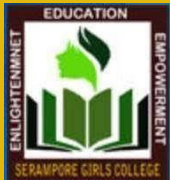


**CERTIFICATE/VALUE ADDED COURSE:  
Certificate in Information Technology Application (CITA)  
2018-2019**

# Criteria 1.2.1



## Serampore Girls College

13, T.C. Goswami Street,  
Serampore, Hooghly – 712201, West Bengal  
Re- Accredited by NAAC : Grade B (2nd Cycle)  
Email: [serampore\\_girls\\_college@yahoo.co.in](mailto:serampore_girls_college@yahoo.co.in)  
Website: [www.seramporegirlscollege.org](http://www.seramporegirlscollege.org)

# Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

## NAAC Criteria 1.2.1



## CERTIFICATE COURSE REPORT 2018-2019

### Certificate in Information Technology Application (CITA)

Under Department of Youth Services and Sports, Govt. of West Bengal

and Serampore Girls' College Youth Computer Training Centre

academic session: 2018-2019

**Name of the Course:** Certificate in Information Technology Application (CITA)

**Course Objective:** To have basic knowledge of

- i. Fundamentals of Computer
- ii. Operating System : Windows Vista
- iii. MS office 2007
- iv. Database management system (Visual Foxpro)

**Session:** January, 2019 to June, 2019

**Duration:** 6 months

**Centre:** Serampore Girls' College Youth Computer Training Centre

**No. of Students Enrolled:** 40

**No. of Students passed:** 36

**Course Module:** Annexure Attached

**Course Fees:** Rs. 2000/-

**Date of Theory Exam:** 24<sup>th</sup> July, 2019 & 25<sup>th</sup> July, 2019

**Date of Practical Exam:** 9<sup>th</sup> June, 2019

**Name of the Faculty:**

- i. Mrs. Nabamita Nath ( Ghosh) (Dept of Computer Science, Serampore Girls College)
- ii. Moumita Ghosal (Dept of Computer Science, Serampore Girls College)

**(Teachers are certified trainers by NSDC)**

**Course Outcome:**

Students were able to understand and use Window system, Basic computer applications, MS office and database management system (DBMS).

*Soma Roy.*  
Principal  
Serampore Girls' College  
Serampore, Hooghly

Signature of Principal

# SERAMPORE GIRLS' COLLEGE

13 T.C. Goswami Street  
Serampore, Hooghly

## NOTICE

It is notified that the certificate of Completion of CITA Course of January 2019 - June 2019 Session will be given on 22<sup>nd</sup> January, 2020 (Wednesday) at 12 noon. All the students of this said course are requested to collect their mark sheets and Certificates from Computer Centre of the college.

*Soma Roy.*  
Principal  
Serampore Girls' College  
Serampore, Hooghly

*Soy 13/01/2020.*  
Principal  
Serampore Girls' College  
Serampore, Hooghly

# Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

## NAAC Criteria 1.2.1



### BROCHURE OF THE COURSE

**Certificate in Information Technology Application (CITA)**

**Duration : 6 months**

Fundamentals of Computer  
Operating System - Windows Vista  
MS-Office 2007 ( Word, Excel & PowerPoint)  
Database Management System (Visual Foxpro)

**Eligibility : Madhyamik Passed/ Appeared or equivalent**  
**Course Fees : Rs. 1900 + Rs.100 ( Admission Fee) =Rs. 2000/-**

**Diploma in Information Technology Application (DITA)**

**Duration : 12 months**

The course is divided into two semesters of 6 months each. The course content, fees & others for the 1st semester is same as in CITA.

**1st Semester :**  
Fundamentals of Computer  
Operating System - Windows Vista  
MS-Office 2007 ( Word, Excel & PowerPoint)  
Database Management System (Visual Foxpro)

**Fees to paid for the 1st Semester: Rs.2000/-**

**2nd Semester :**  
Programming Concepts - Algorithm & Flow charting  
Visual Basic  
Overview of VB.Net  
RDBMS concepts with MS-Access  
Project on Visual Basic & MS-Access  
Internet & e-mail

**Fees to be paid for during the 2nd Semester is Rs.3000/-**

**Eligibility : Madhyamik passed/ Appeared or equivalent**  
**Course fees : Rs.2000/- + Rs.3000/- = Rs. 5000/-**

**Advanced Diploma in Information Technology Application (ADITA)**

**Duration : 6 months after DITA.** This course is an extension to the One year DITA Course & only the students passing out of DITA from Youth Computer Training Centres may apply for this course.

**1st Semester :** Same as CITA  
**2nd Semester :** Same as Semester II of DITA  
**3rd Semester :**  
C++ , Visual C++ with OOPS  
VB.Net  
Javascript, VB Script  
R/ L Project with VB.Net

**Fees to be paid for during the 3rd Semester is Rs. 3000/-**  
**Eligibility : 10+2 passed/ Appeared + DITA.**  
**Course fees : Rs.2000/- + Rs.3000/- + Rs.3000/- = Rs. 8000/-**

**Certificate in Financial Accounting System (CFAS)**

**Duration : 6 months**

Fundamentals of Computer  
Operating System- Windows Vista  
MS-Word 2007  
Two Financial Accounting Packages

**Eligibility : Madhyamik Passed/ Appeared or equivalent**  
**Course Fees : Rs. 1900 + Rs.100 ( Admission Fee) =Rs. 2000/-**

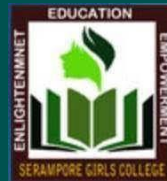
**Courses offered at this institute**

Soma Roy,  
Principal  
Serampore Girls' College  
Serampore, Hooghly  
Signature of Principal

# Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

## NAAC Criteria 1.2.1



### COURSE MODULE

CERTIFICATE IN INFORMATION TECHNOLOGY APPLICATION (CITA)		
Date	Course Module	Module Details
15/02/2020	Fundamental	<ul style="list-style-type: none"> <li>History and Generations of Computer.</li> <li>Advantage and disadvantage of Computer Block Diagram of a Computer.</li> <li>System Software and Application Software.</li> <li>Identification of Different parts of a Computer System.</li> <li>Turning a computer system on and off.</li> </ul>
22/02/2020		
28/02/2020		
29/02/2020	Windows OS	<ul style="list-style-type: none"> <li>Identifying different Desktop Icons. My Computer, My Documents.</li> <li>Changing Desktop Background, Mouse Pointer, Screen Saver, Notepad, WordPad, MS Paint.</li> </ul>
06/03/2020		
07/03/2020 (Prac)		
13/03/2020	MS Word	<ul style="list-style-type: none"> <li>Introduction to MS Office.</li> <li>Word Processing Software.</li> <li>Document formatting options.</li> <li>Tables, Bullets and Numbering.</li> <li>Font, Alignment, Paragraph Formatting.</li> <li>Insert Picture, Clipart, Shapes, WordArt.</li> <li>Header &amp; Footer, Text Box.</li> <li>Page Layout, Mail Merge</li> <li>Spelling &amp; Grammar.</li> </ul>
14/03/2020 (Prac)		
20/03/2020		
21/03/2020 (Prac)		
27/03/2020		
28/03/2020 (Prac)		
03/04/2020		
04/04/2020 (Prac)		
11/04/2020	MS Excel	<ul style="list-style-type: none"> <li>Introduction to MS Office.</li> <li>Electronic Spreadsheet.</li> <li>Cell Formatting Options.</li> <li>Formulas and Functions (SUM, AVG, COUNT, COUNTIF, SUMIF, MAX, MIN, IF, ROUND).</li> <li>Charts</li> <li>Sort, Filter, What if Analysis, Grouping Subtotal.</li> <li>Pivot Table.</li> </ul>
17/04/2020 (Prac)		
18/04/2020		
24/04/2020 (Prac)		
25/04/2020		
02/05/2020 (Prac)		
09/05/2020		
15/05/2020 (Prac)	Visual FoxPro 6.0	<ul style="list-style-type: none"> <li>Basic information of DBMS.</li> <li>Types of DBMS.</li> <li>Basic information about FoxPro.</li> <li>Command : Create, Append, Insert, Modify structure, Display, Delete, Browse, Edit, Replace, Set date to dmy/mdy/ymd</li> <li>View creation.</li> <li>From creation calculation in got focus event).</li> <li>Report creation.</li> </ul>
16/05/2020		
22/05/2020		
23/05/2020 (Prac)	MS Power Point	<ul style="list-style-type: none"> <li>Creating Slide Show by using Animation Technique.</li> <li>Slide Master.</li> <li>Clip art. Picture Editing.</li> </ul>
29/05/2020		
30/05/2020		
05/06/2020 (Prac)	Practice	<ul style="list-style-type: none"> <li>Practical practice session and typing test practice</li> </ul>
06/06/2020 (Prac)		
12/06/2020 (Prac)		
13/06/2020 (Prac)		

Moumita Ghosal  
14.2.2020

Soma Roy,  
Principal  
Serampore Girls' College  
Serampore Hooghly

# Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

## NAAC Criteria 1.2.1



### Order for setting up Youth Computer Center in Serampore Girls College by Department of Youth Services and Sports, Govt. of West Bengal

Government of West Bengal  
Directorate of Youth Services  
32/1, B.B.D. Bag(South), Standard Buildings,  
2<sup>nd</sup> Floor, Kolkata-700001

No. 93 -DYS/2S-25/2018 Dated Kolkata, the 14<sup>th</sup> January, 2018

From : Shri Uttam Kumar Patra, IAS  
Commissioner, Department of Youth Services & Sports &  
Ex-Officio Director, Youth Services,  
Govt. of West Bengal.

To : The Principal,  
Serampore Girls College, Hooghly  
13, T.C. Goswami Street, Serampore  
P.O. +P.S.- Serampore,  
PIN-712201, W.B.  
Mob.-967\*238715, 033 - 0266-23723

**Sub : Setting up of Youth Computer Training Centre**

The undersigned is directed to say that the Directorate of Youth Services has decided to set up a Youth Computer Training Centre at **Serampore, Dist. - Hooghly** in collaboration with him for providing Computer Training to the unemployed/eligible youth of the locality subject to the following terms and conditions :

- The YCTC will be named as "**Serampore Girls College Youth Computer Training Centre**".
- The Training Centre shall follow the details of course contents, duration and course fee etc. prescribed by this Department for the Computer Training Centres (copy enclosed) and also follow this Department Circular No.2756-YS/P/2C-80/2007 dated 12.9.2007 for its management ;
- The necessary infrastructure etc. at the Centre site as proposed by him must be ready within a period of two months from the date of issue of the letter ;
- The Government shall not provide any assistance - financial or otherwise, for starting or running the Centre ;
- All expenses relating to the starting and running of the Centre shall be borne by him ;
- The first session of the Computer Training Centre should commence coinciding with the academic sessions as prescribed by the Department. Advertisement, distribution of forms, admission and other formalities must be completed before hand to commence the courses under intimation to the Department ;
- He shall have to deposit **12%** of the fees and all other charges, collected from the trainees, to the State Government on quarterly basis ;
- If it is a partnership proprietorship, the status can not be changed without the prior approval of the Department ;
- After opening the Centre the Department will constitute an Advisory Committee for the Centre and the proprietor/firm shall enter into a formal Agreement with the Department of Sports & Youth Services (Youth Services Branch), Government of West Bengal ;
- The Agreement must be executed within a period of **six months** after the opening of the Centre, otherwise the affiliation will be treated as cancelled.
- The permission shall be treated (as withdrawn and cancelled, if the firm fails to start the Centre) as provisional and shall be valid for a period of **two months** from the date of issue of the letter which however may be extended at the discretion of the Department.
- The affiliation shall be valid for a period of **three years** as provided in the Agreement, which may be renewed subject to satisfactory performance from time to time.

If he is agreeable to the above terms and conditions he shall communicate his willingness in writing so that necessary action may be taken for execution of the agreement with him and the centre money is to be deposited through GRIPS portal of West Bengal Finance Department through 8443-00-103-001-07 available under Department of Youth Services & Sports .

(Uttam Kumar Patra, IAS)  
Commissioner,  
Department of Youth Services & Sports &  
Ex-Officio Director, Youth Services,  
Govt. of West Bengal.

No. 93 11(3) -DYS/2S-25 /2018  
Copy forwarded for information and taking necessary action to :

- The District Youth Officer, Hooghly
- The Secretary, Technical Education and Training Department, Bikash Bhawan, 6<sup>th</sup> Floor, Salt Lake City, Kolkata-91.
- The M.Y.O., Serampore, He is requested to form an advisory committee and Report to the undersigned.

(Uttam Kumar Patra, IAS)

Soma Roy,  
Principal  
Serampore Girls' College  
Serampore, Hooghly  
Signature of Principal





Certificate No : WB1131314494

Date of Issuance: 2019-07-25

## YOUTH COMPUTER TRAINING CENTRE

An Initiative of Department of Youth Services

Government of West Bengal

32/1, B.B.D. Bag (South), Kolkata - 700 001

### Serampore Girls College Youth Computer Training Centre

Serampore Girls College, Vivekananda Bhawan, 13 T.C. Goswami st, Rishra, Hooghly-712248

*Certified that Shri/Smt*

**AMISHA KUMARI PRASAD**

*Son/Daughter of Shri/Smt.*

**RAMNATH PRASAD**

*has completed the*

**Certificate**

*Course in*

**Information Technology Application**

*of*

**Six**

*months*

*duration from* **Jan-2019**

*to*

**Jun-2019**

*with grade*

**B**

*as assessed and evaluated by M/s Hewlett Packard Enterprise India Pvt. Ltd. through  
Electronic Examination and Assessment System.*



Director

Directorate of Youth Services,

Govt. of West Bengal

Secretary

Dept. of Youth Services,

Govt. of West Bengal

Grades : 90% & Above = A+; 80-89% = A; 70-79% = B+; 60-69% = B; 50-59% = C; 40-49% = D; 30-39% = E



# YOUTH COMPUTER TRAINING CENTRE

An Initiative of Department of Youth Services  
Government of West Bengal

32/1, B.B.D. Bag (South), Kolkata - 700 001

## Serampore Girls College Youth Computer Training Centre

Serampore Girls College, Vivekananda Bhawan, 13 T.C. Goswami st, Rishra, Hooghly-712248

### STATEMENT OF MARKS

Name AMISHA KUMARI PRASAD

Son/Daughter of RAMNATH PRASAD

Reg No. 1131314494 Session Jan-2019-Jun-2019

Course Title Certificate in Information Technology Application

Semester	Papers Covered	Full Marks	Obtained Marks
Semester1	Theory	70	39.81
	Practical	30	29.0
Semester2			
Semester3			

**Grand Total**  
**In Words**  
**Result/Gradation**

69  
Sixty Nine  
PASS / B

  
Director  
Directorate of Youth Services,  
Govt. of West Bengal

Grades : 90% & Above = A+; 80-89% = A; 70-79% = B+; 60-69% = B; 50-59% = C; 40-49% = D; 30-39% = E