



## ICT

### Aim:

Designing an Information and Communications Technology (ICT) learning course involves structuring a comprehensive program that covers various aspects of ICT. ICT (Information and Communications Technology) learning course can provide numerous benefits to college students that extend beyond their academic pursuits.

### LIST OF PROGRAMS ON ICT

Name of the Programme	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the agencies/consultants involved with contact details (if any)	Year of implementation
Certificate Course on Computer Applications	6 months duration (30 Hours)	48	Department of Mathematics, A.B.N. Seal College	2021-22
Certificate Course on Computer Applications	6 months duration (30 Hours)	48	Department of Mathematics, A.B.N. Seal College	2022-23
Certificate Course in Web Designing	30 Hours	45	Right Brains Technology	2022-23
Certificate Course in Advance Excel	36 Hours	86	Right Brains Technology	2022-23



GOVERNMENT OF WEST BENGAL

*Office of the Principal*

**ACHARYA BROJENDRA NATH SEAL COLLEGE**

COOCH BEHAR –736101

Ph: 03582 226112

Website: <https://abnsealcollege.ac.in>

**ACADEMIC YEAR (2022-23)**

**Certificate Course on Computer Applications**

**Duration: 6 Months (Jan2023-June2023)**

Time: 11:30 A.M to 12.30 P.M (Every Tuesday, Thursday, Friday) (Duration: 30 Hours)

Department of Mathematics, under the aegis of Internal Quality Assurance Cell (IQAC), A.B.N. Seal College organized a certificate course on computer application from 1st January, 2023 to 30th June 2023.

The College provides an array of opportunities to the students, with a central objective of supplementing their academic curricula even as they pursue their own university courses within the stipulated period. The Fundamentals of Windows XP, MS Word & Internet is one such short term course conducted in tandem with the objective of the College to enhance their skills required in the area of computer applications besides their primary courses. This course has been conducted free of cost to the students. Four dedicated faculty took the classes in their scheduled time. 48 students enrolled themselves to avail the course out of which 48 students did complete their course successfully after completing the end course examination.

After the completion of theory and practical classes, end-term examination was conducted on 25/06/2023 (theory and practical). 48 students, who appeared the examination, were declared passed. All the 48 students secured A grade in their performances. Feedback information of the students enrolled for the course was done to assess the significance and extent of its utility in enhancing their ICT skills and to get an insight of improving the course for its future schedules to come.

The efforts of the College to give such add-on qualifications and skills to the students besides their fixed University Academic Courses, is hereby appreciated and look forward to rendering our services to our young, animated and potential minds, ensuring that our collective efforts in upholding the central holistic objective of our education system is accomplished.

*N. Bhargava*  
**Principal**  
**A B N Seal College**  
**Cooch Behar**



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COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Panchanan Nagar, Vivekananda Street, Cooch Behar - 736101, West Bengal, India

Ph.: (03582) 230216, Ph. & Fax: (03582) 230833, E-mail: registrar@cbpbu.ac.in, Website: www.cbpbu.ac.in

Dr. Abdul Kader Safiq

REGISTRAR



Ref. No.: F70.V1/REG/1025-21

Date: 30.07.2021

To The Principal A B N Seal College Cooch Behar- 736101.

Sir/Madam,

In reference to your letter vide Memo No.: 310/21 Date: 14/7/21 and as directed by the Hon'ble Vice-Chancellor, Cooch Behar Panchanan Barma University, please note that, the nomenclature of different Certificate Courses proposed by you in your College should be as under following the Regulations and norms of the said University (copy enclosed).

Table with 2 columns: Sl. No., Name of the Certificate Course (s) as proposed by the Principal, ABN Seal College; and Nomenclature of the Certificate Course (s) as approved by the Hon'ble Vice-Chancellor, Cooch Behar Panchanan Barma University.

The Courses namely "Wildlife Management" and "Mass Communication" do not exist in the curriculum of Cooch Behar Panchanan Barma University. Hence, these two Courses will not be approved by the competent authority of this University.

Therefore, if you are interested, you may submit a fresh proposal for the above mentioned 03 (Three) Certificate Courses.

This is for your information and to act accordingly.

Thanking you, Yours faithfully,

Registrar Cooch Behar Panchanan Barma University

In communication to:

- 1. The Hon'ble Vice-Chancellor, Cooch Behar Panchanan Barma University.
2. Guard File.

Registrar

Annexure: Detailed proposal for Certificate Courses

Table with 5 columns: Name of the Course, Nature of the Course, Duration & Teaching plan, Scope and Justification, Teaching faculties. Includes handwritten notes like 'Computer Application', 'Functional English', 'Communicative English', 'Eco Tourism', and 'Mass Communication'.

Principal A B N Seal College Cooch Behar

Principal A B N Seal College Cooch Behar

University Approval Letter of the Course



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DEPARTMENT OF MATHEMATICS  
A.B.N.SEAL COLLEGE, COOCHBEHAR  
ORGANISES  
A CERTIFICATE COURSE ON:

**COMPUTER APPLICATION**

DATE: JANUARY, 2023- JUNE, 2023  
NUMBER OF SEATS: 48 (First-Cum First-Serve Basis)  
Certificates will be awarded to registered candidates  
on successful completion of the Course

*Flyer*

*N. Bhargava*  
**Principal**  
A B N Seal College  
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## LIST OF PARTICIPANTS

2022-23

SERIAL NUMBER	NAME	ROLL NUMBER
1	BIBHASH ROY	20BSCG-M-021
2	JOY BASAK	20BSCG-M-091
3	KOUSHIK BASAK	20BSCG-M-043
4	KUSHAL DEBNATH	20BSCG-M-099
5	PURNIMA ROY	20BSCG-F-015
6	RAJ ISHOR	20BSCG-M-097
7	REHENAJ KHANDAKAR	20BSCG-F-127
8	SHIBAJI ROY MONDAL	20BSCG-M-022
9	SWASTIKA BIR	20BSCG-F-094
10	ADITYA DAS	20BSCG-M-095
11	ANIMESH BARMAN	20BSCG-M-176
12	ANKIT CHAKRABORTY	20BSCG-M-117
13	ANSHUMAN GHOSH	20BSCG-M-213
14	ARPITA DHAR	20BSCG-F-072
15	BAKUL DEY	20BSCG-M-233
16	BHABESH BARMAN	20BSCG-M-045
17	BISHAL HARIJAN	20BSCG-M-142
18	BISHNUPADA MANDAL	20BSCG-M-209
19	BIVAKAR ROY	20BSCG-M-169
20	DIPAYAN DAS	20BSCG-M-102
21	HAIMANTI ROY	20BSCG-F-060
22	HRISHAP ADHIKARY	20BSCG-M-051
23	JAHANGIR ALI	20BSCG-M-232
24	KALLAL BISWAS	20BSCG-M-146
25	KANGKANA DUTTA	20BSCG-F-224
26	KAUSHIK ADHIKARY	20BSCG-M-118
27	LAPITA ADHIKARY	20BSCG-F-029
28	MADHUMITA ROY	20BSCG-F-221
29	MANISHA BISWAS	20BSCG-F-052
30	MRINMAY KANTI ROY KARJEE	20BSCG-M-170
31	NIBEDITA ROY	20BSCG-F-096

*Principal*  
**Principal**  
**A B N Seal College**  
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# ACHARYA BROJENDRA NATH SEAL COLLEGE

COOCH BEHAR –736101

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SERIAL NUMBER	NAME	ROLL NUMBER
32	PRIYANKA ROY	20BSCG-F-135
33	PUJA PAUL	20BSCG-F-114
34	RAHUL DHAR	20BSCG-M-167
35	RANA ROY	20BSCG-M-180
36	RIMIYA DAS	20BSCG-F-067
37	SAIKAT KUMAR ROY	20BSCG-M-105
38	SAYENTA DUTTA	20BSCG-M-172
39	SOUVIK SARKAR	20BSCG-M-204
40	SUBRATA BARMAN	20BSCG-M-057
41	TANIMA DAS	20BSCG-F-090
42	TANUSRI SARKAR	20BSCG-F-184
43	TIYASHA MITRA	20BSCG-F-032
44	AASHIK AHMED	20BSCG-M-100
45	ABHIK KARJEE	20BSCG-M-212
46	AMIT BIND	20BSCG-M-078
47	ARUP SARKAR	20BSCG-M-075
48	AVIK SARKAR	20BSCG-M-134

*List of Participant List*

*N. Bhargava*  
**Principal**  
**A B N Seal College**  
**Cooch Behar**



**INFORMATION & COMMUNICATION TECHNOLOGY (ICT)**

**Computer Fundamentals and Office Tools and Internet Fundamentals and Web Tools**

**No. of Lectures (Theory+Practical)**

**Unit-I:**

**6+4**

Basics of Computers :Definition of a Computer - Characteristics and Applications of Computers – Block Diagram of a Digital Computer – Classification of Computers based on size and working – Central Processing Unit – I/O Devices. Primary, Auxiliary and Cache Memory – Memory Devices. Software, Hardware, Firmware and People ware – Definition and Types of Operating System – Functions of an Operating System – MS-DOS – MS Windows – Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin, Task Bar – Control Pane.

**Unit-II:**

**12+10**

**MS-Word** Features of MS-Word – MS-Word Window Components – Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Equations – Spelling and Grammar – Thesaurus – Mail Merge

**MS-PowerPoint** Features of PowerPoint – Creating a Blank Presentation - Creating a Presentation using a Template - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures - Inserting Other Objects, Audio, and Video - Resizing and scaling of an Object – Slide Transition – Custom Animation

**MS-Excel** Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Formulae, Referencing cells – Inserting Rows/Columns – Changing column widths and row heights, auto format, changing font sizes, colors, shading.

**Unit-III:**

**9+5**

**Fundamentals of Internet** Networking Concepts, Data Communication – Types of Networking, Internet and its Services, Internet Addressing – Internet Applications – Computer Viruses and its types – Browser –Types of Browsers.Using Internet Explorer, Standard Internet Explorer Buttons, Entering a Web Site Address, Searching the Internet – Introduction to Social Networking: twitter, tumblr, LinkedIn, facebook, flickr, skype, yelp, vimeo, yahoo!, google+, youtube, WhatsApp, etc.

**Unit-IV:**

**6+5**

**E-mail** Definition of E-mail - Advantages and Disadvantages – UserIds, Passwords, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management,Email Inner Workings.

**WWW** Web Applications, Web Terminologies, Web Browsers,URL – Components of URL, Searching WWW – Search Engines and Examples

**Basic HTML** Basic HTML – Web Terminology – Structure of a HTML Document – HTML, Head and Body tags – Semantic and Syntactic Tags – HR, Heading, Font,Table tags,List



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A.B.N. SEAL COLLEGE, COOCH BEHAR, WEST BENGAL, 736101  
CERTIFICATE**

*This is to certify that .....has participated & successfully completed Cooch Behar Panchanan Barma University approved certificate course on "COMPUTER APPLICATION" Organized by Department of Mathematics from January, 2023 to June, 2023 and secured Grade.....*

\_\_\_\_\_  
Principal  
A.B.N. Seal College

\_\_\_\_\_  
Coordinator, IQAC  
A.B.N. Seal College

\_\_\_\_\_  
Head, Department of Mathematics  
A.B.N. Seal College

*Sample Certificate*

*Abhaya Ray*  
**Principal  
A B N Seal College  
Cooch Behar**



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*Picture of Class*

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Time: 11:30 A.M to 12.30 P.M (Every Tuesday, Thursday, Friday) (Duration: 30 Hours)

Department of Mathematics, under the aegis of Internal Quality Assurance Cell (IQAC), A.B.N. Seal College organized an Online certificate course on computer application from 1<sup>st</sup> January, 2022 to 30<sup>th</sup> June 2022.

The course on computer application is used to handle communication processes such as telecommunications, broadcast media, intelligent building management systems, audio visual processing and transmission systems, network-based control and monitoring functions. In this add-on course for students, the experts in the field of Computer science and Information technology taught the concepts and applications of ICT. The 30 hours course has designed to help students to understand the basics of computing technologies prevalent in today's digital world. It also aims at making the students more confident with learning new technologies and enhancing their computer and information technology skills. Topics included (but not limited to) Document preparation, Data handling, Preparing Presentations and Posters, fonts and typing, Data analysis using Python, Mathematica, Bioinformatics, Online Educational Resources and Virtual labs, Plagiarism checking, social media ethics and Cyber security, Some new and emerging technologies in Computer Science like Artificial Intelligence, Cloud Computing and Machine learning.

For the assessment of students, a quiz was organized on 27.06.2022. The quiz aimed at testing the hands-on expertise of students in the fields taken up in the course.

*N. Hanjray*  
**Principal**  
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सत्यमेव जयते

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## **LIST OF PARTICIPANTS**

**2021-22**

Serial number	Name	Roll Number
1	ABHIJEET BARMAN	21BSCG-PROG-M-143
2	AGNEEJA DAS	21BSCG-PROG-F-097
3	ARITRI PAL	21BSCG-PROG-F-164
4	ARMIN ISLAM	21BSCG-PROG-M-047
5	DEBADRITA DUTTA	21BSCG-PROG-F-147
6	RINNI ROY	21BSCG-PROG-F-149
7	SANGIT MITRA	21BSCG-PROG-M-163
8	SHREYASHI PAUL	21BSCG-PROG-F-099
9	SOMEN BARMAN	21BSCG-PROG-M-189
10	TAMANNA BEGAM	21BSCG-PROG-F-201
11	ANKITA SINHA RAY	21BSCG-PROG-F-071
12	ANYESHA BARMAN	21BSCG-PROG-F-190
13	ARIJIT CHANDA	21BSCG-PROG-M-195
14	ARNAB CHAKRABORTY	21BSCG-PROG-M-168
15	AYUSHNIL NANDI	21BSCG-PROG-M-197
16	GOURAB PAUL	21BSCG-PROG-M-148
17	HASIDA PARVIN	21BSCG-PROG-F-063
18	MANASHI DEB MAJUMDER	21BSCG-PROG-F-085
19	PADMANAVA BARMAN	21BSCG-PROG-M-177
20	PAPIYA ROY	21BSCG-PROG-F-106
21	PROSENJIT DAS	21BSCG-PROG-M-160
22	SAYAN CHAKRABORTY	21BSCG-PROG-M-191
23	SREEJEETAA SEHANABISH	21BSCG-PROG-F-180
24	SUBHAJIT DAS	21BSCG-PROG-M-183
25	SUBHRA RAY	21BSCG-PROG-M-193
26	SUJATA DHAR	21BSCG-PROG-F-161
27	AMRITA SARKAR	21BSCG-PROG-M-144
28	ANANYA SEAL	21BSCG-PROG-F-121
29	ANKITA DAS	21BSCG-PROG-F-038
30	ANKITA MODAK	21BSCG-PROG-F-080
31	ANKUR PAUL	21BSCG-PROG-M-196
32	ARPITA SEAL	21BSCG-PROG-F-174
33	DEBAJIT DAS	21BSCG-PROG-M-021
34	GOPAL DAS	21BSCG-PROG-M-087
35	JYOTIRMAY RAY	21BSCG-PROG-M-153
36	KOUSHIK DAS	21BSCG-PROG-M-182
37	LOKENATH SAHA	21BSCG-PROG-M-090

*N. K. Roy*  
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Serial number	Name	Roll Number
38	MOSARAF RAHAMAN	21BSCG-PROG-M-006
39	NIBEDITA SARKAR	21BSCG-PROG-F-176
40	RAKESH BARMAN	21BSCG-PROG-M-012
41	RIMI SIKDER	21BSCG-PROG-F-173
42	RUMPA PANDIT	21BSCG-PROG-F-136
43	SAGAR ROY	21BSCG-PROG-M-128
44	SHOUVIK BARMAN	21BSCG-PROG-M-137
45	SNEHA SARKAR	21BSCG-PROG-F-095
46	SOUVIK ROY	21BSCG-PROG-M-030
47	SUBHAJIT ROY	21BSCG-PROG-M-188
48	SUBHASHIS ROY	21BSCG-PROG-M-127

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*N. K. Roy*  
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## INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

### Computer Fundamentals and Office Tools and Internet Fundamentals and Web Tools

#### No. of Lectures (Theory+Practical)

#### Unit-I:

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Basics of Computers :Definition of a Computer - Characteristics and Applications of Computers – Block Diagram of a Digital Computer – Classification of Computers based on size and working – Central Processing Unit – I/O Devices. Primary, Auxiliary and Cache Memory – Memory Devices. Software, Hardware, Firmware and People ware – Definition and Types of Operating System – Functions of an Operating System – MS-DOS – MS Windows – Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin, Task Bar – Control Pane.

#### Unit-II:

12+10

**MS-Word** Features of MS-Word – MS-Word Window Components – Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Equations – Spelling and Grammar – Thesaurus – Mail Merge

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#### Unit-III:

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**Fundamentals of Internet** Networking Concepts, Data Communication – Types of Networking, Internet and its Services, Internet Addressing – Internet Applications – Computer Viruses and its types – Browser –Types of Browsers.Using Internet Explorer, Standard Internet Explorer Buttons, Entering a Web Site Address, Searching the Internet – Introduction to Social Networking: twitter, tumblr, LinkedIn, facebook, flickr, skype, yelp, vimeo, yahoo!, google+, youtube, WhatsApp, etc.

#### Unit-IV:

6+5

**E-mail** Definition of E-mail - Advantages and Disadvantages – UserIds, Passwords, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management,Email Inner Workings.

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**Basic HTML** Basic HTML – Web Terminology – Structure of a HTML Document – HTML, Head and Body tags – Semantic and Syntactic Tags – HR, Heading, Font,Table tags,List

Syllabus

*N. Hanjray*  
**Principal**  
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A.B.N. Seal College

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Coordinator, IQAC  
A.B.N. Seal College

\_\_\_\_\_  
Head, Department of Mathematics  
A.B.N. Seal College

*Sample Certificate*

*Abhaya Ray*  
**Principal  
A B N Seal College  
Cooch Behar**



GOVERNMENT OF WEST BENGAL

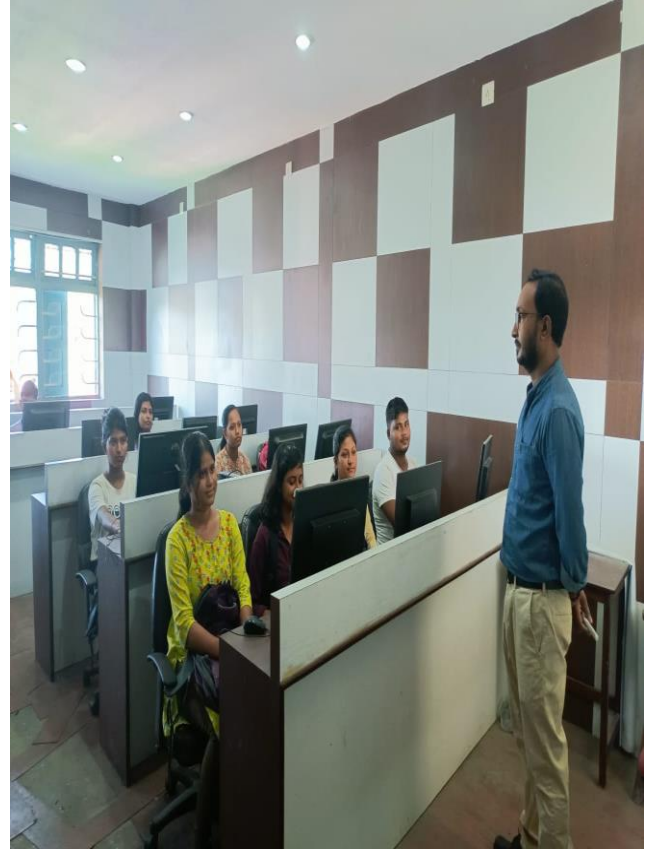
*Office of the Principal*

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*Picture of Class*

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*Abhaya Ray*  
**Principal**  
**A B N Seal College**  
**Cooch Behar**