

City College
VALUE ADDED COURSE
ON
ICT- A Quick Course in Microsoft PowerPoint

DATE : 19.11.18-01.12.18

TIME : 4.15 pm onwards

ROOM NO. : Zoology General Laboratory

NOTICE:



CITY COLLEGE
Affiliated to the University of Calcutta
102/1, Raja Rammohan Sarani, Kolkata – 700009
Phone : 033 2350 1565, Office : 033 2360 7463
E-mail : principal.citycollege@gmail.com
Website : www.citycollegekolkata.org
GST No. : 19CALC00619D1DE

Date :10.09.2018

NOTICE

This is for information for all the students that City College will be organizing a Value-Added Course (VAC) on ICT/Computing Skills entitled "A Quick Course in Microsoft PowerPoint" from 19-11-2018 to 01-12-2018 on our college campus. The course will have a total duration of 30 hours, spanning 10 working days, and students will be provided with certificates after successful completion of the course. The course will be conducted beyond regular college hours, i.e., from 4.15 PM to 7.30 PM.

Ms. Mitali Roy, Associate Professor, Dept. of English, City College will be the resource person for the above said course.

Interested students are asked to get in touch with the Course Coordinator **Dr. Nital Raychoudhury, Librarian, City College** at the City College Library during working hours and get their names registered. The maximum intake capacity is 20 students for the said course and enrolment will be on first come first served basis.



Sikta Chatterjee
Principal 10.09.2018
City College, Kolkata – 09.

Principal
CITY COLLEGE
KOL-9

PROGRAM FLYER:

CITY COLLEGE, KOLKATA



VALUE ADDED COURSE ON A QUICK COURSE IN MICROSOFT POWERPOINT

Resource Person:

Ms. Mitali Roy, Associate Professor, Department of English, City College, Kolkata

Course Coordinator:

Dr. Nitai Raychoudhury, Librarian, City College, Kolkata

Duration:

30 Hours

Date:

19/11/2018 – 01/12/2018

Venue:

Zoology General Lab, 3rd Floor, City College, Kolkata

www.citycollegekolkata.org

INVITATION TO RESOURCE PERSON:



CITY COLLEGE

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102/1, Raja Rammohan Sarani, Kolkata – 700009
Phone : 033 2350 1565, Office : 033 2360 7463
E-mail : principal.citycollege@gmail.com
Website : www.citycollegekolkata.org
GST No. : 19CALC00619D1DE

Date : 10.09.2018

To
Prof. Mitali Roy
Associate Professor
Department of English
City College

Dear Madam,

The IQAC, City College is pleased to organise a Value Added Course(VAC) ON ICT/Computing Skills entitled "A Quick Course in Microsoft Powerpoint" from 19.11.2018 to 01.12.2018 in college premises. I would like to invite you to deliver the course as a resource person.

We hope for your kind cooperation. The participants will be benefitted a lot from your expertise on the course.



Siba Chatterjee 19/09/2018
Principal
CITY COLLEGE
KOL-9
City College, Kolkata – 09.

Report :

18 students registered completed the course on the first come first served basis. In the 10-day course, the learners were very enthusiastic and were exposed to various aspects and tools of Microsoft PowerPoint. All the participants were encouraged to prepare and present their own PowerPoint presentations. There was a continuous evaluation mechanism in the course through which the learners had the opportunity to update and improve themselves. The assessment results were duly analysed. All the participants performed well. They were very satisfied with the course. The resource person and the Principal delivered short speeches at the valedictory session.

PHOTOGRAPHS:

A Quick Course in Microsoft PowerPoint (from 19.11.2018 to 7.12.2018)

Course Structure

Course Duration: 10 days

3 hours/day

Resource Person: Prof. Mitali Roy (Department of English, City College)

	Lessons Details
Day 1	Introduction: Features and possibilities of PowerPoint as a versatile extension of Microsoft Office.
Day 2	PowerPoint presentation as a useful tool for communication and learning.
Day 3	The principles of effective communication vis-à-vis the efficacy of Microsoft PowerPoint.
Day 4	PowerPoint can simulate the total digital learning experience. The World Wide Web and the microcosm of Ms PowerPoint.
Day 5	The theory and the praxis of Microsoft PowerPoint: precision, graphic presentation, entertainment and relevant application tools of Ms PowerPoint.
Day 6	Previous Lesson to be continued...
Day 7	Sample PowerPoint presentations to be displayed and discussed in detail.
Day 8	Presentations to be created and delivered by the participants.
Day 9	Assessment report offered by the resource person.
Day 10	Valedictory session: Certificates would be issued; appropriate addresses by the resource person and members of authority.

Name of the Course: ICT - A Quick Course in Microsoft PowerPoint

Organized By : IQAC, City College

Attendance Sheet

Date: (From) (To): 19/11/2018 to 01/12/2018

Sl No.	Name of the Student	Roll No.	Stream	Semester	Gender	Signature			
						Day 1		Day 2	
						Entry Time (4.15 PM)	Exit Time (Exit Time 7.30 PM)	Entry Time (4.15 PM)	Exit Time (Exit Time 7.30 PM)
1	PRANJAL MAHALANOBISH	3238	B.Com	1	Male	P. Mahalanobish	P. Mahalanobish	P. Mahalanobish	P. Mahalanobish
2	MONODIP GHOSH	3232	B.Com	1	Male	M. Ghosh	M. Ghosh	M. Ghosh	M. Ghosh
3	PAPIYA BAG	3609	B.Com	1	Female	Papiya Bag	Papiya Bag	Papiya Bag	Papiya Bag
4	WASAMAT SAMIR	3267	B.Com	1	Male	Wasamat Samir	Wasamat Samir	Wasamat Samir	Wasamat Samir
5	BISWAJIT DOLOI	3269	B.Com	1	Male	Biswajit Doloi	Biswajit Doloi	Biswajit Doloi	Biswajit Doloi
6	BISHNU BAURI	3211	B.Com	1	Male	Bishnu Bauri	Bishnu Bauri	Bishnu Bauri	Bishnu Bauri
7	DEBJANI SAHA	2854	B.Com	1	Female	D. Saha	D. Saha	D. Saha	D. Saha
8	SUPANTHA PRASAD MONDAL	1406	B.A.	1	Male	S.P. Mondal	S.P. Mondal	S.P. Mondal	S.P. Mondal
9	RAHUL CHAKRABARTY	1424	B.A.	1	Male	Rahul Chakrabarty	Rahul Chakrabarty	Rahul Chakrabarty	Rahul Chakrabarty
10	SUBHAJIT KARMAKAR	4412	B.Sc.	1	Male	Subhajit Karmaakar	Subhajit Karmaakar	Subhajit Karmaakar	Subhajit Karmaakar
11	MD AKIL KAYAL	4401	B.Sc.	1	Male	md. A.K	md. A.K	md. A.K	md. A.K
12	AYAN CHOUDHURI	4404	B.Sc.	1	Male	Ayan Choudhuri	Ayan Choudhuri	Ayan Choudhuri	Ayan Choudhuri
13	RAJIB DEY	4403	B.Sc.	1	Male	R.D.	R.D.	R.D.	R.D.
14	REMON DEY	1016	B.Sc.	1	Male	Remon Dey	Remon Dey	Remon Dey	Remon Dey
15	ADITI NASKAR	1108	B.Sc.	1	Female	Aditi Naskar	Aditi Naskar	Aditi Naskar	Aditi Naskar
16	BORNIK BAUL	1015	B.Sc.	1	Male	Bornik Baul	Bornik Baul	Bornik Baul	Bornik Baul
17	SUBHANU KUMAR	1026	B.Sc.	1	Male	Subhanu Kumar	Subhanu Kumar	Subhanu Kumar	Subhanu Kumar
18	AYANABHO GHOSH	1013	B.Sc.	1	Male	A. Ghosh	A. Ghosh	A. Ghosh	A. Ghosh

L. M.
01.12.18
Course Coordinator

S. K. Choudhuri
Principal
CITY COLLEGE
KOL-9



Name of the Course: ICT- A Quick Course in Microsoft Powerpoint

Organized By : IQAC, City College

Attendance Sheet

Date: (From) (To): 19/11/2018 to 01/12/2018

Signature

Sl No.	Name of the Student	Roll No.	Stream	Semester	Gender	Signature			
						Day 3		Day 4	
						Entry Time (4.15 PM)	Exit Time (Exit Time 7.30 PM)	Entry Time (4.15 PM)	Exit Time (Exit Time 7.30 PM)
1	PRANJAL MAHALANOBISH	3238	B.Com	1	Male	P. Mahalanobish	P. Mahalanobish	P. Mahalanobish	P. Mahalanobish
2	MONODIP GHOSH	3232	B.Com	1	Male	M. Ghosh	M. Ghosh	M. Ghosh	M. Ghosh
3	PAPIYA BAG	3609	B.Com	1	Female	Papiya Bag	Papiya Bag	Papiya Bag	Papiya Bag
4	WASAMAT SAMIR	3267	B.Com	1	Male	Wasamat Samir	Wasamat Samir	Wasamat Samir	Wasamat Samir
5	BISWAJIT DOLOI	3269	B.Com	1	Male	Bd	Bd	Bd	Bd
6	BISHNU BAURI	3211	B.Com	1	Male	Bishnu Bauri	Bishnu Bauri	Bishnu Bauri	Bishnu Bauri
7	DEBJANI SAHA	2854	B.Com	1	Female	D. Saha	D. Saha	D. Saha	D. Saha
8	SUPANTHA PRASAD MONDAL	1406	B.A.	1	Male	S.P. Mondal	S.P. Mondal	S.P. Mondal	S.P. Mondal
9	RAHUL CHAKRABARTY	1424	B.A.	1	Male	Rahul Chakrabarty	Rahul Chakrabarty	Rahul Chakrabarty	Rahul Chakrabarty
10	SUBHAJIT KARMAKAR	4412	B.Sc.	1	Male	Subhajit Karumkar	Subhajit Karumkar	Subhajit Karumkar	Subhajit Karumkar
11	MD AKIL KAYAL	4401	B.Sc.	1	Male	md. A.K	md. A.K	md. A.K	md. A.K.
12	AYAN CHOUDHURI	4404	B.Sc.	1	Male	A.C	A.C	A.C	A.C
13	RAJIB DEY	4403	B.Sc.	1	Male	R.D	R.D.	R.D	R.D
14	REMON DEY	1016	B.Sc.	1	Male	Remon Dey	Remon Dey	Remon Dey	Remon Dey
15	ADITI NASKAR	1108	B.Sc.	1	Female	Aditi Naskar	Aditi Naskar	Aditi Naskar	Aditi Naskar
16	BORNIK BAUL	1015	B.Sc.	1	Male	Bornik Baul	Bornik Baul	Bornik Baul	Bornik Baul
17	SUBHANU KUMAR	1026	B.Sc.	1	Male	Subhanu Kumar	Subhanu Kumar	Subhanu Kumar	Subhanu Kumar
18	AYANABHO GHOSH	1013	B.Sc.	1	Male	A. Ghosh	A. Ghosh	A. Ghosh	A. Ghosh

Handwritten signature
01.12.18
Course Coordinator

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Selai Chatterjee
Principal
CITY COLLEGE
KOL-9



Name of the Course: ICT - A Quick Course in Microsoft Powerpoint

Organized By : IQAC, City College

Attendance Sheet

Date: (From) (To): 19/11/2018 to 01/12/2018

Sl No.	Name of the Student	Roll No.	Stream	Semester	Gender	Signature			
						Day 5		Day 6	
						Entry Time (4.15 PM)	Exit Time (Exit Time 7.30 PM)	Entry Time (4.15 PM)	Exit Time (Exit Time 7.30 PM)
1	PRANJAL MAHALANOBISH	3238	B.Com	1	Male	P. Mahalanobish	P. Mahalanobish	P. Mahalanobish	P. Mahalanobish
2	MONODIP GHOSH	3232	B.Com	1	Male	M. Ghosh	M. Ghosh	M. Ghosh	M. Ghosh
3	PAPIYA BAG	3609	B.Com	1	Female	Papiya Bag	Papiya Bag	Papiya Bag	Papiya Bag
4	WASAMAT SAMIR	3267	B.Com	1	Male	Wasamat Samir	Wasamat Samir	Wasamat Samir	Wasamat Samir
5	BISWAJIT DOLOI	3269	B.Com	1	Male	Bd	Bd	Bd	Bd
6	BISHNU BAURI	3211	B.Com	1	Male	Bishnu Bauri	Bishnu Bauri	Bishnu Bauri	Bishnu Bauri
7	DEBJANI SAHA	2854	B.Com	1	Female	D. Saha	D. Saha	D. Saha	D. Saha
8	SUPANTHA PRASAD MONDAL	1406	B.A.	1	Male	S. P. Mondal	S. P. Mondal	S. P. Mondal	S. P. Mondal
9	RAHUL CHAKRABARTY	1424	B.A.	1	Male	Rahul Chakrabarty	Rahul Chakrabarty	Rahul Chakrabarty	Rahul Chakrabarty
10	SUBHAJIT KARMAKAR	4412	B.Sc.	1	Male	Subhajit KarmaKar	Subhajit KarmaKar	Subhajit KarmaKar	Subhajit KarmaKar
11	MD AKIL KAYAL	4401	B.Sc.	1	Male	md. A.K	md. A.K	md. A.K	md. A.K
12	AYAN CHOUDHURI	4404	B.Sc.	1	Male	A.C	A.C	A.C	A.C
13	RAJIB DEY	4403	B.Sc.	1	Male	R.D	R.D	R.D	R.D
14	REMON DEY	1016	B.Sc.	1	Male	Remon Dey	Remon Dey	Remon Dey	Remon Dey
15	ADITI NASKAR	1108	B.Sc.	1	Female	Aditi Naskar	Aditi Naskar	Aditi Naskar	Aditi Naskar
16	BORNIK BAUL	1015	B.Sc.	1	Male	Bornik Baul	Bornik Baul	Bornik Baul	Bornik Baul
17	SUBHANU KUMAR	1026	B.Sc.	1	Male	Subhanu Kumar	Subhanu Kumar	Subhanu Kumar	Subhanu Kumar
18	AYANABHO GHOSH	1013	B.Sc.	1	Male	A. Ghosh	A. Ghosh	A. Ghosh	A. Ghosh

Prin
01.12.18
Course Coordinator

Sat *Coor*
Principal
CITY COLLEGE
KOL-9



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Attendance Sheet

Date: (From) (To): 19/11/2018 to 01/12/2018

Sl No.	Name of the Student	Roll No.	Stream	Semester	Gender	Signature			
						Day 7		Day 8	
						Entry Time (4.15 PM)	Exit Time (Exit Time 7.30 PM)	Entry Time (4.15 PM)	Exit Time (Exit Time 7.30 PM)
1	PRANJAL MAHALANOBISH	3238	B.Com	1	Male	P. Mahalanobish	P. Mahalanobish	P. Mahalanobish	P. Mahalanobish
2	MONODIP GHOSH	3232	B.Com	1	Male	M. Ghosh	M. Ghosh	M. Ghosh	M. Ghosh
3	PAPIYA BAG	3609	B.Com	1	Female	Papiya Bag	Papiya Bag	Papiya Bag	Papiya Bag
4	WASAMAT SAMIR	3267	B.Com	1	Male	Wasamat Samir	Wasamat Samir	Wasamat Samir	Wasamat Samir
5	BISWAJIT DOLOI	3269	B.Com	1	Male	Bd	Bd	Bd	Bd
6	BISHNU BAURI	3211	B.Com	1	Male	Bishnu Bauri	Bishnu Bauri	Bishnu Bauri	Bishnu Bauri
7	DEBJANI SAHA	2854	B.Com	1	Female	D. Saha	D. Saha	D. Saha	D. Saha
8	SUPANTHA PRASAD MONDAL	1406	B.A.	1	Male	S.P. Mondal	S.P. Mondal	S.P. Mondal	S.P. Mondal
9	RAHUL CHAKRABARTY	1424	B.A.	1	Male	Rahul Chakrabarty	Rahul Chakrabarty	Rahul Chakrabarty	Rahul Chakrabarty
10	SUBHAJIT KARMAKAR	4412	B.Sc.	1	Male	Subhajit Karman	Subhajit Karman	Subhajit Karman	Subhajit Karman
11	MD AKIL KAYAL	4401	B.Sc.	1	Male	md. A.K.	md. A.K.	md. A.K.	md. A.K.
12	AYAN CHOUDHURI	4404	B.Sc.	1	Male	A.C	A.C	A.C	A.C
13	RAJIB DEY	4403	B.Sc.	1	Male	R.D.	R.D.	R.D.	R.D.
14	REMON DEY	1016	B.Sc.	1	Male	Remon Dey	Remon Dey	Remon Dey	Remon Dey
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16	BORNIK BAUL	1015	B.Sc.	1	Male	Bornik Baul	Bornik Baul	Bornik Baul	Bornik Baul
17	SUBHANU KUMAR	1026	B.Sc.	1	Male	Subhanu Kumar	Subhanu Kumar	Subhanu Kumar	Subhanu Kumar
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Done
01.12.18
Course Coordinator

S. P. Mondal
Principal
CITY COLLEGE
KOL-9



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Sl No.	Name of the Student	Roll No.	Stream	Semester	Gender	Signature			
						Day 9		Day 10	
						Entry Time (4.15 PM)	Exit Time (Exit Time 7.30 PM)	Entry Time (4.15 PM)	Exit Time (Exit Time 7.30 PM)
1	PRANJAL MAHALANOBISH	3238	B.Com	1	Male	P. Mahalanobish	P. Mahalanobish	P. Mahalanobish	P. Mahalanobish
2	MONODIP GHOSH	3232	B.Com	1	Male	M. Ghosh	M. Ghosh	M. Ghosh	M. Ghosh
3	PAPIYA BAG	3609	B.Com	1	Female	Papiya Bag	Papiya Bag	Papiya Bag	Papiya Bag
4	WASAMAT SAMIR	3267	B.Com	1	Male	Wasamat Samir	Wasamat Samir	Wasamat Samir	Wasamat Samir
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6	BISHNU BAURI	3211	B.Com	1	Male	Bishnu Bauri	Bishnu Bauri	Bishnu Bauri	Bishnu Bauri
7	DEBJANI SAHA	2854	B.Com	1	Female	D. Saha	D. Saha	D. Saha	D. Saha
8	SUPANTHA PRASAD MONDAL	1406	B.A.	1	Male	S. P. Mondal	S. P. Mondal	S. P. Mondal	S. P. Mondal
9	RAHUL CHAKRABARTY	1424	B.A.	1	Male	Rahul Chakrabarty	Rahul Chakrabarty	Rahul Chakrabarty	Rahul Chakrabarty
10	SUBHAJIT KARMAKAR	4412	B.Sc.	1	Male	Subhajit Karman	Subhajit Karman	Subhajit Karman	Subhajit Karman
11	MD AKIL KAYAL	4401	B.Sc.	1	Male	md. A.K.	md. A.K.	md. A.K.	md. A.K.
12	AYAN CHOUDHURI	4404	B.Sc.	1	Male	AC	AC	AC	AC
13	RAJIB DEY	4403	B.Sc.	1	Male	R.D.	R.D.	R.D.	R.D.
14	REMON DEY	1016	B.Sc.	1	Male	Remon Dey	Remon Dey	Remon Dey	Remon Dey
15	ADITI NASKAR	1108	B.Sc.	1	Female	Aditi Naskar	Aditi Naskar	Aditi Naskar	Aditi Naskar
16	BORNIK BAUL	1015	B.Sc.	1	Male	Bornik Baul	Bornik Baul	Bornik Baul	Bornik Baul
17	SUBHANU KUMAR	1026	B.Sc.	1	Male	Subhanu Kumar	Subhanu Kumar	Subhanu Kumar	Subhanu Kumar
18	AYANABHO GHOSH	1013	B.Sc.	1	Male	A. Ghosh	A. Ghosh	A. Ghosh	A. Ghosh

01.12.18
Course Coordinator

Sgt. Casusga
Principal
CITY COLLEGE
KOL-9

