

দক্ষিণ কামৰূপ ছোৱালী মহাবিদ্যালয়
মিৰ্জা - ৭৮১১২৫, কামৰূপ : অসম

DAKSHIN KAMRUP GIRLS' COLLEGE

Accredited by NAAC : B Grade
Mirza - 781125, Kamrup : Assam

স্থাপিত : ১৯৮৮ ইং চন

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DAKSHIN KAMRUP GIRLS' COLLEGE

Computer Centre

Mirza, Kamrup, Assam
India- 781125

SYLLABUS FOR
BASIC COMPUTER COURSE (BCC)

OBJECTIVE:

The course is designed to aim at imparting a basic level training programme for the students. After completion of the course the students will be able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, various internet banking services etc. The objective of the course is to empower the students in digital literacy and make them familiar with the world of information technology (IT).

Course Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant marks for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement on the course objectives by signing and awarding individual certificates of completion.

The evaluation will be 100 marks out of which 60 marks is allotted for practical examination and 20 marks is allotted for theory examinations, 10 Marks is allotted for class attendance. A student securing minimum of 60% (Theory + Practical + Class Attendance) will be illegible for getting a certificate.

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Mirza-781125
25.09.2023

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DURATION:

36 Hours. (Theory: 10 hrs + Practical: 22 hrs. + Tutorial: 04 hrs.)

Who can enroll?

The course is open for all the interested candidate.

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

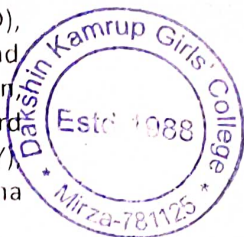
Sl.No.	Chapter	Theory Hours	Tutorial Hours	Practical Hours
1.	Knowing computer	1	1	1
2.	Operating Computer using GUI Based Operating System	1	0	4
3.	Understanding Word Processing	1.5	1	5
4.	Using Spread Sheet	1.5	1	4
5.	Introduction to Internet, WWW and web browsers	1	0	4
6.	Communications and Collaboration	2	0	2
7.	Making small presentation	1	1	1
8.	Financial Literacy for banking Scheme and Applications	1	0	1
	Total Hours	10	4	22

Course Outline:

- 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.
- 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.
- 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.
- 4. Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
- 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
- 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.
- 7. Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.
- 8. Financial Literacy for Banking Scheme and Applications:** Why savings are needed, Why save



in a bank, Banking products-ATM card, Banking Instruments-Cheque, Demand Draft (DD), Banking Services Delivery Channels, Know Your Customer (KYC), Opening of bank account and documents required, Types of bank accounts, Bank's services including remittances, loan mobile banking, Overdraft, Pension etc., Pradhan Mantri Jan Dhan Yojana (PMJDY), password security and ATM withdrawal, Insurance, Social Security Schemes-Atal Pension Yojana (APY) Pradhan Mantri Suraksha Bima Yojana (PMSBY), Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY), Pradhan Mantri Mudra Yojana (PMMY).



DETAILED SYLLABUS

1. KNOWING COMPUTER

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
 - 1.2.1 Basic Applications of Computer
- 1.3 Components of Computer System
 - 1.3.1 Central Processing Unit
 - 1.3.2 Keyboard, mouse and VDU
 - 1.3.3 Other Input devices
 - 1.3.4 Other Output devices
 - 1.3.5 Computer Memory
- 1.4 Concept of Hardware and Software
 - 1.4.1 Hardware
 - 1.4.2 Software
 - 1.4.2.1 Application Software
 - 1.4.2.2 Systems software
- 1.5 Concept of computing, data and information
- 1.6 Applications of IECT
 - 1.6.1 e-governance
 - 1.6.2 Entertainment
- 1.7 Bringing computer to life
 - 1.7.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.7.2 Checking power supply
- 1.8 Summary
- 1.9 Model Answers

2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
 - 2.2.1 Operating system
 - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 2.3 The User Interface
 - 2.3.1 Task Bar
 - 2.3.2 Icons
 - 2.3.3 Menu
 - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
 - 2.4.1 Changing System Date And Time
 - 2.4.2 Changing Display Properties
 - 2.4.3 To Add Or Remove A Windows Component

- 2.4.4 Changing Mouse Properties
- 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management
 - 2.5.1 Creating and renaming of files and directories
- 2.6 Common utilities
- 2.7 Summary
- 2.8 Model Answers



3. UNDERSTANDING WORD PROCESSING

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

4. USING SPREAD SHEET

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
 - 4.2.1 Opening of Spread Sheet

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- 4.2.2 Addressing of Cells
- 4.2.3 Printing of Spread Sheet
- 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
 - 4.3.1 Entering Text, Numbers and Dates
 - 4.3.2 Creating Text, Number and Date Series
 - 4.3.3 Editing Worksheet Data
 - 4.3.4 Inserting and Deleting Rows, Column
 - 4.3.5 Changing Cell Height and Width
- 4.4 Formulas and Function
 - 4.4.1 Using Formulas
 - 4.4.2 Function
- 4.5 Summary
- 4.6 Model Answers



5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of Computer Networks
 - 5.2.1 Local Area Network (LAN)
 - 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
 - 5.3.1 Concept of Internet
 - 5.3.2 Applications of Internet
 - 5.3.3 Connecting to the Internet
 - 5.3.4 Troubleshooting
- 5.4 World Wide Web (WWW)
- 5.5 Web Browsing Softwares
 - 5.5.1 Popular Web Browsing Softwares
- 5.6 Search Engines
 - 5.6.1 Popular Search Engines / Search for content
 - 5.6.2 Accessing Web Browser
 - 5.6.3 Using Favorites Folder
 - 5.6.4 Downloading Web Pages
 - 5.6.5 Printing Web Pages
- 5.7 Understanding URL
- 5.8 Surfing the web
 - 5.8.1 Using e-governance website
- 5.9 Summary
- 5.10 Model Answers

6. COMMUNICATIONS AND COLLABORATION

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basics of E-mail
 - 6.2.1 What is an Electronic Mail
 - 6.2.2 Email Addressing
- 6.3 Using E-mails
 - 6.3.1 Opening Email account

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- 6.3.2 Mailbox: Inbox and Outbox
- 6.3.3 Creating and Sending a new E-mail
- 6.3.4 Replying to an E-mail message
- 6.3.5 Forwarding an E-mail message
- 6.3.6 Sorting and Searching emails
- 6.4 Document collaboration
- 6.5 Instant Messaging and Collaboration
 - 6.5.1 Using Instant messaging
 - 6.5.2 Instant messaging providers
 - 6.5.3 Netiquettes
- 6.6 Summary
- 6.7 Model Answers

7. MAKING SMALL PRESENTATIONS

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics
 - 7.2.1 Using PowerPoint
 - 7.2.2 Opening A PowerPoint Presentation
 - 7.2.3 Saving A Presentation
- 7.3 Creation of Presentation
 - 7.3.1 Creating a Presentation Using a Template
 - 7.3.2 Creating a Blank Presentation
 - 7.3.3 Entering and Editing Text
 - 7.3.4 Inserting And Deleting Slides in a Presentation
- 7.4 Preparation of Slides
 - 7.4.1 Inserting Word Table or An Excel Worksheet
 - 7.4.2 Adding Clip Art Pictures
 - 7.4.3 Inserting Other Objects
 - 7.4.4 Resizing and Scaling an Object
- 7.5 Presentation of Slides
 - 7.5.1 Viewing A Presentation
 - 7.5.2 Choosing a Set Up for Presentation
 - 7.5.3 Printing Slides And Handouts
- 7.6 Slide Show
 - 7.6.1 Running a Slide Show
 - 7.6.2 Transition and Slide Timings
 - 7.6.3 Automating a Slide Show
- 7.7 Summary
- 7.8 Model Answers

8. FINANCIAL LITERACY FOR BANKING SCHEME AND APPLICATIONS

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



- 8.3 Drawbacks of keeping Cash at home
 - 8.3.1 Unsafe
 - 8.3.2 Loss of Growth Opportunity
 - 8.3.3 No Credit Eligibility
- 8.4 Why Bank is needed?
 - 8.4.1 Secure Money, Earn Interest, Get Loan
 - 8.4.2 Inculcate habit of saving
 - 8.4.3 Remittances using Cheque Demand Draft
 - 8.4.4 Avoid risk of chit funds, sahuikars
 - 8.4.5 Documents needed for opening a bank account
- 8.5 Banking Products
 - 8.5.1 Types of Accounts and Deposit
 - 8.5.2 Types of Loan and Overdrafts
 - 8.5.3 Filling up of Cheques, Demand Drafts
- 8.6 Banking Service Delivery Channels - I
 - 8.6.1 Bank Branch, ATM
 - 8.6.2 Bank Mitra with Micro ATM
- 8.7 Banking Service Delivery Channels - II
 - 8.7.1 Internet Banking
 - 8.7.2 National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS)
- 8.8 Various Schemes
 - 8.8.1 Pradhan Mantri Jan-Dhan Yojana (PMJDY)
 - 8.8.2 Social Security Schemes
 - 8.8.2.1 Pradhan Mantri Suraksha Bima Yojana (PMSBY)
 - 8.8.2.2 Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)
 - 8.8.2.3 Atal Pension Yojana (APY)
 - 8.8.2.4 Pradhan Mantri Mudra Yojana (PMMY)
 - 8.8.3 National Pension Scheme
 - 8.8.4 Public Provident Fund (PPF) Scheme
- 8.9 Bank on your mobile
 - 8.9.1 Mobile Banking
 - 8.9.2 Mobile Wallets
- 8.10 Insurance
 - 8.10.1 Necessity of Insurance
 - 8.10.2 Life Insurance and Non-life Insurance
- 8.11 Summary
- 8.12 Model Answers

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মিৰ্জা - ৭৮১১২৫, কামৰূপ : অসম

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স্থাপিত : ১৯৮৮ ইং চন

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Website: www.dkgirlscollege.i



NOTICE

Date: 28-06-2019

It is for general information that course on 3 months certificate course on Basic Computer Application will be started from 01-08-2019. All interested student requested to register themselves at the Computer Cell, Dakshin Kamrup Girls' College, Mirza.


Principal

Dakshin Kamrup Girls' College,
Mirza, 781125

Principal
Dakshin Kamrup Girls' College
Mirza-781125



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মিৰ্জা - ৭৮১১২৫, কামৰূপ : অসম

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Course Name: Basic course of computer (3month)

Programme Duration: From 01-08-2019 to 09-11-2019

Sl. No	Name of Students	Roll No	Batch Year	Programme
1	Tripti Das	1	2019-2020	Basic course on computer
2	Sima Kalita	2	2019-2020	Basic course on computer
3	Sadhana Mali	3	2019-2020	Basic course on computer
4	Dipika Nath	4	2019-2020	Basic course on computer
5	Dharitri Kalita	5	2019-2020	Basic course on computer
6	Manika Nath	6	2019-2020	Basic course on computer
7	Hiramoni Nath	7	2019-2020	Basic course on computer
8	Hiramoni Das	8	2019-2020	Basic course on computer
9	Rupali Thakuria	9	2019-2020	Basic course on computer
10	Rekha Hazarika	10	2019-2020	Basic course on computer
11	Sabita Mazumdar	11	2019-2020	Basic course on computer
12	Trishna Kalita	12	2019-2020	Basic course on computer
13	Parashmoni Kalita	13	2019-2020	Basic course on computer
14	Jimi Das	14	2019-2020	Basic course on computer
15	Jayashri choudhury	15	2019-2020	Basic course on computer
16	Rupali Das	16	2019-2020	Basic course on computer
17	Imratun Nessa	17	2019-2020	Basic course on computer
18	Arjuwara Begum	18	2019-2020	Basic course on computer
19	Rose Berrey Sultana	19	2019-2020	Basic course on computer
20	Sumi Das	20	2019-2020	Basic course on computer
21	Sunita Kaibarta	21	2019-2020	Basic course on computer
22	Nayan Moni Das	22	2019-2020	Basic course on computer
23	Juhiyara Begum	23	2019-2020	Basic course on computer
24	Suchitra Rabha	24	2019-2020	Basic course on computer
25	Nabanita Rabha	25	2019-2020	Basic course on computer
26	Simashree Sarama	26	2019-2020	Basic course on computer

J. Radhikany

Principal

Dakshin Kamrup Girls' College

Mirza-781125

25.09.2023

BCC (Basic Course on Computer)

Dakshin Kanya P
Daily Attendance

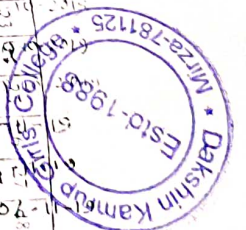
60 Hours CLASS

SECTION

DAKSHIN COLLEGE
Register

MONTH OF

20



Roll No.	Roll No.	NAME	10-10-20	11-10-20	12-10-20	13-10-20	14-10-20	15-10-20	16-10-20	17-10-20	18-10-20	19-10-20	20-10-20	21-10-20	22-10-20	23-10-20	24-10-20	25-10-20	26-10-20	27-10-20	28-10-20	29-10-20	30-10-20
1		Trishit Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2		Sima Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3		Shalima Mali	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4		Dipika Nath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5		Plawitara Kaski	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6		Neelika Nath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7		Hiranmoy Nath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8		Hiranmoy Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9		Paragati Thakuria	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10		Rishika Hazarika	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11		Sabina Mazumdar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12		Trishana Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13		Parishrami Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14		Gouri Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15		Ujjeshwari Choudhary	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16		Rufali Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17		Imritun Neelika	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18		Anurupa Begum	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19		Rishi Begum Sultana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20		Survi Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21		Surita Kalbanta	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22		Vejanurani Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23		Gurbiyasa Begum	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24		Sudipta Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25		Neelamita Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26		Srinakshree Basma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Roll No.	Roll No.	NAME	10-10-20	11-10-20	12-10-20	13-10-20	14-10-20	15-10-20	16-10-20	17-10-20	18-10-20	19-10-20	20-10-20	21-10-20	22-10-20	23-10-20	24-10-20	25-10-20	26-10-20	27-10-20	28-10-20	29-10-20	30-10-20
1		Trishit Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2		Sima Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3		Shalima Mali	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4		Dipika Nath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5		Plawitara Kaski	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6		Neelika Nath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7		Hiranmoy Nath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8		Hiranmoy Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9		Paragati Thakuria	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10		Rishika Hazarika	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11		Sabina Mazumdar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12		Trishana Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13		Parishrami Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14		Gouri Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15		Ujjeshwari Choudhary	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16		Rufali Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17		Imritun Neelika	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18		Anurupa Begum	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19		Rishi Begum Sultana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20		Survi Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21		Surita Kalbanta	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22		Vejanurani Das	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23		Gurbiyasa Begum	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24		Sudipta Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25		Neelamita Kalita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26		Srinakshree Basma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Principal
Dakshin Kanya P. Girls' College
Mirza-781125
25.10.2023

Certificate No. DKGC/C4/BCC/2019/02



DAKSHIN KAMRUP GIRLS' COLLEGE, MIRZA

Certificate of completion

It is to certify that Miss Sima Kalita bearing roll no. 021 has successfully completed her Basis Course on Computer (B.C.C.) duration of 3 months in the year 2019, dated: 01-08-19 to 09-11-19 from Dakshin Kamrup Girls' College Computer Institution. She has been placed in the grade B.

We wish her all success in life.

Kadhiary
Principal

Dakshin Kamrup Girls' College, Mirza

Mousumi Kalita
Instructor

Dakshin Kamrup Girls' College, Mirza

Kadhiary
Principal 25.09.2023

Dakshin Kamrup Girls' College
Mirza-781125



দক্ষিণ কামৰূপ ছোৱালী মহাবিদ্যালয়

মিৰ্জা - ৭৮১১২৫, কামৰূপ : অসম

DAKSHIN KAMRUP GIRLS' COLLEGE

Accredited by NAAC : B Grade
Mirza - 781125, Kamrup : Assam

☎ : 9365971719 (M)
03623299996

E-mail : dkgcmirza1988@rediffmail.Com

স্থাপিত : ১৯৮৮ ইং চন

Website: www.dkgirlscollege.in



DAKSHIN KAMRUP GIRLS' COLLEGE

Computer Centre

Mirza, Kamrup, Assam

India- 781125

Name of the Course:

INTERNET BASIC

(Introduction to the Internet)

(1 Month)

'COURSE SYLLABUS

Course Description: Introduction to the Internet including E-mail, World Wide Web (WWW), and how to perform basic research to address company/business needs. Topics include accessing and navigating the Internet, covering concepts, terms, tools, and services such as Internet Service provider (ISP's), newsgroups, and chat rooms. Learn how to browse and search the Internet successfully using popular browsers and search tools. Prerequisites: Fundamentals of PC Use, including Orientation to Windows, or equivalent experience.

Objectives: Every student will be able to:

- Introduction to Internet.
- History of the Internet
- Identify resources available on the Internet
- Define e-mail, newsgroups, chats, and web
- Define Netiquette
- Describe different ways to access the Internet.
- Browsing the Web.
- Perform searches using Internet search tools.
- Save and download from the Internet.
- How to protect the computer from viruses.

Principa
Dakshin Kamrup Girls' College
Mirza-781125
25.09.2023

Rationale: The Internet is increasingly used in all the businesses and organizations. This course will enable students to understand and use the Internet efficiently at home and work.



Type of Course: One Month Certificate Course on Internet Basic.

Course Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant marks for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement on the course objectives by signing and awarding individual certificates of completion.

The evaluation will be 100 marks out of which 60 marks is allotted for practical examination and 20 marks is allotted for theory examinations, 10 Marks is allotted for class attendance. A student securing minimum of 60% (Theory + Practical + Class Attendance) will be illegible for getting a certificate.

Course Outline:

- I. Internet and its history
 - A. Defining and describing the Internet
 - B. Brief history
 - C. Discussing the future of the Internet
- II. Internet Resources
 - A. Email
 1. Parts of email
 2. Email software
 3. Web-based email
 4. Email address
 5. Listservs
 - B. Newsgroups
 1. Newsgroups names
 2. Newsgroups readers
 - C. Chat rooms
 - D. Conferencing
 - E. Games
 - F. File transfer protocol
 - G. Telnet
 - H. Gopher
 - I. World Wide Web
- III. Netiquette
 - A. Behavior on the Internet
 - B. Flame and Spam

Shadhin
Principal
Dakshin Kamrup Girls' College
Mirza-781125
25.09.2023 2



C. Safety

- IV. Accessing the Internet
 - A. Types of access
 - B. Online services
 - C. Internet services providers
 - D. How and where to look for the service
- V. Browsing the Web
 - A. Hypertext and hyperlinks
 - B. Using browsers
 - C. Uniform resource locator
 - D. Following links
 - E. Returning to the home page
 - F. Changing the home page
 - G. Favorites and Bookmarks
 - H. Cookies
- VI. Searching the Net
 - A. Search techniques
 - B. Boolean phrases
 - C. Search tools
 - 1. Indexes
 - 2. Directories
 - D. Examples of search tools
 - E. Saving and downloading
- VII. Protecting the computer
 - A. Viruses
 - B. Virus protection software
 - C. Updating the software
 - D. Scanning files

Student Assessment Checklist:

At the completion of the course each student will be able to:

1. Discuss what the Internet is
2. Discuss the history of the Internet
3. Identify resources available on the Internet
4. Define e-mail, newsgroups, chats, and web
5. Discuss Netiquette
6. Describe different ways to access the Internet
7. Browse the Web
8. Perform searches using Internet search tools
9. Save and download from the Internet
10. Discuss how to protect the computer from viruses

Shadikany
Principal 25.09.2023
Dakshin Kamrup Girls' College
Mirza-781125

দক্ষিণ কামৰূপ ছোৱালী মহাবিদ্যালয়

মিৰ্জা - ৭৮১১২৫, কামৰূপ : অসম

DAKSHIN KAMRUP GIRLS' COLLEGE

Accredited by NAAC : B Grade

Mirza - 781125, Kamrup : Assam

স্থাপিত : ১৯৮৮ ইং চন

☎ : 9365971719 (M)

03623299996

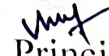
Website: www.dkgirlscollege.in

mail : dkgcmirza1988@rediffmail.Com

NOTICE

Date: 15-11-2019

It is for general information that course on One Month certificate course on Internet Basic will be started from 03-12-2019. All interested student requested to register themselves at the Computer Cell, Dakshin Kamrup Girls' College, Mirza.


Principal

Dakshin Kamrup Girls' College
Mirza, 781125

Principal
Dakshin Kamrup Girls' College
Mirza 781125

দক্ষিণ কামৰূপ ছোৱালী মহাবিদ্যালয়

মিৰ্জা - ৭৮১১২৫, কামৰূপ : অসম

DAKSHIN KAMRUP GIRLS' COLLEGE

Accredited by NAAC : B Grade
Mirza - 781125, Kamrup : Assam

স্থাপিত : ১৯৮৮ ইং চন



9385971719 (M)
03623299996

Website: www.dkgirlscollege.in

mail : dkgcmirza1988@rediffmail.Com

Course Name: Internet Course

Programme Duration: From 03-12-2019 to 03-01-2020

Sl. No	Name of Students	Roll No	Batch Year	Programme
1	Meghali Thakuria	1	2019-2020	Internet Course
2	Jayashri Choudhury	2	2019-2020	Internet Course
3	Tarali Das	3	2019-2020	Internet Course
4	Himadri Nath	4	2019-2020	Internet Course
5	Hiramoni Das	5	2019-2020	Internet Course
6	Dipika Nath	6	2019-2020	Internet Course

Shadhi Kary
Principal 25.09.2023
Dakshin Kamrup Girls' College
Mirza-781125

(30 down) ONE MONTH
Register

INTERNET

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$\frac{1}{2}$

NAME

1.	Meghali Thakuria
2.	Jayashree Choudhury
3.	Tanali Das
4.	Himadri Nath
5.	Hiraman Das
6.	Dipika Nath

3-12	2019
5-12	2018
7-12	2017
9-12	2016
11-12	2015
13-12	2014
15-12	2013
18-12	2012
20	2011
22	2010
24	2009
26	2008
28	2007
30	2006
2E	2005
3F	2004
16	
17	
18	
19	
20	
21	

Dakshin Kalmip
Mitra-781125

Principal
College

Radhika
02/09, 2023

COURSE 03-12-2019 To 03-01-2020
& Fee-Collection of Students

03-12-2019

FD 03-01-2020

SCHOOL/COLLEGE
MONTH OF:

N * Da
20
17

Average Daily Attendance	Percentage of Attendance	Total No. of working days
7988	7988	7988

TEES Etc.

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Certificate No. DKSC/CB/IC/2019/02



DAKSHIN KAMRUP GIRLS' COLLEGE, MIRZA

Certificate of completion

It is to certify that Miss Jayashree Choudhury bearing roll no. 02
has successfully completed her Internet Course
duration of 01 months in the year 2019, dated: 03.12.2019 to 03.01.2020 from Dakshin Kamrup
Girls' College Computer Institution. She has been placed in the grade A.

We wish her all success in life.

Radhikany
Principal

Dakshin Kamrup Girls' College, Mirza

Mousumi Kalita
Instructor

Dakshin-Kamrup Girls' College, Mirza

Radhikany
Principal 25.09.2023
Dakshin Kamrup Girls' College
Mirza-781125



দক্ষিণ কামৰূপ ছোৱালী মহাবিদ্যালয়

মিৰ্জা - ৭৮১১২৫, কামৰূপ : অসম

DAKSHIN KAMRUP GIRLS' COLLEGE

Accredited by NAAC : B Grade
Mirza - 781125, Kamrup : Assam

স্থাপিত : ১৯৮৮ ইং চন

E-mail : dkcmirza1988@rediffmail.Com

Website: www.dkgirlscollege.in



NOTICE

Date: 28-06-2019

It is for general information that course on 2 months certificate course on Functional Computer Knowledge course will be started from 01-08-2019. All interested student requested to register themselves at the Computer Cell, Dakshin Kamrup Girls' College, Mirza.


Principal

Dakshin Kamrup Girls' College
Mirza, 781125

Principal
Dakshin Kamrup Girls' College
Mirza-781125



দক্ষিণ কামৰূপ ছোৱালী মহাবিদ্যালয়

মিৰ্জা - ৭৮১১২৫, কামৰূপ : অসম

DAKSHIN KAMRUP GIRLS' COLLEGE

Accredited by NAAC : B Grade

Mirza - 781125, Kamrup : Assam

স্থাপিত : ১৯৮৮ ইং চন

E-mail : dkpcmira1988@rediffmail.Com

Website: www.dkgirlscollege.in



☎ : 936597719 (M)
03623299996

NOTICE

Date: 28-06-2019

It is for general information that course on 2 months certificate course on Functional Computer Knowledge course will be started from 01-08-2019. All interested student requested to register themselves at the Computer Cell, Dakshin Kamrup Girls' College, Mirza.


Principal

Dakshin Kamrup Girls' College
Mirza, 781125

Principal
Dakshin Kamrup Girls' College
Mirza-781125



দক্ষিণ কামৰূপ ছোৱালী মহাবিদ্যালয়

মিৰ্জা - ৭৮১১২৫, কামৰূপ : অসম

DAKSHIN KAMRUP GIRLS' COLLEGE

Accredited by NAAC : B Grade

Mirza - 781125, Kamrup : Assam

স্থাপিত : ১৯৮৮ ইং চন

E-mail : dkgcmirza1988@rediffmail.Com



☎ : 9365971719 (M)

03623299996

Website: www.dkgirlscollege.in

Course Name: Functional Computer Knowledge Course

Programme Duration: From 01-08-2019 to 30-09-2019

Sl. No	Name of Students	Roll No	Batch Year	Programme
1	Barasha Mazumdar	1	2019-2020	Functional Computer Knowledge Course
2	Doli Choudhury	2	2019-2020	Functional Computer Knowledge Course
3	Purabi Bora	3	2019-2020	Functional Computer Knowledge Course
4	Jinti moni Nath	4	2019-2020	Functional Computer Knowledge Course
5	Purnima Das	5	2019-2020	Functional Computer Knowledge Course

Sadikur
Principal 25.09.2023

Dakshin Kamrup Girls' College
Mirza-781125

Certificate No: DKGC/C1/FCKC/2019/01



DAKSHIN KAMRUP GIRLS' COLLEGE
Certificate of completion

It is to certify that Miss Barasha Mazumdar bearing roll no 01 has successfully completed her *Functional Computer Knowledge Course*; duration of **two months** in the year 2019, dated 01-08-19 to 30-01-19 from Dakshin Kamrup Girls' College Computer Institute. She has been placed in the grade B.

We wish her all success in life

Kadhiary
Principal
Dakshin Kamrup Girls' College

Mousumi Kalita
Instructor
Dakshin Kamrup Girls' College

Kadhiary
Principal
Dakshin Kamrup Girls' College
Mirza-781125
25.09.2022

NAME _____

CLASS

FUNCTIONAL

19
19
19
19
19

Office-Collection of Students
 Signature: K NOULDEE COURSE
 MONTH OF: FROM 1-08-2019 TO 30-04-2019
 Total No. of working days.

Total No. of working days.. 9-2019

Roll No.		NAME		MONTH OF: KOV-08-2019 TO 30-09-2019																															FEE'S etc		Total Amount Paid		Date of Collection		Amount due		Signature																						
				Date of Fee																															Current Dues		Advance		Admission re-admission		Transfer		Games Sport		Examination		Fan, Pankha		Library Subscription		Late Payment		Amount		Date of		Signature								
1	Intimoni Nath	P	P	01-08-2019	02-08-2019	03-08-2019	04-08-2019	05-08-2019	06-08-2019	07-08-2019	08-08-2019	09-08-2019	10-08-2019	11-08-2019	12-08-2019	13-08-2019	14-08-2019	15-08-2019	16-08-2019	17-08-2019	18-08-2019	19-08-2019	20-08-2019	21-08-2019	22-08-2019	23-08-2019	24-08-2019	25-08-2019	26-08-2019	27-08-2019	28-08-2019	29-08-2019	30-08-2019	31-08-2019	01-09-2019	02-09-2019	03-09-2019	04-09-2019	05-09-2019	06-09-2019	07-09-2019	08-09-2019	09-09-2019	10-09-2019	11-09-2019	12-09-2019	13-09-2019	14-09-2019	15-09-2019	16-09-2019	17-09-2019	18-09-2019	19-09-2019	20-09-2019	21-09-2019	22-09-2019	23-09-2019	24-09-2019	25-09-2019	26-09-2019	27-09-2019	28-09-2019	29-09-2019	30-09-2019	31-09-2019
2	Babasha Nandani	P	P	01-08-2019	02-08-2019	03-08-2019	04-08-2019	05-08-2019	06-08-2019	07-08-2019	08-08-2019	09-08-2019	10-08-2019	11-08-2019	12-08-2019	13-08-2019	14-08-2019	15-08-2019	16-08-2019	17-08-2019	18-08-2019	19-08-2019	20-08-2019	21-08-2019	22-08-2019	23-08-2019	24-08-2019	25-08-2019	26-08-2019	27-08-2019	28-08-2019	29-08-2019	30-08-2019	31-08-2019	01-09-2019	02-09-2019	03-09-2019	04-09-2019	05-09-2019	06-09-2019	07-09-2019	08-09-2019	09-09-2019	10-09-2019	11-09-2019	12-09-2019	13-09-2019	14-09-2019	15-09-2019	16-09-2019	17-09-2019	18-09-2019	19-09-2019	20-09-2019	21-09-2019	22-09-2019	23-09-2019	24-09-2019	25-09-2019	26-09-2019	27-09-2019	28-09-2019	29-09-2019	30-09-2019	31-09-2019
3	Xoli Chaudhary	P	P	01-08-2019	02-08-2019	03-08-2019	04-08-2019	05-08-2019	06-08-2019	07-08-2019	08-08-2019	09-08-2019	10-08-2019	11-08-2019	12-08-2019	13-08-2019	14-08-2019	15-08-2019	16-08-2019	17-08-2019	18-08-2019	19-08-2019	20-08-2019	21-08-2019	22-08-2019	23-08-2019	24-08-2019	25-08-2019	26-08-2019	27-08-2019	28-08-2019	29-08-2019	30-08-2019	31-08-2019	01-09-2019	02-09-2019	03-09-2019	04-09-2019	05-09-2019	06-09-2019	07-09-2019	08-09-2019	09-09-2019	10-09-2019	11-09-2019	12-09-2019	13-09-2019	14-09-2019	15-09-2019	16-09-2019	17-09-2019	18-09-2019	19-09-2019	20-09-2019	21-09-2019	22-09-2019	23-09-2019	24-09-2019	25-09-2019	26-09-2019	27-09-2019	28-09-2019	29-09-2019	30-09-2019	31-09-2019
4	Purabi Bhatia	P	P	01-08-2019	02-08-2019	03-08-2019	04-08-2019	05-08-2019	06-08-2019	07-08-2019	08-08-2019	09-08-2019	10-08-2019	11-08-2019	12-08-2019	13-08-2019	14-08-2019	15-08-2019	16-08-2019	17-08-2019	18-08-2019	19-08-2019	20-08-2019	21-08-2019	22-08-2019	23-08-2019	24-08-2019	25-08-2019	26-08-2019	27-08-2019	28-08-2019	29-08-2019	30-08-2019	31-08-2019	01-09-2019	02-09-2019	03-09-2019	04-09-2019	05-09-2019	06-09-2019	07-09-2019	08-09-2019	09-09-2019	10-09-2019	11-09-2019	12-09-2019	13-09-2019	14-09-2019	15-09-2019	16-09-2019	17-09-2019	18-09-2019	19-09-2019	20-09-2019	21-09-2019	22-09-2019	23-09-2019	24-09-2019	25-09-2019	26-09-2019	27-09-2019	28-09-2019	29-09-2019	30-09-2019	31-09-2019
5	Purnima Das	P	P	01-08-2019	02-08-2019	03-08-2019	04-08-2019	05-08-2019	06-08-2019	07-08-2019	08-08-2019	09-08-2019	10-08-2019	11-08-2019	12-08-2019	13-08-2019	14-08-2019	15-08-2019	16-08-2019	17-08-2019	18-08-2019	19-08-2019	20-08-2019	21-08-2019	22-08-2019	23-08-2019	24-08-2019	25-08-2019	26-08-2019	27-08-2019	28-08-2019	29-08-2019	30-08-2019	31-08-2019	01-09-2019	02-09-2019	03-09-2019	04-09-2019	05-09-2019	06-09-2019	07-09-2019	08-09-2019	09-09-2019	10-09-2019	11-09-2019	12-09-2019	13-09-2019	14-09-2019	15-09-2019	16-09-2019	17-09-2019	18-09-2019	19-09-2019	20-09-2019	21-09-2019	22-09-2019	23-09-2019	24-09-2019	25-09-2019	26-09-2019	27-09-2019	28-09-2019	29-09-2019	30-09-2019	31-09-2019
6		P	P	01-08-2019	02-08-2019	03-08-2019	04-08-2019	05-08-2019	06-08-2019	07-08-2019	08-08-2019	09-08-2019	10-08-2019	11-08-2019	12-08-2019	13-08-2019	14-08-2019	15-08-2019	16-08-2019	17-08-2019	18-08-2019	19-08-2019	20-08-2019	21-08-2019	22-08-2019	23-08-2019	24-08-2019	25-08-2019	26-08-2019	27-08-2019	28-08-2019	29-08-2019	30-08-2019	31-08-2019	01-09-2019	02-09-2019	03-09-2019	04-09-2019	05-09-2019	06-09-2019	07-09-2019	08-09-2019	09-09-2019	10-09-2019	11-09-2019	12-09-2019	13-09-2019	14-09-2019	15-09-2019	16-09-2019	17-09-2019	18-09-2019	19-09-2019	20-09-2019	21-09-2019	22-09-2019	23-09-2019	24-09-2019	25-09-2019	26-09-2019	27-09-2019	28-09-2019	29-09-2019	30-09-2019	31-09-2019

Principal

7509125

Dakshin Kamrup Girls College

784125



দক্ষিণ কামৰূপ ছোৱালী মহাবিদ্যালয়

মিৰ্জা - ৭৮১১২৫, কামৰূপ : অসম

DAKSHIN KAMRUP GIRLS' COLLEGE

Accredited by NAAC : B Grade
Mirza - 781125, Kamrup : Assam

স্থাপিত : ১৯৮৮ ইং চন

E-mail : dkpcmira1988@rediffmail.Com



☎ : 9365971719 (M)
03623299996

Website: www.dkgirlscollege.in

DAKSHIN KAMRUP GIRLS' COLLEGE

Computer Centre

Mirza, Kamrup, Assam India- 781125

SYLLABUS FOR
TALLY.ERP 9 SYLLABUS

1. Basics of Accounting

Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions

2. Fundamentals of Tally.ERP 9

- Getting Functional with Tally.ERP 9
- Creation / Setting up of Company in Tally.ERP 9

3: Accounting Masters in Tally.ERP 9

- F11:Features
- F12 : Configurations
- Setting up Account Heads

4: Inventory in Tally.ERP 9

- Stock Groups
- Stock Categories
- Godowns / Locations
- Units of Measure
- Stock Items
- Creating Inventory Masters for National Traders

Kadhiary

Principal 28.09.2023
Dakshin Kamrup Girls' College
Mirza-781125



দক্ষিণ কামৰূপ ছোৱালী মহাবিদ্যালয়

মিৰ্জা - ৭৮১১২৫, কামৰূপ : অসম

DAKSHIN KAMRUP GIRLS' COLLEGE

Accredited by NAAC : B Grade
Mirza - 781125, Kamrup : Assam



☎ : 9365971719 (M)
03623299996

Website: www.dkgirlscollege.in

E-mail : dkgcmirza1988@rediffmail.Com

স্থাপিত : ১৯৮৮ ইং চন

5: Voucher Entry in Tally.ERP 9

- Accounting Vouchers
- Inventory Vouchers
- Invoicing

6: Advanced Accounting in Tally.ERP 9

- Bill-wise Details
- Cost Centres and Cost Categories
- Voucher Class and Cost Centre Class
- Multiple Currencies
- Bank Reconciliation
- Interest Calculations
- Budgets & Controls
- Scenario Management

7: Advanced Inventory in Tally.ERP 9

- Order Processing
- Reorder Levels
- Tracking Numbers
- Batch- wise Details
- Additional Cost Details
- Bill of Materials (BoM)
- Price Levels and Price Lists
- Stock Valuation
- Zero Valued Entries
- Inventory Ageing Analysis
- Different Actual and Billed Quantities

8: Value Added Tax (VAT)

- Configuring VAT in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Accounting for Return of Goods
- Rate Difference in Purchase / Sales
- Accounting for Interstate Transactions

S. Nathikary
25.09.2023

Principal
Dakshin Kamrup Girls' College
Mirza-781125

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- Exempt Transactions under VAT
- Purchases from Unregistered Dealers
- Claiming ITC on Capital Goods
- Inter-State Branch Transfers
- VAT Reports
- VAT for Composite Dealers

9: Central Sales Tax (CST)

- Basics of Central Sales Tax (CST)
- Enabling CST in Tally.ERP 9
- Recording Interstate Transactions in Tally.ERP 9
- Payment of CST
- CST Reports

10: Point of Sale (PoS)

- Features of Point of Sale (PoS) in Tally.ERP 9
- Configuring Point of Sale in Tally.ERP 9
- Entering POS Transactions
- POS Reports

11: Job Costing

- Configuring Job Costing In Tally.ERP 9
- Creating Masters for Job Costing
- Recording Transactions
- Job Costing Reports

12: Multilingual Capabilities

- Configuring Tally.ERP 9 for Multilingual Capabilities
- Creating Masters
- Entering Transactions in Multiple Languages
- Transliteration
- Generating Reports

13: Technological Advantages of Tally.ERP 9

S. Radhikany
Principal 25.09.2023
Dakshin Kamrup Girls' College
Mirza-781125



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- TallyVault
- Security Control
- Tally Audit
- Backup and Restore
- Split Company Data
- Export and Import of Data
- ODBC Connectivity
- Web Enabled, Print Preview and Online Help
- Printing of Reports and Cheques

14: Tally.NET and Remote Capabilities

- Overview of Tally.NET
- Configure Tally.NET Features
- Connect Company on Tally.NET
- Create Remote Users
- Authorise Remote Users
- Remote Access

15: Application Management and Controls

- Concept of Control Centre
- Installing & Activating Tally.ERP 9
- Logging to Control Centre
- Managing Accounts using Control Centre

16: Online Help and Support

- Features of Support Centre
- Accessing the Support Centre
- Using Support Centre

17: Service Tax

- Basics of Service Tax
- Configuring Tally.ERP 9 for Service Tax
- Creating Masters
- Entering Transactions
- Accounting for Advance Receipts
- Accounting for Opening Service Tax Credit

Madhikar
Principal 25.09.2023
Dakshin Kamrup Girls' College
Mirza-781125



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- Payment of Service Tax
- Service Tax Reports

18: Tax Deducted at Source

- Basic concepts of TDS
- Configuring TDS in Tally.ERP 9
- Creation of Masters
- Processing Transactions
- TDS Reports

19: Tax Collected at Source

- Basic Concepts of TCS
- Configuring Tally.ERP 9 for TCS
- Creating Masters
- Entering Transactions
- TCS Reports

20: Excise for Dealers

- Basic Concepts
- Salient Features of Dealer Excise
- Enabling Dealer Excise in Tally.ERP 9
- Creating Masters
- Entering Transactions
- Excise Reports
- Sales & Purchase Extract

21: Excise for Manufacturers

- Basic Concepts of Excise Duty
- Configuring Excise in Tally.ERP 9
- Creation of Masters
- Processing Transactions
- Excise Reports

22: Payroll Accounting and Compliance

S. K. Karmay
Principal
Dakshin Kamrup Girls' College
Mirza-781125

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- Configuring Payroll in Tally.ERP 9
- Creating Payroll Masters
- Processing Payroll in Tally.ERP 9
- Accounting for Employer PF Contributions
- Accounting for Employer ESI Contributions
- Payment of Professional Tax
- Generating Payroll Reports

Masthikary
Principal 25.09.2023
Dakshin Kamrup Girls' College
Mirza-781125

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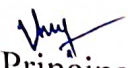
03623299996

Website: www.dkgirlscollege.in

NOTICE

Date: 20-08-2019

It is for general information that course on Two Months certificate course on Tally ERP-9 will be started from 05-09-2019. All interested student requested to register themselves at the Computer Cell, Dakshin Kamrup Girls' College, Mirza.


Principal

Dakshin Kamrup Girls' College
Mirza, 781125

Principal
Dakshin Kamrup Girls' College
Mirza-781125

দাক্ষিণ কামৰূপ ছোৱালী মহাবিদ্যালয়

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☎ : 9365971719 (M)

03623299996

Website: www.dkgirlscollege.in

E-mail : dkgcmirza1988@rediffmail.Com

Course Name: Tally ERP9 Course

Programme Duration: From 05-09-2019 to 04-011-2019

Sl. No	Name of Students	Roll No	Batch Year	Programme
1	Rumi Kalita	1	2019-20	Tally ERP9 Course
2	Nayantara Nath	2	2019-20	Tally ERP9 Course
3	Jaysri Das	3	2019-20	Tally ERP9 Course
4	Doli Choudhury	4	2019-20	Tally ERP9 Course
5	Purnima Das	5	2019-20	Tally ERP9 Course
6	Barasha Mazumdar	6	2019-20	Tally ERP9 Course
7	Anjali Talukdar	7	2019-20	Tally ERP9 Course
8	Barnali Talukdar	8	2019-20	Tally ERP9 Course
9	Chayamoni Kalita	9	2019-20	Tally ERP9 Course
10	Junmoni Begum	10	2019-20	Tally ERP9 Course
11	Deiji Das	11	2019-20	Tally ERP9 Course
12	Jintimoni Nath	12	2019-20	Tally ERP9 Course
13	Bandana Talukdar	13	2019-20	Tally ERP9 Course

Madhikary
Principal
Dakshin Kamrup Girls' College
Mirza-781125
22.09.2023

Certificate No. DAKG/C2/Tall/2019/01



DAKSHIN KAMRUP GIRLS' COLLEGE, MIRZA

Certificate of completion

It is to certify that Miss Rumi Kalita bearing roll no. 91
has successfully completed her Tally ERP 9 Course
duration of 2 months in the year 2019, dated: 05.09.2019 to 07.11.2019, from Dakshin Kamrup
Girls' College Computer Institution. She has been placed in the grade A.
We wish her all success in life.

Madhikary
Principal

Dakshin Kamrup Girls' College, Mirza

Manaswini Kalita
Instructor
Dakshin Kamrup Girls' College, Mirza

Madhikary
Principal 25.09.2023
Dakshin Kamrup Girls' College
Mirza-781125

Dakshin Kamrup Girls' College
Mirza-781125



11-08-19

To
The Principal
Dakshin Kamrup Girls' College
Mirza-781125
Kamrup

Sub: Application for approval of Certificate Course

Sir,

This is to inform you that the Career Guidance Cell of Dakshin Kamrup Girls' College, Mirza is going to organise a 3 Month Certificate Course on Assistant Hair Stylist from to 09-09-19 to 09-12-19 in collaboration with IP1, Guwahati for the current students and alumnae of the college.

Hereby we request you to grant us approval for the same.

Thanking you anticipation

Yours sincerely

Dr Minakshi Bairagi

Dr Mitali Kathkatia
Secretary C.G.Cell

Dakshin Kamrup Girls' college
po Mirza 'Secy' Y
Carec. ...
D.K. Girls' College, Mirza

As requested for
11/08/2019

Principal 25.09.2023
Dakshin Kamrup Girls' College
Mirza-781125

দক্ষিণ কামৰূপ ছোৱালা মহাবিদ্যালয়

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Mirza - 781125, Kamrup : Assam

স্থাপিত : ১৯৮৮ ইং চন

☎ : 9365971719 (M)

03623299998

E-mail : dkgcmirza1988@rediffmail.Com

Website: www.dkgirlscollege.in

Course Name: Assistant Hair Stylist

Duration: 09-09-2019 to 09-12-2019

Sl. No.	Name	Roll. No	Session	Course Name
1	Aparajita Thakuria	1	2019-2020	Assistant Hair Stylist
2	Barasha Rani Das	2	2019-2020	Assistant Hair Stylist
3	Anindita Das	3	2019-2020	Assistant Hair Stylist
4	Barasha Choudhury	4	2019-2020	Assistant Hair Stylist
5	Sewali Kalita	5	2019-2020	Assistant Hair Stylist
6	Hiramoni Nath	6	2019-2020	Assistant Hair Stylist
7	Purabi Nath	7	2019-2020	Assistant Hair Stylist
8	Anupama Das	9	2019-2020	Assistant Hair Stylist
9	Arpana Kalita	10	2019-2020	Assistant Hair Stylist
10	Jonali Das	11	2019-2020	Assistant Hair Stylist
11	Kabita Nath	12	2019-2020	Assistant Hair Stylist
12	Babita Kumari	13	2019-2020	Assistant Hair Stylist
13	Munu Begum	14	2019-2020	Assistant Hair Stylist
14	Anushree Sarma	15	2019-2020	Assistant Hair Stylist
15	Rupanjali Das	16	2019-2020	Assistant Hair Stylist
16	Jayashree Thakuria	17	2019-2020	Assistant Hair Stylist
17	Mousumi Thakuria	18	2019-2020	Assistant Hair Stylist
18	Himashree Thakuria	19	2019-2020	Assistant Hair Stylist
19	Doli Choudhury	20	2019-2020	Assistant Hair Stylist
20	Barasha Mazumdar	21	2019-2020	Assistant Hair Stylist
21	Anita Das	22	2019-2020	Assistant Hair Stylist
22	Kankana Goswami	23	2019-2020	Assistant Hair Stylist
23	Babita Thakuria	24	2019-2020	Assistant Hair Stylist
24	Kalpna Das	25	2019-2020	Assistant Hair Stylist
25	Momi Kakati	26	2019-2020	Assistant Hair Stylist
26	Nibedita Das	27	2019-2020	Assistant Hair Stylist
27	Hemaprava Das	29	2019-2020	Assistant Hair Stylist
28	Pallabi Das	30	2019-2020	Assistant Hair Stylist
29	Moni Thakuria	31	2019-2020	Assistant Hair Stylist
30	Malti Saha	32	2019-2020	Assistant Hair Stylist

Radhika

Principal 25.09.2023

Dakshin Kamrup Girls' College
Mirza-781125

Register of Daily Attendance

NAME Assistant Hm. Sybil (09-07-2019 to 9-12-2019)
 CLASS (5 month) SECTION

Roll No.	NAME	ATTENDANCE																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
1	Amrita Chakravarti																								
2	Rashmi Ran Das																								
3	Anindita Das																								
4	Rashmi Choudhury																								
5	Devi Kalita																								
6	Hiraman Nath																								
7	Pooja Nath																								
8	Mithi Kalita																								
9	Anupama Das																								
10	Atanu Kalita																								
11	Jonale Das																								
12	Kabita Nath																								
13	Babita Kumari																								
14	Arnu Begum																								
15	Anshu Sena																								
16	Rupanjali Das																								
17	Jayanta Chakravarti																								
18	Machoni Chakravarti																								
19	Himashree Thakuria																								
20	Doli Choudhury																								
21	Barsha Majumdar																								
22	Purnima Das																								
23	Shikha Das																								
24	Kalyana Goswami																								
25	Kabita Thakuria																								
26	Kapil Das																								
27	Moni Kakati																								
28	Ananya Kalita																								
29	Nisadita Das																								
30	Hemanta Das																								
31	Moni Kakati																								
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& Fee-Collection of Students

SCHOOL.....
 MONTH OF.....
 DATE.....



**THE INSTITUTE OF PROFESSIONAL TRAINING
DAKSHIN KAMRUP GIRLS' COLLEGE, MIRZA**



Certificate

This is to certify that Mr/Ms Sewali Kalita..... has successfully completed the 3 Month Course from 09-09-2019 to 09-12-2019 of Assistant Hair Stylist conducted by The Institute of Professional Training (Training Partner under Assam Skill Development Mission)


Principal,

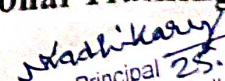
Dakshin Kamrup Girls' College, Mirza

Principal
Dakshin Kamrup Girls' College
Mirza-781125



Proprietor,

The Institute of Professional Training, Mirza


Principal 25.09.2023
Dakshin Kamrup Girls' College
Mirza-781125