



OFFICE OF THE PRINCIPAL / SECRETARY  
**SATYA RANJAN COLLEGE**

KALAIN :: CACHAR

**ESTD - 1992**

(Affiliated to Assam University Silchar)  
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# Supporting Documents for NAAC Self-Study Report (SSR) 1<sup>st</sup> Cycle

## **PERIOD 2017-22**

### **Criteria-1**

**(Curricular Aspects)**

### **Key Indicator 1.2**

**(Academic Flexibility)**

### **Metric Number 1.2.1 & 1.2.2**

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Principal  
**S.R.COLLEGE**  
Kalain :: Cachar :: Assam

DR. BIJIT GOSWAMI (PRINCIPAL)  
SATYA RANJAN COLLEGE, KALAIN

*Name* S.R. College  
dept. English  
*Subject* Spoken English  
*Year* 2021

STUDENT ATTENDANCE

**Padma**

**Register**



Name Certificate course

Subject Beautician

Year 2021-22

**Padma**

**Student  
Attendance**

# Register of Daily Attendance

NAME Certificate Course

CLASS..... SECTION.....



Roll No.	NAME	ATTENDANCE																						
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	Megha Dhas					P								P										P
2	Dipa Ranipaul					P								P										P
3	Arundati Deb					P								P										P
4	Shilpa paul					P								P										P
5	Sushmita Saha					P								P										P
6	Sumali Rani Das					P								P										P

No. of Students Present

No. of Students Absent

# & Fee-Collection of Students

SCHOOL Beautician

MONTH OF Feb 2022

Average Daily Attendance

Percentage of Attendance

Total No. of working days

FEES Etc.																							Total Amount Payable	Amount Paid	Date of Collection	Amount due	Signature	
24	25	26	27	28	29	30	31	Date of Fee	Current Fees	Arrears	Advance	Admission re-admission	Transfer	Games / Sport	Examination	Fee/ Packets	Library Subscription	Lab. Payment										
				✓																								





## NOTICE



It is hereby notified that the students of Satya Ranjan College may join three months skill development course on "Basic Beautician Course" i.e from 6<sup>th</sup> February to 24<sup>th</sup> April 2022. The said course will be accomplished by Mrs. Pinaki Das, Beautician, Silchar. Students will get certificates after successful completion of the course. Interested students may contact in the college office from 10 AM to 4PM on all working days.

*B. Goswami*  
19/01/22  
Principal  
SR. COLLEGE  
Kalain :: Cachar :: Assam  
Dr. Bijit Goswami

Date - 19/01/22  
Place - Kalain



**SATYA RANJAN  
COLLEGE, KALAIN**

## **BASIC BEAUTICIAN COURSE**

### **SYLLABUS**



**Starting from  
February, 2022**

**Duration:  
3 months**

- Threading
- Manicure
- Pedicure
- Waxing
- Head massage
- Body massage
- Hair cutting (U, V, straight cut)
- Facial
- Home skin care
- Bleach
- Henna
- Head massage
- Cleanup



**Priyanki Das**

**Beautician , Silchar, Cachar**

## **SATYA RANJAN COLLEGE, KALAIN**

### **Learning Objective and Course Outcomes of Basic Beautician Certificate Course**

#### **Learning Objectives (LOs):**

1. To provide basic knowledge of the Natural Herbs and Cosmetics.
2. To understand the various Make-up Pattern.
3. To learn organizing beauty trend programs.
4. To identify the Skin types & Hair types for special treatment.

#### **Course Outcomes (COs):** After successful completion of the course, students will be able to:

1. Work as Fashion Show Stylist, Cosmetology instructor & Beauty Magazine Writer.
2. Start her Own Beauty Parlour Franchise Independently or in Collaboration.
3. Work as Make-up Artist in the fashion Industry, bridal makeup & Film Industry.
4. Work as Professional Trainer for The New Learners.

Notice

19.06.21

It is hereby notified that the students of S.R. College may join the Spoken English classes for one month i.e. 1st July, 2021 to 30th July, 2021. The said course will be accomplished by Assistant professor, Mrs. Mujibur Rahman, H. O. D., English Dept. The name of the course is self-financing course for which certificate will be issued by the college.

Interested students may take

admission <sup>from</sup> 21st June, 2021. — 30th June, 2021  
N.B. course fee ₹500/- (Five hundred rupees).

Sd -  
B. Gami  
19/06/21  
Principal  
S.R. COLLEGE  
Kalan : Cachar : Assam

## **SPOKEN ENGLISH COURSE**

(One month)

**INSTITUTE: S.R.COLLEGE**

(July, 2021)

### **BROCHURE & ITS DISTRIBUTION**

#### **1. Week One :**

##### **Story/video Based Activities & Parts of Speech**

- ☒ The task is to go to the nearest vegetable market and write down the names of at least 15 vegetables both in Bengali and English.

Or

- ☒ Write down the recipe of any dish that you know properly in 100-150 words.
- ☒ A video will be shown to students in a short while. Before that, read what the video is all about in Bengali.
- ☒ Pronunciation of different words.
- ☒ Students will be given a video listing the common words wrongly pronounced. Students will watch the video. Students listen the pronunciation properly and practice them.

#### **2. Week Two:**

##### **Group Interaction, Personal Interview , Personality Development**

- ☒ The groups should be formed and within their groups each student would recite a poem among group members.
- ☒ Their anxiety level to be checked.

#### **3. Week Three:**

##### **Grammar**

- ☒ What is tense and their explanations ?
- ☒ Fill in the blanks with appropriate tense form of the verb.
- ☒ How to Change the verb into the correct form.
- ☒ Active/Passive Voice exercise
- ☒ How and when do we use each of the English modal verbs?

#### 4. Week Four :

##### **Reading Skills, Reading News headlines, Writing skill:**

- ☒ The students would read the running headlines on the screen/prompter.
- ☒ The students will be asked to recite the poems.
- ☒ They should be taught the power of vocabulary, importance of word placing,
- ☒ Appropriate expressions while reading/reciting and so on.
- ☒ Story writing, Letter writing, Notice writing, E-Mail writing, Note Making, Essay writing.

##### **Assessment Procedure:**

The students will narrate a story or review any film that they like. The students have to inform the teacher of their chosen story/film in the previous class itself. The students will be asked to pronounce words properly. Mock interviews, Practice Session and the tutorial are conducted. Assessment/ learning progress including achievements in interaction at various levels and Assessment through surprise activities.

##### **Summary Report:**

The **Department of English**, under the guidance of the **Principal Dr. Bijit Goswami**, came up with an idea of a Spoken English Course for the students of the College . The course was meant for those students who faced difficulties and were unable to acquire English language skills properly. However, the Department felt that since the course is meant for the beginners, it would be better to arrange the content module according to the requirements of the students.

In its final package, the course was designed as a Four-Week Spoken English Course and though primary focus was on spoken English, it also included reading and writing sections other than speaking and listening. The response from the students was overwhelming. The principal appreciated the effort of **English Department** and congratulated **Course Co-ordinator, Mujibur Rahaman, H.O.D. ,English Department**, who was the guiding force behind the entire module. Witnessing such a huge response from the students, **Dr. Bijit Goswami** had to announce that at its growing stage the Course would not be able to accommodate so many students and requested the Department of English to run the course both in odd and even semesters. The sessions were interactive, informative and interesting. The usage of videos, hand-outs, stories, comics, suggestive books and interesting worksheets helped the students to grasp the tips to learn and understand English language. There were brain-storming sessions, debates, group activities and impromptu presentations which enhanced the confidence level of the students.

## **Learning Outcomes:**

The students should be able to:

- ☒ Articulate basic English words with ease and communicate with confidence
- ☒ Pronounce the words correctly and able to identify the usage of words according to occasion
- ☒ Read, write and speak Basic English at professional/formal places.
- ☒ Apply verbal and non-verbal techniques to experience enhanced expression quality during speaking.
- ☒ Feel encouraged moving to advanced level of speaking, writing and reading skills.



# SATYA RANJAN COLLEGE, KALAIN

## APPLICATION FORM FOR BASIC BEAUTICIAN COURSE

Name : ..... *Sumali Rani Das* .....

Address : ..... *Rajpur Talker Grant P.O- Jalapur Pin - 788814* .....

Father's Name : ..... *Shyamal Das* .....

Mother's Name : ..... *Manmohini Das* .....

Date of Birth : ..... *05/04/1999* .....

Email : ..... Phone : ..... *6003870422* .....

Class : ..... *6<sup>th</sup> Sem* .....

Date of Joining ..... *6<sup>th</sup> Feb* .....

Date: *3/2/2022*

*Sumali Rani Das*  
Signature of Student



# SATYA RANJAN COLLEGE, KALAIN

## APPLICATION FORM FOR BASIC BEAUTICIAN COURSE

Name : Megha Dhar

Address : Behara Bazar, Cachar

Father's Name : Jhintu Dhar

Mother's Name : Jhuma Dhar

Date of Birth : 12/02/02

Email : ..... Phone : 600128 2374

Class : 4 th Sem

Date of Joining 4/02/22

Date: 4/02/22

Megha Dhar  
Signature of Student






**SATYA RANJAN COLLEGE, KALAIN**  
Cachar, Assam

***Basic Beauticians Course***

*This is to certify that MS. MEGHA DHAR has successfully completed three months Basic Beautician Course from 6<sup>th</sup> February to 24<sup>th</sup> April, 2022.*

  
Dr. Bijit Goswami  
Principal

  
Dr. Abira Choudhury  
Convenor, Career Guidance &  
Counselling Cell

REF. NO.07



# CERTIFICATE

## Spoken English

This is to certify that Jui Sutradhar has  
successfully completed one month *Spoken English Course* and secured grade  
A

Conducted From 1st July - 30th July, 2021

Satya Ranjan College, Kalain

Mujibur Rahaman  
30.07.21

Mujibur Rahaman,  
H. O.D., Deptt. of English  
Course Co-ordinator

B. Goswami  
30.07.21

Dr. Bijit Goswami, Principal  
Head of the Event