

Website: <https://buniadpurmahavidyalaya.org/>

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Contact No.: (+91) 9474104184



PLACEMENT & SKILL DEVELOPMENT CELL
CAREER COUNSELLING CELL
BUNIADPUR MAHAVIDYALAYA

Selimabad, P.O.: Buniadpur, P.S.: Banshihari,
Dakshin Dinajpur, West Bengal, India- 733 121.

(Affiliated to the University of Gour Banga)

To,
The Chairman
IQAC
Buniadpur Mahavidyalaya
Buniadpur
Dakshin Dinajpur-733121

Dated: Buniadpur
02 February 2023

Through,
The IQAC Coordinator
Buniadpur Mahavidyalaya
Buniadpur
Dakshin Dinajpur-733121

Subject: Request for Permission to Introduce a 48 Hours' (3 Months') Certificate Course in "Computer Fundamentals & PC Software"

Dear Sir,

I am writing to seek your esteemed permission to introduce a 48-hour (Three Months) Certificate Course in "Computer Fundamentals & PC Software", to be organized by the Placement and Skill Development Cell and IQAC of Buniadpur Mahavidyalaya, in collaboration with Kotibarsha Institute of Technology and Management (KITM), as per the terms of signed MoU. Given permission, the course will be scheduled to take place from 06/03/2023-03/06/2023 at Buniadpur Mahavidyalaya. The experts will be from both our institution (Mr. Asish Mishra) and KITM. The director of KITM, Dr. Surajit Ghosh has generously ensured to share a number of computers to facilitate the completion of the course. Through a comprehensive curriculum and hands-on training, the course aimed to bridge the gap between academic learning and industry requirements, empowering participants to succeed in their chosen fields.

We believe this initiative will contribute significantly to provide students with practical knowledge and skills computing, preparing them for successful careers in future. Your approval and support in this endeavour would be greatly appreciated.

Thank you for considering our request.

Sincerely yours,

Dr. Tanima Dutta
Coordinator
Placement and Skill Development Cell
Buniadpur Mahavidyalaya
Buniadpur
Dakshin Dinajpur-733121

Approved
57
J. Dutta

Principal
Buniadpur Mahavidyalaya
D / Dinajpur

Verified & digitally signed (DSC) by
Principal, Buniadpur Mahavidyalaya

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PLACEMENT & SKILL DEVELOPMENT CELL CAREER COUNSELLING CELL BUNIADPUR MAHAVIDYALAYA

Selimabad, P.O.: Buniadpur, P.S.: Banshihari,
Dakshin Dinajpur, West Bengal, India- 733 121.
(Affiliated to the University of Gour Banga)

Date: 06/02/2023

NOTICE

48 Hours' (3 Months') Certificate Course in "Computer Fundamentals & PC Software"

This is to inform all final year students of Buniadpur Mahavidyalaya that the Placement and Skill Development Cell and IQAC of Buniadpur Mahavidyalaya in collaboration with Kotibarsha Institute of Technology and Management is going to offer a 48 Hours' (3 Months') Certificate Course in "Computer Fundamentals & PC Software", at free of cost, under the terms of signed MoU between the two institutions. Willing students of the final semester of the college must enroll themselves within 20/02/2023 for the course, the completion of which can equip you with essential skills and knowledge relevant to your career advancement and professional growth.

Total seats: 82

No. Batches: 2 (42 for each batch)

Last date of Registration: 20/02/2023

Contact: Dr. Tanimma Dutta & Dr. Santigopal Das, within office hours.

Grab your seats fast.

(Dr. Tanimma Dutta)

Coordinator,

Placement and Skill Development Cell

Buniadpur Mahavidyalaya, Dakshin Dinajpur-733121

Verified & digitally signed (DSC) by
Principal, Buniadpur Mahavidyalaya

BROCHURE

Brochure for 48 Hours' (3 Months') Certificate Course in "Computer Fundamentals & PC Software"

To be Organized by:

Placement and Skill Development Cell and IQAC of Buniadpur Mahavidyalaya
in collaboration with Kotibarsha Institute of Technology and Management (KITM)

Course Duration and Date:

06/03/2023 to 03/06/2023; 48 hours (3 Months) (4 Hours per week)

Venue: Computer Lab. of Buniadpur Mahavidyalaya

Course Coordinators:

Dr. Tanima Dutta, Dr. Santigopal Das & Dr. Surajit Ghosh

Trainers:

Shree Ashish Mishra (AM) (Masters in Lib. & Info. Sc.), Assistant Librarian of Buniadpur Mahavidyalaya;
Sri. Pranab Roy (PR) (M.C.A.), Faculty of KITM & *Sri. Chinmay Das* (CD) (M.Tech. in Computer Science), Faculty of KITM



The 48-hour certificate course, to be organized by the Placement and Skill Development Cell and IQAC of Buniadpur Mahavidyalaya in collaboration with Kotibarsha Institute of Technology and Management, marks a significant milestone in the pursuit of skill enhancement and career development for participants. **This initiative is facilitated by the Memorandum of Understanding (MoU) signed between the two institutions in 15/12/2021 for 7 years**, underscoring their commitment to fostering collaborative partnerships for the benefit of students and the community.

Objective:

The primary objective of the certificate course is to equip participants with essential skills and knowledge relevant to their career advancement and professional growth. The course aims to inculcate knowledge of Computer Fundamentals and PC Software. Through a comprehensive curriculum and hands-on training, the course aims to bridge the gap between academic learning and industry requirements, empowering participants to succeed in their chosen fields.

Course Module:

Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply

Operating Computer using GUI Based Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website

Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

Making Small Presentation: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

Course Outcome: After completion of the course participants will be given certificates of completion. The course will have a positive impact on the participants with the following outcomes:

1. Enhanced Employability: Participants completing the course with improved employability prospects, equipped with a diverse skill set and industry-relevant knowledge will make them more attractive to potential employers.
2. Career Advancement: The acquired skills and knowledge will empower participants to pursue career advancement opportunities within their respective industries, positioning them for higher-level roles and responsibilities.
3. Confidence and Competence: The hands-on training and practical experience gained during the course will instill confidence and competence in participants, enabling them to tackle challenges and tasks with greater assurance and proficiency.
4. Networking Opportunities: Participants will have the opportunity to network with industry professionals, guest speakers and fellow participants, expanding their professional networks and fostering potential collaborations and partnerships.

- Students interested in the course should contact **Dr. Tanima Dutta** or **Dr. Santigopal Das** at Buniadpur Mahavidyalaya, during working days and working hours, within 20 February 2023.

Verified & digitally signed (DSC) by
Principal, Buniadpur Mahavidyalaya

PHOTOGRAPHS



GPS Map Camera

Buniadpur, West Bengal, India
C93X+8PC, SH 10A, Narayanpur Govt Colony, Buniadpur, Selimabad, West Bengal 733121,
India
Lat 25.403592°
Long 88.399596°
06/03/23 03:09 PM GMT +05:30

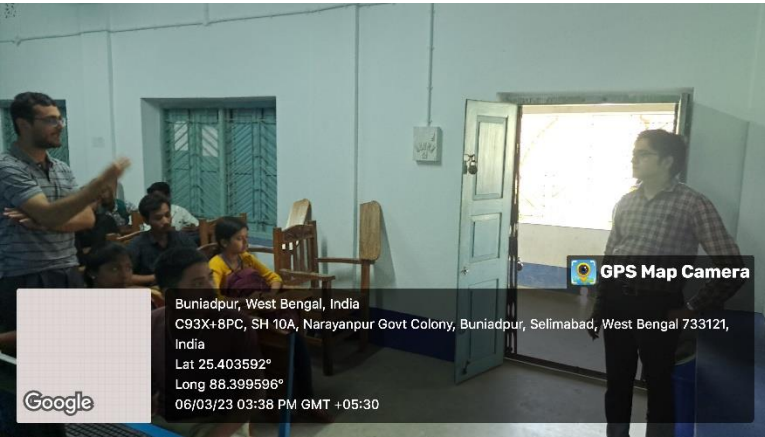
Google



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Lat 25.403592°
Long 88.399596°
06/03/23 03:38 PM GMT +05:30

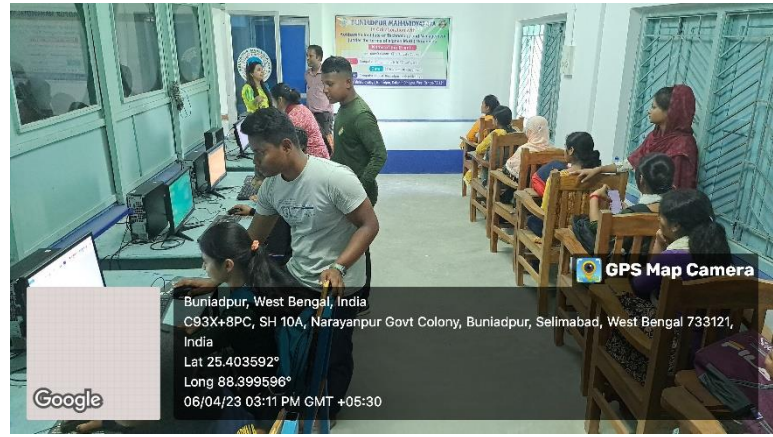
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06/04/23 03:11 PM GMT +05:30

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India
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CERTIFICATES



Certificate of Completion

This is to certify that Brojen Roy of Buniadpur Mahavidyalaya has attended and successfully completed the 48 Hours' (3 Months') Certificate Course in "Computer Fundamentals & PC Software", organized by the 'Placement and Skill Development Cell and IQAC of Buniadpur Mahavidyalaya, in collaboration with 'Kotibarsha Institute of Technology and Management' (KITM), under the terms of signed MoU, from 06/03/2023 to 03/06/2023.

Dr. Tanima Dutta
Course Coordinator
Buniadpur Mahavidyalaya

Dr. Santigopal Das
Course Coordinator
Buniadpur Mahavidyalaya

Dr. Surajit Ghosh
Course Coordinator
Buniadpur Mahavidyalaya

Dr. Jitesh Chandra Chaki
Principal
Buniadpur Mahavidyalaya



Certificate of Completion

This is to certify that Umar Faruk of Buniadpur Mahavidyalaya has attended and successfully completed the 48 Hours' (3 Months') Certificate Course in "Computer Fundamentals & PC Software", organized by the 'Placement and Skill Development Cell and IQAC of Buniadpur Mahavidyalaya, in collaboration with 'Kotibarsha Institute of Technology and Management' (KITM), under the terms of signed MoU, from 06/03/2023 to 03/06/2023.

Dr. Tanima Dutta
Course Coordinator
Buniadpur Mahavidyalaya

Dr. Santigopal Das
Course Coordinator
Buniadpur Mahavidyalaya

Dr. Surajit Ghosh
Course Coordinator
Buniadpur Mahavidyalaya

Dr. Jitesh Chandra Chaki
Principal
Buniadpur Mahavidyalaya



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(Affiliated to the University of Gour Banga)

Report Summary:

Dated 07/06/2023

Programme Title: 48 Hours' (3 Months') Certificate Course in "Computer Fundamentals & PC Software"

Course Code: KITM_BM /2023/ IT 554

Organized by: Placement and Skill Development Cell and IQAC of Buniadpur Mahavidyalaya in collaboration with Kotibarsha Institute of Technology and Management (KITM)

Course Duration and Date: 06/03/2023-03/06/2023; 48-hours (3 Months) (4 Hours per week)

Course Fees: Free

Venue: Computer Lab of Buniadpur Mahavidyalaya

Computer Resource: Buniadpur Mahavidyalaya, facing limited computer resources, have been benefitted from Kotibarsha Institute of Technology and Management (KITM), which generously shared a number of computers to facilitate the completion of the course.

Number of Students participated: 84 in two batches (42 each)

Number of Students completed the course: 84 in two batches (42 each)

Trainers: Shree Ashish Mishra (AM) (Masters in Lib. & Info. Sc.), Librarian of Buniadpur Mahavidyalaya; Pranab Roy (PR) (M.C.A.), Faculty of KITM; Chinmay (CD) (M.Tech. in Computer Science), Faculty of KITM

Course Coordinators: Dr. Tanim Dutta, Dr. Santigopal Das, Dr. Surajit Ghosh

The 48-hour certificate course, organized by the Placement and Skill Development Cell and IQAC of Buniadpur Mahavidyalaya in collaboration with Kotibarsha Institute of Technology and Management, marked a significant milestone in the pursuit of skill enhancement and career development for participants. **This initiative was facilitated by the Memorandum of Understanding (MoU) signed between the two institutions in 15/12/2021 for 7 years**, underscoring their commitment to fostering collaborative partnerships for the benefit of students and the community.

Objective:

The primary objective of the certificate course was to equip participants with essential skills and knowledge relevant to their career advancement and professional growth. The course aims to inculcate knowledge of Computer Fundamentals and PC Software. Through a comprehensive curriculum and hands-on training, the course aimed to bridge the gap between academic learning and industry requirements, empowering participants to succeed in their chosen fields.

Course Module:

UNIT 1	Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of ICT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply
UNIT 2	Operating Computer using GUI Based Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

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UNIT 3	Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
UNIT 4	Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
UNIT 5	Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website
UNIT 6	Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.
UNIT 7	Making Small Presentation: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

Routine:

DAY	3PM-4PM	4PM-5PM
MONDAY (Batch-1)	AM	AM
TUESDAY	-----	-----
WEDNESDAY (Batch-2)	PR	PR
THURSDAY (Batch-1)	CD	CD
FRIDAY	-----	-----
SATURDAY (Batch-2)	AM	AM

Course Outcome: After completion of the course participants were given certificates of completion. The course had a positive impact on the participants with the following outcomes:

1. Enhanced Employability: Participants emerged from the course with improved employability prospects, equipped with a diverse skill set and industry-relevant knowledge that made them more attractive to potential employers.
2. Career Advancement: The acquired skills and knowledge empowered participants to pursue career advancement opportunities within their respective industries, positioning them for higher-level roles and responsibilities.
3. Confidence and Competence: The hands-on training and practical experience gained during the course instilled confidence and competence in participants, enabling them to tackle challenges and tasks with greater assurance and proficiency.
4. Networking Opportunities: Participants had the opportunity to network with industry professionals, guest speakers, and fellow participants, expanding their professional networks and fostering potential collaborations and partnerships.

In conclusion, the 48-hour Certificate Course organized by Buniadpur Mahavidyalaya and Kotibarsha Institute of Technology and Management served as a valuable platform for participants to acquire essential skills, knowledge, and experiences necessary for success in their chosen fields. The collaborative efforts of both institutions underscored their shared commitment to promoting skill development and career advancement opportunities for students and aspiring professionals.

(Dr. Tanima Dutta)
Coordinator
Placement & Skill Development Cell
Buniadpur Mahavidyalaya
Buniadpur
Dakshin Dinajpur-733121

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Principal, Buniadpur Mahavidyalaya