



5.1.3 : Capacity building and skills enhancement initiatives taken by the institution include the following-

The College enforces a great deal of attention regarding capability enhancement and development schemes. Various Add on courses, online trainings, seminars and awareness programmes had been initiated to aid the capacity enhancement of the student body so as to further develop their skill and help them in adapting to the changing world scenario. However due to the pandemic situation and the consequent lockdown, only few initiatives had been successfully completed in this session. The summary reports regarding the same are as follows:

AWARENESS PROGRAMME ON HEALTH AND HYGIENE IN WOMEN

8TH MARCH, 2021

Women Forum of Khagarijan College has taken the initiative to organize programmes on health issues especially for maintenance of hygiene. Notably an awareness programme on “Health and Hygiene for Women” was organised by **Women Forum**, Khagarijan College on the occasion of **International Women’s Day on 8th March, 2021** in the college campus. **Mrs Mousumi Bora, District Urban Health Coordinator, DHS, Nagaon** was the resource person of the program. Mr Dilip Sharma, President of the Governing Body was the chief guest. In the program Dr. Ramesh Nath, respected Principal of the college offered a valuable inaugural speech. The chief guest delivered an attractive lecture on the theme explaining the importance of health and hygiene in everybody’s life.



Figure 1: INTERNATIONAL WOMEN'S DAY ORGANISED BY WOMEN FORUM, KHAGARIJAN COLLEGE

Honourable resource person, **Mrs Mousumi Bora** provided a significant speech on the theme. She explained clearly the impact of hygiene on women's health. Especially women are involved with some particular factors like menstruation, delivery etc. She advised the girls of the college to maintain cleanliness and hygiene during their menstruation. She also stated that lack of cleanliness and hygiene creates septic problem which is most dangerous to human life. Moreover, she mentioned some hygiene related diseases like Athletes foot, Body lice, chronic diarrhoea, Dental caries, Head lice, Scabies etc. Miss Rupali Talukdar member of women forum anchored the program and Mrs Umme Salma, secretary of the women forum offered vote of thanks. About 16 teachers and 50 students were present in the program.



FIGURE 2: DISTRIBUTION OF SANITARY NAPKINS

It is expected that the participants will be benefited from this program in their daily life. The participants expressed their gratitude towards the organising committee of the women forum. Notably on this special day a distribution of sanitary napkins among the college girls was successfully held at the last of the programme.

**TWO DAYS WORKSHOP ON (SKILL DEVELOPMENT)" BEAUTY & MAKEUP FASHION:
AN INITIATIVE TOWARDS YOUTH ENTREPRENEURSHIP
29th and 30th June, 2021**

A two-day online workshop on “Beauty and Makeup Fashion: An Initiative towards Youth Entrepreneurship” was organized by the Department of Economics, Khagarijan College in collaboration with Women Forum of the college. The program was scheduled on 29th and 30th June, 2021 at 7 PM through Google Meet App. The workshop program was inaugurated by the respected principal of the College Dr. Ramesh Nath and co-ordinated by the Head of the Department of Economics, Mrs. Umme

Salma. In the inaugural speech, Dr. Nath mentioned gave a brief speech about the aim and objective of the workshop.

For the program there were two invited guests from Net Skill Foundation, an NGO in Nagaon, Assam. They were respectively **Mr. Tausif Uddin Ahmed, Project Manager, Net Skill Foundation** and **Miss Najia Hassan, Beautician and Trainer, Net Skill Foundation**. In the program, there were two sessions. In the first session, Mr. Tausif Uddin Ahmed delivered a motivational speech for the students. Mr. Ahmed also enlightened the session by highlighting various opportunities of employment in field of beauty, makeup and fashion. The second session was a practical training session. In this session, Miss Najia Hassan demonstrated various steps of makeup. Miss Hassan also highlighted various important points in makeup.

The two sessions were highly informative and motivational as the guests highlighted various opportunities of employment in the field of beauty, makeup and fashion for the youth. Our respected Principal, Dr. Nath was thankful for the valuable input delivered by the invited guests. He also appreciated the commendable efforts taken by the organizing committee of the workshop for organizing such a practical and relevant program.

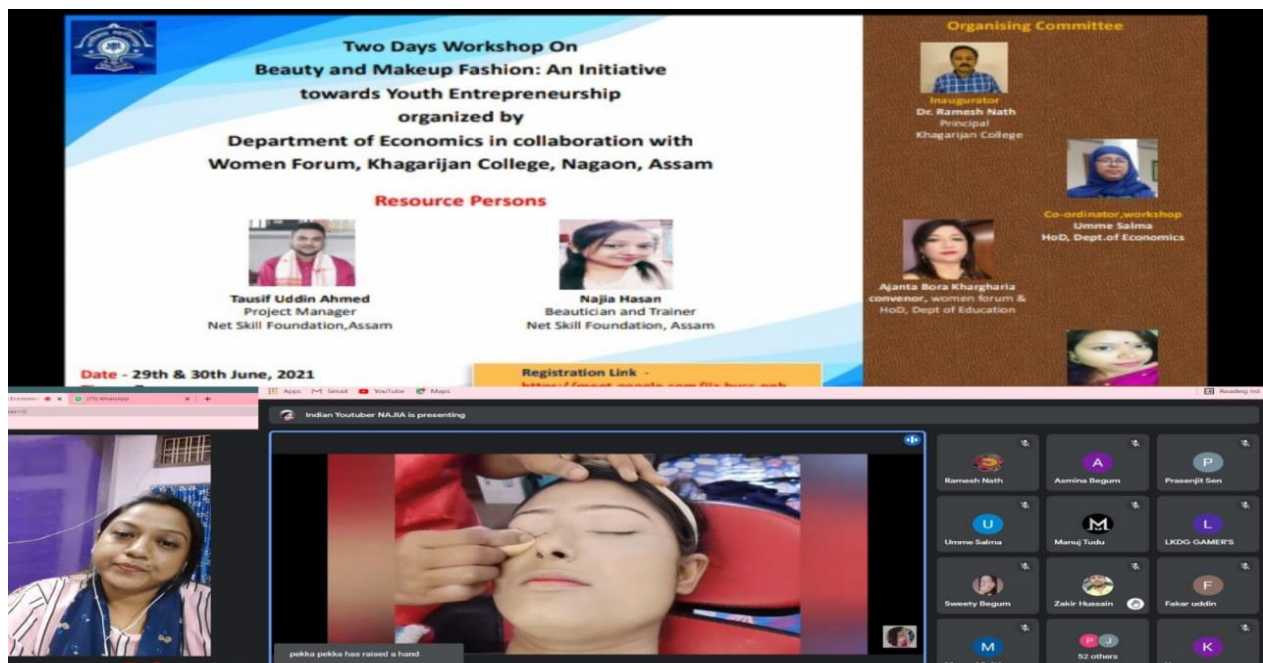


FIGURE 3: ONLINE WORKSHOP ON BEAUTY AND MAKEUP FASHION

There was active interaction by the participants during the two sessions. At last of the final session, valedictory session was carried by Mrs. Ajanta Bora Khargharia, HOD, Education of Khagarijan College as well as Co-ordinator of Women Forum of the College. There were around 100 participants from different corners of Assam. The participants include mostly students from different colleges of Assam, college teachers from different educational institutions and other professionals. The feedback link was shared with the participants at the end of the program. At last, the program was concluded by Ms. Rupali Talukdar, Assistant Professor, and Department of Economics of the college as well as moderator of the program.

FUNCTIONAL ENGLISH ADD ON COURSE

DEPARTMENT OF ENGLISH

The Functional English (Add on Course) started from 5th of March 2021, to allow a platform for the interested students to improve their English proficiency skills; as well as experiment with the four essential skills of Listening, Speaking, Reading and Writing. Helmed by the Convenor Ms. Maitreyee Dutta, Assistant Professor, Dept of English, Khagarijan College, Nagaon, an admission notification was released for submission of admission form by the deadline of 4th of March 2021. A total of 33 students were enrolled in this batch for the 2020-21 sessions.

| Functional English | | Marks-100 |
|---|----|-----------|
| Paper-I | | |
| Unit-I(a) Basic Communication; Introduction, Meaning, Definition of communication, Forms of communication, <i>How do we communicate? Basic of Social Communication, & daily dialogues.</i> | | |
| Unit-I(b) Functional Grammar and Correct Usage - kinds of sentences; Subject and Predicate; The Phrase and Clause; Parts of speech; Use of correct tense; transformation of sentences. | 20 | |
| Unit-II Phonetics; Introduction- Phonetic Transcription -The organs of Speech-Vowel Sounds- Consonant sounds. | 5 | |
| Unit-III Spelling Exercises and Dictation- words commonly misspelt. Punctuation: Full stop- Comma- Semicolon- Colon- Question Mark- Exclamation Marks- Apostrophe- Hyphen- Dash- Parentheses- Ellipses. | 20 | |
| Unit-IV Aids to Vocabulary - Word Building; formation of verbs from nouns; verbs from adjectives etc. Compound words. Synonyms; Antonyms; Active & Passive voice; using thesaurus. | 10 | |
| Unit-V Paragraph writing- writing short paragraphs- topic covering aspects of society, environment, science and technology, contemporary events- main points of the given subject- develop each point into a complete sentence. | 15 | |
| Unit-VI Dialogue writing on a given topic. | 10 | |
| Unit-VII Precis writing of a prose passage with comments on certain words or expressions underlined in the passage. | 10 | |
| Unit-VIII Letter writing of various types like Business Letters, Letters to the Editor, Personal Letters; Job application. | 10 | |
| Recommended Reading: | | |
| 1. Varinder Kumar & Badh Raj; Business English and communication. | | |
| 2. P.K. De Sarkar; A Text-Book of Higher English Grammar & composition. | | |
| 3. Wren & Martin; An Introduction to English Grammar. | | |
| 4. Balasubramaniam; Basic Communication skills. | | |
| 5. P. Kiranmai Dutt; Basic communication skills. | | |
| 6. Saraswathi; English Language Teaching: Principles & Practices. | | |
| 7. Mark Cholik; English Basic. | | |
| 8. Felicity O'Dell; English Phrasal Verbs in Use. | | |
| 9. Rodney Huddleston; A student's Introduction to English Grammar. | | |
| 10. Martin Hewings; Advanced English Grammar. | | |
| 11. Dr. C.L.N. Prakash; An Advanced course in communication skills and Media Awareness. | | |
| 12. Christopher J. Hall; An Introduction to Language & Linguistics. | | |
| 13. Kroger; Analyzing Syntax. | | |
| 14. K. Durga; English Today A course in Reading and writing. | | |
| 15. Troike; Introducing second Language Acquisition. | | |
| 16. Rodney Huddleston; A student's Introduction to English Grammar. | | |
| 17. Geetha Nagaraj; A course in Grammar and composition. | | |
| 18. Felicity O'Dell; English vocabulary in Use Upper-Intermediate. | | |

FIGURE 4: FUNCTIONAL ENGLISH SYLLABUS

They were exposed to the concept of phonetics and given adequate training regarding basic grammar, sentence structuring, pronouncing exercises etc. The students were also given various tasks to measure their skills to plan for further improvement like listening comprehension, mock interview, situation assessment etc. Short assignments were set both online through Google Classroom and offline during

class hours for proper assessment of the students. The final examination was of 200 marks of which 100 marks was allotted to the written examination and 100 marks were allotted to the practical examination. The students engaged in reading aloud exercises and elocution tasks etc for the practical examination. 32 students passed the examination and were awarded the Certificates for the same.

YOGA TRAINING SESSION
ORGANIZED BY KHAGARIJAN COLLEGE, NAGAON, ASSAM
Date: 26/06/2021

Khagarijan College, Nagaon, Assam and Arogya Yoga Kendra, Dhing, Nagaon signed a MoU 01/07/2020. The main objective of this MoU is to collaborate on various initiatives to improve the health and fitness of the college population; including, students, faculty and other staff members. On 26/06/2021, a **Yoga Training Session** was organized by Khagarijan College, Nagaon and Arogya Yoga Kendra in Room No 5 in the college.



FIGURE 5: INAUGURATION OF THE YOGA TRAINING SESSION

The Principal of the college inaugurated the session which was followed by a felicitation ceremony for the members of the Yoga Kendra. Then they introduced the participants to the various advantages of Yoga and its benefits in daily life. This was followed by a demonstration session where students and faculty members were given practical lessons regarding various exercises and poses of Yoga; after which the session was concluded with the aim of organizing such programmes in the near future.



FIGURE 2: YOGA TRAINING SESSION

WORKSHOP ON BUILDING MENTAL AND PHYSICAL HEALTH

DEPARTMENT OF ASSAMESE

A two-day Online Yoga Workshop on “Building Mental & Physical Health” was organized by Department of Assamese and NSS unit, Khagarijan College, Nagaon in association with Arogya Yoga Kendra, Dhing, and Nagaon on 27th and 28th June, 2021.



FIGURE 7: SCREENSHOT OF THE ONLINE WORKSHOP ON BUILDING MENTAL AND

The Principal of the college Dr. Ramesh Nath inaugurated the session and Dr.Swapan Jyoti Nath, Assistant Professor; Dept. of Assamese was the co-ordinator of the workshop. Mr. Rupjyoti Kaur was the resource the person of the session. Approximately 30 participants attended the session.

TRAINING SESSION ON OPEN TEXT BOOK EXAMINATION (OTBE)

The pandemic situation had resulted in a shift in both education as well as the assessment system from the conventional offline mode to a completely new online mode. As such to make the students aware of the procedure for assessment and participation in the online assessment as per the Gauhati University guidelines; Khagarijan College Nagaon, Assam had taken the initiative to offer a training session for the Open Text Book Examination (OTBE) that was scheduled to be held online. With the objective of spreading awareness and training them regarding the procedure for online submission and the other details, the various departments of the college, organized specific sessions by grouping the students into different sections.

| <u>Tutorial sessions for OTBE Preparation 2021 , Schedule</u> | | | |
|---|---|------------|--------------------------------------|
| Name of Department | | | |
| English | Sunday 6 th June (11.30 am - 12.30 pm) | | |
| Education | Monday 7 th June (11.30 am - 12.30 pm) | Philosophy | Monday 7th June (1 pm - 2 pm) |
| Economics | Tuesday 8 th June (11.30 am - 12.30 pm) | History | Tuesday 8th June (1 pm - 2 pm) |
| Pol .Science | Wednesday 9 th June (11.30 am - 12.30 pm) | Assamese | Wednesday 9th June (1pm - 2 pm) |
| Commerce | Thursday 10 th June (11.30 am - 12.30 pm) | | |

FIGURE 3: TRAINING PROGRAMME CONDUCTED BY THE DEPARTMENTS TO APPEAR IN THE OBTE EXAMINATIONS.

Dr. Ramesh Nath, the Principal of the College inaugurated the session and advised the students to pay attention to the details of the examination process. Dheeraj Ghosh, from the Department of Computer Science, Khagarijan College, was the trainer who gave an overview as well as highlighted the step by step process of the OTBE, through a detailed PowerPoint presentation and also engaged in an interactive session with the students in case of any doubts or required clarifications.



FIGURE 9: SCREENSHOT OF THE OTBE TRAINING SESSION

PERSONALITY DEVELOPMENT (ADD ON COURSE)

The Personality Development Add on Course was helmed by the Convenor of the Course, Mrs Ajanta Bora Khargharia, which started from 08/12/2021. A total of 37 students were enrolled in this course. The students were given various task solving activities by the trainers and were made to understand the important scope of improvement in personality. They were made aware of the procedure and preparedness to face interviews as well as deal with various issues in professional lives.



FIGURE 10: PERSONALITY DEVELOPMENT CLASS

COLLABORATIONS WITH ICT ACADEMY
INDUSTRY EXPECTATIONS FROM THE STUDENTS
25/09/2021

On 20/08/2021, a MoU was signed by Khagarijan College, Nagaon, Assam and ICT Academy to venture into a platform of mutual cooperation and contribution towards a **digital space of e-learning as well as e-teaching for the students and faculty members respectively**. Under this MoU, several programmes and initiatives were organized. On 15/06/2020, an online event was hosted by IQAC, Khagarijan College, Nagaon, Assam in collaboration with ICT Academy on the topic, “Industry Expectations from the Students” which witnessed a participation of 100 students. On 25/09/2021, a webinar was hosted by **IQAC, Khagarijan College, and Nagaon, Assam** in collaboration with ICT Academy on the topic, “**New Age Interview Skills**” which witnessed a participation of 100 students. On 17/11/2021, an online event was hosted by IQAC, Khagarijan College, and Nagaon, Assam in collaboration with ICT Academy on the topic, “Digital Literacy” which witnessed a participation of 110 students.



FIGURE 11: LIST OF EVENTS IN COLLABORATION WITH ICT ACADEMY

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Principal
Khagarijan College
Nagaon (Assam)