

Date: 02.02.2022

To

The Principal

BNM College, Barhiya

Subject: Proposal for Add-On Course to Enhance Skills

Respected Sir,

As the IQAC Coordinator, I would like to propose introducing an add-on course aimed at enhancing the skills of teachers and students within our institution. This initiative aligns with the NAAC's vision of promoting quality in higher education.

Objective: The primary objective of this proposed course is to empower our academic community by providing specialized training and knowledge enrichment. By upgrading their skills, teachers and students can contribute more effectively to the institution's overall quality enhancement.

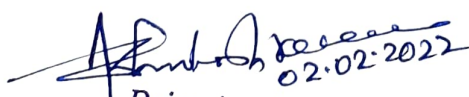
Course Details:

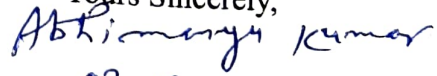
1. Title: [Certificate Course in Communicative English]
2. Duration: [Three Months]
3. Target Audience:
 - Faculty members seeking professional development
 - Students interested in skill augmentation

Benefits:

- Enhanced Competence: Participants will acquire practical skills relevant to their academic roles.
- Quality Improvement: The course will positively impact teaching, research, and overall institutional quality.
- NAAC Compliance: Demonstrating our commitment to continuous improvement.

We believe that this initiative will contribute significantly to our institution's growth and excellence. Your support in implementing this course will be highly appreciated. Thank you for your attention to this matter.


Principal
B.N.M. College, Barhiya

Yours Sincerely,

02.02.2022
Dr. Abhimanyu Kumar
IQAC Coordinator
BNM College, Barhiya
IQAC
Co-ordinator
B.N.M. College, Barhiya



Badri Narayan Mukteshwer College

Barhiya, Lakhisarai – 811302 (Bihar)
(A Constituent Unit Under Munger University, Munger)

NAAC Accredited

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Office of the Principal

Curriculum of Certificate Course in Communicative English



Overviews:

The Certificate Course in Communicative English is a job-oriented course for those students who belong to the rural and semi - urban areas having modest background of English language. The main objective of the course is to expose the students to the basic features of English language. The endeavour is made to inspire the young students to develop a habit of using appropriate words and correct sentences so as to express themselves freely and frankly in face-to-face communication. Additionally, the course provides an opportunity to enhance the understanding of pronunciation that will boost the confidence of the learners and make them successful in shaping their career.

Job Prospects Language Teacher, Translator, Tourist Guide, Insurance Agent, Customer Care & Receptionist

Course Code : C2CENG

Courses Duration : 38 Hours/Classes

Eligibility for Admission

- Candidates who have passed the Higher Secondary Examination (+2) conducted by the State/central Board of Higher Secondary Education.

Duration

- 3 Months (38 Hours/Class) (Per Days 2 Hours Theory + Practical)

Structure of Syllabus Communicative English

Paper Code	Paper Topics	Duration	Remarks	Credit Point/Marks
C2CENG -1	Vocabulary and Comprehension questions from the prescribed text	04 Hours	01 Hours Each Class Only Theory	15 Marks
C2CENG -2	Language and Communication Skills	08 Hours	01 Hours Each Class Only Theory	15 Marks
C2CENG -3	Guided Composition	04 Hours	01 Hours Each Class Only Theory	10 Marks
C2CENG -4	Exercises in Grammar and Usage	04 Hours	01 Hours Each Class Only Theory	15 Marks
C2CENG -5	Phonemic Transcription (without Stress and Intonation)	06 Hours	01 Hours Each Class Only Theory	10 Marks
C2CENG -6	Sessional	06 Hours	01 Hours Each Class Only Theory	20 Marks
C2CENG -7	Letter-Writing (Personal and Official)	06 Hours	01 Hours Each Class Only Theory	15 Marks
	Total hours/Class	38 Hours	Total Credit Point /Marks	100 Marks

Fee Structure

- As per our college administration has been decided to No any charges/ fees of All Certificate courses.

Deigned & Developed By

As per our Board of Study (BOS) Badri Narayan Mukteshwer College, Barhiya, Lakhisarai, has been unanimously approved the Curriculum of Certificate Course in Communicative English & Vital contribution by **Mr. Harish Usmani** and **DIIT, Patna**.

Course Co-ordinator

- Dr. Abhimanyu Kumar**, Dept. of English, Badri Narayan Mukteshwer College, Barhiya.

References/Books

1. B.K. Das and A. David: A Remedial Course in English Book I (C.I.E.F.L.)
2. W.S. Allen: Living English Structure (Longman) Recommended Reading:
 - T. Balasubramaniam: A Text Book of English Phonetics for Indian Students (Macmillan India)
 - Bansal and Harrison: Spoken English for Indian Students
 - Leen Sen: Communication Skills (Prentice Hall)
 - A.S. Hornby: Oxford Advanced Learner's Dictionary of Current English (OUP)

Arun
03.03.2022
Courses Co-ordinator



Prinlosh K...
03.03.2022
Principal
Principal
B.N.M. College, Barhiya

To

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The Principal

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Respected Sir,

As the IQAC Coordinator, I would like to propose introducing an add-on course aimed at enhancing the skills of teachers and students within our institution. This initiative aligns with the NAAC's vision of promoting quality in higher education.

Objective: The primary objective of this proposed course is to empower our academic community by providing specialized training and knowledge enrichment. By upgrading their skills, teachers and students can contribute more effectively to the institution's overall quality enhancement.

Course Details:

1. Title: [Certificate Course in ICT Fundamental]

2. Duration: [Three Months]

3. Target Audience:

- Faculty members seeking professional development
- Students interested in skill augmentation

Benefits:

- Enhanced Competence: Participants will acquire practical skills relevant to their academic roles.
- Quality Improvement: The course will positively impact teaching, research, and overall institutional quality.
- NAAC Compliance: Demonstrating our commitment to continuous improvement.

We believe that this initiative will contribute significantly to our institution's growth and excellence. Your support in implementing this course will be highly appreciated. Thank you for your attention to this matter.

Yours Sincerely,

Abhimanyu Kumar
02.02.2022

Dr. Abhimanyu Kumar
IQAC Coordinator
BNM College, Barhiya

IQAC

Co-ordinator

B.N.M. College, Barhiya

Abhinav Kumar
02.02.2022
Principal
B.N.M. College, Barhiya



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Office of the Principal

Curriculum of Certificate Course in ICT Fundamental



Overviews:

ICT Fundamental certificate course is an essential part of our daily life. Almost everything around us are associated with computer, software like Microsoft application Office, hardware, Invention in technology is directly associated with the computer science. That's the reason to study this subject. This course is generic in nature, anyone from any discipline can opt this course to learn computer basics to all students.

This course deals with fundamentals of computer & Internet. Which includes generations of computer, evolution and development of microprocessor, input and output devices, primary and secondary storage devices, DOS, etc. It also deals with the hardware and software aspects of the computer like operating system window 10, MS application software Office and system software. It provides an overview of functions and working of central processing unit, motherboard and other peripherals and vital uses of internet in online learning education system, searching etc.

Course Code : C3ICT

Courses Duration : 46 Hours/Classes

Eligibility for Admission

- Candidates who have passed the Higher Secondary Examination (+2) conducted by the State/central Board of Higher Secondary Education.

Duration

- 3 Months (46 Hours/Class) (Per Days 2 Hours Theory + Practical)

Structure of Syllabus

Paper Code	Paper Topics	Duration	Remarks	Credit Point/Marks
C3ICT-1	Fundamental of Computer	06 Hours	02 Hours Each Class Theory + Practical	15 Marks
C3ICT-2	DOS (Disk OperationSystem)	04 Hours	02 Hours Each Class Theory + Practical	15 Marks
C3ICT-3	Microsoft Windows Operating System (Window10)	06 Hours	02 Hours Each Class Theory + Practical	10 Marks
C3ICT-4	Microsoft Office Word	06 Hours	02 Hours Each Class Theory + Practical	10 Marks
C3ICT-5	Microsoft Office Excel	06 Hours	02 Hours Each Class Theory + Practical	10 Marks
C3ICT-6	Microsoft Office PowerPoint	06 Hours	02 Hours Each Class Theory + Practical	10 Marks
C3ICT-7	Internet & Emailing	06 Hours	02 Hours Each Class Theory + Practical	15 Marks
C3ICT-8	Print, Scanning, Copy	06 Hours	02 Hours Each Class Theory + Practical	15 Marks
	Total hours/Class	46 Hours	Total Credit Point /Marks	100 Marks

Fee Structure

- As per our college administration has been decided to No any charges/fees of All Certificate courses.

Deigned & Developed By

- As per our Board of Study (BOS) Badri Narayan Mukteshwer College, Barhiya, Lakhisarai & Specially contribution by Er. S. M. Neyaz and RNT, Patna

Course Co-ordinator

- Dr. Murlidhar Prasad Singh, Dept. of Physics, Badri Narayan Mukteshwer College, Barhiya

References/Books

- Fundamental of Computer Science and Technology, Author by Er. Md. Neyazuddin, Pragatisheel Prakashan, New Delhi, ISBN – 978-93-93112-53-8 Edition - I
- Arihant Computer Awareness Author: Arihant Publication Book Format: Paperback Edition: Latest Genre: Exam Preparation ISBN: 9789325794177
- Computer Fundamentals. by Priti Sinha, Pradeep K., Sinha | 30 November 2004 | 6th Edition · 4.3 ; Fundamentals of Computers. by E Balagurusamy
- Computer Fundamentals : Concepts, Systems & Applications (8th Edition)

WJ
03.03.2022
Courses Co-ordinator



Principal
03.03.2022
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Principal
B.N.M. College, Barhiya