



# SANTIPUR COLLEGE

N.S. ROAD, P.O.+P.S.: SANTIPUR, DIST.: NADIA, W.B. 741404

NAAC ACCREDITED

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## NOTICE

All students of Santipur College are hereby informed that Department of Computer Application (Major) in association with IQAC, Santipur College is going to organise an add on course on “BASICS OF COMPUTER” for a period of 15 (fifteen) days on and from 12<sup>th</sup> June 2025 to 28<sup>th</sup> June 2025 (classes taken with online and offline mode on selected days mentioned as per following schedule) at Computer major department, Santipur College. Interested students may participate in the programme to enhance their computer knowledge in order to develop academic as well as technical skill in this modern era of Computer based learning. Students may enrol their names at Santipur College office from 11.30 am to 12.30 pm within 11<sup>th</sup> June 2025. Certificates will be provided to the participants after successful completion of the course. This Course will cover computer elementary concepts, Ms office, word, excel and power point, Internet, applications of Bengali software etc. with interactive sessions.

**Course fee: Rs. 150/-** (payment in full at the time of admission).

### Course schedule:

Sl. No.	Date	Mode	Time	Course details	Duration
1.	12.06.2025	Online	10.30 am to 11.30 am	Introduction of computer	01 hrs.
2.	13.06.2025	Online	10.30 am to 11.30 am	Introduction of computer	01 hrs.
3.	14.06.2025	Online	10.30 am to 11.30 am	Introduction of computer	01 hrs.
4.	16.06.2025	Online	10.30 am to 11.30 am	Introduction of basic word	01 hrs.
5.	17.06.2025	Online	10.30 pm to 11.30 pm	Introduction of basic word	01 hrs.
6.	18.06.2025	Online	10.30 am to 11.30 am	Introduction of basic word	01 hrs.
7.	19.06.2025	Online	10.30 am to 11.30 am	Introduction of basic word	01 hrs.
8.	20.06.2025	Online	10.30 pm to 11.30 pm	Introduction of basic excel	01 hrs.
9.	21.06.2025	Online	10.30 am to 11.30 am	Introduction of basic excel	01 hrs.
10.	23.06.2025	Offline	11.30 am to 12.30 am	Introduction of basic excel	01 hrs.
11.	24.06.2025	Offline	12.30 pm to 01.30 pm	Introduction of basic power point	01 hrs.
12.	25.06.2025	Offline	10.30 am to 11.30 am	Introduction of basic power point	01 hrs.
13.	26.06.2025	Offline	11.30 am to 12.30 am	Concept of Internet	01 hrs.
14.	27.06.2025	Offline	12.30 pm to 01.30 pm	Concept of Bengali software	01 hrs.
15.	28.06.2025	Offline	11.30 to 12.30 pm	Overall class Introduction	01 hrs.
Total					15 hrs.

**EXAM DATE & CERTIFICATE ISSUED – 30.06.2025**

*Mitra Debnath* 4/6/25  
Course Co-ordinators  
Santipur College

*Dipankar Bhattacharyya*  
IQAC  
Santipur College 5/6/25

(Dr. Dipankar Bhattacharyya)  
Co-Ordinator  
IQAC, Santipur College, Nadia

*Subrata Roy*  
Teacher-in-Charge  
05.06.2025

Dr. Subrata Roy  
TIC & Secretary, G.B.  
Santipur College  
Santipur, Nadia