

To,

Dated: 24.09.2021

The Teacher in Charge,

Jatindra Rajendra Mahavidyalaya,

Amtala,

Murshidabad.

Sub: Prayer for granting permission for introducing an Add-on Course & a Value-added Course in the current Academic Session 2021-22

Madam,

This is for your kind information that the Department of History in its Departmental meeting has taken a resolution to introduce two Courses viz. an Add-on Course & a Value Added Course in the current Academic Session 2021-22. The topic of the Add-on course is **"Mohandas Karamchand Gandhi: Myth, Reality & Thoughts"** whereas the topic of the Value-Added Course is **"Basics of Computer Applications"**. In order to go ahead we need to seek your permission which we are sure will be granted by you for the larger interest of the students of our college.

Therefore, we earnestly request you to grant us the permission to introduce the above courses so that we can publish the notification as soon as possible.

Thanking you in anticipation.

Yours sincerely,

*Sucharita Mitra*  
Sucharita Mitra,

HOD, Department of History,

Jatindra Rajendra Mahavidyalaya,

Amtala, Murshidabad.

HoD, Department of History  
Jatindra-Rajendra Mahavidyalaya  
Amtala, Murshidabad

Allowed  
@Pela  
24.9.2021

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Murshidabad

# Jatindra-Rajendra Mahavidyalaya

ESTD-1986

VILL. + P.O. – AMTALA, P.S. – NOWDA, DIST. – MURSHIDABAD, PIN – 742121



## NOTICE

02.05.2022

Jatindra Rajendra Mahavidyalaya

Department of History

The students of History Honours of all Semesters are hereby asked to apply in order to join a Value-Added Course on "Basics of Computer Applications". The students who are interested to join the course should meet the Departmental Teachers and get their names enrolled latest by 10.05.2022. This is treated as urgent.

*Sucharita Mitra*  
HOD, Depart of History.

HoD, Department of History  
Jatindra-Rajendra Mahavidyalaya  
Amtala, Murshidabad

*Qura*  
Teacher-in-Charge

J.R.Mahavidyalaya

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Murshidabad



**ENROLLMENT SHEET**

**Add On / Value Added Course**

Dept. Name  
History

Course Name  
Basics of Computer Application

Session :  
2021-2022

Sl	Reg no	Student Id	Name	Gender	Caste	Signature of Students
1	057725	B.A/20/0196	HASIM MUNSHI	M	General	Hasim Munshi
2	065533	B.A/21/0002	TAHERA KHATUN	F	General	Tahera Khatun
3	065544	B.A/21/0015	BISWAJIT RAJMAL	M	ST	Tahera Khatun BiswaJit Rajmal
4	065497	B.A/21/0016	MADHUMITA KHATUN	F	General	Madhumit Khatun
5	065552	B.A/21/0018	MUSTAK MANDAL	M	OBC-A	Mustak Mandal
6	065537	B.A/21/0020	YASMIN KHATUN	F	OBC-B	Yesmin Khatun
7	065502	B.A/21/0023	NAJMA KHATUN	F	OBC-B	Najma Khatun
8	065492	B.A/21/0025	HAPIZA KHATUN	F	General	Hapiza Khatun
9	065536	B.A/21/0026	TOHIDA KHATUN	F	General	Tohida Khatun
10	065540	B.A/21/0028	ARIF MONDAL	M	OBC-A	Arif mondal
11	065541	B.A/21/0032	ARITRA PAL	M	OBC-B	
12	065485	B.A/21/0060	AYESA SIDDIKA	F	OBC-A	Ayesa Siddika
13	065565	B.A/21/0075	TASLIM MAHAMMAD	M	OBC-A	Taslim Mahammad
14	065493	B.A/21/0092	JESMINA KHATUN	F	General	Jesmina Khatun
15	065545	B.A/21/0096	CHANDAN DAS	M	SC	Chandan das
16	065548	B.A/21/0109	MATIUR RAHAMAN	M	General	
17	065498	B.A/21/0120	MINAKSHI MONDAL	F	General	Minakshi Mondal
18	065532	B.A/21/0160	SUMANA PAL	F	OBC-B	Sumana Pal
19	065487	B.A/21/0161	BRISHTI PAL	F	OBC-B	
20	065522	B.A/21/0173	SARMIN SULTANA	F	OBC-A	Sarmin Sultana
21	065547	B.A/21/0176	JUNAID HOSSAIN	M	OBC-A	Junaid Hossain
22	065490	B.A/21/0181	FARHINA AFROJA	F	OBC-A	Farhina Afroja
23	065506	B.A/21/0185	NURSIIDA KIIATUN	F	General	Nursihda Khatun
24	065550	B.A/21/0235	MURSELIM MONDAL	M	General	
25	065488	B.A/21/0242	ESHITA KHATUN	F	General	Eshita Khatun
26	065494	B.A/21/0245	JULIOUS PARVIN	F	General	Julious Parvin
27	065515	B.A/21/0246	SAHANAJ PARVIN	F	General	Ritika Pal
28	065510	B.A/21/0262	RITIKA PAL	F	OBC-B	Ritika Pal
29	065505	B.A/21/0304	NURIA KHATUN	F	General	Nuria Khatun
30	065527	B.A/21/0389	SIRIN AKTAR	F	OBC-A	
31	065489	B.A/21/0622	FAHIMA KHATUN	F	General	Fahima Khatun
32	065501	B.A/21/1041	MONALISA MONDAL	F	OBC-A	Samina Aktar
33	065559	B.A/21/1043	SAMIM AKTAR	M	OBC-A	
34	065530	B.A/21/1048	SUDIPTA MONDAL	F	General	Sudipta Mondal
35	065556	B.A/21/1627	RAJIBUL HOQUE	M	General	Rajibul Hoque
36	065529	B.A/21/1658	SONIA KHATUN	F	General	Soniya Khatun
37	065538	B.A/21/1680	AHIRUL ISLAM	M	OBC-A	Ahizul Islam
38	065491	B.A/21/1696	FIRDOUSI MONDAL	F	OBC-A	Firdousi Mondal
39	065534	B.A/21/1701	TANIA MUSTAFI	F	General	Tania Mustafe
40	065521	B.A/21/1707	SARIKA KHATUN	F	OBC-A	Sarika Khatun
41	065566	B.A/21/1869	TOHIDUL MONDAL	M	OBC-A	Tohidul Mondal
42	065542	B.A/21/1911	ARMAN RAJ MONDAL	M	General	ARMAN Arman Raj Mondal

Seecharita Mitra  
Value added Course  
Co - Ordinator  
J.R. Mahavidyalaya  
P.O.- Amtala, Dist.- Msd.

@2020  
Signature of Principal / Teacher-in-charge  
Teacher-in-Charge  
Jatindra Rajendra Mahavidyalaya  
P.O. Amtala, Murshidabad



**ENROLLMENT SHEET**

**Add On / Value Added Course**

Dept. Name

Course Name

Session :

History

Basics of Computer Application

2021-2022

Sl	Reg no	Student Id	Name	Gender	Caste	Signature of Students
43	057667	B.A/20/0012	BABY NAJMIN KHATUN	F	OBC-A	Baby Najmin Khatun
44	057718	B.A/20/0047	AKMAN BISWAS	M	General	Akman Biswas
45	057665	B.A/20/0064	ASHA KHATUN	F	OBC-A	Asha Khatun
46	057717	B.A/20/0068	UMME SALMA KHATUN	F	General	Umme Salma Khatun
47	057727	B.A/20/0106	MANIK DAS	M	SC	Manik Das
48	057745	B.A/20/0111	SUCHANDAN HAZRA	M	SC	Suchandan Hazra
49	057663	B.A/20/0119	AL ASMA SIDDIKA	F	General	
50	057687	B.A/20/0138	POLI SARDAR	F	ST	Poli Sardar
51	057702	B.A/20/0140	SAMAPTI SARDAR	F	ST	Samapti Sardar
52	057744	B.A/20/0146	SOHEL SK	M	OBC-A	Sohel SK
53	057734	B.A/20/0151	NAJMI ALAM	M	General	Najmi Alam
54	057741	B.A/20/0152	SAJIDUL SARDAR	M	General	Sajidul Sardar
55	057699	B.A/20/0160	SAHINA AKTAR REJA	F	General	
56	057678	B.A/20/0165	JONIKA KHATUN	F	General	Jonika Khatun
57	057673	B.A/20/0170	DONA MONDAL	F	General	Dona Mondal
58	057742	B.A/20/0171	SANJU SK	M	OBC-A	Sanju SK
59	057738	B.A/20/0174	RIK SARKAR	M	General	Rik Sarkar
60	057696	B.A/20/0180	SAHANAJ KHATUN	F	General	Sahanaj Khatun
61	057722	B.A/20/0182	AYAN MONDAL	M	General	Ayan Mondal
62	057690	B.A/20/0183	RESHMA KHATUN	F	OBC-A	
63	057691	B.A/20/0206	RIYA SULTANA	F	General	Riya Sultana
64	057709	B.A/20/0265	SUMITA KHATUN	F	OBC-A	Sumita Khatun
65	057669	B.A/20/0350	BEBINA KHATUN	F	General	Bebina Khatun
66	081721	B.A/20/0398	SELIM SAIKH	M	OBC-A	Selim Saikh
67	057733	B.A/20/0456	MURSELIM ISLAM	M	General	Murshelim Islam
68	057730	B.A/20/0514	MD IMTIAJ AHAMED	M	OBC-A	
69	057675	B.A/20/0524	JEMIA KHATUN	F	General	Jemia Khatun
70	057735	B.A/20/0540	NURJAMAL FARAJI	M	General	
71	057700	B.A/20/0559	SAHINA PARVIN	F	General	Sahina Parvin
72	081720	B.A/20/0567	RAJIB VASKAR	M	General	Rajib Vaskar
73	057704	B.A/20/0639	SIRIN BANU	F	OBC-A	Sirin Banu
74	057684	B.A/20/0642	NUR AFJA KHATUN	F	General	
75	057686	B.A/20/1492	ONKITA GHOSH	F	General	Onkita Ghosh
76	057692	B.A/20/1558	ROUSAN SARMIN	F	General	Rousan Sarmin
77	057708	B.A/20/1559	SUMANA KHATUN	F	General	Sumana Khatun
78	054263	B.A/19/0021	BAZIUR RAHAMAN SHAH	M	General	
79	054213	B.A/19/0032	DILRUBA KHATUN	F	General	Dilruba Khatun
80	054267	B.A/19/0110	DIL WAR HOSSAIN	M	General	
81	054209	B.A/19/0111	BABLI KHATUN	F	OBC-B	Babli Khatun
82	054277	B.A/19/0114	MUKLES RAHAMAN	M	OBC-A	
83	054206	B.A/19/0117	ANAMIKA DAS	F	General	Anamika Das
84	054226	B.A/19/0163	MOULI KHATUN	F	General	Mouli Khatun

Suecharita Mitra

Value added course

Co - Ordinator

J.R. Mahavidyalaya

P.O.- Amtala, Dist.- Msd.

@Sra

Signature of Principal / Teacher-in-charge

Teacher-in-Charge  
Jatindra Rajendra Mahavidyalaya



P.O - AMTALA \* DIST. - MURSHIDABAD \* PIN CODE - 742121

E-mail - principal@jrm.org.in, Web Site - www.jrm.org.in, Phone No - 03482-247244, 247107

**ENROLLMENT SHEET**

**Add On / Value Added Course**

Dept. Name	Course Name	Session :				
History	Basics of Computer Application	2021-2022				
Sl	Reg no	Student Id	Name	Gender	Caste	Signature of Students
85	054216	B.A/19/0164	HASINA KHATUN	F	OBC-A	Hasina Khatun
86	054236	B.A/19/0165	RIJIA SULTANA	F	OBC-A	Rijia Sultana
87	054235	B.A/19/0166	REXONA KHATUN	F	General	Rexona Khatun
88	054232	B.A/19/0168	PROMITA HALDAR	F	SC	Promita Halder
89	054285	B.A/19/0172	SAFIUL ISLAM	M	General	Saiful Islam
90	054261	B.A/19/0174	ARGHA GHOSH	M	OBC-B	Argha Ghosh
91	054249	B.A/19/0175	SUJATA MANDAL	F	General	Sujata Mandal
92	054248	B.A/19/0176	SUBARNA FARHIN MUSTARI	F	OBC-A	
93	054256	B.A/19/0177	TANIYA SULTANA	F	General	Taniya Sultana
94	054265	B.A/19/0207	DEEP HALDER	M	General	Deep Halder
95	054268	B.A/19/0223	HABIBUL MONDAL	M	General	Habibul Mondal
96	054290	B.A/19/0258	TOHIDUL ISLAM	M	General	Tohidul Islam
97	054242	B.A/19/0259	SAHANAZ KHATUN	F	General	Sahanaz Khatun
98	054258	B.A/19/0262	ABU SOHEL MONDAL	M	General	Abu Sohel Mondal
99	054237	B.A/19/0263	RIJIA SULTANA	F	General	Rijia Sultana
100	054254	B.A/19/0266	TANIMA KHATUN	F	General	Tania Khatun
101	054251	B.A/19/0267	SUMANA KHATUN	F	General	Sumana Khatun
102	054260	B.A/19/0291	ANAIDUL ISLAM SK	M	General	Anaidul Islam SK
103	054225	B.A/19/0656	MOHOR MONDAL	F	General	
104	054275	B.A/19/1003	MONIRUL ISLAM SK	M	OBC-A	Monirul Islam SK
105	054208	B.A/19/1209	AYESHA KHATUN	F	OBC-A	
106	054255	B.A/19/1241	TANIYA SULTANA	F	OBC-A	Taniya Sultana
107	054284	B.A/19/1342	REJUAN BISWAS	M	General	Rejuan Biswas
108	054271	B.A/19/1383	HUMAYUN KABIR ISLAM	M	General	Humayun Kabir Islam
109	054219	B.A/19/1504	KAYESA KHATUN	F	OBC-A	Kayesa Khatun

*Secharita Mitra*

value add...

Co - Ordinator

J.R. Mahavidyalaya

P.O.- Amtala, Dist.- Msd.

*Chera*

Signature of Principal / Teacher-in-charge

Teacher-in-Charge  
Jatindra Rajendra Mahavidyalaya  
P.O. Amtala, Murshidabad

# REGISTER OF ATTEN-

For the Month of May 2002  
 Class Value Added Section Course

Roll No.	NAME OF STUDENTS	Admission No.	ATTEN-																	
			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
176	Sebarva Farhin Mustari																			
177	Tamiya Sultana																			
207	Deep Halder																			
223	Habibul Mondal																			
258	Tahidul Islam																			
259	Sahavaz Khateem																			
262	Ahu. Sohel Mondal																			
263	Riya Sultana																			
266	Tanima Khateem																			
267	Sumana Khateem																			
291	Anaidul Islam Sk																			
656	Mohor Mondal																			
1003	Moumitul Islam Sk																			
1209	Ayesha Khateem																			
1241	Tamiya Sultana																			
1342	Reswan Biswas																			
1383	Humayun Kabir Islam																			
1504	Karjda Khateem																			

# DANCE OF STUDENTS

For the Month of May - June 2002  
 Subject Practical of Computer Application

Roll No.	NAME OF STUDENTS	Admission No.	DANCE																		
			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
176	Sebarva Farhin Mustari																				
177	Tamiya Sultana																				
207	Deep Halder																				
223	Habibul Mondal																				
258	Tahidul Islam																				
259	Sahavaz Khateem																				
262	Ahu. Sohel Mondal																				
263	Riya Sultana																				
266	Tanima Khateem																				
267	Sumana Khateem																				
291	Anaidul Islam Sk																				
656	Mohor Mondal																				
1003	Moumitul Islam Sk																				
1209	Ayesha Khateem																				
1241	Tamiya Sultana																				
1342	Reswan Biswas																				
1383	Humayun Kabir Islam																				
1504	Karjda Khateem																				







# **JATINDRA RAJENDRA MAHAVIDYALAYA**

**Amtala\* Murshidabad**

**Department of History**

**Value Added Course**

**TOPIC: BASICS OF COMPUTER APPLICATION**

**COURSE CO-ORDINATOR:SUCHARITAMITRA**

**Head of the Department & Associate Professor**

**COURSE INSTRUCTOR:RUPAM DATTA**

**Software Engineer 2**

**Epsilon India Ltd**

**Bangalore – 560045**

**Under the Guidance of IQAC, Jatindra Rajendra Mahavidyalaya**

**SESSION 2021-2022**

**COURSE DURATION: 17.05.2022 TO 24.06.2022**

**Open To Students of all Departments**

**COMMENCEMENT OF THE COURSE:17<sup>th</sup> May 2022**

**COURSE DURATION: 30 HOURS**

## Course Outcomes:

1. **Understanding Computers and Operating Systems:**
  - Describe the components of a computer system.
  - Explain the role of an operating system.
  - Differentiate between CLI (Command Line Interface) and GUI (Graphical User Interface).
  - Perform basic file management tasks.
2. **Word Processing, Spreadsheets and PowerPoint:**
  - Create, edit, and format documents using word processing software.
  - Utilize advanced features such as headers, footers, and mail merge.
  - Understand spreadsheet concepts, including cells, formulas, and formatting.
  - Create charts, use functions, and work with data in spreadsheets.
  - Overview of PowerPoint, Creating and managing slides, Designs and layouts and Animations and transitions.
3. **Internet and Email Basics:**
  - Navigate the internet, use search engines, and understand website structure.
  - Set up and manage email accounts.
  - Practice online safety, including avoiding phishing scams.
  - Explore social media platforms and understand privacy considerations.
  - Introduction to Internet Banking, Setting up and Navigating Online accounts, Online Transactions.
4. **Introduction to Programming Concepts:**
  - Define programming and understand algorithms and analyze their complexity.
  - Implement conditional statements (if, else) and loops (for, while).
  - Create and use functions with parameters and return values.
  - Work with arrays and lists in programming.
5. **Web Development Basics:**
  - Write HTML code to create a basic webpage.
  - Apply CSS styles to HTML elements.
  - Use JavaScript for interactivity and event handling.
  - Understand web hosting, domain names, and uploading files to a server.
  - Understand Database Management using SQL queries and learning about its security and integrity.

# Syllabus for Basics of Computer Application

## Module 1: Introduction to Computers and Operating Systems

1. **Class 1 (Theory):**
  - **Topic:** Understanding the Basics
  - **Content:**
    - What is a computer?
    - Types of computers (desktop, laptop, tablet, etc.)
    - Components of a computer system (CPU, memory, storage, input/output devices)
    - Introduction to operating systems (Windows, macOS, Linux)
2. **Class 2 (Theory):**
  - **Topic:** Operating System Fundamentals
  - **Content:**
    - Role of an operating system
    - User interfaces (CLI vs. GUI)
    - File management (creating, deleting, moving files and folders)
    - Basic system settings
3. **Class 3 (Theory):**
  - **Topic:** Windows Operating System
  - **Content:**
    - Navigating Windows (Start menu, taskbar, file explorer)
    - Customizing desktop and settings
    - Installing and uninstalling software
    - Managing user accounts
4. **Class 4 (Theory):**
  - **Topic:** Introduction to Linux
  - **Content:**
    - Overview of Linux distributions
    - Basic Linux commands (ls, cd, mkdir, etc.)
    - Terminal usage
    - File permissions
5. **Class 5 (Theory):**
  - **Topic:** Introduction to MacOS
  - **Content:**
    - History And Development of MacOS.
    - Basic features and Interfaces
    - Core applications
    - System Security and User Accounts
6. **Class 6 (Practical):**
  - **Topic:** Hands-on with Windows
  - **Activities:**
    - Creating folders and files
    - Installing software
    - Customizing desktop settings

## Module 2: Word Processing, Spreadsheets and PowerPoint

1. **Class 7 (Theory):**
  - **Topic:** Introduction to Word Processing
  - **Content:**
    - Word processing software (Microsoft Word, Google Docs)

- Creating, editing, and formatting documents
- Inserting images, tables, and hyperlinks
- 2. **Class 8 (Theory):**
  - **Topic:** Advanced Word Processing
  - **Content:**
    - Headers, footers, and page numbering
    - Styles and templates
    - Mail merge
    - Collaboration features
- 3. **Class 9 (Theory):**
  - **Topic:** Introduction to Spreadsheets
  - **Content:**
    - Spreadsheet software (Microsoft Excel, Google Sheets)
    - Cells, rows, and columns
    - Basic formulas (sum, average, etc.)
    - Formatting data
- 4. **Class 10 (Theory):**
  - **Topic:** Advanced Spreadsheets
  - **Content:**
    - Charts and graphs
    - Functions (IF, VLOOKUP, etc.)
    - Data validation
    - Pivot tables
- 5. **Class 11 (Theory):**
  - **Topic:** Introduction to PowerPoint
  - **Content:**
    - Overview of PowerPoint
    - Creating and managing Slides
    - Design and layout
    - Animation and transition.
- 6. **Class 12 (Practical):**
  - **Topic:** Creating a Budget Spreadsheet
  - **Activities:**
    - Building a budget template
    - Entering income and expenses
    - Using formulas for calculations

## Module 3: Internet and Email Basics

1. **Class 13 (Theory):**
  - **Topic:** Introduction to the Internet
  - **Content:**
    - History of the internet
    - Browsers (Chrome, Firefox, Edge)
    - Navigating websites
    - Search engines
2. **Class 14 (Theory):**
  - **Topic:** Email Communication
  - **Content:**
    - Setting up an email account
    - Composing, sending, and receiving emails
    - Managing contacts
    - Email etiquette
3. **Class 15 (Theory):**
  - **Topic:** Online Safety and Security

- **Content:**
  - Avoiding phishing scams
  - Password management
  - Safe browsing practices
  - Privacy settings
- 4. **Class 16 (Theory):**
  - **Topic:** Social Media Basics
  - **Content:**
    - Overview of social media platforms
    - Creating profiles
    - Posting and sharing content
    - Privacy considerations
- 5. **Class 17 (Theory):**
  - **Topic:** Internet Banking basics
  - **Content:**
    - Introduction to Internet Banking
    - Setting up and Navigating Online accounts
    - Online Transactions
    - Security measures and best practices
- 6. **Class 18 (Practical):**
  - **Topic:** Sending and Receiving Emails
  - **Activities:**
    - Composing an email
    - Attaching files
    - Managing inbox and folders

## Module 4: Introduction to Programming Concepts

1. **Class 19 (Theory) (continued):**
  - **Topic:** Control Structures
  - **Content:**
    - Conditional statements (if, else, elif)
    - Loops (for, while)
    - Examples of simple programs using control structures
2. **Class 20 (Theory):**
  - **Topic:** Functions and Procedures
  - **Content:**
    - Defining functions
    - Parameters and return values
    - Function libraries
    - Practical examples
3. **Class 21 (Theory):**
  - **Topic:** Arrays and Lists
  - **Content:**
    - Understanding arrays and lists
    - Indexing and slicing
    - Common array operations
    - Applications in programming
4. **Class 22 (Theory):**
  - **Topic:** Introduction to Algorithms
  - **Content:**
    - What is an algorithm?
    - Algorithm design techniques (brute force, divide and conquer, dynamic programming)
    - Analyzing algorithm efficiency (time complexity, space complexity)

5. **Class 23 (Theory):**
  - **Topic:** Introduction to Complexity
  - **Content:**
    - Understanding Complexity
    - Big O Notation
    - Common complexity Classes
    - Analyzing Complexity of Algorithms
6. **Class 24 (Practical):**
  - **Topic:** Writing Simple Programs
  - **Activities:**
    - Implementing conditional statements
    - Creating basic functions
    - Working with arrays/lists

## Module 5: Web Development Basics

1. **Class 25 (Theory):**
  - **Topic:** Introduction to HTML
  - **Content:**
    - Structure of an HTML document
    - Tags, attributes, and elements
    - Creating a basic webpage
2. **Class 26 (Theory):**
  - **Topic:** Styling with CSS
  - **Content:**
    - Cascading Style Sheets (CSS)
    - Selectors and properties
    - Applying styles to HTML elements
3. **Class 27 (Theory):**
  - **Topic:** Basics of JavaScript
  - **Content:**
    - What is JavaScript?
    - Variables, data types, and operators
    - Writing simple scripts
    - Event handling
4. **Class 28 (Theory):**
  - **Topic:** Introduction to Web Hosting
  - **Content:**
    - Domain names and hosting services
    - Uploading files to a web server
    - Testing a live website
5. **Class 29 (Theory):**
  - **Topic:** Introduction to Web Hosting
  - **Content:**
    - Data Modeling and Design
    - SQL and Query Optimization
    - Database Security and Integrity
    - Advanced Database Technologies
6. **Class 30 Assessment**



Books	Author
Computer Fundamentals	P. K. Sinha
Understanding Computers: Today and Tomorrow	Deborah Morley and Charles S. Parker
Discovering Computers	Gary B. Shelly and Misty E. Vermaat
Basics of Computer Science	T Jeyapoovan



At the end of the Course, there will be a Course-end Assessment. Attendance Component Marks would be calculated based on the actual Attendance Percentage of the Students during the classes of the Course.

Course-end Assessment	Marks:20
Attendance	Marks:5
Evaluation would be done: Course-end Assessment & Attendance	Total Marks:25
Students will get Certificate	After Completion of the Course

*Sucharita Mitra*  
Value added Course  
Co - Ordinator  
J.R. Mahavidyalaya  
P.O.- Amtala, Dist.- Msd.

*@Bera*  
Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Murshidabad

Dated: 24.09.2021

To,

The Teacher in Charge,

Jatindra Rajendra Mahavidyalaya,

Amtala,

Murshidabad.

Sub: Prayer for granting permission for introducing an Add-on Course & a Value-added Course in the current Academic Session 2021-22

Madam,

This is for your kind information that the Department of History in its Departmental meeting has taken a resolution to introduce two Courses viz. an Add-on Course & a Value Added Course in the current Academic Session 2021-22. The topic of the Add-on course is "Mohandas Karamchand Gandhi: Myth, Reality & Thoughts" whereas the topic of the Value-Added Course is "Basics of Computer Applications". In order to go ahead we need to seek your permission which we are sure will be granted by you for the larger interest of the students of our college.

Therefore, we earnestly request you to grant us the permission to introduce the above courses so that we can publish the notification as soon as possible.

Thanking you in anticipation.

Yours sincerely,

*Sucharita Mitra*  
Sucharita Mitra,

HOD, Department of History,

Jatindra Rajendra Mahavidyalaya,

Amtala, Murshidabad.

HoD, Department of History  
Jatindra-Rajendra Mahavidyalaya  
Amtala, Murshidabad

*Allowed*  
*Prata*  
*24.9.2021*

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Murshidabad



# JatindraRajendraMahavidyalya

Amtala, Murshidabad

Department of History

## Value Added Course

Topic: Basics of Computer Application

Session-2021-2022

Course Duration: 17.05.2022-24.06.2022

## Class Routine

Total Classes :30 hours

SI NO	Date	Time	TOPIC	Teacher
1	17.05.22	4.30PM-5.30PM	o Understanding the Basics	RD
2	18.05.22	4.30PM-5.30PM	Operating System Fundamentals	RD
3	19.05.22	4.30PM-5.30PM	Windows Operating System	RD
4	20.05.22	4.30PM-5.30PM	Introduction to Linux	RD
5	23.05.22	4.30PM-5.30PM	Introduction to MacOS	RD
6	24.05.22	4.30PM-5.30PM	Hands-on with Windows	RD(PRAC)
7	25.05.22	4.30PM-5.30PM	Introduction to Word Processing	RM
8	26.05.22	4.30PM-5.30PM	Advanced Word Processing	PKM
9	27.05.22	4.30PM-5.30PM	Introduction to Spreadsheets	PKM
10	30.05.22	4.30PM-5.30PM	Advanced Spreadsheets	PKM
11	31.05.22	4.30PM-5.30PM	Introduction to PowerPoint	PKM
12	01.06.22	4.30PM-5.30PM	Creating a Budget Spreadsheet	PKM(PRAC)
13	02.06.22	4.30PM-5.30PM	Introduction to the Internet	RM
14	03.06.22	4.30PM-5.30PM	Email Communication	RM
15	04.06.22	4.30PM-5.30PM	Online Safety and Security	PKM
16	06.06.22	4.30PM-5.30PM	Social Media Basics	PKM
17	07.06.22	4.30PM-	Internet Banking basics	RM

18	08.06.22	5.30PM 4.30PM- 5.30PM	Sending and Receiving Emails	PKM(PRAC)
19	09.06.22	4.30PM- 5.30PM	Control Structures	RM
20	10.06.22	4.30PM- 5.30PM	Functions and Procedures	RM
21	13.06.22	4.30PM- 5.30PM	Arrays and Lists	PKM
22	14.06.22	4.30PM- 5.30PM	Introduction to Algorithms	PKM
23	15.06.22	4.30PM- 5.30PM	Introduction to Complexity	RM
24	16.06.22	4.30PM- 5.30PM	Writing Simple Programs	RD(PRAC)
25	18.06.22	4.30PM- 5.30PM	Introduction to HTML	RD
26	20.06.22	4.30PM- 5.30PM	Styling with CSS	RD
27	21.06.22	4.30PM- 5.30PM	Basics of JavaScript	RD
28	22.06.22	4.30PM- 5.30PM	Introduction to Web Hosting	RD
29	23.06.22	4.30PM- 5.30PM	Introduction to Web Hosting	RD
30	24.06.22	4.30PM- 5.30PM	Assessment	RD

*Secharita Mitra*  
**Value added Course**  
*Co - Ordinator*  
**J.R. Mahavidyalaya**  
**P.O.- Amtala, Dist.- Msd.**

JATINDRA RAJENDRA MAHAVIDYALAYA

DEPARTMENT OF HISTORY

Course End Assessment

Course Title – Basics of Computer Applications

Full Marks:20

Time: 1 Hour

Marks Obtained ...16.

Roll No B. A/20/0398

1. \*\*What is the main function of the CPU in a computer? \*\*

- a) To store data
- b) To manage input and output devices
- c) To execute instructions ✓
- d) To display images on the screen

2. \*\*Which of the following is not a type of operating system? \*\*

- a) Windows
- b) Linux
- c) Android
- d) Firefox ✓

3. \*\*Which command is used to create a directory in Linux? \*\*

- a) `ls`
- b) `mkdir` ✓
- c) `cd`
- d) `rm`

4. **What is the purpose of file permissions in Linux?**

- a) To organize files
- b) To control access to files
- c) To name files
- d) To delete files



5. **Which feature in word processing software allows you to automate the creation of documents like letters?**

- a) Headers and Footers
- b) Mail Merge
- c) Templates
- d) Styles



6. **What is the function of the 'SUM' formula in a spreadsheet?**

- a) To find the average of numbers
- b) To count the number of cells
- c) To add a range of numbers
- d) To find the maximum value



7. **Which of the following is used to apply consistent formatting to a document in word processing?**

- a) Styles
- b) Tables
- c) Hyperlinks
- d) Images



8. **\*\*In a spreadsheet, what does the 'IF' function do?\*\***

- a) It adds two values
- b) It performs logical tests
- c) It formats cells
- d) It sorts data



9. **\*\*Which of the following is a popular search engine?\*\***

- a) Chrome
- b) Firefox
- c) Google
- d) Outlook



10. **\*\*What is phishing?\*\***

- a) A method of email encryption
- b) A technique for searching online
- c) A type of cyber attack
- d) A software for managing passwords



11. **\*\*Which protocol is primarily used to send emails?\*\***

- a) HTTP
- b) FTP
- c) SMTP
- d) SNMP



12. **What should you do if you receive an email from an unknown sender asking for personal information?**

- a) Reply with your information
- b) Ignore the email
- c) Mark it as spam and delete it
- d) Forward it to your contacts



13. **Which statement is used to make decisions in programming?**

- a) Loop
- b) Function
- c) Array
- d) Conditional



14. **What is an algorithm?**

- a) A type of software
- b) A sequence of steps to solve a problem
- c) A hardware component
- d) A programming language



15. **Which of the following is a looping structure in programming?**

- a) If-else
- b)  For
- c) Function
- d) Array



16. **In programming, what is a function used for?**

- a) To store data
- b) To repeat a block of code
- c)  To define a reusable block of code
- d) To compare values



17. **Which tag is used to create a hyperlink in HTML?**

- a) `<img>`
- b) `<a>`
- c)  `<p>`
- d) `<div>`



18. **What does CSS stand for?**

- a)  Cascading Style Sheets
- b) Computer Style System
- c) Cascading Script Sheets
- d) Central Style Sheets



19. **\*\*Which of the following is not a JavaScript data type?\*\*\***

- a) String
- b) Number
- c) Boolean
- d) Query

20. **\*\*What is the purpose of a domain name in web hosting?\*\*\***

- a) To store website files
- b) To provide email services
- c) To identify a website on the internet
- d) To create web pages



# JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala • Murshidabad • West Bengal



*Certificate of Add on Course/ Value Added Course*

This Certificate is awarded to:

*Selim Saikh* ..... of *Brd.* ..... semester,

Registration No. *081721* ..... Session *2021-2022* ..... from the Department of

*History* ..... who has successfully completed Add on/ Value Added Course, titled *Basics of Computer Application* .....

conducted by Department of History from *17-05-2022* to *24-06-2022*

We appreciate your presence and wish all the best for your future.

*Aw* ..... *Sw* ..... *Sucharita Mitra*

**T.I.C**  
JATINDRA RAJENDRA MAHAVIDYALAYA  
Jatindra Rajendra Mahavidyalaya  
P.O. Amtala, Murshidabad

**CO-ORDINATOR**

IQAC

I.Q.A.C  
Coordinator

Jatindra-Rajendra Mahavidyalaya  
Amtala, Murshidabad

**COURSE COORDINATOR**

DEPARTMENT OF HISTORY  
Value added Course

Co - Ordinator

J.R. Mahavidyalaya  
P.O.- Amtala, Dist.- Msd.

# Jatindra-Rajendra Mahavidyalaya

ESTD-1986

VILL. + P.O. – AMTALA, P.S. – NOWDA, DIST. – MURSHIDABAD, PIN – 742121



**Name of Department / Committee / Cell:-** Department of History

**Name of the Event :-** Basics of Computer Application

**Duration of the Event :-** 17.05.2022 – 24.06.2022

**Venue of the Event:-** College Room No. 2

**Nature of the Activity:-** programme /event/ lecture /workshop: Value Added Course

**Level of the Activity:-** International / National / State / University / College: College

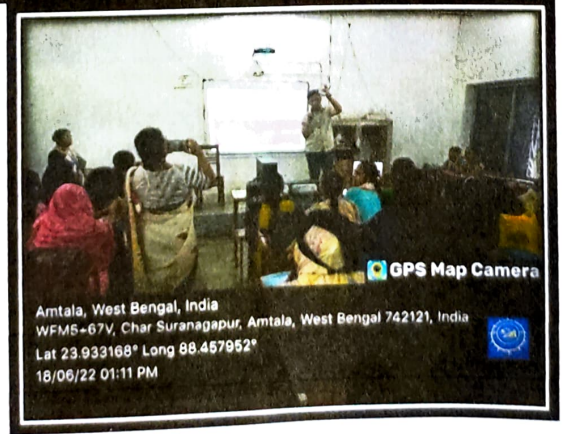
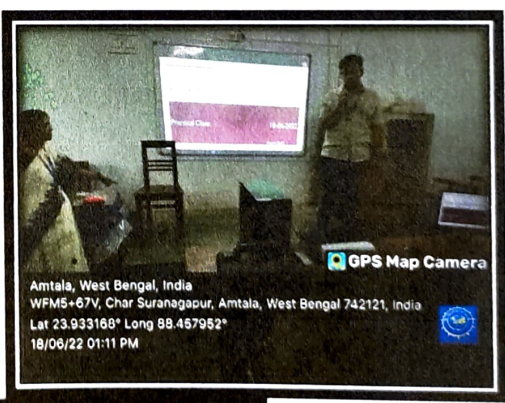
**Name of the Sponsor / Collaborator, if any:-** College

**Purpose / Aims / Objectives of the event:-**

Students will be accustomed and trained on all the assets and facets of Computers, Internet and programming Languages.

**Beneficiaries / participants / audience (Type and/or number):-** 91 students benefited.

**Evidence produced (Lists, Certificates, letters, newspaper cuttings, etc.):-** Photographs of the event.



# Jatindra-Rajendra Mahavidyalaya

ESTD-1986

VILL. + P.O. – AMTALA, P.S. – NOWDA, DIST. – MURSHIDABAD, PIN – 742121



## A brief report of the Value-Added Course on “Basics of Computer Application” conducted by the Department of History.

The Department of History in its Departmental Meeting unanimously resolved to conduct a Value-Added Course on the Topic “Basics of Computer Application” from 17.05.2022 – 24.06.2022. Accordingly, a notice was published on 10.05.2022 wherein all the students of the History Department of the college who were interested in learning computer were asked to enroll themselves to the above-mentioned course. A software engineer, an engineer from IT sector & three ex-students of our college were entrusted to take their classes on the offline mode after the College hours. A routine was published & the classes were taken as per the prescribed routine. The total number of students enrolled was 109 whereas 91 students were able to complete the course. The above-mentioned Value-added course went off well with the distribution of certificates by the Head of the Institution.

*Sucharita Mitra* 28.06.22  
Course Co-ordinator

*Gera* 28.06.22  
Teacher-in-Charge

Value added Course  
Co - Ordinator  
J.R. Mahavidyalaya  
P.O.- Amtala, Dist.- Msd.

J.R. Mahavidyalaya

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Murshidabad