



Ref. No	Date

5.1.2: Report with photographs on Programmes /activities conducted to enhance Awareness of trends in technology / ICT/computing skill

CONTENT

- 1. 30 Days Certificate Course on Basic Computer Operation'
- 2. 5-day Capacity Building Programme on QGIS.
- 3. ONE Month Integrated Online Professional Course on QGIS: An Advance Geospatial Approach

Principal
Dhupguri Girls' College

30 DAYS CERTIFICATE COURSE

ON

BASIC COMPUTER OPERATION

INTRODUCED BY DHUPGURI GIRLS' COLLEGE

VENUE: S. BOSE COMPUTER LAB.

SESSION: 2022-23

DHUPGURI, JALPAIGURI

Course Aims & Objectives

- 1. **Introduction to Computer Fundamentals:** Provide a comprehensive understanding of basic computer concepts, including hardware and software components.
- 2. **Proficiency in Common Software Applications:** Equip learners with practical skills in essential software applications such as word processing, spreadsheets, and presentation tools.
- 3. **Internet and Email Usage:** Teach effective use of the internet for research, communication, and online collaboration, including email management.
- 4. **Basic Troubleshooting Skills:** Develop the ability to diagnose and solve common computer issues.
- 5. **Digital Literacy:** Foster digital literacy to enhance personal and professional efficiency in using technology.

Learning Outcomes

- 1. **Understanding of Computer Basics:** Demonstrate a solid understanding of fundamental computer operations and terminology.
- 2. **Software Application Proficiency:** Show proficiency in using key software applications for various tasks.
- 3. **Internet Navigation and Communication:** Effectively navigate the internet and utilize email for communication and information retrieval.
- 4. **Problem-Solving Skills:** Apply basic troubleshooting techniques to resolve common computer issues.
- 5. **Enhanced Digital Skills:** Exhibit improved digital literacy, enabling more efficient use of technology in everyday tasks and professional environments.

Course Structure and Examination Scheme:

Module No.	Module Name	Topics Covered
1	Introduction to Computers	Understanding hardware and software components
2	Operating Systems	Basics of Windows and other operating systems
3	Office Applications	Word processing, spreadsheets, and presentation tools
4	Internet and Email	Navigating the internet, using email effectively
5	Basic Troubleshooting	Identifying and solving common computer issues
6	Digital Literacy	Enhancing skills for personal and professional use of technology

Examination Scheme:

Internal Tests: Three internal tests will be conducted, each worth 30 marks.

- Internal Test 1
- Internal Test 2
- Internal Test 3

• Course-end Exam: A final exam at the end of the course worth 40 marks.

Final Score Calculation: The final score out of 100 will be calculated by summing the scores of the internal tests and the course-end exam.

> Grading System:

A+: 90% and above
A: 80% to 89.99%
B: 70% to 79.99%

C: 60% to 69.99%D: Below 60%

LIST OF REGISTERED STUDENTS

Sl. No.	Name of the Students	Registration Number	Department
01	Juli Yeasmin	1092005010067	HISTORY
02	Shikha Roy	1091905010046	ENGLISH
03	Pinki Roy	1092006010458	PROGRAMME COURSE
04	Manju Adhikary	1092006010150	PROGRAMME COURSE
05	Tapoprava Roy	1092006010133	PROGRAMME COURSE
06	Sharmistha Modak	1092005010117	GEOGRAPHY
07	Mousumi Roy	1092006010141	PROGRAMME COURSE
08	Anindita Chakraborty	1092005010037	ENGLISH
09	Rashmi Roy	1092005010114	GEOGRAPHY
10	Priti Roy	1092005010115	GEOGRAPHY
11	Nikita Kar	1092005010110	GEOGRAPHY
12	Samarpita Das	1092005010119	GEOGRAPHY
13	Sucharita Das	1092005010113	GEOGRAPHY
14	Debashree Roy	1092005010106	GEOGRAPHY
15	Sampa Barman	1092005010109	GEOGRAPHY
16	Kajal Majumdar	1092005010105	GEOGRAPHY
17	Jesmin Ara Parvin	1092005010103	GEOGRAPHY
18	Bhumika Roy	1092005010116	GEOGRAPHY
19	Sovarani Roy	1092005010111	GEOGRAPHY
20	Arpita Roy	1092005010107	GEOGRAPHY
21	Priyanka Adhikary	1092005010118	GEOGRAPHY
22	Bhupali Roy	10919050100107	GEOGRAPHY
23	Shikha Biswas	10919050100112	GEOGRAPHY
24	Jyotsna Khatun	1091906010124	PROGRAMME COURSE
25	Shalina Roy	10919050100134	PROGRAMME COURSE
26	Namika Thapa	1092005010052	ENGLISH
27	Muskan Thapa	1092005010050	ENGLSIH

COURSE DETAILS

Course Module	Module Details	Module Details No. of Class Faculty		Date
Theory: Description of Different	System Software and Application Software	01 (Day 1)	Dr. Somenath Kar	08-09-2022
Practical: Identification of Different	System, Turning a computer system on and off	01 (Day 1)	Dr. Somenath Kar	08-09-2022
Practical: Identifying different	My Computer, My Documents, Changing Desktop Backgrounds, etc.	01 (Day 2)	Dr. Somenath Kar	09-09-2022
Practical: MS Paint	MS Paint	01 (Day 3)	Dr. Somenath Kar	15-09-2022
Theory: Introduction to MS Office	Typing, Font, Alignment, Paragraph formatting	01 (Day 4)	Dr. Somenath Kar	16-09-2022
Practical: MS Word	Typing, Font, Alignment, Paragraph formatting	01 (Day 5)	Dr. Somenath Kar	23-09-2022
Practical: MS Word	Typing, Document formatting options, Bullets and Numbering, etc.	01 (Day 6)	Dr. Somenath Kar	24-09-2022
Practical: MS Word	Tables, Bullets and Numbering, Insert Picture, Clipart, Shapes	01 (Day 7)	Dr. Somenath Kar	28-10-2022
Practical: MS Word	Word Art, Header & Footer, Text Box, Page Layout, Mail Merge, etc.	01 (Day 8)	Dr. Somenath Kar	3-11-2022
Practical: MS Word	Header & Footer, Text Box, Page Layout, Mail Merge, Spelling & Grammar	01 (Day 9)	Dr. Somenath Kar	04-11-2022
MS Word	Test on MS Word	01 (Day 10)	Dr. Somenath Kar	04-11-2022
Theory: Introduction to MS Office	Cell Formatting Options, Data Tabulation	01 (Day 11)	Dr. Debarshi Ghosh	10-11-2022
Practical: MS Excel	Formulas and Functions	01 (Day 12)	Dr. Debarshi Ghosh	11-11-2022
Practical: MS Excel	Formulas and Functions	01 (Day 13)	Dr. Debarshi Ghosh	17-11-2022
Practical: MS Excel	Charts	01 (Day 14)	Dr. Debarshi Ghosh	18-11-2022
Practical: MS Excel	Charts	01 (Day 15)	Dr. Debarshi Ghosh	24-11-2022
Practical: MS Excel	Sort, Filter, What If Analysis, Grouping Subtotal, Paste options to Word	01 (Day 16)	Dr. Debarshi Ghosh	25-11-2022
Practical: MS Excel	Sort, Filter, What If Analysis, Grouping Subtotal, Paste options to Word	01 (Day 17)	Dr. Debarshi Ghosh	01-12- 22
MS Excel	Test on MS Excel	01 (Day 18)	Dr. Debarshi Ghosh	02-12-2022
Theory: Introduction to MS PowerPoint	Creating Slides	01 (Day 19)	Dr. Debarshi Ghosh	08-12-2022
Practical: MS PowerPoint	Creating Slides, Creating Slide Show by using Animation Technique	01 (Day 20)	Dr. Debarshi Ghosh	09-12-2022
Practical: MS PowerPoint	Slide Master, Clip Art Picture Editing	01 (Day 21)	Dr. Debarshi Ghosh	02-02-2023
Practical: MS PowerPoint	Slide Master, Clip Art Picture Editing	01 (Day 22)	Dr. Debarshi Ghosh	03-02-2023
Practical: MS PowerPoint	Slide Master, Clip Art Picture Editing	01 (Day 23)	Dr. Debarshi Ghosh	09-02-2023

MS PowerPoint	Test on MS PowerPoint	01 (Day 24)	Dr. Debarshi Ghosh	10-02-2023
Theory: Introduction to Web	Connecting to Internet, Opening websites and browsing	01 (Day 25)	Abdul Momin Hoque	16-02-2023
Practical: Internet	Browsing popular sites and using search engines, Introduction to Google	01 (Day 26)	Abdul Momin Hoque	17-02-2023
Practical: Internet	Google Forms	01 (Day 27)	Abdul Momin Hoque	16-03-2023
Practical: Email	Writing, reading and sending emails	01 (Day 28)	Abdul Momin Hoque	17-03-2023
Practical: Email	Writing, reading and sending emails	01 (Day 29)	Abdul Momin Hoque	23-03-2023
Examination	Course-end Exam	01 (Day 30)	Abdul Momin Hoque & Dr. Debarshi Ghosh	24-03-2023

Question papers

COMPUTER EXAM ON MS WORD

Date: 04-11-2022 Time: 1 Hour

MARKS: 30

Q.1. Document Formatting in MS Word (10 Marks)

- 1.1 Create a New Document:
 - Create a new blank document in MS Word. (1 Mark)
 - Set the page orientation to landscape. (1 Mark)
 - Set the margins to narrow. (1 Mark)

1.2 Text Formatting:

- Write a heading "The Importance of Computer Literacy". (1 Mark)
- Change the font size of the heading to 20 and make it bold. (1 Mark)
- Write a paragraph (50 words) on the importance of computer literacy. (2 Marks)
- Change the font style of the paragraph to 'Times New Roman', size 12. (1 Mark)
- Justify the text alignment of the paragraph. (1 Mark)
- Insert a page break after the paragraph. (1 Mark)

Q.2. Working with Tables and Lists in MS Word (10 Marks)

2.1 Creating a Table:

- Create a table with 4 columns and 5 rows. (2 Marks)
- Fill in the table with the following data: (2 Marks)
- Column 1: Sl. No.

- Column 2: Student Name
- Column 3: Subject
- Column 4: Marks

2.2 Table Formatting:

- Merge the cells in the first row and write "Student Performance Report". (1 Mark)
- Center align the text in the merged cell. (1 Mark)
- Apply a border to the table. (1 Mark)
- Shade the header row with a light gray color. (1 Mark)

2.3 Creating and Formatting Lists:

- Create a bulleted list of 5 points on "Benefits of Learning MS Word". (2 Marks)
- Change the bullet style to a filled circle. (1 Mark)

Q.3. Inserting and Formatting Graphics in MS Word (10 Marks)

3.1 Inserting Images:

- Insert an image from your computer into the document. (2 Marks)
- Resize the image to 3 inches in width. (1 Mark)
- Apply a 'Soft Edge' picture style to the image. (1 Mark)

3.2 Creating and Formatting Shapes:

- Insert a rectangle shape below the image. (1 Mark)
- Add text inside the rectangle: "Computer Literacy Class". (1 Mark)
- Change the fill color of the rectangle to light blue. (1 Mark)
- Apply a shadow effect to the rectangle. (1 Mark)

3.3 Inserting and Formatting SmartArt:

- Insert a SmartArt graphic of your choice (e.g., Process, Cycle). (1 Mark)
- Add 3 steps in the SmartArt graphic with relevant text. (2 Marks)

COMPUTER EXAM ON EXCEL

Date: 02-12-2022 Time: 1 Hour

MARKS: 30

1. Prepare a neat table (05) in MS Excel considering the following data:

Give a Heading of the table in big merging cells. (02)

Use a thick box for showing the service of the table as below (02)

Export the table in MS Word and save it. (01)

2.

Blocks	Paddy	Wheat	Jute	Potato	Mustard
1	2280	825	239	2057	89
2	3750	641	137	1458	45
3	1960	421	87	906	68
4	1090	511	70	754	123
5	1430	384	101	1347	78

Find out the sum and average of the given data.

Blocks	Paddy	Wheat	Jute	Potato	Mustard	Row Total
1	2280	825	239	2057	89	
2	3750	641	137	1458	45	
3	1960	421	87	906	68	
4	1090	511	70	754	123	
5	1430	384	101	1347	78	
SUM						Grand Sum
Average						Grand Average

For copying the table: (05) For summing up all rows: (03) For averaging all rows: (03) For sum of columns: (03)

For grand sum and average: (02)

3. Find out the value of NDVI using the following equation. (05)

NDVI = (NIR-IR)/(NIR+IR)

Where,

NIR = 100

IR = 70

COMPUTER EXAM ON MS POWERPOINT

Date: 10-02-2023 Time: 1:30 Hours

MARKS: 30

Q.1. Creating and Formatting a PowerPoint Presentation (10 Marks)

1.1 Creating a New Presentation:

- Create a new blank presentation in MS PowerPoint. (1 Mark)
- Set the slide size to widescreen (16:9). (1 Mark)
- Apply a design theme of your choice to the presentation. (1 Mark)

1.2 Slide Creation and Formatting:

- Add a title slide with the heading "The Benefits of Using PowerPoint". (1 Mark)
- Add a subtitle "An Overview". (1 Mark)
- Create a second slide with the title "Key Features". (1 Mark)
- Add a bulleted list with at least 3 points describing key features of PowerPoint. (2 Marks)
- Change the bullet style to a checkmark. (1 Mark)
- Add a third slide with the title "Conclusion". (1 Mark)
- Write a short conclusion (30 words). (1 Mark)

Q.2. Working with Multimedia in PowerPoint (10 Marks)

2.1 Inserting and Formatting Images:

- Insert an image relevant to your presentation on the second slide. (2 Marks)
- Resize the image to fit appropriately on the slide. (1 Mark)
- Apply a picture style of your choice to the image. (1 Mark)

2.2 Adding and Formatting Videos:

- Insert a video on the third slide. (2 Marks)
- Trim the video to play only the first 30 seconds. (1 Mark)
- Add a play button to the video. (1 Mark)

2.3 Adding Audio:

- Insert background music to play across all slides. (1 Mark)
- Set the audio to start automatically when the presentation begins. (1 Mark)

Q.3. Animations and Transitions in PowerPoint (10 Marks)

3.1 Adding Animations:

- Apply entrance animations to the text on the first slide. (2 Marks)
- Set the animations to start on click. (1 Mark)
- Apply emphasis animations to the bullet points on the second slide. (1 Mark)

3.2 Adding Transitions:

- Apply a transition effect to all slides. (1 Mark)
- Set the transition duration to 1.5 seconds. (1 Mark)
- Set the transition to advance on click. (1 Mark)

3.3 Creating a Custom Animation Path:

- Create a custom animation path for an image on the third slide. (2 Marks)
- Set the animation to start after the previous animation. (1 Mark)

COMPUTER EXAM ON INTERNET AND EMAIL

Date: 24-03-2023 Time: 1:30 Hours

MARKS: 50

Q.1. Introduction to the Internet (10 Marks)

- 1.1 Theory: Understanding the Web
 - Define the Internet and explain its importance in today's world. (2 Marks)
 - Describe the basic requirements to connect to the Internet. (2 Marks)

1.2 Practical: Connecting and Browsing

- Demonstrate how to connect a computer to the Internet using a wired or wireless connection. (2 Marks)
- Open a web browser and navigate to three different websites of your choice. Describe the steps involved. (2 Marks)
- Explain how to use search engines to find information online, and provide an example of a search query. (2 Marks)

Q.2. Utilizing Google Forms (10 Marks)

2.1 Practical: Creating and Sharing Google Forms

- Create a Google Form with the following fields: Name, Email, and Feedback. (2 Marks)
- Add multiple-choice and short answer questions to the form. (2 Marks)
- Change the theme of the form to a design of your choice. (1 Mark)

2.2 Advanced Features in Google Forms

- Set up the form to collect responses in a Google Sheet. (2 Marks)
- Share the form with classmates via email and explain the sharing process. (2 Marks)
- View and interpret the collected responses in Google Sheets. (1 Mark)

Q.3. Email Communication (10 Marks)

- 3.1 Practical: Writing and Sending Emails
 - Open an email account (e.g., Gmail) and compose a new email with the subject "Class Update". (2 Marks)
 - In the email body, write a short message informing your classmates about an upcoming event. (2 Marks)
 - Attach a document to the email and send it to three recipients. (2 Marks)

3.2 Email Management

- Organize your inbox by creating folders/labels and move emails accordingly. (2 Marks)
- Set up an automatic email signature with your name and contact information. (1 Mark)
- Explain how to identify and avoid phishing emails. (1 Mark)

COURSE END COMPUTER EXAM

Date: 24-03-2023 Time: 2 Hours

MARKS: 50

Q.1. Advanced Document Formatting in MS Word (15 Marks)

- 1.1 Creating a New Document:
 - Create a new blank document in MS Word. (1 Mark)
 - Set the page layout to A4 size with 1-inch margins on all sides. (2 Marks)

1.2 Text Formatting and Styles:

- Write a heading "The Impact of Technology on Education". (1 Mark)
- Change the font size of the heading to 22, make it bold, and center align it. (2 Marks)
- Write a 100-word paragraph on the given topic. (3 Marks)
- Apply 'Heading 1' style to the heading and 'Normal' style to the paragraph. (2 Marks)

1.3 Using References and Hyperlinks:

- Insert a table of contents at the beginning of the document. (2 Marks)
- Add a hyperlink to an external website related to the topic. (2 Marks)

• Insert a footnote explaining a technical term used in the paragraph. (2 Marks)

Q.2. Data Analysis in MS Excel (20 Marks)

2.1 Creating and Formatting a Table:

- Create a table with the following columns: Sl. No., Product Name, Quantity Sold, Unit Price, Total Sales. (2 Marks)
- Enter data for at least 5 products. (3 Marks)
- Calculate the Total Sales for each product using a formula. (2 Marks)

2.2 Using Functions and Formulas:

- Use the SUM function to calculate the total quantity sold for all products. (2 Marks)
- Use the AVERAGE function to find the average unit price. (2 Marks)
- Use conditional formatting to highlight products with Total Sales greater than a specified amount. (3 Marks)

2.3 Creating Charts and Graphs:

- Create a bar chart to display the Quantity Sold for each product. (2 Marks)
- Add appropriate titles and labels to the chart. (2 Marks)
- Create a pie chart to show the percentage contribution of each product to the total sales. (2 Marks)

Q.3. Presentation Skills in MS PowerPoint (15 Marks)

3.1 Creating a New Presentation:

- Create a new blank presentation in MS PowerPoint. (1 Mark)
- Apply a design theme of your choice to all slides. (2 Marks)

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3.2 Slide Creation and Content Formatting:

- Create a title slide with the heading "Future Trends in Technology". (2 Marks)
- Add a subtitle "An Insightful Analysis". (1 Mark)
- Create a second slide with the title "Emerging Technologies". (1 Mark)
- Add at least 3 bullet points describing emerging technologies. (2 Marks)
- Insert a relevant image on the second slide and apply a picture style. (2 Marks)

3.3 Using Animations and Transitions:

- Apply entrance animations to the text on the second slide. (2 Marks)
- Set slide transitions to fade effect with a duration of 1.5 seconds for all slides. (2 Marks)
- Add a third slide with a SmartArt graphic illustrating the adoption process of new technologies. (2 Marks)



DHUPGURI GIRLS' COLLEGE

Ref. No	Date

FINAL SCORE CARD OF STUDENTS

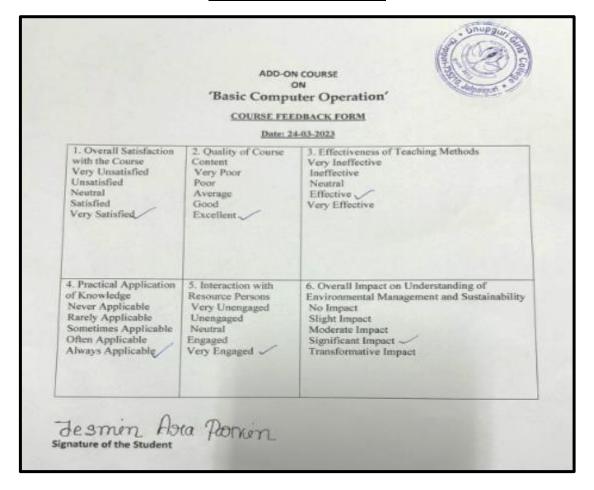
Sl. No.	Name of the Student	Internal Test 1 (30)	Percentage	Internal Test 2 (30)	Percentage	Internal Test 3 (30)	Percentage	Course- end Exam (40)	Percentage	Final Score (100)	Final Percentage	Grade
1	Juli Yeasmin	24	80%	27	90%	25	83.33%	36	90%	112	89.33%	A
2	Shikha Roy	22	73.33%	20	66.67%	23	76.67%	30	75%	95	76.00%	В
3	Tapoprava Roy	20	66.67%	21	70%	19	63.33%	28	70%	88	70.67%	В
4	Sharmistha Modak	23	76.67%	25	83.33%	22	73.33%	34	85%	104	83.20%	A
5	Pampa Barman	25	83.33%	22	73.33%	24	80%	35	87.5%	106	84.80%	A
6	Rashmi Roy	21	70%	23	76.67%	20	66.67%	31	77.5%	95	76.00%	В
7	Priti Roy	22	73.33%	21	70%	23	76.67%	33	82.5%	99	79.20%	В
8	Nikita Kar	24	80%	26	86.67%	25	83.33%	37	92.5%	112	89.60%	Α
9	Samarpita Das	19	63.33%	20	66.67%	22	73.33%	29	72.5%	90	72.00%	В
10	Sucharita Das	20	66.67%	18	60%	21	70%	30	75%	89	71.20%	В
11	Debashree Roy	25	83.33%	24	80%	26	86.67%	37	92.5%	112	89.60%	A
12	Sampa Barman	24	80%	25	83.33%	27	90%	36	90%	112	89.33%	A
13	Kajal Majumdar	22	73.33%	23	76.67%	21	70%	31	77.5%	97	77.60%	В
14	Jesmin Ara Parvin	27	90%	28	93.33%	29	96.67%	38	95%	122	97.60%	A+
15	Ripa Parvin	18	60%	20	66.67%	19	63.33%	28	70%	85	68.00%	С
16	Bhumika Roy	20	66.67%	22	73.33%	21	70%	30	75%	93	74.67%	В
17	Sovarani Roy	23	76.67%	24	80%	22	73.33%	34	85%	103	82.40%	A
18	Arpita Roy	26	86.67%	27	90%	25	83.33%	36	90%	114	91.20%	A+
19	Priyanka Adhikary	25	83.33%	24	80%	26	86.67%	37	92.5%	112	89.60%	A
20	Bhupali Roy	21	70%	23	76.67%	20	66.67%	31	77.5%	95	76.00%	В
21	Shikha Biswas	22	73.33%	21	70%	23	76.67%	33	82.5%	99	79.20%	В
22	Jyotsna Khatun	24	80%	26	86.67%	25	83.33%	37	92.5%	112	89.60%	A
23	Shalina Roy	19	63.33%	20	66.67%	22	73.33%	29	72.5%	90	72.00%	В
24	Namika Thapa	20	66.67%	18	60%	21	70%	30	75%	89	71.20%	В

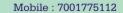
ADD-ON COURSE

ON

'Basic Computer Operation'

COURSE FEEDBACK FORM





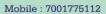


DHUPGURI * JALPAIGURI * PIN-735210

Ref. No	Date
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PROOF OF COMMUNICATION & RESPONSES FROM THE BOARD OF STUDIES

	Minus 2001775112
DHUPO	GIRLS' COLLEGE
Ref. No. DPGIC /2022 /637	Date 05 07 (30.22
To Partha Sarathi Guha Director Hamro Hospitality Pvt. Ltd.	
Dear Sir.	
	ther of Board of studies (BOS) of the course, "Basic into College
generation learners. In order to facil	remote corners of Doars , comprising of mainly, first litate a rudimentary knowledge of computer operation ge has designed a certificate Course on "Basic Computer
course. Have Computer operation herewith). We are looking forward course. Kindly accept our invitation letterhead regarding the syllabus of then kindly do it by 30 th July, 202	and go through the reliable of the BUS of the and go through the reliable of the course (enclosed to your invaluable comments and suggestions on the n as member of the BOS and write few words on your the course. If you suggest some changes in the syllabus 22 as we are hoping to start the course on and from the same and suggestion on the syllabus will highly
Thanking You.	
	Briganily as 07/2022
	Dhupguri Giris' College Principal Dhupguri Giris' College Chipguri Jakonguri





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DHUPGURI * JALPAIGURI * PIN-735210

E-mail: dhupgurigirlscollege1@gmail.com * Website: www.dhupgurigirlscollege.ac.in

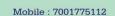
Ref. No..... Date.....

DHUPGIII . Webette www Date 08:07, 2022 Ref. No DPGC/2003/637 To Prof. Joy Sarkar Dept. of Commerce University of North Bengal Dear Sir. Sub:- invitation to act as a member of Board of studies (BOS) of the course, "Basic Computer operation of Dhupguri Girls' College. Ours is a college located in the remote corners of Doars , comprising of mainly, first generation learners. In order to facilitate a rudimentary knowledge of computer operation amongst the girl students, the college has designed a certificate Course on "Basic Computer operation" We will be happy, if you kindly accept our invitation to be a member of the BOS of the course. 'Basic Computer operation', and go through the syllabus of the course (enclosed herewith). We are looking forward to your invaluable comments and suggestions on the course. Kindly accept our invitation as member of the BOS and write few words on your letterhead regarding the syllabus of the course. If you suggest some changes in the syllabus then kindly do it by 30th July, 2022 as we are hoping to start the course on and from 01.08.2022 Your kind consent for the same and suggestion on the syllabus will highly benefit in. Thanking You. Principal

Dhupguri Girls' College

Principal Dhupguri Girls' College Dhupguri : Jalpaigur

Dhupguri Girls' College





DHUPGURI * JALPAIGURI * PIN-735210

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To The Principal Dhupguri Girls College Dhupguri Jalpaiguri

Sir,

On the outset let me thank you for giving the opportunity to act as a member of the Board of Studies of the course on Basic Computer Operations at your college. I think it is a great initiative and I hope this will go a long way in imparting employable skills among the students.

I found the course content apt and well thought out for first generation learners. As suggested in your letter, I would like to share my thoughts on the course content.

- 1) The emphasis on developing basic skills of Word and Excel is very well placed.
- 2) I am less enthusiastic about the prospect of learning MS paint. Presently, most students are familiar with smart phones where apps often do a similar or better job. MS paint also has limited employability linked benefit in my personal opinion.
- I also think weight given on Powerpoint can be reduced. Although it is a useful tool, most young executives get few opportunities for presentations. I think the time can be better spent elsewhere.
- 4) I would recommend course includes cloud computing. Google drive would be a good tool. Google form is already in the syllabus, but the scope here needs to be widened.
- 5) Most smart phone users know about internet and websites. But their understanding of the background is weak. I recommend giving basic ideas about how websites work. Basic protocols, Hosting of sites, DNS, WYSIWYG site builders, basics of SEO, basics of website designing etc. I understand this may be a bit overwhelming to the candidates so it can be done towards the end of the course so that anyone with right inclination are equipped to pursue further study on these very practical and potential areas.

HAMRO HOSPITALITY PVT. LTD.

Thanking you Trotim Guha

(Partha Protim Guha)

CEO

Our Offices

Siliguri : 19 MN Sarkar Sarani, Mahanandapara, 734001 Kolkata : 67 Jatin Das Road, Kolkata, 700029 Darjeeling: Hill Cart Road, Chota Kak Jhora, 734101 Gangtok : Deorali Bazar, Gangtok, 737101

Hamro Hospitality Private Limited

Registered Office 8, Rajani Kanta Sarani Hakimpana, Siliguri - 734001 Cell : 9733000 592 / 593 / 594 E-mail : info@easthmatava in

Principal
Dhupguri Girls' College



DHUPGURI * JALPAIGURI * PIN-735210



Ajit Kumar Ray 2 days ago to me ~



:

Dear Dr. Debnath,

Thanks for your mail and I am happy to accept your request to be one of the members of the Board of Study of Computer course.

I have gone through the course's syllabus and think it is appropriate for the target group.

I hope your endeavour will be successful.

With good wishes, Ajit Kumar Ray

Show quoted text

AJIT KUMAR RAY Grad OR, Ph.D.
Professor (Operations Research, Retired)
University of North Bengal
Darjeeling-734013, INDIA

Ph: 91-86174-60293 91-94343-51396

Principal
Dhupguri Girls' College



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E-mail : dhupgurigirlscollege1@gmail.com 👲 Website : www.dhupgurigirlscollege.ac.in



Joy Sarkar Yesterday to me ~



:

Sir,
First of all I gladly accept the proposal and I will send
the acceptance letter after some days in my
letterhead. I have gone through the syllabus
thoroughly, it is nicely drafted. Please make following
changes under Module Details:

Course Module Module Details

MS-Word

Theory: Introduction to MS-Word with MS-Office

MS-Excel

Theory: Introduction to MS-Excel

Internet

Theory: Introduction to Google Forms with Google

Drive

Thanking you, with regards, Joy Sarkar, Department of Commerce, University of North Bengal

Show quoted text





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 $\hbox{$\tt E$-mail: dhupgurigirlscollege1@gmail.com} \quad \hbox{$\tt \#$} \quad \hbox{$\tt Website: www.dhupgurigirlscollege.ac.in}$

DHUPGURI GIRLS' COLLEGE DHUPGURI * JALPAIGURI E-mail: dhupgungiriscollege1@gmail.com • Website: www.dhupgungiriscollege.ac.in DPGC 2022 / 637 To Prof. Dr. Ajit Kumar Ray Ex. Head of the Dept. Dept. of Commerce University of North Bengal

Dear Sir.

Sub:- Invitation to act as a member of Board of studies (BOS) of the course, "Basic Computer operation of Dhupguri Girls' College.

Ours is a college located in the remote corners of Doars , comprising of mainly, first generation learners. In order to facilitate a rudimentary knowledge of computer operation amongst the girl students, the college has designed a certificate Course on "Basic Computer operation".

We will be happy, if you kindly accept our invitation to be a member of the BOS of the course, 'Basic Computer operation', and go through the syllabus of the course (enclosed herewith). We are looking forward to your invaluable comments and suggestions on the course. Kindly accept our invitation as member of the BOS and write few words on your letterhead regarding the syllabus of the course. If you suggest some changes in the syllabus then kindly do it by 30^{th} July, 2022 as we are hoping to start the course on and from 01.08.2022. Your kind consent for the same and suggestion on the syllabus will highly benefit us.

Thanking You.

Dhupguri Girls' College

Principal Dhupguri Girls' College Ohupguri : Jalpaiguri

Principal
Dhupguri Girls' College

NOTICE SECTION



Mobile: 7001775112

DHUPGURI GIRLS' COLLEGE

DHUPGURI * JALPAIGURI * PIN-735210

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Ref. No.....



Date.....

NOTICE

Date: 23/09/2022

This is to inform all students enrolled in the 30-days certificate course on 'Basic Computer Operation' that a test on MS Word will be conducted on 4th November 2022 from 2:00 PM by Dr. Somenath Kar. All students are required to attend the test, which will take place in the S. Bose Computer Lab. Please come prepared and be on time.

Principal

Dhupguri Girls' College

Principal

Dhupguri Girls' College

Dhupguri, Jalpaiguri





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Ref. No.....



Date.....

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Principal 23/09/2022

Phupguri Girls' College

Principal
Dhupguri Girls' College
Dhupguri, Jalpaiguri





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Ref. No.....



Date.....

This is to inform all students enrolled in the 30-days certificate course on 'Basic Computer Operation' who have not yet paid the course fee, that they are hereby requested to pay the same on 16th November 2022 to the college office. Timely payment of the course fee is essential for the smooth conduct of the course. Your cooperation in this regard is highly appreciated.

Dhupguri Girls' College

Dhupguri Girls' College Dhupguri, Jalpaiguri





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Ref. No.....



Date.....

NOTICE

Date: 25/11/2022

This is to inform all students enrolled in the 30-days certificate course on 'Basic Computer Operation' that a test on MS Excel will be conducted on 2nd December 2022 from 2:30 PM by Dr. Debarshi Ghosh. All students are required to attend the test, which will take place in the S. Bose Computer Lab. Please come prepared and be on time.

Dhupguri Girls' College



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Ref. No.....



Date.....

NOTICE

Date: 02/02/2023

This notice is to inform all students enrolled in the 30-days certificate course on 'Basic Computer Operation' that there will be a test on MS Power Point on 10-02-2023, starting at 1:30 PM. The test will be conducted by Dr. Debarshi Ghosh and will take place in the S. Bose Computer Lab. Attendance is mandatory for all students. Please ensure you come prepared and arrive on time.

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Dhupguri Girls' College

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Ref. No.....



Date.....

NOTICE

Date: 16/03/2023

This notice is to inform all students enrolled in the 30-days certificate course on 'Basic Computer Operation' that the course-end examination will be held on 24th March 2023, starting at 1:30 PM. The exam will be conducted by Abdul Momin Hoque and Dr. Debarshi Ghosh and will take place in the S. Bose Computer Lab. Attendance is mandatory for all students. Please ensure your presence and arrive on time.

Principal

Dhupguri Girls' College

Principal Dhupguri Girls' College Dhupguri, Jalpaiguri



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Ref. No.....



Date.....

NOTICE

Date: 04-04-2023

This is to inform all students that the final results of the course will be published on 07-04-2023. Students are requested to check the college notice board or the official college website for their results. Furthermore, all successful candidates will be awarded a certificate of completion from Dhupguri Girls' College. The certificates will be distributed starting from 08-04-2023. Students are advised to collect their certificates from the college office during working hours.

For any queries or further information, please contact the course coordinators.

Principal

Dhupguri Girls' College

Principal Dhupguri Girls' College Dhupguri, Jalpaiguri



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Ref. No	Date

ATTENDANCE SHEET

# Anpita Roy	Conse	NAME OF STUDENTS Duli, Yearmin Shikha Roy Pinki Roy Mensiu Adhikati Tapophava Roy Sharmisthe Modak Mousumi Roy Armer Parman Rashmi Roy Mikita Kari Samaritta Das Sucharita Das	STUDENTS ATTENDANCE REGISTER CLASS SEC Total No. of Class ANT E N OS (0) 15 6 73 24 73 4 10 11 14 17 17 17 17 17 18 19 20 18 18 18 18 18 18 18 18 18 18 18 18 18
Tyothma Khatum 1 2 3 4 5 · · 6 · 7 8 9 10 1	* The Con	Ripa Parvin Bhumika Roy Savariani Roy Ampita Roy Phiyanka Adhikary Bhugau Roy	1 2 3 4 5 6 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 19 11 12 13 14 15 16 17 18 19 19 11 12 13 14 15 16 17 18 19 19 11 12 13 14 15 16 17 18 19 19 19 11 12 13 14 15 16 17 18 19 19 19 11 12 13 14 15 16 17 18 19 19 19 19 11 12 13 14 15 16 17 18 19 19 19 19 19 19 19 19 19 19 19 19 19
		Jyotsna Khatun Sharina Roy Namika Thafa	1 2 3 4 5 6 . 7 8 9 10





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SAMPLE CERTIFICATE

Certificate of Participation

CERTIFICATE COURSE ON

'BASIC COMPUTER OPERATION(30 DAYS)'

Organized by Dhupguri Girls' College



This is to certify that Miss/Smt....JULI YEASMIN

DEPT. OF HISTORY

has successfully participated in the Certificate course on 'Basic Computer Operation' held from 8th September, 2022 to 24th March, 2023 at Dhupguri Girls' College. The candidate has secured 89.33% with grade 'A±'.

Dr. Somenath Kar

Dr. Somenath Kar Course Coordinator Dhupguri Girls' College Dr. Debarshi Ghosh Course Coordinator

Course Coordinator HoD, Dept. of Geography Dr. Bijoy Debnath Principal

Dhupguri Girls' College





IPGI

DHUPGURI * JALPAIGURI * PIN-735210 485

Ref. No	Date

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5.1.2: Report with photographs on Programmes /activities conducted to enhance Awareness of trends in technology / ICT/computing skills

E-mail: dhupgurigirlscollege1@gmail.com

Program Report: 5-day Capacity Building Programme on OGIS

The 5-day Capacity Building Programme on QGIS was organized in collaboration with Birpara College and IIARI, Kolkata. The workshop aimed to provide participants with basic knowledge and skills in using QGIS, a popular open-source Geographic Information System (GIS) software. The program was conducted from 10th April to **14th April**, **2023**, at Dhupguri Girls' College.

• Participants:

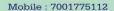
A total of 113 participants from various educational institutions attended the workshop. These participants included students, faculty members, and professionals interested in GIS and spatial analysis. The program received an overwhelming response, indicating the growing interest in geospatial technologies.

• Workshop Sessions:

The workshop primarily focused on imparting basic knowledge and practical skills in using QGIS software. The sessions covered the following topics:

- 1. Introduction to GIS and QGIS
- Data acquisition and management
- Spatial analysis techniques
- Cartography and map production
- 5. Remote sensing integration with QGIS
- 6. Advanced plugins and tools in QGIS

The sessions were conducted by expert trainers from IIARI, Kolkata, who provided hands-on training and guided the participants through various exercises and practical examples.



Date.....



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• Offline Participation:

Ref. No.....

The workshop witnessed active participation from six colleges in offline mode. The colleges actively engaged their students and faculty members to make the program a success. The offline mode allowed participants to interact with the trainers and fellow participants, fostering an environment conducive to learning and knowledge exchange.

- Inaugural Ceremony:
- Inaugural Ceremony (10th April 2023):

The workshop commenced with a grand inaugural ceremony held in Room No. 5. The ceremony began with a gathering and the lighting of the lamp, followed by a soulful opening song performed by students. The guests were felicitated during the ceremony. The conveners, Dr. Debarshi Ghosh (HOD, Dept. of Geography, DGC) and Mr. Pranoy Dey (HOD, Dept. of Geography, Birpara College), delivered the welcome address. A mesmerizing dance performance by Sharmistha Modak, a 6th semester student of Geography, added color to the event. The inaugural addresses were delivered by Dr. Debnath (Principal, Dhupguri Girls' College), Dr. Jyotirmoy Roy (TIC, Birpara College), Professor Subir Sarkar (Ex-HOD, Senior Professor, Dept. of Geography & Applied Geography, NBU), Anil Chakraborty (Governing Body President, DGC), and Rajesh Kumar Singh (Vice-Chairman, Dhupguri Municipality). The ceremony also included addresses by other esteemed guests and dignitaries, such as Professor Deepak Kumar Mandal (HOD, Dept. of Geography & Applied Geography, NBU), Dr. Nilangshu Sekhar Das (Principal, Sukanta Mahavidyalaya), Professor Piyal Basu Roy (Dept. of Geography, Coochbehar Panchanan Barma University), Dr. A. Basak (Associate Professor, Dept. of Geography & Applied Geography, NBU), and Dr. B.C. Sarkar (Associate Professor, AC College). The inaugural ceremony concluded with a vote of thanks by Mr. Abdul Momin Hoque (Assistant Professor, Dept. of Geography, DGC), the organizing secretary, followed by the National Anthem.

• Closing Ceremony:

The workshop concluded on 14th April, 2023, with a colorful cultural event during the closing ceremony. Participants showcased their learning outcomes and skills acquired during the program through various presentations, posters, and map displays. The cultural event featured vibrant performances, including music, dance, and drama, celebrating the diverse talents of the participants and creating a joyful atmosphere.



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5.1.2: Report with photographs on Programmes /activities conducted to enhance Awareness of trends in technology / ICT/computing skill

Photo Gallery









Principal
Dhupguri Girls' College

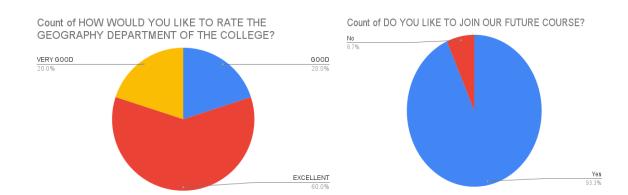


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Table 1. Data on participants

			Total Participants
1	Student (UG)	Dhupguri Girls' College	33
2	Student (UG)	Birpara College	32
3	Student (UG)	Sukanta Mahavidyalaya	7
4	Faculty	Maynaguri College	2
5	Student (UG)	A C College	2
6	Student (UG)	P D Women's College	1
7	Student (UG)	University BT & Evening college	16
8	Student (UG)	Falakata College	13
9	Research Scholar	University of North Bengal	2
10	Student (UG)	Madhusudhan Hore Mahavidyalaya	1
11	Student (PG)	Vidyasagar University	1
12	Faculty	Birpara College	2



DataSource: https://docs.google.com/spreadsheets/d/1MnVVVwjZXpTr2fwvbBbK3TkJ8Su J mnfSb8PYXorZiOk/edit?usp=sharing





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5.1.2: Report with photographs on Programmes /activities conducted to enhance Awareness of trends in technology / ICT/computing skill

NOTICE

Date: 20-04-2023

This is to notify that student of the Geography Department of Dhupguri Girls' College, along with researchers, academicians, postgraduate students, and professionals, are hereby invited to participate in the forthcoming Geospatial Approach course. This intensive one-month capacity building certificate course, offered in collaboration with the Integrated Institute for Advanced Research and Information (IIARI), is designed to impart advanced knowledge and skills in Geographic Information System (GIS), remote sensing, and their applications. Conducted online via Zoom, the course will run from 04-05-2023 to 09-06-2023. Seize this opportunity to enhance your understanding and expertise in the field of geospatial technologies. For registration and further details, please visit our website or contact the department coordinator directly.

Principal
Dhupguri :: Jalpaiguri
Dhupguri :: Jalpaiguri

Principal

Dhupguri Girls' College.

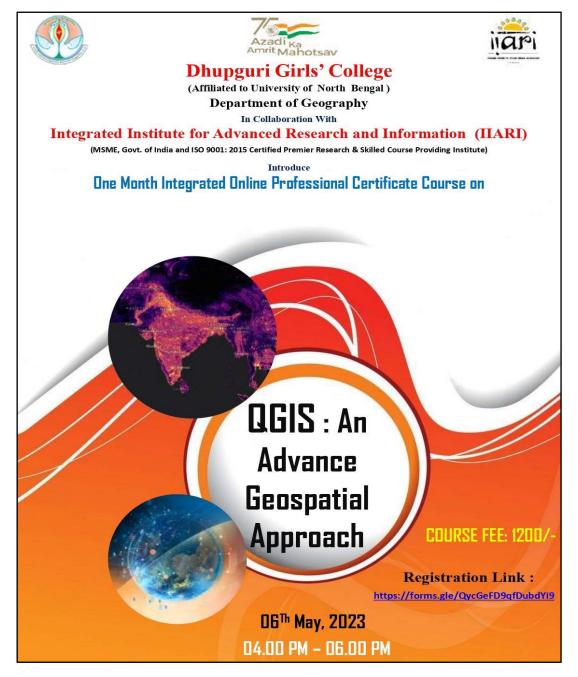




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5.1.2: Report with photographs on Programmes /activities conducted to enhance Awareness of trends in technology / ICT/computing skill

One Month Certificate Course Brochure







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5.1.2: Report with photographs on Programmes /activities conducted to enhance Awareness of trends in technology / ICT/computing skill

About Dhupguri Girls' College

Dhupguri Girls' College was established with a vision to foster and cultivate the zeal for learning and education amongst the underprivileged women, especially in this region of Dooars, North Bengal. Developmental programs and governance of a postcolonial state has started to make inroads in this region only in the recent past, and since then a lot of thinking has gone into inducting women in various walks of life that alone can make them stakeholders in an inclusive framework of human growth and development. Since its inception in 2013, this institution has nurtured aspirations for higher education in these remote corners of the rural hinterland, amidst lots of challenges and impediments. We, at Dhupguri Girls' College believe that the pursuit of higher education in the holistic sense of the term can provide an avenue to these women to empower themselves in the contemporary times. Towards this end, the College aims to provide various academic resources to the students in the form of study materials and various audio-visual learning tools, to bring about a positive change in the rural community and strengthen the networks of knowledge transmission and production thereby opening up the avenues for employment opportunities. This vision has continued to grow in the last few years through an optimum utilization of its limited resources and funds of the college. The strength of the institution lies in its potential to cultivate its human resources and instil independent and bold thinking amongst its pupils in a liberal academic environment.

About IIARI

IIARI is a research organisation based in Kolkata. It focuses on integrated studies, program implementation, industry and market research. It mainly covers three domains which include academic development, industrial services and consultancy work. Application of various software, system of geographic information and illustration of different skill development programs are the key, which provides hands-on training and projects that will help you to explore your motto of the academic counterpart. Innumerous short-term courses are offered hereinterests and sharpen your skills to procure a competitive edge in the workspace. IIARI aims to inculcate knowledge and skills among the budding geographers to make them competent enough to fight in the prospective world of GIS as well as to procure a place in this emerging space.

Scope

This COURSE will appeal to those who require an understanding of research approaches. Most importantly, it will help to enhance the ability to utilize the knowledge/skill in their studies or in professional lives. And also, it will be very helpful to those who are pursuing Under-graduate and Post-graduate courses. The eminent geographers of the world are of the opinion that in near future the Geo-spatial technology will play a pivotal role in the field of research and will help the society at large to frame its policies. This COURSE will also help the students immensely, as we focus on their specific courses of both UG & PG. Further, the COURSE aims to sharpen the logical mind of students for their upcoming Professional lives. Moreover, this endavour will make it possible to offer such an expensive course in a pocket friendly manner to the rural folks of North Bengal.

Future Prospects

The student participants can choose the Geoinformatics/GIS based career as an alternative path after completing their studies as the domain promises lots of opportunities in future. The Public sectors such as central governments, state governments and innumerous, statutory bodies, are directly recruiting the GIS professionals. Apart from them, the huge private sectors are in a hunting mode throughout the year so that they can make up their shortage of manpower. GSI,SOI,NATMO,DST are some of the examples in public domain whereas ESRI, HEXAGON, WRI are one of the leading recruiting MNCs in Geoinformatics/GIS. We are here to assist you in getting a foothold in this domain.

TOPICS

Overview of GIS – RS & Its Application

- ☐ Accuracy Assessment☐ Concept of DEM
- ☐ Satellite & DEM Data Download
- Spatial Analysis :
 - I. DEM II. SLOPE
 - III. ASPECT
 - IV. CONTOUR
 - IV. CONTOUR
 - V. HILLSHADE

Week: 2

Week: 1

- Image Enhancement
- ☐ Image Rectification
- ☐ Image Merge
- ☐ Stacking

Week: 3

- Interpolation
- □ IDW
- Spline
- ☐ Kriging
- □ Relative Relief□ Ruggedness Index
- Ruggedness index
 Drainage Density
- Stream Ordering.

Water Shed

- Week: 4
- □ NDBI
- MNDWI
- ☐ SOIL INDEX
- ☐ Glacial Index☐ Introduction to
- ☐ Introduction to GNSS
- □ GPS Mapping using QGIS□ Google Earth Pro & Its Application
- Preparation of Location Map of the Study Area.

Payment Details

Account Name: DHUPGURI GIRLS COLLEGE

Account No: 2012010085241

IFSC: PUNB0201220

Branch: Punjab National Bank, Dhupguri

UPI ID: bhabaniroy186@okicici



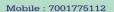
SCAN TO PAY

How to Register?

(Submit the registration fees through given bank account > Collect the transaction ID > Fill the registration form > Put Transaction ID >

Submit.)

9641680671, 9933189567, 8961725804





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Ref. No	Date
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5.1.2: Report with photographs on Programmes /activities conducted to enhance Awareness of trends in technology / ICT/computing skill

Report on the GIS Capacity Building Certificate Course

• Introduction

The Geospatial Approach course offered by Dhupguri Girls' College in collaboration with the Integrated Institute for Advanced Research and Information (IIARI) was a one-month capacity building certificate course aimed at providing participants with advanced knowledge and skills in Geographic Information System (GIS). The course was conducted online via Zoom and covered a wide range of topics related to GIS, remote sensing, and their applications. The course started from 04-05-2023 and ended on 09-06-2023. This report aims to provide an overview of the course and its impact on the participants.

• Course Structure

The course was structured into four weeks, with each week focusing on specific topics related to GIS and its applications. The topics covered in each week were as follows:

• First Week

Overview of GIS - RS & Its Application

Accuracy Assessment

Concept of DEM (Digital Elevation Model)

Satellite & DEM Data Download

Spatial Analysis: DEM, Slope, Aspect, Contour, Hillshade

Second Week

Image Enhancement

Image Rectification

Image Merge

Stacking





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• Third Week

Interpolation Techniques: IDW, Spline, Kriging

Relative Relief

Ruggedness Index

Drainage Density

Stream Ordering

Watershed Analysis

• Fourth WeekNDBI (Normalized Difference Built-up Index)

- NDVI (Normalized Difference Vegetation Index)
- MNDWI (Modified Normalized Difference Water Index)
- Soil Index
- •Glacial Index
- •Introduction to GNSS (Global Navigation Satellite System)
- •GPS Mapping using QGIS
- •Google Earth Pro & Its Application
- Preparation of Location Map of the Study Area

The course concluded with a closing ceremony, featuring an important speech by Dr. Debnath, the Principal of Dhupguri Girls' College, sharing experiences by Dr. Debarshi Ghosh, the Head of the Department of Geography, and a vote of thanks by Mr. Abdul Momin Hoque, the convener of the program.



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• Participants and Institutions

The course attracted participants from various institutions, including colleges, universities, and research organizations. The total number of participants from each category and their respective institutions are as follows:

1. Faculty:

Maynaguri College: 2 participants

Bankura Sanmilini College, Bankura: 1 participant

Birpara College: 1 participant

2. GIS Executive:

Vidyasagar University: 1 participant

3. Research Scholars and Assistants:

University of North Bengal: 4 participants

University of North Bengal (Research Assistant): 1 participant

1. Assistant Teacher:

Al Amin Mission: 1 participant

2. Students:

University of North Bengal (PG): 4

participants Siligurli College (PG): 3

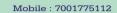
participants SAHUTS, Prayagraj, UP (PG): 1

participant Sukanta Mahavidyalaya (UG): 1

participant Dhupguri Girls' College (UG): 10

Cooch Behar Panachanan Barma University

(PG): 1 participant



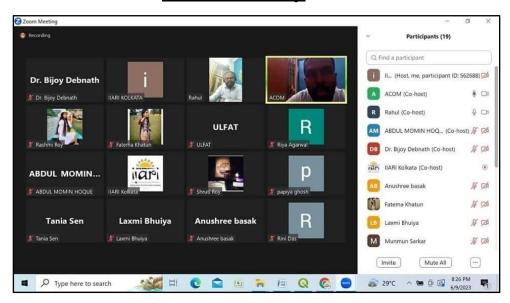


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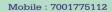
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Photo Gallery









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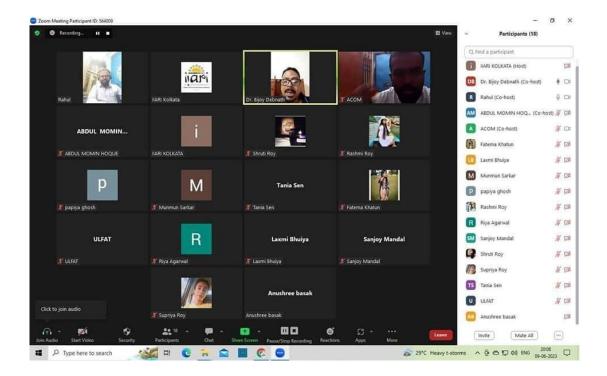
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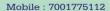
Website: www.dhupgurigirlscollege.ac.in

5.1.2: Report with photographs on Programmes /activities conducted to enhance Awareness of trends in technology / ICT/computing skill

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Photo Gallery



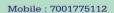




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Certificate



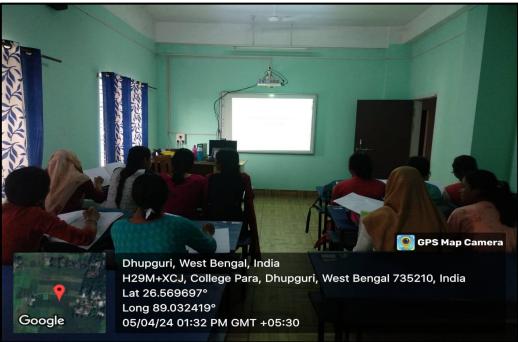




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5.1.2 Report with photographs on ICT/computing skills enhancement programs





Images of ICT Classes by College's Teaching Faculties.

Principal
Dhupguri Girls' College



DHUPGURI * JALPAIGURI * PIN-735210

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5.1.2 Report with photographs on ICT/computing skills enhancement programs



Images of ICT Classes by College's Teaching Faculties.

Principal
Dhupguri Girls' College