



Naihati, North 24 Parganas, PIN - 743165, West Bengal, India Phone: (033) 2581-1281 ♦ Email: physics@rbcec.in

Ref. No. RECEEPhys/1/10/11

Date: 03.03.2023

To
The **Principal**,
Rishi Bankim Chandra Evening College,
Naihati, 24 Pgs. (N)

Sub: Proposal for Value Added Course on "Fundamentals of MS Office"

Sir,

I am submitting herewith a proposal to conduct a Value-Added Course on "Fundamentals of MS Office" for the Final Year students of the Department of Physics.

I request you to consider my application and kindly allow to conduct the same.

Yours sincerely,

Debojget Halder Head,

Department of Physics

Department of Physics
Plant Sanum Chandra Evening 'Allege

Enclosure: 1. Syllabus of the course



## Proposal of the Value-Added Course on "Fundamentals of MS Office"

#### **♣** Details of Course Proposed:

1) Name of the Course Value Added Course on

"Fundamentals of MS Office"

2) Target Group 2<sup>nd</sup> Semester B. Sc. General Students

3) Duration of the Course 30 Hours

4) Medium of Instruction English

5) Intake Capacity 10 (Ten)

6) Evaluation Continuous Assessment

7) Fees Nil'

8) Teaching Faculty Dr. Debojyoti Halder and

Prof. Abhisek Adhikari Prof. Swamp Bhuria

#### Objective, Syllabus and Evaluation Pattern

#### Objective

- 1) To familiarize the students with MS office and word processing.
- 2) To introduce the students to MS PowerPoint and Publisher so that they should be able to create ppts and posters.
- 3) To introduce the students to MS Excel and its various functions.

#### Syllabus

#### • Module I

MS-Word 2016: Introduction; Features-Word User Interface Elements, Creating new documents, Basic Editing, Saving a document, Printing a Document, Print preview, Font formatting, Setting tabs-Page Margins,

Indents, Paragraph formatting, Headers and Footers, Mail Merging, Spelling and Grammar checking, Thesaurus, Macros, Word art. (10 Hrs)

#### Module II

MS PowerPoint 2016: Introduction to PowerPoint and

MS Publisher 2016: Publisher

#### Module III

Ms-Excel 2016: Introduction, working with cell and cell addresses, moving, cutting, copying with paste, inserting and deleting cells, adding deleting and copying worksheet within a workbook, cell formatting options, changing row/column/height/width, formatting a worksheet automatically; using print preview, preparing worksheet for the printer, selecting print area.

### **♣** Pattern of Evaluation\*:

Continuous Assessment 40 marks
Presentation 10 marks
Total 50 marks

\* 25 marks is considered to be pass mark

Signature of Head

Debojanti Hull

Department of Preysics
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Sharp Kumar Bannia, Signature of the Course Coordinator





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Ref. No. RREEL PHYLVAC/12

Date: 14.03.2023

## NOTICE

All the 2<sup>nd</sup> Semester B. Sc. General students of our college is hereby informed that, the Department of Physics is going to organise a Value-Added Course on "Fundamentals of MS Office".

There are 10 (Ten) seats for this said course. Students willing to join the course are asked to register their names on or before 21.03.2023.

Principal

Head, Department of Physics

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Ref. No. RSCEC / Purs / VAC/13

Date: 24.03.2023

# Value Added Course on "Fundamentals of MS Office" List of Admitted Students

SI. No.	Name of Student	Class	Roll No.	Signature
1	AMAN KUMAR SINGH	B. Sc. General	43	Aman Kmar Styl
2	SUJAL SHAW	Do	66	Sujal Shaw
3	SOUMAJIT PAUL	Do	591	Sourge Caul
4	DHANANJAY CHOUDHARI	Do	48	Danayay Chaudhare
5	RAHUL DAS	Do	63	Rand Das
6	SUMANTA DEY	Do	474	Sumanta Ley
7	ROHIT SINGHA	Do	102	BarRohit singha
8	SNEHA ROY	Do	13	Sneha Roep
9	NISHA SHARMA	Do	534	Nisha Sharmol

Debrigati Holde

Head Department of Physics

Department of Physics-Historian Grandra Evening College-Jamas 74 Parganas (N. W.B.





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Ref. No. RPCEE Phys / VAC / 14

Date: 13.05.2023

# Value Added Course on "Fundamentals of MS Office" Result of Students

SI. No.	Name of Student	Class		Marks
1	AMAN KUMAR SINGH	B. Sc. General	43	Obtained 44 39
2	SUJAL SHAW	Do	66	
3	SOUMAJIT PAUL	Do	591	
4	DHANANJAY CHOUDHARI	Do	48	38
5	RAHUL DAS	Do	63	43
6	SUMANTA DEY	Do	474	48
7	ROHIT SINGHA	Do	102	46
8	SNEHA ROY	Do	13	38 45
9	NISHA SHARMA	Do	534	40

Principal

Head
Department of Physics

Head
Department of Physics
Plant Chandra Evening College
Valual: 74 Parganas (N): W.B.





Naihati, North 24 Parganas, PIN - 743165, West Bengal, India Phone: (033) 2581-1281 ♦ Email: physics@rbcec.in

Ref. No. RALES Phys / VAL /15

Date: 19.05.2023

# Report on the Value-Added Course on "Fundamentals of MS Office"

In the Academic Session 2022-23, a Value-Added Course on "Fundamentals of MS Office" was conducted by the Department of Physics. 10 (Ten) students were admitted for this Value-Added course. Through this course students get knowledge about fundamentals and various aspects of MS Office mainly MS Word, PowerPoint, Publisher and Excel. Assessment was done in the form of Continuous Assessment. The list of students for the Value-Added course is as below:

SI. No.	Name of Student	Class	Roll No.	Remarks
1	AMAN KUMAR SINGH	B. Sc. General	43	Successfully Completed
2	SUJAL SHAW	Do	66	Successfully Completed
3	SOUMAJIT PAUL	Do	591	Successfully Completed
4	DHANANJAY CHOUDHARI	Do	48	Successfully Completed
5	RAHUL DAS	Do	63	Successfully Completed
6	SUMANTA DEY	Do	474	Successfully Completed
7	ROHIT SINGHA	Do	102	Successfully Completed
8	SNEHA ROY	Do	13	Successfully Completed
9	NISHA SHARMA	Do	534	Successfully Completed

All the enrolled students have successfully completed the value-added course.

Principal

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Head Department of Physics Fead

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# Certificate for Completion

This is to certify that, RAHUL DAS, 2nd Semester B. Sc. General Student of Rishi Bankim Chandra Evening College, Naihati has successfully completed this Value Added Course on "Fundamentals of MS Office".



Head

Department of Physics

Principal