

Office of the Principal
PANDU COLLEGE

Guwahati-781012

E-mail: panducollegepc@gmail.com Website: www.panducollege.org Tel-0361-2570450

Dr. Chandana Sinha Roy, M.A. Ph.D

PC(G)/Admission/Add-On/2023/05

Date: 01.08.2023

ADMISSION NOTIFICATION

Applications are invited for admission into the following newly introduced Add-On Course at Pandu College for the Academic Session 2023-24.

Courses	Course Duration	No. of seats	Admission Fee (in Rs.)	Eligibility	Contact No of Course Coordinator
Diploma Course in Basics of Computer	3 months	30	Nil	HS Pass	9864190982

Note:

- Regular attendance is mandatory to appear in the course examination.
- Terms and conditions framed by the Pandu College time to time(if necessary) will be applicable for running and managing the course.

The students have to bring all documents of previous examination e.g. Marksheet, Certificate, Registration card etc. in original along with them at the time of Admission.

IMPORTANT DATES-

Online Application Submission: 02.08.2023 to 10.08.2023

Publication of selected list of candidates: 12.08.2023

Date of admission: 14.08.2023 (10.30 AM onwards)

Date of commencement of class : 16.08.2023

NB: Admission form is available in college website

SD/-
Principal
Pandu College, Pandu



SYLLABUS FOR
THREE MONTHS DURATION CERTIFICATE COURSE
COURSE NAME: DIPLOMA COURSE IN BASICS OF COMPUTER
Department of Geography: Pandu College(Credit 3)

Sl.No.	Course contents	No. of classes	Marks
Lesson 1	Knowing Computer	12	40
	1.1 what is computer		
	1.2 basic application of computer		
	1.3 components of computer		
	1.4 concept of hardware and software		
Lesson 2	Introduction to Microsoft	8	30
	2.1 MS Word		
	2.2MS Excel		
	2.3 MS PowerPoint		
Lesson 3	Practical on MS Word, Excel and PowerPoint	10	30
	TOTAL CLASS/MARKS	30	100

Syllabus Compilation Committee:

Chair Person / Principal

Co-ordinator Academic Co-ordinator (Pandu College)

Program Incharge

Members

[Signature]
04/08/23
HEAD
Department of Geography
Pandu College, Guwahati-12

[Signature]

[Signature]
4/8/23

[Signature]
4/8/23

1 *[Signature]*
4/8/23

2 *[Signature]*
04/08/23

3 *[Signature]*
4/8/23

4 *[Signature]*
4/8/23

5

6

7 *[Signature]*
4/8/23



SD/-
Chair Person / Principal

Attendance sheet: Session: August, 2023 to November, 2023
Diploma Course in Basic of Computer (Add on Course)
 Department of Geography
 Pandu College

Month: August

Roll No.	Name	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
		MON	TUE	SAT	MON	TUE	SAT	MON	TUE	SAT
1.	Rohit baro			P	P	P	P	P	P	P
2.	Nisha Das			P	P	P	P	P	P	P
3.	Nikha Basumatary			P	P	P	P	P	P	P
4.	Akansha Chatterjee			P	P	P	P	P	P	P
5.	Harsita Dutta			P	P	P	P	P	P	P
6.	Sangeeta Das			P	P	P	P	P	P	P
7.	Jit Das			P	P	P	P	P	P	P
8.	Nayan Deep Kumar			P	P	P	P	P	P	P
9.	Mridul Pratim Sarmah			P	P	P	P	P	P	P
10.	Chinmoy Borah			P	P	P	P	P	P	P
11.	Saya Rani Ojah			P	P	P	P	P	P	P
12.	Lakhipriya Sharma			P	P	P	P	P	P	P
13.	Priya Das			P	P	P	P	P	P	P
14.	Sikharani Das			P	P	P	P	P	P	P
15.	Trishna Bhuyan			P	P	P	P	P	P	P
16.	Nilesh Doimari			P	P	P	P	P	P	P
17.	Jaya Rajak			P	P	P	P	P	P	P
18.	Ankita Dutta			P	P	P	P	P	P	P
19.	Bhaswati Kalita			P	P	P	P	P	P	P
20.	Preeti Kumari			P	P	P	P	P	P	P
21.	Liss Subba			P	P	P	P	P	P	P
22.	Sonia Ahmed			P	P	P	P	P	P	P
23.	Begum Farmin Sultana			P	P	P	P	P	P	P
24.	Bhaswati Baishya			P	P	P	P	P	P	P
25.	Jintu Deka			P	P	P	P	P	P	P
26.	Hitikesh Nath			P	P	P	P	P	P	P
27.	Bishal Chakraborty			P	P	P	P	P	P	P
28.	Lakhi Dey			P	P	P	P	P	P	P
29.	Surabhi Nath			P	P	P	P	P	P	P
30.	Farna Seikh			P	P	P	P	P	P	P

RK

AK

GD

RK

GD

GD

Attendance sheet: Session: August, 2023 to November, 2023
Diploma Course in Basic of Computer (Add on Course)
 Department of Geography
 Pandu College

Month: September

Roll No.	Name	Date: 4.9.23	Date:	Date: 9.9.23	Date: 11.9.23	Date: 12.09.23	Date: 16.09.23	Date: 18.09.23	Date:	Date: 30.09.23
		MON	TUE	SAT	MON	TUE	SAT	MON	TUE	SAT
1.	Rohit baro	P		P	P	..	P	P		P
2.	Nisha Das	P		.	P	PP	P	.		P
3.	Nikha Basumatary	P		P	.	PP	P	P		P
4.	Akansha Chatterjee	P		P	P	PP	P	.		P
5.	Harsita Dutta	P		P	P	PP	P	.		P
6.	Sangeeta Das	P		.	P	PP	P	P		P
7.	Jit Das	P		P	.	PP	P	.		P
8.	Nayan Deep Kumar	P		P	.	PP	P	P		P
9.	Mridul Pratim Sarmah	P		.	P	PP	P	P		P
10.	Chinmoy Borah	P		P	P	..	P	P		P
11.	Saya Rani Ojah	P		.	P	PP	P	P		P
12.	Lakhipriya Sharma	P		P	P	PP	.	.		P
13.	Priya Das	P		P	P	PP	.	.		P
14.	Sikharani Das	P		P	P	PP	.	.		P
15.	Trishna Bhuyan	P		P	P	PP	.	P		P
16.	Nilesh Doimari	P		P	P	PP	.	.		P
17.	Jaya Rajak	P		P	.	PP	.	.		P
18.	Ankita Dutta	P		.	P	..	.	P		P
19.	Bhaswati Kalita	P		P	P	..	.	P		P
20.	Preeti Kumari	P		P	.	..	P	P		P
21.	Liss Subba	P		P	P	..	P	P		P
22.	Sonia Ahmed	P		.	P	PP	P	.		P
23.	Begum Farmin Sultana	P		.	P	PP	P	.		P
24.	Bhaswati Baishya	P		P	.	PP	P	.		P
25.	Jintu Deka	P		.	.	PP	P	P		P
26.	Hitikesh Nath	P		P	P	PP	P	P		P
27.	Bishal Chakraborty	P		P	.	PP	P	P		P
28.	Lakhi Dey	P		P	.	PP	P	P		.
29.	Surabhi Nath	P		P	.	..	P	P		.
30.	Farna Seikh	P		P	.	..	P	P		.

GD

RK

GD

BB

RK

GD

RK

Attendance sheet: Session: August, 2023 to November, 2023
Diploma Course in Basic of Computer (Add on Course)
Department of Geography
Pandu College

Month: October

Roll No.	Name	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
		3.10.23	7.10.23	9.10.23	10.10.23	10.10.23	10.10.23	16.10.23	17.10.23	17.10.23
		MON	TUE	SAT	MON	TUE	SAT	MON	TUE	SAT
1.	Rohit baro		P	P	P	P				
2.	Nisha Das		.	P	P	P		P	P	
3.	Nikha Basumatary		.	P	P	P				
4.	Akansha Chatterjee		.	P	P	P		P	P	
5.	Harsita Dutta		.	P	P	P		P	P	
6.	Sangeeta Das		.	P	P	P		.	.	
7.	Jit Das		.	P	P	P		.	.	
8.	Nayan Deep Kumar		P	P	P	P		.	.	
9.	Mridul Pratim Sarmah		.	P	P	P		.	.	
10.	Chinmoy Borah		.	P	P	P		.	.	
11.	Saya Rani Ojah		.	P	.	P		.	.	
12.	Lakhipriya Sharma		.	P	.	P		P	P	
13.	Priya Das		.	P	P	P		P	P	
14.	Sikharani Das		.	P	P	P		P	P	
15.	Trishna Bhuyan		P	P	.	P		P	P	
16.	Nilesh Doimari		.	P	.	P		P	P	
17.	Jaya Rajak		.	P	.	P		P	P	
18.	Ankita Dutta		.	P	.	P		P	P	
19.	Bhaswati Kalita		.	P	P	P		.	P	
20.	Preeti Kumari		.	P	P	P		.	P	
21.	Liss Subba		.	P	P	P		.	P	
22.	Sonia Ahmed		.	P	.	P		.	P	
23.	Begum Farmin Sultana		.	P	.	P		.	P	
24.	Bhaswati Baishya		.	P	.	P		.	P	
25.	Jintu Deka		P	P	.	P		P	P	
26.	Hitikesh Nath		.	P	P	P		P	P	
27.	Bishal Chakraborty		.	P	P	P		P	P	
28.	Lakhi Dey		P	P	P	P		.	P	
29.	Surabhi Nath		P	P	P	P		.	P	
30.	Farna Seikh		P	P	P	P		.	P	

BB

RL

GD

BB

GD

BB

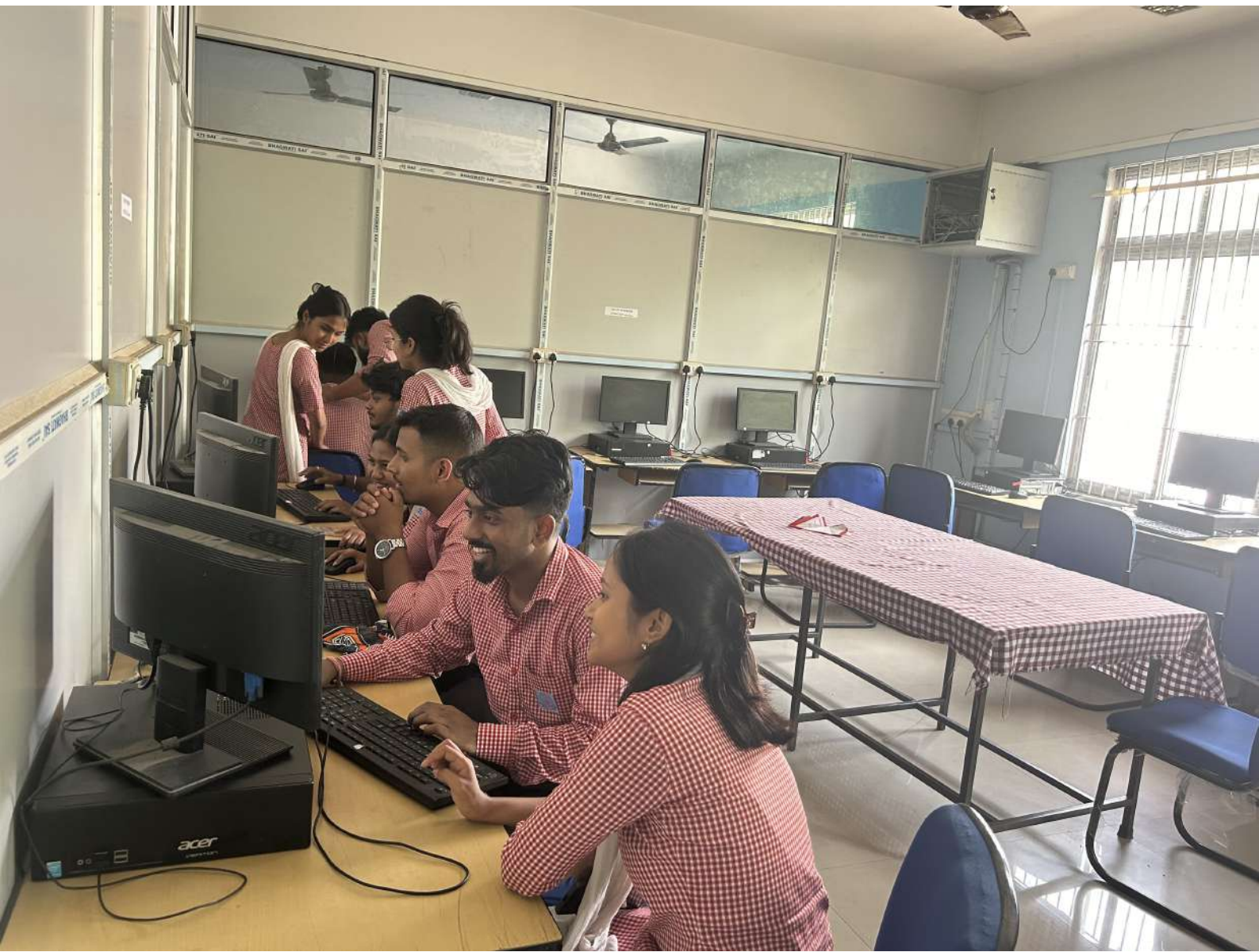
Diploma Course in Basic Computer

Course Importance/ Objectives:

This course aims to develop essential computer skills like operating system navigation, software usage, and internet proficiency. It also aims to empower individuals with the knowledge and skills needed to communicate, access information and increase productivity in today's digital society.

Course Outcomes:

Basic computer learning enhances employability by making individuals suitable candidates for a wide range of job roles that require computer proficiency. After completing the course students also able to use the computer for basic purposes of preparing his/her personal/business letters, viewing information on internet (the web), sending mails, using internet banking services etc.





GPS Map Camera



Guwahati, Assam, India

5M8R+683, Pandu College Gate, Maligaon, Guwahati, Assam 781010, India

Lat 26.165824°

Long 91.69105°

11/03/24 04:13 PM GMT +05:30