

To

The Principal

Lakhipur College

Lakhipur Town, Goalpara

Date- 14th February 2023.

Subject- Permission for certificate course.

Respected Sir

With due respect I Rubina Sarkar, HOD(i/c) of Political Science department would like to inform you that the political science department will organise a 30 hours Certificate Course on "Soft Skill Development" from 20th February, 2023.

Therefore, I kindly request your permission to carry out the certificate course.

Thanking You

Yours faithfully

Rubina Sarkar

Rubina Sarkar

Assistant professor and HoD (in charge)

Political Science department

Lakhipur College



CERTIFICATE COURSE ON SOFT SKILL DEVELOPMENT

STARTS FROM – 20TH FEBRUARY, 2023

for details, contact
the Convenor –

RUBINA SARKAR

HoD
Department of Political
Science



Syllabus
Paper- Soft Skill Development
(A Certificate Course, by the Department of Political Science)

Units	Contents	Teachers
Unit -1	Public Speaking and Communication • Meaning and Importance of Public Speaking • Ways of Becoming a better Public Speaker • Concept of Communication • Ways of Effective Communication • Conversation Practice • Presentation Practice • Preparation for Group Discussion • Preparation for Interviews	Dr. Anupama Rabha Dr. Rupali Rongpipi Rubina Sarkar
Unit - 2	Personality Development • Concept of Personality • Concept of Balanced Personality • Body Language • Improve the Confidence • Role of Effective Communication in Personality development	Dr. Barnali Rabha Dr. Bijaya Devi
Unit - 3	Basic Computer Skills • PPT Preparation • Resume Preparation • Email Writing	Rubina Sarkar Epsita Chakraborty

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Soft-Skill Development Certificate Course Attendance

Sl no	NAME	GU Roll	20/02/23	21/02/23	22/02/23	23/02/23	24/02/23
1	Mousumi Begum	0079	Mousumi	Mousumi	Mousumi	Mousumi	Mousumi
2	Priyabrata Hajong	0099	Priyabrata Hajong	Priyabrata Hajong	Priyabrata Hajong	Priyabrata Hajong	Priyabrata Hajong
3	Rozina Aktara Ahmed	0111	Rozina	Rozina	Rozina	Rozina	Rozina
4	Sobita Das	0127	Sobita Das	Sobita Das	Sobita Das	Sobita Das	Sobita Das
5	Hasanur Alom	0042	Hasanur Alom	Hasanur Alom	Hasanur Alom	Hasanur Alom	Hasanur Alom
6	Nur Shahida Parbin	0096	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin
7	Aditya Routh	0005	Aditya Routh	Aditya Routh	Aditya Routh	Aditya Routh	Aditya Routh
8	Sultana Rezia	0135	Sultana Rezia	Sultana Rezia	Sultana Rezia	Sultana Rezia	Sultana Rezia
9	Sirina Nargis	0125	Sirina Nargis	Sirina Nargis	Sirina Nargis	Sirina Nargis	Sirina Nargis
10	Rupam Barman	0112	Rupam Barman	Rupam Barman	Rupam Barman	Rupam Barman	Rupam Barman
11	Shubha Rani Koch	0124	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch
12	Punam Hajong	0101	Punam Hajong	Punam Hajong	Punam Hajong	Punam Hajong	Punam Hajong
13	Rashanta Hajong	0104	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong
14	Munnifa Khatun	0085	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun
15	Jesmina Khatun	0048	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun

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Sl no	NAME	GU Roll	25/02/23	27/02/23	28/02/23	01/03/23	02/03/23
1	Mousumi Begum	0079	Mousumi	Mousumi	Mousumi	Mousumi	Mousumi
2	Priyabrata Hajong	0099	Priyabrata Hajong	Priyabrata Hajong	Priyabrata Hajong	Priyabrata Hajong	Priyabrata Hajong
3	Rozina Aktara Ahmed	0111	Rozina Aktara Ahmed	Rozina Aktara Ahmed	Rozina Aktara Ahmed	Rozina Aktara Ahmed	Rozina Aktara Ahmed
4	Sobita Das	0127	Sobita Das	Sobita Das	Sobita Das	Sobita Das	Sobita Das
5	Hasanur Alom	0042	Hasanur Alom	Hasanur Alom	Hasanur Alom	Hasanur Alom	Hasanur Alom
6	Nur Shahida Parbin	0096	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin
7	Aditya Routh	0005	Aditya Routh	Aditya Routh	Aditya Routh	Aditya Routh	Aditya Routh
8	Sultana Rezia	0135	Sultana Rezia	Sultana Rezia	Sultana Rezia	Sultana Rezia	Sultana Rezia
9	Sirina Nargis	0125	Sirina Nargis	Sirina Nargis	Sirina Nargis	Sirina Nargis	Sirina Nargis
10	Rupam Barman	0112	Rupam Barman	Rupam Barman	Rupam Barman	Rupam Barman	Rupam Barman
11	Shubha Rani Koch	0124	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch
12	Punam Hajong	0101	Punam Hajong	Punam Hajong	Punam Hajong	Punam Hajong	Punam Hajong
13	Rashanta Hajong	0104	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong
14	Munnifa Khatun	0085	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun
15	Jesmina Khatun	0048	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun

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Sl no	NAME	GU Roll	03/03/23	04/03/23	09/03/23	16/03/23	11/03/23
1	Mousumi Begum	0079	Mousumi	Mousumi	Mousumi	Mousumi	Mousumi
2	Priyabrata Hajong	0099	P. Hajong	P. Hajong	P. Hajong	P. Hajong	P. Hajong
3	Rozina Aktara Ahmed	0111	Rozina	Rozina	Rozina	Rozina	Rozina
4	Sobita Das	0127	Sobita Das	Sobita Das	Sobita Das	Sobita Das	Sobita Das
5	Hasanur Alom	0042	Hasanur Alom	Hasanur Alom	Hasanur Alom	Hasanur Alom	Hasanur Alom
6	Nur Shahida Parbin	0096	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin
7	Aditya Routh	0005	Aditya Routh	Aditya Routh	Aditya Routh	Aditya Routh	Aditya Routh
8	Sultana Rezia	0135	Sultana Rezia	Sultana Rezia	Sultana Rezia	Sultana Rezia	Sultana Rezia
9	Sirina Nargis	0125	Sirina Nargis	Sirina Nargis	Sirina Nargis	Sirina Nargis	Sirina Nargis
10	Rupam Barman	0112	Rupam Barman	Rupam Barman	Rupam Barman	Rupam Barman	Rupam Barman
11	Shubha Rani Koch	0124	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch
12	Punam Hajong	0101	Punam Hajong	Punam Hajong	Punam Hajong	Punam Hajong	Punam Hajong
13	Rashanta Hajong	0104	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong
14	Munnifa Khatun	0085	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun
15	Jesmina Khatun	0048	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun

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Sl no	NAME	GU Roll	13/03/23	14/03/23	15/03/23	16/03/23	17/03/23
1	Mousumi Begum	0079	Mousumi	Mousumi	Mousumi	Mousumi	Mousumi
2	Priyabrata Hajong	0099	P. Hajong	P. Hajong	P. Hajong	P. Hajong	P. Hajong
3	Rozina Aktara Ahmed	0111	Rozina Aktara Ahmed	Rozina Aktara Ahmed	Rozina Aktara Ahmed	Rozina Aktara Ahmed	Rozina Aktara Ahmed
4	Sobita Das	0127	Sobita Das	Sobita Das	Sobita Das	Sobita Das	Sobita Das
5	Hasanur Alom	0042	Hasanur Alom	Hasanur Alom	Hasanur Alom	Hasanur Alom	Hasanur Alom
6	Nur Shahida Parbin	0096	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin
7	Aditya Routh	0005	Aditya Routh	Aditya Routh	Aditya Routh	Aditya Routh	Aditya Routh
8	Sultana Rezia	0135	Sultana Rezia	Sultana Rezia	Sultana Rezia	Sultana Rezia	Sultana Rezia
9	Sirina Nargis	0125	Sirina Nargis	Sirina Nargis	Sirina Nargis	Sirina Nargis	Sirina Nargis
10	Rupam Barman	0112	Rupam Barman	Rupam Barman	Rupam Barman	Rupam Barman	Rupam Barman
11	Shubha Rani Koch	0124	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch
12	Punam Hajong	0101	Punam Hajong	Punam Hajong	Punam Hajong	Punam Hajong	Punam Hajong
13	Rashanta Hajong	0104	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong
14	Munnifa Khatun	0085	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun
15	Jesmina Khatun	0048	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun

Mousumi



Sl no	NAME	GU Roll	21/03/23	22/03/23	23/03/23	24/03/23	25/03/23
1	Mousumi Begum	0079	Mousumi	Mousumi	Mousumi	Mousumi	Mousumi
2	Priyabrata Hajong	0099	Priyabrata Hajong	Priyabrata Hajong	Priyabrata Hajong	Priyabrata Hajong	Priyabrata Hajong
3	Rozina Aktara Ahmed	0111	Rozina Aktara Ahmed	Rozina Aktara Ahmed	Rozina Aktara Ahmed	Rozina Aktara Ahmed	Rozina Aktara Ahmed
4	Sobita Das	0127	Sobita Das	Sobita Das	Sobita Das	Sobita Das	Sobita Das
5	Hasanur Alom	0042	Hasanur Alom	Hasanur Alom	Hasanur Alom	Hasanur Alom	Hasanur Alom
6	Nur Shahida Parbin	0096	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin
7	Aditya Routh	0005	Aditya Routh	Aditya Routh	Aditya Routh	Aditya Routh	Aditya Routh
8	Sultana Rezia	0135	Sultana Rezia	Sultana Rezia	Sultana Rezia	Sultana Rezia	Sultana Rezia
9	Sirina Nargis	0125	Sirina Nargis	Sirina Nargis	Sirina Nargis	Sirina Nargis	Sirina Nargis
10	Rupam Barman	0112	Rupam Barman	Rupam Barman	Rupam Barman	Rupam Barman	Rupam Barman
11	Shubha Rani Koch	0124	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch
12	Punam Hajong	0101	Punam Hajong	Punam Hajong	Punam Hajong	Punam Hajong	Punam Hajong
13	Rashanta Hajong	0104	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong
14	Munnifa Khatun	0085	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun
15	Jesmina Khatun	0048	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun

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Sl no	NAME	GU Roll	27/03/23	28/03/23	29/03/23	25/04/23	26/04/23
1	Mousumi Begum	0079	Mousumi	Mousumi	Mousumi	Mousumi	Mousumi
2	Priyabrata Hajong	0099	AB	AB	AB	AB	AB
3	Rozina Aktara Ahmed	0111	Rozina Aktara Ahmed	Rozina Aktara Ahmed	Rozina Aktara Ahmed	Rozina Aktara Ahmed	Rozina Aktara Ahmed
4	Sobita Das	0127	Sobita Das	Sobita Das	Sobita Das	Sobita Das	Sobita Das
5	Hasanur Alom	0042	Hasanur Alom	Hasanur Alom	Hasanur Alom	Hasanur Alom	Hasanur Alom
6	Nur Shahida Parbin	0096	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin	Nur Shahida Parbin
7	Aditya Routh	0005	Aditya Routh	Aditya Routh	Aditya Routh	Aditya Routh	Aditya Routh
8	Sultana Rezia	0135	Sultana Rezia	Sultana Rezia	Sultana Rezia	Sultana Rezia	Sultana Rezia
9	Sirina Nargis	0125	Sirina Nargis	Sirina Nargis	Sirina Nargis	Sirina Nargis	Sirina Nargis
10	Rupam Barman	0112	Rupam Barman	Rupam Barman	Rupam Barman	Rupam Barman	Rupam Barman
11	Shubha Rani Koch	0124	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch	Shubha Rani Koch
12	Punam Hajong	0101	Punam Hajong	Punam Hajong	Punam Hajong	Punam Hajong	Punam Hajong
13	Rashanta Hajong	0104	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong	Rashanta Hajong
14	Munnifa Khatun	0085	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun	Munnifa Khatun
15	Jesmina Khatun	0048	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun	Jesmina Khatun

Mousumi



CERTIFICATE OF COMPLETION

Presented to :

Name:

Semester:

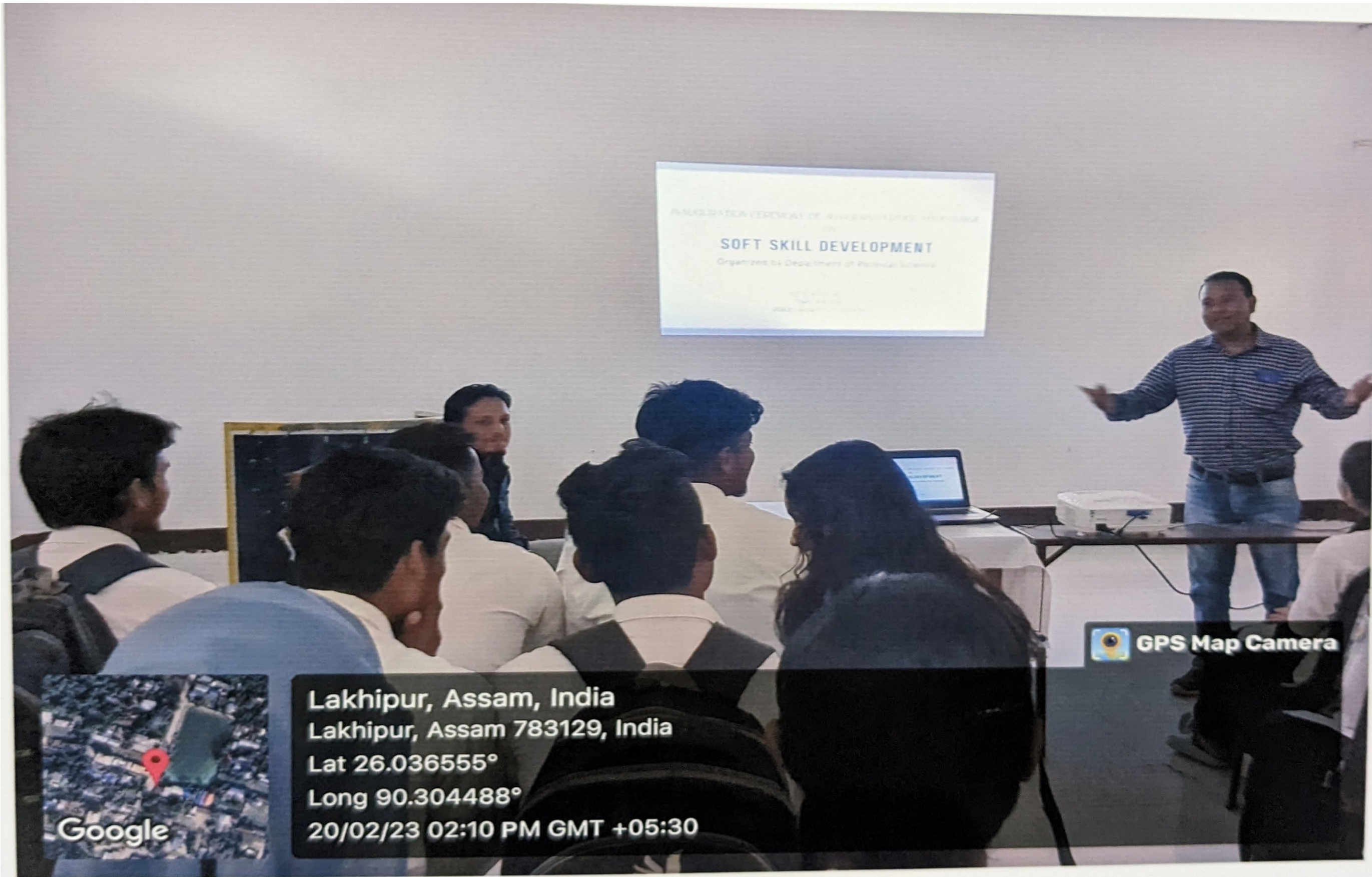
GU Roll No:

**For Completing the 30 days Certificate Course on “Soft
Skill Development” conducted by Department of
Political Science, Lakhipur College.**

Head of the Department
Political Science
Lakhipur College

IQAC Coordinator
Lakhipur College

Inauguration Day



Class Day

