

**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

  
Principal  
Dhupguri Girls' College  
Dhupguri :: Jalpaiguri

- 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	ENGLISH

  
Principal  
Dhugguri Girls' College  
Dhugguri :: Jalpaiguri

## COURSE DETAILS

Course Module	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

  
 Principal  
 Dhuppuri Girls' College  
 Dhuppuri :: Jalpaiguri

## 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	
<b>SUM</b>						<b>Grand Sum</b>
<b>Average</b>						<b>Grand Average</b>

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,

$$NIR = 100$$

$$IR = 70$$

\*\*\*\*\*

  
Principal  
Dhugguri Girls' College  
Dhugguri :: Jalpaiguri

**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)

  
Principal  
Dhugguri Girls' College  
Dhugguri :: Jalapet



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)

  
Principal  
Dhugguri Girls' College  
Dhugguri :: Jalpaiguri

- 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)
- 

### 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)

\*\*\*\*\*



Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

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

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	Average Percentage	Grade
1	Juli Yeasmin	24	80%	27	90%	25	83.33%	36	90%	85.83%	A
2	Shikha Roy	22	73.33%	20	66.67%	23	76.67%	30	75%	72.42%	B
3	Tapoprava Roy	20	66.67%	21	70%	19	63.33%	28	70%	67.50%	B
4	Sharmistha Modak	23	76.67%	25	83.33%	22	73.33%	34	85%	79.58%	A
5	Pampa Barman	25	83.33%	22	73.33%	24	80%	35	87.5%	81.04%	A
6	Rashmi Roy	21	70%	23	76.67%	20	66.67%	31	77.5%	72.71%	B
7	Priti Roy	22	73.33%	21	70%	23	76.67%	33	82.5%	75.62%	B
8	Nikita Kar	24	80%	26	86.67%	25	83.33%	37	92.5%	85.13%	A
9	Samarpita Das	19	63.33%	20	66.67%	22	73.33%	29	72.5%	68.46%	B
10	Sucharita Das	20	66.67%	18	60%	21	70%	30	75%	67.92%	B
11	Debashree Roy	25	83.33%	24	80%	26	86.67%	37	92.5%	85.63%	A
12	Sampa Barman	24	80%	25	83.33%	27	90%	36	90%	85.83%	A
13	Kajal Majumdar	22	73.33%	23	76.67%	21	70%	31	77.5%	74.38%	B
14	Jesmin Ara Parvin	27	90%	28	93.33%	29	96.67%	38	95%	93.75%	A+
15	Ripa Parvin	18	60%	20	66.67%	19	63.33%	28	70%	65.50%	C
16	Bhumika Roy	20	66.67%	22	73.33%	21	70%	30	75%	71.25%	B
17	Sovarani Roy	23	76.67%	24	80%	22	73.33%	34	85%	78.75%	A
18	Arpita Roy	26	86.67%	27	90%	25	83.33%	36	90%	87.50%	A+
19	Priyanka Adhikary	25	83.33%	24	80%	26	86.67%	37	92.5%	85.63%	A
20	Bhupali Roy	21	70%	23	76.67%	20	66.67%	31	77.5%	72.71%	B
21	Shikha Biswas	22	73.33%	21	70%	23	76.67%	33	82.5%	75.62%	B
22	Jyotsna Khatun	24	80%	26	86.67%	25	83.33%	37	92.5%	85.13%	A
23	Shalina Roy	19	63.33%	20	66.67%	22	73.33%	29	72.5%	68.46%	B
24	Namika Thapa	20	66.67%	18	60%	21	70%	30	75%	67.92%	B
25	Muskan Thapa	25	83.33%	24	80%	26	86.67%	37	92.5%	85.63%	A

  
Principal  
Dhupguri Girls' College  
Dhupguri :: Jalpaiguri



Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE


DHUPGURI \* JALPAIGURI \* PIN-735210

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


Ref. No.....

Date.....

## COURSE FEEDBACK FORM

 ADD-ON COURSE ON <b>'Basic Computer Operation'</b> COURSE FEEDBACK FORM Date: 24-03-2023		
1. Overall Satisfaction with the Course Very Unsatisfied Unsatisfied Neutral Satisfied Very Satisfied ✓	2. Quality of Course Content Very Poor Poor Average Good Excellent ✓	3. Effectiveness of Teaching Methods Very Ineffective Ineffective Neutral Effective ✓ Very Effective
4. Practical Application of Knowledge Never Applicable Rarely Applicable Sometimes Applicable Often Applicable Always Applicable ✓	5. Interaction with Resource Persons Very Unengaged Unengaged Neutral Engaged Very Engaged ✓	6. Overall Impact on Understanding of Environmental Management and Sustainability No Impact Slight Impact Moderate Impact Significant Impact ✓ Transformative Impact

*Jesmin Ara Perkin*  
 Signature of the Student

  
**Principal**  
**Dhupguri Girls' College**  
 Dhupguri :: Jalpaiguri



Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

E-mail : dhupgurirlscollege1@gmail.com \* Website : www.dhupgurirlscollege.ac.in

Ref. No.....

Date.....

## PROOF OF COMMUNICATION & RESPONSES FROM THE BOARD OF STUDIES

 Mobile: 7001775112

## DHUPGURI GIRLS' COLLEGE


DHUPGURI \* JALPAIGURI

E-mail : dhupgurirlscollege1@gmail.com \* Website : www.dhupgurirlscollege.ac.in

Ref. No. DPGC/2022/637 Date 08/07/2022

To:

Partha Sarathi Guha  
Director  
Hamro Hospitality Pvt. Ltd.



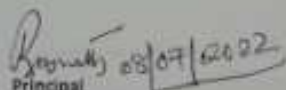
Dear Sir,


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

Our is a college located in the remote corner of Dooars, 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<sup>th</sup> 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.

  
Principal  
Dhupguri Girls' College  
Principal  
Dhupguri Girls' College  
Dhupguri - Jalpaiguri

  
Principal  
Dhupguri Girls' College  
Dhupguri :: Jalpaiguri





Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

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

Ref. No.....

Date.....

Mobile : 7001775112


## DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI

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

Ref. No. DPGC/2022/637 Date 08.07.2022

To  
Prof. Joy Sarkar  
Dept. of Commerce  
University of North Bengal



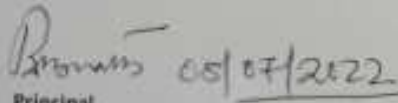
Dear Sir,

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

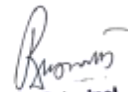
Ours is a college located in the remote corners of Doars, comprising of mainly, first generation learners. In order to facilitate a rudimentary knowledge of computer operation amongst the girl students, the college has designed a certificate Course on "Basic Computer operation".

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 30<sup>th</sup> 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.

  
Principal  
Dhupguri Girls' College

Principal  
Dhupguri Girls' College  
Dhupguri : Jalpaiguri

  
Principal  
Dhupguri Girls' College  
Dhupguri : Jalpaiguri



Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

E-mail : dhupgurirlscollege1@gmail.com \* Website : www.dhupgurirlscollege.ac.in

Ref. No.....

Date.....



Humro Hotels | Humro Home | Humro Cars | Humro Tours  
www.humrohotels.com | www.humrohome.com | www.humrocars.com | www.easthimalaya.in

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.
- 3) 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

*Partha Protim Guha*

(Partha Protim Guha)

DIRECTOR

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  
Hakimpura, Siliguri - 734001  
Cell : 9733000 592 / 593 / 594  
E-mail : [info@easthimalaya.in](mailto:info@easthimalaya.in)

*Principal*  
Principal  
Dhupguri Girls' College  
Dhupguri :: Jalpaiguri





Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

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

Ref. No.....

Date.....



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  
Dhupguri :: Jalpaiguri



Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

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

Ref. No.....

Date.....



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

  
Principal  
Dhupguri Girls' College  
Dhupguri :: Jalpaiguri



Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

E-mail : dhupgurirlscollege1@gmail.com \* Website : www.dhupgurirlscollege.ac.in

Ref. No.....

Date.....

Mobile : 7001775112


## DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI

E-mail : dhupgurirlscollege1@gmail.com \* Website : www.dhupgurirlscollege.ac.in

Ref. No. DPGC/2022/637 Date 08/07/2022

To  
Prof. Dr. Ajit Kumar Ray  
Ex. Head of the Dept.  
Dept. of Commerce  
University of North Bengal



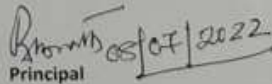
Dear Sir,


**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<sup>th</sup> 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.

  
Principal  
Dhupguri Girls' College  
Principal  
Dhupguri Girls' College  
Dhupguri, Jalpaiguri

  
Principal  
Dhupguri Girls' College  
Dhupguri, Jalpaiguri

## NOTICE SECTION



Mobile : 7001775112

# **DHUPGURI GIRLS' COLLEGE**

DHUPGURI \* JALPAIGURI \* PIN-735210

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

Ref. No.....

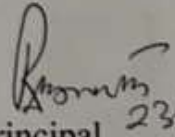


Date.....

### 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 23/09/2022  
Dhupguri Girls' College  
Principal  
Dhupguri Girls' College  
Dhupguri, Jalpaiguri





Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

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

Ref. No.....

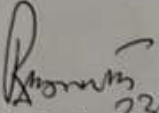
Date.....



## 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 23/09/2022  
Dhupguri Girls' College  
Principal  
Dhupguri Girls' College  
Dhupguri, Jalpaiguri



Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

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

Ref. No.....

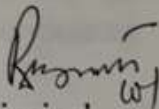


Date.....

## Notice

Date: 10/11/2022

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.

  
Principal  
Dhupguri Girls' College

Principal  
Dhupguri Girls' College  
Dhupguri, Jalpaiguri



Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

E-mail : dhupurigirlscollege1@gmail.com • Website : www.dhupurigirlscollege.ac.in

Ref. No.....

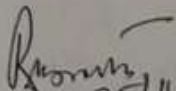
Date.....



## 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.

  
Principal 25/11/2022  
Dhupguri Girls' College  
Principal  
Dhupguri Girls' College  
Dhupguri, Jalpaiguri



Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

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

Ref. No.....

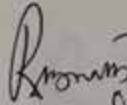
Date.....



## 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.

  
02.02.2023

Principal  
Dhupguri Girls' College

Principal  
Dhupguri Girls' College  
Dhupguri, Jalpaiguri





Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

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

Ref. No.....

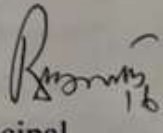
Date.....



## 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.

  
16/03/2023

Principal  
Dhupguri Girls' College

Principal  
Dhupguri Girls' College  
Dhupguri, Jalpaiguri



Mobile : 7001775112

# DHUPGURI GIRLS' COLLEGE

DHUPGURI \* JALPAIGURI \* PIN-735210

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

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.

*R. Sanyal* 04/04/2023

Principal  
Dhupguri Girls' College

Principal  
Dhupguri Girls' College  
Dhupguri, Jalpaiguri





## SAMPLE CERTIFICATE



## Photo Gallery

