



## Under UGC Community College Scheme

(Add-On Course On: “MS-OFFICE & TALLY ERP 9”)

- **Name of the Course:** “MS-OFFICE & TALLY ERP 9”
- **Duration of the Course:** 6 Months
- **List of Students:**

### Statement of Admission fees for Add On Course (MS Office and Tally ERP 9)

Department of Economics, J N College, Boko

A sum of Rs. 26000/- has been received on 14<sup>th</sup> May, 2022 as admission fees from the following admitted students:

NAME	CONTACT NO	FEES	SIGNATURE
MITUL KHAKHLARY	8133849021	1000	
AMISHA RABHA	7086912229	1000	<i>Amisha Rabha</i>
KANMONI BORO	9365744977	1000	<i>Kanmoni Boro</i>
PARMIN SULTANA	9864352952	1000	<i>Parmin Sultana</i>
SANGITA BORO	9395788720	1000	<i>Sangita Boro</i>
MOSTAK SAKLIN AHMED	9365961796	1000	
SANJIT MANDAL	7002155047	1000	<i>Sanjit Mandal</i>
DIPANKAR RABHA	9387550092	1000	<i>Dipankar Rabha</i>
ARINDAM BORO	8753969955	1000	
HIMANGSHU SARKAR	9101879982	1000	<i>Himangshu Sarkar</i>
KHIMA PATOWARY	6002808004	1000	<i>Khima Patowary</i>
SAKIN ALI	6003043321	1000	<i>Sakin Ali</i>
MIRAJUL HOQUE	8822366830	1000	<i>Mirajul hoque</i>
AMINUR ALI	9365788063	1000	
SAMMAD ALI	6000787501	1000	<i>Sammad Ali</i>
DHANANJAY MANDAL	6001134637	1000	<i>Dhananjay Mandal</i>
DHARITRI DAS	9365537740	1000	
BHANITA DAS	6002169234	1000	
RAJIB DAS	7896965099	1000	<i>Rajib Das</i>

BABA ANUJ	7086012488	1000	<i>Baba Anuj</i>
MRINAL KARMAKAR	8822168972	1000	<i>Mrinal Karimakar</i>
TAPASH DAS	7002128830	1000	<i>Tapash Das</i>
LAKHESWAR DAS	9101205044	1000	<i>Lakheswar Das</i>
PRITHIRAJ ROY	9365265853	1000	<i>Prithiraj Roy</i>
SAHAJAL HOQUE	6001974535	1000	<i>Sajjal Hoque</i>
BHARGAB KALITA	6001566673	1000	<i>Bhargab Kalita</i>

➤ **Course Curriculum:**

**1. MICROSOFT OFFICE:**

Word Processing

- a) Create Bio-Data
- b) Use of tables in a document
- c) Use of header/footer, wordart, shapes, smart art etc.
- d) Use of charts
- e) Paragraph and font styling
- f) Mail merge
- g) Inserting image in a document

Excel

- a) Use of Important functions: Sum, Average, Countif, IF, Lookup, Max, Min, Vlookup, Sumif, Count, Match, Choose, And, Or etc.
- b) Use of various charts
- c) Conditional formatting
- d) Filtering

Power point

- a) Power point presentation
- b) Customised animations

**2. TALLY PRIME**

Accounting concepts

Accounts only entry

Inventory entry

Inventory entry with GST

➤ **Assessment Procedure & Course Outcome:**

After the completion of the course, a theory exam as well as a practical examination will be held and students will be awarded Grades based on their performance on the examination.

Theory exam- 50 marks

Practical exam- 100 marks

➤ **COURSE OUTCOME:**

The course was supposed to be completed December, 2022, but due to the semester end exam students could not attend classes for 1 month during the course. Now it will be completed in January, 2023. Those who successfully completes the course will be awarded certificates by the College in collaboration with CCIS.

The course curriculum is designed as per the Industry and Govt. Jobs requirement standards, by completing which the students will be eligible for various job opportunities.

## ➤ List of Students Enrolled:

## Register of Daily Attendance

NAME..... ADD-ON COMPUTER COURSE  
CLASS..... SECTION.....

Mayuri Gogoi Ojha  
18/6/22

### **& Fee-Collection of Students**

SCHOOL J. N. College  
MONTH OF JUNE 20.22



### Register of Daily Attendance

NAME..... ADD. ON COMPUTER..... CLASS..... SECTION.....

#### ATTENDENCE

Roll No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	Mitul Khakhlary	-																						
2	Amisha	P																						
3	Kanmani	P																						
4	Parwin	P																						
5	Sangita	P																						
6	Moshak	P																						
7	Sajit	P																						
8	Dipankar	P																						
9	Shindam	P																						
10	Himangshu	P																						
11	Khinal	P																						
12	Sakin	P																						
13	Nikajal	P																						
14	Swinu	.																						
15	Saumad	P																						
16	Dhawenjay	P																						
17	Dheerithi	P																						
18	Dhawuli	.																						
19	Rajib	P																						
20	Babu Anur	.																						
21	Mitul	P																						
22	Tapash	P																						
23	Lakheswar	P																						
24	Prithinej	.																						
25	Sakajal	P																						
26	Bhateeb	P																						

Mayuri Gogoi Gohar

29/9/22

### & Fee-Collection of Students

SCHOOL..... J.N.C. MONTH OF September 2022

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

24	25	26	27	28	29	30	31	Date of Fee Collection Date	Amount Payable	Amount Paid	Date of Collection	Amount due	Signature
.													
P													Arup D. Rab
P													Kanmani Boro
P													Parmoni Sultana
P													Sangita Boro
P													Sanjit Mandal
P													Surjana Boro
P													Dhruban Boro
P													Parmoni Sultana
P													Khinal Boro
P													Sopan D. Sri
P													Mitul Boro
P													Samir A. Ali
P													Dhawenjay Mawal
P													R. B.
P													Umesh Khatua
P													Tapash D. Rab
P													Nakhsab D. Rab
P													Sanjit Mandal
P													Dhruban Boro
P													Parmoni Sultana
P													Khinal Boro
P													Sopan D. Sri
P													Mitul Boro
P													Samir A. Ali
P													Dhawenjay Mawal
P													R. B.
P													Umesh Khatua
P													Tapash D. Rab
P													Nakhsab D. Rab
P													Sanjit Mandal
P													Dhruban Boro
P													Parmoni Sultana
P													Khinal Boro
P													Sopan D. Sri
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P													Samir A. Ali
P													Dhawenjay Mawal
P													R. B.
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P													Tapash D. Rab
P													Nakhsab D. Rab
P													Sanjit Mandal
P													Dhruban Boro
P													Parmoni Sultana
P													Khinal Boro
P													Sopan D. Sri
P													Mitul Boro
P													Samir A. Ali
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P													Tapash D. Rab
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P													Sanjit Mandal
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P													Tapash D. Rab
P													Nakhsab D. Rab
P													Sanjit Mandal
P													

## ➤ Model Certificate:

**Dept. Of Economics, J.N. College**  
**Boko, Kamrup, Assam**  
**In Collaboration With**  
**Center For Computer & IT Studies**

Reg. No. RF/KAM(R)/185/B/06

**CERTIFICATE**

*This is to certify that Mr./Ms. ....*  
*Son/Daughter/Wife of ..... has*  
*Successfully completed the ADD-ON COURSE on "MS-OFFICE &*  
*TALLY ERP 9" of Duration 6 months from 07.05.2022 To 31.12.2022*  
*And Secured*

Grade..... Percentage.....

Issue Date:.....

Course Co-ordinator  
Economics Dept.

Principal  
J.N. College

Director  
CCIS

## **Add- On Course: Microsoft Office and Tally**

The Department of Economics introduced an Add-On course on Computer Application- Microsoft Office and Tally from May 2022 with Mrs. Deepanjali Das as the Coordinator. The course was introduced in with collaboration Centre for Computer and IT studies (CCIS). It is a 6 month certificate course which is to be financed by the student undertaking the course. The noble aim of the course is to enable the students to acquire a more holistic skilled based knowledge as demanded by the present market-driven society.

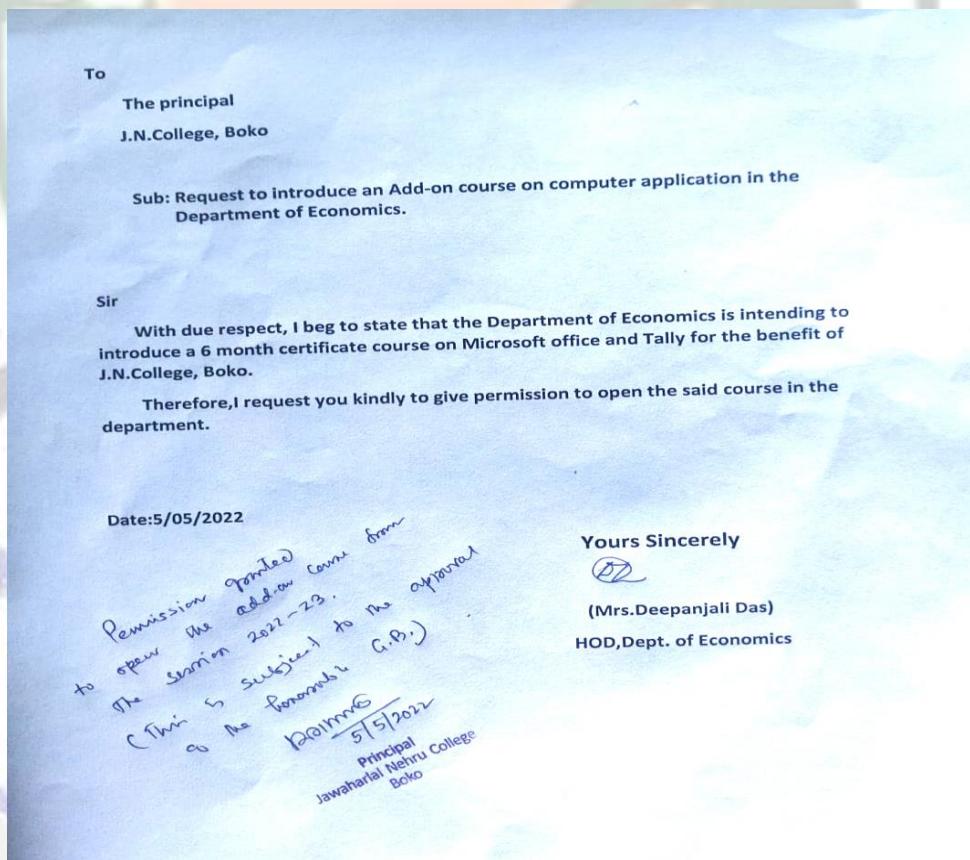
**Fee structure of the Course:** The course fee is Rs.2,500/- which has to be paid in three installment.

- 1) 1<sup>st</sup> Installment: Rs. 1000/- to be paid at the time of admission
- 2) 2<sup>nd</sup> Installment: Rs/1500/-. Out of this total, Rs.1000/- has to be paid by the student after completion of the course. There remaining Rs.500/- to be paid at the time of issue course certificate.

**Teacher Instructor:** Mrs. Mayuri Gogoi Ojha, MCA, Mobile: 8638382671

**Utilization of Course fees Collected:** 70% of the course fee collected is paid to Teacher Instructor as remuneration. The remaining 30% is retained in the college to be utilized for administrative purposes.

### ➤ ADD-ON Course Permission Letter



➤ Students & Faculty Picture



➤ Admission Notice

Admission Notice

It is to inform to all eligible students that admission for Add-On course on Microsoft office and Tally is going to start from 7<sup>th</sup> May to 13<sup>th</sup> May 2022. Interested students are asked to bring the following documents for admission by May 14.

**Admission Venue:** Department of Economics

**Admission Timing:** 10 AM Onwards

**Documents Required:**

1. ID Proof, preferably Aadhaar
2. H.S.L.C Admit
3. H.S. Certificate
4. Rs.1000/-

**Total course fees is Rs- 2500**

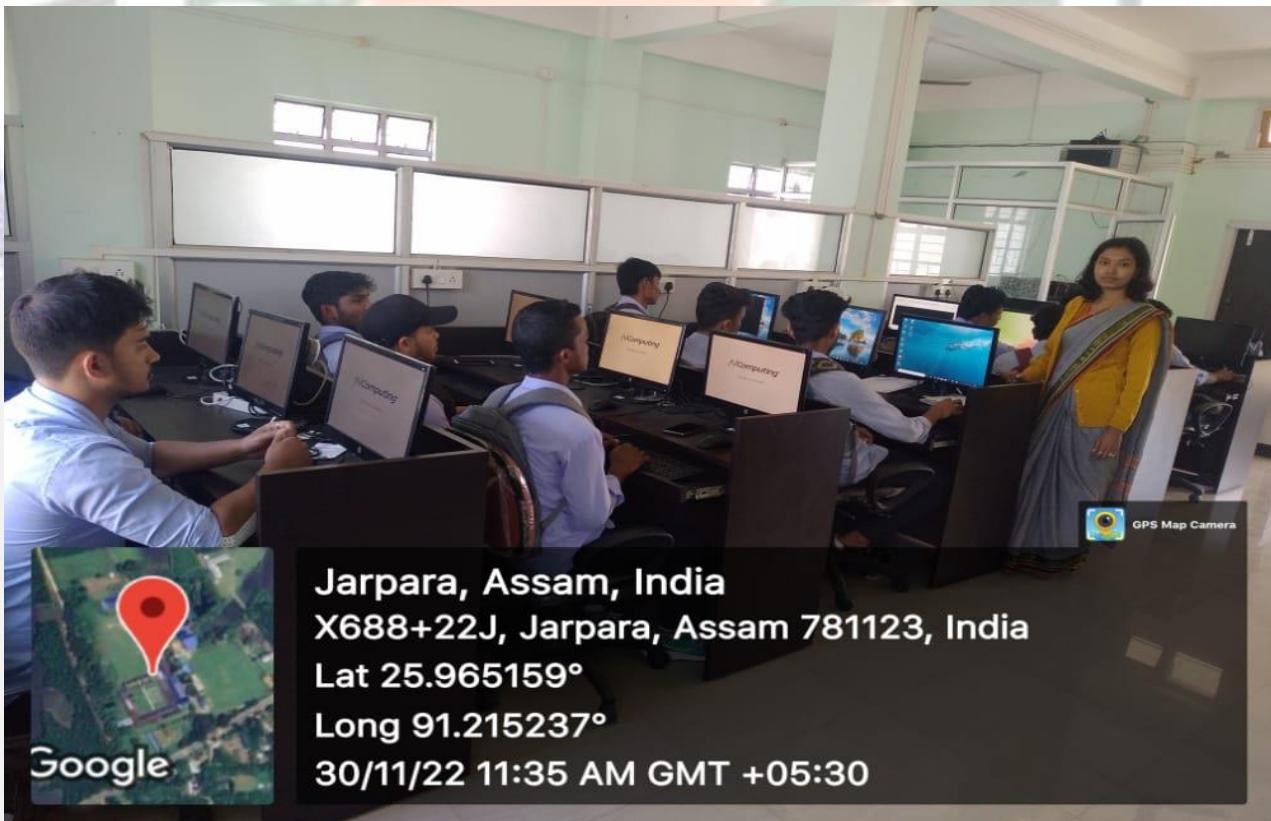
**Course Coordinator**

**Deepanjali Das ,Asso.Prof. Department of economics.**

**Phone No: 9859984651**

*(DZ)*  
5/5/22

➤ ADD-ON COURSE CLASS ROOM



➤ Fees for Add On Course

NAME	CONTACT NO	FEES	SIGNATURE
MITUL KHAKHLARY	8133849021	1000	
AMISHA RABHA	7086912229	1000	Amisha Rabha
KANMONI BORO	9365744977	1000	Kanmoni Boro
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BHARGAB KALITA	6001566673	1000	Bhargab Kalita



Course Coordinator

Ms. Deepanjali Das, Asso. Prof.

Department of Economics