

DARUL ULOOM ARABIC COLLEGE, VAZHAKKAD

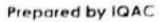
Affiliated to the University of Calicut Aided by Govt. of Kerala, Recognised by UGC Vazhakkad P.O., Malappuram Dist., Kerala- 673 640 Phone: 0483-2725422 | www.duacollege.in | Email: duacvkd@gmail.com

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, VAZHKKAD

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

CLL Programme Code

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 healthliterate 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

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

MODULE 2

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



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

MODULE 3

- Injury Prevention and Safety (cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED), first aid for obstructed airway violence, gangs, and bullying)
- Personal Health (human sexuality, including abstinence from sexual activity, and teen pregnancy prevention
- Community and Consumer Health (resources and advocacy)
- 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 larry 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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PRINCIPAL DARUL ULOOM ARABIC COLLEGE

Prepared by IQAC



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
 - Boarders and Shading



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DARUL ULOOM ARABIC COLLEGE VAZHAKKAD

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:

- Rapidex DTP Course
- MS office 2007
- Shirish Chavan - Vishnu Priya Singh

: 50 Marks

: 50 Marks

: 20 Marks

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- 3. Office 2010 in Simple Steps
- 4. DTP Malayalathil
- Kogent Learning Solution Inc. - Manaykal Radhakrishnan

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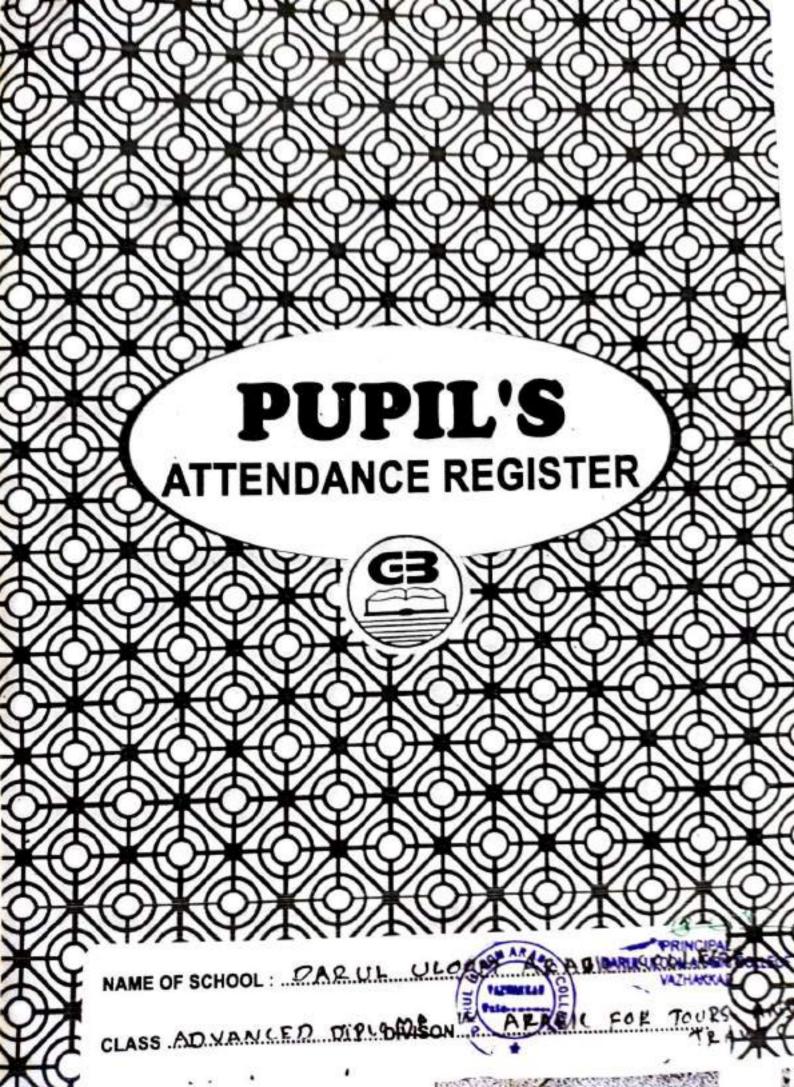
Scheme of the Examination

Written Examination Practical Examination Internal assessment

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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Selection KKKKKK UPILS TENDANCE REGISTER RINCIPAL ARUL ULOOM ARABIC CO VAZHAKKAD Name of School DARUL ULOOM ARABIL COL SIG DIPLOMA IN DIVISION TRANSLATION SK Place: VA2. ALAD



Certificate

This is to certify that Mr./ Mrs. Napla Sheain 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.

Muhammed Irshad (Course Co-ordinator)

(Co-ordinator, IQAC)

(Principal)

Muhammed Basheer C Dr. Abdul Salam IP



Internal Qulaity Asssurance Cell [IQAC]
Darul Uloom Arabic College

Certificate

This is to certify that Mr./ Mrs. Mu. pude . 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.





Certificate

This is to certify that Mr./ Mrs. Murshide 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.



(Course Co-ordinator) Suhara PP

(Co-ordinator, IQAC)

Dr. Abdul Salam IP



Certificate

offered by the Internal Quality Assurance Cell (IQAC) of Darul Uloom has successfully completed the "certificate course in Desktop Publishing" Arabic College, Vazhakkad during the academic year 2018-19.



Dr. Abdul Salam IP



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

Certificate

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

Towseef Ahmad Khandy

Muhammed Riyas

Dr. Abdul Salam IP

(Principal)

(HOD, Dept. of Englis

#

(Course Co-ordinator)



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

Certificate

College, Vazhakkad during the academic year 2018-19. by the Department of English in collaboration with IQAC, Darul Uloom Arabic has successfully completed the "certificate course in Spoken English" offered This is to certify that Mr. Mrs. Muhammud fasil c





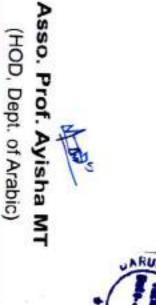
Darul Uloom Arabic College in collaboration with IQAC, Department of Arabic

Certificate

2018-19. Darul Uloom Arabic College, Vazhakkad during the academic year Arabic" offered by the Department of Arabic in collaboration with IQAC, has successfully completed the "Certificate course in Writing Skills in

Najmul Babu KC

(Course Co-ordinator)



Dr. Abdul Salam IP





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

Certificate

2019-20. Arabic" offered by the Department of Arabic in collaboration with IQAC, has successfully completed the "Certificate course in Writing Skills in Darul Uloom Arabic College, Vazhakkad during the academic year



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

Dr. Abdel Salam IP



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 | e : To make the learner acquire the skill |
| of Arabic Writing, Script | ts 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.

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Outline of Course

Module 1:

Basic foundation of handwriting

Module 2:

Types of Arabic handwriting :Nuskh, Thuluth, Faris

Module 3:

Arabic Calligraphy: Definition, History, Types

Module 4:

practical

Books for Reference:

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

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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



DARUL ULOOM ARABIC COLLEGE VAZHAKKAD Prepared by IQAC



Darul Uloom Arabic College Syllabus of certificate course in Spoken English

: Certificate Course in Spoken English

Programme Code : CSE

Objective of the Course:

Name

- 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



- 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

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



