



জৱাহৰলাল নেহৰু মহাবিদ্যালয়

JAWAHARLAL NEHRU COLLEGE

Boko-Kamrup-Assam

Pin-781123

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 14th May, 2022 as admission fees from the following admitted students:

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

BABA ANUJ	7086012488	1000	
MRINAL KARMAKAR	8822168972	1000	Mrinal Karmakar
TAPASH DAS	7002128830	1000	Tapash Das
LAKHESWAR DAS	9101205044	1000	Lakhsuwar Das
PRITHIRAJ ROY	9365265853	1000	Prithwiraj Roy
SAHAJUL HOQUE	6001974535	1000	Sahajul Hoque
BHARGAB KALITA	6001566673	1000	Bhargab Kalita

➤ **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:

[illegible][illegible]

Register of Daily Attendance

NAME ADD-ON COMPUTER course
CLASS _____ SECTION _____

[illegible]

Mayuri Gogoi Gka
18/6/22

& Fee-Collection of Students

SCHOOL J N College
MONTH OF ~~MAY~~ JUNE 2022

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

[illegible]

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

Mayuri Gogoi Deka
29/9/22

SCHOOL J. N. C.
MONTH OF September, October 20 22

[illegible]

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

Mayuri Gogoi Gukh

SCHOOL J. N. C.
MONTH OF November 20 22

[illegible]

NAME.....ADD ON COURSE.....
CLASS.....SECTION.....

[illegible]

SCHOOL J. N. C.
MONTH OF December 20 22

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

[illegible]

Dept. Of Economics, J.N.College
Soko, 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 ofhas
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.

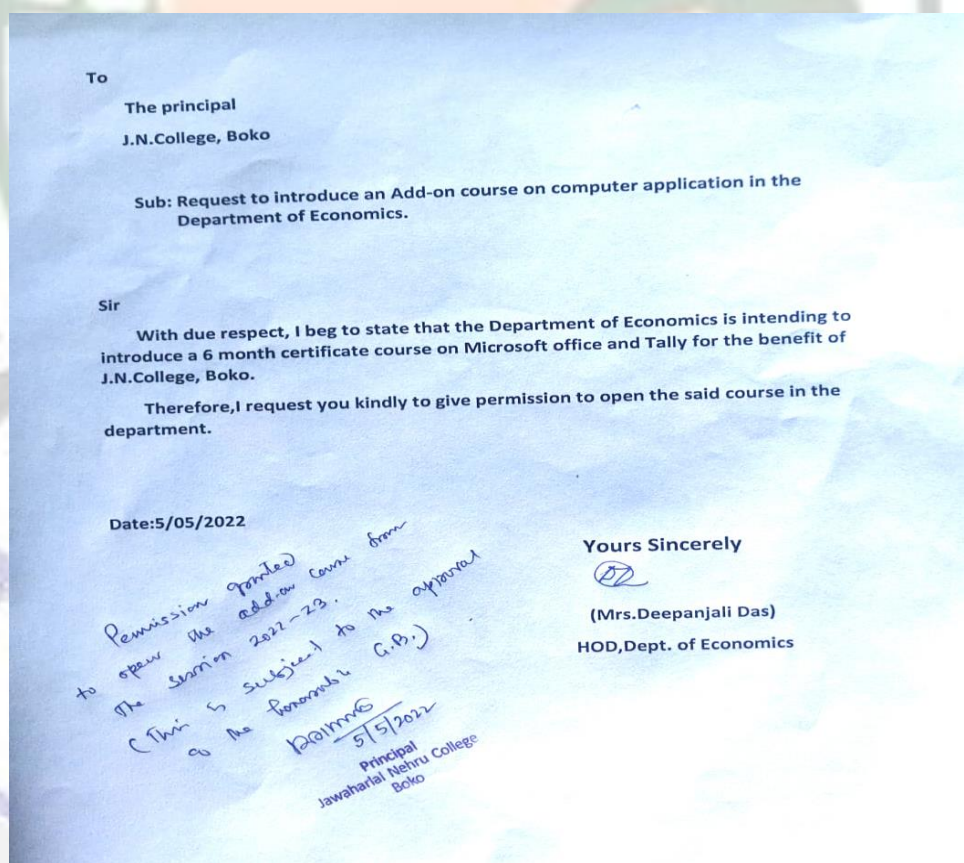
Fee structure of the Course: The course fee is Rs.2,500/- which has to be paid in three installment.

- 1) 1st Installment: Rs. 1000/- to be paid at the time of admission
- 2) 2nd 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 7th May to 13th 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

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5/5/22

➤ ADD-ON COURSE CLASS ROOM



➤ Fees for Add On Course

NAME	CONTACT NO	FEES	SIGNATURE
MITUL KHAKHLARY	8133849021	1000	
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SAHAJLAL HOQUE	6001974535	1000	Sahajlal Hoque
BHARGAB KALITA	6001566673	1000	Bhargab Kalita



Course Coordinator

Ms. Deepanjali Das, Asso. Prof.

Department of Economics