

*Certification course on*  
**Computer Fundamentals and Basic application**  
*To be organized by*

**ICT CLUB, SURENDRANATH COLLEGE**

**Duration:** total 10 Units; Each Unit will be maximum of four periods and minimum of two periods. Duration of each period is 45 minutes.

*<All relevant assignments will be provided at the end of each Unit (from Unit #1 to Unit #7). The students should show the solved assignments on Unit #8.>*

*Course Fee= Rs 300*

*Course Duration: 3months*

**Faculty wise unit distribution:**

Faculty name	Designation	Unit	Topic
Himadri Bhattacharyya(HB)	Associate Prof.	1	Fundamentals of computer
Dhiman Karmakar (DK)	Assistant Prof.	7	Basic image processing tools
Tohida Rehman (TR)	Assistant Prof.	2	Operating system and programming
Arpita Das Poddar (ADP)	Guest Lecturer	3	Networking and Internet
Sudeshna Tripathy (ST)	Guest Lecturer	6	Spreadsheet
Sanjay Adak (SA)	Lab Assistant	4,5	Word, Presentation

**Salary of Teachers**  
**Rs. 200/- per Teacher per Class**

# Admission Form

**SURENDRANATH COLLEGE**  
**24/2 M. G. ROAD, KOLKATA-09**

Affix your recent  
Passport size  
photograph here

Name of the Course : **COMPUTER AWARENESS & APPLICATION**

Form No: \_\_\_\_\_

Name of the Applicant : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Address : \_\_\_\_\_

Post Office : \_\_\_\_\_

District : \_\_\_\_\_ Pin Code : \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date of Birth : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Educational qualification:

Exam Passed	Year	Board / University	% of Marks obtained

If have any computer exposure, furnish details : \_\_\_\_\_

I do hereby declare that the particulars furnished above are true to the best of my knowledge & belief. I declare that I will abide by the rules of the .

-----  
Father's/ Husband's / Gurdian's Signature      date      place      Applicant's Signature

SURENDRANATH COLLEGE  
Computer Awareness & application course conducted by the **ICT, CLUB**

Form no. \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Applicant : \_\_\_\_\_

# **Certificate Course on Communicative English with Language Lab**

**Duration: TOTAL -120 Hours  
(60 hours-theory + 60 hours communication)**

**Registration Fees: Rs. 100/-**

**Course Fees: FREE of cost**

**Admission Procedure: For Registration contact Prof. Subhabrata Bhattacharya (Dept. Of English), Course Coordinator**

**Evaluation: through online test and Certificate will generate online**

**CERTIFICATE COURSE  
ON  
COMMUNICATIVE ENGLISH WITH LANGUAGE LAB  
SURENDRANATH COLLEGE**

**REGISTRATION FORM**

FOR OFFICE USE ONLY

ADMISSION No.

DATE: . . .20

NAME: .....

FATHER'S NAME: .....

ADDRESS:

DATE OF BIRTH: .....

EDUCATIONAL QUALIFICATION: .....

Mobile No. ....

e-mail ID:.....

*Authority signature*

*Applicant's signature*