



DARUL ULOOM ARABIC COLLEGE, VAZHAKKAD

Affiliated to the University of Calicut
Aided by Govt. of Kerala, Recognised by UGC
Vazhakkad P.O., Malappuram Dist., Kerala- 673 640
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FIRST CYCLE NAAC ACCREDITATION 2020

CRITERION 1 **Curricular Aspects**

1.2 Academic Flexibility

Submitted to
National Assessment and Accreditation Council (NAAC), Bangalore



DARUL ULOOM ARABIC COLLEGE, VAZHAKKAD

PROSPECTUS & SYLLABUS OF CERTIFICATE COURSE IN LIFE MANAGEMENT & LIFE SKILL

Programme Code : CLL

Objective of the Course :

1. To enrich mental health and wellness
2. To improve intrapersonal skill and interpersonal skill
3. To enable the students social intelligent capacity.

Duration of the Course : 48 hrs

Fee : 500



Course Outline

Life Management Skills

About

The purpose of the Life Management Skills course is to produce health-literate students that make sound decisions and take positive actions for healthy and effective living. The course is wellness oriented and emphasizes responsible decision-making and planning for a healthy lifestyle. The content should include, but is not limited to, the following:


MODULE 1

- o **Family life**
- o **Personal Health** (wellness planning, decision-making, goal-setting, prevention of child abuse and neglect)
- o **Internet Safety**

MODULE 2

- o **Mental and Emotional Health** (prevention of depression interpersonal, coping skills and suicide)




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- o **Substance Use and Abuse** (tobacco, alcohol, and other drug use and abuse)
- o **Preface of guidance and counselling**

MODULE 3

- o **Injury Prevention and Safety** (cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED), first aid for obstructed airway violence, gangs, and bullying)
- o **Personal Health** (human sexuality, including abstinence from sexual activity, and teen pregnancy prevention)
- o **Community and Consumer Health** (resources and advocacy)
- o **Adolescence Mental Health**

MODULE 4

Top Five Life Skills

1. **Communication**
2. **Co-operation**
3. **Decision Making**
4. **Handling Criticism**
5. **Resume making**

BOOKS FOR REFERENCE

1. Life skill education – Dr. Rajeshkumar
2. Life skills – lary james
3. The 10 natural laws of successful time and life management.
4. Real life management – Wayne e. nance


Scheme of the examination and test

| | |
|----------------------------------|-------------------|
| Written Examination | - 40 marks |
| Practical test & Viva | - 40 marks |
| Internal assessment | - 20 |

Distribution of Grade

- 90 - 100 = A+
- 80 - 89 = A
- 70 - 79 = B+
- 60 - 69 = B
- 50 - 59 = C+




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Darul Uloom Arabic College
Prospectus & Syllabus of Certificate Course in
D.T.P

| | |
|--------------------------------|--|
| Name | : Certificate Course in Desktop Publishing (D.T.P) |
| Programme Code | : CDP |
| Objective of the Course | : To prepare students having skills to work in the field of content designing or desk top publishing. |
| Duration of the Course | : 6 months [72 hours] |
| Course fee | : 500 |

The Certificate Course in D.T.P shall be provided to first year degree students with the aim of preparing them to acquire skill in desktop publishing. At the end of the course an examination will be conducted. Marks obtained by the candidate both in internal and External examinations will be considered for the final results. Internal assessment will be considered on the basis of attendance assignment and unit test. To pass the examination the candidate must secure at least 40% of the aggregate marks both in internal and external examinations. 100 marks will be for the External Examination and 20 marks for internal assessment. A certificate will be issued by the the college to the candidate who has been declared successful at the examination.

Outline of Course

Module 1:

- Introduction of computer
- Characteristics of computer
- Generation of computer
- Hardware and software

Module 2:

- Microsoft word
 - English, Arabic and Malayalam typewriting
 - Text formatting Features
 - Graphics, Word art and Clips art
 - Bullets and Numbering
 - Borders and Shading




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Module 3:

- Microsoft Excel
- Work sheet
- Cell range
- Functions: sum, average, power, product etc...

Module 4:

- Microsoft Power Point
- slide creation, Designing, Animation

Module 5:

- Page Maker

Books for Reference:

- | | |
|--------------------------------|---------------------------------|
| 1. Rapidex DTP Course | - Shirish Chavan |
| 2. MS office 2007 | - Vishnu Priya Singh |
| 3. Office 2010 in Simple Steps | - Kogent Learning Solution Inc. |
| 4. DTP Malayalathil | - Manaykal Radhakrishnan |

Scheme of the Examination

- | | |
|-----------------------|------------|
| Written Examination | : 50 Marks |
| Practical Examination | : 50 Marks |
| Internal assessment | : 20 Marks |

Distribution of Grade

- 90% - 100% = A+
- 80% - 89% = A
- 70% - 79% = B+
- 60% - 69% = B
- 50% - 59% = C+
- 40% - 49% = C


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PUPIL'S ATTENDANCE REGISTER



NAME OF SCHOOL : DARUL ULOOM

CLASS : ADVANCED DIPLOMA DIVISION



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APRIL FOR TOURS
TRAVEL

Selection



PUPIL

ATTENDANCE

REGISTE

PUPIL'S
ATTENDANCE
REGISTER



Name of School DARUL ULOOM ARABIC COLLEGE

Division DIPLOMA IN ARABIC FOR TOURISTS

Principal
Darul Uloom Arabic College
Vazhakkad

Selection

PUPIL
ATTENDANCE
REGISTER

PUPIL'S ATTENDANCE REGISTER


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Name of School DARUL ULOOM ARABIC COLLEGE
Std. DIPLOMA Division TRANSLATION SKILLS
Place : VAZHAKKAD



Internal Qulaity Assurance Cell [IQAC]
Darul Uloom Arabic College

Certificate

This is to certify that Mr./ Mrs.*Nafisa Sheerin*.....*K*.....
has successfully completed the "Certificate course in Life Management & Life Skill"
offered by the Internal Quality Assurance Cell [IQAC] of Darul Uloom Arabic
College, Vazhakkad in the academic year 2019-20.



HRF
Muhammed Irshad (Course Co-ordinator)
HR
Muhammed Bashheer C (Co-ordinator, IQAC)
Dr. Abdul Salam IP
Dr. Abdul Salam IP (Principal)





Internal Qulaity Assurance Cell [IQAC]
Darul Uloom Arabic College

Certificate

This is to certify that Mr./ Mrs. *Mrs. Fada K*
has successfully completed the "Certificate course in Life Management & Life Skill"
offered by the Internal Quality Assurance Cell [IQAC] of Darul Uloom Arabic
College, Vazhakkad in the academic year 2018-19.

HRP
Muhammed Irshad (Course Co-ordinator) *HRP*
Muhammed Bashheer C (Co-ordinator, IQAC) *HRP*
Dr. Abdul Salam IP (Principal)





Internal Quality Assurance Cell [IQAC]
Darul Uloom Arabic College, Vazhakkad

Certificate

This is to certify that Mr./ Mrs. *Muhsinide . K.*
has successfully completed the "certificate course in Desktop Publishing"
offered by the Internal Quality Assurance Cell (IQAC) of Darul Uloom
Arabic College, Vazhakkad during the academic year 2019-20.



Suhara PP

(Course Co-ordinator)

Muhammed Bashheer C

(Co-ordinator, IQAC)

Dr. Abdur Salam IP

(Principal)



Internal Quality Assurance Cell [IQAC]
Darul Uloom Arabic College, Vazhakkad

Certificate

This is to certify that Mr./ Mrs. *Abiyala Jasmira M.*
has successfully completed the “**certificate course in Desktop Publishing**”
offered by the Internal Quality Assurance Cell (IQAC) of Darul Uloom
Arabic College, Vazhakkad during the academic year 2018-19.



Suhara PP

(Course Co-ordinator)

Muhammed Basheer C

(Co-ordinator, IQAC)

Dr. Abdul Salam IP

(Principal)



Department of English
in collaboration with IQAC,
Darul Uloom Arabic College

Certificate

This is to certify that Mr./ Mrs. ...*Fathima*.....*Hiba* : V.....
has successfully completed the “certificate course in Spoken English” offered
by the Department of English in collaboration with IQAC, Darul Uloom Arabic
College, Vazhakkad during the academic year 2019-20.

AH
Towseef Ahmad Khandy
(Course Co-ordinator)

RF
Muhammed Riyas
(HOD, Dept. of English)



AS
Dr. Abdul Salam IP
(Principal)



Department of English
in collaboration with IQAC,
Darul Uloom Arabic College

Certificate

This is to certify that Mr./ Mrs. ... *Muhammed Faris*
has successfully completed the “**certificate course in Spoken English**” offered
by the Department of English in collaboration with IQAC, Darul Uloom Arabic
College, Vazhakkad during the academic year 2018-19.

A
Towseef Ahmad Khandy
(Course Co-ordinator)

R
Muhammed Riyas C
(HOD, Dept. of English)



S
Dr. Abdul Salam IP
(Principal)



Department of Arabic
in collaboration with IQAC,
Darul Uloom Arabic College

Certificate

This is to certify that Mr./ Mrs. ...*Fahima S.A.*.....*A*.....
has successfully completed the “Certificate course in Writing Skills in
Arabic” offered by the Department of Arabic in collaboration with IQAC,
Darul Uloom Arabic College, Vazhakkad during the academic year
2018-19.

Najmul Babu KC
(Course Co-ordinator)

Asso. Prof. Ayisha MT
(HOD, Dept. of Arabic)



Dr. Abdul Salam IP
(Principal)



Department of Arabic
in collaboration with IQAC,
Darul Uloom Arabic College

Certificate

This is to certify that Mr./ Mrs. ...*Faarisena . K.P*.....
has successfully completed the “Certificate course in Writing Skills in
Arabic” offered by the Department of Arabic in collaboration with IQAC,
Darul Uloom Arabic College, Vazhakkad during the academic year
2019-20.

Najmuf Babu KC
(Course Co-ordinator)

Asso. Prof. Ayisha MT
(HOD, Dept. of Arabic)



Dr. Abdul Salam IP
(Principal)

Prepared by IQAC



Darul Uloom Arabic College
Syllabus of Certificate Course in Writing
Skill in Arabic

Name of the course : Certificate Course in Writing Skills in Arabic
Programme Code. : CWA
Objective of the Course : To make the learner acquire the skill of Arabic Writing, Scripts and Calligraphy.
Duration of the Course. : 6 months (Two hours per week and Total 48 hours)
Course fee : 500

The Certificate Course in Writing skills in Arabic shall be open to all those who have passed +2 or equivalent examination. The aim of this course is to make the learner acquire knowledge of Arabic writing, scripts and Calligraphy. The emphasis will be on developing skills in Arabic writing with practical works. The course will be of six month's duration. At the end of the course, there will be an examination. Marks obtained by the candidate both in internal and External examinations will be considered for the purpose of determining the final results.

A certificate will be issued by the the college to the candidate who has been declared successful at the examination. To pass the Certificate examination the candidate must secure at least 40% of the aggregate marks both in internal and external examinations. 80 marks will be for the External Examination and 20 marks for internal assessment. Internal assessment will be considered on the basis of attendance assignment and unit test.

Outline of Course

• **Module 1:**

Basic foundation of handwriting

• **Module 2:**

Types of Arabic handwriting : Nuskh, Thuluth, Faris, Rika, Bayan



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- **Module 3:**

Arabic Calligraphy: Definition, History, Types

- **Module 4:**

practical

Books for Reference:

- علم نفسك - الخطوط العربية : نسخ، رقعة، فارسي، ثلث

Scheme of the Examination

Written Examination: 40 Marks

Practical Examination: 40 Marks

Internal assessment: 20 Marks

Distribution of Grade

90 - 100 = A+

80 - 89 = A

70 - 79 = B+

60 - 69 = B

50 - 59 = C+

40 - 49 = C




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Prepared by IQAC.



Darul Uloom Arabic College
Syllabus of certificate course
in Spoken English

Name : Certificate Course in Spoken English

Programme Code : CSE

Objective of the Course:

- To Improve Communicative Competence of the Students
- To Enable the Students to Converse in Their Life Situations
- To Train the Students to Use English for Practical Purposes

Duration of the Course : 6 months [2 hrs per one week & Total 48 hrs]

Course fee : 500

English is one of the most diverse and broadly spoken languages in the world. It is seen that sometimes individual good at subject fails to get a job only due to lack of communication skill. Speaking confidently and fluently is the best way to make a good impression in job interviews, presentations and group discussions. This short-term spoken English course for students helps them to gain confidence in speaking English and improve their communication skills.

The Certificate Course in Spoken English shall be provided to all those who have passed +2 or equivalent examination. At the end of the course, there will be an examination. Marks obtained by the candidate both in internal and External examinations will be considered for the final results. Internal assessment will be considered on the basis of attendance assignment and class performance. To pass the examination the candidate must secure at least 50% of the aggregate marks both in internal and external examinations. 80 marks will be for the External Examination and 20 marks for internal assessment. A certificate will be issued by the the college to the candidate who has been declared successful at the examination.

Outlines of the Course

Topics

A) Patterns:

1. Greetings
2. Introducing Oneself
3. Invitation



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4. Making Request
5. Expressing Gratitude
6. Complimenting And Congratulating
7. Expressing Sympathy
8. Apologizing
9. Asking For Information
10. Seeking Permission
11. Complaining And Expressing Regret

B) Using English in real life situations

1. At Bank/Post Office/College Office
2. At The Green Grocer
3. At The Mosque/Temple
4. At The College Canteen Or Restaurene
5. At Police Station
6. At The Railway Station/Bus Station
7. At The Medical Shop
8. At The Library
9. Booking A Room In A Hotel
10. At The Travel Agency
11. Etc

C) Basic grammar

1. Word classes
2. Tense
3. Auxiliaries & Modals
4. Types of Sentences & Negative Statements
5. Passive Voice
6. Idioms

Books for Reference:

- Spoken English Learned Quickly
- Rapidex Courses - Anees Rahman Al- Qasimi
- Communication skills in English - V Sasikumar, P Kiranmai Dutt, Geetha Rajeevan
- Oxford Language Reference- Edited by Jonathan Law

Scheme of the Examination

Written Examination: 40 Marks

Practical Examination: 40 Marks

Internal assessment: 20 Marks

Distribution of Grade

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