

## GOVERNMENT GENERAL DEGREE COLLEGE, RANIBANDH

Vill + P.O.: Rautara \*P.S.: Barikul \*Dist.: Bankura \*Pin Code: 722135\* West Bengal\* India

Ph.: - +917872790264 e-mail: [govtgencol.ranibandh@gmail.com](mailto:govtgencol.ranibandh@gmail.com) Website: [-ranibandhgovtcollege.org](http://-ranibandhgovtcollege.org)

### ICT/computing skills

#### Report on ICT/Computing Skills Initiatives:

##### Introduction:

In recognition of the transformative role of Information and Communication Technology (ICT) in the contemporary world, our institution has undertaken comprehensive initiatives to enhance ICT and computing skills among students by the collaboration of IQAC and the department of Mathematics, GGDC Ranibandh. These initiatives aim to equip students with the essential digital literacy and technical know-how necessary for success in academic, professional, and technological spheres.

##### Curriculum Integration:

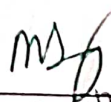
The integration of ICT and computing skills into the academic curriculum is a fundamental aspect of our initiatives. Relevant courses are designed to cover a spectrum of skills, including computer literacy, programming languages, data analysis, and software applications. This integration ensures that students receive a well-rounded education that prepares them for the demands of the digital age.

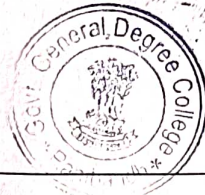
##### E-Learning Platforms:

In response to the changing landscape of education, especially accentuated by global events like the COVID-19 pandemic, the institution has invested in robust e-learning platforms. These platforms facilitate remote learning, providing students with flexibility in accessing resources and participating in virtual classes. This approach ensures continuity in education while promoting self-directed learning and ICT proficiency.

##### Conclusion:

The ICT/computing skills initiatives implemented by our institution underscore the commitment to preparing students for the digital age. By integrating ICT into the curriculum, providing hands-on experiences, fostering industry collaborations, and promoting innovative competitions, the institution ensures that students are not only technically competent but also adaptable to the evolving landscape of technology. These initiatives align with the broader goal of producing graduates who are not just consumers but contributors to the advancements in information and communication technologies.

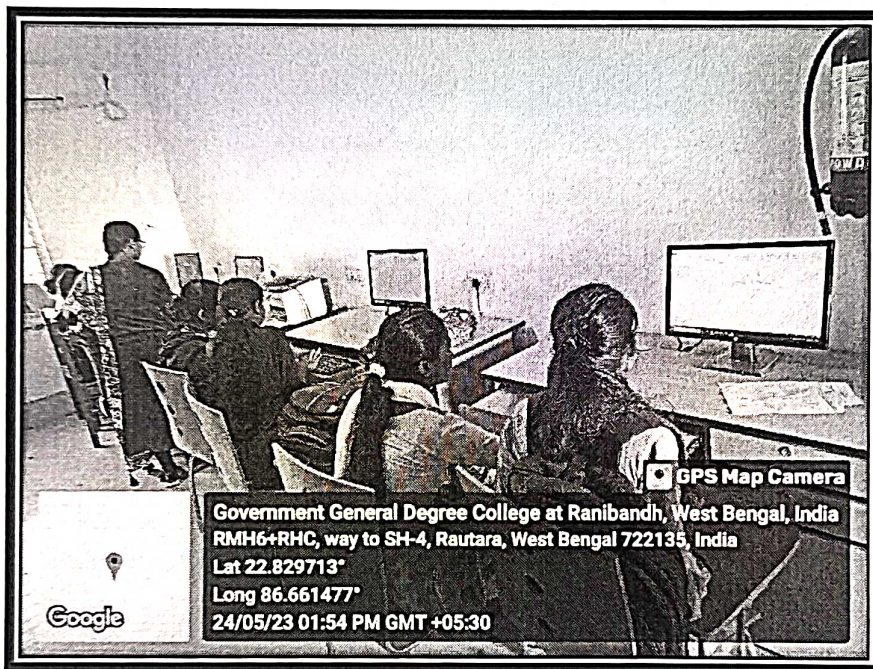
  
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G.G.D.C. Ranibandh  
Rautara, Bankura, 722135



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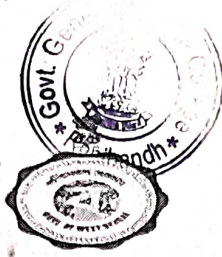
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Awareness of trends in technology

*MSJ*  
Officer-in-charge  
G.G.D.C. Ranibandh  
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## Basic Computer Application: Essential Digital Skills

Organized by  
IQAC & Dept. of Mathematics  
Government General Degree College, Ranibandh.

Duration: 32 Hours

5th September to 24th December, 2022

### Chief Patron

Shri Madhusudan Garain,  
Officer-In-Charge

### Course Director

Dr. Partha Pratim Das Choudhury,  
Coordinator, IQAC

### Chief Advisor

Dr. Prasenjit Mondal,  
Assistant Professor & HOD,  
Dept. of Mathematics

### Course Coordinator

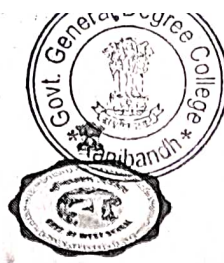
Ipsita Rajwar,  
Assistant Professor, Dept. of  
Mathematics

### Eligibility

1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Semester Students (on going)

Certificate will be issued only to those participants who complete the course successfully by following rules & regulations.

### Rules & Regulations related to the Course



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- ❖ The assessment process will have a total score of 100. Out of these, 10 marks for attendance.
- ❖ The process of evaluation will be explained during the class sessions.
- ❖ Students must attend all the assessments that have been scheduled to be eligible for certification.
- ❖ Every student must have a minimum attendance of 70% throughout the course to receive any certificate.
- ❖ The certificate's category will be decided based on the marks obtained, following the subsequent guidelines:

Obtained Number	Grade
Above 89	A+ (Excellent)
75-89	A (Very Good)
60-74	B (Good)
45-59	C (Average)
Less than 45	F (Fail)

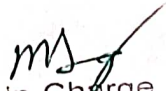
## Course Objectives

In an increasingly digital world, mastering essential technology skills is vital for success. Considering that a significant portion of our students are first-generation learners, the objectives of this course are directed towards equipping them with the vital digital competencies and understanding required to excel in their academic endeavors. Acknowledging the distinctive challenges that may arise in this domain, the course is thoughtfully designed to foster a supportive atmosphere, allowing these students to construct a sturdy foundation for their educational journey and beyond.

This course endeavours to furnish students with the indispensable tools necessary for navigating the digital landscape with confidence, thereby unlocking fresh prospects and augmenting their capabilities.

Throughout the course, participants will

- ✓ **Develop Software Proficiency:** Acquire practical knowledge of widely-used software applications, including word processors, spreadsheets, and presentation tools.
- ✓ **Navigate Online Resources:** Learn effective techniques for finding and evaluating information on the internet, along with staying secure in the digital environment.
- ✓ **Communicate Digitally:** Gain insight into digital communication methods, from effective emailing to collaborative online platforms.
- ✓ **Cultivate Computer Literacy:** Build a strong foundation in computer literacy, a skill increasingly demanded in various fields.

  
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- ✓ Achieve a Certification: Completion of the course will result in the awarding of a certificate, validating participant proficiency in these skills.

## Syllabus

Topic	Components	Duration	Full Marks
Introduction to Digital Tools	<ul style="list-style-type: none"><li>• Understanding the importance of digital skills</li><li>• Overview of common software applications (MS Word , Excel, PPT Presentations)</li><li>• Practical exercises</li></ul>	10 Hours	30
Effective Digital Communication	<ul style="list-style-type: none"><li>• Email id, Online Account creation, Form fill up etc.</li><li>• Efficient internet searching techniques</li><li>• Introduction to online meeting and conferencing platforms</li><li>• Practical exercises</li></ul>	10 Hours	30
Building Computer Literacy	<ul style="list-style-type: none"><li>• Components and basic functions of a computer</li><li>• Understanding file management and organization</li><li>• Practical exercises</li></ul>	10 Hours	30

Date	Programme	Duration
05-09-2022	Inaugural Program, Registration of Candidates, Inaugural speech by the Chief Patron, Introduction, Meeting with Coordinator, and Evaluation.	2 Hours



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24-12-2022	Valedictory Program, Vote of Thanks, and Distribution of Certificates.	1 Hour
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## Suggested Readings:

1. Computer Fundamentals by Pradeep K. Sinha & Priti Sinha.
2. Computer Awareness by Arihant Publications.
3. Basic Computer Course (BCC) Made Simple by Satish Jain, Shalini Jain & M. Geetha.

**Course Coordinator**  
Asst. Prof., Dept. of  
Mathematics

**Chief Advisor**  
Asst. Prof. & HOD  
Dept. of Mathematics

**Course Director**  
Coordinator,  
IQAC

**Chief Patron**  
Officer-In-Charge

Officer-in-Charge  
G.G.D.C. Ranibandh  
Rautara, Bankura, 722135

# Registered candidate: Computer Course- 2022-23

SL NO	NAME	SEM	COLLEGE ROLL NO	DEPARTMENT	REGISTRATION NO. FOR THE ADD ON COURSE	D.O.B	GENDER	AGE	CASTE	WHATSAPP NO	EMAIL ID	ADDRESS
1	BARSA DAS	1	221004	BENGALI	RGC/2022/MTH/1	03.08.2005	FEMALE	18	GENERAL	9339712774	bd4365065@gmail.com	KORAPARA, RAUTORA
2	CHAITALI DAS	1	221007	BENGALI	RGC/2022/MTH/2	20.03.2005	FEMALE	18	OBC-B	8001775621	daschaitali839@gmail.com	BANSIDIHA, RAUTORA, 722135
3	MANIKA DAS	1	221012	BENGALI	RGC/2022/MTH/3	20.08.2004	FEMALE	19	OBC-B	8710098985	vmanika225@gmail.com	BANSIDIHA, RAUTORA, 722135
4	RIMPA DAS	1		BENGALI	RGC/2022/MTH/4	03.04.2005	FEMALE	19	GENERAL	8649880412	rd336174@gmail.com	KANTHALIA, JHILIMILI, 722135
5	SOMA DAS	1	221021	BENGALI	RGC/2022/MTH/5	20.12.2004	FEMALE	19	GENERAL	8900168860	sdsoma2004@gmail.com	KANTHALIA, JHILIMILI, 722135
6	SUJATA TANTUBAY	1	221030	BENGALI	RGC/2022/MTH/6	24.02.2005	FEMALE	18	GENERAL	9832264755	SujataTantubay339@gmail.com	KHEJURIA, GUNPURA, BARIKUL, 722135
7	BANASREE SING SARDAR	1	222025	EDUCATION	RGC/2022/MTH/7	31.10.2004	FEMALE	19	ST	9907989350	singsardarbanasree@gmail.com	SARENGDA, JHILIMILI, 722135
8	DIPALI TANTUBAY	1	222001	EDUCATION	RGC/2022/MTH/8	04.05.2003	FEMALE	20	GENERAL	8649807592	dipalitantubay0@gmail.com	TILABANI, BARIKUL, 722135
9	KAKOLI SING SARDAR	1	222010	EDUCATION	RGC/2022/MTH/9	28.08.2002	FEMALE	21	ST	9832218549	singsardarkakoli@gmail.com	TILABANI, BARIKUL, 722135
10	TANAYA PARAMANIK	1	222003	EDUCATION	RGC/2022/MTH/10	15.09.2003	FEMALE	19	OBC-B	8016866804	tanayaparamanik@gmail.com	BHURRUDANGA, JHILIMILI, 722135
11	TAPASI DAS	1	222017	EDUCATION	RGC/2022/MTH/11	10.09.2002	FEMALE	21	GENERAL	9883936640	dtapasi396@gmail.com	KANTHALIA, JHILIMILI, 722135
12	ARPITA GOSWAMI	1	223015	ENGLISH	RGC/2022/MTH/12	14.02.2004	FEMALE	19	GENERAL	8207244668	arpitagoswami@gmail.com	BALARAMPUR, KHATRA
13	DEBASISH BARAT	1	223022	ENGLISH	RGC/2022/MTH/13	23.08.2003	MALE	20	OBC-B	8328710953	debasishbarat22@gmail.com	TALGORA, RANIBANDH, 722148
14	RINTU MANDAL	1	223019	ENGLISH	RGC/2022/MTH/14	24.10.2004	FEMALE	19	OBC-B	8509095412	rintumandal65738@gmail.com	BARAGAR, KHATRA
15	SUJOY RUHIDAS	1	223009	ENGLISH	RGC/2022/MTH/15	28.07.2003	MALE	20	SC	7063258685	sujoyruhidas@gmail.com	KANTHALIA, JHILIMILI, 722135


*M/S*

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16	AKASH SINGHA BABU	224006	HISTORY	RGC/2022/MTH/16	17.11.2004	MALE	18	GENERAL	8597259160	akashsinghababu411@gmail.com	NANNA, BANDWAN, 723129
17	AMITA SARDAR	1	HISTORY	RGC/2022/MTH/17	28.06.2003	FEMALE	20	ST	8710055071	amitasardar693@gmail.com	TAMAKHUN, RANIBANDH, 722135
18	MANIKA SINGHA MAHAPATRA	1	HISTORY	RGC/2022/MTH/18	18.10.2004	FEMALE	18	GENERAL	89182214629	manikasinghamahapatra1@gmail.com	NANNA, BANDWAN, 723129
19	SOURAV DAS	1	HISTORY	RGC/2022/MTH/19	01.10.2004	MALE	18	GENERAL	8967615733	souravdasnewfasion@gmail.com	NANNA, BANDWAN, 723129
20	GOUR SANKAR MAHATA	1	SANSKRIT	RGC/2022/MTH/20	25.07.2001	MALE	22	OBC-B	7076995713	GourSankarMahata3@gmail.com	CHATRAWANGA, BARIKUL, 722162
21	MRITUNJOY PAL	1	SANSKRIT	RGC/2022/MTH/21	20.07.2004	MALE	19	OBC-B	8207033188	Mirityunjoya143@gmail.com	MURKUM, BARIKUL, 722162
22	SHOVA MAHATA	1	SANSKRIT	RGC/2022/MTH/22	17.04.2003	FEMALE	20	OBC-B	8972729211	somenathmahata35@gmail.com	RAMDUNGRI, RANIBANDH
23	ISHRAT KHATUN	1	SANSKRIT	RGC/2022/MTH/23	28.11.2002	FEMALE	20	OBC-B	9832001125	Ishrakhatun46@gmail.com	PACHAPANI, JHARGRAM, 721501
24	APU TUDU	3	BENGALI PROGRAM	RGC/2022/MTH/24	31.01.2002	MALE	21	ST	9735010980	aboutuduf60@gmail.com	CHURKU, BARIKUL, 722135
25	MAMATA HEMBRAM	3	BENGALI PROGRAM	RGC/2022/MTH/25	21.10.2002	FEMALE	21	ST	8388897760	mamatahembram91@gmail.com	RAUTORA, BARIKUL, 722135
26	SANJUKTA MAHATO	3	BENGALI PROGRAM	RGC/2022/MTH/26	14.05.2000	FEMALE	23	OBC-B	7001857064	itsanlukta2000@gmail.com	CHIRUDIH, BANDWAN, 723129
27	DEBJIT MANDAL	3	EDUCATION	RGC/2022/MTH/27	03.07.2003	MALE	20	SC	8972948417	rameshrdm321@gmail.com	JABLA, BARIKUL, 722135
28	RAMESH MANDAL	3	EDUCATION	RGC/2022/MTH/28	03.01.2003	MALE	20	SC	7384286217	aloymura@gmail.com	JABLA, BARIKUL, 722135
29	AJOY MURA	3	EDUCATION	RGC/2022/MTH/29	26.12.2001	MALE	22	ST	6297613518	aloymura@gmail.com	KANTHALIA, JHILIMILI, 722135
30	BHAGYABATI HEMBRAM	3	EDUCATION PROGRAM	RGC/2022/MTH/30	10.03.2002	FEMALE	21	ST	8967573569	hembrambhagyabati@gmail.com	KANTHALIA, JHILIMILI, 722135
31	ASHA MAHATO	3	HISTORY	RGC/2022/MTH/31	10.01.2001	FEMALE	22	OBC-B	7797755519	asamahata1@gmail.com	AMGORA, BANDWAN, 723129

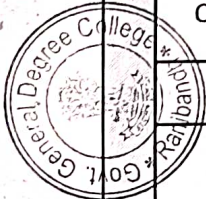
  
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32	BINOD HANSDA	3	215504	HISTORY	RGC/2022/MTH/32	06.10.2000	MALE	23	ST	9883875746	<a href="mailto:hansdabinod847@gmail.com">hansdabinod847@gmail.com</a>	CHIRUDIH, BANDWAN, 723129
33	MADHUSUDAN MAHATA	3	215501	HISTORY	RGC/2022/MTH/33	15.07.2003	MALE	20	OBC-B	7602786240	<a href="mailto:madhumahata649@gmail.com">madhumahata649@gmail.com</a>	LALJAL, JHARGRAM, 721501
34	SUBHADRA SARDAR	3	215525	HISTORY	RGC/2022/MTH/34	08.01.2002	FEMALE	21	ST	8509187113	<a href="mailto:sardarsubhadra32@gmail.com">sardarsubhadra32@gmail.com</a>	TAMAKHUN, RANIBANDH, 722135
35	SUCHITRA MURA	3	215508	HISTORY	RGC/2022/MTH/35	15.04.2004	FEMALE	19	ST	8389964316	<a href="mailto:suchitramura963@gmail.com">suchitramura963@gmail.com</a>	BIDRI, BELPAHARI, 721501
36	SUSHMITA KISKU	3	215514	HISTORY	RGC/2022/MTH/36	09.11.2002	FEMALE	21	ST	7029681659	<a href="mailto:sushmitakisku9@gmail.com">sushmitakisku9@gmail.com</a>	KARAPARA, RAUTORA

*Mishra*  
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Rautara, Bankura, 722135



**GRADE-SHEET FOR : Computer Course- 2022-23**

SL NO	NAME	SEM	COLLEGE ROLL NO	DEPARTMENT	REGISTRATION NO. FOR THE ADD ON COURSE	Attendance																								GRADE																																																																																																									
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1	BARSA DAS	1	221004	BENGALI	RGC/2022/MT H/1	05.09.22	P	06.09.22	P	08.09.22	P	10.09.22	P	13.09.22	P	15.09.22	A	17.09.22	A	20.09.22	P	22.09.22	P	24.09.22	P	11.10.22	P	12.10.22	A	13.10.22	A	14.10.22	A	15.10.22	P	16.10.22	P	17.10.22	A	18.10.22	P	19.10.22	P	20.10.22	P	21.10.22	A	22.10.22	P	23.10.22	P	24.10.22	A	11.11.22	P	12.11.22	P	13.11.22	A	14.11.22	A	15.11.22	P	16.11.22	P	17.11.22	A	18.11.22	P	19.11.22	P	20.11.22	P	21.11.22	A	22.11.22	P	23.11.22	P	24.11.22	A																																																						
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																		4	RIMPA DAS	1	221000	BENGALI	RGC/2022/MT H/4	05.09.22	P	06.09.22	P	08.09.22	P	10.09.22	P	13.09.22	P	15.09.22	P	17.09.22	P	20.09.22	P	22.09.22	P	24.09.22	P	11.10.22	P	12.10.22	P	13.10.22	P	14.10.22	P	15.10.22	P	16.10.22	P	17.10.22	P	18.10.22	P	19.10.22	P	20.10.22	P	21.10.22	P	22.10.22	P	23.10.22	P	24.10.22	P	11.11.22	P	12.11.22	P	13.11.22	P	14.11.22	P	15.11.22	P	16.11.22	P	17.11.22	P	18.11.22	P	19.11.22	P	20.11.22	P	21.11.22	P	22.11.22	P	23.11.22	P	24.11.22	P																																				
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																														6	SUJATA TANTUBAY	1	221030	BENGALI	RGC/2022/MT H/6	05.09.22	P	06.09.22	P	08.09.22	P	10.09.22	P	13.09.22	P	15.09.22	P	17.09.22	P	20.09.22	P	22.09.22	P	24.09.22	P	11.10.22	P	12.10.22	P	13.10.22	P	14.10.22	P	15.10.22	P	16.10.22	P	17.10.22	P	18.10.22	P	19.10.22	P	20.10.22	P	21.10.22	P	22.10.22	P	23.10.22	P	24.10.22	P	11.11.22	P	12.11.22	P	13.11.22	P	14.11.22	P	15.11.22	P	16.11.22	P	17.11.22	P	18.11.22	P	19.11.22	P	20.11.22	P	21.11.22	P	22.11.22	P	23.11.22	P	24.11.22	P																								
																																				7	BANASREE SING SARDAR	1	222025	EDUCATIO N	RGC/2022/MT H/7	05.09.22	P	06.09.22	P	08.09.22	P	10.09.22	P	13.09.22	P	15.09.22	P	17.09.22	P	20.09.22	P	22.09.22	P	24.09.22	P	11.10.22	P	12.10.22	P	13.10.22	P	14.10.22	P	15.10.22	P	16.10.22	P	17.10.22	P	18.10.22	P	19.10.22	P	20.10.22	P	21.10.22	P	22.10.22	P	23.10.22	P	24.10.22	P	11.11.22	P	12.11.22	P	13.11.22	P	14.11.22	P	15.11.22	P	16.11.22	P	17.11.22	P	18.11.22	P	19.11.22	P	20.11.22	P	21.11.22	P	22.11.22	P	23.11.22	P	24.11.22	P																		
																																										8	DIPALI TANTUBAY	1	222001	EDUCATIO N	RGC/2022/MT H/8	05.09.22	P	06.09.22	P	08.09.22	P	10.09.22	P	13.09.22	P	15.09.22	P	17.09.22	P	20.09.22	P	22.09.22	P	24.09.22	P	11.10.22	P	12.10.22	P	13.10.22	P	14.10.22	P	15.10.22	P	16.10.22	P	17.10.22	P	18.10.22	P	19.10.22	P	20.10.22	P	21.10.22	P	22.10.22	P	23.10.22	P	24.10.22	P	11.11.22	P	12.11.22	P	13.11.22	P	14.11.22	P	15.11.22	P	16.11.22	P	17.11.22	P	18.11.22	P	19.11.22	P	20.11.22	P	21.11.22	P	22.11.22	P	23.11.22	P	24.11.22	P												
																																																9	KAKOLI SING SARDAR	1	222010	EDUCATIO N	RGC/2022/MT H/9	05.09.22	P	06.09.22	A	08.09.22	P	10.09.22	P	13.09.22	A	15.09.22	A	17.09.22	A	20.09.22	A	22.09.22	A	24.09.22	A	11.10.22	A	12.10.22	A	13.10.22	A	14.10.22	A	15.10.22	A	16.10.22	A	17.10.22	A	18.10.22	A	19.10.22	A	20.10.22	A	21.10.22	A	22.10.22	A	23.10.22	A	24.10.22	A	11.11.22	A	12.11.22	A	13.11.22	A	14.11.22	A	15.11.22	A	16.11.22	A	17.11.22	A	18.11.22	A	19.11.22	A	20.11.22	A	21.11.22	A	22.11.22	A	23.11.22	A	24.11.22	A						
																																																						10	TANAYA PARAMANIK	1	222003	EDUCATIO N	RGC/2022/MT H/10	05.09.22	P	06.09.22	P	08.09.22	P	10.09.22	P	13.09.22	P	15.09.22	P	17.09.22	P	20.09.22	P	22.09.22	P	24.09.22	P	11.10.22	P	12.10.22	P	13.10.22	P	14.10.22	P	15.10.22	P	16.10.22	P	17.10.22	P	18.10.22	P	19.10.22	P	20.10.22	P	21.10.22	P	22.10.22	P	23.10.22	P	24.10.22	P	11.11.22	P	12.11.22	P	13.11.22	P	14.11.22	P	15.11.22	P	16.11.22	P	17.11.22	P	18.11.22	P	19.11.22	P	20.11.22	P	21.11.22	P	22.11.22	P	23.11.22	P	24.11.22	P

  
 Officer-in-Charge  
 G.G.D.C. Raibanshi  
 Rautara, Bankura, 722135







**GOVERNMENT GENERAL DEGREE COLLEGE, RANIBANDH**

**IQAC & Department of Mathematics**  
**Government General Degree College, Ranibandh**



**CERTIFICATE OF PARTICIPATION**

*This is to certify that*

**DEBASISH BARAT, Department of ENGLISH, Roll number 223022**

Participated in the

**ADD on Course *Basic Computers Application: Essential Digital Skills* from *5<sup>th</sup> September 2022* to *24<sup>th</sup> December 2022* and obtained Grade A.**

Place: Rautora  
Date: 24 December, 2022

*[Signature]*  
Course  
Coordinator

*[Signature]*  
Course  
Advisor

*[Signature]*  
Course Director  
IQAC Coordinator

*[Signature]*  
Chief Patron  
Officer-in-Charge

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