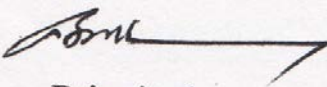


Annexure –FS(I)

List of items for NIQ under Equity Initiative funded by RUSA
for Training of Finishing School

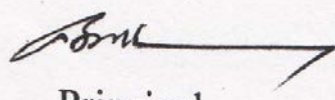
Slno	Particulars	Quantity	Specification/Remarks
1	Pen	12	Shepia
2	Plastic File Cover	12	Butam File
3	Bag	12	
4	Notepad	12	Spiral
5	ID Card	12	
6	ID Holder	12	
7	Plastic Tape	02	
8	CD	08 pkts	50 CDs each pkt (Frontech)
9	Pendrive	10	16 GB (Sony)
10	Photostat/Computer print copy of study material		A4, Legal Size, single/both side, color/B/W
11	Ruler	2	Plastic, 30 cm
12	Register	4	Oxford per Number
13	Coverfile	8	Dutson
14	CD copying		Writing per CD


 Principal,
 Kokrajhar Govt. College

Annexure –FS(II)

List of Books for NIQ under Equity Initiative funded by RUSA
for Training of Finishing School

Slno	Quantity	Name of Book	Author	Publisher
1	2	Personality Development and Soft Skills	Barun K. Mitra	
2	2	Interview Skills 1st Edition (English, Paperback)	Sajitha Jayaprakash	
3	1	How to Succeed at Interviews	Sudhir Andrews	Tata McGraw Hill
4	1	The skills of Interview, A guide for managers and trainers	Laslie Rae	Jaico Publishing House
5	1	Effective Group Discussion : Theory and Practice 12 Edition. Paperback,	Katherine Adams, Gloria Galanes	
6	2	How to group Discussion and interview	Hari Mohan Prasad, Rajnish Mohan	Tata McGraw Hill
7	1	Group Councelling	Gerald Carey	Brooks/Cole
8	1	Group Discussion on Current Topic	Major (Retd.) P. N. Joshi	Upkar prakashan
9	2	Workplace Morality: Behavioral Ethics in Organizations		Emerald Group Publishing Limited
10	2	An Introduction to Ethics	William Lillie	Surjeet Publication
11	2	Ethics and Corporate Social Responsibility: Why Giants Fall	Ronald R. Sims	Greenwood Publishing Group
12	2	Communication Skills for Professionals	Nira Lonar	PHI
13	1	Inter-cultural Communication	Adrian Holliday, Martin Hyde and John Kullman	Routledge
14	1	Effective Communication & Public Speaking	S.K. Mandal	Jaico Publishing House
15	1	Communication Skills	Dr. Sanjay Kumar and Dr. Pushp Lata	Oxford University Press
16	1	Role of technology in developing positive attitude		
17	1	I Love Public Speaking	Bishal Sarkar	
18	1	Public Speaking strategies for success	David Zarefsky	Pearson
19	1	Public Speaking	Osborn/Osborn	McGraw Hill
20	2	How to develop Self-confidence and influence people by public speaking	Dav Carnegic	Fingerprint!classics
21	1	Team Development & Leadership	Dr. B. Rathan Reddy	Jaico
22	1	English for Combined Defence Service Exam	Edger Thorpe , Showvick Thorpe	Pearson
23	1	Skill Training for social Worker	Datal et. al.	Sage


Principal,
Kokrajhar Govt. College