



सत्यमेव जयते

GOVERNMENT OF WEST BENGAL

Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG

DIST. KALIMPONG – 734311

Website: www.pedongcollege.in

E-Mail: pedong.govt.college@gmail.com

Details about the Value Added Course (VAC)

Conducted by:

Department of English

Name of the Course:

Under Graduate Certificate in English Received Pronunciation and
Grammatical Correction (UGCERPGC)



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GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG

DIST. KALIMPONG – 734311

E-Mail: pedong.govt.college@gmail.com

Ref. No.: VAC/M-01/ENG

Date: 03.11.2022

Minutes of the Meeting

A meeting was held with the presence of the IQAC Coordinator at the Department of English at 1:30 pm on 03.11.2022 regarding a new Certificate course on English Pronunciation and Grammar to be run by the faculty of the Department, provided of course it is permitted by the Officer-in-Charge of the College. It was also discussed that the course will be of six months duration. Dr. Ali proposed that the course might be termed as Under Graduate Certificate in English Received Pronunciation and Grammatical Correction (UGCERPGC) At the end, it was decided that discussions on details about the course structure, syllabus design, examination pattern, etc. will be held later once it gets the permission from the competent authority. The meeting ended at 2:30 pm.

Members Present:

1. Mr. Samiran Mandal, Coordinator, IQAC
2. Dr. Yousuf Ali, Assistant Professor and Head, Dept. of English,
3. Mrs. Shikha Tamang, Assistant professor, Dept. of English.

CO-ORDINATOR
IQAC
GOVT. GENERAL DEGREE COLLEGE AT PEDONG

Officer-in-Charge
Government General Degree College
at Pedong

Head of Department,
Department of English,
Government General Degree College at Pedong,
Pedong-Kalimpong, 734311
Head
Department of English
Govt. General Degree College at Pedong
Pedong, Kalimpong-734311



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DIST. KALIMPONG – 734311

Website: www.pedongcollege.in

E-Mail: pedong.govt.college@gmail.com

Memo No.: VACL/AP-01/ENG

Date: 04.11.2022

To

The Officer-in-Charge

Govt. General Degree College at Pedong


Pedong, Kalimpong-734311

Sub.: Application seeking permission to run a Certificate course

Sir,

With due respect and decorum I, the Head of the Department of English, would like to inform you that the Department of English wants to conduct a certificate course namely Under Graduate Certificate in English Received Pronunciation and Grammatical Correction (Tentative) of six months duration with students from different departments of our college. In the course, English Received Pronunciation and some grammatical aspects will be incorporated to embolden our students in the language. Moreover, the classes for the course will be conducted only on working Saturdays of the month. Hopefully, the students will benefit from the course. We along with the IQAC Coordinator have discussed about it among ourselves in the Department, and are willing to run the course, vide Ref. No. VAC/M-01/ENG dated 03.11.2022. Therefore, I request you to permit the department to conduct the course.

Thanking You,


Officer-in-Charge
Government General Degree College
at Pedong


Head of Department,
Department of English,
Government General Degree College at Pedong,
Kalimpong-734311

Department of English
Govt. General Degree College at Pedong
Pedong, Kalimpong-734311



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E-Mail: pedong.govt.college@gmail.com

Ref. No.: VAC/M-02/ENG

Date: 05.11.2022

Minutes of the Meeting

After the conduction of the Course entitled Under Graduate Certificate in English Received Pronunciation and Grammatical Correction (UGCERPGC) having been permitted by the Officer-in-Charge vide Ref. No. VAC/AP-01/ENG dated 04.11.2022, a meeting was held at the Department of English at 01:00 pm on 05.11.2022 regarding the new Certificate course on English Pronunciation and Grammar. In this meeting, the course name suggested by Dr Yousuf Ali was accepted the IQAC Coordinator, Mr. Samiran Mandal, Assistant Professor, Dept. of Physics, and by Mrs. Shikha Tamang, Assistant Professor, Dept. of English. IQAC Coordinator emphasized that the course duration should be of six months as the classes will be conducted only on working Saturdays of the month. Mrs. Shikha Tamang also agreed that the course will be of six months duration. She also suggested that there should be two papers for the entire course. The conducting body was also formed: Two Assistant Professors- (1) Dr. Yousuf Ali, and (2) Mrs. Shikha Tamang will conduct the classes for the completion of the course; Dr. Yousuf Ali was appointed/selected as the Coordinator of the Course unanimously. Then the details about the course structure, intake capacity, syllabus design, number of papers, name and code of the papers, full marks, viva voce, admission process, conduction of classes and schedule/routine were also discussed. The meeting ended at 4:30 pm.

Members Present:

1. Mr. Samiran Mandal, Coordinator, IQAC,
2. Dr. Yousuf Ali, Assistant Professor and Head, Dept. of English,
3. Mrs. Shikha Tamang, Assistant professor, Dept. of English.

CO-ORDINATOR
IQAC
GOVT. GENERAL DEGREE COLLEGE AT PEDONG

Head of Department,
Department of English,
Government General Degree College at Pedong,
Pedong-Kalimpong 734311

Head
Department of English
Govt. General Degree College at Pedong
Pedong, Kalimpong-734311



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Ref. No.: VAC/N-01/ENG

Date: 07.11.2022

Notice

This is to inform all the students that the Department of English is going to conduct a six-month Certificate Course namely Under Graduate Certificate in English Received Pronunciation and Grammatical Correction (UGCERPGC). The course is free of cost, and after the successful completion of the course the concerned students will receive a certificate. The class for this course will be conducted only on the working Saturdays of the month. The Course Duration is from 12.11.2022 to 27.05.2023. So the interested students are hereby informed that the admission to this course will commence on and from 12.11.2022 to 27.05.2023. The class for the course will start on 12.11.2022 (Saturday).

In case of any query, or to know the details about the programme, contact the Course Coordinator: Dr. Yousuf Ali, Assistant Professor and Head, Dept. of English, Mobile Phone No.: 8337871922; Email ID: yousufalireads@gmail.com

Thanking You,

Countersigned by
Officer-in-Charge
Government General Degree College
at Pedong
Officer-in-Charge
Govt. General Degree College at Pedong
Pedong, Kalimpong-734311


Head of Department,
Department of English,
Government General Degree College at Pedong,
Pedong-Kalimpong 734311

(Dr. Yousuf Ali)

Coordinator and Head
Department of English
Govt. General Degree College at Pedong
Pedong, Kalimpong-734311

Value Added Course (VAC)
Department of English
Under Graduate Certificate in English Received Pronunciation and Grammatical Correction (UGCERPGC)
(A Certificate Course on English Pronunciation and Grammar)

Course Structure

Duration	Examination	No. of Paper	Paper Title	Paper Code	Marks		Credit	
					Written	Viva		
08 Months	Term-End	02	Elements of English Pronunciation	EEP	75	25	20	30
			Aspects of English Grammar	AEG	45	15	10	

Duration of Written Examination: (a) 2 Hours and 30 Minutes (Paper 1)

(b) 1 Hours and 30 Minutes (Paper 2)

Score Pattern					
PASS		GOOD	VERY GOOD	EXCELLENT	
Paper 1	45	60-69	70-79	80 and above	
Paper 2	20	35-44	45-49	50 and above	

Syllabus

Paper1: Elements of English Pronunciation

1. English Spelling: Some Philological Aspects
2. IPA; Monophthong/Pure Vowel Sounds; Diphthongs; Phoneme; Morpheme
3. Organs of Speech; Articulation of Speech Sounds; Voiced and Non-voiced Sounds
4. Syllables; Strong/Weak Vowel Sounds; Stress; Accent; Intonation
5. Rhythm; Stress-timed Rhythm, and Prosody
6. Various English pronunciations; Dialects
7. Common Mistakes in Articulation and Pronunciation; MTI (Mother Tongue Influence)
8. How to rectify the Wrongs
9. Some exceptions; pronunciation in isolation, and connected Speech
10. The Right One: Queen's English, Standard English, or English RP

Suggested Readings/References:

1. Balasubramanian, T.B. *A Textbook of English Phonetics for Indian Students*. New Delhi: Trinity Press, 2017. Print.
2. Banal, R.K and J.B. Harrison. *Spoken English for India*. Madras: Orient Longman, 1972. Print.

3. O'Connor, J.D. *Better English Pronunciation*. Cambridge: Cambridge University Press, 1980. Print.
4. Roach, Peter et al. *Cambridge English Pronouncing Dictionary*. Cambridge: Cambridge University Press, 2006. Print,

Question Pattern

(Paper 1)

Group-A: Phonetic Transcription, Syllabic Division; Marking Stress Syllable

5 phonetic transcriptions out of 8; 5 syllabic division out of 8; 5 marking stress out of 8. (5+5+5)x1 mark=15 marks

Group-B: Short Answer-type Questions

Students will require to answer any 10 questions out of 15, each carrying 3 marks. 10x3 marks=30 marks

Group-C: Broad Answer-type Questions

Students will require to answer any 3 questions out of 5, each carrying 10 marks. 3x10 marks=30 marks

Syllabus

Paper2: Aspects of English Grammar

. Parts of Speech

1. **Nouns**
 - Types of nouns (common, proper, abstract, concrete)
 - Countable and uncountable nouns
 - Noun phrases
2. **Pronouns**
 - Personal, possessive, demonstrative, reflexive, indefinite pronouns
 - Pronoun-antecedent agreement
3. **Verbs**
 - Verb forms (finite and non-finite verbs)
 - Regular and irregular verbs
 - Verb tense (present, past, future)
 - Verb voice (active and passive)
 - Modal verbs
4. **Adjectives**
 - Types of adjectives (descriptive, demonstrative, possessive, etc.)
 - Comparison of adjectives
5. **Adverbs**
 - Types of adverbs (manner, place, time, degree)
 - Comparative and superlative forms
6. **Prepositions**
 - Common prepositions and their usage
 - Prepositional phrases
7. **Conjunctions**
 - Coordinating conjunctions
 - Subordinating conjunctions
 - Correlative conjunctions

8. **Articles**
 - Definite and indefinite articles
 - Article usage

II. Sentence Structure

1. **Types of Sentences**
 - Simple, compound, complex sentences
 - Sentence fragments and run-ons
2. **Clauses**
 - Independent and dependent clauses
 - Clause types (noun, adjective, adverbial clauses)
3. **Phrases**
 - Noun phrases, verb phrases, prepositional phrases, etc.
 - Appositive phrases

III. Syntax and Sentence Construction

1. **Subject-Verb Agreement**
 - Agreement rules
2. **Modifiers**
 - Placement and types of modifiers
3. **Parallelism**
 - Parallel structure in sentences and lists

IV. Punctuation and Capitalization

1. **Commas**
 - Rules for comma usage
2. **Semicolons and Colons**
 - Proper usage
3. **Quotation Marks**
 - Rules for punctuating dialogue and quotations
4. **Capitalization**
 - Rules for capitalizing proper nouns, titles, etc.

V. Mechanics

1. **Spelling**
 - Common spelling rules and exceptions
2. **Grammar Usage**
 - Correct usage of grammar rules in context

VI. Practical Applications

1. **Error Identification and Correction**
 - Identifying and correcting grammatical errors in sentences
2. **Grammar in Context**
 - Applying grammar rules to improve writing clarity and coherence.

Suggested Readings/References:

1. Murphy, Raymond. *English Grammar in Use*. Cambridge: Cambridge University Press, 2011. Print.
2. Pyne, Ajit. *Preposition*. Kolkata: Books Way, 2019. Print.
3. Swan, Michael. *Practical English Useage*. Oxford: Oxford University Press, 2016. Print.
4. Wood, Frederic T. *A Remedial English Grammar for Foreign Students*. Hyderabad: Trinity, 2015. Print.

Question Pattern
(Paper 2)

This paper will consist only of 50 objective questions out of which students will require to answer 45 questions, each carrying 1 mark. 45x1 mark=45 marks.



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Ref. No.: VAC/N-02/ENG

Date: 09.11.2022

Notice

This is to inform the students concerned that the class for the course (UGCERPGC) will be held in the Room No.1, Department of English, at 02:00 p.m. on the pre-notified date i.e. on 12.11.2022 (Saturday).

The Class Routine is as follows:


Sl. No.	Name of the Teacher	Day (Working)	Paper	Duration	Time
1.	Dr. Yousuf Ali	Saturday	1	1 Hour	2:30 p.m.—3:30 p.m.
2.	Mrs. Shikha Tamang	Saturday	2	1 Hour	3:30 p.m.—4:30 p.m.

N.B.: Classes will not be conducted on Saturdays which are Govt. Holidays.

In case of any query, or to know the details about the programme, contact the Course Coordinator: Dr. Yousuf Ali, Assistant Professor and Head, Dept. of English, Mobile Phone No.: 8337871922; Email ID: yousufalireads@gmail.com or visit the college website: <http://pedongcollege.in/>

Thank You,

Countersigned by
Officer-in-Charge
Government General Degree College
at Pedong
(Mr. Navin Poudyal)
Govt. General Degree College at Pedong
Pedong, Kalimpong-734311


Head of Department,
Department of English,
Government General Degree College at Pedong,
Pedong, Kalimpong-734311
(Dr. Yousuf Ali)
Coordinator and Head
Department of English
Govt. General Degree College at Pedong
Pedong, Kalimpong-734311



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List of Students Enrolled in Value Added Course (VAC) and Their Attendance

Name of the Course: Under Graduate Certificate in English Received Pronunciation and Grammatical Correction (UGCERPGC)

Department of English

Sl. No.	Name	Roll. No.	Percentage of Attendance	Semester When Admitted	Main Course
1.	Ugain Lepcha Karthak	VACENG1-01	78	5 th	English Honours
2.	Amit Pokhrel	VACENG1-02	81	5 th	English Honours
3.	Nawang Tshering Bhutia	VACENG1-03	89	5 th	English Honours
4.	Bishal Tamang	VACENG1-04	78	5 th	English Honours
5.	Yankila Bhutia	VACENG1-05	89	5 th	English Honours
6.	Gitanjali Sharma	VACENG1-06	80	5 th	History Honours
7.	Rajiv Choudhury	VACENG1-07	78	5 th	History Honours
8.	Palzor Bhutia	VACENG1-08	78	5 th	History Honours
9.	Aryan Gurung	VACENG1-09	79	5 th	Sociology Honours
10.	Priyanka Rai	VACENG1-10	79	5 th	Pol. Science Honours
11.	Puja Mangar	VACENG1-11	81	1 st	Nepali Honours
12.	Barsha Rai	VACENG1-12	85	3 rd	Physics Honours
13.	Navaneet Poudyal	VACENG1-13	85	1 st	Geology Honours
14.	Prajwal Pradhan	VACENG1-14	80	1 st	Nepali Honours
15.	Bishal Burman	VACENG1-15	79	3 rd	Chemistry Honours
16.	Nim Tshering Lepcha	VACENG1-16	76	3 rd	Physics Honours
17.	Suhana Rai	VACENG1-17	78	5 th	Sociology Honours
18.	Andrew Lepcha	VACENG1-18	79	5 th	Physics Honours
19.	Sweta Rai	VACENG1-19	80	5 th	Sociology Honours
20.	Samuel Bhutia	VACENG1-19	80	5 th	Physics Honours

CO-ORDINATOR
IQAC

GOVT. GENERAL DEGREE COLLEGE AT PEDONG

Head of Department,
Department of English,
Government General Degree College at Pedong,
Pedong-Kalimpong 734311

Officer-in-Charge
Government General Degree College
at Pedong



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Ref. No.: VAC/N-03/ENG

Date: 06.05.2023

Notice

This is for the information for the students concerned that the Viva Voce and Written Examination for the course (UGCERPGC) will be held in the month of September.

The Examination Schedule is as follows:

Sl. No.	Date	Day	Paper	Mode	Duration	Time
1.	13.05.2023	Saturday	1 and 2	Viva Voce	About 10 Minutes per Student	2:30 p.m.—5:00 p.m.
2.	20.05.2023	Saturday	1	Written	2 Hours and 30 Minutes	2:30 p.m.—5:00 p.m.
3.	27.05.2023	Saturday	2	Written	1 Hour and 30 Minutes	2:30 p.m.—4:00 p.m.

In case of any query, or to know the details about the programme, contact the Course Coordinator: Dr. Yousof Ali, Assistant Professor and Head, Dept. of English, Mobile Phone No.: 8337871922; Email ID: yousufalireads@gmail.com or visit the college website: <http://pedongcollege.in/>

Thank You,

Counter signed by
Officer-in-Charge
Government General Degree College
at Pedong

(Mr. Navin Poudyal)
Govt. General Degree College at Pedong
Pedong, Kalimpong-734311


Head of Department,
Department of English,
Government General Degree College at Pedong,
Pedong-Kalimpong 734311

(Dr. Yousof Ali)
Coordinator and Head
Department of English
Govt. General Degree College at Pedong
Pedong, Kalimpong-734311



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Ref. No.: VAC/N-05/ENG

Date: 10.06.2023

Notice

This is for the information for the students concerned that the Result of the Examinations for the course (UGCERPGC) will be published on 17.06.2023, and it will be displayed at the Departmental Notice Board.

Thank You,

Countersigned by
Officer-in-Charge
Government General Degree College
at Pedong

(Mr. Navin Poudyal)
Govt. General Degree College at Pedong
Pedong, Kalimpong-734311

Head of Department,
Department of English,
Government General Degree College at Pedong,
Pedong-Kalimpong 734311

(Dr. Yousuf Ali)
Coordinator and Head
Department of English
Govt. General Degree College at Pedong
Pedong, Kalimpong-734311



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**List of Students Who Appeared for the Examination for Value Added Course (VAC)
and the Record of Pass/Fail**

**Name of the Course: Under Graduate Certificate in English Received Pronunciation
and Grammatical Correction(UGCERPGC)
Department of English**

Sl. No.	Name	Roll. No.	Whether Passed/Failed
1.	Ugain Lepcha Karthak	VACENG1-01	Passed
2.	Amit Pokhrel	VACENG1-02	Passed
3.	Nawang Tshering Bhutia	VACENG1-03	Passed
4.	Bishal Tamang	VACENG1-04	Passed
5.	Yankila Bhutia	VACENG1-05	Passed
6.	Gitanjali Sharma	VACENG1-06	Passed
7.	Rajiv Choudhury	VACENG1-07	Passed
8.	Palzor Bhutia	VACENG1-08	Passed
9.	Aryan Gurung	VACENG1-09	Passed
10.	Priyanka Rai	VACENG1-10	Passed
11.	Puja Mangar	VACENG1-11	Passed
12.	Barsha Rai	VACENG1-12	Passed
13.	Navaneet Poudyal	VACENG1-13	Passed
14.	Prajwal Pradhan	VACENG1-14	Passed
15.	Bishal Burman	VACENG1-15	Passed
16.	Nim Tshering Lepcha	VACENG1-16	Passed
17.	Suhana Rai	VACENG1-17	Passed
18.	Andrew Lepcha	VACENG1-18	Passed
19.	Sweta Rai	VACENG1-19	Passed
20.	Samuel Bhutia	VACENG1-20	Passed

Head of Department,
Department of English,
Government General Degree College at Pedong,
Pedong-Kalimpong 734311



GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG

PEDONG, KALIMPONG - 734 311

Website : pedonggovtcollege.in

Email : pedong.govt.college@gmail.com

CENTRAL LIBRARY

Date: 12/09/2022

Memo. No :
To,

The Officer-in-Charge

Government General Degree College at Pedong

Permitted
12/9/22
Officer-in-Charge
Government General Degree College
at Pedong

Subject: Request for permission to organize Certificate course on Foundations of Computer Applications and Library e-resources, 2022-2023

Respected Sir,

I, Himanish Roy, College Librarian would I like to inform you that the Central Library is planning to organize a Certificate course on Foundations of Computer Applications and Library e-resources. This is a 30-hour course within an academic session; with all classes scheduled for Saturdays after the usual college routine.

On behalf of Central Library, I would kindly request your permission to proceed the course. Your prompt response would be great appreciated.

Thanking you.

Sincerely,


Himanish Roy

College Librarian
Government General Degree College at Pedong
Dist. Kalimpong, West Bengal 734311

Librarian
Govt. General Degree College
at Pedong





GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG

PEDONG, KALIMPONG - 734 311

Website : pedonggovtcollege.in

Email : pedong.govt.college@gmail.com

CENTRAL LIBRARY

Notice/15.09.2022

Date:

Memo. No:

This is to inform all concerned that an emergency meeting will be held on 19th September 2022 regarding the finalization of the title, preparation of the syllabus, faculties, and course structure of the certificate course.

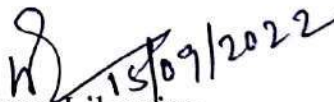
Agendas:

1. Certificate Course
2. Miscellaneous

Time: 3 P.M.

Meeting Date: 19th September 2022

Place: Central Library


15/09/2022
College Librarian
Central Library

Govt. General Degree College at Pedong



Librarian
Govt. General Degree College
at Pedong



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CENTRAL LIBRARY

Date :

Memo. No :

Notice/07.09.2022

This is to inform all concerned that an emergency meeting will be held on 10th September 2022 regarding the conduct of a certificate course, according to the coordinator of IQAC at Government General Degree College, Pedong


Agendas:

1. Certificate Course
2. Miscellaneous

Time: 2P.M.

Meeting Date: 10th September 2022

Place: Central Library


College Librarian
Central Library

Govt. General Degree College at Pedong

Librarian
Govt. General Degree College
Pedong



Government General Degree College at Pedong



Certificate Course
on
Foundations of Computer Applications and Library E-Resources

Department of Central Library

Course Title	Certificate Course on Foundations of Computer Applications and Library E-Resources
Context	This course aims to provide hands-on training in the practical applications of computer software, with a focus on MS Office, web browsing, and email facilities. Students will gain essential computer skills that are vital for their academic and everyday activities. By the end of the course, students will be proficient in creating and managing documents, spreadsheets, and presentations using MS Office, effectively browsing the web for information, and utilizing email for communication. These skills will not only aid in their academic pursuits but also enhance their overall digital literacy and efficiency in day-to-day tasks.
Pre-requisite	Undergraduate students from any discipline
Course Objectives	<p>The primary objective of this course is to equip undergraduate students with fundamental computer skills that are essential for both academic and everyday use. The course focuses on three main areas: MS Office, web browsing, and email facilities. By the end of the course, students will be able to:</p> <p>Email Facilities:</p> <ol style="list-style-type: none"> a. Set up and manage email accounts. b. Compose, send, and organize emails professionally. c. Utilize email features such as attachments, forwarding, and filtering to enhance communication. <p>MS Office:</p> <ol style="list-style-type: none"> a) Create, format, and manage documents using Microsoft Word. b) Develop and utilize spreadsheets for data analysis and management with Microsoft Excel. c) Design and deliver professional presentations using Microsoft PowerPoint. <p>Web Browsing:</p> <ol style="list-style-type: none"> a) Efficiently navigate the internet to find reliable and relevant information. b) Utilize search engines effectively to conduct research and gather data. c) Understand and apply best practices for online safety and security.

The knowledge and skills acquired through this course will support students in their academic endeavors and improve their overall digital competence.

Career prospect

Completing the Certificate Course on Computer Application: Basic Skills opens up a range of career opportunities for undergraduate students by equipping them with essential digital skills that are highly valued in today's job market. Here are some potential career prospects for students who complete this course: Administrative Assistant; Office Coordinator; Data Entry Clerk; Junior Data Analyst; Customer Service Representative; Technical Support Assistant; Marketing Assistant; Content Coordinator; Teaching Assistant; Online Tutor; Freelancer; Small Business Owner.

Faculty Requirements

College Librarian and Assistant Professor

Pedagogy

The Certificate Course on Computer Application: Basic Skills employs a diverse and interactive pedagogical approach to ensure comprehensive learning and practical application of MS Office, web browsing, and email facilities. The teaching methodologies include: Lectures and Demonstrations; Hands-on Training; Project-Based Learning; Tutorials and Workshops; Assessments and Feedback; Support and Resources and Self-Paced Learning. This pedagogical approach ensures that students not only understand the theoretical aspects of computer applications but also gain practical, hands-on experience. By combining lectures, hands-on training, project-based learning, and continuous assessment, the course aims to produce proficient and confident users of MS Office, web browsing, and email facilities.

Course Fee

NIL

Contact Hours

30 Hours

Course Duration

One Class (Lecture+Practice): 1 Hour

15 Lectures: 15 Hours

Practice: 15 Hours.

Total Course Duration 30 (15+15) Hours. Final Assessment on the Last day of the course.

Course outcome

Upon successful completion of the Certificate Course on Computer Application: Basic Skills, undergraduate students will achieve the following outcomes: Proficiency in MS Office; Effective Web Browsing Skills and Competent Email Management.

Assessment process

Students will be graded on Course end Assessment, Practical work and Attendance.

**Course Coordinator
and Faculty Members**

Mr. Himanish Roy
College Librarian and Course Co-ordinator
Government General Degree College at Pedong

Mr. Kausar Ansari
Assistant Professor
Government General Degree College at Pedong

Mr. Laxuman Sherpa
Assistant Professor
Government General Degree College at Pedong

Syllabus

Certificate Course on Foundations of Computer Applications and Library E-Resources

Unit I Email Basics

Credit 10

Introduction to Email; Email Components and Interface; Basic Email Functions; Advanced Email Features; Email Etiquette and Security; Practical Exercises and Assignments

Unit II MS Office

Credit 10

Introduction to MS Office Suite (Word, Excel and PowerPoint); Microsoft Word: Document Processing (fonts, styles, sizes, alignment, spacing, indents, bullets/numbering, and line spacing); Microsoft Excel (Entering data and basic formulas: SUM, AVERAGE, and COUNT): Data Management and Analysis; Microsoft PowerPoint: Presentation Design; Integration and Collaboration (MS Office Online and cloud storage); Advanced Features and Tips; Practical Exercises and Projects;

Unit III Introduction to Electronic Resources in Libraries

Credit 10

Introduction to eResources (Overview of eResources: definition, types, and importance in research); Using Library Catalogs (OPAC/Web OPAC); Academic Databases (scholarly articles, research papers, and journals); Accessing eBooks and eJournals; Specialized eResources (e.g., medical, business, humanities); Advanced Search Techniques; Future Trends in eResources.

Suggested Readings

Aggarwal, A. (2016). *Internet Surfing and Security*. New Delhi, India: Vikas Publishing House.

Arora, A., & Bhatia, S. (2015). *Step by Step Microsoft PowerPoint 2013*. New Delhi, India: BPB Publications.

Arora, Pooja. *Computer Science*. Punjab: Punjab School Education Board, 2015.

- Balagurusamy, E. (2009). *Fundamentals of Computers*. New Delhi, India: McGraw Hill Education.
- Behera, S.R. *Computer Basic Course*. Bengaluru: Vasan Publications, 2019.
- Cowart, R., & Knittel, B. M. (2010). *Using the Internet Safely For Seniors For Dummies*. Hoboken, NJ: Wiley.
- Frye, C. (2013). *Microsoft Excel 2013 Step by Step*. Redmond, WA: Microsoft Press.
- Gaskin, S., Geoghan, D., Graviett, R., & Marks, K. (2013). *GO! with Microsoft Office 2013 Getting Started*. Upper Saddle River, NJ: Pearson.
- Lambert, J., & Cox, J. (2013). *Microsoft PowerPoint 2013 Step by Step*. Redmond, WA: Microsoft Press.
- Manjunath, G. *Computer Basics*. Bengaluru: Vasan Publications, 2010.
- Parsons, J. J., Oja, D., Carey, P., & DesJardins, C. (2018). *New Perspectives on Computer Concepts 2018: Comprehensive*. Boston, MA: Cengage Learning.
- Saxena, S. (2013). *MS Office 2010 in a Nutshell*. New Delhi, India: Vikas Publishing House.
- Sharma, N., & Sharma, M. (2014). *Mastering Microsoft Excel 2013*. New Delhi, India: Laxmi Publications.
- Singh, P. (2015). *Email Etiquette and Management*. New Delhi, India: S. Chand Publishing.

Teaching Plan for Certificate Course
Department of Central Library
Certificate Course on Foundations of Computer Applications and Library E-Resources
1st half: 2.30 P.M. - 3.30 P.M.
2nd half: 3.30 P.M. - 4.30 P.M.

<i>Date</i>	<i>Topic</i>	<i>Total</i>	<i>Teachers</i>
<i>5 November 2022 Saturday</i>	Orientation Programme	<i>1 Hour</i>	<i>Mr. Himanish Roy Mr. Kausar Ansari</i>
<i>5 November 2022 Saturday</i>	Understanding what email is and its importance in communication. Familiarization with the parts of an email (inbox, outbox, drafts, etc.) and common email interfaces.	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>12 November 2022 Saturday</i>	Sending, receiving, replying, forwarding emails, and managing attachments. Using features like filters, labels, and search functions.	<i>1 Hour</i>	<i>Mr. Kausar Ansari</i>
<i>12 November 2022 Saturday</i>	Practice	<i>1 Hour</i>	<i>Mr. Kausar Ansari</i>
<i>19 November, 2022 Saturday</i>	Best practices for professional communication and tips for staying secure.	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>19 November, 2022 Saturday</i>	Practice	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>26 November, 2022 Saturday</i>	Overview of Word, Excel, and PowerPoint. Formatting text, using styles, adjusting alignment, adding bullets/numbering, and managing spacing.	<i>1 Hour</i>	<i>Mr. Kausar Ansari</i>
<i>26 November, 2022 Saturday</i>	Practice	<i>1 Hour</i>	<i>Mr. Kausar Ansari</i>
<i>3 December, 2022 Saturday</i>	Techniques for organizing and analyzing data in Excel.	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>3 December, 2022 Saturday</i>	Practice	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>10 December, 2022 Saturday</i>	Inputting data and using basic functions like SUM, AVERAGE, and COUNT	<i>1 Hour</i>	<i>Mr. Kausar Ansari</i>

	and Practice		
<i>17 December,2022 Saturday</i>	Practice	<i>1 Hour</i>	<i>Mr. Kausar Ansari</i>
<i>17th December,2022 Saturday</i>	MS PowerPoint creating visually appealing and effective presentations.	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>4 March, 2023 Saturday</i>	Application of learned skills through projects and assignments.	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>4 March, 2023 Saturday</i>	Practical	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>11 March, 2023 Saturday</i>	Practice	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>18 March, 2023 Saturday</i>	Understanding electronic resources, their types, and their significance in research.	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>18 March, 2023 Saturday</i>	Practical	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>25 March, 2023 Saturday</i>	Navigating online public access catalogs with examples. CU-OPAC, NBU OPAC, JU-OPAC	<i>1 Hour</i>	<i>Mr. Laxuman Sherpa</i>
<i>25 March, 2023 Saturday</i>	Practice	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>1 April, 2023 Saturday</i>	Accessing scholarly articles, research papers, and journals. Finding and using electronic books and journals.	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>1 April, 2023 Saturday</i>	INFLIBNET Initiatives	<i>1 Hour</i>	<i>Mr. Laxuman Sherpa</i>
<i>29th April, 2023 Saturday</i>	Open Access Journals and E-books	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>29th April, 2023 Saturday</i>	Practical	<i>1 Hour</i>	<i>Mr. Laxuman Sherpa</i>
<i>6th May, 2023 Saturday</i>	Exploring resources tailored for specific fields like medicine, business, and humanities.	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>6th May, 2023 Saturday</i>	Practice	<i>1 Hour</i>	<i>Mr. Laxuman Sherpa</i>
<i>13th May, 2023 Saturday</i>	Developing skills for effective and efficient	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>

	information retrieval.		
<i>13th May, 2023 Saturday</i>	Practice	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>20th May, 2023 Saturday</i>	Discussing emerging trends and technologies in electronic resources.	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>20th May, 2023 Saturday</i>	Practice	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>27th May, 2023 Saturday</i>	Written Assessment	<i>1 Hour</i>	<i>Mr. Himanish Roy</i>
<i>27th May, 2023 Saturday</i>	Practical Assessment	<i>1 Hour</i>	
Teaching Methods Applied: Lectures, group discussions and interactive sessions, practical exercises, seminar presentations and practice, inquiry-based learning, and the use of YouTube, websites, and multimedia resources.			

Evaluation Process for the Certificate Course

Course-end Assessment of MCQ (Written)	Marks: 30
Practical	Marks: 15
Attendance	Marks: 05

Total Marks of the Evaluation process would be 50

At the end of the Course, there would be a Course-end Assessment evaluation and marks will be given for the submission of project report / Assignments. Attendance Component Marks would be calculated based on the actual Attendance Percentage of the Student during the classes of the Course.

Assessment and Evaluation Modalities for the Certificate Course

Course-End Assignments/ Assessments

Course-End Assessment	30	Written Assessment
Practical Work	15	On the Basis of Lectures
Attendance	5	Based on Student Attendance
Total Marks		50

Total Marks in Attendance 5

Attendance Percentage (%)	Marks Allotted
Above 90	5
80-89	4
75-79	3
70-74	2
60-69	1
Below 60	Not Eligible for Certificate

General Rules and Regulations

- a) Participants must appear for the Course-End Assessment Examination. Failure to submit or attend the assessment will result in disqualification for the certificate.
- b) Participants must attend practical sessions.
- c) The total marks for course evaluation will be 50.
- d) A minimum score of 40% is required to receive a certificate. Participants will have only one attempt for the Course-End Assessment.
- e) There will be no provision for clearing backlogs.
- f) Participants must adhere to the general rules and regulations of the host college without exception.
- g) There will be no provision for reassessment or scrutiny.



GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG

PEDONG, KALIMPONG - 734 311

Website : pedonggovtcollege.in
Email : pedong.govt.college@gmail.com

CENTRAL LIBRARY

Date: 20/09/2022

Memo. No :

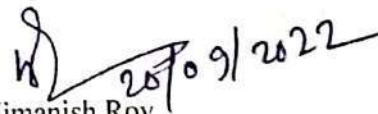
We are pleased to announce a certificate course on Foundations in Computer Applications and Library E-resources. This course is offered by the Central Library, Government General Degree College at Pedong, and is available for any semester during the 2022–2023 session. Interested students may register by 5th November 2022 and contact the college librarian and course coordinator, Mr. Himanish Roy, for further information.

Details of Course:

Course Title: Foundation in Computer Applications and Library e-resources

Type: Certificate Course

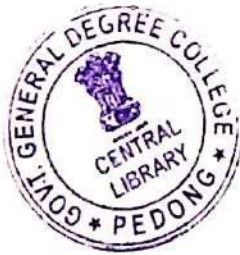
Eligibility: Any Students

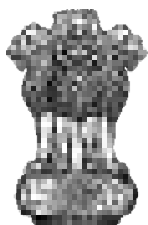

20/09/2022

Himanish Roy
College Librarian

Government General Degree College at Pedong
Dist. Kalimpong, West Bengal 734311

Librarian
Govt. General Degree College
at Pedong





सत्यमेव जयते

GOVERNMENT OF WEST BENGAL
Office of the Principal
GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG
 DIST. KALIMPONG – 734311

Website: www.pedongcollege.in

E-Mail: pedong.govt.college@gmail.com

Attendance of Certificate Course on Foundations of Computer Applications and Library E-Resources

Sl. No.	NAME	CERTIFICATE COURSE ON FOUNDATIONS OF COMPUTER APPLICATIONS AND LIBRARY E-RESOURCES														Total Attendance																		
		24 Nov 2023	25 Nov 2023	26 Nov 2023	27 Nov 2023	28 Nov 2023	29 Nov 2023	30 Nov 2023	01 Dec 2023	02 Dec 2023	03 Dec 2023	04 Dec 2023	05 Dec 2023	06 Dec 2023	07 Dec 2023		08 Dec 2023	09 Dec 2023	10 Dec 2023	11 Dec 2023	12 Dec 2023	13 Dec 2023	14 Dec 2023	15 Dec 2023	16 Dec 2023	17 Dec 2023	18 Dec 2023	19 Dec 2023	20 Dec 2023	21 Dec 2023	22 Dec 2023	23 Dec 2023		
1.	SARDONYX LERCHA	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	23
2.	FRANISHA CHETRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27
3.	AAKASH SHARMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	24
4.	SIMRAN LERCHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26
5.	NITA RAI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27
6.	SUSMITA CHETRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	24
7.	PRASANT KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	24
8.	ABISHEK RAI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29
9.	PRADANT KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28
10.	DANISH HUSSAIN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25
11.	ZVIYANISH GURUNG	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25
12.	SITA RAI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	23
13.	BIBEK DAHAL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	17
14.	PRITI SHARMA	A	A	P	P	A	A	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18
15.	CHANDAN CHAUDHARY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	24
16.	SABANN GUPTA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	23
17.	PRADEEP THAPA	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26
18.	MANISHA RAI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28

[Signature]
 Co-ordinator
 Certificate Division
 Government Degree College
 at Pedong



[Signature]
 Officer-in-Charge
 Government Degree College
 at Pedong



[Signature]
 CO-ORDINATOR
 IQAC
 GOVT. GENERAL DEGREE COLLEGE AT PEDONG

[Signature]
 Officer-in-Charge
 Government Degree College
 at Pedong



GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG

Affiliated to University of North Bengal

PEDONG, KALIMPONG - 734311



DEPARTMENT OF POLITICAL SCIENCE

Date:20/09/2022

Departmental Notification:

This is brought to the attention of all the students of the Government General Degree College that the Department of Political Science shall be offering/sponsoring two Certificate Courses to the students studying in their 3rd and the 5th Semester.

1. These two Certificate Courses are namely:

COURSE (A): *Entrepreneurship, Trade, Tariffs, Taxes, and Consumer Rights in India*

COURSE(B): *Understanding the Indian Constitution and Legal System: Rights, Freedoms, and Democracy*

2. These two Certificate Courses shall be free courses and after the completion of which the students shall receive a Completion Certificate

3. Interested students can be from any Course (Hons. or Prog), however only belonging to 3rd of 5th Semester.

3. These Courses shall not disrupt the normal routine classes of the students and rather they shall be held on every Saturday from 2.30 pm

4. Interest students are to come to the Department of Political Science and give their names by 2nd of November 2022. They may give their names for either of these Courses, joining the two at present together is however, not feasible.

5. The rules, course structure, course duration, teaching schedule, teaching methodology, assessment criteria and method of exam if any is placed in another document attached to this notification. The same can be found on the Departmental Noticeboard of the Department of Political Science and on an request provided to you further for your reading at the Department of Political Science to make an informed decision.

Head
Department of Political Science
Government General Degree College
at Pedong

Government General Degree College at Pedong

Department of Political Science

30 HOURS CERTIFICATE COURSE ON
Entrepreneurship, Trade, Tariffs, Taxes and
Consumer Rights in India

Session 2022-2023

BASIC DETAILS OF THE 30 HOURS CERTIFICATE COURSE

SL NO	TITLE	CONTENT
1	Course Title	Entrepreneurship, Trade, Tariffs, Taxes and Consumer Rights in India
2	Course objective	<ul style="list-style-type: none"> • This course aims to introduce students to the fundamentals of entrepreneurship. • To educate students on trade practices and tariffs. • To provide an understanding of taxation principles relevant to businesses. • To familiarize students with consumer rights and protection laws. • To equip students with practical skills for setting up and managing businesses
3	Pre-requisite	Open to 3 rd and 5 th Sem. students of all Departments
5	Career prospect	<p>The knowledge and experience acquired by students through this course will enable them to better understand the various rules, laws and regulations concerning trade, taxation and consumer rights in India. This course shall provide them the requisite knowledge and confidence to start as entrepreneurs if so, they wish to.</p> <p>After completion of this course, students can get various opportunities for the profession in opening their own business ventures and work with various private entities who want skilled and knowledgeable persons on various rules and regulations concerning trade and taxation in India.</p>
6	Faculty Requirements	Internal Departments of Political Science
7	Pedagogy	Interactive Activity based on participatory pedagogy.
8	Course Fee	NIL
9	Contact Hours	30 hours (including exam, Inaugural and closing session).

10	Course Duration	<p>One Class (Lecture):1Hour 27 Lectures: 28 Hours 2 Hours : Assignments/projects/seminars Total=28+2=30hrs. Final Assessment on the last day of the course.</p>
11	Course out come	<p>This course will enable the students to develop entrepreneurial and management skills.</p>
12	Assessment process	<p>Students will be graded on Course end Assessment, Project work and assignments.</p>
13	Course Coordinator and Faculty Members	<p>Mr. John Kapil Chettri Assistant Professor Certificate Course Coordinator Department of Political Science.</p> <p>Dr. Yousuf Ali Assistant Professor Department of English.</p>

SYLLABUS STRUCTURE OF THE CERTIFICATE COURSE

“Entrepreneurship, Trade, Tariffs, Taxes and Consumer Rights in India”

1. Introduction to Entrepreneurship(7hours)

- Definition and importance of entrepreneurship
- Characteristics and Skills of an Entrepreneur
- Entrepreneurial Opportunities and Idea Generation
- Business Planning and Feasibility Analysis

2. Trade and Tariff(7hours)

- Basics of international trade
- Legal policies on export and import
- Trade and Tariff Agreements
- WTO and trade facilitation

3. Business Taxes(7hours)

- Business tax regime in India
- Goods and Service Taxes overview
- Income Tax regime

4. Consumer Rights and Protection(7hours)

- Consumer Rights and Responsibilities (overview)
- Grievance Redressal systems
- Consumer Protection Act (2019)
- Consumer Forums

Assignments/Projects/Seminars-(2hours)

- Students will be divided into groups to work on case studies and topics to prepare their projects.

TEACHING PLAN FOR CERTIFICATE COURSE

Teaching Plan for Certificate Course Department of Political Science

Entrepreneurship, Trade, Tariffs, Taxes and Consumer Rights

<i>Date</i>	<i>Topic</i>	<i>Total</i>	<i>Teachers</i>
<i>5th November 2022 Saturday</i>	General Introduction	<i>1 Hour</i>	<i>Mr. John Kapil Chettri Dr. Yousuf Ali</i>
<i>5th November 202 Saturday</i>	Introduction to Entrepreneursh	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>12th November 2022 Saturday</i>	Definition of entrepreneursh	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>12th November 2022 Saturday</i>	Characteristics and skills of entrepreneur	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>19th November, 2022 Saturday</i>	Entrepreneurial skills and idea generation	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>26th November, 2022 Saturday</i>	Business planning and feasibility analysis	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>26th November, 2022 Saturday</i>	Trade and tariff	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>3rd December, 2022 Saturday</i>	Basics of international trade	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>3rd December, 2022 Saturday</i>	Legal policies on export and import	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>10December, 2022 Saturday</i>	Trade and tariff agreements	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>17December,2022 Saturday</i>	WTO and trade facilitation	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>17th December, 2022 Saturday</i>	BusinessTaxes	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>4th March, 2023 Saturday</i>	Business tax regimes in India	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>4th March, 2023 Saturday</i>	Goods and Service Taxes overview	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>11th March, 2023 Saturday</i>	Income Tax regime	<i>1 Hour</i>	<i>Mr. John Kapil Chettri</i>
<i>18th March, 2023 Saturday</i>	Consumer Rights and Protection	<i>1 Hour</i>	<i>Dr. Yousuf Ali</i>
<i>18th March, 2023 Saturday</i>	Consumer Rights	<i>1 Hour</i>	<i>Dr. Yousuf Ali</i>
<i>25th March, 2023 Saturday</i>	Consumer responsibilities	<i>1 Hour</i>	<i>Dr. Yousuf Ali</i>
<i>25th March, 2023 Saturday</i>	Grievance redressal systems	<i>1 Hour</i>	<i>Dr. Yousuf Ali</i>

<i>1st April, 2023 Saturday</i>	Consumer Protection Act (2019)	<i>1 Hour</i>	<i>Dr. Yousuf Ali</i>
<i>1st April, 2023 Saturday</i>	Consumer Forums	<i>1 Hour</i>	<i>Dr. Yousuf Ali</i>
<i>29th April, 2023 Saturday</i>	Examination	<i>1 Hour</i>	<i>Mr. John Kapil Chettri and Dr. Yousuf Ali</i>
<i>29th April, 2023 Saturday</i>	Group discussion	<i>1 Hour</i>	<i>Mr. John Kapil Chettri and Dr. Yousuf Ali</i>
<i>6th May, 2023 Saturday</i>	Group discussion	<i>1 Hour</i>	<i>Mr. John Kapil Chettri and Dr. Yousuf Ali</i>
<i>6th May, 2023 Saturday</i>	Quiz	<i>1 Hour</i>	<i>Mr. John Kapil Chettri and Dr. Yousuf Ali</i>
<i>13th May, 2023 Saturday</i>	Assignments	<i>1 Hour</i>	<i>Mr. John Kapil Chettri and Dr. Yousuf Ali</i>
<i>13th May, 2023 Saturday</i>	Quiz	<i>1 Hour</i>	<i>Mr. John Kapil Chettri and Dr. Yousuf Ali</i>
<i>20th May, 2023 Saturday</i>	Assignments	<i>1 Hour</i>	<i>Mr. John Kapil Chettri and Dr. Yousuf Ali</i>
<i>27th May, 2023 Saturday</i>	Examination	<i>1 Hour</i>	<i>Mr. John Kapil Chettri and Dr. Yousuf Ali</i>
<i>27th May, 2023 Saturday</i>	Closing lecture	<i>1 Hour</i>	<i>Mr. John Kapil Chettri and Dr. Yousuf Ali</i>

Teaching Method Applied: Lecture, Group Discussion and Interaction, Practical, Seminar Presentation & Practices, Inquiry Based learning, Youtube, websites & multimedia.

Learning Resources

- Entrepreneurship Development by S.S.Khanka
- International Business by Charles W.L.Hill
- Goods and Services Tax : Law and Practice by H.L. Madan
- Consumer Protection Laws in India by Akhileshwar Pathak
- WTO documents and legal policies
- Ministry of consumer affairs website
- Law of consumer protection – V.K. Agarwal

Evaluation Process for the Certificate Course

1	Course-end Assessment of MCQ (Written)	Marks : 30
2	Assignment	Marks :15
3	Attendance	Marks : 05

Total Marks of the Evaluation process would be 50

At the end of the course, there would be a Course-end assessment evaluation and marks will be given for the submission of project report / Assignments. Attendance component marks would be calculated based on the actual Attendance Percentage of the Student during the classes of the Course.

TOTAL MARKS IN ATTENDANCE 5

ATTENDANCE PERCENTAGE (%)	MARKS ALLOTTED
ABOVE90	5
80-89	4
75-79	3
70-74	2
60-69	1
BELOW60	NOT EIGIBLE FOR CERTIFICATE

GENERAL RULES AND REGULATIONS

- Participants must appear for the Course-End Assessment Examination. If any participant fails to submit the Course-End Assessment or fails to attend the Course-End Assessment Examination, the particular participant would not be able for certificate.
- Participants must be present in practical works.
- Total Marks of Course Evaluation will be 50 Marks.
- Minimum 40% Marks as to be scored to receive any Certificate. There will be only one attempt allowed for the Course-End Assessment.

- There will be no provision for Backlog Clearance.
- General Rules and Regulations of the host College must be followed without any exception.
- There will be no provision of Reassessments and Scrutiny.



GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG

Affiliated to University of North Bengal

PEDONG, KALIMPONG - 734311



DEPARTMENT OF POLITICAL SCIENCE

Date:20/09/2022

Departmental Notification:

This is brought to the attention of all the students of the Government General Degree College that the Department of Political Science shall be offering/sponsoring two Certificate Courses to the students studying in their 3rd and the 5th Semester.

1. These two Certificate Courses are namely:

COURSE (A): *Entrepreneurship, Trade, Tariffs, Taxes, and Consumer Rights in India*

COURSE(B): *Understanding the Indian Constitution and Legal System: Rights, Freedoms, and Democracy*

2. These two Certificate Courses shall be free courses and after the completion of which the students shall receive a Completion Certificate

3. Interested students can be from any Course (Hons. or Prog), however only belonging to 3rd of 5th Semester.

3. These Courses shall not disrupt the normal routine classes of the students and rather they shall be held on every Saturday from 2.30 pm

4. Interest students are to come to the Department of Political Science and give their names by 2nd of November 2022. They may give their names for either of these Courses, joining the two at present together is however, not feasible.

5. The rules, course structure, course duration, teaching schedule, teaching methodology, assessment criteria and method of exam if any is placed in another document attached to this notification. The same can be found on the Departmental Noticeboard of the Department of Political Science and on an request provided to you further for your reading at the Department of Political Science to make an informed decision.

Head
Department of Political Science
Government General Degree College
at Pedong

Government General Degree College at Pedong

Department of Political Science

30 HOURS CERTIFICATE COURSE

ON

**Understanding the Indian Constitution and Legal
Systems: Rights, Freedoms and Democracy.**

Session 2022-2023

BASIC DETAILS OF THE 30 HOURS CERTIFICATE COURSE

SL NO	TITLE	CONTENT
1	Course Title	Understanding the Indian Constitution and Legal systems: Rights, Freedoms and Democracy.
2	Course objective	<ul style="list-style-type: none"> • To provide an understanding of the Indian constitution and its significance. • To introduce students to the Indian legal system and its functioning. • To educate students about the rights and the freedom of citizens • To develop critical thinking on citizenship.
3	Pre-requisite	Open to 3 rd and 5 th sem. students of all departments
5	Career prospect	<ul style="list-style-type: none"> • Internship with different ministries • Rural governance • Legal forums
6	Faculty Requirements	Internal Departments of Political Science
7	Pedagogy	Interactive Activity based on participatory pedagogy.
8	Course Fee	NIL
9	Contact Hours	30 hours (including exam, Inaugural and closing session).

10	Course Duration	<p>One Class (Lecture): 1 Hour 28 Lectures= 28 Hours</p> <p>2 Hours= Assignments/projects/seminars</p> <p>Total= 28+2= 30 hrs.</p> <p>Final Assessment on the Last day of the course.</p>
11	Course outcome	<p>This course will enable the students to develop entrepreneurial and management skills.</p>
12	Assessment process	<p>Students will be graded on Course end Assessment, Project work and assignments.</p>
13	Course Coordinator and Faculty Members	<p>Ms. Puja Gurung Assistant Professor Head of the Department Department of Political Science</p> <p>Dr. Barun Adhikary, Assistant Professor & Coordinator of the Certificate Course Department of Political Science.</p>

SYLLABUS STRUCTURE OF THE CERTIFICATE COURSE

“Understanding the Indian Constitution and Legal Systems: Rights, Freedoms and Democracy”

1. Introduction to the Indian Constitution (7 hours)

- Historical background
- Constitutional Assembly
- Preamble and its significance
- Gandhi Ambedkar Debates

2. Fundamental Rights and Duties (7 hours)

- Right to Equality
- Right to Freedom
- Debates on Freedom of Speech and Expressions
- Fundamental Duties

3. Structure of the Indian Government (7 hours)

- Legislature
- Executive
- Centre-State Relations
- cooperative Federalism s

4. Judiciary (7 hours)

- Indian legal system (overview)
- Grievance Redressal mechanism
- Judicial Activism
- Judicial Review and Public Interest litigation

5. Assignments/Projects/Seminars- (2 hours)

- students will be divided into groups to work on case studies and topics to prepare their projects.

TEACHING PLAN FOR CERTIFICATE COURSE

Teaching Plan for Certificate Course Department of Political Science			
<i>Date</i>	<i>Topic</i>	<i>Total</i>	<i>Teachers</i>
<i>5 November 2022 Saturday</i>	<i>General Introduction</i>	<i>1 Hour</i>	<i>Dr. Barun Adhikary Ms. Puja Gurung</i>
<i>5 November 2022 Saturday</i>	Introduction to the Indian Constitution	<i>1 Hour</i>	<i>Dr. Barun Adhikary</i>
<i>12 November 2022 Saturday</i>	Historical background	<i>1 Hour</i>	<i>Dr. Barun Adhikary</i>
<i>12 November 2022 Saturday</i>	Constitutional Assembly	<i>1 Hour</i>	<i>Dr. Barun Adhikary</i>
<i>19 November, 2022 Saturday</i>	Preamble and its Significance	<i>1 Hour</i>	<i>Dr. Barun Adhikary</i>
<i>26 November, 2022 Saturday</i>	Gandhi- Ambedkar Debates	<i>1 Hour</i>	<i>Dr. Barun Adhikary</i>
<i>26 November, 2022 Saturday</i>	Fundamental Rights and Duties	<i>1 Hour</i>	<i>Dr. Barun Adhikary</i>
<i>3 December, 2022 Saturday</i>	Right to Equality	<i>1 Hour</i>	<i>Dr. Barun Adhikary</i>
<i>3 December, 2022 Saturday</i>	Right to Freedom	<i>1 Hour</i>	<i>Dr. Barun Adhikary</i>
<i>10 December, 2022 Saturday</i>	Debates on Freedom of speech and expression	<i>1 Hour</i>	<i>Dr. Barun Adhikary</i>
<i>17 December, 2022 Saturday</i>	Structure of the indian government	<i>1 Hour</i>	<i>Ms. Puja Gurung</i>
<i>17th December, 2022 Saturday</i>	Legislature	<i>1 Hour</i>	<i>Ms. Puja Gurung</i>
<i>4 March, 2023 Saturday</i>	Executive	<i>1 Hour</i>	<i>Ms. Puja Gurung</i>
<i>4 March, 2023 Saturday</i>	Centre- State Relations	<i>1 Hour</i>	<i>Ms. Puja Gurung</i>
<i>11 March, 2023 Saturday</i>	Cooperative Federalism	<i>1 Hour</i>	<i>Ms. Puja Gurung</i>
<i>18 March, 2023 Saturday</i>	Judiciary	<i>1 Hour</i>	<i>Ms. Puja Gurung</i>
<i>18 March, 2023 Saturday</i>	Indian legal system overview	<i>1 Hour</i>	<i>Ms. Puja Gurung</i>
<i>25 March, 2023 Saturday</i>	grievance redressal mechanism	<i>1 Hour</i>	<i>Ms. Puja Gurung</i>
<i>25 March, 2023 Saturday</i>	Judicial activism	<i>1 Hour</i>	<i>Dr. Barun Adhikary</i>
<i>1 April, 2023 Saturday</i>	Judicial review	<i>1 Hour</i>	<i>Dr. Barun Adhikary</i>

<i>1 April, 2023 Saturday</i>	Public interest litigation	<i>1 Hour</i>	<i>Dr. Barun Adhikary</i>
<i>29th April, 2023 Saturday</i>	Public Interest Litigation	<i>1 Hour</i>	<i>Ms. Puja Gurung</i>
<i>29th April, 2023 Saturday</i>	Examination	<i>1 Hour</i>	<i>Dr. Barun Adhikary Ms. Puja Gurung</i>
<i>6th May, 2023 Saturday</i>	group discussion	<i>1 Hour</i>	<i>Dr. Barun Adhikary Ms. Puja Gurung</i>
<i>6th May, 2023 Saturday</i>	Quiz	<i>1 Hour</i>	<i>Dr. Barun Adhikary Ms. Puja Gurung</i>
<i>13th May, 2023 Saturday</i>	assignments	<i>1 Hour</i>	<i>Dr. Barun Adhikary Ms. Puja Gurung</i>
<i>13th May, 2023 Saturday</i>	Quiz	<i>1 Hour</i>	<i>Dr. Barun Adhikary Ms. Puja Gurung</i>
<i>20th May, 2023 Saturday</i>	assignments	<i>1 Hour</i>	<i>Dr. Barun Adhikary Ms. Puja Gurung</i>
<i>27th May, 2023 Saturday</i>	Examination	<i>1 Hour</i>	<i>Dr. Barun Adhikary Ms. Puja Gurung</i>
<i>27th May, 2023 Saturday</i>	Closing lecture	<i>1 Hour</i>	
<i>Teaching Method Applied: Lecture, Group Discussion and Interaction, Practical, Seminar Presentation & Practices, Inquiry Based learning, Youtube, websites & multimedia.</i>			

Learning Resources

1. Indian Polity – Laxmikanth
2. Introduction to the Constitution of India – DD. BASU
3. The Constitution of India- A Contextual Analysis by Arun K. Thiruvengadam
4. Human Rights and Constitution – Noorjahan Bava
5. Constitutional Assembly Debates
6. India's Legal System by Fali S. Nariman, Penguin Random House.
7. India's Legal and Constitutional History by M.P. Singh, Universal.
8. Legal Systems in the World (Comparative Law) by S.R. Myneni, Asia Law House.
9. Studies in Jurisprudence and Legal Theory by N.V. Paranjape, Central Law Agency,
10. Jain M P (ed), V N Shukla's CONSTITUTION OF INDIA (13th edn, Eastern Book Company 2019).
11. Ratanlal & Dhirajlal: The Code of Criminal Procedure, 2020 (Authored by K.Kannan), Lexis Nexis, New Delhi, 23rd Edition, 2020.
12. Creating Legal Awareness, edited by Kamala Sankaran and Ujjwal Singh

EVALUATION PROCESS FOR THE CERTIFICATE COURSE

1	Course-end Assessment of MCQ (Written)	Marks: 30
2	Practical	Marks: 15
3	Attendance	Marks: 05

Total Marks of the Evaluation process would be 50

At the end of the Course, there would be a Course-end Assessment evaluation and marks will be given for the submission of project report / Assignments. Attendance Component Marks would be calculated based on the actual Attendance Percentage of the Student during the classes of the Course.

ASSESSMENT AND EVALUATION MODALITIES FOR THE CERTIFICATE COURSE

COURSE-END ASSIGNMENTS/ ASSESSMENTS		
COURSE-END ASSESSMENT	30	WRITTEN ASSESSMENT
PRACTICAL WORK	15	ON THE BASIS OF LECTURES
ATTENDANCE	5	BASED ON STUDENTS ATTENDANCE
TOTAL MARKS	50	

GENERAL RULES AND REGULATIONS

- Participants must appear for the Course-End Assessment Examination. If any participant fails to submit the Course-End Assessment or fails to attend the Course-End Assessment Examination, the particular participant would not be able for certificate.
- Participants must be present in practical works.
- Total Marks of Course Evaluation will be 50 Marks.
- Minimum 40% Marks has to be scored to receive any Certificate. There will be only one Attempt allowed for the Course-End Assessment.
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DEPARTMENT OF POLITICAL SCIENCE


Entrepreneurship, Trade, Tariffs, Taxes and Consumer Rights in India

List of Registered Students:

Adm. No.	Serial No.	Roll No.	NAME OF STUDENTS	1	2	3	4
				11	11	14	11
	1		Amit Gupta	✓	✓	✓	✓
	2		Ambronicus lepcha	✓	✓	✓	✓
	3		Pasang Lhamu Bhutia	✓	✓	✓	✓
	4		Puja Rai	✓	✓	✓	✓
	5		Pranita Rai	✓	✓	✓	✓
	6		Kajal Gupta	✓	✓	✓	✓
	7		Dipesh Thapa	✓	✓	✓	✓
	8		Smriti Rai	✓	✓	✓	✓
	9		Sarjeela Rai	✓	✓	✓	✓
	10		Ritika Basnet Chatterjee	✓	✓	✓	✓
	11		Niru Tshering Lepcha	✓	✓	✓	✓
	12		Samuel Bhutia	✓	✓	✓	✓
	13		Sonam Bhutia	✓	✓	✓	✓
	14		Suhant BARDEWA	✓	✓	✓	✓
	17		Manina Lepcha	✓	✓	✓	✓
	18		Mahendra Rabidas	✓	✓	✓	✓


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DEPARTMENT OF POLITICAL SCIENCE


Understanding the Indian Constitution and Legal Systems: Rights, Freedoms and Democracy.

Student List Registered:

Adm. Serial	Roll No.	NAME OF STUDENTS	1	2	3	4
	1	MINGSANG TAMANG	P	P	A	A
	2	KUNZANG BHUTIA	P	P	A	A
	3	MITOBO RAI	P	P	P	P
	4	SAHIL AHMED	P	A	P	P
	5	ANNSU TAMANG.	P	P	P	P
	6	NAINA BHUTEL.	P	A	P	P
	7	EDNA TAMANG.	P	P	P	P
	8	ANJUNA TAMANG.	P	A	P	P
	9	ALINA RAI.	P	P	A	A
	10	SUNAINA BHITRIKOTI.	P	P	P	P
	11	NILEN RAI	P	P	P	P
	12	SANDEEP RAI.	P	P	P	P
	13.	BENITA RAI.	P	P	P	P
	14.	MAURICE SUBBA.	P	P	P	P
	15.	ROMILA Rai.	P	P	P	P
	16.	EMMANUEL LEPCHA.	P	P	P	P
	17.	ANJUM TAMANG	P	P	P	P
	18.	ALINA LEPCHA.	P	P	P	P
	19.	ESHKA GUPTA.	P	P	P	P
	20.	KAMLESH KR. RAM.	P	P	P	P
	21	SANDEEP DEWAN.	P	P	P	P


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GOVERNMENT OF WEST BENGAL


Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG

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E-Mail: pedong.govt.college@gmail.com

**DEPARTMENT OF NEPALI**
GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG
P.O: PEDONG, DIST: KALIMPONG. 734311
Email: nepalidept.pgc@gmail.com

Permission granted
OFFICER-IN-CHARGE
Government General Degree College at Pedong
Dist. Kalimpong-734311

To
The Office In Charge,
Govt. General Degree College at Pedong

Sub: Seeking Permission to run Certificate Course For the session 2022 – 2023.

Respected Sir,
I, Laxuman Sherpa, Head, Dept. Of Nepali Of the College Would like to inform you that the Department of Nepali is going to organize a Certificate Course in the field of Translation Skill and Method In the session of 2022- 2023. It is a 30 hours course within a academic session and all classes will be held only on Saturday after the usual college routine. Though, on the behalf of Nepali Department, I would like to request you to kindly give permission for the same. Your prompt and positive response will be appreciable.

Thanking You, Sir.

Your Sincerely
[Signature]
13/09/22

Head
Department of Nepali
Govt. General Degree College at Pedong.

Head
Department of Nepali
Government General Degree College
at Pedong

[Signature]
CO-ORDINATOR
IQAC
GOVT. GENERAL DEGREE COLLEGE AT PEDONG

[Signature]
Head
Department of Nepali
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Syllabus structure of the Certificate Course

Department of Nepali

Topic: Translation Skill and Method

अनुवाद कौशल र विधि

1. अनुवाद अर्थ र परिचय

- स्रोतभाषा
- माध्यम भाषा
- लक्ष्यभाषा

2. अनुवादका विविध प्रकार

- शब्दानुवाद
- भवानुवाद
- छायानुवाद
- काव्यानुवाद
- यान्त्रिक अनुवाद
- सारानुवाद
- आशुनुवाद

3. अनुवादकमा हुनुपर्ने गुण र योग्यता

4. वैश्विक परिप्रेक्ष्यमा अनुवादको महत्त्व

5. रोजगारका क्षेत्रमा अनुवादको महत्त्व


6. अनुवाद कार्यको अभ्यास


- हिन्दी भाषाबाट नेपाली भाषामा अनुवाद
- नेपाली भाषाबाट हिन्दी भाषामा अनुवाद
- अङ्ग्रेजी भाषाबाट नेपाली भाषामा अनुवाद
- नेपाली भाषाबाट अङ्ग्रेजी भाषामा अनुवाद

7. सामुहिक परिचर्चा


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Teaching Plan for Certificate Course Department of Nepali Topic: Translation Skill and Method अनुवाद कौशल र विधि 1 st Half Class: 2:30 PM to 3:30 PM – 2 nd Half Class: 3:30 PM to 4:30 PM			
Date	Topic	Total	Teachers
5 November 2022 Saturday	उद्घाटन सत्र	1 Hour	Mr. Dipesh Lama Mr. Laxuman Sherpa Mr. Navin Poudyal
5 November 2022 Saturday	अनुवादको अर्थ र परिभाषा	1 Hour	Mr. Laxuman Sherpa
12 November 2022 Saturday	स्रोत भाषा	1 Hour	Mr. Laxuman Sherpa
12 November 2022 Saturday	माध्यम भाषा	1 Hour	Mr. Dipesh Lama
19 November, 2022 Saturday	लक्ष्य भाषा	1 Hour	Mr. Laxuman Sherpa
26 November, 2022 Saturday	अनुवादका प्रकार	1 Hour	Mr. Navin Poudyal
26 November, 2022 Saturday	अनुवादका प्रकार	1 Hour	Mr. Navin Poudyal
3 December, 2022 Saturday	शब्दानुभाव	1 Hour	Mr. Laxuman Sherpa
3 December, 2022 Saturday	भावानुवाद	1 Hour	Mr. Dipesh Lama


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10 December, 2022 Saturday	छायानुवाद	1 Hour	Mr. Navin Poudyal
17 December, 2022 Saturday	काव्यानुवाद	1 Hour	Mr. Laxuman Sherpa
17 th December, 2022 Saturday	यान्त्रिक अनुवाद	1 Hour	Mr. Dipesh Lama
4 March, 2023 Saturday	सारानुवाद	1 Hour	Mr. Navin Poudyal
4 March, 2023 Saturday	आशुनुवाद	1 Hour	Mr. Dipesh Lama
11 March, 2023 Saturday	अनुवाद कार्यमा देखापर्ने चुनौति	1 Hour	Mr. Laxuman Sherpa
18 March, 2023 Saturday	अनुवादक मा हुनुपर्ने गुण र योग्यता	1 Hour	Mr. Dipesh Lama
18 March, 2023 Saturday	अनुवाद कार्यमा देखापर्ने चुनौति	1 Hour	Mr. Laxuman Sherpa
25 March, 2023 Saturday	अनुवादक मा हुनुपर्ने गुण र योग्यता	1 Hour	Mr. Dipesh Lama
25 March, 2023 Saturday	वैश्विक परिप्रेक्ष्यमा अनुवादको महत्त्व	1 Hour	Mr. Laxuman Sherpa
1 April, 2023 Saturday	रोजगारका क्षेत्रमा अनुवादको महत्त्व	1 Hour	Mr. Navin Poudyal

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1 April, 2023 Saturday	हिन्दी भाषाबाट नेपाली भाषामा अनुवाद	1 Hour	Mr. Dipesh Lama
29th April, 2023 Saturday	नेपाली भाषाबाट हिन्दी भाषामा अनुवाद	1 Hour	Mr. Laxuman Sherpa
29th April, 2023 Saturday	अङ्ग्रेजी भाषाबाट नेपाली भाषामा अनुवाद	1 Hour	Mr. Dipesh Lama
6th May, 2023 Saturday	नेपाली भाषाबाट अङ्ग्रेजी भाषामा अनुवाद	1 Hour	Mr. Laxuman Sherpa
6th May, 2023 Saturday	अनुवाद अभ्यास कार्य	1 Hour	Mr. Dipesh Lama
13th May, 2023 Saturday	अनुवाद अभ्यास कार्य	1 Hour	Mr. Laxuman Sherpa
13th May, 2023 Saturday	अनुवाद कार्यबारे सामुहिक परिचर्चा	1 Hour	Mr. Dipesh Lama Mr. Laxuman Sherpa
20th May, 2023 Saturday	परीक्षा (Written Assessment)	1 Hour	Mr. Dipesh Lama Mr. Laxuman Sherpa
27th May, 2023 Saturday	समापन सत्र अन्तर्क्रिया कार्यक्रम,	1 Hour	Mr. Dipesh Lama Mr. Laxuman Sherpa
27th May, 2023 Saturday	प्रमाणपत्र वितरण धन्यवाद ज्ञापन	1 Hour	Mr. Navin Poudyal

Teaching Method Applied: Lecture, Group Discussion and Interaction, Practical, Seminar Presentation & Practices, Inquiry Based learning, Youtube, websites & multimedia.


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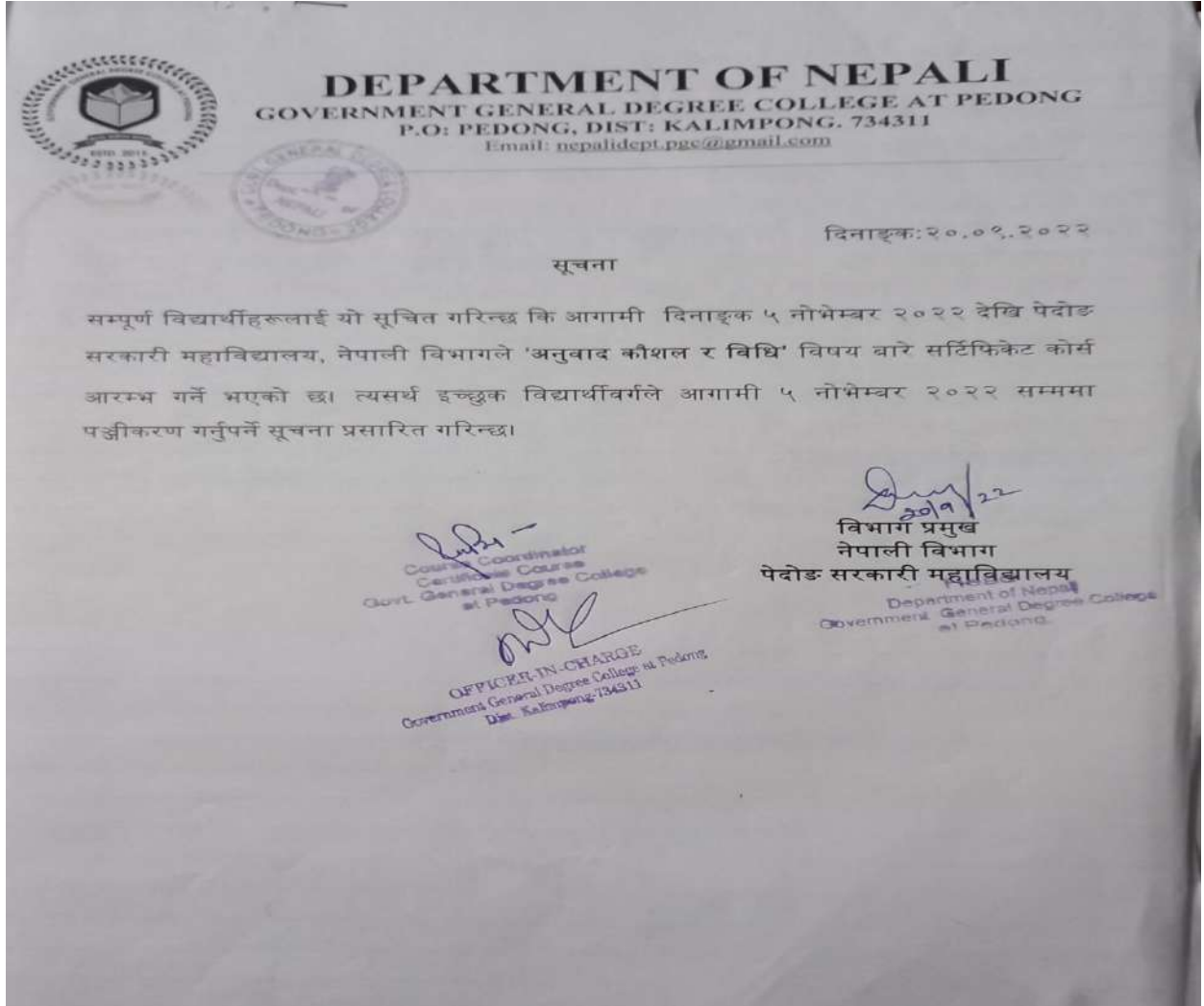
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GOVERNMENT OF WEST BENGAL

Office of the Principal

GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG

DIST. KALIMPONG – 734311

Website: www.pedongcollege.in

E-Mail: pedong.govt.college@gmail.com

Register of Daily Attendance
 Session - 2022-2023
 NAME: _____
 CLASS: _____ SECTION: _____

Sl. No.	NAME	ATTENDANCE
01	Shyama Das	
02	Sunil Kumar	
03	...	
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50	...	

Family Members
 1) Name: _____
 2) Address: _____
 3) Contact No: _____

Free-Collection of Students
 Name: _____
 Roll No: _____

CO-ORDINATOR IQAC
 GOVT. GENERAL DEGREE COLLEGE AT PEDONG

Head
 Department of Nepal
 Government General Degree College
 at Pedong

Officer-in-Charge
 Government General Degree College
 at Pedong

CO-ORDINATOR IQAC GOVT. GENERAL DEGREE COLLEGE AT PEDONG

Head Department of Nepal Government General Degree College at Pedong

Officer-in-Charge Government General Degree College at Pedong

C. No. 01



Government General Degree College, at Pedong
Kalimpong-734311

Certificate of Participation

This is to certify that Mr/Miss Sujata Rai student of
Nepali Department, Government General Degree College, at Pedong
Participated in Certificate Course on Translation Skill
and Method.

During the Session of 2022-2023.

Coordinator (Certificate Course)
Govt. General Degree College,
At Pedong

Coordinator
Certificate Course
Govt. General Degree College
At Pedong

Head of the Department
Govt. General Degree College,
At Pedong

Head
Department of Nepali
Govt. General Degree College
at Pedong

Officer-in-Charge
Govt. General Degree College,
At Pedong

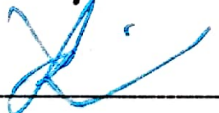
OFFICER-IN-CHARGE
Government General Degree College at Pedong
Dist. Kalimpong-734311

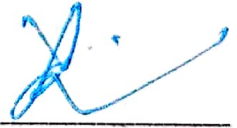


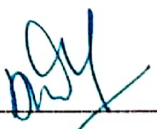
Government General Degree College, at Pedong
Kalimpong-734311

Certificate of Participation

This is to certify that Mr/Miss Gitanjali Sharma student of
History Department, Government General Degree College, at Pedong
Participated in Certificate Course Under Graduate Certificate in English
Received Pronunciation and Grammatical Correction (UGCERPGIC)
During the Session of 2022-2023.


Coordinator (Certificate Course)
Govt. General Degree College, at Pedong
Coordinator
Certificate Course
Govt. General Degree College
at Pedong


Head of the Department
Govt. General Degree College,
at Pedong
Department of English,
Government General Degree College at Pedong,
Pedong-Kalimpong 734311



Officer-in-Charge
Govt. General Degree College,
at Pedong




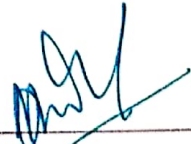
Government General Degree College, at Pedong
Kalinpong-734311

Certificate of Participation

This is to certify that *Mr/Miss* SARDONYX LEPCHA student of
POLITICAL SCIENCE Department, Government General Degree College, at Pedong
Participated in Certificate Course FOUNDATIONS OF COMPUTER APPLICATIONS
AND LIBRARY E-RESOURCES
During the Session of 2022-2023.


Coordinator (Certificate Course)
Govt. General Degree College,
At Pedong
Govt. General Degree College
at Pedong


Head of the Department
Govt. General Degree College,
At Pedong
Govt. General Degree College
at Pedong


Officer-in-Charge
Govt. General Degree College,
At Pedong
Govt. General Degree College
at Pedong



Government General Degree College, at Pedong
Kalimpong-734311

Certificate of Participation

This is to certify that Mr/Miss Smita Rai student of
Political Science Department, Government General Degree College, at Pedong
Participated in Certificate Course Trade Tariffs, Taxes and Consumer
Rights in India
During the Session of 2022-2023.

Sipha Tawang

Coordinator (Certificate Course)
Govt. General Degree College,
At Pedong

Coordinator
Certificate Course
Govt. General Degree College
At Pedong

Bhollisney

Head of the Department
Govt. General Degree College,
At Pedong

Head of the Department
Department of Political Science
Government General Degree College
At Pedong

[Signature]

Officer-In-Charge
Govt. General Degree College,
At Pedong

OFFICER-IN-CHARGE
Government General Degree College at Pedong
Dist. Kalimpong-734311



Government General Degree College, at Pedong
Kalimpong-734311

Certificate of Participation

This is to certify that Mr/Miss Alina Rai student of
Department, Government General Degree College, at Pedong
Participated in Certificate Course UNDERSTANDING THE INDIAN CONSTITUTION AND
LEGAL SYSTEM: RIGHTS, FREEDOMS AND DEMOCRACY
During the Session of 2022-2023.

Bhelli hary

Coordinator (Certificate Course)
Govt. General Degree College,
At Pedong

Bhelli hary

Head of the Department
Govt. General Degree College,
At Pedong

Head
Department of Political Science
Government General Degree College
at Pedong

[Signature]

Officer-In-Charge
Govt. General Degree College,
At Pedong,
OFFICER IN CHARGE

Government General Degree College at Pedong
Dist. Kalimpong-734311