	Name of students	Semester
1	Inamul Hoque	BA - Semester - I
2	Jonab Ali	BA - Semester - I
3	Shainur Begum	BA - Semester - I
4	Salima Begum	BA - Semester - I
5	Amina Khatun	BA - Semester - I
6	Monjuwara Begum	BA - Semester - I
7	Forida Ahmed	BA - Semester - I
8	Khalida Alom	BA - Semester - I
9	Asma Shehnas	BA - Semester - I
10	Abushama Ahmed	BA - Semester - I
11	Rakibul Islam	BA - Semester - I
12	Moromi Ahmed	BA - Semester - I
13	Nazim Uddin	BA - Semester - I
14	Shajinara Parbin	BA - Semester - I
15	Nur Alom	BA - Semester - I
16	Tosiron Nessa	BA - Semester - I
17	Rashidul Hoque	BA - Semester - I
18	Khadiza Khatun	BA - Semester - I
19	Komela Khatun	BA - Semester - I
20	Abida Khatun	BA - Semester - III
21	Asmina Bhuyan	BA - Semester - III
22	Baharul Islam	BA - Semester - III
23	Forida Khatun	BA - Semester - III
24	Fulbar Ali	BA - Semester - III
25	Gias Uddin	BA - Semester - III
26	Hasen Ali	BA - Semester - III
27	Jahida Khatun	BA - Semester - III
28	Korishma Khatun	BA - Semester - III
29	Monjur Ali	BA - Semester - III
30	Monjuwara Ahmed	BA - Semester - III
31	Moriom Begum	BA - Semester - III




32	Nilima Khatun	BA - Semester - III
33	Nurbhanu Ahmed	BA - Semester - III
34	Nurnahar Khatun	BA - Semester - III
35	Nurul Islam	BA - Semester - III
36	Rabia Ahmed	BA - Semester - III
37	Rashidul Islam	BA - Semester - III
38	Rowshanara Ahmed	BA - Semester - III
39	Saina Khatun	BA - Semester - III
40	Samina Aktar	BA - Semester - III
41	Shahnaj Parbin	BA - Semester - III
42	Sharif Rahman	BA - Semester - III
43	Shirajul Hoque	BA - Semester - III
44	Sukjan Nessa	BA - Semester - III
45	Taslina Ahmed	BA - Semester - III
46	Anowara Ahmed	BA - Semester - V
47	Jamal Uddin	BA - Semester - V
48	Jomir Uddin	BA - Semester - V
49	Mehjamin Sultana	BA - Semester - V
50	Rofikul Islam	BA - Semester - V
51	Saddam Hussain	BA - Semester - V
52	Saiful Islam	BA - Semester - V
53	Sofiqul Islam	BA - Semester - V
54	Sufiur Rahman	BA - Semester - V

  
Course Co-ordinator  
Sontali Anchalik College

Date.....  
Course Co-ordinator  
Sontali Anchalik College  
Date .....

Certificate:

**SONTALI ANCHALIK COLLEGE**  
MAHTOLI, KAMRUP, ASSAM, PIN NO- 781136

*Certificate course on Assamese language & grammar*

Department : Assamese


ENROLMENT :  
ALG22-23-20





*Abida Khatun*

This is to certify that Mr. / Miss. .... has successfully completed the Assamese language & grammar course from Sontali Anchalik College held from 5<sup>th</sup> September to 5<sup>th</sup> October/2022.

He/she obtained.....*A*.....grade.

  
Principal  
Sontali Anchalik College

  
Course Co-ordinator

  
HoD  
Dept. of Assamese  
Sontali Anchalik College

**SONTALI ANCHALIK COLLEGE**  
MAHTOLI, KAMRUP, ASSAM, PIN NO- 781136

*Certificate course on Assamese language & grammar*

Department : Assamese

ENROLMENT :  
ALG22-23-10




*Abushama Ahmed*

This is to certify that Mr. / Miss. .... has successfully completed the Assamese language & grammar course from Sontali Anchalik College held from 5<sup>th</sup> September to 5<sup>th</sup> October/2022.

He/she obtained.....*A*.....grade.

  
Principal  
Sontali Anchalik College

  
Course Co-ordinator

  
HoD  
Dept. of Assamese  
Sontali Anchalik College

Sontali Anchalik College  
Department of Arabic  
Value Added Course in 'Spoken Arabic'  
Report Year-2022-2023

**Sontali Anchalik College**

Department of Arabic

Value Added Course in 'Spoken Arabic'

Report Year 2022-23

Name of the Course: Value Added Course in 'Spoken Arabic'

Course Duration: September 2023 to November 2023

Course duration: 45 hours (45 hours of 60 minutes each)

Intake capacity: 25

**About the department**

Department always tries to prepare the prospective students to live the life fruitfully and make it life-long learning. Hence our department offers value-added course to strengthen the life skills of prospective students and develop them, holistically.

**About the Course:**

This course is conducting the Arabic grammar of the students. It will be useful for fluency in Arabic Language. It will be beneficial; for the students in this scientific, technological and modern society. It will increase their confidence and enhances their chances to get employment in abroad.

**Objectives –**

- To enhance Arabic Communication Skills of students
- To Develop overall personality of students.
- To enable the learners to acquaint with Spoken Arabic Language.
- To enable the learners to use Resource Materials of Arabic Grammar.
- To developing Competence of Arabic usages among the learners.
- To enhance the Communication Skill in Arabic.
- To develop positive attitude towards the Arabic Language.

**Course Outcomes:**

- Developed employability skills
- Learned interview techniques and group discussion
- Improved Arabic Communication Skills

  
HOD, Arabic  
Sontali Anchalik College

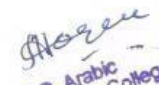
Signature of Co-ordinator/HoD  
Department of Arabic  
Sontali Anchalik College

## COURSE CONTENTS

Section-1    50 Marks

(Weightage – 5 Marks each Topic )

UNIT	TOPICS	MARKS
Unit-I	1) Introduction of Arabic Alphabet	10
	2) Arabic Phonetic Symbols, Consonant & vowel	
Unit -II	3) Recognition of letters	10
	4) Combination of letters	
Unit- III	5) Comprehension	10
	6) Description of human vocal organs	
Unit- IV	7) Parts of Speech	10
	8) Person, Number and Gender	
Unit- V	9) Conversation Practices using simple sentences	10
	10) Conversation Practices of Practical life	

  
HOD, Arabic  
Sontali Anchalik College  
Signature of Co-ordinator/HoD  
Department of Arabic  
Sontali Anchalik College

**Sontali Achalik College**  
**Department of Arabic**  
**Academic Year 2022-23**  
**Value Added Course in 'Spoken Arabic'**  
**Student Enrolled List**

Sl. No.	Name of Students	Class
1.	Aminul Hoque	B.A. 5 <sup>th</sup> Semester
2.	Amzed Ali	B.A. 5 <sup>th</sup> Semester
3.	Eyanur Rahman	B.A. 5 <sup>th</sup> Semester
4.	Anjuwara Ahmed	B.A. 5 <sup>th</sup> Semester
5.	Nur Islam	B.A. 5 <sup>th</sup> Semester
6.	Raham Ali	B.A. 5 <sup>th</sup> Semester
7.	Sattar Ali	B.A. 5 <sup>th</sup> Semester
8.	Abida Ahmed	B.A. 3 <sup>rd</sup> Semester
9.	Asma Khatun	B.A. 3 <sup>rd</sup> Semester
10.	Elias Ali	B.A. 3 <sup>rd</sup> Semester
11.	Monirul Islam	B.A. 3 <sup>rd</sup> Semester
12.	Muluk Chan Ali	B.A. 3 <sup>rd</sup> Semester
13.	Nazmul Hoque	B.A. 3 <sup>rd</sup> Semester
14.	Nozar Ali	B.A. 3 <sup>rd</sup> Semester
15.	Robiul Hussain	B.A. 3 <sup>rd</sup> Semester
16.	Momtaz Begum	B.A. 1st Semester
17.	Rowshanara Khatun	B.A. 1st Semester
18.	Asma Khatun	B.A. 1st Semester
19.	Khadiza Khatun	B.A. 1st Semester
20.	Eusuf Ali	B.A. 1st Semester
21.	Rezina Khatun	B.A. 1st Semester
22.	Mohidul Islam	B.A. 1st Semester
23.	Afazalur Rahman	B.A. 1st Semester

  
HOD, Arabic  
Sontali Anchalik College  
Signature of Co-ordinator/HoD  
Department of Arabic  
Sontali Anchalik College


# Attendance Sheet

**SONTALI ANCHALIK COLLEGE**  
**DEPARTMENT OF ARABIC**  
**ACADEMIC YEAR 2022-23**  
**30 Days Value added course in 'Spoken Arabic'**  
**Attendance sheet of students (1<sup>st</sup> September to 30<sup>th</sup> September, 2022)**

Roll No	Name of students	Dates																													
		1	2	3	5	6	7	8	9	10	12	13	15	16	17	19	20	21	22	23	24	26	27	28	29	30					
01	Aminul Hoque	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
02	Amzed Ali	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
03	Eyanur Rahman	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
04	Anjuwara Ahmed	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
05	Nur Islam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
06	Raham Ali	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
07	Sattar Ali	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
08	Abida Ahmed	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
09	Asma Khatun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
10	Elias Ali	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
11	Monirul Islam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
12	Mulluk Chan Ali	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
13	Nazmul Hoque	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
14	Nazar Ali	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
15	Robiul Hussain	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
16	Momtaz Begum	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
17	Rowshanara Khatun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
18	Asma Khatun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
19	Khadiza Khatun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
20	Eusuf Ali	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
21	Rezina Khatun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
22	Mohidul Islam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
23	Afzalur Rahman	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			

Signature of Coordinator  
 Department of Arabic  
 HOD, Arabic  
 Sontali Anchalik College  
 Date: .....

# Certificate:





## Sontali Anchalik Colleges

Mahtoli

### Value Added Copurse On Spoken Arabic Course

Department : Arabic





ENROLMENT NO : SARC-22-01

This is to certify that Mr. / Miss. Aminul Hoque

has successfully completed the Spoken Arabic course  
 from sontali anchalik college held from 1<sup>st</sup> September - 31<sup>st</sup> November - 2022

he/she obtained A grade.



Prin  
Principal  
Sontali Anchalik College

Hoque  
HOD  
Dept. of Arabic  
Sontali Anchalik College



# Sontali Anchalik Colleges

Mahtoli

## Value Added Copurse On Spoken Arabic Course

Department : Arabic



ENROLMENT NO : SARC-22-02



This is to certify that Mr. / Miss. *Amzed Ali*

has successfully completed the Spoken Arabic course from sontali anchalik college held from 1<sup>st</sup> September - 31<sup>st</sup> November - 2022

he/she obtained *A* grade.

*Prinme*  
Principal  
Sontali Anchalik College

*Ahazee*  
HoD  
Dept. of Arabic  
Sontali Anchalik College

**CERTIFICATE COURSE ON DEVELOPMENT OF COMMUNICATION SKILL  
IN ENGLISH  
SONTALI ANCHALIK COLLEGE, MAHTOLI, KAMRUP  
IN COLLABORATION WITH DEPTT. OF ENGLISH & HISTORY  
REPORT**

Certificate course: The basic skills of spoken English

The Department of English and History of Sontali Anchalik College collaborately introduced a certificate course on the basic skills of English communication specially on spoken English course from February 2022 under the supervision of course coordinator Mr. Nurjaman Hoque. The Faculties of English department have been doing the classes and practical classes among the students. The course is 30 hours duration, two classes taken in each week. The noble Aim of the course is to enable the students to learn how to speak in English effectively and communicate in different situation private as well as public places or in Business sector. As English is International language and in almost official purpose we have to use this language. we have tried well to improve the confidence level of the students in adopting the different skills of spoken skills to face different place and situations.

Fee structure of the course :The course fee is minimal Rs. 300/- only as more than 90% students are in BPL category. The entire course fee is to be paid at the time of Admission. After completion of the course a certificate is issued for the students.

Teacher Instructor : Dr. Shah Sufiuz Zaman .Asstt. Professor, Deptt. English.

**1.Course Design/Course Contents**

**Development of communication skill in English.**

**Paper :Theory and Practical**

**Marks: Theory -50**

**Practical - 50**

<b>Sl. No.</b>	<b>Course Unit</b>	<b>Course Hour</b>	
<b>Unit 1</b>	<b>Introduction &amp; Purpose of the course</b>	<b>6 hours</b>	
<b>Unit 2</b>	<b>Component of Spoken English</b>	<b>6 hours</b>	



Unit 3	Basic needs of Spoken english	6 hours	
Unit 4	Inter-action and confident test of speaker	6 hours	
Unit 4	Ways or Means of motivating in job.	6 hours	

### Course will Cover:

- Basic knowledge of communication skill .
- Principles of preciseness ,clarity, completeness, consciousness, and adoption.
- Communication cycle.
- Ways of effective communication.

### Course goals:

- To enable the participants to learn and build confidence and improve their skills.
- The course has been designed so that the participants can learn to prepare themselves to communicate effectively .
- To develop confidence of the participants personally and professionally.

### Course Materials :

\* All course materials such as – Books, Audio, videos will be provided during the course .

### Grading system :

- I ) 90 %----100%---A+
- II ) 80 %-----89 %--A
- III ) 70 %-----79 %--B+
- IV ) 60%-----69 %--B
- V ) Below 60

### Course Description :

I ) How to communicate with confidence and enhance personality to face viva- Test effectively and also communicate with the masses of jobs.

Learning and Outcomes : After completion of the course the participants will be able to acquire the capacities of speaking in public places confidently.

### Assessment Guide :

Ranks of marks in %	Letter Grade	Category	Grade point
90-----100	A +	Outstanding	10
80-----89	A	Excellent	09

70-----79	B +	Very Good	08
60-----69	B	Good	07
Below 60---	C	Average	06

Notice :

Notice 2

Date 11/8/22

It is hereby general information to all concern that A certificate Course, or Communicative Skill - Spoken English has introduced in Soatali Anchalik College and the interested Candidates are asked to apply to get Admission in the same on or before and submit to the undersigned.

Nurjamen Hoque.  
Course Co-ordinator  
Spoken English  
Soatali Anchalik  
College  
11-08-2022

## List of Admitted Students

A CERTIFICATE COURSE ON  
DEVELOPMENT OF COMMUNICATION SKILLS IN ENGLISH  
CONDUCTED BY  
DEPARTMENT OF ENGLISH AND DEPARTMENT OF HISTORY  
SONTALI ANCHALIK COLEGE

---

NAMES OF THE STUDENTS :

Date : 06-06-2022

SL .NO.	NAME	ROLL NO	SEMESTER	MOBILE NO
1	Sabina khatun	DCSE-22-01	2 <sup>nd</sup>	939507722
2	Jahidul Islam	DCSE-22-02	2 <sup>nd</sup>	9387607347
3	Borhan Ali	DCSE-22-03	2 <sup>nd</sup>	6002956184
4	Billal Ali	DCSE-22-04	2 <sup>nd</sup>	6900725845
5	Halim Uddin	DCSE-22-05	2 <sup>nd</sup>	6002945797
6	Morium Ahmed	DCSE-22-06	2 <sup>nd</sup>	9395991881
7	Shoriful Islam	DCSE-22-07	2 <sup>nd</sup>	9864901258
8	Nur Jahan Parbin	DCSE-22-08	2 <sup>nd</sup>	7002886310
9	Jesmima Parbin	DCSE-22-09	2 <sup>nd</sup>	9387915753
10	Robina Begum	DCSE-22-10	2 <sup>nd</sup>	9394327077
11	Saiful Hoque	DCSE-22-11	2 <sup>nd</sup>	9365415849
12	Mojammal Hoque	DCSE-22-12	2 <sup>nd</sup>	6002971367
13	Moyful khatun	DCSE-22-13	2 <sup>nd</sup>	6003706084
14	Rojina Ahmed	DCSE-22-14	2 <sup>nd</sup>	6002514814
15	Piyar Ali	DCSE-22-15	2 <sup>nd</sup>	8822114702
16	Asirun Nessa	DCSE-22-16	2 <sup>nd</sup>	8761017049
17	Khalida Alom	DCSE-22-17	2 <sup>nd</sup>	9365703808
18	Shaheb Ali	DCSE-22-18	2 <sup>nd</sup>	6003408690
19	Sajinara Parbin	DCSE-22-19	2 <sup>nd</sup>	8638546143
20	Abushama Ahmed	DCSE-22-20	2 <sup>nd</sup>	9101027130

*Nurjahan Hoque*  
Course Co-ordinator

Department of English & History

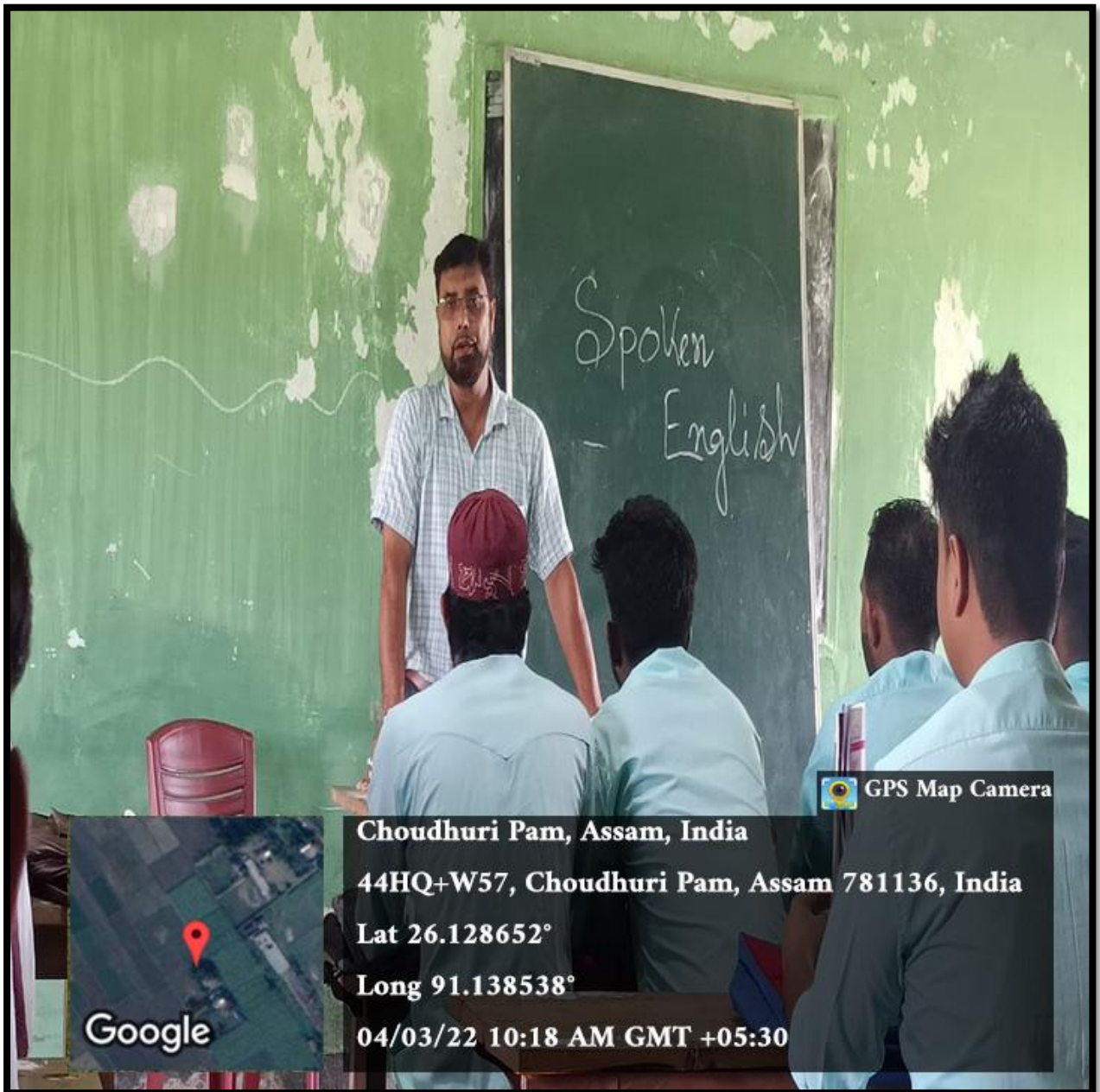
Sontali Anchalik College

Course Co-ordinator

Sontali Anchalik College

Date .....

Photography of Class.





**Certificate:**



(Mr. Nurul Islam)  
Co-ordinator, IQAC  
Sontali Anchalik College

Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....



(Dr. Tapan Dutta)  
Principal i/c

Principal i/c  
Sontali Anchalik College  
Date.....

Awareness campaign on single use plastic and its impact on Environment beyond the campus among the school students.





AN AWARENESS CAMPAIGN  
ON  
SINGLE-USE PLASTICS AND ITS IMPACT ON  
THE ENVIRONMENT  
ORGANISED BY  
National Service Scheme  
SONTALI ANCHALIK COLLEGE, SONTALI

GPS Map Camera

Choudhuri Pam, Assam, India  
44HQ+W57, Choudhuri Pam, Assam 781136,  
India  
Lat 26.12896°  
Long 91.138326°  
26/06/23 10:55 AM GMT +05:30



Google



AN AWARENESS CAMPAIGN  
ON  
SINGLE-USE PLASTICS AND ITS IMPACT ON  
THE ENVIRONMENT  
ORGANISED BY  
National Service Scheme  
SONTALI ANCHALIK COLLEGE, SONTALI  
Date: 15<sup>th</sup> and 16<sup>th</sup> June, 2023

GPS Map Camera

Choudhuri Pam, Assam, India  
44HQ+W57, Choudhuri Pam, Assam 781136,  
India  
Lat 26.12896°  
Long 91.138326°  
26/06/23 10:57 AM GMT +05:30

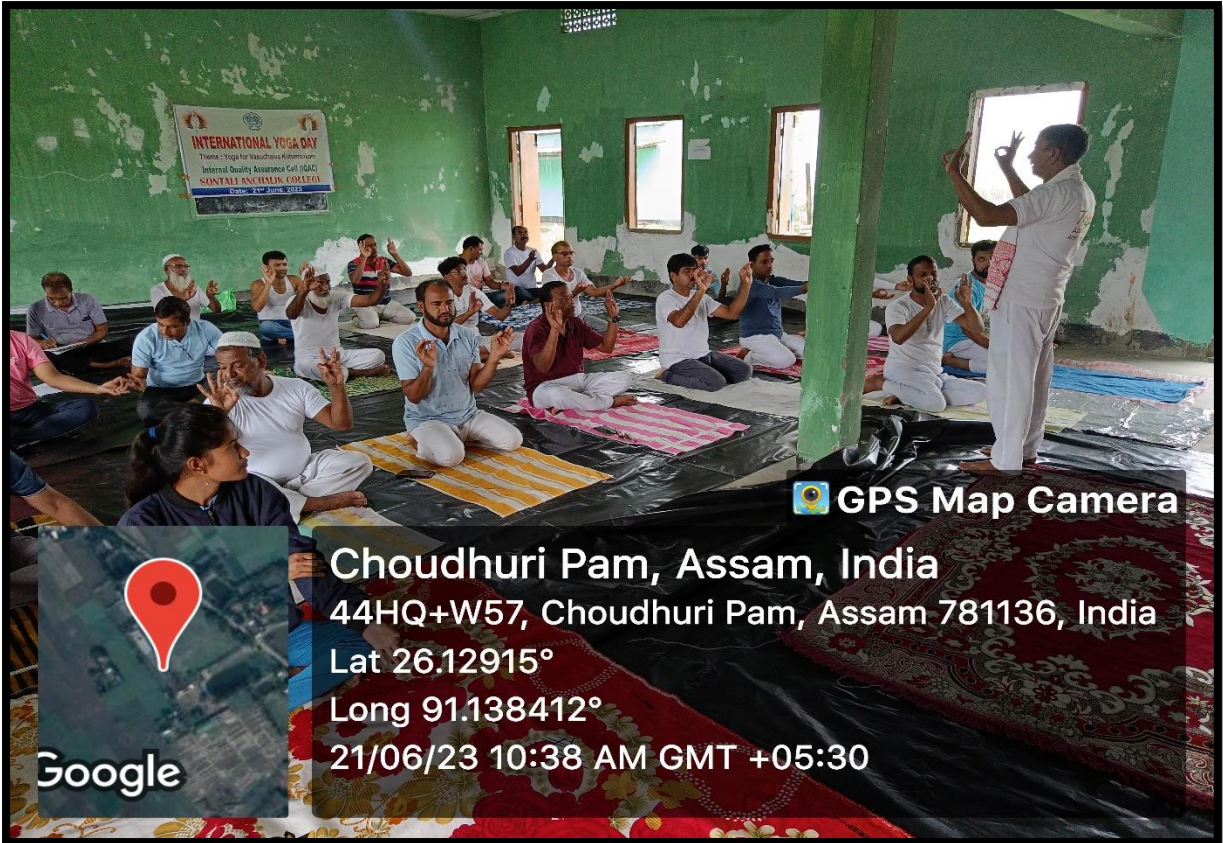


Google



Life skills: Yoga (Celebration of international Yoga Day on 21-06-2023)





GPS Map Camera



Google

Choudhuri Pam, Assam, India  
44HQ+W57, Choudhuri Pam, Assam 781136, India  
Lat 26.12915°  
Long 91.138412°  
21/06/23 10:38 AM GMT +05:30



GPS Map Camera



Google

Choudhuri Pam, Assam, India  
44HQ+W57, Choudhuri Pam, Assam 781136, India  
Lat 26.129045°  
Long 91.138438°  
21/06/23 10:43 AM GMT +05:30



GPS Map Camera

Choudhuri Pam, Assam, India  
44HQ+W57, Choudhuri Pam, Assam 781136, India  
Lat 26.129074°  
Long 91.138451°  
21/06/23 10:51 AM GMT +05:30

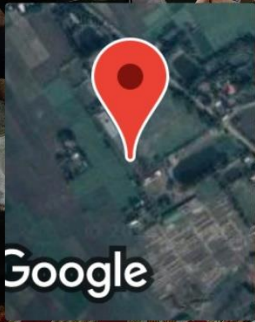


Google



GPS Map Camera

Choudhuri Pam, Assam, India  
44HQ+W57, Choudhuri Pam, Assam 781136, India  
Lat 26.129083°  
Long 91.138416°  
21/06/23 10:55 AM GMT +05:30



Google

Green campus initiative by planting more trees in the campus.



GPS Map Camera



Choudhuri Pam, Assam, India

44HQ+W57, Choudhuri Pam, Assam 781136, India

Lat 26.12906°

Long 91.138328°

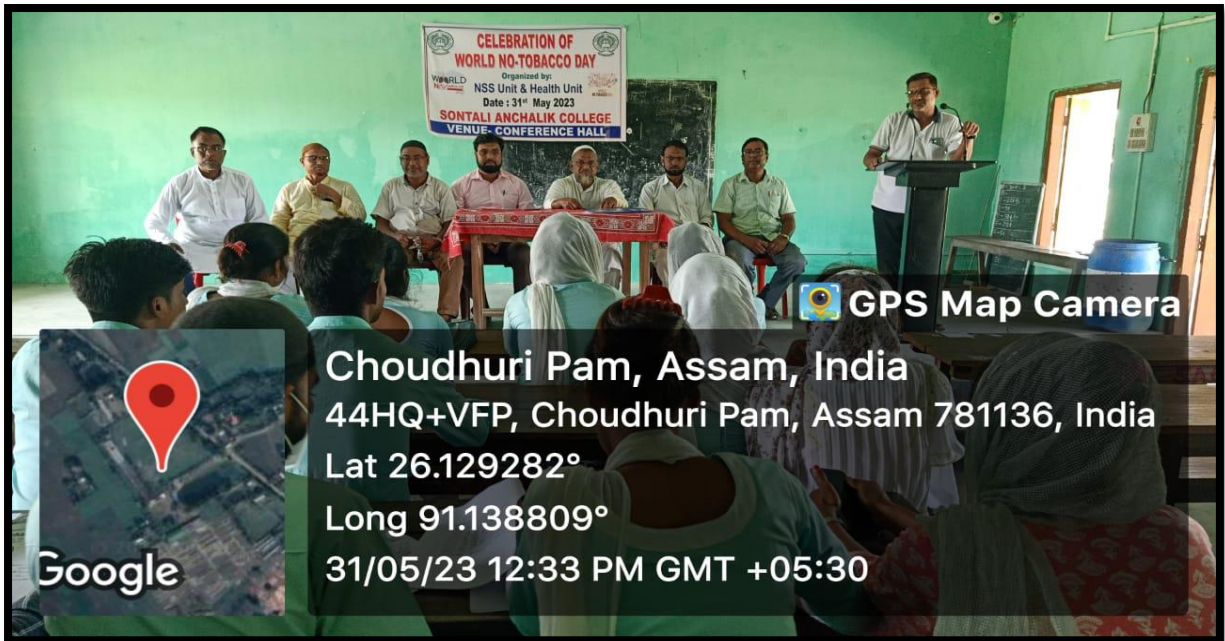
05/06/23 09:34 AM GMT +05:30



Cleaning of college campus:



Celebration of world no tobacco day on 31-05-2023.





**CELEBRATION OF  
WORLD NO-TOBACCO DAY**  
Organized by:  
NSS Unit & Health Unit  
Date : 31<sup>st</sup> May 2023  
**SONTALI ANCHALIK COLLEGE**  
VENUE CONFERENCE HALL

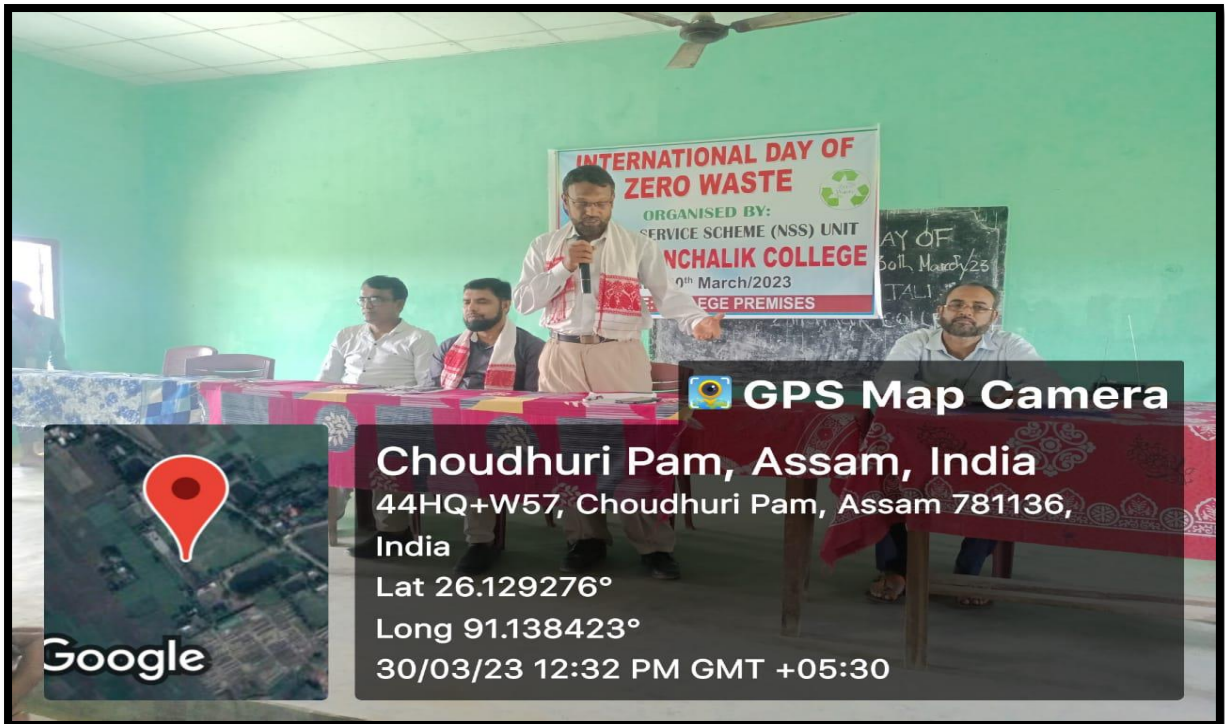
GPS Map Camera



**Choudhuri Pam, Assam, India**  
44HQ+VFP, Choudhuri Pam, Assam 781136, India  
Lat 26.129238°  
Long 91.138549°  
31/05/23 12:33 PM GMT +05:30

Google

Celebration of international day of zero waste:





Celebration of world cancer day on 04-02-2023.





 **GPS Map Camera**

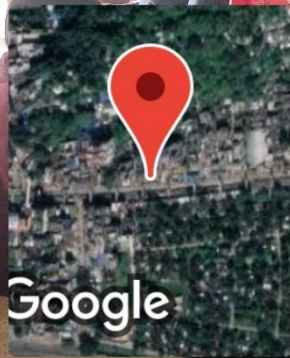
**Guwahati, Assam, India**

Plaza Market, Assam Trunk Rd, Kamakhya, Maligaon Chariali, Maligaon, Guwahati, Assam 781010, India

Lat 26.15921°

Long 91.697829°

04/02/23 11:57 AM GMT +05:30



Google



 **GPS Map Camera**

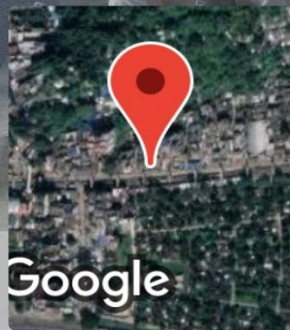
**Guwahati, Assam, India**

Plaza Market, Assam Trunk Rd, Kamakhya, Maligaon Chariali, Maligaon, Guwahati, Assam 781010, India

Lat 26.159213°

Long 91.697824°

04/02/23 12:20 PM GMT +05:30



Google

## Health and Hygiene: Campus cleaning programme



Tree plantation on the occasion of 400<sup>th</sup> birth anniversary of Bhir Lachit Barphukan



Cleaning of college campus on the occasion of 400<sup>th</sup> birth anniversary of Bhir Lachit Barphukan







GPS Map Camera



**Kismat Kathami, Assam, India**

447Q+RFC, Kismat Kathami, Assam 781136,  
India

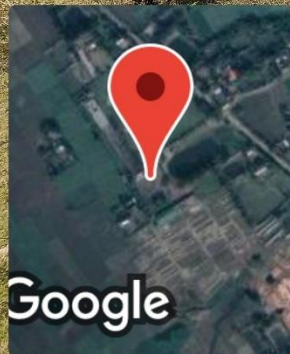
Lat 26.114679°

Long 91.137251°

24/11/22 12:29 PM GMT +05:30



GPS Map Camera



**Choudhuri Pam, Assam, India**

44HQ+VFP, Choudhuri Pam, Assam 781136, India

Lat 26.128784°


Long 91.138773°

05/12/22 11:07 AM GMT +05:30

Celebration of NSS day on 24-09-2022

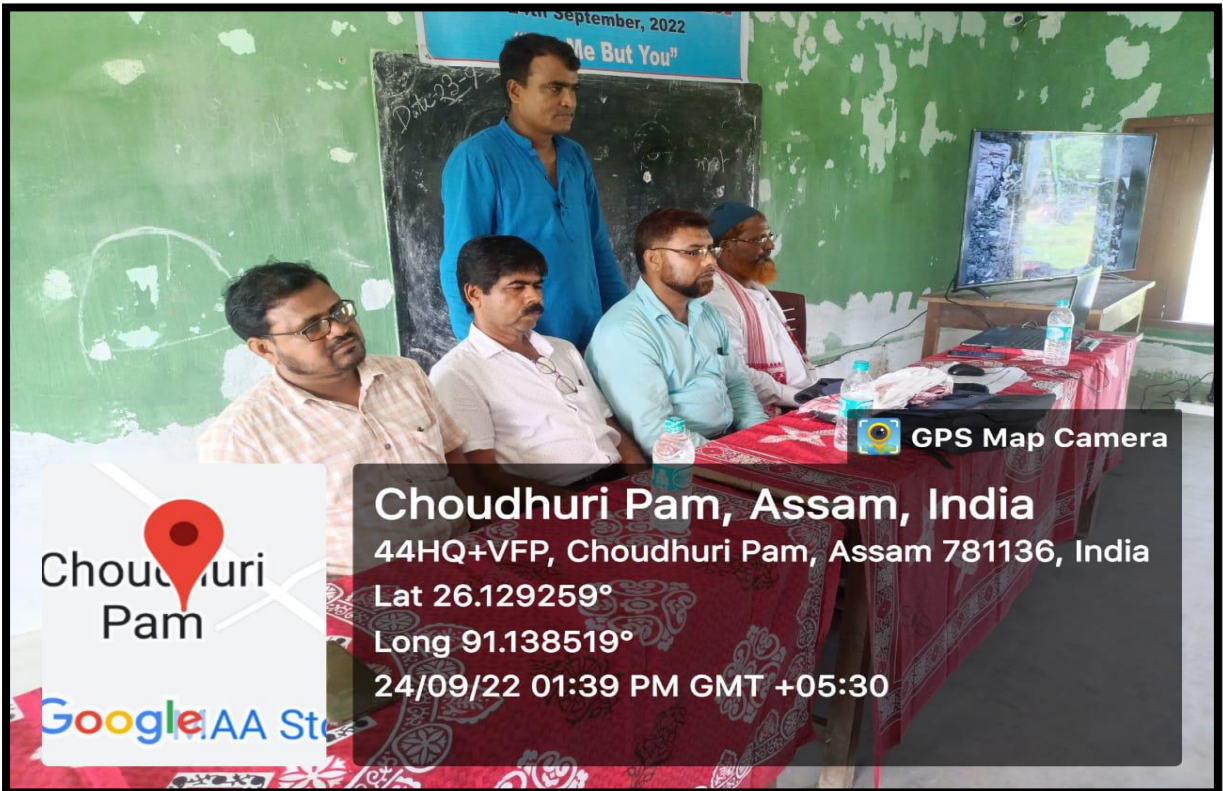





 GPS Map Camera



**Choudhuri Pam, Assam, India**  
44JQ+86Q, Sontoli-Chamaria Rd, Choudhuri  
Pam, Assam 781136, India  
Lat 26.130635°  
Long 91.138561°  
24/09/22 12:27 PM GMT +05:30



 GPS Map Camera



**Choudhuri Pam, Assam, India**  
44HQ+VFP, Choudhuri Pam, Assam 781136, India  
Lat 26.129259°  
Long 91.138519°  
24/09/22 01:39 PM GMT +05:30



Celebration of international Yoga Day on 21-06-2022



*Handwritten signature*

INTERNATIONAL YOGA DAY  
21 JUNE - 2022  
SONTALI ANCHALIK COLLEGE  
ORG. BY: IQAC.



GPS Map Camera



Choudhuri Pam, Assam, India

44HQ+VFP, Choudhuri Pam, Assam 781136, India

Lat 26.129355°

Long 91.138599°

21/06/22 12:07 PM

Celebration of World Environment day on 05-06-2022.







Plantation for healthy environment in the college campus by NSS unit



Swachh Bharat Abhiyan in the college campus on 02-10-2019.





Celebration of international Yoga Day on 21-06-2019





Awareness programme on Swacchata and cleanliness in char villages of the Bharmaputra river on 05-06-2019.



Observation of International tobacco day on 31-05-2019 and aware the students about harmful effects of tobacco on health.



Self employment and entrepreneurial skill:

Women Empowerment by making HYCINTH Products- 03-04-2019





*ICT/computing skills:*

## **CERTIFICATE COURSE ON “BASIC COMPUTER APPLICATION COURSE”**

**SONTALI ANCHALIK COLLEGE, MAHTOLI, KAMRUP**

**DEPARTMENT OF ECONOMICS**

### **REPORT**

**Certificate Course:** Basic Computer Application Course.

The Department of Economics of Sontali Anchalik College introduced a certificate course on Basic Computer Application Course (BCAC) from August 2022 with Mr. Shaddik Hussain as the Coordinator. The course was introduced in collaboration with Infotech Computer Education Centre. This course is 30 hours duration certificate course which is to be financed by the students undertaking the course. The noble aim of the course is to enable the students to acquire computer based skill and knowledge as demanded by the present market-driven society.

Fee structure of the Course: The course fee is minimal Rs.300/- only as more than 90% students are in BPL category. The entire course fee is to be paid at the time of admission. After completion of the course a certificate is issued to the students.

Teacher Instructor: Mr. Rahi Masum Reza, PGDCA (Gauhati University) Mobile: 9577360845

## **BASIC COMPUTER APPLICATION COURSE**

Course Title: Basic Computer Application Course.

Course Description:

This course is designed to provide students with the essential skills and knowledge required to proficiently use Microsoft Office applications and Tally accounting software. Participants will learn how to create, edit, and manage documents, spreadsheets, presentations, and accounting records effectively. The course aims to enhance participants' computer literacy and prepare them for various office and accounting tasks.

Course Duration: 30 hours in 3 months (12 weeks)

Prerequisites: Basic computer skills and familiarity with Windows operating system.

Course Outline:

Module 1: Introduction to Microsoft Office

- 1.1: Introduction to Microsoft Office Suite
- 1.2: Navigating the Office Interface
- 1.3: Creating and Managing Files and Folders
- 1.4: Basic Text Editing and Formatting

## Module 2: Microsoft Word

- 2.1: Creating and Editing Documents
- 2.2: Formatting Text and Paragraphs
- 2.3: Page Layout and Printing
- 2.4: Working with Tables and Graphics
- 2.5: Document Review and Collaboration Tools

## Module 3: Microsoft Excel

- 3.1: Introduction to Spreadsheets and Excel Interface
- 3.2: Data Entry and Cell Formatting
- 3.3: Formulas and Functions
- 3.4: Charts
- 3.5: Data Analysis and PivotTables

## Module 4: Microsoft PowerPoint

- 4.1: Creating and Editing Presentations
- 4.2: Slide Design and Layout
- 4.3: Adding Multimedia and Animation
- 4.4: Slide Show and Presentation Delivery

## Module 5: Introduction to Tally

- 5.1: Overview of Tally ERP 9
- 5.2: Company Creation and Configuration
- 5.3: Ledger Creation and Management
- 4: Voucher Entry (Sales, Purchases, Payments, Receipts)
- 5: Financial Reports (Balance Sheet, Profit & Loss, Trial Balance)

### Course Conclusion and Certification:

Demonstrating their proficiency in Microsoft Office and Tally. This certification can enhance their employability and career prospects in various administrative and accounting roles.

Program Code : BCAC.

Eligibility: Class 12 Pass or Equivalent

Course Duration : 30 Hours

Course Fee : Rs. 300/-

Medium: English and Assamese.

Course Co-coordinator :

Name : Mr. Shaddik Hussain

Email : shaddikhussain@gmail.com

Phone No.: 7002545971

Conducted By: Department of Economics, Sontali Anchalik College

Program type: Certificate Course

Program designed By : Rahi Masum Rezza

## GRADING SYSTEM:

90 ----- 100 % --	A +
80 ----- 89 % ---	A
79 ----- 80 % ----	B +
69 ----- 70 % --	B
Bellow 60 % ---	C

## Admission Notice

Date : 16-08-2022

It is to inform to all the students of B.A 1<sup>st</sup> , 3<sup>rd</sup> & 5<sup>th</sup> semester that admission for certificate course on Basic Computer Application Course (BCAC) is going to start as per the following time schedule. Admission will be first come first serve basis.

- 1.Admission Form distribution : 18-08-2022.
- 2.Admission Date : 20-08-2022, 10 AM onwards.
- 3.Class Start from 1<sup>st</sup> September 2022.

### Document Required

- 1.College Id card.
- 2.Aadhaar card.
- 3.H.S.L.C admit card.

Admission venue : Department of Economics

  
HoD  
Dept. Economics  
Sontali Anchalik College

**List of Admitted Students (Basic Computer Application Course).**

ENROLMENT_NO	Name	MOBILE NO
BCAC-22-01	Runa Laila	9707949651
BCAC-22-02	Baharul Islam	6003812790
BCAC-22-03	Rohul Amin	8720925694
BCAC-22-04	Ruksana Ahmed	7896796641
BCAC-22-05	Rojina Ahmed	6002074638
BCAC-22-06	Saddam Hussain	9365916863
BCAC-22-07	Mohibul Hoque	9707349754
BCAC-22-08	Jomer Ali	9365562710
BCAC-22-09	Nazrul Islam	6001231699
BCAC-22-10	Sabura Khatun	7002193878
BCAC-22-11	Salma Ahmed	8453569435
BCAC-22-12	Nurul Islam	7099454667
BCAC-22-13	Saiful Hoque	9365415849
BCAC-22-14	Shohidul Islam	7429439019
BCAC-22-15	Saddam Hussain	9864256591
BCAC-22-16	Moidul Islam	7635830248
BCAC-22-17	Moymona Ahmed	6000513599
BCAC-22-18	Piyar Ali	8822114702
BCAC-22-19	Morium Begum	9395991881
BCAC-22-20	Shoriful Islam	9854901258
BCAC-22-21	Afsana Nasrin	9127875766
BCAC-22-22	Saniara Mollika	8471859607
BCAC-22-23	Masuma Aktar	9954194322
BCAC-22-24	Fulchand Ali	7035594574
BCAC-22-25	Rojina Begum	8822304946
BCAC-22-26	Jaminul Islam	6003899526
BCAC-22-27	Shakibul Hassan	8011664388
BCAC-22-28	Bahar Ali Ahmed	9365507210



Photography of Computer Class.



# Attendance Sheet.

ATTENDANCE SHEET  
BASIC COMPUTER APPLICATION COURSE  
DEPARTMENT OF ECONOMICS  
SONTALI ANCHALIK COLLEGE  
SESSION - 2022-2023

DATE : 01-09-22

ENROLMENT_NO	Name	MOBILE NO	SIGNATURE
BCAC-22-01	Runa Laila	9707949651	Runa Laila
BCAC-22-02	Baharul Islam	6003812790	Baharul Islam
BCAC-22-03	Rohul Amin	8720925694	Rohul Amin
BCAC-22-04	Ruksana Ahmed	7896796641	Ruksana Ahmed
BCAC-22-05	Rojina Ahmed	6002074638	Rojina Ahmed
BCAC-22-06	Saddam Hussain	9365916863	Saddam Hussain
BCAC-22-07	Mohibul Hoque	9707349754	Mohibul Hoque
BCAC-22-08	Jomer Ali	9365562710	Jomer Ali
BCAC-22-09	Nazrul Islam	6001231899	Nazrul Islam
BCAC-22-10	Sabura Khatun	7002193878	Sabura Khatun
BCAC-22-11	Salma Ahmed	8453569435	Salma Ahmed
BCAC-22-12	Nurul Islam	7099454667	Nurul Islam
BCAC-22-13	Saiful Hoque	9365415849	Saiful Hoque
BCAC-22-14	Shohidul Islam	7429439019	Shohidul Islam
BCAC-22-15	Saddam Hussain	9864256591	Saddam Hussain
BCAC-22-16	Moidul Islam	7635830248	Moidul Islam
BCAC-22-17	Moymona Ahmed	6000513599	Moymona Ahmed
BCAC-22-18	Piyar Ali	8822114702	Piyar Ali
BCAC-22-19	Morium Begum	9395991881	Morium Begum
BCAC-22-20	Shoriful Islam	9854901258	Shoriful Islam
BCAC-22-21	Afsana Nasrin	9127875766	Afsana Nasrin
BCAC-22-22	Saniara Mollika	8471859607	Saniara Mollika
BCAC-22-23	Masuma Aktar	9954194322	Masuma Aktar
BCAC-22-24	Fulchand Ali	7035594574	Fulchand Ali
BCAC-22-25	Rojina Begum	8822304946	Rojina Begum
BCAC-22-26	Jaminul Islam	6003899526	Jaminul Islam
BCAC-22-27	Shakibul Hassan	8011664388	Shakibul Hassan
BCAC-22-28	Bahar Ali Ahmed	9365507210	Bahar Ali Ahmed



Signature of Course Co-ordinator  
Sontali Anchalik College



Signature of Course Instructor  
Sontali Anchalik College

# Certificate.

**Sontali Anchalik Colleges**  
Mahtoli  
Certificate Course On  
Basic Computer Application Course  
Department : Economics

ENROLMENT NO : BCAC-22-01

*Runa Laila*

This is to certify that Mr. / Miss. *Runa Laila*  
has successfully completed the basic computer application course  
from Sontali Anchalik College held from 1<sup>st</sup> August - 31<sup>st</sup> December - 2022  
he/she obtained *A* grade.



*[Signature]*  
Principal  
Sontali Anchalik College

*[Signature]*  
HoD  
Dept. of Economics  
Sontali Anchalik College

*[Signature]*  
Course Co-ordinator  
Dept. of Economics  
Sontali Anchalik College





# Sontali Anchalik College

Mahtoli

## Certificate Course On Basic Computer Application Course

Department : Economics



ENROLMENT NO : BCAC-22-21

*Afsana Nassrin*

This is to certify that Mr. / Miss. ....  
has successfully completed the basic computer application course  
from Sontali Anchalik College held from 1<sup>st</sup> August - 31<sup>st</sup> December - 2022  
he/she obtained .....grade.



*[Signature]*

Principal  
Sontali Anchalik College

*[Signature]*

HoD  
Dept. of Economics  
Sontali Anchalik College

*[Signature]*

Course Co-ordinator  
Dept. of Economics  
Sontali Anchalik College

*[Signature]*

(Mr. Nurul Islam)

Co-ordinator, IQAC

Sontali Anchalik College



*[Signature]*

(Dr. Tapan Dutta)

Principal i/c

Sontali Anchalik College

Principal i/c  
Sontali Anchalik College  
Date.....

Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....