



Curricular Aspects

Indicator-1.2 Academic Flexibility

| Metric No.1.2.1 | Sl.No. | Additional Information |
|---|--------------|--|
| <p>1.2.1 Evidence of course completion, like course completion certificate etc. Apart from the above:</p> | <p>1.2.1</p> | <p>1.Course Completion Certificate 2. Summary reports on course completion. 3. Photo of certificate distribution 3.Marks Statement</p> <p style="text-align: right;">Authenticated <i>Shubhaganaiti</i> Principal</p> |

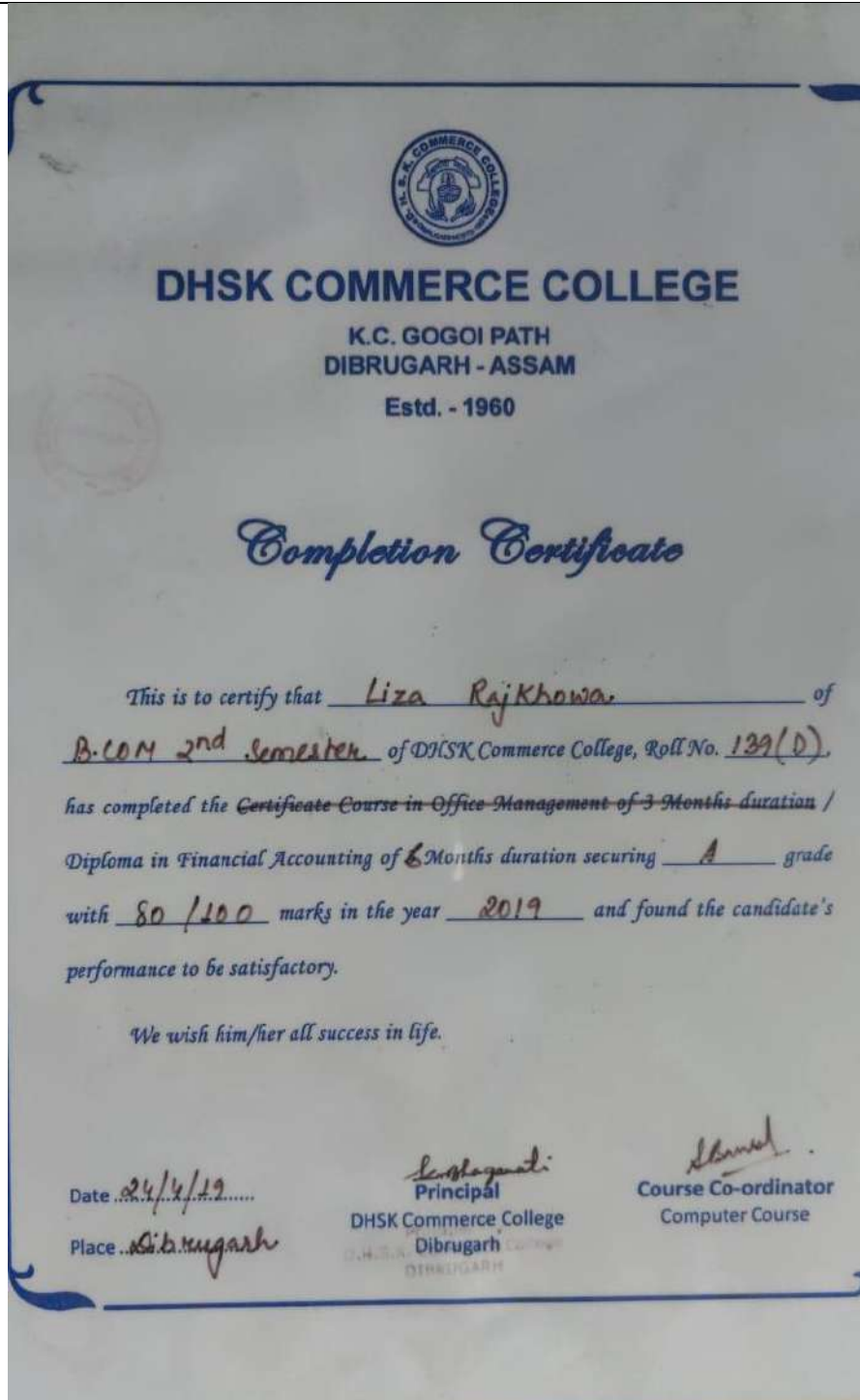
**D.H.S.K. Commerce College,
Dibrugarh**

D.H.S.K. COMMERCE COLLEGE, DIBRUGARH:ASSAM

1.2.1 Evidence of course completion, like course completion certificate etc.

2019-2020

I. DIPLOMA IN COMPUTER APPLICATIONS INCLUDING GST TALLY



COPY OF CERTIFICATE GIVEN TO STUDENTS

2022-2023

**I. HOSPITALITY - FOOD AND BEVERAGE SERVICE STEWARD
CERTIFICATE COURSE**

Certificate No...01/2023...

CERTIFICATE OF COURSE COMPLETION



DEPARTMENT OF ECONOMICS & INTERNATIONAL BUSINESS
D.H.S.K. COMMERCE COLLEGE
K. C. Gogoi Path, Dibrugarh-786001 (Assam)

This is to certify that Mr/Ms Md. Aman
Son/ Daughter of Mr/Ms Md. Zalil
with the enrollment number 01/2022 has completed the Add On Certificate Course/~~Stand Alone~~
~~Certificate Course~~ HOSPITALITY-FOOD AND BEVERAGE SERVICE STEWARD conducted by the Department
of Economics and International Business, D.H.S.K. Commerce College, Dibrugarh during January to
March, 2023 and has cleared the subsequent examination held at the end of the Course.

Marks/Grade obtained : A
Year : March, 2023

Additional Remarks : Actively participated in class.


(Dr. K. M. Bhagawati)
Principal
D.H.S.K. Commerce College
Dibrugarh




(Dr. Anita Baruwa)
Course Coordinator
Dept. of Economics & International Business
D.H.S.K. Commerce College
Dibrugarh

Evaluation Procedure:

The course design includes formative tests comprising individual and group assignments (continuous classroom evaluation: 50 marks) and summative tests comprising Multiple Choice Questions towards the end of the course (written examination: 50 marks).

The grade is calculated for both the tests as per the following grading system:

| Sl. No. | Grade | Grade Points | Absolute Marks |
|---------|-------------------|--------------|----------------|
| 1 | O (Outstanding) | 10 | 90 and above |
| 2 | A+ (Excellent) | 9 | 80 to 89 |
| 3 | A (Very Good) | 8 | 70 to 79 |
| 4 | B+ (Good) | 7 | 60 to 69 |
| 5 | B (Above Average) | 6 | 50 to 59 |
| 6 | C (Average) | 5 | 40 to 49 |
| 7 | F (Fail) | - | Below 40 |

Course Syllabus:

The course comprises of lectures (total 30 hours) aided by demonstrations with the following modules, approved by Dibrugarh University vide Notification Ref. No. DU/DR-A/6-1/22/235 dated 13/10/2022.

Module 1: Digital Literacy: 2 Hours

This module gives the basics of ICT and its various applications.

Module 2: Financial Literacy: 2 Hours

This module imparts knowledge of financial planning.

Module 3: Basics of Hotel Industry: 4 Hours

This module demonstrates the basics of Hotel industry and serving guests (Demonstration through Digital - Videos, PPTs, Voice Over and Reading Material).

Module 4: Life Skills and Self-discovery: 2 Hours

This module helps the learner to practise grit, manage conflicts, accept change and use the system-oriented approach to thinking and promotes self-reflection, growth mindset and positive attitude.

Module 5: Workplace Preparedness: 2 Hours

This module teaches resume writing, how to handle interviews and how to sustain workplace success.

Module 6: Food and Beverage Practical (Demonstration): 18 Hours

This module includes topics that equip the learner with specific skills to work as a Steward.

SAMPLE OF CERTIFICATE GIVEN TO STUDENTS



Certificate Distribution to Students

REPORT
On
HOSPITALITY - FOOD AND BEVERAGE SERVICE STEWARD CERTIFICATE COURSE
conducted by DEPARTMENT OF ECONOMICS AND INTERNATIONAL BUSINESS
(January - March, 2023)

On 13th of October, 2022, the Department of Economics and International Business, D.H.S.K. Commerce College received approval from Dibrugarh University to conduct the 30 hours' Add On Certificate Course on Hospitality - Food and Beverage Service Steward. The objective of this Course is to equip the learners with basic skills to perform the duties and responsibilities of a Food and Beverage Service Steward, which will help them to get into the Hospitality industry (Hotels, Hospitals, Tourism, Travel, Events etc).

Accordingly, with due approval from the College authority, an Orientation cum Induction session was conducted on 12/11/22 by the Course Coordinator, Dr Anita Baruwa, with 13 participants in online mode. A total of 7 students finally registered for the Course and classes started from 20/01/23.

The syllabus covered a total of 6 modules on *Digital Literacy* (conducted by Ms Sweta Bansal, IT faculty); *Financial Literacy* (conducted by Dr T.P. Upadhyaya, HoD, Banking and Mr Seenmoy Gogoi, B.Sc 6th Semester student with Chemistry Honours, D.H.S.K. College); *Life Skills and Self Discovery* (conducted by Dr Chitra Roy and Dr Anita Baruwa, faculties of the Department); *Workplace Preparedness* (conducted by Sangeeta Dutta, PGT teacher, Shiksha Valley School who is trained in Professional Ethics). The two modules on *Basics of Hotel Industry* and *Food and Beverage Service Practical* covered 18 of the 30 classes, which were conducted by Mr Angshumaan Borkakoti, a trained graduate in this field.

The classes were conducted in online mode as two of the students attended from outside Dibrugarh. The mode of classes included lectures, voice-overs, visual aids and demonstrations. Individual practical sessions with students were conducted as part of their formative assessment. Attendance, two assignments and practicals added upto 50 marks comprising the formative assessment. Remaining 50 marks comprised of the summative assessment in the form of MCQ based written examination, which was held in March 2023.

Out of the 7 students, 6 appeared for the summative examination and completed all the formative assessments. Mousumi Sahu secured A+ grade. Two secured A grades (Md Aman and Suman Konch) and the rest secured B+ (Abinash Borah, Sagar Paul and Aman Kumar Verma).

As part of their feedbacks, the students have suggested classes in offline mode and Diploma Course instead of Certificate Course on Food and Beverage Service Steward in the future.

Anita Baruwa
15/06/2023
Principal
D.H.S.K. Commerce College
Dibrugarh




Anita Baruwa
(Dr Anita Baruwa)
Course Coordinator
F&B Service Steward
Certificate Course
Dept of Economics,
D.H.S.K. Commerce College,
Dibrugarh

Summary Report of Hospitality - Food And Beverage Service Steward Certificate Course with Outcome

II. SPOKEN ENGLISH AND SOFT SKILLS DEVELOPMENT

Certificate No.....03.....

CERTIFICATE OF COURSE COMPLETION




DEPARTMENT OF ENGLISH
D.H.S.K. COMMERCE COLLEGE
K. C. Gogoi Path, Dibrugarh-786001 (Assam)

This is to certify that Mr/Ms Samirul Islam
with the enrollment number 003 has completed the Add On Certificate Course
Spoken English and Soft Skill Development conducted by the Department of English, D.H.S.K.
Commerce College, Dibrugarh, from February to June, 2023 and has cleared the subsequent
examination held at the end of the Course.

Marks/Grade obtained : A
Year : 2023

Additional Remarks :

Sanjaganati
(Dr. K. M. Bhagawati)
Principal
D.H.S.K. Commerce College
Dibrugarh



Ipsita
(Dr. Ipsita Bhattacharyya)
Course Coordinator
Dept. of English
D.H.S.K. Commerce College

EVALUATION PROCEDURE:

- The course includes two components of evaluation:
 - a) Continuous evaluation of 20 marks, comprising of practicals, assignments, etc., covering all the four Units.
 - b) Final Examination of 80 marks.
- Final Score for 100 Marks is calculated from the continuous evaluation and final examination and grade shall be as per the grading system below.

| Sl. No. | Grade | Grade Point | Absolute Marks |
|---------|-------------------|-------------|----------------|
| 1. | O - Outstanding | 10 | 90 and above |
| 2. | A+ - Excellent | 9 | 80-89 |
| 3. | A - (Very Good) | 8 | 70-79 |
| 4. | B+ - Good | 7 | 60-69 |
| 5. | B - Above Average | 6 | 50-59 |
| 6. | C - Average | 5 | 45-49 |
| 7. | P - Pass | 4 | 40-44 |
| 8. | F - Fail | 0 | Less than 40 |
| 9. | Ab - Absent | 0 | - |

COURSE SYLLABUS:

The course comprises of lectures (total 60 hours) aided by demonstrations with the following Units, approved by Dibrugarh University vide Notification Ref. No. DU/DR-A/6-1/22/486 dated 6/5/2022.

- UNIT-I Basic Concepts of Pronunciation and Grammar
- UNIT-II Conversational Structures
- UNIT- III Introduction to Communication
- UNIT- IV Soft Skill Development

SAMPLE OF CERTIFICATES GIVEN TO STUDENTS



Certificate Distribution to Students

**Report on Add on Course- SPOKEN ENGLISH AND SOFT SKILLS
DEVELOPMENT**

**Offered by the Department of English, DHSK Commerce College
(February – June, 2023)**


As per the notification Ref. No. DU/DR-A/6-1/22/486 issued by Dibrugarh University, dated 06/05/2022, the Add on course titled "Spoken English and Soft Skills Development" offered by the Department of English, DHSK Commerce College was granted approval from Dibrugarh University to conduct the course. The course was designed to include a total of 60 hours of classes, to be held over a period of 5 months. One of the primary objectives of the course was to develop the ability of students to speak clear and correct English, with correct pronunciation and conversational structures. Moreover, this course would also prepare the learners to meet the challenges of the competitive world by enhancing their soft skills and interpersonal communications and relationships.

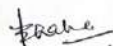
A total of 7 students of the college, registered for the course in January 2023. The orientation for the course was held on 10th February, 2023 in the online mode by the course co-ordinator, Dr. Ipsita Bhattacharyya and was assisted by Ms. Nazrana Haque (Asstt. Professor), Department of English, DHSK Commerce College. From then on, classes of a duration of 1hr were conducted in a blended mode- involving online and offline teaching for 4 days per week.

The syllabus covered a total of 4 Units On Basic Concepts Of Pronunciation And Grammar, Conversational Structures, Introduction To Communication; and Soft Skill Development. The classes were conducted jointly by Dr.Ipsita Bhattacharyya and Ms.Nazrana Haque. The course was conducted through a series of lectures, discussions and practicals. Students were graded through a combination of written and oral assessments (60+40=100 marks) - the final written exam (conducted on 2nd June,2023 in the offline mode) was for a total of 60 marks and the rest of the 40 marks was based on their performance in speech, dialogue, everyday conversations and grammar (conducted in the online and offline mode).

Out of the 7 students, 2 students had discontinued the course and hence 5 students appeared for the written and oral assessments. Tapash Das scored A+ Grade and Ankita Sen, Samirul Islam, Abhay Gour and Mohan Lohar secured A Grade.

The last session of the course was conducted on 13th June, 2023 as an interactive session with the students- to discuss the outcome of the course and receive their feedback. All the students agreed that the course was helpful and interesting, and suggested the conduct of more practice sessions, which was not possible due to the paucity of time.


Dr Khanindra Misra Bhagawati
Principal
DHSK Commerce College
Dibrugarh

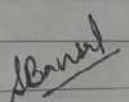

Dr. Ipsita Bhattacharyya
Course-Co-ordinator
Head, Department of English
DHSK Commerce College
Dibrugarh

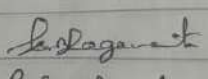
D.H.S.K. COMMERCE COLLEGE, DIBRUGARH:ASSAM

III. DIPLOMA IN COMPUTER APPLICATIONS INCLUDING GST TALLY

(Date: 16th Dec '22) EXAMINATION RESULT
2022
(BATCH-1)

| S.No. | Roll No. | Name | Comp. No. | Marks | | | Total (100) |
|-------|------------------------|-------------------------------|------------------|-------|------------------|----|-------------|
| | | | | 50 | 40 | 10 | |
| 1. | 239(M)3 rd | Anuj Chowdhary. | 2 | 40 | 30 | 06 | 76 |
| 2. | 289 (D)3 rd | Pankaj Thakuria | 4 | 37 | 18 20 | 06 | 63 |
| 3. | 359(D)3 rd | Sushmita Das | 6 | 45 | 25 | 10 | 80 |
| 4. | 455(D)5 th | Sunom Sunom Dey | 28 | 43 | 27 | 8 | 78 |
| 5. | 306(D)3 rd | Supriya Dutta | 10 25 | 35 | 30 | 07 | 72 |
| 6. | 316(D)3 rd | Smriti Saikia | 12 03 | 39 | 25 | 10 | 74 |
| 7. | 04(M)3 rd | Latu Nayan Sonowal | 14 | 46 | 23 | 07 | 76 |
| 8. | 236(M)3 rd | Deep Chettri | 16 | 38 | 25 | 06 | 69 |
| 9. | 106(M)3 rd | Pritam Nookh | 18 34 | 34 | 22 | 07 | 63 |
| 10. | 208(M)3 rd | Komoljyoti Doley | 20 36 | 44 | 30 | 07 | 81 |


 Course-Coordinator


 Principal

D.H.S.K. COMMERCE COLLEGE, DIBRUGARH: ASSAM

(Date: 22nd Dec'22) EXAMINATION RESULT
(2022) (BATCH-2)

| S.No | Roll No | Name | Comp. No. | Marks | | | Total (100) |
|------|-----------------------|---------------------|-----------|-------|----|----|-------------|
| | | | | 50 | 40 | 10 | |
| 1. | | Shilpa Agasalla | 1 | 40 | 30 | 09 | 79 |
| 2. | 111(M)5 th | Shalini Mehta | 2 | 45 | 35 | 09 | 89 |
| 3. | 22(M)5 th | Deepika Das | 3 | 45 | 30 | 10 | 85 |
| 4. | 328(D)5 th | Snigdha Swarnakar | 4 | 45 | 35 | 10 | 90 |
| 5. | 154(M)5 th | Snigdha Saikia | 5 | 40 | 35 | 10 | 85 |
| 6. | 204(D)5 th | Nandita Pegu | 7 | 38 | 30 | 08 | 76 |
| 7. | 95(M)5 th | Muskan Mwanika | 8 | 35 | 35 | 08 | 78 |
| 8. | 251(D)5 th | Srija Debnath | 9/34 | 45 | 35 | 09 | 89 |
| 9. | 231(D)5 th | Roshlin Chakma | 10/18 | 40 | 35 | 10 | 85 |
| 10. | 269(D)5 th | Priya Deb | 11/1 | 45 | 35 | 08 | 88 |
| 11. | 51(M)3 rd | Tannia Changmai | 12/2 | 40 | 30 | 09 | 79 |
| 12. | 240(M)3 rd | Saurajeet Barman | 13/31 | 40 | 40 | 09 | 89 |
| 13. | 75(M)3 rd | Vansh Modi | 14/30 | 40 | 40 | 10 | 90 |
| 14. | 63(M)3 rd | Kishan Chakma | 15/23 | 42 | 35 | 08 | 85 |
| 15. | 492(D)3 rd | Krishanu Sonowal | 16/27 | 40 | 35 | 10 | 75 |
| 16. | 435(D)3 rd | Tapos Ranjan Chutia | 17/05 | 38 | 35 | 08 | 81 |
| 17. | 219(M)3 rd | Kamal Sher Singh | 18/6 | 30 | 40 | 06 | 76 |
| 18. | 295(D)5 th | Debjit Agoria | 19/28 | 34 | 35 | 07 | 76 |
| 19. | | Anita Borgehain | | 35 | 40 | 07 | 82 |

Abanet
Course-coordinator
Barapanet
Principal

MARKS STATEMENT