

AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, Kolkata- 145

5.1.2

Capacity building and skills enhancement initiatives taken by the institution include the following:

1. Soft Skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

INDEX

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1	Soft Skills: i) One Day Seminar on Soft Skills. ii) Introduction to Entrepreneurship.	2018-2022	2-4
2	Language and Communication Skills: i) Arabic Conversation Course. ii) Urdu Conversation Course. iii) Spoken English Proficiency Course. iv) English Language Course for Competitive Examination.	2018-2022	5-9
3	Life Skills (Yoga, Physical Fitness, Health and Hygiene) : i) Yoga Day Celebration ii) Health and Hygiene iii) Course on Nutrition and Meal Planning	2018-2022	10-12
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1. Soft Skills:

i) One Day Seminar on Soft Skills:

On 19th March 2019, a one-day seminar on Soft Skills was organized by Al-Ameen Memorial Minority College. Teachers, non-teaching staff and students from various departments of the college participated in this seminar. In this seminar, Professor Matin Ahmed from the English Department discussed soft skills. The students were informed about the importance of acquiring soft skills for a successful career and workplace success. Some common soft skills are:

Communication Skill

Critical Thinking

Leadership Skill

Positive Attitude

Team Work

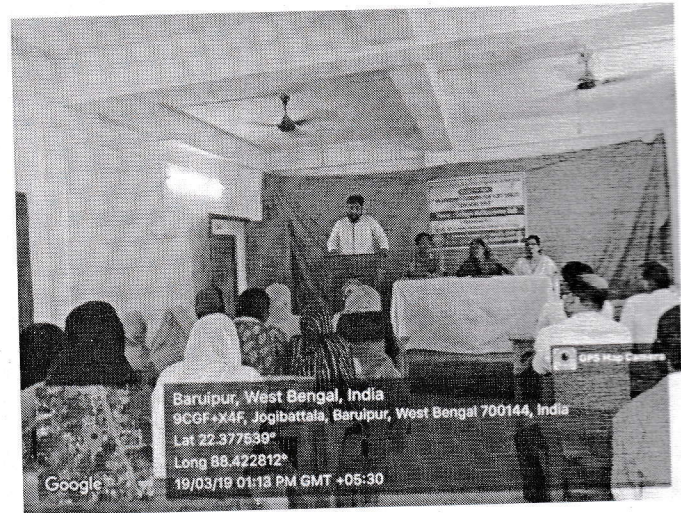
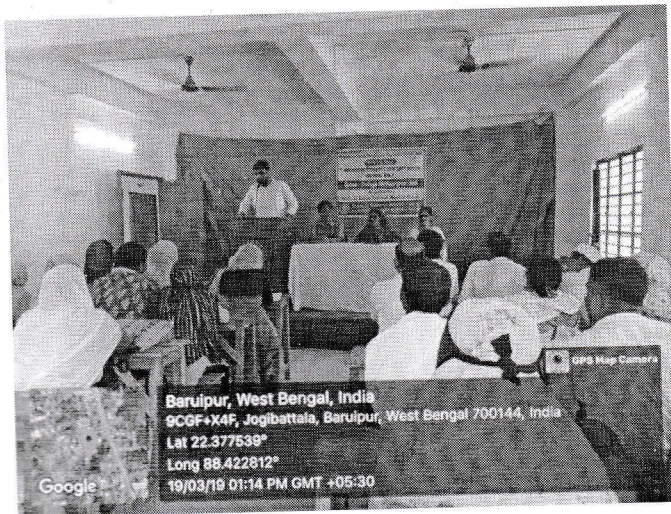
Problem Solving

Time Management

Work Ethics


The students were informed about how to acquire these skills and how to apply them in their lives to achieve success.

Images Of One Day Seminar on Soft Skills (19th March, 2019)



ii) Introduction to Entrepreneurship:

Al-Ameen Memorial Minority College has introduced courses like Entrepreneurship and Creative Writing to improve students' soft skills. The details of these courses are given below:



Add On Course
On
Course Name: Introduction to Entrepreneurship
Course Code: CC21/22/2/IE
Organised by
Department of Bengali
and
IQAC, Al Ameen Memorial Minority College

AL AMEEN MEMORIAL MINORITY COLLEGE
Jugibattala, Baraipur, Kolkata-700145
Phone No.: (033) 2437 0111
Email: alameenmemorial@gmail.com
Website: alameenmemorial.org

Add on Course Organising Committee

Patron : Dr. Nurul Haque, Principal, Al Ameen Memorial Minority College
Course Co-ordinator : Prof. Sayera Begum
Members : Prof. Matin Ahmed, Prof. Dipankar Manna, Prof. Sk Asgar Ali, Tazuddin Ahmed, Benajir Khatun, Asadulla Khan
Faculty Member : Prof. Sayera Begum

Course Name	Introduction to Entrepreneurship
Course Code	: CC21/22/2/IE
Course Duration	: 6 Month (July to December)
Date of Application	: 1 st Week of July
Class Start	: 1 st Week of August
Course Fees	: No fee is required for the course
Eligibility	: Students of UG level of our College
Mode	: Blended Mode
Seat Limit	: 50
Course Duration	: 30 Hours in 6 Month
Class Day	: Every Sunday
Class Time	: 11 A.M. to 1.30 P.M.
Examination Time	: 1 st Week of December
Result Publication	: 3 rd Week of December
Certificate Issued	: 3 rd Week of December

Methodology

- Theoretical and Practical Approaches.
 - Experience sharing
 - Students' Seminars
 - Project Work

Course Outcome

By the end of This course, students will have a comprehensive understanding on entrepreneurship and the skills needed to pursue their entrepreneurial ambitions effectively.

Course Name: Introduction to Entrepreneurship
Course Code: CC21/22/2/IE
Overview of the Syllabus
Class Duration: 4 hours for each module

<p>Module 1: Understanding Entrepreneurship Introduction to entrepreneurship Characteristics of successful entrepreneurs Importance of entrepreneurship in the economy</p> <p>Module 2: Opportunity Recognition and Idea Generation Identifying opportunities Creativity and innovation in entrepreneurship Generating and evaluating business ideas</p> <p>Module 3: Business Planning Components of a business plan Market analysis and research Developing a value proposition</p> <p>Module 4: Legal and Ethical Considerations Legal structure for businesses Intellectual property rights Ethical issues in entrepreneurship</p> <p>Module 5: Marketing Strategies Marketing fundamentals Target market identification Branding and positioning</p> <p>Module 6: Financial Management Basics of financial management Budgeting and forecasting Funding options for startups</p>	<p>Module 7: Operations and Logistics Setting up operations Supply chain management Technology and automation in operations</p> <p>Module 8: Risk Management and Adaptability Identifying and managing risks Strategies for adapting to change Resilience in entrepreneurship</p> <p>Module 9: Scaling and Growth Strategies for scaling a business Managing growth challenges International expansion opportunities</p> <p>Module 10: Entrepreneurial Leadership Leadership styles in entrepreneurship Building and leading effective teams Communication and negotiation skills for entrepreneurs</p> <p>Module 11: Case Studies and Guest Speakers Analysis of successful entrepreneurial ventures Guest speakers from the entrepreneurial community</p> <p>Module 12: Final Project and Presentation Developing a business plan Presenting business ideas to peers and instructors Feedback and reflection</p>
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Gradation: A=50-60% A+=60-70% O=70-100%

Assessment: Weekly quizzes or assignments, Participation in class discussions, Business plan development and presentation, Final exam or project.

Prerequisites: There are no formal prerequisites for this course, but a basic understanding of business concepts would be beneficial.

Recommended Resources: "The Lean Startup" by Eric Reis
"Business Model Generation" by Alexander Osterwalder and Yves Pigneur
Online resources and case studies from successful entrepreneurs
Entrepreneurial podcasts and TED Talks

By the end of this course, students will have a comprehensive understanding of entrepreneurship and the skills needed to pursue their entrepreneurial ambitions effectively.
Course completion certificate.

The examination pattern and marks distribution for the Add On Courses

Total Marks	: 50 Marks
Theory Exam	: 30 = i. Multiple-choice questions (MCQs) : 30 marks (2marks for 15 questions)
	ii. Project report/ Presentation : 10 marks
	iii. Internal Assessment : 10 marks

This distribution allows for evaluating both theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.





AL-AMEEN MEMORIAL MINORITY COLLEGE

Jogibattala, Baruipur, Kolkata-700145

Email: alameenmemorial@gmail.com

ADD ON COURSE

Course Name: **Introduction to Entrepreneurship**
Course Code: **CC0101A/IE**
Session: **2022-23**
Department: **IQAC**
Course Co-Ordinator: **Md. Anwar Hossain**

List of Students Enrolled

Sl No/Student ID	Registration No	Student Name	Signature of Students
1	229029	FAHIMEN AZA	Fahimen Aza
2	228016	AFSANA MONDAL	Afsana Mondal
3	228497	REJINA KHATUN	Rejina Khatun
4	228044	HURFANA KHATUN	Hurfaana Khatun
5	228095	YEASMIN MOLLA	Yeasmin Molla
6	228175	SHAMMUDA SHAKHATUN	Shamuda Khatun
7	228112	MUSKINA SHAIKH	Muskina Shaikh
8	228210	TUNYUJI KHATUN	Tunyujhi Khatun
9	228332	GAFURA KHATUN	Gafura Khatun
10	228338	BELEEN PRABHU	Beleen Prabh
11	228318	FAMON SARDAR	Famon Sardar
12	228361	ASADIA KHATUN	Asadia Khatun
13	228389	RAHMA KHATUN	Rahma Khatun
14	228403	MASJUM KHATUN	Masjuma Khatun
15	228502	AFROSA KHATUN	Afrina Khatun
16	228508	MYASMIN KHATUN	Myasmin Khatun
17	228569	SABANA SIDDIKI	Sabana Siddiki
18	228648	KATERA KHATUN	Katera Khatun

(Signature)
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol-145



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Email: alameenmemorial@gmail.com

ADD ON COURSE

Course Name:
Course Code:
Session:
Department:
Course Co-Ordinator:

List of Students Enrolled

Sl No/Student ID	Registration No	Student Name	Signature of Students
19	228507	MAHEDINA KHATUN	Mahedina Khatun
20	228108	ASABILA KHATUN	Asabila Khatun
21	228345	AJISA BRAKE	Ajisa Brake
22	228359	FORINA KHATUN	Forina Khatun
23	228419	MARIFA KHATUN	Marifa Khatun
24	228245	NAZMA KHATUN	Nazma Khatun
25	228596	ALANKA KHATUN	Alanka Khatun
26	228451	SAGIR HOSAIN BEKI	Sagird Hossain
27	228550	SABANNO BEKI BANGULY	Sabanoo Beki Banguly
28	228404	HASAN MONDAL	Hasan Mondal

(Signature)
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol-145



AL-AMEEN MEMORIAL MINORITY COLLEGE

Established under Article 30 of the Constitution of India as a Muslim Minority Govt. Aided General Degree College,
Affiliated to the University of Calcutta and included under section 125 and 126 of the UGC Act, 1956.
Jogibattala, P.O. - Dakshin Gobindapur, P.S. - Baruipur, Dist. - South 24 Parganas, Kolkata-700145
Phone No. : (033) 2437 0111, Email: alameenmemorial@gmail.com, Website: alameenmemorial.org

Certificate of Completion

This is to certify that Yeasmin Molla Regn. No. 536-121-0052-22 of Al-Ameen Memorial Minority College has successfully completed the Add-on Course Introduction to Entrepreneurship of 30 hours conducted by IQAC, Al-Ameen Memorial Minority College.

(Signature)
Co-Ordinator
IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145
Co-ordinator
IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol-145

(Signature)
Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145
Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol-145




2. Language and Communication Skills:

- i) Arabic Conversation Course.
- ii) Urdu Conversation Course.
- iii) Spoken English Proficiency Course.
- iv) English Language Course for Competitive Examination.

Al-Ameen Memorial Minority College places significant emphasis on the development of language and communication skills, recognizing their importance in academic and professional success. This report outlines the various initiatives and programmes implemented to enhance these skills among students. Courses on Arabic Conversation, Urdu Conversation, Spoken English Proficiency and English Language Course for Competitive Examinations are offered to help students to gain confidence and clarity in their verbal communication. These activities encourage students to articulate their ideas clearly and listen actively to others.

The details of these courses are given below:

I) Arabic Conversation Course:



Add On Course
On
Course Name: Arabic Conversation Course
Course Code: CCA/18/2/ACC
Organised by
Department of Arabic
and
IQAC, Al Ameen Memorial Minority College

AL AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, Kolkata-700145
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Email: alameenmemorial@gmail.com
Website: alameenmemorial.org

Add on Course Organising Committee

Patron : Dr. Nurul Haque, Principal, Al Ameen Memorial Minority College
Course Co-ordinator : Prof. Sk Asgar Ali
Members : Prof. Sayera Bequm, Prof. Matin Ahmed, Prof. Dipankar Manma, Tazuddin Ahmed, Benajir Khatun, Asadulla Khan
Faculty Member : Prof. Sk Asgar Ali, Prof. Shamsul Haque

Course Name	Arabic Conversation Course
Course Code	CCA/18/2/ACC
Course Duration	6 Month (July to December)
Date of Application	1 st Week of July
Class Start	1 st Week of August
Course Fees	No fee is required for the course
Eligibility	Students of UG level of our College
Mode	Blended Mode
Seat Limit	50
Course Duration	30 Hours in 6 Month
Class Day	Every Sunday
Class Time	11 A.M. to 1:30 P.M.
Examination Time	1 st Week of December
Result Publication	2 nd Week of December
Certificate Issued	3 rd Week of December

Methodology

- Theoretical and Practical Approaches.
- Experience sharing
- Students' Seminars
- Project Work

Course Outcome

This course is designed to provide practical spoken Arabic skills, with a focus on day-to-day conversations, cultural understanding, and real-world applications.

Course Name: Arabic Conversation Course
Course Code: CCA/18/2/ACC
Overview of the Syllabus

<p>Module 1: Introduction to Arabic Language: Overview of Arabic script and pronunciation. Common Arabic greetings and expressions. Introduction to the Arabic alphabet.</p> <p>Module 2: Building Basic Vocabulary: Everyday words and phrases Numbers, colors, and common objects. Forming simple sentences in Arabic.</p> <p>Module 3: Essential Grammar Concepts: Arabic sentence structure. Basic verb conjugation. Noun-adjective agreement.</p> <p>Module 4: Practical Situational Conversations: Role-playing scenarios for daily interactions. Asking for directions, ordering food, and more. Emphasis on pronunciation and intonation.</p> <p>Module 5: Cultural Insights: Understanding Arab customs and traditions. Insights into Arab social etiquette. Cultural nuances in spoken Arabic.</p>	<p>Module 6: Advanced Conversational Skills: Expanding vocabulary for diverse conversations. Discussing hobbies, interests, and personal experiences. Group discussions and peer interaction.</p> <p>Module 7: Business and Travel Arabic: Key phrases for business meetings. Travel-related vocabulary and expressions. Cultural awareness for effective communication.</p> <p>Module 8: Media and Popular Culture: Watching and discussing Arabic movies/TV shows. Analyzing popular Arabic music and literature. Enhancing language skills through media exposure.</p> <p>Module 9: Arabic Dialects: Introduction to regional dialects. Understanding variations in spoken Arabic. Practical application through dialect-specific dialogues.</p> <p>Module 10: Final Project and Assessment: Creating and presenting a short dialogue. Assessing comprehension and spoken proficiency. Feedback and recommendations for continued improvement.</p>
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Graduation: A=50-60% A+=60-70% O=70-100%

Assessment and Certification:
Theory and practical examination after each module.
Final Project: Solving a real-world computer-related problem.
Course completion certificate.

The examination pattern and marks distribution for the Add On Courses

Total Marks : 30 Marks

Theory Exam : 30 = 1. Multiple-choice questions (MCQs) : 30 marks (2marks for 15 questions)
2. Project report / Presentation : 10 marks
3. Internal Assessment : 10 marks

This distribution allows for evaluating both theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.





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ADD ON COURSE

Course Name : Arabic Conversation Course
Course Code : CC4/18/2/ACC
Session : 2018-19

List of Students Enrolled

Sl No.	Student ID	Registration No.	Session	Student Name	Signature of Students
1	18A549	536-1111-0005-18	2018-19	SAYEEDA FARHANA SAMILA	<i>Sayeda Farhana Samila</i>
2	18A120	536-1213-0017-18	2018-19	UMRULA KHATUN	<i>Umrula Khatun</i>
3	18A506	536-1213-0037-18	2018-19	FAHIMMA KHATUN	<i>Fahimma Khatun</i>
4	18A042	536-1212-0000-18	2018-19	MADHINA BELOVA	<i>Madhina Khatun</i>
5	18A030	536-1214-0021-18	2018-19	MST SABINA KHATUN	<i>Mst. Sabina Khatun</i>
6	18A125	536-1215-0019-18	2018-19	MUBASSHERA SAMCAT	<i>Mubasshera Samcat</i>
7	18A150	536-1215-0018-18	2018-19	PARSHANA KHATUN	<i>Fahana Khatun</i>
8	18A184	536-1215-0025-18	2018-19	MST HALIMA KHATUN	<i>Mst. Halima Khatun</i>
9	18A267	536-1215-0028-18	2018-19	REKHANA KHATUN	<i>Rakhana Khatun</i>
10	18A266	536-1215-0030-18	2018-19	KHADIJA KHATUN	<i>Khadiza Khatun</i>
11	18A302	536-1215-0050-18	2018-19	SANOWARA KHATUN	<i>Sanowara Khatun</i>
12	18A324	536-1215-0056-18	2018-19	AYESHA KHATUN	<i>Ayesha Khatun</i>
13	18A341	536-1215-0057-18	2018-19	KHADIJA KHATUN	<i>Khadiza Khatun</i>
14	18A492	536-1211-0071-18	2018-19	SURADYA KHATUN	<i>Suradya Khatun</i>
15	18A015	536-1111-0001-18	2018-19	MD MUSTAZQUE KHANNA MULLA	<i>MD Mustazque Khanna Mulla</i>
16	18A092	536-1111-0003-18	2018-19	MAFIAH KHATUN	<i>Mafia Khatun</i>
17	18A089	536-1111-0005-18	2018-19	MD ABDUL SALAM SARDAR	<i>MD Abdul Salam Sardar</i>
18	18A050	536-1111-0006-18	2018-19	MD SHAMSH MUNDAL	<i>Mst. Shamin Mundal</i>

[Signature]
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol.-145



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ADD ON COURSE

Course Name : Arabic Conversation Course
Course Code : CC4/18/2/ACC
Session : 2018-19

List of Students Enrolled

Sl No.	Student ID	Registration No.	Session	Student Name	Signature of Students
19	18A058	536-1111-0008-18	2018-19	MOHAMMAD RAHAMAN AKSAR	<i>Mohammad Rahman Aksar</i>
20	18A067	536-1111-0010-18	2018-19	SHOAB HAJARI	<i>Shoab Hassan</i>
21	18A078	536-1111-0011-18	2018-19	MD SAMIRUDDIN LASKAR	<i>MD. Sabiruddin Laskar</i>
22	18A068	536-1111-0012-18	2018-19	SABIRUL RAHMAN BEG	<i>Sabirul Rahman Beg</i>
23	18A140	536-1111-0017-18	2018-19	MD HASMULQISIM GHASBARI	<i>MD. Hasmulqisim Ghosbari</i>
24	18A157	536-1111-0019-18	2018-19	AKILUR RAHAMAN SARDAR	<i>Akileur Rahman Sardar</i>
25	18A184	536-1111-0022-18	2018-19	MD HASIBUL RAHMAN LASKAR	<i>MD. Hasibul Rahman Laskar</i>
26	18A194	536-1111-0026-18	2018-19	SAMSUDIN MUNDAL	<i>Samsuddin Mundal</i>
27	18A195	536-1111-0027-18	2018-19	MU SAJJID ALAM SI	<i>Mu SaJJid Alam si</i>
28	18A203	536-1111-0029-18	2018-19	SORNI UDDIN SHARH	<i>Sorifuddin Sharh</i>
29	18A209	536-1111-0031-18	2018-19	MD NURHOSEIN MULLA	<i>MD. Nurhossein Mulla</i>
30	18A215	536-1111-0032-18	2018-19	EMRULLAH MUNDAL	<i>Emrullah Mundal</i>
31	18A226	536-1111-0033-18	2018-19	AMIN UDDIN SEKH	<i>Aminuddin Sekh</i>
32	18A258	536-1111-0037-18	2018-19	MEHRELLA GAO	<i>Mehruella Gao</i>
33	18A261	536-1111-0038-18	2018-19	SABIRUL AMIR MULLA	<i>Abdul Jabbar Mulla</i>
34	18A268	536-1111-0041-18	2018-19	MUSTAQEEM RUI MUNDAL	<i>Mustaqueem Rui Mundal</i>
35	18A271	536-1111-0042-18	2018-19	SK MD TARIK	<i>SK. Md. Tariq</i>
36	18A276	536-1111-0045-18	2018-19	ABDUL ODUU MULLA	<i>Abdul Oduu Mulla</i>

[Signature]
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol.-145



AL-AMEEN MEMORIAL MINORITY COLLEGE

(Established under Article 30 of the Constitution of India as a Muslim Minority Govt. Aided General Degree College, affiliated to the University of Calcutta and included Under Section 7(B) and 12B of the UGC Act, 1956.)
Jogibattala, P.O.- Dakshin Gobindapur, P.S.- Baruipur, Dist.-South 24 Parganas, Kolkata-700145
Phone No.: (033) 2437 0111. Email: alameenmemorial@gmail.com, Website: alameenmemorial.org

Certificate of Completion


This is to certify that Farhana Khatun Regn. No 536-1215-0018-18 of Al-Ameen Memorial Minority College has successfully completed the Add-on Course Arabic Conversation Course of 30 hours conducted by IQAC, Al-Ameen Memorial Minority College.

[Signature]
Co-Ordinator
IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145
Co-Ordinator
IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol.-145

[Signature]
(Dr. Nurul Haque)
Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145
Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol.-145



ii) Urdu Conversation Course.



Add On Course
On
Course Name: Urdu Conversation Course
Course Code: CC6/18/2/UCC
Organized by
Department of Urdu
and
IQAC, Al Ameen Memorial Minority College

AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, Kolkata-700145
Phone No. : (033) 2437 0111
Email: alameenmemorial@gmail.com
Website: alameenmemorial.org

Add on Course Organising Committee
Patron : Dr. Nuzul Haque, Principal, Al Ameen Memorial Minority College
Course Co-ordinator : Prof. SK Asgar Ali
Members : Prof. Sayera Begum, Prof. Moin Ahmed, Prof. Dipankar Manna, Prof. SK Asgar Ali, Tasuddin Ahmed, Benair Khatun, Asadulla Khan
Faculty Member : Prof. SK Asgar Ali, Prof. Shamsul Haque

Course Name : Urdu Conversation Course
Course Code : CC6/18/2/UCC
Course Duration : 6 Month (July to December)
Date of Application : 1st Week of July
Class Start : 1st Week of August
Course Fees : No fee is required for this course
Eligibility : Students of IG level of our College
Mode : Blended Mode
Seat Limit : 50
Course Duration : 20 Hours in 6 Month
Class Day : Every Sunday
Class Time : 11 A.M. to 1:30 P.M.
Examination Time : 1st Week of December
Result Publication : 3rd Week of December
Certificate Issued : 3rd Week of December

Methodology
• Theoretical and Practical Approaches.
• Experience sharing
• Students Seminars
• Project Work

Course Outcome
By the end of this course, students will have developed a strong foundation in Urdu conversation, enabling them to confidently communicate in various real-life situations.

Course Name: Urdu Conversation Course
Course Code: CC6/18/2/UCC
Overview of the Syllabus

Module 1: Introduction to Urdu Language: Overview of Urdu language. Basic Urdu script and pronunciation. Common greetings and expressions. Module 2: Everyday Conversations: Introducing oneself and others. Discussing daily routines. Making plans and appointments. Module 3: Vocabulary Expansion: Building a practical vocabulary for daily life. Learning key phrases for various situations. Enhancing conversational fluency. Module 4: Describing and Expressing: Describing people, places, and things. Expressing opinions and preferences. Narrating personal experiences. Module 5: Social Interactions: Engaging in small talk. Participating in social gatherings. Handling various social situations.	Module 6: Travel and Directions: Asking for and giving directions. Making travel plans and reservations. Vocabulary for navigating public spaces. Module 7: Cultural Insights: Understanding cultural nuances in Urdu conversations. Politeness and etiquette in Urdu communication. Module 8: Real-life Simulations: Role-playing exercises for practical application. Conversational scenarios in daily life. Peer interactions for feedback and improvement. Module 9: Media and Entertainment: Discussing movies, music, and literature in Urdu. Expressing opinions on entertainment topics. Understanding popular cultural references. Module 10: Advanced Conversational Skills: Handling complex discussions. Debate and discussions in Urdu. Advanced vocabulary and expressions. Final Project: Real-life Conversation Challenge: Engage in a conversation with a native Urdu speaker. Demonstrate acquired conversational skills. Receive constructive feedback for continuous improvement.
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Gradation: A=80-60% A+=60-70% O=70-100%

Assessment and Certification:
Regular quizzes on vocabulary and grammar.
Participation in class discussions.
Final project presentation and evaluation.

The examination pattern and marks distribution for the Add On Courses
Total Marks : 50 Marks
Theory Exam : 30 Marks
i. Multiple choice questions (MCQs) : 30 marks (2 marks for 15 questions)
ii. Project report/ Presentation : 10 marks
iii. Internal Assessment : 10 marks

This distribution allows for evaluating both theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.

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Jogibattala, Baruipur, Kolkata-700145
Email: alameenmemorial@gmail.com

ADD ON COURSE
Course Name : Urdu Conversation Course
Course Code : CC6/18/2/UCC
Session : 2018-2019
Department : Urdu & IQAC
Course Co-ordinator : Moin Ahmed

List of Students Enrolled

Sr.No	Student ID	Registration No.	Student Name	Signature of Students
1	20P094	536-1215-0149-20	SHABAN KHATUN	<i>Shaban Khatun</i>
2	20P096	536-1215-0141-20	MUSKAN KHATUN	<i>Muskan Khatun</i>
3	20P078	536-1215-0157-20	YASMIN KHATUN	<i>Yasmin Khatun</i>
4	20P183	536-1215-0166-20	AFSANA KHATUN	<i>Afsana Khatun</i>
5	20P045	536-1215-0249-20	TAFSEER KHATUN	<i>Tafseer Khatun</i>
6	20P113	536-1215-0272-20	REHANA KHATUN	<i>Rehana Khatun</i>
7	20P168	536-1215-0287-20	SANJANA KHATUN	<i>Sanjana Khatun</i>
8	20P158	536-1215-0270-20	MUMTAZ KHATUN	<i>Mumtaz Khatun</i>
9	20P179	536-1215-0273-20	AZMERA KHATUN	<i>Azmera Khatun</i>
10	20P183	536-1215-0273-20	ABHINAV SA	<i>Abhinav SA</i>
11	20P622	536-1215-0189-20	SAD MOHAMMAD RAHMANALI BUDIA	<i>Sad Mohammed Rahmanali Budia</i>
12	20P921	536-1215-0194-20	MOJIBUL MONDAL	<i>Moin Ahmed</i>

AL-AMEEN MEMORIAL MINORITY COLLEGE
(Established under Article 30 of the Constitution of India as a Muslim Minority Govt. Aided General Degree College, Affiliated to the University of Calcutta and Institute Under Section 2(f) and 12B of the UGC Act, 1956.)
Jogibattala, P.O.- Dakshin Gobindapur, P.S.- Baruipur, Dist.-South 24 Parganas, Kolkata-700145
Phone No. : (033) 2437 0111, Email: alameenmemorial@gmail.com, Website: alameenmemorial.org

Certificate of Completion

This is to certify that Muskan Khatun Reg. No. 536-1215-0141-10 of Al-Ameen Memorial Minority College has successfully completed the Add-on Course Urdu Conversation Course of 30 hours conducted by IQAC, Al-Ameen Memorial Minority College.


Sayera Begum
Co-ordinator
IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145

(Dr. Nuzul Haque)
Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145

Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145



iii) Spoken English Proficiency Course.



Add On Course
On
Course Name- Spoken English Proficiency Course
Course Code: CC5/18/2/SEPC
Organised by
Department of English and
IQAC, Al Ameen Memorial Minority College

AL AMEEN MEMORIAL MINORITY COLLEGE
Jogbattala, Baruipur, Kolkata-700145
Phone No.: (033) 2437 0111
Email-alamememorial@gmail.com
Website: alamememorial.org

Add on Course Organising Committee

Patron : Dr. Nurul Haque, Principal, Al Ameen Memorial Minority College
Course Co-ordinator : Prof. Masin Ahmed
Members : Prof. Sayera Begum, Prof. Dipankar Mazumdar, Prof. Sak Agar Ali, Tasuddin Ahmed, Benazir Khatun, Asadulha Khan
Faculty Member : Prof. Masin Ahmed, Prof. Farhana Nazim

Course Name : Spoken English Proficiency Course
Course Code : CC5/18/2/SEPC
Course Duration : 6 Months (July to December)
Date of Application : 1st Week of July
Class Start : 1st Week of August
Course Fees : No fee is required for the course
Eligibility : Students of 3rd level of our College
Mode : Blended Mode
Seat Limit : 50
Course Duration : 30 Hours in 6 Month
Class Day : Every Sunday
Class Time : 11 A.M to 1:30 P.M.
Examination Time : 1st Week of December
Result Publication : 3rd Week of December
Certificate Issued : 3rd Week of December

Methodology

- Theoretical and Practical Approaches.
 - Experience sharing
 - Students' Seminars
 - Project Work.

Course Outcome

This course aims to equip participants with the necessary skills to communicate confidently and effectively in spoken English across various personal and professional contexts.

Course Name: Spoken English Proficiency Course
Course Code: CC5/18/2/SEPC
Overview of the Syllabus

Module 1: Foundation of Spoken English: Introduction to Effective Communication, Basic Grammar and Vocabulary Building, Pronunciation and Accent Improvement.	Module 5: Advanced Language Proficiency: Idiomatic Expressions and Phrases, Figurative Language and Metaphors, Advanced Vocabulary and Synonyms.
Module 2: Conversational Skills Development: Small Talk and Social Interaction, Telephone Etiquette and Communication, Expressing Opinions and Ideas Clearly.	Module 6: Business Communication: Professional Email Writing, Workplace Communication Etiquette, Participating in Meetings and Discussions.
Module 3: Listening Skills Enhancement: Active Listening Techniques, Understanding Different Accents, Extracting Key Information from Speech.	Module 7: Cultural Context in Communication: Recognizing Cultural Nuances, Adapting Communication Styles, Avoiding Misunderstandings in Cross-Cultural Conversations.
Module 4: Public Speaking and Presentation Skills: Structuring a Speech or Presentation, Overcoming Stage Fear and Nervousness, Engaging the Audience Effectively.	Module 8: Practical Application: Role-Playing Exercises, Real-Life Conversation Practice, Feedback and Improvement Strategies.

Gradation: A=50-60% A+=60-70% O=70-100%

Assessment and Certification:
Continuous Assessment through Assignments, Final Project: Recorded Spoken English Presentation, Certificate of Completion based on Performance.

The examination pattern and marks distribution for the Add On Courses

Total Marks : 50 Marks	30 marks (marks for 15 questions)
Theory Exam : 30 = 4 Multiple-choice questions (MCQs)	10 marks
	Internal Assessment : 10 marks

This distribution allows for evaluating both theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.

AL AMEEN MEMORIAL MINORITY COLLEGE
Jogbattala, Baruipur, Kolkata-700145
Email: alamememorial@gmail.com, Website: alamememorial.org

ADD ON COURSE
Spoken English Proficiency Course
Course Code: CC5/18/2/SEPC
2018-19

List of Students Enrolled

Sl. No.	Roll No.	Registration No.	Section	Student Name	Signature of Student
1	1800001	1800001	2018-19	Sujita Khatun	<i>Sujita Khatun</i>
2	1800002	1800002	2018-19	Hussainul Kabir	<i>Hussainul Kabir</i>
3	1800003	1800003	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
4	1800004	1800004	2018-19	Osma Khatun	<i>Osma Khatun</i>
5	1800005	1800005	2018-19	Mahabub Khan	<i>Mahabub Khan</i>
6	1800006	1800006	2018-19	Masum Sheikh	<i>Masum Sheikh</i>
7	1800007	1800007	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
8	1800008	1800008	2018-19	Rana Mahan	<i>Rana Mahan</i>
9	1800009	1800009	2018-19	Maria Khatun	<i>Maria Khatun</i>
10	1800010	1800010	2018-19	Md Masud Rahman	<i>Md Masud Rahman</i>
11	1800011	1800011	2018-19	Arifa Khatun	<i>Arifa Khatun</i>
12	1800012	1800012	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
13	1800013	1800013	2018-19	Arifa Khatun	<i>Arifa Khatun</i>
14	1800014	1800014	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
15	1800015	1800015	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
16	1800016	1800016	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
17	1800017	1800017	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
18	1800018	1800018	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
19	1800019	1800019	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
20	1800020	1800020	2018-19	Sayana Khatun	<i>Sayana Khatun</i>

AL AMEEN MEMORIAL MINORITY COLLEGE
Jogbattala, Baruipur, Kolkata-700145
Email: alamememorial@gmail.com, Website: alamememorial.org

ADD ON COURSE
Spoken English Proficiency Course
Course Code: CC5/18/2/SEPC
2018-19

List of Students Enrolled

Sl. No.	Roll No.	Registration No.	Section	Student Name	Signature of Student
19	1800021	1800021	2018-19	Nurul Huda	<i>Nurul Huda</i>
20	1800022	1800022	2018-19	Tasmin Khatun	<i>Tasmin Khatun</i>
21	1800023	1800023	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
22	1800024	1800024	2018-19	Nafisa Mondol	<i>Nafisa Mondol</i>
23	1800025	1800025	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
24	1800026	1800026	2018-19	Kashik Khatun	<i>Kashik Khatun</i>
25	1800027	1800027	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
26	1800028	1800028	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
27	1800029	1800029	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
28	1800030	1800030	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
29	1800031	1800031	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
30	1800032	1800032	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
31	1800033	1800033	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
32	1800034	1800034	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
33	1800035	1800035	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
34	1800036	1800036	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
35	1800037	1800037	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
36	1800038	1800038	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
37	1800039	1800039	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
38	1800040	1800040	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
39	1800041	1800041	2018-19	Sayana Khatun	<i>Sayana Khatun</i>
40	1800042	1800042	2018-19	Sayana Khatun	<i>Sayana Khatun</i>

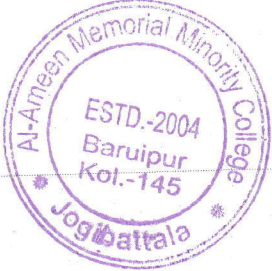
AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogbattala, Baruipur, Kolkata-700145
Phone No.: (033) 2437 0111, Email: alamememorial@gmail.com, Website: alamememorial.org

Certificate of Completion


This is to certify that Sujitana Khatun..... Reg. No. 536-1211-0091-18
of Al-Ameen Memorial Minority College has successfully completed the Add-on Course
Spoken English Proficiency Course..... of 30 hours conducted by
IQAC, Al-Ameen Memorial Minority College.

Sayera Begum
Coordinator
IQAC, Al-Ameen Memorial Minority College
Jogbattala, Baruipur, Kolkata-700145

(Dr. Nurul Haque)
Principal
Al-Ameen Memorial Minority College
Jogbattala, Baruipur, Kolkata-700145



iv) English Language Course for Competitive Examination.



Add On Course
On
Course Name: English Language Course for Competitive Examinations
Course Code: CC7/19/1/ELCCE
Organised by
Department of English
and
IQAC, Al Ameen Memorial Minority College

AL AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Barupur, Kolkata-700145
Phone No.: (033) 2437 0111
Email: alameenmemorial@gmail.com
Website: alameenmemorial.org

Add on Course Organising Committee

Patron: Dr. Nurul Haque, Principal, Al Ameen Memorial Minority College
Course Co-ordinator: Prof. Mubin Ahmed
Members: Prof. Sayma Begum, Prof. Dipanjan Majhi, Prof. Sk Agar Ali, Tasduin Ahmed, Benazir Khatun, Kadulita Khan
Faculty Member: Prof. Mubin Ahmed, Prof. Farhana Nasrin

Course Name	English Language Course for Competitive Examinations
Course Code	CC7/19/1/ELCCE
Course Duration	6 Month (January to June)
Date of Application	1 st Week of February
Class Start	1 st Week of February
Course Fee	No fee is required for the course
Eligibility	Students of 10 th level of our College
Mode	Blended Mode
Seat Limit	50
Course Duration	30 Hours in 6 Month
Class Day	Every Sunday
Class Time	11 A.M. to 1.30 P.M.
Examination Time	1 st Week of June
Result Publication	3 rd Week of June
Certificate Issued	7 th Week of June

Methodology

- Theoretical and Practical Approaches.
- Experience sharing
- Students' Seminars
- Project Work

Course Outcome

This course structure aims to cover the essential areas tested in English language sections of competitive examinations, providing students with the skills and knowledge needed to excel in such tests.

Course Name: English Language Course for Competitive Examinations
Course Code: CC7/19/1/ELCCE
Overview of the Syllabus
Class Duration: 4 hours for each module

Module 1: Grammar Fundamentals: Covering essential grammar rules such as sentence structure, parts of speech, verb tense, subject-verb agreement, and punctuation.	Module 6: Paragraph Formation: Guiding students on how to structure coherent paragraphs, including topic sentences, supporting details, and transitions.
Module 2: Vocabulary Building: Introducing techniques for expanding vocabulary through word roots, prefixes, suffixes, and context clues. Including commonly asked words in competitive exams.	Module 7: Synonyms and Antonyms: Building skills in recognizing and applying synonyms and antonyms, as well as understanding shades of meaning and connotations.
Module 3: Reading Comprehension: Teaching strategies for effectively understanding and answering questions based on passages, including skimming, scanning, and inference skills.	Module 8: Idioms and Phrases: Familiarizing students with common idiomatic expressions and phrases used in English language examinations.
Module 4: Critical Reasoning: Developing the ability to analyze and evaluate arguments, identify logical fallacies, and draw valid conclusions from given information.	Module 9: Mock Tests and Practice Papers: Providing ample opportunities for students to practice under exam-like conditions, including timed tests and realistic question formats.
Module 5: Sentence Correction: Practicing identifying and correcting errors in sentence construction, including grammatical mistakes, awkward phrasing, and clarity issues.	Module 10: Test-Taking Strategies: Offering tips and techniques for managing time effectively, eliminating incorrect answer choices, and maintaining focus during the examination.

Gradation: A=80-90% A+=60-70% C=70-100%

Assessment and Certification:
Theory and practical examination after each module.
Final Project: Solving a real-world computer-related problem.
Course completion certificate.

The examination pattern and marks distribution for the Add On Courses

Total Marks: 50 Marks

Theory Exam: 30 = I. Multiple-choice questions (MCQs): 20 marks (2 marks for 15 questions)
II. Project report / Dissertation: 10 marks
III. Internal Assessment: 10 marks

This distribution allows for evaluating both theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.

AL AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Barupur, Kolkata-700145
Email: alameenmemorial@gmail.com

ADD ON COURSE
English Language Course for Competitive Examinations
Course Code: CC7/19/1/ELCCE
Department: English
Course Co-ordinator: Prof. Mubin Ahmed

List of Students Enrolled

Sl. No.	Enrollment No.	Student Name	Signature of Student
1	190001	ABANU KHATEEM	<i>Aban Khateem</i>
2	190002	ADARSH KHATAUN	<i>Adarsh Khataun</i>
3	190003	ADITHYAN BHATTACHARYA	<i>Adithyan Bhattacharya</i>
4	190004	ADITHYAN KHAN	<i>Adithyan Khan</i>
5	190005	ADITHYAN KHAN	<i>Adithyan Khan</i>
6	190006	ADITHYAN KHAN	<i>Adithyan Khan</i>
7	190007	ADITHYAN KHAN	<i>Adithyan Khan</i>
8	190008	ADITHYAN KHAN	<i>Adithyan Khan</i>
9	190009	ADITHYAN KHAN	<i>Adithyan Khan</i>
10	190010	ADITHYAN KHAN	<i>Adithyan Khan</i>
11	190011	ADITHYAN KHAN	<i>Adithyan Khan</i>
12	190012	ADITHYAN KHAN	<i>Adithyan Khan</i>
13	190013	ADITHYAN KHAN	<i>Adithyan Khan</i>
14	190014	ADITHYAN KHAN	<i>Adithyan Khan</i>
15	190015	ADITHYAN KHAN	<i>Adithyan Khan</i>
16	190016	ADITHYAN KHAN	<i>Adithyan Khan</i>
17	190017	ADITHYAN KHAN	<i>Adithyan Khan</i>
18	190018	ADITHYAN KHAN	<i>Adithyan Khan</i>
19	190019	ADITHYAN KHAN	<i>Adithyan Khan</i>
20	190020	ADITHYAN KHAN	<i>Adithyan Khan</i>

Prof. Mubin Ahmed
Principal
Al Ameen Memorial Minority College
Jogibattala, Barupur, Kolkata-700145

AL AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Barupur, Kolkata-700145
Email: alameenmemorial@gmail.com

ADD ON COURSE
English Language Course for Competitive Examinations
Course Code: CC7/19/1/ELCCE
Department: English
Course Co-ordinator: Prof. Mubin Ahmed

List of Students Enrolled

Sl. No.	Enrollment No.	Student Name	Signature of Student
21	190021	ADITHYAN KHAN	<i>Adithyan Khan</i>
22	190022	ADITHYAN KHAN	<i>Adithyan Khan</i>
23	190023	ADITHYAN KHAN	<i>Adithyan Khan</i>
24	190024	ADITHYAN KHAN	<i>Adithyan Khan</i>
25	190025	ADITHYAN KHAN	<i>Adithyan Khan</i>
26	190026	ADITHYAN KHAN	<i>Adithyan Khan</i>
27	190027	ADITHYAN KHAN	<i>Adithyan Khan</i>
28	190028	ADITHYAN KHAN	<i>Adithyan Khan</i>
29	190029	ADITHYAN KHAN	<i>Adithyan Khan</i>
30	190030	ADITHYAN KHAN	<i>Adithyan Khan</i>
31	190031	ADITHYAN KHAN	<i>Adithyan Khan</i>
32	190032	ADITHYAN KHAN	<i>Adithyan Khan</i>
33	190033	ADITHYAN KHAN	<i>Adithyan Khan</i>
34	190034	ADITHYAN KHAN	<i>Adithyan Khan</i>
35	190035	ADITHYAN KHAN	<i>Adithyan Khan</i>
36	190036	ADITHYAN KHAN	<i>Adithyan Khan</i>

Prof. Mubin Ahmed
Principal
Al Ameen Memorial Minority College
Jogibattala, Barupur, Kolkata-700145

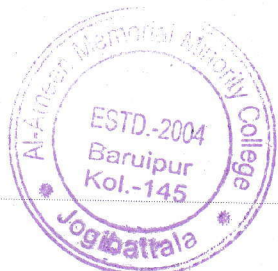
AL-AMEEN MEMORIAL MINORITY COLLEGE
(Established under Article 30 of the Constitution of India as a Muslim Minority Govt. Aided General Degree College)
Affiliated to the University of Calcutta and Instituted Under Section 110 and 122 of the USC Act, 1956
Jogibattala, P.O.- Dakshin Gokhinsapur, P.S.- Barupur, Dist.-South 24 Parganas, Kolkata-700145
Phone No: (033) 2437 0111, Email: alameenmemorial@gmail.com, Website: alameenmemorial.org

Certificate of Completion

This is to certify that Zamirja Akter, Reg. No. 536-1211-0110-19 of Al Ameen Memorial Minority College has successfully completed the Add-on Course English Language Course for Competitive Examinations of 30 hours conducted by IQAC, Al Ameen Memorial Minority College.

Prof. Nurul Haque
Principal
IQAC, Al Ameen Memorial Minority College
Jogibattala, Barupur, Kolkata-700145

(Dr. Nurul Haque)
Principal
Al Ameen Memorial Minority College
Jogibattala, Barupur, Kolkata-700145
Al Ameen Memorial Minority College
Jogibattala, Barupur, Kolkata-700145

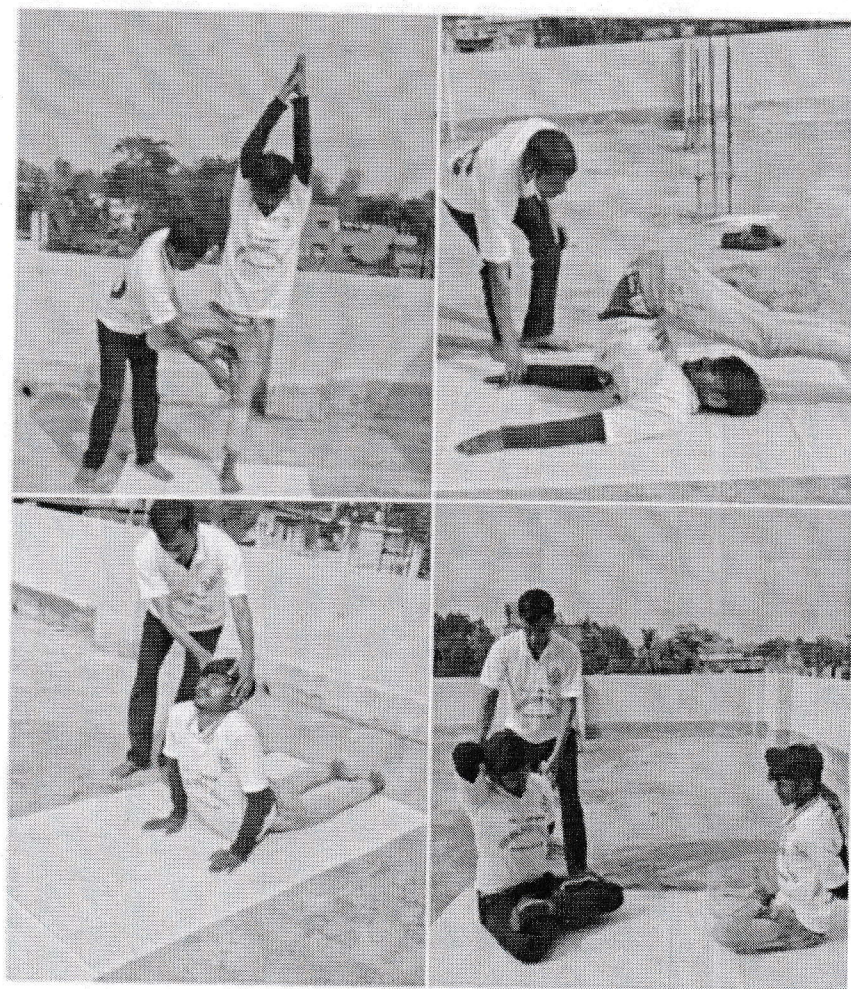


3. Life Skills (Yoga, Physical Fitness, Health and Hygiene) :

i) Yoga Day Celebration:

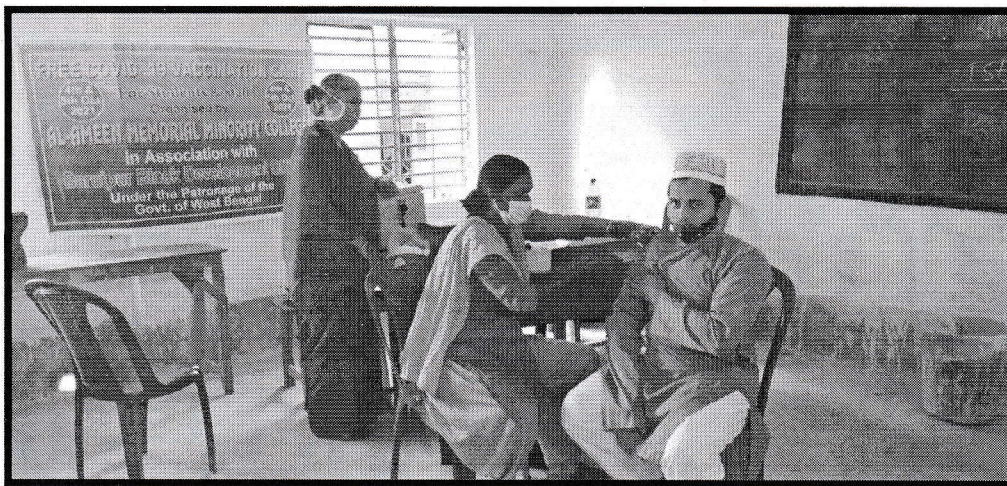
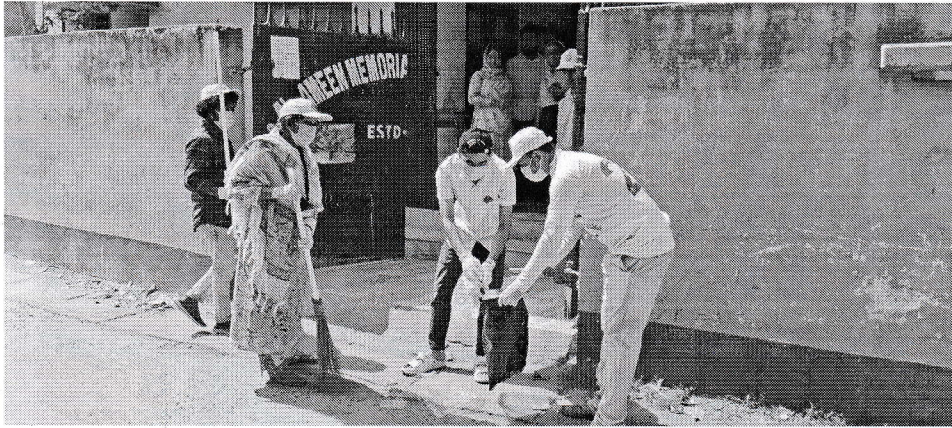
On June 21st, 2022 the degree college celebrated International Yoga Day with great enthusiasm. The event aimed to promote physical and mental well-being among students and staff. The day began with a yoga session conducted by a yoga instructor, who guided participants through various asanas and breathing exercises. The event highlighted the importance of incorporating yoga into daily life to reduce stress and improve overall health.

Celebration of World Yoga Day on 21st June, 2022




ii) Health and Hygiene:

The college organized a health and hygiene awareness program to educate students on maintaining personal and environmental cleanliness. The programme aimed to instill good hygiene practices and promote a healthier lifestyle among the student body.



iii) Course on Nutrition and Meal Planning:

To address the importance of balanced nutrition, the college introduced a course on nutrition and meal planning. The course covers the basics of a balanced diet, the role of different nutrients, and practical meal planning tips for students. This course aims to equip students with the knowledge to make informed dietary choices for better health and academic performance.



Add On Course
On
Nutrition and Meal Planning
Course Code: CC28/23/1/NMP
Organised by
Department of Education
and
IQAC, Al Ameen Memorial Minority College

AL AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, Kolkata-700145
Phone No: (033) 2437 0111
Email: alameenmemorial@gmail.com
Website: alameenmemorial.org

Add on Course Organising Committee

Patron : Dr. Nurul Haque, Principal, Al Ameen Memorial Minority College
Course Co-ordinator : Prof. Matin Ahmed
Members : Prof. Savera Begum, Prof. Dipankar Manna, Prof. St. Anwar Ali, Taruddin Ahmed, Benazir Khatun, Asadulla Khan
Faculty Member : Prof. Amira Dhalil

Course Name : Nutrition and Meal Planning
Course Code : CC28/23/1/NMP
Course Duration : 6 Month (January to June)
Date of Application : 1st Week of January
Class Start : 1st Week of February
Course Fees : No fee is required for the course
Eligibility : Students of UG level of our College
Mode : Blended Mode
Seat Limit : 50
Course Duration : 30 Hours in 6 Month
Class Day : Every Sunday
Class Time : 11 A.M. to 1:30 P.M.
Examination Time : 2nd Week of June
Result Publication : 3rd Week of June
Certificate Issued : 3rd Week of June

Methodology

- Theoretical and Practical Approaches.
- Expertise sharing
- Students' Seminars
- Project Work

Course Outcome

By the end of this course, students will have a comprehensive understanding of nutrition principles and practical skills to create balanced and personalized meal plans to support health and wellness.

Course Name: Nutrition and Meal Planning
Course Code: CC28/23/1/NMP
Overview of the Syllabus
Class Duration: 4 hours for each module

Module 1: Introduction to Nutrition:
Understanding macronutrients and micronutrients. Exploring the role of nutrition in overall health. Analyzing dietary guidelines and recommendations.

Module 2: Fundamentals of Healthy Eating:
Identifying whole foods vs. processed foods. Understanding portion control and mindful eating. Debunking common nutrition myths and misconceptions.

Module 3: Nutritional Needs Across the Lifespan:
Exploring nutrition during different life stages (childhood, adolescence, adulthood, older adults). Understanding special dietary considerations (pregnancy, lactation, athletes).

Module 4: Meal Planning Basics:
Principles of meal planning and preparation. Tools and resources for meal planning. Incorporating variety and balance into meal plans.

Module 5: Dietary Patterns and Trends:
Exploring different dietary patterns (e.g., Mediterranean diet, plant-based diet, ketogenic diet). Evaluating popular nutrition trends and their implications.

Module 6: Special Diets and Restrictions:
Understanding common dietary restrictions (gluten-free, dairy-free, vegetarian, vegan). Strategies for accommodating special diets while meal planning.

Module 7: Nutrition Label Reading and Food Safety:
Interpreting nutrition labels and ingredients lists. Understanding food safety principles and practices.

Module 8: Practical Meal Planning Strategies:
Applying meal planning concepts to real-life scenarios. Creating personalized meal plans based on individual needs and preferences. Meal prepping and batch cooking tips for convenience and efficiency.

Module 9: Eating for Performance and Wellness:
Nutrition strategies for optimizing physical performance and recovery. Exploring the connection between nutrition and mental health. Integrating mindful eating practices into daily routines.

Module 10: Sustainability and Ethical Considerations:
Examining the environmental impact of food choices. Understanding ethical considerations related to food production and consumption. Incorporating sustainability principles into meal planning decisions.

Final Project: Creating a personalized meal plan based on specific dietary needs and goals. By the end of this course, students will have a comprehensive understanding of nutrition principles and practical skills to create balanced and personalized meal plans to support health and wellness.

Gradation: A=50-60% A+=60-70% O=70-100%

Assessment and Certification:
Theory and practical examination after each module.
Final Project: Solving a real-world computer-related problem.
Course completion certificate.

The examination pattern and marks distribution for the Add On Courses

Total Marks : 50 Marks

Theory Exam : 30 =

- i. Multiple-choice questions (MCQs) : 30 marks (2marks for 15 questions)
- ii. Project report / Presentation : 10 marks
- iii. Internal Assessment : 10 marks

This distribution allows for evaluating both theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.

ADD ON COURSE
Course Name: Nutrition and Meal Planning
Course Code: CC 28/23/1/NMP
Semester: 5th Sem
Department: Education & IQAC
Course Co-ordinator: Matin Ahmed

List of Students Enrolled

Sl. No.	Enroll No.	Registration No.	Student Name	Signature of Students
1	229924	190-221-0022-25	FERIHA KHATUN	
2	229925	190-221-0020-24	SHOBNA KHATUN	
3	229926	190-221-0023-26	ALIANA KHATUN	
4	229927	190-221-0024-27	REZA SAHAB	
5	229928	190-221-0025-28	AMIN KHATUN	
6	229929	190-221-0026-29	SAJIDA KHATUN	
7	229930	190-221-0027-30	SABINA KHATUN	
8	229931	190-221-0028-31	ANWAR KHATUN	
9	229932	190-221-0029-32	ANWAR KHATUN	
10	229933	190-221-0030-33	ANWAR KHATUN	
11	229934	190-221-0031-34	ANWAR KHATUN	
12	229935	190-221-0032-35	ANWAR KHATUN	
13	229936	190-221-0033-36	ANWAR KHATUN	
14	229937	190-221-0034-37	ANWAR KHATUN	
15	229938	190-221-0035-38	ANWAR KHATUN	
16	229939	190-221-0036-39	ANWAR KHATUN	
17	229940	190-221-0037-40	ANWAR KHATUN	
18	229941	190-221-0038-41	ANWAR KHATUN	

ADD ON COURSE
Course Name: Nutrition and Meal Planning
Course Code: CC 28/23/1/NMP
Semester: 5th Sem
Department: Education & IQAC
Course Co-ordinator: Matin Ahmed

List of Students Enrolled

Sl. No.	Enroll No.	Registration No.	Student Name	Signature of Students
19	229942	190-221-0039-42	ANWAR KHATUN	
20	229943	190-221-0040-43	ANWAR KHATUN	
21	229944	190-221-0041-44	ANWAR KHATUN	
22	229945	190-221-0042-45	ANWAR KHATUN	
23	229946	190-221-0043-46	ANWAR KHATUN	
24	229947	190-221-0044-47	ANWAR KHATUN	
25	229948	190-221-0045-48	ANWAR KHATUN	
26	229949	190-221-0046-49	ANWAR KHATUN	
27	229950	190-221-0047-50	ANWAR KHATUN	
28	229951	190-221-0048-51	ANWAR KHATUN	
29	229952	190-221-0049-52	ANWAR KHATUN	
30	229953	190-221-0050-53	ANWAR KHATUN	
31	229954	190-221-0051-54	ANWAR KHATUN	
32	229955	190-221-0052-55	ANWAR KHATUN	
33	229956	190-221-0053-56	ANWAR KHATUN	
34	229957	190-221-0054-57	ANWAR KHATUN	
35	229958	190-221-0055-58	ANWAR KHATUN	
36	229959	190-221-0056-59	ANWAR KHATUN	
37	229960	190-221-0057-60	ANWAR KHATUN	
38	229961	190-221-0058-61	ANWAR KHATUN	
39	229962	190-221-0059-62	ANWAR KHATUN	
40	229963	190-221-0060-63	ANWAR KHATUN	

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Phone No: (033) 2437 0111, Email: alameenmemorial@gmail.com, Website: alameenmemorial.org

Certificate of Completion

This is to certify that Yasmin Akter Reg. No. 535-12-1-2023-22 of Al-Ameen Memorial Minority College has successfully completed the Add-on Course Introduction to Entrepreneurship of 30 hours conducted by IQAC, Al-Ameen Memorial Minority College.

Savera Begum
Co-ordinator
IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145
Coordinator

(Dr. Nurul Haque)
Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145
Principal



4. ICT/Computing Skills:


- i) Introduction to Computer Basics
- ii) Course on Communication and Information Technology

In today's digital age, Information and Communication Technology (ICT) and computing skills are crucial for academic and professional success. This report provides an overview of the ICT/computing skills covered in the Computer Basics course and the Information and Communication Technology (ICT) course offered by Al-Ameen Memorial Minority College.

The Computer Basics and Information and Communication Technology courses offered by the college provide a comprehensive curriculum designed to equip students with essential computing and ICT skills. These courses prepare students not only for academic success but also for the demands of the modern workplace, fostering a generation of digitally literate individuals ready to thrive in a technology-driven world.

The details of these courses are given below:

i) Introduction to Computer Basics:



Add On Course
On
Introduction to Computer Basics
Course Code: CC1/18/2/ICB
Organised by
IQAC, Al Ameen Memorial Minority College

AL AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, Kolkata-700145
Phone No.: 0333 2437 0111
Email: alameenmemorial@gmail.com
Website: alameenmemorial.org

Add on Course Organising Committee

Patron : Dr. Nural Haque, Principal, Al Ameen Memorial Minority College
Course Co-ordinator : Prof. Matin Akhter
Members : Prof. Seena Begam, Prof. Dipankar Manza, Prof. Sk. Arfar Ali, Tazuddin Ahmed,
Bengali Khosra, Asadul Karim
Faculty Member : Shreyashi Ranjan Shrivastava, Saharar Ahmed

Course Name	Introduction to Computer Basics
Course Code	CC1/18/2/ICB
Course Duration	8 Months (July to December)
Date of Application	1 st Week of July
Class Start	1 st Week of August
Course Fees	No fee is required for the course
Eligibility	Students of UG level of our College
Mode	Blended Mode
Seat Limit	100
Course Duration	20 Hours in 8 Month
Class Day	Every Sunday
Class Time	11 A.M. to 1:30 P.M.
Examination Time	1 st Week of December
Result Publication	1 st Week of December
Certificate issued	1 st Week of December

About the Course

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course, the incumbent is able to use the computer for basic purposes of preparing his personal/business letters, viewing information on internet, the web, sending mails, using internet banking services etc. This allows a common man to be able to use the computer as a part of computer services in his daily life. This would also aid the PC penetration program. This helps the small business communities, business to maintain their small account using the computers and enjoy in the world of Information Technology. The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

Methodology

- 1) Theoretical and Practical Approaches
- 2) Experience sharing
- 3) Students' Seminars
- 4) Project Work

Course Outcome

This course provides a comprehensive understanding of computer basics and equip students with the skills to explore professional opportunities in the field.

Course Name: Introduction to Computer Basics
Course Code: CC1/18/2/ICB
Overview of the Syllabus

<p>Module 1: Basics of Computing Understanding Hardware and Software Overview of Operating Systems Introduction to File Management</p> <p>Module 2: Computer Fundamentals: Exploring Input and Output Devices Memory and Storage Concepts CPU and Processing Rates</p> <p>Module 3: Software Essentials: Application Software vs. System Software Introduction to Office Suites Basics of Internet Browsing</p> <p>Module 4: Computer Networks: Understanding Local Area Networks (LAN) and the Internet Basics of Internet Security Email and Communication Tools</p> <p>Module 5: Programming Fundamentals: Introduction to Programming Languages Basic Syntax and Logic Hands-on Coding Exercises</p>	<p>Module 6: Introduction to Data and Databases: Concepts of Data and Information Basics of Database Management Systems Data Privacy and Security</p> <p>Module 7: Introduction to Operating Systems: Windows File Management Basics Navigating File Systems</p> <p>Module 8: Emerging Technologies: Overview of Artificial Intelligence and Machine Learning Introduction to Blockchain Impact of Technology on Society</p> <p>Module 9: Practical Applications: Introduction to Graphic Design and Multimedia Creating and Editing Documents Basic Troubleshooting Skills</p> <p>Module 10: Cybersecurity Awareness: Importance of Cybersecurity Personal Security Recognition Online Threats</p>
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Gradation: A=50-60% A+=60-70% O=70-100%

Assessment and Certification:
Theory and practical examination after each module
Final Project: Solving a real-world computer-related problem.
Course completion certificate.

The examination pattern and marks distribution for the Add On Courses

Total Marks : 30 Marks

Theory Exam : 20 Marks

- i. Multiple choice questions (MCQs) : 20 marks (2 marks for 15 questions)
- ii. Project report/Presentation : 10 marks
- iii. Internal Assessment : 10 marks

This distribution allows for evaluating both the theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.





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ADD ON COURSE

Course Name : Introduction to Computer Basics
Course Code : CCI126/21CB
Session : 2018-19

List of Students Enrolled

Sl. No.	Student ID	Registration No	Student Name	Signature of Students
1	18H086	536-1213-0187-18	SURINA KHAN	Surina Khan
2	18H089	536-1213-0189-18	JASMINA KHATUN	Jasmina Khatun
3	18H091	536-1213-0189-18	FARIHIN SULTANA	Farihin Sultana
4	18H126	536-1213-0189-18	RUHINA GAZI	Ruhina Gazi
5	18H177	536-1213-0190-18	KASHIM KHATUN	Kashim Khatun
6	18H206	536-1213-0190-18	MONOTAZ KHATUN	Monotaz Khatun
7	18H380	536-1213-0202-18	SUMAIYA KHATUN	Sumaiya Khatun
8	18H395	536-1213-0202-18	SABRINA MOLLA	Sabrina Molla
9	18H483	536-1213-0205-18	MAMPI PRAMANK	Mampi Pramank
10	18H740	536-1213-0225-18	SURAYA KHATUN	Suraya Khatun
11	18H752	536-1213-0225-18	DIPIKA NASAR	Dipika Nasar
12	18H068	536-1213-0183-18	IFTESIM KHATUN	Iftesim Khatun
13	18H155	536-1213-0218-18	FARHIN SAHAR	Farhin Sahar
14	18H122	536-1213-0218-18	HAFIZ KHATUN	Hafiz Khatun
15	18H168	536-1213-0218-18	AMIRA KHATUN	Amira Khatun
16	18H685	536-1213-0220-18	TUHIRA KHATUN	TuHIRa Khatun
17	18H155	536-1213-0218-18	AURINA SAHAR	Aurina Sahar
18	18H252	536-1213-0195-18	MST. HABIBA GAYEN	MST. Habiba Gayan

[Signature]
Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145



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ADD ON COURSE

Course Name : Introduction to Computer Basics
Course Code : CCI126/21CB
Session : 2018-19

List of Students Enrolled

Sl. No.	Student ID	Registration No	Student Name	Signature of Students
19	18H253	536-1213-0196-18	MST. NURANI GAYEN	Mst. Nurani Gayan
20	18H197	536-1213-0197-18	MONITA KHATUN	Monita Khatun
21	18H316	536-1213-0199-18	SANIHA MOLLA	Sanjida Molla
22	18H368	536-1213-0201-18	PRITYA LASKAR	Pritya Laskar
23	18H387	536-1213-0202-18	RESHMA KHATUN	Reshma Khatun
24	18H392	536-1213-0205-18	SALMA KHATUN	Selma Khatun
25	18H482	536-1213-0207-18	SABANA NURNASSA	Sabana Nurnassa
26	18H692	536-1213-0211-18	SANIHA KHATUN	Saniha Khatun
27	18H121	536-1213-0241-18	TUHIRA KHATUN	TuHIRa Khatun
28	18H751	536-1213-0225-18	MASKURA SULTANA	MasKura Sultana
29	18H119	536-1213-0271-18	TANZMINA KHATUN	Tanzmin Khatun
30	18H011	536-1213-0183-18	KHADIM MD AL AMIN SK	Khadim Md Amin SK
31	18H085	536-1111-0126-18	ARIS SAHIL	Mrs. Sahil
32	18H145	536-1111-0128-18	AKASH SARDAR	Akash Sardar
33	18H145	536-1111-0202-18	SOREFUL BAIDYA	Soreful Baidya
34	18H088	536-1111-0127-18	MD NASHIRUDDIN HOSSAIN NIG	Md Nashirulla Hossain Nig
35	18H473	536-1111-0122-18	FUDDUS ALI KAZI	Fuddus Ali Kazi
36	18H734	536-1111-0248-18	SALMAN KHUSRO GHARANI	Salman Khurosh Gharaani

[Signature]
Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145



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Phone No.: (033) 2437 0111, Email: alameenmemorial@gmail.com, Website: alameenmemorial.org

Certificate of Completion

This is to certify that Surina Khan Reg. No. 536-1213-0187-18
of Al-Ameen Memorial Minority College has successfully completed the Add-on Course
Introduction to Computer Basics of 30 hours conducted by
IQAC, Al-Ameen Memorial Minority College.

[Signature]
Secretary
IQAC, Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145
Date: _____

[Signature]
Principal
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kolkata-700145
Date: _____



ii) Course on Communication and Information Technology



Certificate Course

On
 Course Name: Certificate Course in Information and Communication Technology
 Course Code: CC12/19/2/CCIT
 Organised by
 IQAC, Al-Ameen Memorial Minority College

AL-AMEEN MEMORIAL MINORITY COLLEGE
 Jogibattala, Baruipur, Kolkata-700145
 Phone No.: (033) 2437 0111
 Email: alameenmemorial@gmail.com
 Website: alameenmemorial.org

Add on Course Organising Committee
 Patron : Dr. Nazim Haque, Principal, Al-Ameen Memorial Minority College
 Course Co-ordinator : Prof. Martin Ahmad
 Members : Prof. Sayera Begum, Prof. Dipankar Mazumdar, Prof. Sak Agar Ali, Fazuddin Ahmed, Benazir Khatun, Asadulla Khan
 Faculty Member : Sahariz Ahmed

Course Name : Certificate Course in Information and Communication Technology
Course Code : CC12/19/2/CCIT
Course Duration : 6 Month (July to December)
Date of Application : 1st Week of July
Class Start : 1st Week of August
Class Fees : No fee is required for the course
Eligibility : Students of 1st & 2nd years of our College
Mode : Blended Mode
Seat Limit : 50
Course Duration : 30 Hours in 6 Month
Class Day : Every Sunday
Class Time : 11 A.M. to 1:30 P.M.
Examination Time : 1st Week of December
Result Publication : 3rd Week of December
Certificate Issued : 3rd Week of December

Methodology
 • Theoretical and Practical Approaches
 • Experience sharing
 • Students' Seminars
 • Project Work

Course Outcome
 The course enables students to acquire competence in Information and Communication Technology for technology based professional requirements.

Course Name: Certificate Course in Information and Communication Technology
Course Code: CC12/19/2/CCIT
Overview of the Syllabus
Class Duration: 4 hours for each module

Module 1: Introduction to Information Technology:
 Overview of IT concepts and terminology
 History and evolution of computing
 Role of IT in modern society
 Computer Fundamentals
 Basic computer operations and configurations
 Operating systems: Windows, Linux, macOS
 File management and storage

Module 2: Programming Fundamentals:
 Introduction to programming logic and algorithms
 Basics of a high-level programming language (e.g., Python, Java)
 Variables, data types, control structures

Module 3: Database Management:
 Fundamentals of databases and DBMS
 Relational database concepts
 SQL fundamentals: querying, data manipulation

Module 4: Networking Basics:
 Introduction to computer networks
 Network components and protocols
 LAN, WAN, and wireless networks

Module 5: Web Development:
 HTML and CSS fundamentals
 Introduction to client-side scripting (JavaScript)
 Building and designing web pages

Module 6: Cybersecurity Essentials:
 Understanding cybersecurity threats and vulnerabilities
 Basic principles of information security
 Introduction to encryption and secure communication protocols

Module 7: IT Project Management:
 Overview of project management methodologies
 Planning, scheduling, and executing IT projects
 Team collaboration and communication tools

Module 8: IT Ethics and Legal Issues:
 Ethical considerations in IT
 Intellectual property rights and copyright laws
 Privacy and data protection regulations

Module 9: Capstone Project:
 Integration of knowledge and skills acquired throughout the course
 Hands-on project development under the guidance of instructor
 Presentation and demonstration of the project

Graduation: A=50-60%, A+=60-70%, O=70-100%

Assessment and Certification:
Assessment Method: Regular quizzes and assignments to assess understanding of concepts. Practical projects to evaluate hands-on skills. Final examination covering all course topics.
Certification: Upon successful completion of the course and passing the final examination, students will be awarded a Certificate in Information Technology. This certification acknowledges their proficiency in various IT domains and prepares them for professional careers in the IT industry.

The examination pattern and marks distribution for the Add On Courses
Total Marks : 50 Marks
Theory Exam : 30 * 1. Multiple choice questions (MCQs) : 30 marks (Marks for 15 questions)
 ii. Project report/ Presentation : 10 marks
 iii. Internal Assessment : 10 marks

This distribution allows for evaluating both theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.

AL-AMEEN MEMORIAL MINORITY COLLEGE
 Jogibattala, Baruipur, Kolkata-700145
 Email: alameenmemorial@gmail.com

ADD ON COURSE
 Certificate Course in Information and Communication Technology
 Course Code: CC12/19/2/CCIT
 Section: 0619-2020
 Department: IQAC
 Course Co-ordinator: Martin Ahmad

List of Students Enrolled

Sl No	Student ID	Registration No.	Student Name	Signature of Students
1	190605	536-1114-0515-19	ABU-JSA ABELLA	Abu Jsa Abella
2	190602	536-1114-0516-19	TOUFIK SAJJAD	Toufik Sajjad
3	190608	536-1114-0516-19	SANJIB SAMANTA	Sanjib Samanta
4	190602	536-1114-0516-19	RAJUL JAKKAR	Rajul Jakkar
5	190611	536-1114-0517-19	FEROZ SHERRY	Feroz Sherry
6	190603	536-1114-0519-19	RAJUL JAKKAR	Rajul Jakkar
7	190608	536-1114-0519-19	SAHIL BARDUAI	Sahil Barduai
8	190618	536-1114-0521-19	MEHNOO GAD	Mehnoo Gad
9	190603	536-1114-0522-19	SANJIB SAMANTA	Sanjib Samanta
10	190608	536-1114-0523-19	ARTAN USMAN MULLA	Artan Usman Mulla
11	190604	536-1114-0527-19	SANJIB SAMANTA	Sanjib Samanta
12	190604	536-1114-0528-19	SHAMIR ALI PAULAN	Shamir Ali Paulan
13	190609	536-1114-0529-19	ABRARUL LAJAKAR	Abbrarul Lajakar
14	190606	536-1114-0536-19	SANJIB SAMANTA	Sanjib Samanta
15	190605	536-1114-0538-19	MAURICE MISTRY	Maurice Mistry
16	190614	536-1114-0539-19	MEHNOO GAD	Mehnoo Gad
17	190624	536-1114-0542-19	ABU-JSA ABELLA	Abu Jsa Abella
18	190616	536-1114-0543-19	TOUFIK SAJJAD	Toufik Sajjad

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 Jogibattala, Baruipur, Kolkata-700145
 Email: alameenmemorial@gmail.com

ADD ON COURSE

List of Students Enrolled

Sl No	Student ID	Registration No.	Student Name	Signature of Students
19	190605	536-1114-0499-19	SABIR HOSSAIN SAKUR	Sabir Hossain Sakur
20	190627	536-1114-0525-19	AMRUL ISLAM SAKUR	Amrul Islam Sakur
21	190601	536-1114-0267-19	SAJIB HOSSAIN SAKUR	Sajib Hossain Sakur
22	190626	536-1114-0529-19	FOHED LAJAKAR	Fohed Lajakar
23	190626	536-1114-0529-19	SAJIB HOSSAIN SAKUR	Sajib Hossain Sakur
24	190605	536-1114-0516-19	ABU HOSSAIN MULLA	Abu Hossain Mulla
25	190629	536-1114-0517-19	ARTAN USMAN MULLA	Artan Usman Mulla

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Certificate of Completion

This is to certify that Robul Hasan Reg. No. 536-1114-0521-19 of Al-Ameen Memorial Minority College has successfully completed the Add-on Course of Certificate Course in Information Technology of 30 hours conducted by IQAC, Al-Ameen Memorial Minority College.

Sayera Begum, Co-ordinator
 IQAC, Al-Ameen Memorial Minority College
 Jogibattala, Baruipur, Kolkata-700145

Dr. Nazim Haque, Principal
 Al-Ameen Memorial Minority College
 Jogibattala, Baruipur, Kolkata-700145



Principal
 Al-Ameen Memorial Minority College
 Jogibattala, Baruipur, Kol.-145