

## 1.1.2 Curriculum of Certificate programme.

(ICT course)

### 36 Hours - Basic Computer Course


The course is designed to aim at imparting a basic level appreciation programme for the common man. After the completing the course the incumbent is able to the use the computer for basic purpose of preparing his personal /business letters viewing information on internet (The web) sending mails ,using internet banking service etc. this allows a common or a house a wife to be also a part of computer users list by making them digitally literate. This also aid the PC penetration programme. Them digitally literature. This helps the small business communities, house wives to maintain their small account using the computer and enjoy in the worker of information Technology.

The module on financial literacy will enable the individuals to understand the various financial services and be aware

Duration: - the various scheme of government of India 36 hours (Theory: 10 hrs +Practical +Tutorial =4hrs) this course can also be afford as 06 days full time .....course.

#### Application of total Hours for Each Chapter:-

Sl.No.	Chapter	Tutorials hrs	Theory hrs	Practical hrs
1.	Knowing Computer	1	1	1
2.	Operating Computer using GUI Based Operating System	0	1.5	4
3.	Understanding word Processing	1	1.5	5
4.	Using spread sheet	1	1	4
5.	Introduction to internet www and wave browser		2	4
6.	Communication and collaboration	1	1	2
7.	Making small presentation	1	1	1
8.	Financial literacy for banking scheme applications		1	

  
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# Communicative English

## Syllabus

Duration of the course---3 months

### Objectives

- To familiarize students with the function of grammatical items used to spoken /written language
- To train students to use the language with confidence & without committing errors structure of the Syllabus

### UNIT-1

#### Basic phonetics:

- Definition and Scope
- Speech Mechanism :An introduction
- Phonemes and syllables (Introduction, to stress, accent & intonation)
- Consonants of English- Definition and Description

#### Pronunciation

- Introduction to English phonetic Symbols consonants & Vowels with illustrations in use

#### Listening & Comprehension

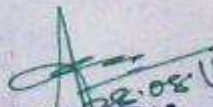
- Interpretation of texts based on question-answer.
- Interaction among students

#### Reading Skill

- Techniques of reading.
- Reading comprehension of unseen pages
- Identifying the context & the central idea

#### Vocabulary & word formation

- From different texts & dictionary

  
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## Unit-2

### Basic Grammar

- TENSE
- Subject Verb Agreement
- Voice
- Antonyms
- Synonyms
- Prefix and Suffix
- Parts of Speech
- Narration
- Writing on a given Topic

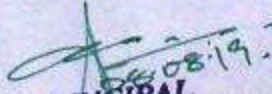
## UNIT-3

- WRITING SKILLS
- Composing simple paragraph-Ordering information in a logical manner (coherence).
- Essay Writing (250 words)-Argumentative, Narrative, Descriptive, Imaginative.
- Writing Advertisement
- Writing Welcome Speech & Vote of Thanks
- Role of Accent , Tone ,Intonation

## UNIT-4

### PRE JOB TRAINING

- Listening & Reading Comprehension /Telephonic skill(oral communication & listening Practice)
- Interview
- Specific activities in writing skills.
  - a. Writing Business letter
  - b. Writing Minutes
  - c. Circulars
  - d. Writing Application for Jobs.

  
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e. CV Writing

## UNIT-5

**Translation Studies**

**Translation –Hindi to English & English to Hindi**

  
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## ORIENTAL COLLEGE, PATNA CITY

Proceeding of the Governing Body meeting held on 18.04.2019

A meeting of the Governing Body of Oriental College, Patna City was held on Saturday the 18<sup>th</sup> Apr. 2019 at 10.00 a.m. in the college premises of Oriental College, Patna City.

The following members and special invitees attended the meeting.

1. Mr. Faiz Akram	-	President
2. Mr. S. Ehsan Ahmad	-	Vice-President
3. Mr. S. Matiur Rahman	-	Secretary
4. Prof. S. Sajid Hussain	-	Joint Secretary
5. Prof. S. Faiyaz Ahmad	-	Member
6. Prof. Wasi Ahmad	-	Member
7. Prof. Ejaz Ali Arshad	-	Member
8. Mr. N. Shamsi	-	Member
9. Mr. Masood Alam	-	Spl. Invitee
10. Dr. Syed Eqbal Afzal	-	Principal
11. Dr. Jamal Fatima	-	T.R.
12. Dr.S.M.Bakhteyar Fatmi	-	T.R. & NAAC Co-ordinator
13. Dr. Shakil Ahmad Khan	-	IQAC Co-ordinator
14. Mr. Neyaz Ahmad	-	NAAC Advisor


Members discussed the Agenda of the meeting and made the following resolutions:-

*Agenda (1):- To consider and confirm the proceedings of the last G.B. meeting held on 04.11.2018..*

- The Principal read the Proceeding of the last meeting held on 04.11.2018.

→ *Complied*

*Agenda (2) :-Formulation of code of ethics related to malpractices and plagiarism in research activities.*

  
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- Code of ethics related to malpractices and plagiarism is unanimously approved.

→ *Complied*

*Agenda (3) :- To consider the formulation of professional code for smooth and fair functioning of the college. Formulated and prescribed code are to be uploaded on the college website.*

- Code of ethics for students, Professional Code of ethics for teachers, Principal & non teaching staff and code of ethics for the G.B. are also approved. Core value of the institution is also approved unanimously .

→ *Complied*

*Agenda (4) :- To consider IPR (intellectual property Right) cell establishment for fulfilling NAAC requirement.*

- Establishment of IPR cell is approved. unanimously .

→ *Has been constituted.*

*Agenda (5) :- On the issue of WI-FI connection to be installed in the college premises.*

- On the issue of WI-FI connection to be installed in the college premises, the Principal is advised to take necessary initiative in this regard, The Principal is authorized to take proper action for this work .

✓ → *Under Process.*

*Agenda (6) :- To consider the approval of certificate / diploma courses for courses for three months each in I.C.T Communicative English and Karate certificate course. (Copies of syllabus and course duration is attached herewith.)*

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- ✓
- Three Certificate courses namely communicative English , ICT & karate are also approved to start in near future.

→ *Under Process.*

*Agenda (7) :- To approve financial support to the teachers for quality improvement through workshops/ conferences/ seminars/ membership of professional bodies etc. Policy documents are required for NAAC purpose.*

- In the case of financial support to the teachers for quality improvement through workshop / conferences/ seminar and other such academic events, it is decided by the G.B. that teachers would get T.A. (A.C.3 tier) not exceeding twice in a year. This financial support will be given by the institution only if the paper of the teachers is accepted by duly recognized institution, with intimation to the G.B.

→ *Complied*

*Agenda (8) :- Approval for registration of Alumni association of the college.*


- Establishment and registration of Alumni association for NAAC purpose is also approved.

→ *Complied and registration under process.*

*Agenda (9) :- To consider the report of the committee regarding Ibrahim Block..*

- The Sub-Committee will submit report.

On the issue of Ibrahim Block one of the members Dr. Ejaz Ali Arshad read out previous report of the sub-committee. After seeing the report it was decided that the negotiation should be carried on. It is further resolved that the four members will go for further

  
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# ORIENTAL COLLEGE

## Patnacity, Patna

### CERTIFICATE OF COMPLETION

This is to certify That Mr./Mrs./Miss...MD. AAMIR ANSARI.....  
Department of COMMERCE.....Roll No. 19.....has Successfully  
completed Communicative English Certificate Coures Durartion of 06 Months and  
has been placed in the Grade 'A'.....

Date: 10.6.2019

  
IQAC Co-ordinator  
Oriental College, Patnacity

  
Principal  
Oriental College, Patnacity






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## Patnacity, Patna

### CERTIFICATE OF COMPLETION

This is to certify That Mr./Mrs./Miss PUJA KUMARI  
Department of COMMERCE Roll No. 19 has Successfully  
completed Information & Communication Technology Certificate Coures Durartion  
of 06 Months and has been placed in the Grade 'B+'

Date: 18-6-2018

  
IQAC Co-ordinator  
Oriental College, Patnacity

  
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### CERTIFICATE OF COMPLETION

This is to certify That Mr./Mrs./Miss RASMI RANI  
Department of COMMERCE Roll No. 13 has Successfully  
completed Communicative English Certificate Coures Durartion of 06 Months and  
has been placed in the Grade B<sup>++</sup>

Date: 18-6-2018

  
IQAC Co-ordinator  
Oriental College, Patnacity

  
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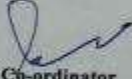
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### CERTIFICATE OF COMPLETION

This is to certify That Mr./Mrs./Miss SHANTI KUMARI  
Department of ARTS Roll No. 10 has Successfully  
completed Information & Communication Technology Certificate Coures Durartion  
of 06 Months and has been placed in the Grade 'A'

Date: 10.6.2019

  
IQAC Co-ordinator  
Oriental College, Patnacity

  
Principal  
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