



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Supporting Documents for NAAC Self Study Report (SSR) (3rd Cycle) Period: 2017-2022

Criterion 5	Key Indicator: 5.1
Student Support and Progression	Student Support
Metric Number: 5.1.3	Students Benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

**Prepared and submitted by
Jorhat Kendriya Mahavidyalaya**

Submitted To



NAAC

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



Pranjal Dutta
Coordinator, IQAC



Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

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Name of the Event	Add-on Course: Computer basics with special knowledge on MS office and Internet susceptibility.
Organized By	Dept. of Computer Science, JKM
Date	02-05-2022
No. of Participants	

Syllabus of the Course

Three Months Add on Certificate course on "Computer Basics with Special Knowledge on MS Office and Internet Susceptability" in collaboration with Computer Science Department of Jorhat Kendriya Mahavidyalaya.

Course Syllabus of Three Months Add on Certificate course on "Computer Basics with Special Knowledge on Microsoft Office and Internet

Unit	Element	Topic	Credit
1	History of Computer	1.Introduction to Computer 2.Generation of Computers 3.Hardware and Software 4.Performance Measurements of Computer 5.Classification of Computer	1
2	Operating System and its Types	1.OS Directory Structure 2.Importance of Operating System 3.MS-DOS,WINDOWS,LINUX,UNIX Operating System	1
3	Microsoft Word	1.Working With Tables 2.Using Mail Merge 3.Modifying Page Layout 4.Previewing and Printing a document	1
4	Microsoft Excel	1.Formulas and Functions 2.Types of Cell Referencing 3.Cell Reference to another Worksheet 4.Rules to enter a function 5.Common Functions and Formula Errors 6.Charts,Components of Charts and its Types 7.Printing a Worksheet 8. Report generation for EMIS	1
5	Microsoft Powerpoint	1. Watermark in Powerpoint 2.Animating Text, Inserting Sounds	1

[Signature]
11/05/2022
Principal
Jorhat Kendriya Mahavidyalaya,
Kenduguri, Jorhat-10

[Signature]

Pranjal Dutta
Coordinator, IQAC



[Signature]

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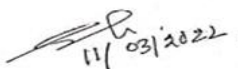
Syllabus of the Course

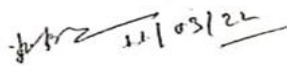
		3. Grouping and rotating Objects 4. Slide Transition and animation Effects	
6	Introduction to Internet	1. What is network 2. Types of Internet 3. Cyber Crime, Software Piracy 4. Recent Development in IT	1
7	Electronic Mail	1. Components of E-mail 2. Chat and Video Conferencing 3. Basic of Mobile cloud Computing	1
8		1. Practical Classes	2

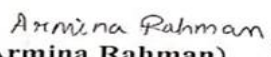
Practical Classes

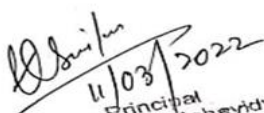
Credit : 2

1. Preparing your Bio-data in MS-WORD
2. Generating a Excel Sheet of calculating BILL ENTRY.
3. Creating a Powerpoint Presentation using Animation.
4. Creating a Brochure for your institute using MS-WORD
5. Creating G-mail Account, Google Classrooms
6. Preparing Data Entry report using MS-EXCEL

For 
(Sewali Hazarika)
HOD
Dept. of Statistics, JKM


(Bonjit Bondon Buragohain)
Faculty
Dept. of Mathematics, JKM



(Armina Rahman)
Faculty
Dept. of Computer Science, JKM


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LIST OF STUDENTS OF ADD-ON COURSE ON COMPUTER BASICS

List of Students for
Add-on course:- Computer Basics

Name of Students:	Roll No:	Semester:	Subject of Add-on Course(Choose only One Course)
Sri Ishan Jyoti Bora	62	4th sem	Computer Basic (For BA/BSc 6th Sem Students)
Produnya Prabal Hazarika	184	B.A 4th semester	Computer Basic (For BA/BSc 6th Sem Students)
Progyan dutta	89	B.a 4 th sem	Computer Basic (For BA/BSc 6th Sem Students)
Manob Jyoti Saikia	162	BA 4th semester	Computer Basic (For BA/BSc 6th Sem Students)
Angshuman Puzari	16	4th semester	Computer Basic (For BA/BSc 6th Sem Students)
Prashujya pran Borah	107	4th semester	Computer Basic (For BA/BSc 6th Sem Students)
Rituraj Borah	15	4th	Computer Basic (For BA/BSc 6th Sem Students)
Upasona Bordoloi	112	4th	Computer Basic (For BA/BSc 6th Sem Students)
Bishal Das	21	2nd	Computer Basic (For BA/BSc 6th Sem Students)
Bishal Das	21	2nd	Computer Basic (For BA/BSc 6th Sem Students)
① Rahul Gogoi		B.A.6th semester	Computer Basic (For BA/BSc 6th Sem Students)
Bitu Borah	10	4th	Computer Basic (For BA/BSc 6th Sem Students)
SANTANA TAMULI	169	4th	Computer Basic (For BA/BSc 6th Sem Students)
② Pranab kumar borah		6th sem	Computer Basic (For BA/BSc 6th Sem Students)
③ Ansar Ansari		6th	Computer Basic (For BA/BSc 6th Sem Students)
④ Gautam Singh		6th semester	Computer Basic (For BA/BSc 6th Sem Students)
⑤ Madhusmita sahu	63	Ba 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
⑥ Esha Sahu	61	6th sem	Computer Basic (For BA/BSc 6th Sem Students)
⑦ Pooja Gupta	60	6th sem	Computer Basic (For BA/BSc 6th Sem Students)
⑧ Sumon Sahu	64	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
⑨ Shivani prajapat	74	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
⑩ Pratiksha Prasad	62	6th sem	Computer Basic (For BA/BSc 6th Sem Students)
Pratyosh pratim saikia	40	4th sem	Computer Basic (For BA/BSc 6th Sem Students)

Pranjal Dutta

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LIST OF STUDENTS OF ADD-ON COURSE ON COMPUTER BASIC

Arindom saikia	147	4th	Computer Basic (For BA/BSc 6th Sem Students)
11 Surabhi Dhar	52	BA 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
12 Surabhi Dhar	52	BA 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
13 Khusbu Dutta	1	BA 6th semester	Computer Basic (For BA/BSc 6th Sem Students)
14 Ankita Acharjee	53	6th sem	Computer Basic (For BA/BSc 6th Sem Students)
15 Musharat parveen	2	6th	Computer Basic (For BA/BSc 6th Sem Students)
16 Sapna Singh	75	BA 6th semester	Computer Basic (For BA/BSc 6th Sem Students)
Anupam borah	106	4th semester	Computer Basic (For BA/BSc 6th Sem Students)
Bikramjyoti Keot	166	4th semester	Computer Basic (For BA/BSc 6th Sem Students)
Niharika Phukan	39	4th Semester	Computer Basic (For BA/BSc 6th Sem Students)
Ananya Das	103	4th	Computer Basic (For BA/BSc 6th Sem Students)
Khyati Priya gogoi	114	4th semester	Computer Basic (For BA/BSc 6th Sem Students)
Anamika gogoi	113	4th semester	Computer Basic (For BA/BSc 6th Sem Students)
Keshab Kumar Mahanta	88	4th Semester	Computer Basic (For BA/BSc 6th Sem Students)
Anurag Gondhia	132	4th semester	Computer Basic (For BA/BSc 6th Sem Students)
Mriganka Jyoti borah	69	4th sem	Computer Basic (For BA/BSc 6th Sem Students)
17 Pritty Rajkhowa	25	BA 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
18 Roudrasnata Tamuli	22	BA 6 th semester	Computer Basic (For BA/BSc 6th Sem Students)
Prandip bora	77	4th sem	Computer Basic (For BA/BSc 6th Sem Students)
Sangam sahu	78	4th semester	Computer Basic (For BA/BSc 6th Sem Students)
Anisha Bordoloi	160	4th Semester	Computer Basic (For BA/BSc 6th Sem Students)
19 Bidyut bikash nath	83	6th	Computer Basic (For BA/BSc 6th Sem Students)
20 Raja rana saikia	78	6thsem	Computer Basic (For BA/BSc 6th Sem Students)
21 Suwadi Borpujari	90	BA 6TH SEMESTER	Computer Basic (For BA/BSc 6th Sem Students)
22 Prajalitasarmahtamuly	42	6th sem	Computer Basic (For BA/BSc 6th Sem Students)

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LIST OF STUDENTS OF ADD-ON COURSE ON COMPUTER BASICS

	Sankar sahu	165	4 th sam	Computer Basic (For BA/BSc 6th Sem Students)
23	Chanda kumari	76	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
24	Bishakha Das	4	BA 6th semester	Computer Basic (For BA/BSc 6th Sem Students)
25	Bishakha Das	4	BA 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
26	Sanjay Regon	35	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
27	Priyanki Saikia	3	BA 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
28	Abhilekh Baruah		6th Semester	Computer Basic (For BA/BSc 6th Sem Students)
29	Farhana yesmin		B. A 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
30	Papori Dutta	100	B.A 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
31	Jupi Borah	26	6th	Computer Basic (For BA/BSc 6th Sem Students)
32	Plabita bora	98	6th sem	Computer Basic (For BA/BSc 6th Sem Students)
33	Mridushmita Boiragi	143	BA 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
34	Akangkha Borgohain	95	B.A 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
35	Bobita bhumij	115	BA 6th Sem	Computer Basic (For BA/BSc 6th Sem Students)
36	Nirmola Kurmi	86	B.A 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
37	Liza payun	57	BA 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
38	Nirmola Kurmi	86	B.A 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
39	Priyanka Bhuyan	37	6th sem	Computer Basic (For BA/BSc 6th Sem Students)
40	Ankit kumar bora	23	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
41	Praptee Goswami	93	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
42	Chironjit Chakraborty	17	6th	Computer Basic (For BA/BSc 6th Sem Students)
43	Tridishna Hazarika	38	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
44	Pratiksha Mahanta	36	6th	Computer Basic (For BA/BSc 6th Sem Students)
45	Biswajit Lalim	21	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
46	Anurag sarmah	18	BA 6th semester	Computer Basic (For BA/BSc 6th Sem Students)

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LIST OF STUDENTS OF ADD-ON COURSE ON COMPUTER BASICS

47	Farnaz Yasmin Ahmed		6th semester	Computer Basic (For BA/BSc 6th Sem Students)
48	Disha kar	73	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
49	Farnaz Yasmin Ahmed		6th semester	Computer Basic (For BA/BSc 6th Sem Students)
50	Ankur Pasung	147	BA 6th Sem	Computer Basic (For BA/BSc 6th Sem Students)
51	Nilom Jyoti Lahon		6th	Computer Basic (For BA/BSc 6th Sem Students)
52	Susanta Jyoti Saikia	63	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
53	Jahnu Baruah	14	6th	Computer Basic (For BA/BSc 6th Sem Students)
54	BHARAT Gogoi	39	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
55	Akash Deka	36	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
56	Nandita Harizan	59	6th	Computer Basic (For BA/BSc 6th Sem Students)
57	Sangita bhuyan	99	6th sem	Computer Basic (For BA/BSc 6th Sem Students)
58	Punam Priya Hazarika		6th semester	Computer Basic (For BA/BSc 6th Sem Students)
59	SUJIT KUMAR RAY	13	6th	Computer Basic (For BA/BSc 6th Sem Students)
60	Tribeni Haflongbar	62	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
61	Lina Gogoi	60	6sem	Computer Basic (For BA/BSc 6th Sem Students)
62	Sanjay Regon	35	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
63	Himadri Deka	96	B.A 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
64	Rakesh gogoi		B.A 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
	Himashree gogoi	68	2nd semester	Computer Basic (For BA/BSc 6th Sem Students)
	Lekhika bora	148	2nd semester	Computer Basic (For BA/BSc 6th Sem Students)
	Nagma parbin	53	2nd	Computer Basic (For BA/BSc 6th Sem Students)
	Krishnakshee Bora	65	2nd semester	Computer Basic (For BA/BSc 6th Sem Students)
	Suniya bawri	256	2nd	Computer Basic (For BA/BSc 6th Sem Students)
65	Polash Das	40	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
66	Sunayana Bhagat	30	6th	Computer Basic (For BA/BSc 6th Sem Students)

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LIST OF STUDENTS OF ADD-ON COURSE ON COMPUTER BASICS

	Suniti tanti	76	2nd semester	Computer Basic (For BA/BSc 6th Sem Students)
67	Neha Kumari	31	Bsc.6th semester	Computer Basic (For BA/BSc 6th Sem Students)
68	Korishma Boruah	53	6 th sem	Computer Basic (For BA/BSc 6th Sem Students)
	Sujata Chutia	10	Assamese	Computer Basic (For BA/BSc 6th Sem Students)
	Sujata Chutia	10	2nd	Computer Basic (For BA/BSc 6th Sem Students)
	Dhrubajyoti Chutia	9	2nd	Computer Basic (For BA/BSc 6th Sem Students)
69	Abhishek Banik	18	6th sem	Computer Basic (For BA/BSc 6th Sem Students)
70	RAHUL THAPA	52	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
71	Jatin Hasda	25	B.Sc 6th semester	Computer Basic (For BA/BSc 6th Sem Students)
72	Sidhartha changmai	71	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
73	Monjit Bora	6	Bsc 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
74	Bhaskar Jyoti Bordoloi	27	6th Semester	Computer Basic (For BA/BSc 6th Sem Students)
75	Kumar Kishur Bora	47	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
76	Kishan thapa	48	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
77	Bhim nag	80	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
78	Rahul limbu	46	6th	Computer Basic (For BA/BSc 6th Sem Students)
79	BAISHNAB LOYING	2	BSC 6TH SEMESTER	Computer Basic (For BA/BSc 6th Sem Students)
	Musharot Parbin	83	BA 5th semester	Computer Basic (For BA/BSc 6th Sem Students)
	Mousum Bailing	69	BSC th semester	Computer Basic (For BA/BSc 6th Sem Students)
80	Sunayana Bhagat	30	6th	Computer Basic (For BA/BSc 6th Sem Students)
81	Rakesh borah	24	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
82	ANKUR CHETRY	20	B.sc 6th semester	Computer Basic (For BA/BSc 6th Sem Students)
83	ANKUR CHETRY	20	B.sc 6th semester	Computer Basic (For BA/BSc 6th Sem Students)
84	TASMIN ANSARI	57	6th semester	Computer Basic (For BA/BSc 6th Sem Students)
	Dibakar Dutta	80	4th sem	Computer Basic (For BA/BSc 6th Sem Students)

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LIST OF STUDENTS OF ADD-ON COURSE ON COMPUTER BASICS

85	Alok SAHU	33	Bsc 6th sem	Computer Basic (For BA/BSc 6th Sem Students)
86	AMIT PRASAD	32	6th	Computer Basic (For BA/BSc 6th Sem Students)
87	Jitupal kalita	67	Bsc 6th semester	Computer Basic (For BA/BSc 6th Sem Students)
	Tahsin begum	157	2nd semester	Computer Basic (For BA/BSc 6th Sem Students)
	Jinti Bora	158	4th	Computer Basic (For BA/BSc 6th Sem Students)
	Dhrubajyoti Chutia	9	2nd	Computer Basic (For BA/BSc 6th Sem Students)
88	Durlov Das	1	6th	Computer Basic (For BA/BSc 6th Sem Students)
	Shalini Gupta	67	4th	Computer Basic (For BA/BSc 6th Sem Students)
	Dhrubajyoti Chutia	9	2nd	Computer Basic (For BA/BSc 6th Sem Students)
89	Durlov Das	1	6th	Computer Basic (For BA/BSc 6th Sem Students)
	Rishika Singh	8	4th	Computer Basic (For BA/BSc 6th Sem Students)
	Sibani dad	163	2nd semester	Computer Basic (For BA/BSc 6th Sem Students)
	Rizwana Ishrat	157	4th Semester	Computer Basic (For BA/BSc 6th Sem Students)
90	Mrinal borah	19	Bsc 6semester	Computer Basic (For BA/BSc 6th Sem Students)
91	Vishal Keisam	56	6th	Computer Basic (For BA/BSc 6th Sem Students)
92	DURNA JYOTI SAIKIA	12	6th SEMESTER	Computer Basic (For BA/BSc 6th Sem Students)
	Dhurbajyoti nath	99	2nd semester	Computer Basic (For BA/BSc 6th Sem Students)
	Saddam Hussain	125	4th Semester	Computer Basic (For BA/BSc 6th Sem Students)
93	Bobita Kalita	92	6th Semester	Computer Basic (For BA/BSc 6th Sem Students)
94	Sumikhya kalita	101	6th	Computer Basic (For BA/BSc 6th Sem Students)
95	Sumikhya kalita	101	6th	Computer Basic (For BA/BSc 6th Sem Students)
96	Sumikhya kalita	101	B.a 6th semester	Computer Basic (For BA/BSc 6th Sem Students)
97	Sumikhya kalita	101	B.a 6th semester	Computer Basic (For BA/BSc 6th Sem Students)
98	Pranjal Borthakur	113	B.A 6th semester	Computer Basic (For BA/BSc 6th Sem Students)
99	Pobitra Rajkhowa	6	6TH SEMESTER	Computer Basic (For BA/BSc 6th Sem Students)

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PRACTICAL CLASS ON COMPUTER BASIC WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY



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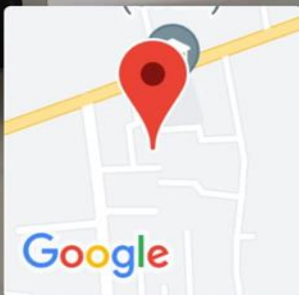
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PRACTICAL CLASS ON COMPUTER BASIC WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY



GPS Map Camera



Number 2 Brahmingaon, Assam, India

Q69V+X57, Charigaon, Number 2 Brahmingaon, Assam 785010, India

Lat 26.769631°

Long 94.243173°

20/09/22 01:00 PM

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SAMPLE CERTIFICATE ON COMPUTER BASIC WITH SPECIAL KNOWLEDGE ON MS OFFICE AND INTERNET SUSCEPTABILITY

Certificate no. JK/M/22/ADDON CS 1030

Dated 19 October 2022



Jorhat Kendriya Mahavidyalaya

CERTIFICATE



(Recognised by D.U.)

This is to Certify that NIRMOLA KURMI of
Jorhat Kendriya Mahavidyalaya Roll No 30310141 has completed Dibrugarh
University approved 3 months Certificate Course on Computer basics with
special knowledge on MS Office and Internet Susceptibility in the First Batch
(April-July) held in the year 2022.


(Dr. Dulen Saikia)
Principal


(Armina Rahman)
Course Coordinator



Pranjal Dutta
Coordinator, IQAC





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