

To

The Principal

Lakhipur College, Lakhipur

Sub: Application for permission to introduce Certificate Course.

Dated: 28-08-2022

Sir,

With due respect and humble submission I would like to inform you that the Department of Education, Lakhipur College wants to introduce a Certificate Course on "Public Speaking Skill" very shortly.

Therefore, I request you kindly approve the course and allow introducing for the greater interest of the students.

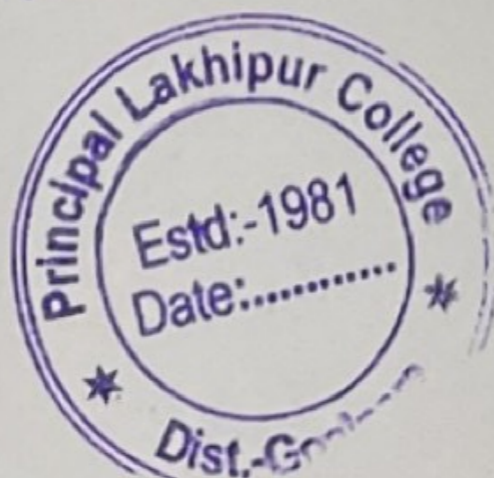
Thanking you

Approved.

Beri
Dr. Bijaya Devi
HoD, Education
Lakhipur College

Head Dept. of Education
Lakhipur Collage

Hareel



Notice

Date: 28-08-2022

It is hereby notified that the department of education is going to introduce a certificate course on "PUBLIC SPEAKING SKILL" from 02-09-2022.

Therefore, the students who want to take admission are requested to contact the HoD of Education Department for the same.



Signature

HoD, Education

Head Dept. of Education
Lakhipur Collage



**Syllabus for certificate course
on
Public speaking Skill**

Objectives:

1. Build Vocabulary of the students.
2. Use spoken language to express feelings, give explanations and describe.
3. Ask questions to increase their understanding. Participate in drama, conversations, role play, discussions and debates.
4. By sticking to hard facts and data, audience can trust your impartiality to the subject matter.

Course Content:

Public Speaking and Communication Skill

- Meaning and Importance of Public Speaking
- Components of Public Speaking: Illustration, Voice modulation, The Power of Pause, Visual Aids, Sense of humour, Articulation
- Principles of Effective Public Speaking: Principle of Preciseness, Principle of Clarity, Principle of Completeness, Principle of Consciousness, Principle of Adaption
- Ways of becoming Better Public Speaker
- Concept and Nature of Communication
- Communication Cycle
- Types of Communication: Verbal and non-Verbal
- Barriers of Communication
- Ways of Effective Communication

Personality Development and Motivation as Means for Effective Public Speaking

- Concept and Nature of Personality
- Types of Personality: Extrovert and Introvert
- Traits of Personality needed for Effective Public Speaking: Openness to Change, Agreeableness, Extroversion, Sociability, Emotional Stability, Liveliness, Reasoning, Warmth
- Role of Personality in Effective Communication
- Concept of Balanced Personality
- Meaning and Nature of Motivation
- Kinds of Motivation: Natural or Intrinsic Motivation and Artificial or Extrinsic Motivation
- Ways or means of motivating audience



Ben

Dr. Bijaya Devi
HoD, Education

**Head Dept. of Education
Lakhipur Collage**

Program Schedule
Certificate course on Public Speaking Skill

Sl.No	Date	Name of the Resource Person
1	02-09-2022	Dr. Bijaya Devi
2	09-09-2022	Dr. Gulshanara Begum
3	16-09-2022	Dr. Kashyap Bishwas
4	24-09-2022	Mrs. Nilima Das
5	01-10-2022	Dr. Arshad Laskar
6	07-10-2022	Dr. Barnali Rabha
7	15-10-2022	Sarat kumar Nath
8	22-10-2022	Sri Imran Mozid
9	29-10-2022	Epsita Chakraborty
10	05-11-2022	Rubina Sarkar
11	12-11-2022	Dr. Rupali Rongpipi
12	20-01-2023	Heerak Jyoti Nath
13	27-01-2023	Dr. Bijaya Devi
14	04-02-2023	Mrs. Himani Devi
15	10-02-2023	Dr. Gulshanara Begum
16	17-02-2023	Dr. Kashyap Bishwas
17	24-02-2023	Mrs. Nilima Das
18	04-03-2023	Dr. Gulshanara Begum
19	10-03-2023	Dr. Arshad Laskar
20	17-03-2023	Dr. Barnali Rabha
21	24-03-2023	Sarat kumar Nath
22	08-04-2023	Sri Imran Mozid
23	11-04-2023	Dr. Bijaya Devi
24	18-04-2023	Mrs. Himani Devi
25	24-04-2023	Dr. Barnali Rabha
26	05-05-2023	Mrs. Nilima Das
27	07-05-2023	Epsita Chakraborty
28	15-05-2023	Rubina Sarkar
29	21-05-2023	Mrs. Nilima Das
30	28-05-2023	Dr. Bijaya Devi

Beri

Dr. Bijaya Devi
Course Convener, HoD Education
Lakhipur College, Lakhipur

Head Dept. of Education
Lakhipur Collage

M. Anand



**CERTIFICATE COURSE
ON**

PUBLIC SPEAKING SKILL

STARTS FROM 2ND SEPTEMBER, 2022



**FOR DETAILS, PLEASE
CONTACT-**

**DR BIJAYA DEVI
HOD
EDUCATION
LAKHIPUR COLLEGE**

LAKHIPUR COLLEGE, GOALPARA

CERTIFICATE

of Completion

This Certificate Is Presented To

Has Successfully Completed the Certificate Course on "Public Speaking Skill", conducted by Department of Education, Lakhipur College.



HoD
Education

IQAC Coordinator
Lakhipur College

Inaugural Day 2nd Sept/22

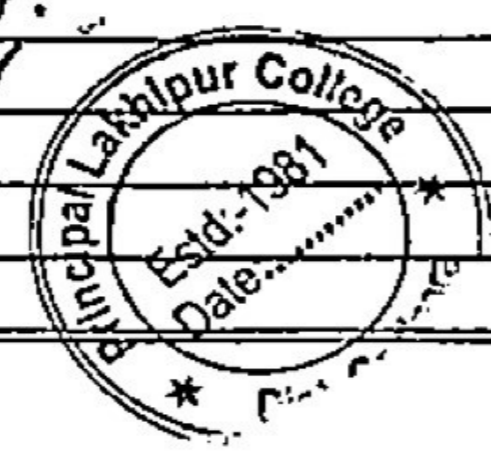
Students' Attendance Register for

Class _____

Sec. _____

Roll No.	NAME OF THE STUDENTS	Admission No.	Inaugural Session A T T E N -															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Azminara Khatun			P							P						P	
2	Biswajit Barman			P							P							
3	Raghunath Barman			P														
4	Amisa Barman			P							P							
5	Lipika Kalita			P							P						P	
6	Akhida Khatun			P							P							
7	Mostahima Patbari			P							P							
8	Mafida Khatun			P							P							
9	Rohit Nehra			P													P	
10	Jenti Hajong			P							P							
11	Shahadev Das			P							P							
12	Mik Hussain			P							P						P	
13	Niki Kumari			P							P						P	
14	Pailat Basumatary			P													P	
15	Baronali Malakar			P														
16	Puja Kumari			P							P							
17	Meghina Khatun			P							P						P	
18	Asif Muneer			P							P							
19	Subrita Hajong			P							P							
20	Rupali Saha			P							P						P	
21	Payel Mondal			P							P							
22	Jitli Barman			P							P							
23	Harbinda Basumatary			P							P						P	
24	Ziaul Hoque			P							P							
25	Mehdi Hassan			P							P							
26	Jammoni Barman			P													P	
27	Hemanta Rabha			P													P	
28	Abdul Khalek			P							P							
29	Rakha Das			P														
30	Rinki Kumari			P													P	
31	Khaminda Sutradhar			P							P							
32	Mohitosh Ghosh			P														
33	Foyla Khatun			P													P	
34	Swarnomoyee Dutta			P							P							
35	Mohibul Islam			P														

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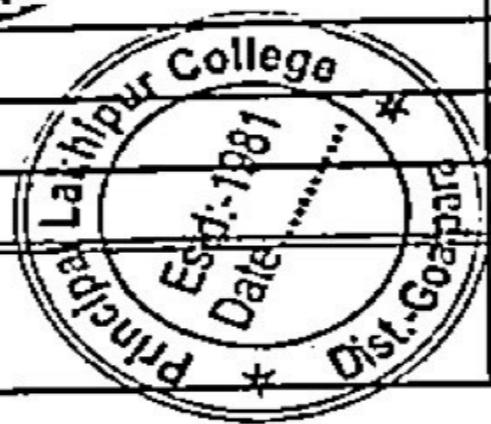
Oct/22

Students' Attendance Register for

Class _____ Sec. _____

Roll No.	NAME OF THE STUDENTS	Admission No.
1	Azminara Khatun	
2	Poushajit Barman	
3	Raghu Nath Barman	
4	Amida Barman	
5	Lipika Kalita	
6	Akhida Khatun	
7	Mastahima Patbim	
8	Mafida Khatun	
9	Rohit Nehema	
10	Jenti Hajong	
11	Shahadev Das	
12	Mik Hussain	
13	Niki Kumari	
14	Pailat Basumatary	
15	Barnali Malakar	
16	Puja Kumari	
17	Mehelima Khatun	
18	Asif Munsuz	
19	Sulmita Hajong	
20	Rupali Saha	
21	Payel Mondal	
22	Jitai Barman	
23	Harbinda Basumatary	
24	Ziaul Hoque	
25	Mehdi Hassan	
26	Jammoni Barman	
27	Hemanta Rabha	
28	Abdul Khalek	
29	Rekha Das	
30	Rinki Kumari	
31	Khamindra Sutradhar	
32	Mohitosh Ghosh	
33	Fozila Khatun	
34	Swarnomoyee Dutta	
35	Mohibul Islam	

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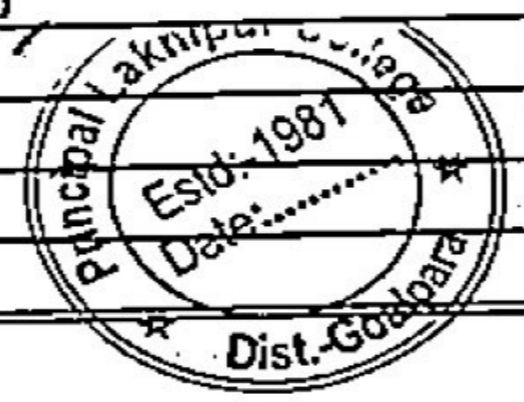
Nov/22

Students' Attendance Register for
Class _____ Sec. _____

Roll No.	NAME OF THE STUDENTS	Admission No.
1	Azminara Khatun	
2	Biswajit Basu	
3	Raghu Nath Basu	
4	Amisa Basu	
5	Lipika Kalita	
6	Ashida Khatun	
7	Mostafina Pabim	
8	Mafiza Khatun	
9	Rohit Verma	
10	Jenti Hajong	
11	Shahadez Das	
12	Mik Hussain	
13	Niki Kumari	
14	Pailot Basumatary	
15	Babali Malakar	
16	Puja Kumari	
17	Meliana Khatun	
18	Ashif Munez	
19	Subrita Hajong	
20	Rupali Saha	
21	Payel Mondal	
22	Jitai Basu	
23	Harbinda Basumatary	
24	Ziaul Hoque	
25	Mehdi Hassan	
26	Jammoni Basu	
27	Hemanta Rabha	
28	Abdul Khalik	
29	Rekha Das	
30	Rinki Kumari	
31	Khaminda Sutartha	
32	Mohitosh Ghosh	
33	Fozila Khatun	
34	Swarnamoyee Dutta	
35	Mohibul Islam	

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Jan/23 **S** Students' Attendance Register for
Class _____ Sec. _____

Roll No.	NAME OF THE STUDENTS	Admission No.	ATTEN -															
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1	Azminaba Khatun																	
2	Biswajit Basu																	
3	Raghu Nath Basu																	
4	Amida Basu																	
5	Lipika Kalita																	
6	Ashida Khatun																	
7	Mostahina Pabim																	
8	Mafida Khatun																	
9	Rohit Nehra																	
10	Jenti Hajong																	
11	Shahadex Das																	
12	Mit Hussain																	
13	Niki Kumari																	
14	Pailot Basumatary																	
15	Barnali Malakar																	
16	Puja Kumari																	
17	Meghina Khatun																	
18	Ashik Munez																	
19	Sunita Hajong																	
20	Rupali Saha																	
21	Payel Mondal																	
22	Jitu Basu																	
23	Harbinda Basumatary																	
24	Ziaul Hoque																	
25	Mehdi Hassan																	
26	Jammoni Basu																	
27	Hemanta Raha																	
28	Abdul Kader																	
29	Rekha Das																	
30	Rinki Kumari																	
31	Khannida Sutradhar																	
32	Mahitash Ghosh																	
33	Fozila Khatun																	
34	Swarnamoyee Dutta																	
35	Mohibul Islam																	

Principal


Feb/23

S Students' Attendance Register for
Class _____ Sec. _____

Roll No.	NAME OF THE STUDENTS	Admission No.
1	Azminara Khatun	
2	Biswajit Basuman	
3	Raghuvaran Basuman	
4	Anita Basuman	
5	Lipika Kalita	
6	Ashida Khatun	
7	Mostahima Pabhin	
8	Mafida Khatun	
9	Rohit Nehra	
10	Jenti Hajong	
11	Shahadez Das	
12	Nik Hussain	
13	Niki Kumari	
14	Pailat Basumatary	
15	Babnali Malakar	
16	Puja Kumari	
17	Mehliana Khatun	
18	Ashik Munkul	
19	Sumita Hajong	
20	Rupali Saha	
21	Payel Mondal	
22	Jitli Basuman	
23	Harbinda Basumatary	
24	Ziaul Hoque	
25	Mehdi Hassan	
26	Jasmoni Basuman	
27	Hemonta Rabha	
28	Abdul Khatun	
29	Rekha Das	
30	Rinki Kumari	
31	Khaminara Sutradhar	
32	Mohitash Ghosh	
33	Fozila Khatun	
34	Swarnamoyee Dutta	
35	Mohibul Islam	

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March 23

S

Students' Attendance Register for

Class _____ Sec. _____

A T T E N -

Roll No.	NAME OF THE STUDENTS	Admission No.
1	Azminara Khatun	
2	Biswajit Basran	
3	Raghu Nath Basran	
4	Amila Basran	
5	Lipika Kalita	
6	Alhida Khatun	
7	Mostahina Pabbim	
8	Mafida Khatun	
9	Rohit Verma	
10	Jeuti Hajong	
11	Shahade Das	
12	Nik Hussain	
13	Niki Kumari	
14	Pailet Basumatary	
15	Babali Malakar	
16	Puja Kumari	
17	Mehliana Khatun	
18	Abig Mumukh	
19	Subrita Hajong	
20	Rupali Saha	
21	Payel Mondal	
22	Jitil Basran	
23	Harbinda Basumatary	
24	Ziaul Hoque	
25	Mehdi Hassan	
26	Jammoni Basran	
27	Hemonta Rabha	
28	Abdul Khalak	
29	Rekha Das	
30	Rinki Kumari	
31	Khaminda Sutradhar	
32	Mohitosh Ghosh	
33	Fozila Khatun	
34	Swabmoyee Dutta	
35	Mohibul Islam	

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(Signature)



April 23

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Students' Attendance Register for
Class _____ Sec. _____

Roll No.	NAME OF THE STUDENTS	Admission No.	A T T E N -															
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1	Azminara Khatun							P			P							
2	Biswajit Basu							.			.							
3	Raghu Nath Basu							.			P							
4	Anida Basu							P			.							
5	Lipika Kalita							.			.							
6	Akhida Khatun							.			P							
7	Mostafina Pabim							.			.							
8	Mofida Khatun							.			P							
9	Rohit Nehra							P			.							
10	Jenti Hajong							.			.							
11	Shahadee Das							.			P							
12	Mik Hussain							P			.							
13	Niki Kumari							.			P							
14	Pailot Basumatary							.			.							
15	Barnali Malakar							P			.							
16	Puja Kumari							.			P							
17	Mehliana Khatun							.			.							
18	Asif Muneuz							P			.							
19	Sumita Hajong							.			P							
20	Rupali Saha							.			.							
21	Payel Mondal							P			P							
22	Jitil Basu							.			.							
23	Harbinda Basumatary							.			P							
24	Ziaul Hoque							.			.							
25	Mehdi Hassan							P			P							
26	Jammoni Basu							.			.							
27	Hemanta Rabha							.			.							
28	Abdul Khalak							P			P							
29	Rekha Das							.			.							
30	Rinki Kumari							.			.							
31	Khamindra Sutradhar							.			P							
32	Mohitosh Ghosh							P			.							
33	Fozila Khatun							.			.							
34	Swarnomoyee Dutta							.			.							
35	Mohibul Islam							.			P							



May 123

Students' Attendance Register for

Class _____ Sec. _____

Roll No.	NAME OF THE STUDENTS	Admission No.
1	Azminara Khatun	
2	Poiswajit Basuman	
3	Raghuinath Basuman	
4	Amila Basuman	
5	Lipika Kalita	
6	Alhida Khatun	
7	Mohstahina Pabbim	
8	Mafida Khatun	
9	Rohit Nehma	
10	Jenti Hajong	
11	Shahader Das	
12	Nis Hussain	
13	Niki Kumari	
14	Pailat Basumatary	
15	Barnali Malakar	
16	Puja Kumari	
17	Mhesliona Khatun	
18	Asif Munsuz	
19	Sulmita Hajong	
20	Rupali Saha	
21	Payel Mondal	
22	Jitnu Basuman	
23	Habinda Basumatary	
24	Ziabil Hoarul	
25	Mehdi Hassan	
26	Jannomi Basuman	
27	Hemonta Rabha	
28	Abdul Khatok	
29	Rekha Das	
30	Rinki Kumari	
31	Khandira Sutaradhari	
32	Mohitosh Ghosh	
33	Fozila Khatun	
34	Swarnomoyee Dutta	
35	Mohibul Islam	

A T T E N

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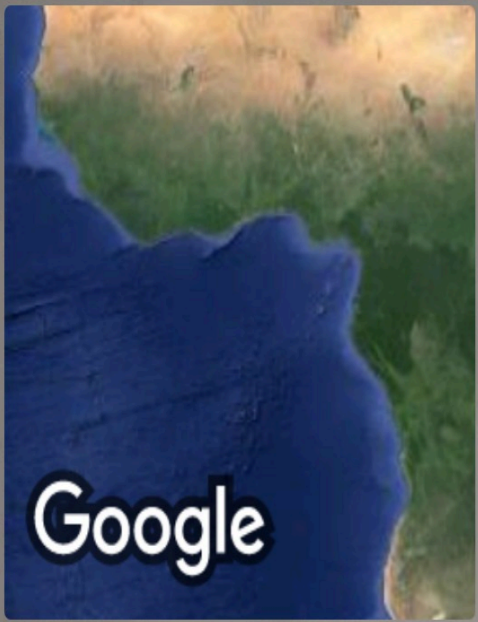




INAUGURATION OF CERTIFICATE
COURSE ON
PUBLIC SPEAKING SKILL
CONDUCTED BY DEPARTMENT OF EDUCATION,
LAKHIPUR COLLEGE
DATE: 02/09/22 VENUE: SMART CLASSROOM




 **GPS Map Camera**



Goalpara, Assam, India
27HX+GF6, Lakhipur College Rd, Assam 783129, India
Lat 26.028484°
Long 90.298516°
02/09/22 10:33 AM GMT +05:30

Google

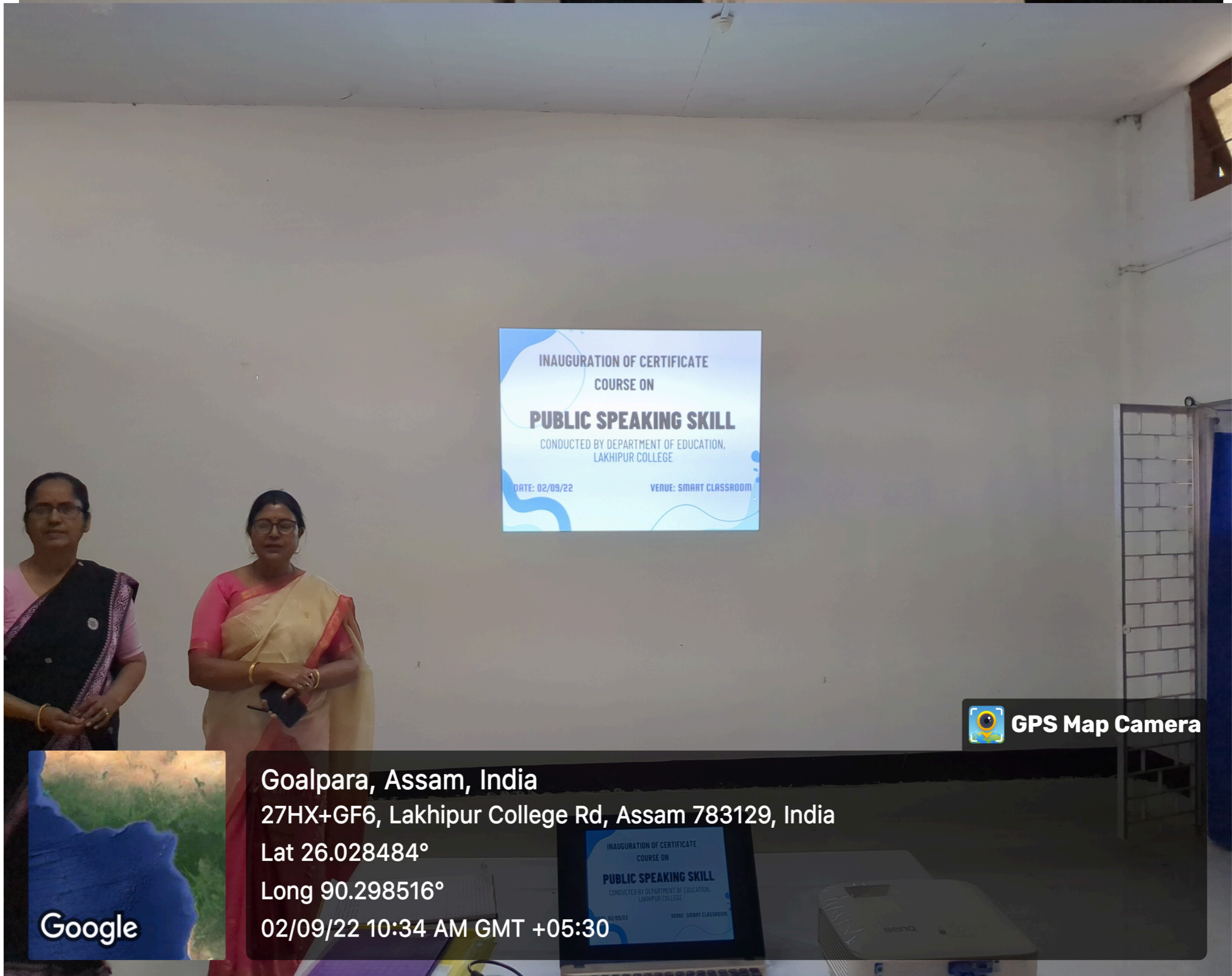


 GPS Map Camera



Google

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27HX+GF6, Lakhipur College Rd, Assam 783129, India
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Long 90.298516°
02/09/22 10:33 AM GMT +05:30



 GPS Map Camera



Google

Goalpara, Assam, India
27HX+GF6, Lakhipur College Rd, Assam 783129, India
Lat 26.028484°
Long 90.298516°
02/09/22 10:34 AM GMT +05:30