VALUE_ADDED COURSES OFFERED

Govt. Hrangbana College offers a number of value-added courses to enhance the personal, intellectual and spiritual growth of the students. All students are welcomed to avail of the facilities offered, the time and duration are notified.

1. Service Coaching
2. Tally
3. Course on Computer Concepts
4. Personality Development Programme
5. English Language Proficiency
6. Multimedia and Animation Technology Course
7. Bridge Courses
8. Spoken English
9. Spoken Hindi
10. Remedial Coaching
11. Prayer and Worship Programme in lieu of Yoga

1. Service Coaching

GOVT. HRANGBANA COLLEGE

CIVIL SERVICE COACHING CENTRE

CIVIL SERVICE COACHING CENTRE

Govt. Hrangbana College
(Accredited with Grade-A by NAAC)
Chanmari, Aizawl –
796007(Mizoram)
Website: www.ghbc.edu.in

ABOUT THE CIVIL SERVICES COACHING CENTRE

The Civil Services Coaching Centre, Govt. Hrangbana College is established with financial support from the University Grants Commission. It is aimed at providing free coaching to candidates appearing for All India Civil Services Examination conducted by the Union Public Service Commission and the State Government. This coaching centre is of tremendous help to all needy, financially weak students aspiring to join the coveted civil services without being penalized financially and otherwise. The Centre's endeavor is to offer expert/updated training to aspiring candidates with talented teachers and outside coaching experts constituting our panel of coaches. The centre is also in the process of creating an IT enabled smart classroom to provide the required coaching to aspirants.

COURSE STRUCTURE:

The course is designed to meet the syllabus of Civil Service Examination. It mainly focuses on General Studies in the subjects of Economics, Political Science, History, English, Geography and Mathematics.

COURSE DURATION:

The Course duration is for 6 months, starting from second week of January and ending at June second week for the first session. Second session starts immediately from the third week of June and ends at the first week of December.

CLASS TIMINGS:

- 6 days a week
- Monday to Friday—4 pm to 6 pm
- Saturday—12 noon to 4 pm

HOW TO APPLY:

Advertisement is made through newspaper, candidates will apply in the centre through application form provided by the centre itself.

ELIGIBILITY CRITERIA:

Any Graduate/ Final Degree Students eligible for CS coaching course.

FEE DETAILS:

Free of cost since the centre is fully a UGC sponsored.

The following facilities will be made available to the candidates-

- Library facility during working hours
- Competitive books & magazines in the College Library for browsing
- Browsing facility in the College Library during working hours
- Strong feedback system to make learning most effective and as per requirement of the UPSC system of examination.

Contact: +91 8257969351

Coordinator, Govt. Hrangbana College Civil Service Coaching Centre

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Service Coaching for Competitive Examinations Syllabus
Government Hrangbana College

1. General English Paper – I:

    Essay Writing, Précis Writing, Letter Writing, Idioms & Phrases, Expansion of passages Comprehension of given passages

2. General English Paper - II

    a) Grammar :   Parts of Speech, Tense, Voice, Direct and Indirect Speech
    b) Compositions :   i) Analysis of complex and compound sentences. ii) Transformation of sentences. iii) Synthesis of sentences.
    c) Correct usage and vocabularies

3. General Studies Paper - I

A. History of Modern India and Indian Cultures
   (a) Historical forces and factors which led to the British conquest of India
   (b) Evolution of British Paramountcy over princely States
   (c) Stages of colonialism and changes in Administrative and policies
   (d) British economic policies and their impact
   (e) Efforts at regeneration of Indian society
   (f) Civil rebellions, Revolt of 1857, Civil Rebellions and peasant revolts with special reference to Indigo Revolt, Deccan Riots and Maplia Uprising.
   (g) Rise and Growth of Indian National Movement.
B. Current events of national and international importance.

4. General Studies Paper - II

A. Indian Polity:
   (a) The Roots
   (b) The Structure
B. Indian Economy
   (a) The Indian Economy
   (b) Agriculture Production
   (c) Industrial Production
   (d) Pricing Policies for agricultural and industrial outputs Procurement and public Distribution.
   (e) Budgetary trends and fiscal policy.
   (f) Monetary and credit trends and
   (g) Foreign trade and the balance of payments.
   (h) Indian Planning: Objectives, strategy, experience and problems.
 C. Geography of India
   a) Physical Aspects
   b) Human Aspects
   c) Agriculture
   d) Industry
   e) Transport and Trade Settlements
   f) Regional Development and Planning
   g) Political

5. General Studies Paper - III

A. The role and impact of science and technology in the development of India.
B. History, Cultural Heritage and Traditional Practices and General Knowledge about
C. Aptitude Test

2. Tally

Tally.ERP 9

OBJECTIVE: The course is designed to give an opportunity to the undergraduate student to get acquainted with Tally Accounting Software. This course caters to the vocational needs of the students.

Eligibility for Tally:

Qualification of 10+2 with qualified aggregate.

FEE Offered for Tally:

It is a monthly course of joining on the count the approximate course fee is Rs. 500

Course Duration:

The course of duration would be periodically processed. The certification will be capable of 3 months.

COURSE CONTENTS

- Fundametals of Accounting and Tally.ERP. 9

- Creating Master s in Tally.ERP 9

- Budgets and Payroll

- Job Costing and Job Order processing

- Voucher Entry

- GST & TDS

NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY (NIELIT)
Aizawl Centre , Zuangtui
(An Autonomous Scientific society under the administrative control of Ministry of Electronics & Information Technology, Govt. of India)

Guide to Basic of Tally Accounting

Tally.ERP 9 is GST-Ready ERP software used for Billing, Accounting, Inventory Management and Purchases by over million businesses across 100 countries.

SYLLABUS FOR CERTIFICATE COURSE ON FINANCIAL ACCOUNTING WITH TALLY

Unit 1: Creation of Company, Basic settings, Creation of ledgers as well as Stock items, Use of Payment, Receipt, Contra and Journal Vouchers.

Unit 2: Use of Purchase and Sales Voucher, Inventory level purchase and sales return. Trade discount, Price List, Point of sales, Sales and Order Processing, Effective purchase cost.

Unit 3: Foreign Currency, Cost centres, Bills of material, Budget, Payroll, Godowns.

Unit 4: Fringe Benefit Tax, Service Tax, Excise Duty, Tax Deducted at Source, Goods and Service Tax (GST).

Unit 5: Bank Reconciliation Statement, Standard Rate Entry, Security Control, Data Backup and Restore.

3. Course on Computer Concepts

Course on Computer Concept (CCC)

COURSE CONTENTS

- Introduction to Computers
- Introduction to GUI Based Operating System
- Elements of Word Processing
- Spread Sheet
- Computer Communication and Internet
- WWW and Web Browser
- Communication and Collaboration
- Making Small Presentation

OBJECTIVE: The course is designed to equip a person to use computers for professional as well as day to day use. It provides theoretical background as well as in depth knowledge of Software/ packages. After completing the course the incumbent will be digitally literate and will be able to: acquire confidence in using computer techniques available to users; recognise the basic components of computers and terminology; understand data, information and file management; create documents using Word processor, Spreadsheet & Presentation Software ; understand computer networks, and browse the internet, content search, email and collaborate with peers; · use e-governance applications; and use computer to improve existing skills and learn new skills · use internet for digital financial services 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.

Course Fee/Monthly:

Training Fee	: Rs 4000
Examination Fee	: Rs 575
Total Fee per student	: Rs 4575

**For ST/SC Govt. of India provides 100% training fee subsidization.

Duration:	Theory	-	25 Hours
	Practical	-	50 Hours
	Tutorial	-	80 Hours

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Aizawl Centre , Zuangtui
(An Autonomous Scientific society under the administrative control of Ministry of Electronics & Information Technology, Govt. of India)

3. ELEMENTS OF WORD PROCESSING
3.0 Introduction
3.1 Objectives
3.2 Word Processing Basics
    3.2.1 Opening Word Processing Package
    3.2.2 Menu Bar
    3.2.3 Using The Help
    3.2.4 Using The Icons Below Menu Bar
3.3 Opening and closing Documents
    3.3.1 Opening Documents
    3.3.2 Save and Save as
    3.3.3 Page Setup
    3.3.4 Print Preview
    3.3.5 Printing of Documents
3.4 Text Creation and manipulation
    3.4.1 Document Creation
    3.4.2 Editing Text
    3.4.3 Text Selection
    3.4.4 Cut, Copy and Paste
    3.4.5 Font and Size selection
    3.4.6 Alignment of Text
3.5 Formatting the Text
    3.5.1 Paragraph Indenting
    3.5.2 Bullets and Numbering
    3.5.3 Changing case
3.6 Table Manipulation
    3.6.1 Draw Table
    3.6.2 Changing cell width and height
    3.6.3 Alignment of Text in cell
    3.6.4 Delete / Insertion of row and column
    3.6.5 Border and shading

4. SPREAD SHEET
4.0 Introduction
4.1 Objectives
4.2 Elements of Electronic Spread Sheet
    4.2.1 Opening of Spread Sheet
    4.2.2 Addressing of Cells
    4.2.3 Printing of Spread Sheet
    4.2.4 Saving Workbooks
4.3 Manipulation of Cells
    4.3.1 Entering Text, Numbers and Dates
    4.3.2 Creating Text, Number and Date Series
    4.3.3 Editing Worksheet Data
    4.3.4 Inserting and Deleting Rows, Column
    4.3.5 Changing Cell Height and Width
4.4 Function and Charts
    4.4.1 Using Formulas
    4.4.2 Function
    4.4.3 Charts

5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

5.0 Introduction
5.1 Objectives
5.2 Basics of Computer Networks
       5.2.1 Local Area Network (LAN)
       5.2.2 Wide Area Network (WAN)
5.3 Internet
       5.3.1 Concept of Internet
       5.3.2 Basics of Internet Architecture
5.4 Services on Internet
       5.4.1 World Wide Web and Websites
       5.4.2 Communication on Internet
       5.4.3 Internet Services
5.5 Preparing Computer for Internet Access
       5.5.1 ISPs and examples (Broadband/Dialup/WiFi)
       5.5.2 Internet Access Techniques
5.6 Web Browsing Software
       5.6.1 Popular Web Browsing Software
5.7 Configuring Web Browser
5.8 Search Engines
       5.8.1 Popular Search Engines / Search for content
       5.8.2 Accessing Web Browser
       5.8.3 Using Favorites Folder
       5.8.4 Downloading Web Pages
       5.8.5 Printing Web Pages 5

6. COMMUNICATION AND COLLABORATION

6.0 Introduction
6.1 Objectives
6.2 Basics of E-mail
       6.2.1 What is an Electronic Mail
       6.2.2 Email Addressing
       6.2.3 Configuring Email Client
6.3 Using E-mails
       6.3.1 Opening Email Client
       6.3.2 Mailbox: Inbox and Outbox
       6.3.3 Creating and Sending a new E-mail
       6.3.4 Replying to an E-mail message
       6.3.5 Forwarding an E-mail message
       6.3.6 Sorting and Searching emails
6.4 Advance email features
       6.4.1 Sending document by E-mail
       6.4.2 Activating Spell checking
       6.4.3 Using Address book
       6.4.4 Sending Softcopy as attachment
       6.4.5 Handling SPAM
6.5 Instant Messaging and Collaboration
       6.5.1 Using Smiley 6.5.2 Internet etiquettes

7. APPLICATION OF PRESENTATIONS

7.0 Introduction
7.1 Objectives
7.2 Basics
> 7.2.1 Using PowerPoint
> 7.2.2 Opening A PowerPoint Presentation
> 7.2.3 Saving A Presentation

7.3   Creation of Presentation
> 7.3.1 Creating a Presentation Using a Template
> 7.3.2 Creating a Blank Presentation
> 7.3.3 Entering and Editing Text
> 7.3.4 Inserting and Deleting Slides in a Presentation

7.4   Preparation of Slides
> 7.4.1 Inserting Word Table or an Excel Worksheet
> 7.4.2 Adding Clip Art Pictures
> 7.4.3 Inserting Other Objects
> 7.4.4 Resizing and Scaling an Object

7.5   Providing Aesthetics
> 7.5.1 Enhancing Text Presentation
> 7.5.2 Working with Color and Line Style
> 7.5.3 Adding Movie and Sound
> 7.5.4 Adding Headers and Footers

7.6 Presentation of Slides
> 7.6.1 Viewing A Presentation
> 7.6.2 Choosing a Set Up for Presentation
> 7.6.3 Printing Slides and Handouts

7.7 Slide Show
> 7.7.1 Running a Slide Show
> 7.7.2 Transition and Slide Timings
> 7.7.3 Automating a Slide Show

8. APPLICATION OF DIGITAL FINANCIAL SERVICES

8.0 Introduction
8.1 Objectives
8.2 Why Savings are needed?
> 8.2.1 Emergencies
> 8.2.2 Future Needs
> 8.2.3 Large expenses

8.3   Drawbacks of keeping Cash at home
> 8.3.1 Unsafe
> 8.3.2 Loss of Growth Opportunity
> 8.3.3 No Credit Eligibility

8.4   Why Bank is needed?
> 8.4.1 Secure Money, Earn Interest, Get Loan
> 8.4.2 Inculcate habit of saving
> 8.4.3 Remittances using Cheque Demand Draft
> 8.4.4 Avoid risk of chit funds, sahukars

8.5 Banking Products
> 8.5.1 Types of Accounts and Deposit
> 8.5.2 Types of Loan and Overdrafts
> 8.5.3 Filling up of Cheques, Demand Drafts

8.6 Documents for Opening Accounts
> 8.6.1 Know your Customer (KYC)

4. Personality Development Programme

Personality Development Program (PDP)
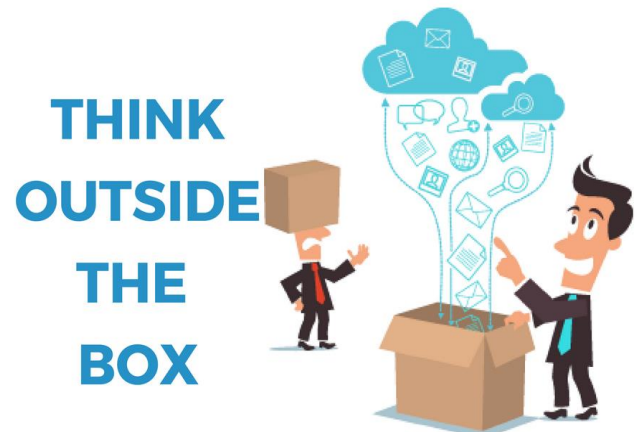
Organized by:

Career and Counseling Cell, Govt. Hrangbana College

Date: 13th September to 27th September 2018

Time: 2.30 pm

Venue: Conference Hall

The Topics covered in PDP

Personal Management

Today's person has a big dream – he/she wants to achieve more within in a short span of time. The world is moving at a very fast pace. Well, the modern person can achieve big as long as he manages himself, that is Personal Management.

First Aid

Yes, we lay people (not the trained and qualified physicians) can also save lives by if we have knowledge in First Aid. Saving lives boosts the confidence in one and all

Nutrition and fitness

Obesity is on the rise. Chronic diseases like diabetes, coronary heart diseases, high blood pressure, etc have become so common. Eating the right food and engaging in fitness is the best way to fight many diseases

Stress Management

"Iam so stressed out ….I can't think clearly", a very common statement expressed by the young and the old alike. Do we all know that stress can be managed to a certain degree? And the earlier we manage it the better position we are in enjoying our lives.

Psychological Counseling

Lets never forget that our mind and our body are very closely related. If we neglect our physical ailments we suffer and likewise, if we neglect our mental ailments we also suffer. Just as we need to be physically fit we also need to be mentally fit.

Etiquette

None of us want to be the centre of attention for the wrong reason but we all want attention for the right reason. Etiquette can help us in boosting our confidence.

Career Opportunity in SSC

There are so many career opportunities to pursue in our state of Mizoram and in other states of the country. Gaining knowledge from the professionals will save time and money.

Career Opportunities Abroad

After graduating from a college students become career oriented. The search for career has no physical boundary because there is plethora of careers abroad. It becomes essential that we become aware of the careers available abroad.

IT/Digital literacy

We are living in a digital world surrounded by the latest gadgets, thanks to the advancement in Information Technology. One can become a misfit in the technical world unless he has digital literacy.

Premarital Counseling

Divorce is on the rise everywhere and the consequence is grave especially on children. It has been statistically proved that couples who attend premarital counseling are able to salvage their marriage more than those who do not attend.

SYLLABUS FOR PERSONALITY DEVELOPMENT

Course 1: Personal Management

Course 2: First Aid

Course 3: Nutrition and fitness

Course 4: Career Opportunities Abroad

Course 5: IT/Digital literacy

Course 6: Premarital Counselling

Course 7: Psychological Counselling

Course 8: Etiquette

Course 9: Career Opportunity in SSC

Course 10 : Entrepreneurship

* Courses are flexible and changeable according the need and demand of the current issues.
* External experts from various fields are invited as resource persons.

5. English Language Proficiency

A technological aid for learning

- Practice listening, speaking, reading and writing
- An interactive class helping you to learn faster
- Watch and practice
- Encouraging interactive communication

Language Learning Process

- ♦ No Admission Fee
- ♦ Anyone can enrol

GOVERNMENT HRANGBANA COLLEGE: LANGUAGE LABORATORY SYLLABUS

Unit I: Listening skills
   a) Listening to pre-recorded short episodes, conversations, passages, new bulletins, speeches by famous personalities
   b) Listening for general and specific information etc
   c) Group discussion videos
   d) Communication skills videos

Unit II: Reading skills - Reading aloud – by students individually – rhymes, proverbs, newspaper, humorous passages, anecdotes, stories etc. with articulation, enunciation, pronunciation, tones, punctuations, pauses etc.

Unit III: Speaking skills
   a) Self-introduction
   b) Welcome address
   c) Vote of thanks
   d) Extempore speeches
   e) Elocution
   f) Video clippings

6. Multimedia and Animation Technology Course

Certificate Course In MAT

Objective:

Introduction to graphic design using multimedia elements like Text, Images and Graphics with special emphasis on illustration and layout and optimization of content for printing, vector tools, Image editing etc.

Learning Outcomes:

On completion of the course the student will be able to take up digital graphics design jobs for the graphics print industry.

Duration of the Course (in hours):

Theory/Lecture Hours	: 40 hours
Practical/ Tutorial/Lecture Hours	: 40 hours
Total Hours	: 80 hours

Duration of the Course (in hours) : 2 hrs/day x 3 days/week x 14 weeks =80 hrs

Application Fees (INR): Rs.4,500/-

Minimum Eligibility Criteria: 10 +2 pass

Course Content:

- Introduction to Multimedia
- Concepts of Graphic Design
- Images & Photo Editing
- Graphic Designing

NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY (NIELIT)
Aizawl Centre , Zuangtui
(An Autonomous Scientific society under the administrative control of Ministry of Electronics & Information Technology, Govt. of India)

Certificate Course in Multimedia and Animation

Objective of the Course:

Introduction to graphic design using multimedia elements like Text, Images and Graphics with special emphasis on illustration and layout and optimization of content for printing, vector tools, Image editing etc. illustration and layouand optimization of content for printing, vector tools, Image editing etc.

Learning Outcomes:

On completion of the course the student will be able to take up digital graphics design jobs for the graphics print industry.

Duration of the Course (in hours):

2 hrs/day x 3 days/week x 14 weeks 80 hrs

Appr. Fees (INR):

Rs.4,500/-

Minimum Eligibility Criteria and prerequisites, if any

10 +2 pass

Outline of Course

S. No	Topic	Minimum No. of Hours
	Introduction to multimedia	10 hrs
	Concepts of Graphic Design	10 hrs
	Images & photo editing	30 hrs
	Graphic designing	30 hrs
Theory/Lecture Hours:		40 hrs
Practical/ Tutorial/Lecture Hours:		40 hrs
Total Hours:		80 hrs

Books recommended for reference and reading:

Comdex DTP Course Kit – Vikas Gupta, Dreamtech Press

Group Code: MMAN   **Group Name:** Multimedia & Animation
Course Code: CT01   **Course Name**:Certificate Course in Multimedia and Animation

7. BRIDGE COURSE

BRIDGE COURSE SYLLABUS

BASIC MATHEMATICS FOR COMMERCE

COURSES OFFERED

- o INDICES & SURDS

- o LOGARITHYM

- o COMPOUND INTEREST & ANNUITIES

- o HARDER FACTORIZATION

- o SIMPLE DIFFERENTIAL CALCULUS

- o EQUATION OF A STRAIGHT LINE – COORDINATE GEOMETRY & PURE MATHEMATICS

Tel: 9436198639

GOVERNMENT HRANGBANA COLLEGE

BRIDGE COURSE SYLLABUS

BASIC MATHEMATICS FOR COMMERCE

UNIT 1:   INDICES & SURDS

UNIT 2:   LOGARITHM

UNIT 3:   COMPOUND INTEREST & ANNUITIES

UNIT 4:   HARDER FACTORIZATION

UNIT 5:   SIMPLE DIFFERENTIAL CALCULUS

UNIT 6:   EQUATION OF A STRAIGHT LINE – COORDINATE GEOMATRY & PURE

MATH

8. Spoken English

Talk to the world

Be confident

HRANGBANA COLLEGE
AIZAWL MIZORAM
ESTD 1980
Truth Prevails

Speak

ENGLISH

confidently

Practical Everyday English

TEL: 9436353651

Reasons For Learning English

1. It's part of the curriculum
2. To chat with friends
3. To find a job abroad
4. To get a well-paid job
5. To read English books.
6. To study in an English-speaking country
7. To surf the Net
8. To travel to other countries
9. To understand my favourite songs
10. To understand the computer software

LISTEN, SPEAK, READ and WRITE in ENGLISH

⇒ Free Admission for all

GOVERNMENT HRANGBANA COLLEGE

SYLLABUS ON SPOKEN ENGLISH

Unit I: Grammar and Usage
   a) **Sentence patterns**
   b) **Parts of Speech, Tenses**
   c) **Subject and Predicate**
   d) **Phrases and Clauses**
   e) **Types of Sentences**
   f) **Articles & Determiners**
   g) **Speech – Direct & Indirect**
   h) **Voice – Active & Passive.**

Unit II: Basics of Communication Process
   a) **Introducing yourself, others to others**
   b) **Starting a conversation**
   c) **Greetings, sharing and exchanging ideas**
   d) **Question techniques & Answering techniques**
   e) **Discussion**
   f) **Making suggestions and giving advice**
   g) **Expressing disappointment**
   h) **Describing**
   i) **Narrations**
   j) **Dealing with moods and feelings**

Unit III: Reading Comprehension
   a) **Skimming**
   b) **Scanning**
   c) **Techniques of reading**
   d) **Comprehension passage for practice**

Unit IV: Writing Comprehension
   a) **Tips to effective writing**
   b) **Practice material/topics**

Unit V: Oral Communication
   a) **Techniques of delivery**
   b) **Facing interviews**
   c) **Classroom interaction**
   d) **Seminar, Paper presentation and Group discussion**

9. Spoken Hindi

Free Admission for all

"Theek-thaak."

Tel: 9436353651

HRANGBANA COLLEGE
AIZAWL · MIZORAM
ESTD. 1980
Truth Prevails

Learn to Speak

HINDI

NAMASTE

SPOKEN LEARNING:

Conversation

Pronunciation

Connecting Words

Common Sentences

Vocabularies

Let us interact

Let us communicate

in Hindi

मैं हूँ main hoon - I am
हम हैं ham hain - We are
तू है too hai - You are (intimate)
तुम हो tum ho -- You are (informal)
आप हैं aap hain - You are (formal)
यह है yah hai - he/she/this is
वह है voh hai - he/she/that is
ये हैं ye hain - these/they are
वे हैं ve hain - those/they are

Preserve and promote the

national language of

India

SYLLABUS ON SPOKEN HINDI
GOVERNMENT HRANGBANA COLLEGE

Unit I:

- Introduction – importance of learning Hindi
- Hindi Vowels (with symbols)
- Hindi Consonants

Unit II: Hindi Numerals

Unit III: Learning Hindi word formation

Unit IV: Learning colours

Unit V: Learning weekdays & birds and animals' names

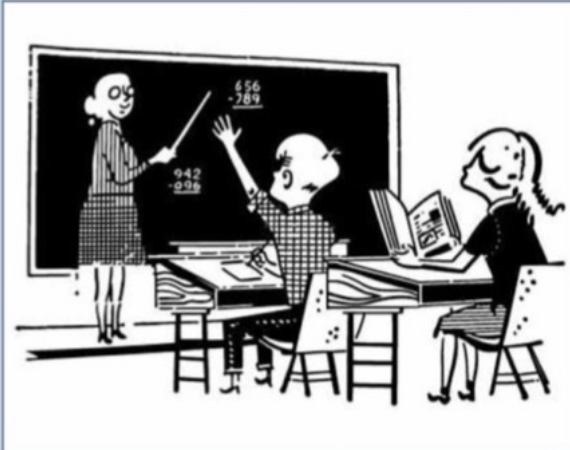**Unit VI:**   Tense

Unit VII: Learning self-introduction

Unit VIII: Simple conversation

Unit IX: Making Questions using What, Who and How

Unit X: Vocabulary

10. REMEDIAL COACHING - on all disciplines

Assisting students in achieving competencies in Academic Skills

- *For all students*
- *Free of cost*

Remedial Coaching

Tel : +91 9436197946

Objectives

* UGC sponsored

* Developmental Education

* Compensatory Education

* Preparatory Education

* Academic Upgrading

- Improving academic skills
- Improving linguistic proficiency
- Raising levels of comprehension
- Strengthening knowledge, skills and attitudes
- Improving overall performance

10. PRAYER and WORSHIP *in lieu of* Yoga

A place to _build lasting friendships_

Love, kindness and compassion

Being there for each other in good times and bad

Students Evangelical Union

Prayer and Worship Program

"To give light to them that sit in darkness and in the shadow of death, to guide our feet into the way of peace"

Purpose

Spiritual Guidance

Mental and Emotional Development

Personality Development

Anyone is welcome to be a member of our family

Phone: +91 9612194523