



Curricular Aspects

Indicator-1.2 Academic Flexibility

Metric No.1.2.1	Sl.No.	Additional Information
1.2.1 Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	1.2.1	1. Brochures of certificate and add on courses 2. Approval Letters of Add on courses

Authenticated

Am Bhaganati

Principal

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

1.2.1 Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes.

2018-2019

I. Diploma in Computer Applications (DCA) including Tally with GST

Diploma in Computer Applications (DCA) including Tally with GST

Course Duration: 6 Months

Course Content:

1. Basics of Computer
2. MS- Office (MS-Word, MS-PowerPoint, MS-Excel)
3. Concept of Internet
4. DTP
5. Photoshop
6. Tally with GST

Procedure of Evaluation:

The course shall have three components of evaluation:

- a) Continuous evaluation of 10 marks, comprising of attendance, assignments, etc.
- b) 10 marks from VIVA
- c) Final Examination of 80 marks

Final Score for 100 Marks shall be calculated from the continuous evaluation and final examination and grade shall be as per the grading system below:

Sl No.	Grade	Absolute Marks
1.	A	61-100
2.	B	50-60
3.	C	40-51
4.	F	Below 40

Diploma in Computer Applications (DCA) including Tally with GST Course Details

2019-2020

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**Diploma in Computer Applications (DCA) including Tally with GST Course
Details**

2022-2023

I. HOSPITALITY - FOOD AND BEVERAGE SERVICE STEWARD
CERTIFICATE COURSE



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH
Ref. No. DU/DR-A/6-1/22/ 1235 Date: 13/10/2022

NOTIFICATION

Under Report to the Under Graduate Board and Academic Council, Dibrugarh University, the Hon'ble Vice Chancellor, Dibrugarh University is pleased to approve the following subjects as Add on Course to be offered by D.H.S.K. Commerce College, Dibrugarh w.e.f. the coming Academic Session i.e. 2022-2023.

Sl. No	Title of the Add-on Course	Duration	Department
1	Hospitality-Food and Beverage Service Steward	30 Hours	Economics & International Business

Issued with due approval.

2022
13/10/2022
(Dr. B.C. Borah)
Joint Registrar (Academic)
Dibrugarh University

Copy to:

1. The Hon'ble Vice Chancellor, Dibrugarh University for favour of information.
2. The Deans, Dibrugarh University, for favour of information.
3. The Registrar i/c, Dibrugarh University, for information.
4. The Controller of Examinations, Dibrugarh University, for favour of information.
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9. The Academic Officer, Dibrugarh University, for information and needful.
10. File.

2022
13/10/2022
(Dr. B.C. Borah)
Joint Registrar (Academic)
Dibrugarh University

**Approval Letter Of Hospitality - Food And Beverage Service Steward
Certificate Course by Dibrugarh University**

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

D.H.S.K. COMMERCE COLLEGE, DIBRUGARH DEPARTMENT OF ECONOMICS & INTERNATIONAL BUSINESS

Course Title: Hospitality - Food and Beverage Service Steward

Duration: 3 months

Hours: 30 hours

Course Description:

The Course, entitled Hospitality – Food and Beverage Service Steward will prepare the learner to perform the duties and responsibilities of a Food and Beverage Service Steward. The Course comprises of lectures aided by demonstration.

Objectives:

- (1) To equip the learners to with the right knowledge and skill for a successful career in the Food and Beverage Service industry.
- (2) To help acquire basic soft-, digital-, and financial skill set.
- (3) To build a professional attitude in the learners while embarking on their careers to enable them to tackle workplace environment.

Course Outcome:

On successful completion of the Course, the students will be equipped with the right knowledge and skill for a successful career in the F&B Service Industry. They will be initiated to:

The Hospitality industry and Food and Beverage (F&B) Department

Types of F&B equipments

Menu Planning

Types of services and service sequence

Classification and service of beverages

Health, hygiene and safety at the workplace

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).

*Head of Department of
Economics and International Business*

Hospitality: Food and Beverage Service Steward Course Module and Outcome

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

Sr. 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 50
7	F (Fail)	-	Below 40

Course Syllabus:

The course comprises of lectures aided by demonstrations with the following modules:

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

Basic Reading:

Bernard Davis, Andrew Lockwood, Peter Alcott, Ioannis Pantelidis (2018), Food And Beverage Management, Routledge.

Jagmohan Negi (2012), Food And Beverage Service Operation, S. Chand and Company.

John Cousins, David Foskett, Andrew Pennington (2011), Food And Beverage Management: For the Hospitality, Tourism and Event Industries, Goodfellow Publishers Limited.

R. Singaravelavan (2016), Food and Beverage Service, Oxford University Press.

Sudhir Andrews (2017), Food & Beverage Service: A Training Manual, McGraw Hill Education.


Head of Department of
Economics and International Business

Hospitality: Food and Beverage Service Steward Course Module and Outcome

II. SPOKEN ENGLISH AND SOFT SKILLS DEVELOPMENT



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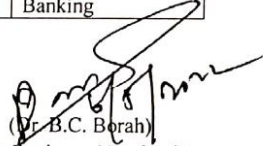
Date: 6/5/2022

NOTIFICATION

Under Report to the Under Graduate Board and Academic Council, Dibrugarh University, the Hon'ble Vice Chancellor i/c, Dibrugarh University is pleased to approve the following subjects as Add-on-Courses to be offered by D.H.S.K. Commerce College, Dibrugarh w.e.f. the coming Academic Session i.e. 2022-2023.

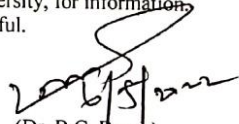
Sl. No	Title of the Add-on Courses	Duration	Department
1	Spoken English and Soft Skill Development	60 Hours	English
2	Film Appreciation	32 Hours	English
3	Basics of Stock Market-A Beginner's Programme	30 Hours	Banking

Issued with due approval.


(Dr. B.C. Borah)
Joint Registrar (Academic)
Dibrugarh University

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Joint Registrar (Academic)
Dibrugarh University
Dibrugarh

**Approval Letter of Spoken English and Soft Skills Development Course by
Dibrugarh University**

DHSK COMMERCE COLLEGE

Dibrugarh, Assam
Department of English

Course Title: SPOKEN ENGLISH AND SOFT SKILL DEVELOPMENT

Duration: 5 months

Hours: 60 hours

OBJECTIVES:

- a. To improve the speaking ability of the students.
- b. To enable the students to pronounce correctly with proper stress and intonation, to use the conversational structure appropriately.
- a. To enhance the proficiency of spoken English so that they can face the challenges of the competitive globalized world.
- b. To improve the clarity of syllable, stress, and accent of the students.
- a. Understanding of the fundamental soft skills and their practical social and workplace usage.
- b. How to identify and overcome the barriers in interpersonal relationships.
- c. To enable students to employ oral and written communication, teamwork, leadership, problem-solving and decision-making skills.
- d. To help students in landing a job, building a career, and also finding employment as soft skills trainers.

COURSE OUTCOME:

1. To reduce the fear about spoken English through learning by doing technique
2. The students will be able to speak English in a better way and improve their comprehension skills
3. Students will be able to develop soft skill techniques for practical use
4. Students will be able to develop leadership skills, interpersonal skill
5. Students will be able to meet the requirements of jobs and careers as well as face challenges and stress in workplace better
6. Students will be better equipped in Decision Making and Problem-Solving skills

EVALUATION PROCEDURE

- The course shall have two components of evaluation:
 - a) Continuous evaluation of **20 marks**, comprising of practicals, assignments, etc., covering all the four Units

Spoken English and Soft Skills Development Course Module and Outcome

b) Final Examination of 80 marks:

Units	Marks	
	Written Examination	Oral / Practical Examination
Unit I	15	5
Unit II	15	5
Unit III	15	5
Unit IV	15	5
Total	60	20

• Final Score for 100 Marks shall be 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	-

SYLLABUS OF THE COURSE

UNIT-I

BASIC CONCEPTS OF PRONUNCIATION AND GRAMMAR

- (a) Pronunciation: English sounds and words -Vowels and Consonants
- (b) Understanding of the concept of Syllable, Stress, and accent
- (c) Sequence of Tenses
- (d) Active/Passive voice & Direct/Indirect Speech,
- (e) Degrees of comparison,
- (v) Punctuation and Vocabulary
- (vi) Common Errors in English.
- (vii) Reading from texts, computer aided teaching and learning exercises.

Spoken English and Soft Skills Development Course Module and Outcome

UNIT-II

CONVERSATIONAL STRUCTURES:

- (a) Communication Skills in Various situations
- (b) Telephonic Conversation Skills
- (c) Describing an imaginary character and situation.
- (d) Telling a story in the Present, Past and Future Tense
- (e) Interaction with Doctor, Stranger, Teacher, Neighbour and Police Officer

UNIT- III

INTRODUCTION TO COMMUNICATION

- (a) Interpersonal Communication: Interpersonal relations, Communication models, process, and barriers
- (b) Listening Skills
- (c) Public Speaking and Group Discussion
- (d) Non-verbal communication

UNIT- IV

SOFT SKILL DEVELOPMENT

- (a) Soft Skill- Definition and Significance
- (b) Personality Development
- (c) Teamwork and Leadership Skills
- (d) Positivity and Motivation- Developing Positive Thinking and Attitude
- (e) Driving out Negativity
- (f) Decision Making and Problem-Solving skill.
- (g) Conflict and Stress Management

Basic Reading:

1. V. Sasikumar, A Course in Listening and Speaking -I, Cambridge University press
2. Balasubramaniam, T., A Textbook of English Phonetics, Macmillan.
3. Bansal, R.K. and J.B. Harrison, Spoken English for India, Orient Longman.
4. Wren and Martin, High School Grammar and Composition, S. Chand, and Company.
7. Managing Soft Skills for Personality Development- Edited by B.N. Ghosh, McGraw Hill India.
8. English and Soft Skills- S.P. Dhanavel, Orient Blackswan India.

Spoken English and Soft Skills Development Course Module and Outcome

III. BASICS OF STOCK MARKET: A BEGINNER'S PROGRAMME



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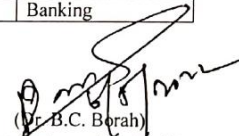
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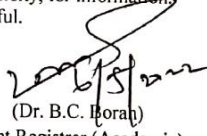
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(Dr. B.C. Borah)
Joint Registrar (Academic)
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**Joint Registrar (Academic)
Dibrugarh University
Dibrugarh**

**Approval Letter of Basics Of Stock Market: A Beginner's Programme
Course by Dibrugarh University**

DHSK COMMERCE COLLEGE
Dibrugarh, Assam
Department of Banking

Course Title: Basics of Stock Market – A Beginner’s Programme
Duration: 1 week
Hours: 30 hours

Course Description: This course “Basics of Stock Market – A Beginner’s Programme” intends to provide an introductory course on the theoretical and practical aspects of the stock market investments. This course aims to enhance the understanding of the learners on the various terminologies, know-how and functioning of the stock market. Also, this course attempts to provide an introduction to the practical approach of investing – an area where many wants to enter but lacks the confidence and approach.

Objectives:

- a. To enable the learners learn about the stock market in a very basic and simplified manner.
- b. To provide a basic direction to the learners who are new to the stock market.
- c. To provide general introduction of the stock market and its functioning.
- d. To provide a practical approach of investing in the stock market.

Course Outcome:

Upon successful completion of the course, the learners will have an adequate knowledge of the stock market operations. This course will equip the learners with necessary stock market theoretical and practical know-how and applications. The course will dwell, from the need of investing to investment avenues, in a very systematic and simplified manner leading to the learners getting a grip over a topic that is so important in recent times yet so confusing for many.

Evaluation Procedure:

The course shall have two components of evaluation:

- a. Continuous evaluation of 50 marks comprising of tests, quizzes, written assignments, Discussions after covering each topic.
- b. Final Examination of 50 marks.
- c. Total Marks: 100

Final Score for 100 marks shall be calculated from the continuous evaluation and final examination and grade shall be as per the grading system below:

Ap. Borah
(HOD, Banking)

Basics Of Stock Market: A Beginner’s Programme Course Module and Outcome

Sl. No.	Grade	Absolute Marks
1	O – Outstanding	91 & Above
2	A – Excellent	75 - 90
3	B – Good	60 - 74
4	C – Average	50 - 59
5	D – Pass	40 - 49
6	E - Fail	Less than 40

Syllabus:

1. The Need for Investing, Savings vs. Investment, investment avenues for retail investors, do's and don'ts while investing, diversification of investments, financial goal setting, financial planning for investment. 6 hours
2. Understanding Financial Markets – Shares and its Types, Stock Market, Money Market and Capital Market, Stock market participants, Investor Protection, SEBI and regulation of Stock Market. 6 hours
3. Financial Intermediaries – Broker, Depository and Depository Participants, Banks, Clearing Houses. 6 hours
4. The Stock Market – overview, why stock prices fluctuate, stock trading, commonly used terminologies and concepts associated with stock market, IPOs, Stock Market Index, NSE, BSE, Bank Nifty. 6 hours
5. A Practical Approach – Demat A/C, Identification of shares, market watch, bid and ask price, buying and selling, placing order. 6 hours

Basic Reading:

1. Smart. Gitman & Joehnk (2016), Fundamentals of Investing, Pearson Education.
2. Graham B., The Intelligent Investor, Harper & Brothers.
3. Stock Market Investing for Beginners: Essentials to Start Investing Successfully (2013) Thcho Press.
4. Khushi Panjwani(2021), Basics of Stock Market and Golden Rule of Finance, , Notion Press.
5. Jitendra Gala (2020), Guide to Indian Stock Market, Buzzingstock Publishing House.

Shomya
(HOD, Banking)

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