K. K. Das College

GRH – 17, Baishnabghata – Patuli

Kolkata – 700084

West Bengal

India

Add-On Courses

Syllabus

Introduced in the Session

2022-2023

INDEX

Signature of the Principal
K.K. Das College

Principal
K. K. DAS COLLEGE
GRH-17, Baishnabghata-Patuli
Garia, Kol-700084

Sl. No.	Course Name	Duration	Designed by	Pg. No.
7.	Epic Literature in English	30 hours	• Dr. R. P. Chakraborty, Principal • Dr. Nasima Munshi, IQAC Coordinator • Dr. Soumana Biswas, HoD, Department of English • Ms. Bishakha Chatterjee, SACT, Department of English	17
8.	Tourism as a Career	30 hours	• Dr. R. P. Chakraborty, Principal • Dr. Nasima Munshi, IQAC Coordinator • Dr. Sreyashi Sarkar, Assistant Professor, History	18
9.	Indian Mythology	30 hours	• Dr. R. P. Chakraborty, Principal • Dr. Nasima Munshi, IQAC Coordinator • Dr. Sreyashi Sarkar, HoD, Department of History • Ms. Sucharita Sengupta, SACT, Department of History	20
10.	Programming with Mathematica: An Introduction	30 hours	• Dr. R. P. Chakraborty, Principal • Dr. Nasima Munshi, IQAC Coordinator	22
11.	Ancient Indian Mathematics	30 hours	• Dr. R. P. Chakraborty, Principal • Dr. Nasima Munshi, IQAC Coordinator • Dr. Mohan Bir Subba, Assistant Professor, Department of Mathematics	24
12.	Application of Statistics for Sociological Study	30 hours	• Dr. R. P. Chakraborty, Principal • Dr. Nasima Munshi, IQAC Coordinator • Dr. Bidya Ratan Tikader, Assistant Professor, Department of Sociology	26
13.	Methods of Data Collection	30 hours	• Dr. R. P. Chakraborty, Principal • Dr. Nasima Munshi, IQAC Coordinator • Mr. Asgar Ali, Assistant Professor, Department of Statistics	28
14.	Electoral Literacy and Duties & Responsibilities of Students for Nation Building	30 hours	• Dr. R. P. Chakraborty, Principal	30

Signature of the Principal
K.K. Das College

Principal
K. K. DAS COLLEGE
GRH-17, Baishnabghata-Patuli
Garia, Kol-700084

Department of Bengali, *K. K. Das College offers an Add-on course on* **Sangit o Sangeet o Sahitya (Song & Literature)** *for regular B.A/B.Sc./B.Com (Honours & General) Students of the College. This Course can create interest in the students to choose music as a career in future.*

Course Name – Sangeet o Sahitya (Song & Literature)

Eligibility: Regular Student of the College(Any semester)

Course Code - KKDC/BNG002

Duration - 30 Hours

Syllabus & Lesson Plan

১। সংগীত – উদ্ভব, বিবর্তন, বৈচিত্র্য

২। সংগীত ও সাহিত্য : পারস্পরিক সম্পর্ক

৩। বাংলা সাহিত্যে বাংলা গান

৪। পদাবলী সংগীত : প্রেক্ষিত বৈষ্ণব-শাক্ত-বাউল

৫। রবীন্দ্র সংগীতের কাব্যগুণ ও দর্শন

৬। বাংলা গানে স্বদেশচেতনা

৭। আধুনিক সংগীতে চিত্রকল্প

৮। বাংলা গণসংগীতে প্রতিবাদী চেতনা

৯। বাংলা লোকগান তো লোকসাহিত্যই

১০। মার্কিন ও ইউরোপীয় লোকগীতিতে প্রেমচেতনা

১১। গানে কবিতা : প্রেক্ষিত ডিলান, কোহেন ও অন্যান্য

১২। আধুনিক গানে লোকগানের প্রভাব

১৩। গানের কথা : ভাষাতাত্ত্বিক শৈলীবিচার

১৪। গানের কথা : নান্দনিক শৈলীবিচার

১৫। সংগীত এবং/বনাম সাহিত্য : বিতর্কের নানাদিক

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

3

Assessment Process:

Assessment is made through Written Examination
Examination - One time

Total Marks – 100

Course Outcome:

This course is meant for the students to enhance knowledge on music as they can choose music as a career after their graduation. This course provides primary knowledge about the theory of music and its linguistics, geographical influences on music as to create different genres of music. Finally, those who have a primary interest in music can choose music as an advanced study.

Certificate will be provided after successful completion of the course.

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

*With the internet sprawling in every spare of life, e-filing of income tax return has become commonplace. The accountancy and financial sector has witnessed a growing demand for e-filing professional in the last few years. **Department of Commerce**, K. K. Das College offers the student of commerce an Add-on Course on **"Practical Approach to Income Tax Return".***

- ❖ **Course Name** – **"Practical Approach to Income Tax Return"**
- ❖ **Course Code** – KKDC/COM001
- ❖ **Duration** - 30 Hours
- ❖ **Eligibility: Regular Student of commerce (semester-IV) in the College.**

❖ <u>Course Summary</u>

Unit 1:		E-filing of Tax return	Theory	Practical
			hours	hours
	a)	Differences : Direct Tax and Indirect Tax in India	2	1
		Heads of Income	2	1
	b)	Exemptions and Deduction	2	1
		Tax rate and calculation of tax liability.	2	1
	c)	Advance tax calculation	1	2
	d)	Relief Under Section 89 : Preparation and and submission online form 10E [Relief u/s 89(1)] Rebate Under Section 87	1	3

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Unit 2:	a)	Preparation and submission of the Income Tax Return (ITR) offline/online for individual taxpayer	2	4
	b)	View form 26AS,Upload return, View e-file returns, e-verification	1	2
		Use of e-tax calculator (including interest calculation u/s 234A, 234B, 234C)		
	c)	E-Pay tax (Challan No./ITNS 280, ITNS 281)	1	2
			13	17

❖ **Reference Book /Suggested Reading**

NAME OF THE BOOK: E-Filing Tax Return
AUTHOR: Sripal Saklecha, Anit Saklecha
PUBLISHER: Satish Printers & Publishers
NAME OF THE BOOK: Self Preparation and Filing of Income Tax Returns by Individuals
AUTHOR: Swatantra Sethi
PUBLISHER: Kindle Edition
https://www.incometax.gov.in/iec/foportal/
https://incometaxindia.gov.in/Pages/tax-services/view-e-filed-returns.aspx

❖ **Assessment Process**:

Assessment is made through Practical Examination and Viva Voce.
Examination - One time
Total Marks – 50
Practical Examination: 30 Marks
Viva Voce: 20 Marks

❖ **Course Outcome:**

- To enable the students to identify the basic concepts, definitions and terms related to Income Tax. Students would identify the technical terms related to Income Tax.
- To know the difference between e-filing and regular filing of Income tax returns and understand the circumstances when e-filling is mandatory.
- To understand the basic process of computing taxable income and tax liability, and know about various types of income tax return forms.
- To understand how to filled return in on line.

Certificate will be provided after successful completion of the course.

Department of Commerce, *K. K. Das College offers an Add-on course on* **"Indirect Tax In India Under New Regime (GST)"** *for B.Com (***Honours &*** General) Students of Semester-IV. With the implementation of GST, there has been a sudden increase in the demand for GST practitioners in most of the business industries for GST management, up-gradation, and reconciliation. As more and more business industries are launching every year, proportionally the GST practitioner's demand is also in increasing order. Improved job opportunities are the key benefits of the GST certification course. A salary increase is yet another benefit of the GST certification course. Certified professionals on average get 15%-25% of salary higher salary. Nationwide, more than two lakh jobs have emerged after the implementation of GST that require GST management either directly or indirectly. This has in turn increased the demand for GST practitioners. Needless to mention that increased job opportunity is one of the key benefits of the GST certification course.*

Course Name – Indirect Tax in India under New Regime (GST)

Course Code – KKDC/COM002

Duration - 30 Hours

Eligibility: Regular B.COM Semester-IV onwards (Honours & General) Students

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

7

Course Summary

UNIT	PARTICULARS	NO. OF LECTURS	MARKS
1	### Unit 1: BASIC CONCEPT ● Basic concept of indirect tax and overview of GST ● Definitions of different terms	5	25
2	Unit 2: CONCEPT AND TAX IMPLICATION ● Taxable event ● Time of supply of goods ● Value of supply ● Place of supply ● Law of GST under CGST	15	40
3	Unit 3: INPUT TAX AND OUTPUT TAX COMPUTATION, SET OFF AND CARRY FORWARD ● Input and Output Tax Computation ● Input Tax Credit (ITC) ● Utilization of ITC ● Composition Scheme	10	35

Suggested Readings:

- Datey V.S., Indirect Taxes Law And Practice, Taxmann
- Sanjeev Kumar, Systematic Approach to Indirect Taxes, Bharat
- Bangar and Bangar, Students' Gide to Indirect Taxes, Aadhya Prakashan.
- Sengupta, C.H., Direct & Indirect Taxes, Dey Book Concern
- Roy, S. K., Principles and Practice of Direct & Indirect Taxes, ABS

Assessment Process: Assessment will be made through theoretical examination. 20 marks multiple choice questions and 80 marks objective type questions

Examination - One time

Full Marks – 100

COURSE OUTCOME:

On completion of the course, the learners will be able to

- Understand the concepts of GST. features and capabilities
- GST Registration & Compliance
- Deep Knowledge of concept of supply decisions at workplace.
- Why analysis of provisions under GST
- Understanding of Returns & filing procedure

** Certificate will be provided after successful completion of the course

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE 8
Garia, Kol-84

Department of Computer Science, K.K. Das College offers the following Add-on course so that students of Commerce Students as well as BA Students can prepare themselves for the job market after completion of their study.

Course Name - **Foundation Course on MS Office**

Course Code - KKDC/CS005

Duration - 30 Hrs

Foundation Course on MS Office

Total Course Duration: 30 hours (10 hours per application)

Course Objectives:

- Equip students with essential skills to effectively use Microsoft Word, Excel, and PowerPoint.
- Foster confidence and independence in creating professional documents, spreadsheets, and presentations.
- Develop a strong understanding of key functionalities and features within each application.

Course Structure:

Part 1: Word Processing (10 hours)

- Module 1: Introduction to Word (2 hours)
    - Interface overview
    - Document creation, saving, and editing basics
    - File management and organisation
    - Keyboard shortcuts and navigation
- Module 2: Text and Paragraph Formatting (2 hrs)
    - Character and paragraph attributes
    - Styles and templates
    - Find and replace features
    - Spell check and grammar tools
- Module 3: Enhancing Documents (2 hrs)
    - Header and footer creation and editing
    - Adding clipart, images, and files
    - Tables: creation, formatting, and manipulation
    - Charts and graphs for data visualisation
- Module 4: Advanced Features (2 hrs)
    - Mail merge for automated document generation
    - Adjusting margins and page layout
    - Hyphenation and line breaks
    - OLE Object Embedding and Linking
- Module 5: Reference Tools and Automation (2 hrs)
    - Indexing and generating references
    - Adding comments and annotations
    - Templates for document reuse
    - Macro basics for automating repetitive tasks

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

9

Part 2: Spreadsheets (10 hours)

- Module 1: Excel Essentials (2 hrs)
  - Interface overview
  - Workbook and worksheet navigation
  - Cell basics: entering and editing data
  - Formatting cells, numbers, and dates
- Module 2: Working with Data (2 hrs)
  - Sorting and filtering data
  - Functions and formulas for calculations and analysis
  - Conditional formatting for data visualisation
  - Creating and editing charts and graphs
- Module 3: Advanced Data Management (2 hrs)
  - Working with multiple worksheets and workbooks
  - Importing and exporting data from other sources
  - Pivot tables for data analysis and summarization
  - Data validation and error checking
- Module 4: Printing and Collaboration (2 hrs)
  - Setting print layout and options
  - Sharing and collaborating on spreadsheets
  - Password protection and security features
- Module 5: Automation and Macros (2 hours)
  - Recording and editing macros for repetitive tasks
  - Utilising built-in and custom functions
  - Creating user interfaces and forms

Part 3: Presentations (10 hours)

- Module 1: Introduction to PowerPoint (2 hrs)
  - Interface overview
  - Slide creation and editing basics
  - Themes and templates for consistent design
- Module 2: Building Slides (2 hrs)
  - Text formatting and adding visual elements
  - Working with picture, graphics & charts
  - SmartArt and drawing tools for visual representation
- Module 3: Slide Transition & Animation (2 hrs)
  - Applying transitions and animations for visual impact
  - Timing and coordination of effects
  - Speaker Notes for presentation preparation
- Module 4: Enhancing Presentations (2 hours)
  - Adding audio, video, and hyperlinks
  - Building custom slide layouts
  - Notes pages and handouts
- Module 5: Delivering Presentations (2 hours)
  - Presentation practice and tips
  - Using Presenter View and speaker tool

Method of Assessment:

The Assessment of this course will be based on Practical Examination of 80 Marks along with Viva-voce of 20 Marks. So, Total Assessment Marks will be 100.

Course Outcome:

The course is aiming to equip all the Students to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets and preparing presentations, through the use of Microsoft Office Word, Excel and PowerPoint programmes.

Certificate will be provided after successful completion of the course.

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

*Department of **Economics**, K. K. Das College offers an Add-on course on Macroeconomics Statistics in India for regular B.Com. students of the college. Macroeconomics refers to a branch of economics that deals with the performance, structure, behaviour, and decision-making of an economy as a whole. Macroeconomists study topics such as output/GDP (gross domestic product) and national income, unemployment (including unemployment rates), price indices and inflation, consumption, saving, investment, energy, international trade, and international finance. It also studies the consequences of policies (fiscal and monetary) targeted at mitigating economic fluctuations, using taxation and government expenditure or interest rates, respectively, and of policies that can affect living standards in the long term, that is, by affecting growth rates. The role of macroeconomics in B. Com is to provide students with a comprehensive understanding of the functioning of the economy. By analysing the macroeconomic indicators, students can make informed decisions related to investments, production, and marketing strategies.*

This course is an introduction to the basic analytical tools of macroeconomics to evaluate macroeconomic conditions such as inflation, unemployment and growth. It is designed to make the system of overall economy understandable and relevant. The aim is to provide a clear explanation of many aspects of aggregate economic variables to inspire a consistent way of thinking about key macroeconomic phenomena. It intends to familiarize the commerce students with basic concepts of macroeconomics and with certain common features of economic occurrence in the real world.

Course Name - MACROECONOMIC STATISTICS IN INDIA

Course Code – KKDC/ECO002

Duration - 30 Hours

Eligibility: Regular Students of the B.Com. Semester I

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Course Summary

Unit 1 Nature and Scope of Macroeconomics   (5 lecture hrs)

- Macroeconomics: Meaning, Scope and Importance.
- Circular flow of aggregate income and expenditure and its importance- closed and open economy models
- The Measurement of National Product: Meaning and Importance of National Income Accounting
- GNP,GDP, NDP, NNP, PI and DPI – concepts only.
- Real versus Nominal GDP; price indices – GDP deflator and CPI (concepts only)

Unit 2 Money, Inflation and Unemployment   (7 Lecture hrs)

- Functions and definition of money supply – M1, M2, M3 and M4
- Quantity theory of money
- Concept of Inflation – definition, types, measurement and its social cost (overview only).
- Central bank and its functions (example of the Reserve Bank of India): Bank of issue,
- Govt. Bank, Banker's Bank, Control of Credit through Bank Rate, Cash Reserve Ratio
- (CRR), Statutory Liquidity Ratio (SLR), Repo Rate and Reverse Repo Rate, Open
- Market Operations, Margin requirement
- Unemployment: Voluntary and Involuntary, Frictional and Natural Rate of Unemployment (Concepts only)

Unit 3 Determination of Income and Unemployment   (5 lecture hrs)

- Aggregate demand and its components.
- Propensity to consume and propensity to save (average and marginal).
- Short-run equilibrium output; investment multiplier and its mechanism.
- Meaning of full employment and involuntary unemployment.
- Problems of excess demand and deficient demand; measures to correct them - changes in government spending, taxes and money supply

Unit 4 Monetary and Fiscal Policies   (3 lecture hrs)

- Roles, instruments and objectives of monetary and fiscal policy to control inflation and unemployment

Unit 5: Representation and Reporting of Indian Macroeconomic Data (10 lecture hrs)

- Compilation of macroeconomic dataset from various Governmental official websites like CSO, RBI, World Bank, etc.
- Basics of Macroeconomic data management – Tabular and Graphical Representation (line diagram, bar diagram, pie chart) of the collected data set using Microsoft Excel
- Analyses the dataset – Reporting and interpretation of the dataset in Microsoft Word

Suggested Readings:

- Dornbusch, Fischer and Startz, Macroeconomics, McGraw Hill, 11th edition, 2010.
- N. Gregory Mankiw. Principles of Macroeconomics, Indian Imprint of South Western by Cengage India, 6th edition, 2015.
- Richard T. Froyen, Macroeconomics, Pearson Education Asia, 2nd edition, 2005

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

. Goon, A. M, Gupta, M. K, and Dasgupta, B. Fundamentals of Statistics (Volume One, Volume two), The World Press Private Ltd

Assessment Process: Assessment will be made in two parts:
  (1) Theoretical examination of 60 marks out of which 10 marks will be on attendance, 30 marks multiple choice questions and 20 marks objective type questions.
  (2) Classification of Attendance Marks:

Attendance	Marks
More than 75%	10
60 – 75%	8
Less than 60%	6

  (3) Practical Examination of 40 marks. Students will make statistical analysis of macroeconomic data using Microsoft excel, with the data set provided on the day of exam.

Examination - One time

Full Marks – 100

Course Fee: Free

Course Outcome:

Students will familiarise with the current macroeconomic data and its relevance in the context of India. They will understand major trends in aggregate economic indicators and their trends. The course will help the students understand issues regarding data collection, processing, organising, representing and interpreting data at macroeconomic level. This will help them to predict economic conditions better.

Certificate will be provided after successful completion of the course

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Department of Education, *K. K. Das College offers an Add-on course on National Education Policy -2020 for B.A (General) Students. Bachelor of Arts (B.A) is an undergraduate programme for students who wish to pursue in the Humanities. Quality education empowers children and young people safeguards their health and well-being, and breaks cycles of poverty. Therefore, primary education needs to every human. And NEP-2020 main objective is to make education universally accessible from primary to secondary level by the year 2030 and it helps in building a relationship between the learner and society at large.*

Course Name – NEP-2020

Course Code – KKDC/ED002

Duration - 30 Hours

Eligibility: Regular B.A. (Honours & General) Students

Course Summary

Unit 1: (7L /25 Marks)

• What is NEP-2020?

• Background of the policy.

• Features of NEP-2020.

• Principles of this policy

Unit 2: (7L /25 Marks)

• NEP-2020: Vision and pathways

• Key recommendations of NEP-2020.

• Merits of NEP-2020.

Unit 3 : (9L /25 Marks)

• School education (Explanation of 5+3+3+4 structure)

• NEP-2020 for higher education (UG course)

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

15

- NEP's student centric approach
- NEP nad teachers development

Unit 4:   **(7L /25 Marks)**

- Challenges of NEP-2020 for higher education
- Implementation of NEP-2020
- In the present scenario, NEP-2020.

Suggested Readings:

• NEP 2020- At a Glance for Educators : Towards Excellence. by Dr. Dheeraj Mehrotra.

• NEP 2020 - Reformation of Indian Education System. by Aarti Arya Piyush Jotania, Rajkumar Nanaware.

• National Education Policy 2020: The Key to Development in India. by Dr. Keshab Chandra Mandal.

Assessment Process:

Assessment will be made through theoretical examination. 20 marks multiple choice questions and 80 marks objective type questions

Examination - One time

Full Marks – 100

Outcomes of NEP-2020

1. Assessing the learning outcomes of the students has become imperative not only to monitor the growth of the students but also achievement of education system for improving the quality education.
2. Learning assessments have the potential to contribute valuable information on the education system with regard to issues of access, equity and equality.
3. Increased focus on skill and competency development, and building of higher order cognitive, social emotional skills and 21st century skills, which will build skills required for future work.
4. Ability to demonstrate learning and competency through multiple opportunities in an ongoing manner.

Certificate will be provided after successful completion of the course.

Dr. Ramkrishna Prasad Chakraborty
Principal   16
K. K. DAS COLLEGE
Garia, Kol-84

Department of English, *K.K Das College offers the following Add-On Course on* *'Epic Literature in English'*. *This provides the students an elementary platform into the study of English Literature with the perspective of epic value in English.*

Course Name – Epic Literature in English
Course Code – KKDC/ENG002
Duration - 30 Hours
Eligibility: Regular Student of the College (Any semester/year)

Course Summary

Part 1 - Theory   **(20Hours)**

1) A brief introduction to English as a language of the Tribals.
2) Difference between literary English & early English.
3) Heroic influence in old English poetry.
4) The 1st form of epic. [Features].

Part 2 - Classroom demonstration   **(10Hours)**

1) Group discussion in reference to class lectures.
2) Presentation
3) Movie screening

Assessment Process:
Assessment will be made through Theory Examination & Classroom demonstration
Examination-One time[Theory-60 marks]
Classroom Demonstration - 40 marks
Total-100

Course Outcome - *Studying Epic literature helps students to attain a deep understanding of the culture & societal norms of the first founders of the English society. Apart from this, it helps them in employment in language labs & institutes where primitive language & literature forms a part.*

Certificate will be provided after successful completion of the course.

Dr. Ramkrishna Prasad Chakraborty
Principal   17
K. K. DAS COLLEGE
Garia, Kol-84

Department of History, *K. K. Das College offers the following Add-on course so that students can prepare themselves for the job market after completion of their study.*

Tourism has become a flourishing industry today and a career in tourism may be a very rewarding one. One may join the tourism industry in different ways -it may be in the form of a travel consultant, a specialist tourism entrepreneur or one can open one's own agency guiding tourists about the places to visit, places to stay and arranging trips for them. So in every sphere this industry has broadened itself.

Studying History will help the students to have an idea of the various places which might be of interest to the tourists. Also, it will help them to have an idea of how in the past these places attracted tourists and what new places of interest have come up in the recent times.

Course Name – **Tourism as a Career**
Course Code – KKDC/HIS002
Duration - 30 Hours

Eligibility: Regular Student of the College (Any semester/year)

Course Summary

Part 1 (6 hrs)

Unit 1   General Concepts

Unit 2   Introducing tourism in Ancient India

Unit 3   Emphasis on the special Historical tourist places of Ancient India

Part 2 (4 hours):

Unit 1: Introducing the Medieval India tourism

Unit 2: The tourists who came in Medieval era in Indian Subcontinent

18

Part 3 (4 hours)

Unit1 1-Introducing the Modern India and its tourism

Part 4

Unit 1 (2 hours) Tourism as a career

Unit 2 (2 hours) Tourism Management

Unit 3(2 hours) Job oriented Tourism

Unit 4(2 hours) Tourism as a professional course

Unit 5(2 hours) How History will help to develop your interest in this industry.

Unit 6 (2 hours) What kind of jobs you can choose in tourism

Unit 7—(4 hours) What kind of professional skills you need to develop for this industry.

Assessment Process: Assessment will be done by Project submission and presentation of 40 marks and one written exam will be done, which will carry 60 marks.

Course Outcome

This course will help the students to have a basic idea of the Tourism industry in India. On completion of the course , the students shall know of Tourism management, various kinds of jobs that are associated with the industry and its further prospects.

The course will also help the students to gather a basic knowledge of places of tourist attraction from the period of ancient India to the present times which will help them in knowing the history of these places. Such knowledge can help them strengthen their position in the ever evolving Tourism Industry.This course will help them in future to secured their places in Tourism Industry.48 students were enrolled in this course.

Certificate will be provided after successful completion of the course

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

*Department of **History**, K. K. Das College offers an Add-on course on Indian Mythology for B.A (Honours) Students of Semester II. Mythology has always influenced the religious, cultural, social and political life of an individual. It's immense influence on human mind is due to the fact that human mind always thinks in terms of archetypes which are buried deep in the collective unconsciousness. Myths are projections of these archetypes. It helps to understand the heritage & socio-political chronology of India.*

Course Name – *INDIAN MYTHOLOGY*

Course Code – KKDC/HIS003

Duration - 30 Hours

Eligibility: Regular B.A. (Honours) Students.

Course Summary

Unit 1: Orientation

- What is Mythology
- Mythology in a society
- Myth, Literature and socio- political realities

Unit 2: Theories and Approaches

- Various theories regarding Mythology
- Myths & History
- Parameters to read myths in the contemporary world.

Unit 3: Sculpture and architecture

- Journey of Myths through art & architecture
- Sculptures & its significance in Mythology
- Mythological value of art & architecture

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

20

Unit 4: Cinema, Myth and socio- political realities

- Myth and Cinema
- Myth and Dance
- Myth and music

Suggested Readings:

- ❖ The Palace of Illusions by Chitra Banerjee Divakaruni
- ❖ Lanka's Princess by Kavita Kane
- ❖ Ahalya by Koral Dasgupta
- ❖ The Shiva Trilogy by Amish Tripathi

Assessment Process: Assessment will be made through theoretical examination. 20 marks multiple choice questions and 80 marks short answer type questions

Examination: One Time

Full Marks: 100

COURSE OUTCOME

Mythology has always influenced the religious, cultural, social and political life of an individual. Through this add on course we offered to the students they get significant knowledge & learnings

- It's immense influence on human mind is due to the fact that human mind always thinks in terms of archetypes which are buried deep in the collective unconsciousness.
- Myths are projections of these archetypes.
- It helps to understand the heritage & socio-political chronology of India.

Additionally, studying mythology can help students develop critical thinking skills as they analyze and interpret the stories, symbols, and themes present in these ancient tales.

Certificate will be provided after successful completion of the course.

Department of Mathematics, *K. K. Das College offers an Add-On course on Mathematica (a mathematical software). This Add-on course will be of 30 hrs duration. Mathematica is a computational software program based on symbolic mathematics used in many scientific, engineering, mathematical, and computing fields. One can get reliable, high-quality results without needing algorithm expertise— even if as an expert, results are faster. One of the key components of Mathematica is that it contains numerical computational abilities, as well as symbolic visual capabilities. Mathematica can also be used as drawing tools. So, learning Mathematica is very much essential to those who are attached with mathematics from different areas. Hope this course is an opportunity for our students to learn a mathematical tool and to use it in their higher study.*

Course Name: Programming with Mathematica: An Introduction

Course Code – KKDC/Math 001

Duration - 30 Hours

Eligibility: Regular Students of the College (Any semester/year)

Course Summary

1. Introduction to Mathematica, Basic Arithmetic operations, Modulo operator, Numerical Approximation, Formation of Mathematical Expression, Manipulating functions, List handling, Table formation, List Manipulation.   6hrs
2. Basic Matrix operations, determinant, transpose, inverse, rank, Eigenvalues   4hrs
3. Solution of equation: polynomial, solution of system of equation, Numerical solution.   4hrs

4. Mathematica on Basic Calculus: Limit, Derivative, Integration (Definite or indefinite, Numerical), Sum of sequence, series, Series Expansion 4hrs
5. Plotting of functions: 2D plot, Parametric plot, 3D plot   4hrs
6. Solution of differential equation   4hrs
7. Module Programming; Input-Output Function, Loop (Do, While, For), Control sequence (If, If-Then-Else, Which, Switch), Continue, Break, Return, Goto, User Defined Function, Associate Programmes.   4hrs

Suggested Readings:

1. Introduction to Mathematica® with Applications
                                                    by Marian Mureşan

2. Mathematica – A research book of Mathematics
            by Dr.Ananta Kumar Bora, Dr.Md.Shahidul Islam Khan, Dr.Nawsad Ali

Fees Structure: The course will be free of cost.

Assessment Process: Assessment is made through Practical Examination,
                                    & Viva Voce

Examination - One time
Total Marks – 100
Practical Examination: 70 Marks
Viva Voce: 30 Marks

Course Outcomes

- *Understand the basic principles of the Language.*
- *Learn the use of commends and functions for solving and visualizing mathematical problems.*
- *Use the Language to solve problems graphically, numerically and analytically.*
- *The use of techonology and software in the verious fields of mathematics.*

 Certificate will be provided after successful completion of the course.

Department of Mathematics, K. K. Das College offers an Add-On course on Ancient Indian Mathematician. This Add-on course will be of 30 hrs duration. The knowledge of ancient Indian mathematicians is crucial for understanding the historical, cultural, and foundational aspects of mathematics. It enriches our appreciation of the discipline and its role in shaping the intellectual landscape of different civilizations. Many mathematical concepts developed by ancient Indian mathematicians had practical applications in various fields, including astronomy, architecture, and commerce. Understanding these applications provides insights into how mathematics was integrated into daily life. Learning about the achievements of ancient Indian mathematicians can inspire current and future generations. It highlights the importance of intellectual curiosity, perseverance, and the pursuit of knowledge, serving as a source of motivation for students interested in mathematics.

Course Name: Ancient Indian Mathematician

Course Code – KKDC/Math 002

Duration - 30 Hours

Eligibility: Regular Students of the College (Any semester/year)

Course Summary

1. Historical Context: Historical background of ancient Indian mathematics. (2 hrs)
2. Number Systems and Place Value System
   - Introduction to Indian Number Systems, Overview of ancient Indian numeral systems, Development of the concept of zero.   (4 hrs)
   - Decimal Place Value System; In-depth study of the decimal place value system. Comparison with other numeral systems.   (6 hrs)
   - Practical Applications; Applications of Indian number systems in ancient contexts. Role in arithmetic and commerce.   (3 hrs)
3. Algebra and Mathematical Concepts

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

- Contributions to Algebra; Solving quadratic equations in ancient India, Algebraic notations and methods. (5 hrs)
- Geometric Concepts; Study of geometric concepts in ancient Indian mathematics, Relationship between geometry and algebra. (6 hrs)
- Trigonometry and Astronomy; Development of trigonometry in ancient India, Application of mathematical concepts in astronomy. (4 hrs)

Suggested Readings:
1. "Brahmagupta: Life and Contributions" by T.K. Puttaswamy
2. "Mathematics in India" by Kim Plofker
3. "History of Hindu Mathematics: A Source Book" by Bibhutibhusan Datta and Avadhesh Narayan Singh
4. "A Concise History of Classical Sanskrit Literature" by Krishnamohan Mishra

Fees Structure: The course will be free of cost.

Assessment Process:
- Quizzes and Student presentations on specific topics related to ancient Indian mathematicians.
- Class participation and engagement with knowledge of historical context and mathematical concepts.
- Viva Voce

Examination:
Total Marks: **100 Marks**
Quiz: **20 Marks**
Student Presentation: **20 Marks**
Written Examination: **40 Marks**
Viva Voce: **20 Marks**

Course Outcomes

This course structure aims to provide a comprehensive understanding of ancient Indian mathematicians, their contributions, and the historical context in which they worked. It also encourages research and critical thinking through projects and discussions. Students should be able to analyze and interpret mathematical texts from ancient India, extracting key mathematical ideas and methods. It will provide the knowledge of the specific mathematical contributions made by ancient Indian mathematicians, including developments in arithmetic, algebra, geometry, and astronomy.

Certificate will be provided after successful completion of the course.

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

25

Department of Sociology, K. K. Das College offers the following Add-on course so that students not having Sociology as a Subject can prepare themselves for the Future Research Activities, Field Assistant in Non Government Organization (NGO) Sector and Different Semester related Course under the CBCS system of Calcutta University after completion of their study.

Course Name – Application of Statistics for Sociological Study

Course Code - KKDC/SOC002
Duration - 30 Hours

Eligibility: Regular Student of the College (Any semester/year)

Course Summary

Unit-1 (The Logic of Social Research)

- ➢ Introduction; Concept; Variables; Propositions
- ➢ Formulation and Verification of Hypotheses
- ➢ Research Design: Exploratory, Explanatory and Descriptive
- ➢ Sample; Sampling: Types and Uses

Unit-2 (Methodological Perspectives)
- ➢ The Positivist Method
- ➢ The Interpretative Method
- ➢ The Comparative Method
- ➢ The Ethnographic Method
- ➢ Data: Qualitative & Quantitative; Techniques
- ➢ Analysis & Interpretation of Data: Quantitative & Qualitative

Unit-3 (Basic Concepts of Statistics)
- ➢ Concepts of Social Statistics and Use of Statistics in Social Research
- ➢ Frequency Distribution
- ➢ Graphical Presentation of Data
- ➢ Coding and Tabulation

Unit-4 (Central Tendency)

➢ Concept; Definition; Use
➢ Types of Central Tendency
➢ Mean
➢ Median
➢ Mode

Assessment Process: Assessment is made through Written Examination,
                                Practical Examination (Viva Voce)

   Examination - One time

   Total Marks – 100

   Theory (Written) Examination: 60 Marks

          30 Multiple Choice Questions (30 × 2 marks)

   Practical Examination: 40 Marks

          Viva Voce 40 Marks

Course Outcome:

1) To enable the students to identify the basic concepts, definitions and terms related to Statistics and sociology. Students would identify the technical terms related to Sociology & Statistics.
2) To know the difference between Sociology and Statistics.
3) Students' can prepare themselves for higher studies.
4) Students' can know about information or knowledge on an individual, object or event.
5) Students'can *investigates and test research questions and policy impacts across* different areas of people's lives.
6) Certificate will be given to the students after successfully completed the course.

   Certificate will be provided after successful completion of the course.

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Department of Statistics, K. K. Das College offers an Add-on course on Methods of Data Collection for regular B.A/B.Sc./B.Com (Honours & General) Students of the College. This Course can prepare themselves for the Future Research Activities, Field Assistant in Non Government Organization (NGO) Sector.

Course Name –Methods of Data Collection

Eligibility: Regular Student of the College(Any semester)

Course Code - KKDC/STAT001

Duration - 30 Hours

Course Summary

Unit-1 (Concept of Data)   **6 lecture Hours**

- ➢ Introduction; Concept; Variables; Attributes
- ➢ Types of data : Qualitative, Quantitative
- ➢ Sources of data: Internal, External
- ➢ External data: Primary data, Secondary data

Unit-2 (Methods of Data Collection)   **6 lecture Hours**
- ➢ Primary data collection method
- ➢ Secondary data collection method

Unit-3 Indian Official Statistics (Basic concepts)   **9 lecture Hours**
- ➢ National Sample Survey Office (NSSO) – Employment and Unemployment Survey Rounds
- ➢ Census of India – Population Census 2011

Unit-4 (Field Survey)   **9 Hours**
- ➢ Survey Of Youth Not In Formal Education or Regular Employment.

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

28

Suggested Readings:

- A M Goon, M K *Gupta*, B. *Dasgupta* - Fundamentals of Statistics (Volume One), The World Press Private Ltd.
- N G Das- Statistical Methods (Combined edition volume 1 & 2), McGraw Hill Education
- GOI, Note on Sample Design and Estimation Procedure of NSS 68th Round, National Sample Survey Office, Ministry of Statistics and Programme Implementation.

Assessment Process: Assessment is made through Written Examination & Field Survey.

Examination - One time

Total Marks – 100

Theory (Written) Examination: 40 Marks

20 Multiple Choice Questions (20 × 2 marks)

Field Survey: 60 Marks

Course Outcomes:

- Define and distinguish between qualitative and quantitative data.
- Describe methods for collecting primary data.
- Develop an interview guide.
- Develop effective questionnaire items.
- Identify techniques to increase questionnaire response rates.

Certificate will be provided after successful completion of the course.

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

29

Course Name: *"ELECTORAL LITERACY AND DUTIES & RESPONSIBILITIES OF STUDENTS FOR NATION BUILDING"*

Course Code – KKDC/01/2023

Duration - 35 Hours

Eligibility: Regular B.A. Student of any stream

Course Module:

Part -I (15 Hours)

Brief of Freedom Movement

❖ Timeline of formation of the Constitution of India

❖ Team Member for Drafting the Constitution

❖ The Constitution of India

>   PREAMBLE
>
>   PART I   THE UNION AND ITS TERRITORY
>   PART II   CITIZENSHIP
>   PART III   FUNDAMENTAL RIGHTS
>   PART IVA   FUNDAMENTAL DUTIES

❖ PARLIAMENT

Part -II (10 Hours)

❖ Duties and Responsibilities of Students

❖ statistical Data analysis of youth between the age group 18yrs to 25 years

❖ Statistical data analysis of the age group 25yrs to 40 yrs.

❖ Nation Building

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Role of students
Role of workers
organize sectors
Unorganized sectors

❖ Unity in diversity

Part -III (10 Hours)

❖ Scope and opportunity for Undergraduate students
In India and abroad Different competitive Examination
❖ Start-up schemes
❖ Skill Development Programme

Evaluation Method

Class performance	20
Class presentation	30
Test	50
_____	
Total Marks	100

Outcome:

❖ Concept of our nation with its social and Economic diversity
❖ Basic Notion of Constitution
❖ Voter and participation in parliamentary democracy
❖ Scope and opportunity of students for their future

Certificate will be provided after successful completion of the course.

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

31

K. K. Das College

GRH – 17, Baishnabghata – Patuli

Kolkata – 700084

West Bengal

India

Syllabus of
Add-On Courses
Introduced in the Session
2021-2022

INDEX

N. Munshi

IQAC Co-ordinator
K. K. Das College
GRH-17, Baishnabghata-Patuli
Garia, Kolkata - 700 084

Principal
K.K. DAS COLLEGE
GRH-17 Baishnabghata Patuli
Kolkata-700 084

Department of Education, K. K. Das College offers an Add-on course on Value Education for B.A (General) Students of Semester VI. Bachelor of Arts (B.A) is an undergraduate programme for students who wish to pursue in the Humanities . B.A graduate gains insights into the Social Effiency skills and competencies require from their regular day to day life. And Identifying one's own self in absence of right understanding of self, one would naturally attempt to fulfil every desire appearing in mind even unethical ones. Value educaton helps one to differentiate between ethical and unethical desire . The objective of the course is to gain of well balanced personality and to make more democratic, socially responsible and intellectually competitive nation.

Course Name – **VALUE EDUCATION**

Course Code –KKDC/ED001

Duration - 30 Hours

Eligibility: Regular B.A. (Honours & General) Students.

Course Summary

Unit 1:   **(7L /25 Marks)**

• Meaning of value education

• Significance of value education

• Classification of value education

Unit 2:   **(7L /25 Marks)**

• Importance of value education

• Basic guidelines and process of value education

• Sources of value

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Unit 3 :   (9L /25 Marks)

- Family values
- Understanding harmony in the human beings
- Harmony in my self

Unit 4 :   (7L /25 Marks)

- Harmony in family and society and in relationship
- Harmony in nature and Co-existence

Suggested Readings:

• Chanda, B. Santi o Mullobodher Siksha. Aaheli Publishers.

• Paul, D, & Pandey, P. Peace and Value Education. Rita Publishers.

• Raghunathan, N. S. Value Education.

• Charles, K. & Selvi, V. A. Value Education.

Assessment Process: Assessment will be made through theoretical examination. 20 marks multiple choice questions and 80 marks objective type questions

Examination - One time

Full Marks – 100

Certificate will be provided after successful completion of the course.

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Department of Economics, K. K. Das College offers an Add-on course on Public Finance Statistics in India for regular students of the college. Public finance refers to managing a country's revenue, debt, and expenditure via different governments and quasi-government institutions. The management of public finances plays a significant role in developing the country's economy since it depends on the effective utilisation of finances. This course provides an overview of how public finances are managed, what the various components of public finance are, and how to easily understand what all the numbers mean. A detailed know-how of public finance will help the students to increase their knowledge and employability in the institutions which analyses state finances to frame their business objectives. The objective of the course is to provide insights of the working of the government.

Course Name -PUBLIC FINANCE STATISTICS IN INDIA

Course Code – KKDC/ECO001

Duration - 30 Hours

Eligibility: Regular Students of the College (Any semester/year)

Course Summary

Unit 1 Nature and Scope of Public Finance   **(2 lecture hrs)**

Conceptual understanding of Scope of Public Finance

- Meaning, The rationale for State intervention – market failure, externalities, public goods
- Public finance and private finance, principle of maximum social advantage (concept only)

Unit 2 Public Expenditure   **(3 Lecture hrs)**

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

- Meaning, Importance and Canon's Effects
- Provision of public goods and merit goods, redistribution objective of public expenditure

Unit 3 Public Revenue   (5 lecture hrs)

- Meaning, Sources, Classification and Canon of Tax
- Ability to Pay, Incidence and Shifting Effects of Tax Burden
- Major Taxes in India – Income Tax, Corporate Tax, Value Added and Concept of GST

Unit 4 Public Debt and Budget   (6 lecture hrs)

- Meaning, Impact and Management
- Types, Theories, Sources, Economic Effects and Redemption
- Budget - Meaning, Types, Revenue & Capital Budget, Balance Budget and Budgetary Control

Unit 5: Central Finances in India   (4 lecture hrs)

- Sources and uses of funds, effects of Fiscal Policy
- Different concepts of Deficit- Revenue Deficit, Fiscal Deficit, Monetized Deficit, Primary Deficit, Surplus, Impact of deficit

Unit 6: Fiscal Reforms in India   (5 lecture hrs)

- Changing scenario of Indian tax Structure, FRBM Act

Unit 7: Representation and Reporting of Indian Public Finance Data (5 lecture hrs)

- Compilation of public finance dataset from various Governmental official websites like CSO, RBI, World Bank, etc.
- Basics of Public Finance data management – Tabular and Graphical Representation (line diagram, bar diagram, pie chart) of the collected data set using Microsoft Excel
- Analyses the dataset – Reporting and interpretation of the dataset in Microsoft Word

Suggested Readings:

• Musgrave, R., the Theory of Public Finance, McGraw Hill

• Musgrave & Musgrave, Public Finance in Theory and Practice, McGraw Hill

• Bhargava B.M., the Theory and Working of Union Public of India

• Vaish & Agarwal, Public Finance, Willy Eastern

• Jha, R. (1998), Modern Public Economics, Routledge, London.

Assessment Process: Assessment will be made in two parts:

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

(1) Theoretical examination of 50 marks out of which 10 marks will be on attendance, 20 marks multiple choice questions and 20 marks objective type questions

(2) Project Work of 50 marks. Students will have to prepare a report of not more than 2000 words on any aspect of public finance in the Indian context. Students will have to take help of secondary data on public finances and will have to make statistical analysis using Microsoft excel.

Examination - One time

Full Marks – 100

Course Fee: Free

Certificate will be provided after successful completion of the course.

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Department of Bengali, K. K. Das College offers the following Add-on course on "BANGLA PROOFREADING" so that students could learn proofreading and join in the professional field of book publishing after the completion of their study.

Course Name – *BANGLA PROOFREADING*

Course Code - KKDC/BNG/001

Duration - 30 Hours

Eligibility: Regular Students of the College (Any semester/year)

Course Summary

প্রথম পর্ব (১০ ঘণ্টা)

১। প্রুফ রিডিং কী?

২। প্রুফ রিডিং-এর প্রয়োজনীয়তা

৩। প্রুফ রিডিং এবং বাংলা লিপি

৪। প্রুফ রিডিং এবং বাংলা বানান

দ্বিতীয় পর্ব (২০ ঘণ্টা)

১। ভুলভ্রান্তির নানাদিক

২। হাতেকলমে শিক্ষা

৩। প্রুফ রিডিং-এর যাবতীয় খুঁটিনাটি

৪। প্রুফ, সম্পাদনা ও প্রযুক্তি

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Assessment Process: Assessment will be made through Written Examination only.

     Examination - One time

     Theory – 40 marks

     Practical (application) – 60 marks

     Total Marks – 100

Department of Sociology, K. K. Das College offers the following Add-on course so that students not having Sociology as a Subject can prepare themselves for the Future Research Activities and Field Assistant in NGO Sector after completion of their study.

1. Course Name - Basics of Survey and Data Collection in Sociology

Course Code - KKDC/SOC001
Duration - 30 Hours

Eligibility: Regular Student of the College (Any semester/year)

Course Summary

Unit-1

➢ Introduction, Concept of Social Survey, Meaning of Survey

➢ Definitions, Characteristics of Social Survey

➢ Objectives of Survey, Examples

Unit-2

➢ Subject matter of Social Survey

➢ Typology of Survey, Online Surveys, Email Surveys, Social Media Surveys, Paper Surveys, Mobile Surveys, Telephone Surveys, And Face-To-Face Interview Surveys

➢ Advantages of Social Survey and Disadvantages of Social Survey

Unit-3

➢ Method of Survey

➢ Sampling: Probability and Non-Probability

➢ Questionnaires, Interview, Online

➢ Advantages of Online Survey

➢ Disadvantages of Online Survey

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Unit-4

➢ Concept of Data, Meaning of Data Collection, Definition of Data Collection

➢ Types of Data, Sources of Data, Primary Data, Secondary Data

➢ Definition and Concept of Primary Data, Definition and Concept of Secondary Data

➢ Primary Sources: Methods of Data Collection; Questionnaire; Interview; preparation & Framing

➢ Secondary Sources: Reading and Reviewing Appropriate or related Literature

➢ Importance of Survey and Data in Research

Assessment Process: Assessment is made through Written Examination,
                    Practical Examination (Viva Voce)

Examination - One time

Total Marks – 100
Theory (Written) Examination: 60 Marks
        30 Multiple Choice Questions (30 × 2 marks)
Practical Examination: 40 Marks
Viva Voce 40 Marks

Certificate will be provided after successful completion of the course.

Department of English, K. K. Das College offers the following Add-on course on "English for Professional and Career Development" so that students could learn the use and application of English in their professional career after the completion of their study.

Course Name – English for Professional and Career Development

Course Code - KKDC/ENG001

Duration - 30 Hours

Eligibility: Regular Student of the College (Any semester/year)

Course Summary

Part 1: Theory (20 hours)

I.	Brief introduction to English for Professional and Career Development
II.	Difference between Literary English and Professional English
III.	Importance of syntax and correct grammar
IV.	Writing skill: Report, E-mail, Tender notice, Advertisement, and Letter
V.	Professional Ethics

Part 2: Classroom Demonstration (10 hours)

I.	Group Discussion
II.	Presentation
III.	Individual CV preparation

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Assessment Process: Assessment will be made through Theory Examination and Classroom Demonstration.

Examination - One time

      Theory – 60 marks descriptive

      Classroom Demonstration – 40 marks

      Total Marks – 100

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Course Name - **Advance Excel and Office Management**

Course Code - KKDC/CS004

Duration - 30 Hrs

Course Summary

Unit 1: Introduction (1Hr)

Introduction, Interface, Tabs and Ribbons, Document Windows, Navigation Tips, Office Button and Save

Unit 2: Entering, Editing and Formatting Data (1Hr)

Entering Data, Fonts, Fills, and Alignment, Cut, Copy, and Paste, Paste Special, Undo and Redo, Moving, Finding, and Replacing a Value, Cell Styles, Comments

Unit 3: Formatting Numbers (2Hr)

Currency Format, Format Painter, Formatting Dates, Custom and Special Formats

Unit 4: Managing Worksheets (1Hr)

Naming and Moving Worksheets, Copying Worksheets, Adding, Deleting and Hiding, Worksheets, Grouping Worksheets, Moving, Copying, Deleting and Hiding Grouped Worksheets

Unit 5: Modifying Rows and Columns (1Hr)

Inserting and Deleting Columns and Rows, Inserting & Deleting Cells, Inserting Multiple Columns & Rows, Modifying Cell Width and Height, Hiding and Unhiding Rows and Columns

Unit 6: Understanding Formulas (4Hrs)

Using Operations, Creating Formulas, AutoSum, Common Formulas, Searching for Formulas, Copying Formulas, Using Relative and Absolute References

Unit 7: Changing Views (1Hr)

Workbook Views, Show/Hide, Zoom Features, Freeze Panes, Split Windows, Viewing Multiple Windows, Minimise The Ribbon, Worksheet Backgrounds,

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Watermarks

Unit 8: AutoFill and Custom Lists (1Hr)

AutoFill a Series, AutoFill Non-Adjacent Cells, AutoFill on Multiple Sheets, Creating Custom Lists, Series Formatting

Unit 9: Conditional Formatting (3Hrs)

Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales, Custom Formatting Rule

Unit 10: Conditional Logic (4Hrs)

IF Statement, Nested IF, AND, OR, NOT, IFERROR, SUMIF, AVERAGEIF, COUNTIF & COUNTIFS, SUMIFS, AVERAGEIFS

Unit 11: Text Formulas (2Hrs)

Case Formulas, Fix Number Fields, Trim Spaces, Substitute Text

Unit 12: Introduction and Formatting of Charts (3Hrs)

Chart Types, Instant Chart, Update Chart, Column Chart, Picture Fill, Adjust Chart Size, Line Chart, Scatter Chart, Chart Styles, Chart Layouts, Add Labels, Axis Options, Chart Title, Legends, Data Labels

Unit 13: Outline, Sort, Filter, and Subtotal (2Hrs)

Group and Ungroup, Sort Data, Sort Multiple Levels, Filter Data, Advanced Filter, Conditional Sorting and Filtering, Sorting with Custom Lists, Subtotal

Unit 14: Protecting Data (2Hrs)

Workbook Passwords, Protecting Workbooks, Unlocking Cells

Unit 15: Printing (2Hrs)

Page Orientation, Page Breaks, Print Area, Margins, Print Titles, Headers and Footers, Scaling, Sheet Options

Method of Assessment : It will be based on Practical Examination along with Viva-voce.

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Department of HISTORY, K. K. Das College offers the following Add-on course so that students can prepare themselves for the job market after completion of their study.

From the remains of the ancient Indus Valley Civilisation to the grandest surviving buildings, monuments and important artefacts of the premodern period, the built heritage and material cultures of the Indian subcontinent offer valuable insights into ideals that have shaped societies for centuries. The rich stories that span the making, symbolism and functions of early terracotta, coins, Buddhist reliefs, sculpted deities on temple walls as well as Islamic funerary structures, among others, shed light on ways of life across the region. Our engaging videos and illustrated texts offer an entry point into one of the most extensive histories – one that traces the very evolution of human creativity.

Course Name – Reading the Wonders of India's Past

Course Code - KKDC/HIS001

Duration - 30 Hours

Eligibility: Regular Student of the College (Any semester/year)

Course Summary

Part 1

The begining (4 hrs)

    Unit 1   General Concepts:

    Unit 2   Introducing Indian Art

    Unit 3   The beginning of Indus Valley Civilization- The pottery Culture

    Unit 4   Features of the civilization

    Unit 5   Vedic Valley Civilization

    Unit 6   Features of the civilization

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Part 2

Beginning of an Empire (16 hours):

> Unit 1 (4 hours): The Maurayan dynasty-The first dynasty
> Unit 2 (4 hours): The Guptas dynasty-The Golden age debate
> Unit 3 (4 hours): The Kushanas dynasty-The Indianisation
> Unit 4 (4 hours)   Overview of the above mention period

> ,

.**Part 3**

Unit1 1-The South India Dynasties (5 hours) the other cultural heritage

Unit-2The Pallavas and Chalukayas (5 hours) The Rath Culture

Assessment Process: Assessment will be done by Project evaluation.

   Certificate will be provided after successful completion of the course.

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

K. K. Das College

GRH – 17, Baishnabghata – Patuli

Kolkata – 700084

West Bengal

India

Syllabus of Add-On Courses Introduced in the Session 2020-2021

INDEX

Sl. No.	Course Name	Duration	Designed by	Pg. No.
1.	Basics of Computer and Web Designing	30 hours	• Dr. R. P. Chakraborty, Principal • Dr. Nasima Munshi, IQAC Co-ordinator • Ms. Rituparna Pal, HoD, Comp. Sc. • Mr. Mridul K. Bhaumik, Faculty, Comp. Sc.	1
2.	Skill Development Training on Art & Craft	30 hours	• Dr. R. P. Chakraborty, Principal • Dr. Nasima Munshi, IQAC Co-ordinator • Dr. Sreyashi Sarkar, Assistant Professor, History • Ms. Arpita Chakraborty, ,Teacher, Pidilite	3
3.	Diploma in Multimedia Application	120 hours	• Dr. R. P. Chakraborty, Principal • Dr. Nasima Munshi, IQAC Co-ordinator • Mr. Mridul K. Bhaumik, Faculty, Comp. Sc. • Ms. Urmi Adhikary, ESS-R Infosys	4
4.	Diploma in Financial Accounting with GST	120 hours	• Dr. R. P. Chakraborty, Principal • Dr. Nasima Munshi, IQAC Co-ordinator • Mr. Sukumar Sadhukhan, Associate Professor, Commerce	6
5.	Diploma in Pre Primary and Primary Teachers' Training	132 hours	• Dr. R. P. Chakraborty, Principal • Dr. Nasima Munshi, IQAC Co-ordinator • Dr. Bidya Ratan Tikader, Assistant Professor, Sociology • Mr. Bapi Kumar Sardar, Assistant Professor, Education	7

19/03/2021

Principal
K. K. DAS COLLEGE
GRH-17, Baishnabghati Patuli
Garia, Kol-700084

Department of Computer Science, K. K. Das College offers the following Add-on course so that students not having Computer Science as a Subject can prepare themselves for the job market after completion of their study.

Course Name - Basics of Computer and Web Designing

Course Code - KKDC/CS002

Duration - 30 Hours

Eligibility: Regular Student of the College (Any semester/year)

Course Summary

Part 1

Computer Fundamentals (6 hrs)

Unit 1 General Concepts: Introduction to Computer and Problem Solving: Information and Data Hardware: CPU, Primary and Secondary storage, Cache Memory, I/O devices, Bus structure,

Unit 2 BIOS Software: Systems and Application. Generation of Computers: Super, Mainframe, Mini and Personal Computer, Work stations, Parallel machines (concept only).

Unit 3 Introduction to Programming Languages: Machine Language, Assembly Language, High Level Language.

Unit 4 Problem Solving: Flow Charts, Decision Tables and Pseudo codes.

Unit 5 System Software: Classifications- Operating Systems (OS); Translators – Compilers and Interpreters, Preprocessors, Assemblers, Loaders, Linkers, Line and Screen Editors, other utilities.

Unit 6 Virus: Concept, Detection and Protection

Unit 7 Multimedia: Basic Concept, associated hardware and software

Unit 8 Object Oriented Paradigm: Basic characteristics, Definition, Brief comparison with other types of programming paradigms.

1

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Part 2

Handling of Microsoft office (12 hours):

Unit 1 (2 hours): MS Word: Introduction, Windows 2007 Interface, Customizing the Word Application, Document Views, Basic Formatting in MS Word

Unit 2 (2 hours): Advanced Formatting, Navigating through a Word Document, Performing a Mail Merge, Printing Documents, Print Preview

Unit 3 (2 hours): MS Excel: Introduction, Workbook, Worksheet, Formatting in Excel, Advanced formatting in Excel, Working with formulas, Printing worksheets. Excel - Page Orientation, Header and Footer, Insert Page Breaks, Set Background, Freeze Panes, Conditional Format

Unit 4 (2 hours): Pivot Tables, Simple Charts, Pivot Charts, sort, filter

Unit 5 (2 hours): MS PowerPoint: Introduction, Creating a Presentation, Basic Formatting in PowerPoint, Advanced Formatting, Using Templates,

Unit 6 (1 hour): Inserting charts, Inserting tables, Printing presentations.

Part 3

Basics of Web designing (12 hours) Here are the key topics covered under the introduction to web designing:

Unit 1 (2 hours): Introduction to internet webpage and website.

Unit 2 (2 hours): Design a website.

Unit 3 (2 hours): Design the look and feel of a website

Unit 4 (2 hours): Tools of web design

Unit 5 (4 hours): HTML and CSS basic.

Assessment Process: Assessment will be made through Theory Examination, Practical Examination and Project evaluation.

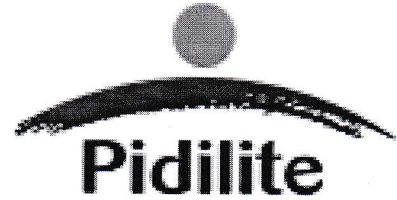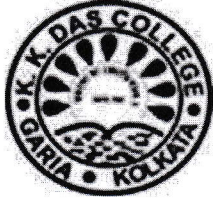Examination - One time

Theory - 100 marks objective

Practical - 30 marks Students will do practical in their own machine

Project- 70 marks to be submitted in Google classroom

Total Marks - 200

Certificate will be provided after successful completion of the course.

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

K.K.Das College offers the following value added course in collaboration with 'Pidilite Industries Limited'.

Course Name: Skill development training on Art & craft

Duration: 30 hours

## Eligibility: Regular Student of the College (Any semester/year)

The Course will cover the following projects:

1.	Zardosi Painting	9.	Mural Art.
2.	Bottle painting	10.	Gond Art
3.	Alpan Art on Tray	11.	Applique.
4.	Illustration	12.	Fabric painting
5.	Paper Collage Art	13.	Quit Design Shoes
6.	Decoupage	14.	Neon Mouldit Necklace
7.	Patachitra	15.	Kundan Jewellery
8.	Dotillism		

Assessment Process: Assessment will be made through Projects evaluation.

Certificate will be provided after successful completion of the course

Students need not have to pay any course fee, however some materials have to be purchased by them for the projects.
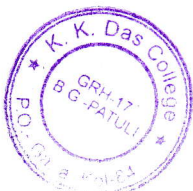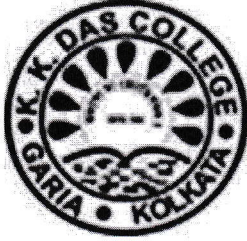
3

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

K.K.Das College offers the following value added course in collaboration with 'ESS-R INFOSYS'

Course Name: **Diploma in Financial Accounting with GST**

Course Code: **ESSR/KKDAS/ADDON/DFA**

Duration: **1 Year / 120 Hours (100 Hours for subject & 20 Hours for Bonus course)**

Bonus Course: **MS - Office**

Course Summary

Part I

- **GST Overview (40 Hours)**
  1. Introduction to GST
  2. Transition to GST
  3. Types of GST
  4. GST Registration
  5. E-Commerce
  6. Tax Invoice
  7. Input tax credit
  8. Advance receipt
  9. Returns filing

Part II

- **Tally with GST(30 Hours)**
  1. 1GST set up for composition dealer.
  2. GST set up for regular dealer.
  3. Master entry Setup.
  4. GST transactions.
  5. TDS(Tax Deducted at Source)
  6. TCS(Tax Collected at Source)
  7. Payroll
  8. Tally ERP 9 Report

Part III

- **Taxation(8 Hours)**
  1. Income Tax Return - (Theory)
  2. Preparation of Income tax returns - (Theory)
  3. Income Tax Return E- Filing Portal - An Introduction - (Theory)
  4. Understanding Income tax return forms - (Theory)

4

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

5. Preparation & E-filing of Income Tax Returns - (Practical)
6. View E-filed Income tax return forms- (Practical)
7. Tax Calculations - (Practical)
8. Preparation & filing of form 10F - (Practical)

Part IV

- **Investment and Banking (8 Hours)**
    1. Investment tool 1
    2. Investment tool 2
    3. Equity Research
    4. Investment Banking

Assessment Process: Assessment is made through Written Examination, Practical Examination, Project Evaluation and Viva Voce.
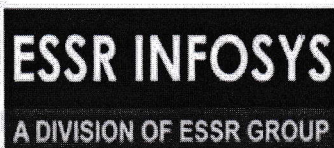
Examination - One time

Total Marks - 300

- **Theory Examination (100 Marks)** :50 Marks objective (25 x 2 marks) + 30 Marks short question (6x5 marks) +20 Marks long question (10 x 2 marks)

- **Practical Examination (100 Marks)** - Students will do practical in front of the teacher.

- **Project + Viva (100 Marks)** - Project (70) + Oral Exam (30)

Certificate will be provided after successful completion of the course

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

ESSR INFOSYS

A DIVISION OF ESSR GROUP

An ISO 9001 : 2015
Certified Organization
A Govt. Regd. Organization

K.K.Das College offers the following value added course in collaboration with 'ESSR INFOSYS'

Course Name: Diploma in Multimedia Application

Course Code: ESSR/KKDAS/ADDON/DMA

Duration: 120 Hours (100 Hours Subject +20 Hours Bonus course)

Bonus Course: DTP (Desk Top Publishing)

Course Summary

Sl. No.	Subjects	Software
1.	*Graphic Design and DTP*	a) Photoshop b) Corel Draw c) Illustrator
2.	*2 D Animation*	a) Flash b) Toon Boon c) Swish
3.	*Audio and Video Production*	a) Premier b) After effects c) Director
4.	*Web Design*	a) Dreamweaver

Assessment Process: Assessment is made through Written Examination, Practical Examination, Project Evaluation and Viva Voce.
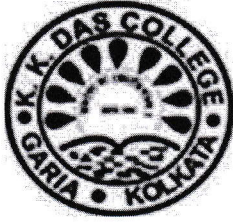
Examination - One time   Total Marks - 300

- **Theory Examination on Fundamentals of Multimedia (100 Marks) :**

  50 Marks objective (25×2 marks) + 30 Marks short question (6×5 marks) + 20 Marks long question (10×2 marks)

- **Practical Examination (100 Marks):**

  Students will do practical in front of the teacher

- **Project + Viva (100 Marks) :** Project (70) + Oral Exam (30)

Certificate will be provided after successful completion of the course

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

6

K.K.Das College offers the following value added course in collaboration with 'ESSR INFOSYS'

Course Name: DIPLOMA IN PRE-PRIMARY AND PRIMARY TEACHERS' TRAINING

Course Code: ESSR/KKDAS/ADD ON/DPPTT

Duration - 132 Hours (100 Hours Subject + 32 Hours Bonus Course)

Bonus Courses

- **Spoken English (10Hours)**
- **Yoga Education(10Hours)**
- **Art and Craft (12 Hours)**

Subjects of Study:

Paper	Subject	Full Marks	Marks Division	
Paper 1	Childhood and growing up of children	100	Theory Practical	70 marks 30 marks
Paper 2	Gender Studies and Society	100	Theory Practical	70 marks 30 marks
Paper 3	Reading methodology and Understanding of text	100	Theory Practical	70 marks 30 marks
Paper 4	English (English as a language of communication)	100	Theory Practical	70 marks 30 marks
Paper 5	Teachers' training with Logical Reasoning	100	Theory Practical	70 marks 30 marks
Paper 6	Teaching Methodology (School activity program)	100	Theory Practical	70 marks 30 marks
Paper 7	Assessment for Learning Process	100	Theory Practical	70 marks 30 marks
Paper 8	Yoga Education (Self Development and Self Understanding)	100	Theory Practical	70 marks 30 marks
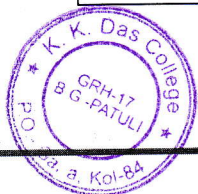
7

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Assessment Process: Assessment is made through Written Examination, Practical Examination, Project Evaluation and Viva Voce.

Examination - One time

Total Marks – 800 (100 Marks × 8 Paper)

Theory (Written) : 560 (70 Marks × 8 Papers)

Practical   : 240 (30 Marks × 8 Papers)

- **Theory Examination (Each Paper) :**

    30 Marks short questions (15 × 2 marks)

    10 Marks short questions (5 × 2 marks)

    30 Marks long questions (10 × 3 marks)

- **Practical Examination (Each Paper) :**

    Viva Voce 10 Marks

    Projects 10 Marks

    Flat file 10 Marks

Certificate will be provided after successful completion of the course
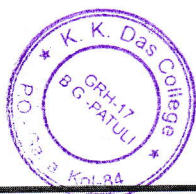
Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

K. K. Das College

GRH – 17, Baishnabghata – Patuli

Kolkata – 700084

West Bengal

India

Syllabus of
Add-On Courses
Introduced in the Session
2018-2019

MASTER DIPLOMA IN FINANCIAL ACCOUNTING WITH GST

DURATION -- 2. YEARS

► **COMPUTER FUNDAMENTAL**

✓ INTRODUCTION IN COMPUTER

✓ HISTORY AND GENERATION

✓ NUMBER SYSTEM

✓ MS-WORD

✓ MS-EXCEL

✓ MEMORY

✓ FILE EXTENTION AND SHORTCUT KEY

► **ADVANCE ACCOUNTING**

✓ FUNDAMENTAL OF ACCOUNTANCY

✓ DAY BOOK, TRIAL BALANCE, BALANCE SHEET

✓ ACCOUNTING RATIO

✓ BUSINESS ORGANISATION

► **ADVANCE E-CQMMERCE**

► **TAXATION:**

✓ INCOME TAX: (FUNDAMENTAL OF INCOME TAX)

✓ A) CREATE COMPANY AND ACTIVATE GST IN COMPANY LEVEL

✓ B) CREATING MASTERS AND SET GST RATE

✓ C) CREATING TAX LEDGER

✓ D) TANSFERRING TAX CREDIT OF VAT, EXCISE, AND SERVICE TAX TO GST

✓ E) RECORDING GST SALES AND PRINTNG INVOICE

✓ F) RECORDING GST INTERSTATE SALES AND PRINTING INVOICE

✓ G) RECORDING ADVANCE PAYMENT TO SUPPLIER UNDER GST

✓ H) RECORDING GST LOCAL PURCHASE

✓ i) RECORDING GST INTERSTATEPURCHASE

✓ J) THEORY

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

Income Tax & Goods & Service Tax

1. INCOME TAX

I. Objectives.

A. To provide working knowledge of framework of taxation system in India.

B. To provide through knowledge of various concepts application and their application relating direct tax laws with financial planning and management decisions.

II. General Framework of Direct Taxation in India

Different direct tax laws and their inter-relationship in the scheme of taxation in India, importance of Income tax act and annual Financial Acts.

• Constitutional provisions.

• Distribution of taxation power between States & Central Govt.

III. Companies & Individual under Income tax laws.

Classification of tax incident; corporate tax as per article - 366; computation of taxable

Income & assessment of tax liabilities for companies & individuals (including income Returns & also considering special provision relating to companies)

IV. Tax Planning

• Tax planning with reference to setting up of a new business; location aspects; nature of business; nature of business; planning for tax holidays benefits, limitations on the tax planning exercise, flexible planning premises; planning in the context of court rulings and legislative amendments.

 • Tax planning for individual including various provisions.

• Tax planning with regards to specific management decisions such as make or buy, own, lease or hire, etc.

• Tax planning with reference to financial management decisions such as capital structure of the company and tax incident; tax as a variable in computing cost of capial.

• Tax planning with reference to employees remuneration.

• Tax planning in respect of non residence company .

• Tax planning for corporate reorganization i.e. amalgamation, merger, demerger and slum sale.

Goods & Service Tax

 Overview of Goods and Services Tax

 Overview of GST; Implementation of GST; Liability of the Tax Payer; GST Network; GST Council

Levy of an Exemption from

Levy of GST: Introduction; Composition Scheme; Remission of Tax/ Duty

Registration

Introduction, Registration Procedure; Important Points; Special Persons; Amendments/ Cancellation

Time to supply

Goods; Time of Supply -Services; Other Points

Meaning and Scope of supply

Taxable Supply; Supply of Goods and Supply of Services

Valuation in GST

Transaction Value; Valuation Rules

Payment of GST

Introduction; Time of GST Payment; How to make payment; Challan Generation & CPIN ; TDS & TCS

Electronic Commerce

Introduction ; Tax Collected at Source (TCS);Procednres for E-commerce Operator

Job Work

Introduction

Input Tax Credit

Introduction; Important Points; Job Worker

Input Service Distributors

Concept of Input Service Distributor; Legal Formalities for an ISD; Distribution of Credit

Matching of Input Tax Credit

Returns; GSTR-2; Other Taxable Persons; Annual Return

Overview of the IGST Act

Overview; Other Provisions

Place of supply of Goods & services

Introduction; Registered and Unregistered Persons

GST Portal

Introduction; GST Eco-system; GST Suvidha Provider (GSP); Uploading Invoices

TERM END PROJECT FOR BOTH INCOME TAX & GST

MASTER DIPLOMA IN MULTIMEDIA APLICATION WITH 3D MAX

DURATION -- 2.YEARS

A. GRAPHIC DESIGNING

1. PHOTOSHOP

Selection of Techniques, Transformation Art Tool, Layers & masks Paths & Filters

2. COREL DRAW

Introduction to the interface, Creating Artistic shapes ,Editing Text & Transforming Images

3. ILLUSTRATOR

Introduction, Constructing Basic Shapes , Drawing Painting & Working with Brushes ,Type Manipulation, Blending colors & shapes

B . ANIMATION

4.FLASH

Basics of Animation using Flash, Exploring Tweening in animation, Drawing Shapes , Creating Flash buttons Interactivity with events using Action Script

5.TOON BOON

Animation basics ,Character construction sheet & Scene planning

6.SWISH

Timeline, Button & menus ·,Vector shapes

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

c. AUDIO AND VIDEO EDITING

7.PREMIER

Introduction to video, frames & images Video editing Picture :rectification

8.SOUND FORGE

Introduction to voice & clarity , Voice correction & editing

9.AFTER EFFECTS

Concepts of Tracks & layers, Color Adjustment, Applying Effects

10.DIRECTOR

Stage   Identification,   Markers   Library   &   Behaviors

d. WEB DEVELOPMENT

11.DREAMWEAVER

Dreamweaver - A tool for web development Inserting tags , images , tables working with images ,maps, adding behaviors

3D MAX

Geometry – shapes, Modeling house / furniture Material, opacity, ray trace, Auto-key animation (rendering), Editable mesh/ poly, Compound object- Boolean, Noise & gradient ramp ,Fire effect/fog effect ,Light , camera ,Multi-sub object, masking using blend, x-ref object, array, Modeling pawn, rook, bishop, Practical, gravity, space, warps Modifiers- bend, FFD, ripple tapper, UVW map, Path deform ,Environment

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

ENGLISH PROGRAM

1. Parts of Speech

2. Tenses

3. Idioms

4. Antonyms

5. Synonyms

6. Pairs of words

7. Voice

8. Latter

9. Essay/ Comprehension

10. Story writing
English Literature

1. Drama (ANYONE)

Merchant of Venice By 'William Shakespeare
Arms & the Man By G.B.Shaw Performance of
Drama as Project & Viva Voce

PROSPECTUS

MASTER DIPLOMA IN
PRE-PRIMARY & PRIMARY
TEACHERS'TRAINING
DURATION -- 2YEARS

****

ESSR INFOSYS

A DIVISION OF ESSR GROUP

An ISO 9001 : 2015
Certified Organization

A Govt. Regd. Organization

****

HEAD OFFICE

69/1 BanerjeePara
Kolkata -700041

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

INTRODUCTION

ESSR INFOSYS an ISO 9001:2008 Certified Institute register under Govt. Of W.B is imparting various self employment oriented courses through highly experience and qualified teachers. The courses are prepare and modified from time with a practical and personal approach to avoid unnecessary burden on student ESSR INFOSYS CONDUCT ESDP/MDP/EDP OF MSME-DI Govt. of India.

OBJECTIVE

Our aim to provide expedient training in various fields to our students so that they can launch successful careers in today's increasing competition. The success of our students is an important and constant source of inspiration for us. It is a fact quite a number of our students have become self reliant passing out from our Institute.

FACULTY

The faculty comprises of quailed and experience teachers, instructors, visiting lecturers and practicing professionals.

INSTITUTE POLICY STATEMENT

The provisions of this publication are not to be regarded as in irrevocable contract between the students and ESSR INFOSYS. Charges may be effected from time to time in general regulation and in the curricular programmers, safeguarding the institution's interest as well as the interest and welfare of the individual students. If the action of a students prove detrimental to the interest of the students.

SYLLABUS
Subjects to be taught

A. THEORY

Sl. No.	PAPER	DETAILS	MARKS
1.	I	Principles and History of Education	100
2.	II	Psychology and Child Development	100
3.	III	School Organisation & Hygine	100
4.	IV	General Method & Project	200
5.	V	English	200
6.	VI	Bengali	50

B. PRACTICAL

Sl. No.	DETAILS	MARKS
1.	Art & Craft	100
2.	Educational Handwork	50
3.	Physical Training	50
4.	Music	50
5.	Practice teaching & Final teaching, Internal marking	100
6.	Fundamentals of Computer	100
	TOTAL	1200 MARKS

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

DIPLOMA IN COMMUNICATIVE ENGLISH

DURATION -- 1 YEAR

Course Summary :

- OVERCOMING THE FEAR OF COMMUNICATION

- GROOMING FOR INTERVIEW

- FUNDAMENTS OF ENGLISH LANGUAGE

- WRITTING FOR OFFICIAL PURPOSE

PART I (COMMUNICATION)

- **Interview**

- **Basic Conversation**

- **Body Language**

- **Enhance Hearing Skill**

- **Official Grooming**

- **Regular Day Chit-Chat**

PART II (WRITTING)

- **C. V**

- **Application for Business & Job**

- **Dialogue Forming**

- **E-mail**

- **Letter for Official Sector**

- **Use of English Language while Speaking**

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84