



PURBASTHALI COLLEGE

DEPARTMENT OF LIBRARY

Vill + P.O:-Parulia, Dist:- Purba Burdwan, Pin No-713513

Email :- english.purbasthalicollege@gmail.com, Visit us : www.purbasthalicollege.com

Date: 01/03/2023

NOTICE

This is to inform all the students of Purbasthali College that the Department of Library is offering an Add-on Course on "Basic Computer Proficiency" from March 16, 2023. This course has been designed to enhance your Basic Computer skills and to improve your overall proficiency in the subject. The course will be taught by experienced faculty members of the institution and, who will use a combination of lectures, discussions, and practical exercises to help you develop your computer skills.

Seats for the course are limited to thirty and candidates will be selected based on the marks (best of four) in 10+2 examination. The admission fee for the course is Rupees Fifty (50) only, and the duration of the course will be thirty (30) hours which will be completed within three months. On successful completion of the course certificates will be provided. To enroll, please fill out the application form attached to this notice and submit it along with 1 PP size recent colored photograph, photocopies of 10+2 marksheet and last semester admission receipt to the college office by March 11, 2023.

For further details, please contact the College Librarian.

Ashes Datta

(Ashes Datta)

Course Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

B. Sehe

Principal
Purbasthali College
Parulia, Purba Bardhaman.



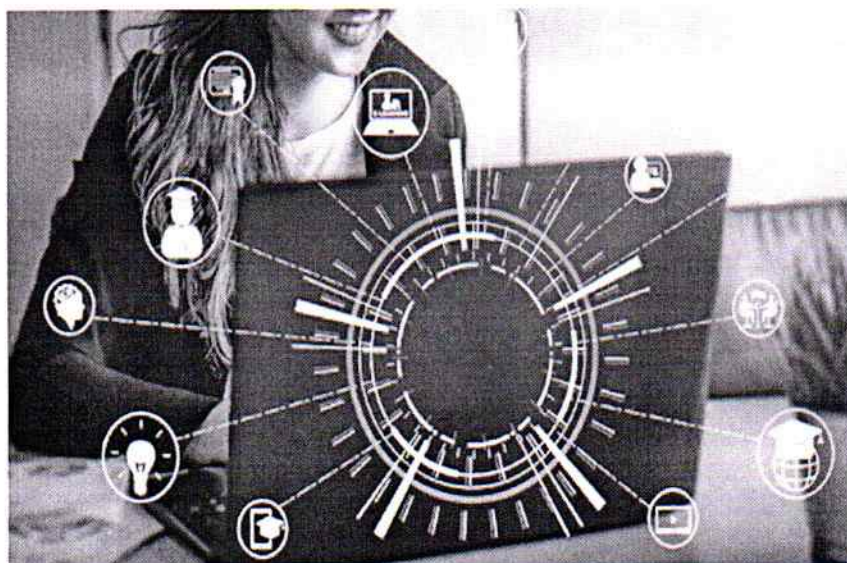
PURBASTHALI COLLEGE

ESTD: 2009

Vill + P.O:-Parulia, Dist: - PurbaBardhaman, Pin No-713513

Affiliated to the University of Burdwan

ADD-ON COURSE BASIC COMPUTER PROFICIENCY



DEPARTMENT OF LIBRARY
PURBASTHALI COLLEGE

Ashes Datta

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Website: www.purbasthalicollege.com

B. S. Le
Principal
Purbasthali College
Parulia, Purba Bardhaman.



ABOUT THE COLLEGE

Purbasthali College was established with the aspiration to provide best learning atmosphere to the students of this locality. This is the only degree college in this area. It is a Govt. aided college which is affiliated to the University of Burdwan. Presently, the college provides B.A. Honours and B.A. General Courses. The faculty members of the college are always ready to serve for better learning and all round development of the students. The office staffs are very efficient to meet up the various requirements. Besides regular teaching and learning activities, the students are encouraged to participate in the various cultural programmes. We endorse the students for indoor and outdoor games. The college infrastructure and facilities are continuously being renovated while new facilities

are introduced. The college has a well-qualified and dynamic faculty base who regularly upgrade themselves to enrich teaching-learning processes. In a fast changing academic environment the college is well poised to take on future challenges of higher education. The college is striving to maintain and sustain standards of teaching-learning, research and innovation which continue to guide curricular and co-curricular thrusts of the college.



INTRODUCTION TO THE COURSE

Add-on courses are supplementary programs that offer students the opportunity to enhance their knowledge and skills in specific areas of interest. The Department of Library, under the direction of Internal Quality Assurance Cell, Purbasthali College, provides the students of the college the opportunity to learn computer better and to gain confidence to use computer efficiently as part of “Basic Computer Proficiency Course”. This course is designed to help students improve their computer skills, which has become an essential skill to learn in modern era irrespective of any profession. The course aims to equip students with the necessary pedagogy, both theoretical and practical, to effectively use computers in different settings, including academic, professional, and personal contexts. The course mainly focuses on developing students' abilities to use MS-WORD, Excel, Power Point, Mail accounts, Social Networks etc. which in turn will develop their interpersonal skills. This add-on course is an excellent opportunity for students to hone their computer skills, to gain a competitive advantage in the job market, and enhance their overall academic performance.

COURSE OBJECTIVES

The objective of the course is to equip students with the basic computer skills to perform effectively both in academic and professional settings. After completing this course the student will be able to:

- Use the computer for basic purposes of preparing his personnel / business letters
- Create data and basic operation with data using spreadsheet.
- Create and use basic presentation
- View information on Internet (the web)
- Create email account and send / receive emails
- Use Social Media, e-Governance and their usage etc.

COURSE DURATION

This course is designed for thirty (30) hours which will be completed within 3 months starting from March 16, 2023.

WHO THIS COURSE IS FOR

The Add-on course on Basic Computer Proficiency is designed for students who wish to enhance their ICT skills especially in academic and professional settings. The course is suitable for students who are pursuing undergraduate studies in any discipline and want to improve their proficiency in Computer. It is particularly useful for students who:

- Are not regular computer users and want to improve their computer skills to become at par with others;
- Want to improve their MS Word, Excel, Power point, Mailing and Social Networking skills in their academic and professional pursuits;
- Are preparing for competitive exams or job interviews, where proficiency in computer is a key requirement;

- Want to develop their information retrieval skills using internet and social media.

ELIGIBILITY

Candidates who have successfully completed the Higher Secondary Examination (10+2) and are currently enrolled in any Undergraduate course in any affiliated college under any university in any stream are eligible to apply for the course. The student should have a basic understanding of the English language. Participants must attend at least 75% of classes without which her/his participation may be terminated at any point in time.

INTAKE CAPACITY

Maximum Thirty (30) students can be accommodated at a time. Students who meet the admission requirements and submit their applications first will be given priority over those who apply later.

ADMISSION PROCEDURE

Admission to this course is open for all. Aspirants are instructed to apply in a prescribed form (available in the College Website and Office) along with requisite fees (Rupees fifty only). After scrutiny, the library department will select the candidates for this course and notify in the Library Notice Board.

ASSESSMENT MODALITIES

Only those students would be permitted to complete the course who possess minimum 75% attendance. After the completion of the course, participants will be assessed by a written examination, followed by a practical examination with viva-voce.

Total marks- 50.

Written examination marks- 20 || Practical & Viva - 30.

Pass Marks (in aggregate)- 20

AVAILABLE INFRASTRUCTURAL FACILITIES

The College has sufficient number of classrooms, smart classrooms, and adequate number of Computers/Laptops with internet connectivity required for the course.

Detailed Syllabus and Learning Outcome:

Sl. No.	Unit Name	Course Outline	Duration (Hours)		Learning Outcome
			Theory	Lab	
1	Introduction to Computer	<ul style="list-style-type: none">• Introduction• Objectives• Computer and Latest IT gadgets<ul style="list-style-type: none">○ Computers & its applications○ IT gadgets and their applications• Basics of Hardware and Software<ul style="list-style-type: none">○ Hardware<ul style="list-style-type: none">▪ Central Processing Unit▪ Input devices▪ Output devices▪ Computer Memory & storage▪ Connecting Keyboard, Mouse,	2	1	<p>After completion of this unit, the students will be able to:</p> <ul style="list-style-type: none">• Aware about computers, IT gadgets and their applications.• Get familiar with various input, output and hardware Components of a computer along with Storage devices.• Get familiar with how the keyboard, mouse, monitor and printer are connected to CPU

		<ul style="list-style-type: none"> ○ Monitor and Printer to CPU ○ Software <ul style="list-style-type: none"> ▪ Application Software ▪ Systems Software • Summary 			<ul style="list-style-type: none"> • Get familiar with various types of software used for computers.
2	Introduction to Operating System	<ul style="list-style-type: none"> • Introduction • Objectives • Operating System <ul style="list-style-type: none"> ○ Operating systems for Desktop and Laptop ○ Operating Systems for Mobile Phone and Tablets ○ User Interface for Desktop and <ul style="list-style-type: none"> ▪ Laptop ▪ Task Bar ▪ Icons & Shortcuts ▪ Running an Application ○ Operating System Simple Setting <ul style="list-style-type: none"> ▪ Using Mouse ▪ Changing System Date and Time ▪ Changing Display Properties ▪ To Add or Remove Program and Features • File and Folder Management <ul style="list-style-type: none"> ○ Types of File Extensions • Summary 	2	2	<p>After learning this chapter, candidate will:</p> <ul style="list-style-type: none"> • Well acquainted with Operating System and its applications for both desktop and mobile devices. • Able to identify various desktop screen components and modify display properties, date, time etc. • Able to add and remove new program and features, manage files and folders. • Get aware of various types of file extensions.
3.	Word Processing	<ul style="list-style-type: none"> • Introduction • Objective • Word Processing Basics <ul style="list-style-type: none"> ○ Opening Word Processing Package ○ Title Bar, Menu Bar, Toolbars & Sidebar ○ Creating a New Document • Opening and Closing Documents <ul style="list-style-type: none"> ○ Opening Documents ○ Save and Save As ○ Closing Document ○ Using The Help ○ Page Setup ○ Print Preview 	2	4	<p>After completion of this chapter, candidate will have</p> <ul style="list-style-type: none"> • Basic Knowledge of Word Processing, their usage, details of word processing screen. • Opening, saving and printing a document including pdf files. • Document creation, formatting of text, paragraph and whole document. Inserting Header and Footer on the document • Finding text on a word document and correcting spellings. • Able to insert and manipulate

		<ul style="list-style-type: none"> ○ Printing of Documents ○ PDF file and Saving a Document as PDF file • Text Creation and manipulation <ul style="list-style-type: none"> ○ Document Creation ○ Editing Text ○ Text Selection ○ Cut, Copy and Paste ○ Font, Color, Style and Size selection ○ Alignment of Text ○ Undo & Redo ○ AutoCorrect, Spelling & Grammar ○ Find and Replace • Formatting the Text <ul style="list-style-type: none"> ○ Paragraph Indentation ○ Bullets and Numbering ○ Change case ○ Header & Footer • Table Manipulation <ul style="list-style-type: none"> ○ Insert & Draw Table ○ Changing cell width and height ○ Alignment of Text in cell ○ Delete / Insertion of Row, Column and Merging & Splitting of Cells ○ Border and Shading • Shortcut Keys • Summary 			tables, enhance table using borders and shading features.
4.	Working with Spreadsheet	<ul style="list-style-type: none"> • Introduction • Objectives • Elements of Spread Sheet <ul style="list-style-type: none"> ○ Creating of Spread Sheet ○ Concept of Cell Address [Row and Column] and selecting a Cell ○ Entering Data [text, number, date] in Cells ○ Page Setup ○ Printing of sheet ○ Saving Spread sheet ○ Opening and Closing • Manipulation of Cells & Worksheet <ul style="list-style-type: none"> ○ Modifying / Editing Cell Content ○ Formatting Cell (Font, Alignment, Style) ○ Cut, Copy, Paste & Paste Special ○ Changing Cell Height and Width ○ Inserting and Deleting 	2	4	<p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> • Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet screen. • Opening, saving and printing a sheet. • Worksheet creation, inserting and editing data in cells. • Managing Cell heights and automatically filling the values using AutoFill • Inserting and deleting rows /columns. • Applying basic formulas and functions.

		<ul style="list-style-type: none"> ○ Rows, Column ○ AutoFill • Formulas, Functions and Charts <ul style="list-style-type: none"> ○ Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division) ○ AutoSum ○ Functions (Sum, Count, MAX, MIN, AVERAGE) • Summary 			
5.	Creating Presentations	<ul style="list-style-type: none"> • Introduction • Objectives • Creation of Presentation <ul style="list-style-type: none"> ○ Creating a Presentation Using a Template ○ Creating a Blank Presentation ○ Inserting & Editing Text on Slides ○ Inserting and Deleting Slides in a Presentation ○ Saving a Presentation • Manipulating Slides <ul style="list-style-type: none"> ○ Inserting Table ○ Adding ClipArt Pictures ○ Inserting Other Objects ○ Resizing and Scaling an Object • Presentation of Slides <ul style="list-style-type: none"> ○ Choosing a Set Up for Presentation ○ Running a Slide Show ○ Transition and Slide Timings ○ Automating a Slide Show ○ Printing Slides and Handouts • Summary 	2	3	<p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> • Basic Knowledge of presentations. • Opening/saving a presentation and printing of slides and handouts. • Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, formatting etc. • Running a slide show with various transitions.
6.	Introduction to Network & Internet	<ul style="list-style-type: none"> ▪ Introduction ▪ Objectives ▪ Basic of Computer Networks <ul style="list-style-type: none"> ○ Local Area Network (LAN) ○ Wide Area Network (WAN) ▪ Internet <ul style="list-style-type: none"> ○ Concept of Internet & WWW ○ Applications of Internet ○ Website Address and URL ○ ISP and Role of ISP ○ Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering) ○ Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.) ▪ Exploring the Internet <ul style="list-style-type: none"> ○ Surfing the web 	1.5	1.5	<p>After completion of this chapter, candidate will be able to:</p> <ul style="list-style-type: none"> • Gather knowledge of various types of networks. • Get an overview of Internet, its applications and various browsers available to access the internet. • Connect to Internet using various modes of connections/devices available. • Can search Information on the Internet on various topics. • Download and print web pages.

		<ul style="list-style-type: none"> ○ Popular Search Engines ○ Searching on Internet ○ Downloading Web Pages ○ Printing Web Pages <ul style="list-style-type: none"> ▪ Summary 			
7.	E-mail, Social Networking and e-Governance Services	<ul style="list-style-type: none"> ▪ Introduction ▪ Objectives ▪ Structure of E-mail ▪ Structure of E-mail ▪ Using E-mails <ul style="list-style-type: none"> • Opening Email account • Mailbox: Inbox and Outbox • Creating and Sending a new E-mail • Replying to an E-mail message • Forwarding an E-mail message ▪ Social Networking & e-Commerce <ul style="list-style-type: none"> ○ Facebook, Twitter, linkedIn, Instagram ○ Instant Messaging (WhatsApp, Facebook Messenger, Telegram) ○ Netiquettes ○ Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS] ▪ Accessing e-Governance Services on Mobile Using “UMANG APP” ▪ Digital Locker ▪ Summary 	2	3	<p>After completion of this chapter, candidate will be able to:</p> <ul style="list-style-type: none"> • Create an email account, compose an email, reply an email and send the email along with attachments. • Get familiar with Social Networking, Instant, messaging and Blogs. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps.

Course Materials:

Standard Textbooks and online resources.

COURSE COORDINATOR

Mr. Ashes Datta, Librarian, Purbasthali College

ADVISORY COMMITTEE

Dr. Bibhas Chandra Saha

Dr. Sukla Bhattacharyya

Mr. Anupam Das

Dr. Suchandra Neogi

Dr. Lipika Ghoshal

Dr. Soumya Mohan Ghosh

RESOURCE PERSONS

The course will be primarily taught by selected faculty members of the college. A tentative list of in-house faculty members includes –

Dr. Bibhas Chandra Saha

Dr. Soumya Mohan Ghosh

Dr. Ashes Datta

READING LIST

"Fundamentals of Computers" by V. Rajaraman and N. Anandabala, PHI, Sixth edition.

"Computer Fundamentals" by P.K. Sinha and Priti Sinha, BPB Publication, Sixth edition.

"Introduction to Information Technology" by V. Rajaraman, PHI, Third edition.

Shobha Datta
ADD-ON COURSE COORDINATOR
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Parulia, Purba Bardhaman.

B. S. S.
Principal
Purbasthali College
Parulia, Purba Bardhaman.



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Student Enrollment List

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	220113000024	Labani Pramanik
2	Srabanti Biswas	220113000055	Srabanti Biswas
3	Khusi Ghosh	210113000022	Khusi Ghosh
4	Kousiki Biswas	210113000023	Kousiki Biswas
5	Mili Mondal	200113000032	Mili Mondal
6	Riya Ghosh	220113000039	Riya Ghosh
7	Shrabani Ghosh	220113000008	Shrabani Ghosh

B. S. S.
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Shreshtha Datta
ADD-ON COURSE COORDINATOR
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Parulia, Purba Bardhaman.



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Date: 13/03/2023

NOTICE

This is to inform all the students of the Add-on Course on “Basic Computer Proficiency” that regular classes will commence from March 16, 2023. Classes will be held as per the tentative routine provided with this notice. Students are advised to attend all the classes and maintain proper time.

Sl. No.	Date	Time	Activity	Name of Faculty
1	16.03.2023	8.15-10.15 am	Introduction and Class	AD
2	20.03.2023	8.15-10.15 am	Class	BCS
3	23.03.2023	8.15-10.15 am	Class	BCS
4	27.03.2023	8.15-10.15 am	Class	BCS
5	31.03.2023	8.15-10.15 am	Class	AD
6	04.04.2023	8.15-10.15 am	Class	AD
7	11.04.2023	8.15-10.15 am	Class	AD
8	24.04.2023	8.15-10.15 am	Class	SMG
9	26.04.2023	8.15-10.15 am	Class	AD
10	28.04.2023	8.15-10.15 am	Class	BCS
11	03.05.2023	8.15-10.15 am	Class	AD
12	04.05.2023	8.15-10.15 am	Class	SMG
13	12.05.2023	8.15-10.15 am	Class	SMG
14	15.05.2023	8.15-10.15 am	Class	SMG
15	16.05.2023	8.15-10.15 am	Class	SMG
16	20.05.2023	12.15-1.15 pm	Exam	AD and SMG

AD- Dr. Ashes Datta, BCS- Dr. Bibhas Chandra Saha, SMG- Dr. Soumya M. Ghosh

B. Saha
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Datta
(Dr. Ashes Datta)
Course Coordinator
ADD ON COURSE COORDINATOR
Department Of Library
Purbasthali College
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Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: Dr. ASHES DATTA

Date: 16.03.2023

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	220113000024	Labani Pramanik
2	Srabanti Biswas	220113000055	Srabanti Biswas
3	Khusi Ghosh	210113000022	Khusi Ghosh
4	Kousiki Biswas	210113000023	Kousiki Biswas
5	Mili Mondal	200113000032	Mili Mondal
6	Riya Ghosh	220113000039	Riya Ghosh
7	Shrabani Ghosh	220113000008	Shrabani Ghosh

Signature of the faculty: Ashes Datta

Ashe
Principal
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Parulia, Purba Bardhaman.

Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
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Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: Dr. Bibhas Ch. Saha

Date: 20.03.2023

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	22011300024	Labani Pramanik
2	Srabanti Biswas	22011300055	Srabanti Biswas
3	Khusi Ghosh	21011300022	Khusi Ghosh
4	Kousiki Biswas	21011300023	Kousiki Biswas
5	Mili Mondal	20011300032	Mili Mondal
6	Riya Ghosh	22011300039	Riya Ghosh
7	Shrabani Ghosh	22011300008	Shrabani Ghosh

Signature of the: Bibhas Chandra Saha
faculty

B. Saha
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Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: Dr. Bibhas Ch. Saha

Date: 23.03.2023

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	22011300024	Labani Pramanik
2	Srabanti Biswas	22011300055	Srabanti Biswas
3	Khusi Ghosh	21011300022	Khusi Ghosh
4	Kousiki Biswas	21011300023	Kousiki Biswas
5	Mili Mondal	20011300032	Mili Mondal
6	Riya Ghosh	22011300039	Riya Ghosh
7	Shrabani Ghosh	22011300008	Shrabani Ghosh

Signature of the : Bibhas Chandra Saha
faculty

B.Saha
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Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: *Dr. Bibhas Ch. Saha*

Date: *27.03.2023*

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	220113000024	<i>Labani Pramanik</i>
2	Srabanti Biswas	220113000055	<i>Srabanti Biswas</i>
3	Khusi Ghosh	210113000022	<i>Khusi Ghosh</i>
4	Kousiki Biswas	210113000023	<i>Kousiki Biswas</i>
5	Mili Mondal	200113000032	<i>Mili Mondal</i>
6	Riya Ghosh	220113000039	<i>Riya Ghosh</i>
7	Shrabani Ghosh	220113000008	<i>Shrabani Ghosh</i>

Signature of the faculty: *Bibhas Chandra Saha*

B. Saha
Principal
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Abhishek Saha
ADD-ON COURSE COORDINATOR
Department Of Library
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Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: *Dr. Ashes Datta*

Date: *31.03.2023*

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	220113000024	<i>Labani Pramanik</i>
2	Srabanti Biswas	220113000055	<i>Srabanti Biswas</i>
3	Khusi Ghosh	210113000022	<i>Khusi Ghosh</i>
4	Kousiki Biswas	210113000023	<i>Kousiki Biswas</i>
5	Mili Mondal	200113000032	<i>Mili Mondal</i>
6	Riya Ghosh	220113000039	<i>Riya Ghosh</i>
7	Shrabani Ghosh	220113000008	<i>Shrabani Ghosh</i>

Signature of the faculty: *Ashes Datta*

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Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: Dr. Ashes Datta

Date: 04.04.2023

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	22011300024	Labani Pramanik
2	Srabanti Biswas	22011300055	Srabanti Biswas
3	Khusi Ghosh	21011300022	Khusi Ghosh
4	Kousiki Biswas	21011300023	Kousiki Biswas
5	Mili Mondal	20011300032	Mili Mondal
6	Riya Ghosh	22011300039	Riya Ghosh
7	Shrabani Ghosh	22011300008	Shrabani Ghosh

Signature of the faculty: Ashes Datta

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Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: *Dr. Ashes Datta*

Date: *11.04.2023*

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	220113000024	<i>Labani Pramanik</i>
2	Srabanti Biswas	220113000055	<i>Srabanti Biswas</i>
3	Khusi Ghosh	210113000022	<i>Khusi Ghosh</i>
4	Kousiki Biswas	210113000023	<i>Kousiki Biswas</i>
5	Mili Mondal	200113000032	<i>Mili Mondal</i>
6	Riya Ghosh	220113000039	<i>Riya Ghosh</i>
7	Shrabani Ghosh	220113000008	<i>Shrabani Ghosh</i>

Signature of the faculty: *Ashes Datta*

Belle
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.



PURBASTHALI COLLEGE

DEPARTMENT OF LIBRARY

Vill + P.O:-Parulia, Dist:- Purba Bardhaman, Pin No-713513

Email :- purbasthalicollege@gmail.com, Visit us : www.purbasthalicollege.com

Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: *Dr. Soumya Mohan Ghosh*

Date: *24.04.2023*

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	22011300024	<i>Labani Pramanik</i>
2	Srabanti Biswas	22011300055	<i>Srabanti Biswas</i>
3	Khusi Ghosh	21011300022	<i>Khusi Ghosh</i>
4	Kousiki Biswas	21011300023	<i>Kousiki Biswas</i>
5	Mili Mondal	20011300032	<i>Mili Mondal</i>
6	Riya Ghosh	22011300039	<i>Riya Ghosh</i>
7	Shrabani Ghosh	22011300008	<i>Shrabani Ghosh</i>

Signature of the faculty: *Soumya Mohan Ghosh*

B. Saha

Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Jatta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.



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Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: *Dr. Ashes Datta*

Date: *26.04.2023*

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	220113000024	<i>Labani Pramanik</i>
2	Srabanti Biswas	220113000055	<i>Srabanti Biswas</i>
3	Khusi Ghosh	210113000022	<i>Khusi Ghosh</i>
4	Kousiki Biswas	210113000023	<i>Kousiki Biswas</i>
5	Mili Mondal	200113000032	<i>Mili Mondal</i>
6	Riya Ghosh	220113000039	<i>Riya Ghosh</i>
7	Shrabani Ghosh	220113000008	<i>Shrabani Ghosh</i>

Signature of the faculty: *Ashes Datta*

B.S.L.
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.



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Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: *Dr. Bibhas Ch. Saha.*

Date: *28.04.2023*

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	220113000024	<i>Labani Pramanik</i>
2	Srabanti Biswas	220113000055	<i>Srabanti Biswas</i>
3	Khusi Ghosh	210113000022	<i>Khusi Ghosh</i>
4	Kousiki Biswas	210113000023	<i>Kousiki Biswas</i>
5	Mili Mondal	200113000032	<i>Mili Mondal</i>
6	Riya Ghosh	220113000039	<i>Riya Ghosh</i>
7	Shrabani Ghosh	220113000008	<i>Shrabani Ghosh</i>

Signature of: *Bibhas Chandra Saha*
the faculty

Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Bele

Principal
Purbasthali College
Parulia, Purba Bardhaman.



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Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: Dr. Ashes Datta

Date: 03.05.2023

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	220113000024	Labani Pramanik
2	Srabanti Biswas	220113000055	Srabanti Biswas
3	Khusi Ghosh	210113000022	Khusi Ghosh
4	Kousiki Biswas	210113000023	Kousiki Biswas
5	Mili Mondal	200113000032	Mili Mondal
6	Riya Ghosh	220113000039	Riya Ghosh
7	Shrabani Ghosh	220113000008	Shrabani Ghosh

Signature of the faculty: Ashes Datta

Ashes Datta

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Bsu

Principal
Purbasthali College
Parulia, Purba Bardhaman.



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Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: *Dr. Soumya Mohan Ghosh*

Date: 04.05.2023

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	220113000024	<i>Labani Pramanik</i>
2	Srabanti Biswas	220113000055	<i>Srabanti Biswas</i>
3	Khusi Ghosh	210113000022	<i>Khusi Ghosh</i>
4	Kousiki Biswas	210113000023	<i>Kousiki Biswas</i>
5	Mili Mondal	200113000032	<i>Mili Mondal</i>
6	Riya Ghosh	220113000039	<i>Riya Ghosh</i>
7	Shrabani Ghosh	220113000008	<i>Shrabani Ghosh</i>

signature of the faculty: *Soumya Mohan Ghosh*

B.S.G.

Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.



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Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: *Dr. Soumya Mohan Ghosh*

Date: *12.05.2023*

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	220113000024	<i>Labani Pramanik</i>
2	Srabanti Biswas	220113000055	<i>Srabanti Biswas</i>
3	Khusi Ghosh	210113000022	<i>Khusi Ghosh</i>
4	Kousiki Biswas	210113000023	<i>Kousiki Biswas</i>
5	Mili Mondal	200113000032	<i>Mili Mondal</i>
6	Riya Ghosh	220113000039	<i>Riya Ghosh</i>
7	Shrabani Ghosh	220113000008	<i>Shrabani Ghosh</i>

Signature of the faculty: *Soumya Mohan Ghosh*

B.S.M.
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Alshes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.



PURBASTHALI COLLEGE

DEPARTMENT OF LIBRARY

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Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: Dr. Soumya Mohan Ghosh

Date: 15.05.2023

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	220113000024	Labani Pramanik
2	Srabanti Biswas	220113000055	Srabanti Biswas
3	Khusi Ghosh	210113000022	Khusi Ghosh
4	Kousiki Biswas	210113000023	Kousiki Biswas
5	Mili Mondal	200113000032	Mili Mondal
6	Riya Ghosh	220113000039	Riya Ghosh
7	Shrabani Ghosh	220113000008	Shrabani Ghosh

Signature of the faculty: Soumya Mohan Ghosh

Ashes Datta


Principal
Purbasthali College
Parulia, Purba Bardhaman.

ADD-ON COURSE COORDINATOR
Department of Library
Purbasthali College
Parulia, Purba Bardhaman.



PURBASTHALI COLLEGE

DEPARTMENT OF LIBRARY

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Email :- purbasthalicollege@gmail.com, Visit us : www.purbasthalicollege.com

Student Attendance Sheet

ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Faculty Name: Dr. Soumya Mohan Ghosh

Date: 16.05.2023

Sl. No.	Name	Roll No.	Signature
1	Labani Pramanik	220113000024	Labani Pramanik
2	Srabanti Biswas	220113000055	Srabanti Biswas
3	Khusi Ghosh	210113000022	Khusi Ghosh
4	Kousiki Biswas	210113000023	Kousiki Biswas
5	Mili Mondal	200113000032	Mili Mondal
6	Riya Ghosh	220113000039	Riya Ghosh
7	Shrabani Ghosh	220113000008	Shrabani Ghosh

Signature of the faculty: Soumya Mohan Ghosh

B. S. S.
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Datta
ADD-ON COURSE COORDINATOR
Department of Library
Purbasthali College
Parulia, Purba Bardhaman.

PURBASTHALI COLLEGE



ESTD: 2009

Vill + P.O:-Parulia, Dist:- Burdwan, Pin No-713513

Mob. No. 03454-264666

Email :- purbasthalicollege@gmail.com

Date- 18/05/2023

NOTICE

This is to inform all the students of Add-on Course in “*Basic Computer Proficiency*” organized by the Department of Library, Purbasthali College that final examination of the course is scheduled to be held on May 20, 2022 at 12.15 pm. All the students are instructed to attend the examination positively.

Blele

Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Datta

Course Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.



PURBASTHALI COLLEGE

DEPARTMENT OF LIBRARY

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ADD-ON COURSE ON BASIC COMPUTER PROFICIENCY

Final Evaluation Sheet

Sl. No.	Name	Roll No.	Marks Obtained			Remarks
			Theory (20)	Practice & Viva (30)	Total Marks (50)	
1	Labani Pramanik	220113000024	18	22	40	Pass
2	Srabanti Biswas	220113000055	17	23	40	Pass
3	Khusi Ghosh	210113000022	16	25	41	Pass
4	Kousiki Biswas	210113000023	16	21	37	Pass
5	Mili Mondal	200113000032	17	24	41	Pass
6	Riya Ghosh	220113000039	18	23	41	Pass
7	Shrabani Ghosh	220113000008	16	24	40	Pass

*Pass marks is set to 40% of total marks

B. S. S.
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Datta
(Dr. Ashes Datta)
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

(Affiliated to University of Burdwan)



DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. _____

LABANI PRAMANIK

Roll No. _____ 220113000024 _____ participated and successfully completed Add-on Course in “*Basic Computer Proficiency*” organized by the Department of Library, Purbasthali College in the session 2022-23.

Ashes Datta

Mr. Ashes Datta

Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Bibhu

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

(Affiliated to University of Burdwan)



DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. _____

SRABANTI BISWAS

Roll No. 220113000055 participated and successfully completed Add-on Course in “*Basic Computer Proficiency*” organized by the Department of Library, Purbasthali College in the session 2022-23.

Ashes Datta

Mr. Ashes Datta

Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Bibha

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

(Affiliated to University of Burdwan)



DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. _____

KHUSHI GHOSH

Roll No. 210113000022 participated and successfully completed Add-on Course in “*Basic Computer Proficiency*” organized by the Department of Library, Purbasthali College in the session 2022-23.

Ashes Datta

Mr. Ashes Datta

Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Bibhas Saha

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

(Affiliated to University of Burdwan)



DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. _____ **KOUSHIKI BISWAS**

Roll No. _____ **210113000023** _____ participated and successfully completed Add-on Course in “*Basic Computer Proficiency*” organized by the Department of Library, Purbasthali College in the session 2022-23.

Ashes Datta

Mr. Ashes Datta

Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Bibhas Chandra Saha

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

(Affiliated to University of Burdwan)



DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. MILI MONDAL

Roll No. 200113000032 participated and successfully completed Add-on Course in “*Basic Computer Proficiency*” organized by the Department of Library, Purbasthali College in the session 2022-23.

Ashes Datta

Mr. Ashes Datta

Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Bibhas

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

(Affiliated to University of Burdwan)



DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. SHRABANI GHOSH

Roll No. 220113000048 participated and successfully completed Add-on Course in “*Basic Computer Proficiency*” organized by the Department of Library, Purbasthali College in the session 2022-23.

Ashes Datta

Mr. Ashes Datta

Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Bibhas

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

(Affiliated to University of Burdwan)



DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. RIYA GHOSH

Roll No. 220113000039 participated and successfully completed Add-on Course in “*Basic Computer Proficiency*” organized by the Department of Library, Purbasthali College in the session 2022-23.

Ashes Datta

Mr. Ashes Datta

Coordinator

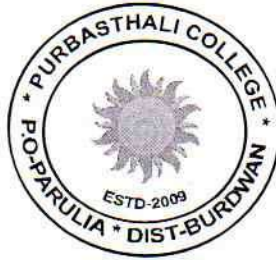
ADD ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

B. Saha

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



PURBASTHALI COLLEGE

ESTD: 2009

Vill + P.O:-Parulia, Dist: - Purba Bardhaman, Pin No-713513

Affiliated to the University of Burdwan

SUMMARY REPORT

OF

ADD-ON COURSE BASIC COMPUTER PROFICIENCY

DEPARTMENT OF LIBRARY
PURBASTHALI COLLEGE

Ashes Jatta
ADD-ON COURSE - LIBRARY
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Prasanna
Principal
Purbasthali College
Parulia, Purba Bardhaman.

NAME OF THE COURSE: *BASIC COMPUTER PROFICIENCY*

DURATION: Thirty (30) hours. The course commenced on 16.03.2023 and completed on 20.05.2023.

TOTAL NO. OF FACULTY MEMBERS TAKEN CLASSES: Three (3)

ADMITTED STUDENTS: 7 (seven) students were enrolled to the course after admission.

ADMISSION PROCEDURE: The department of Library provided an admission form for the course, and applicants submitted the same to the course coordinator along with the required testimonials and application fees. Following a verification process, eligible individuals were granted permission to participate.

MODE OF EVALUATION: As part of the assessment process, a written examination was conducted through ten multiple-choice questions (MCQs) each carrying two marks. This method was chosen to comprehensively gauge the comprehension and retention levels of the participants regarding the material covered. Each question within the test was carefully crafted to encompass various aspects of the subject matter, ensuring a thorough examination of the participants' understanding. Additionally, the written test was followed by a computer practical exam and viva-voce of the students which allowed for efficient grading and feedback, streamlining the assessment process

for both the evaluators and the participants. Overall, this blended mode of evaluation, facilitated a comprehensive assessment of participants' understanding while ensuring fairness, objectivity, and efficiency in the evaluation process.

CERTIFICATION: It was stated that the college would provide Course Completion Certificate to every successful student. It was seen that 7 students attended the classes regularly and sat for the examinations. All the 7 students qualified in the evaluation. Accordingly, 7 (seven) certificates were issued to the successful candidates duly signed by the Principal and the course coordinator.

List of students receiving certificates:

Sl. No.	Name	Roll No.
1	Labani Pramanik	220113000024
2	Srabanti Biswas	220113000055
3	Khusi Ghosh	210113000022
4	Kousiki Biswas	210113000023
5	Mili Mondal	200113000032
6	Riya Ghosh	220113000039
7	Shrabani Ghosh	220113000008

COURSE OBJECTIVES:

The objective of the course is to equip students with the basic computer skills to perform effectively both in academic and professional settings. After completing this course the student will be able to:

- Use the computer for basic purposes of preparing his personnel / business letters
- Create data and basic operation with data using spreadsheet.
- Create and use basic presentation
- View information on Internet (the web)
- Create email account and send / receive emails
- Use Social Media, e-Governance and their usage etc.

LEARNING OUTCOME:

Following learning outcomes are achieved by the students after completion of the course:

- Aware about computers, IT gadgets and their applications.
- Get familiar with various input, output and hardware Components of a computer along with Storage devices.
- Get familiar with how the keyboard, mouse, monitor and printer are connected to CPU.
- Get familiar with various types of software used for computers.

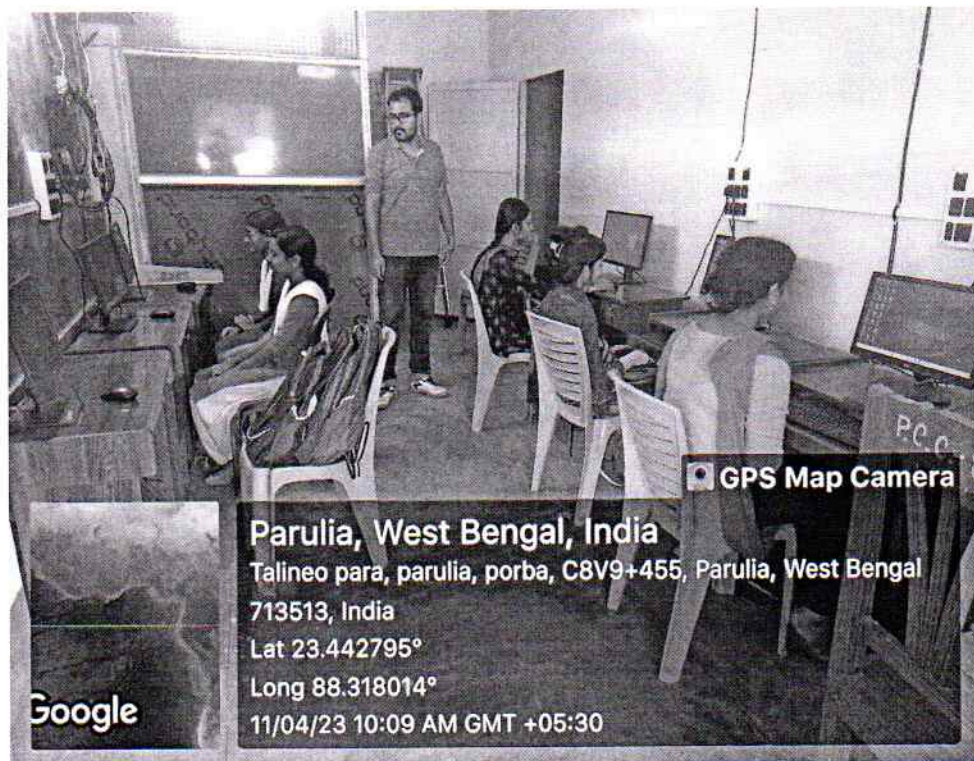
- Well acquainted with Operating System and its applications for both desktop and mobile devices.
- Able to identify various desktop screen components and modify display properties, date, time etc.
- Able to add and remove new program and features, manage files and folders.
- Get aware of various types of file extensions.
- Basic Knowledge of Word Processing, their usage, details of word processing.
- Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet.
- Basic Knowledge of presentations.
- Gather knowledge of various types of networks and internet usage.
- Create an email account, compose an email, reply an email and send the email along with attachments.
- Get familiar with Social Networking, Instant, messaging and Blogs.
- Get familiar with e-Governance Services, e-Commerce and Mobile Apps.

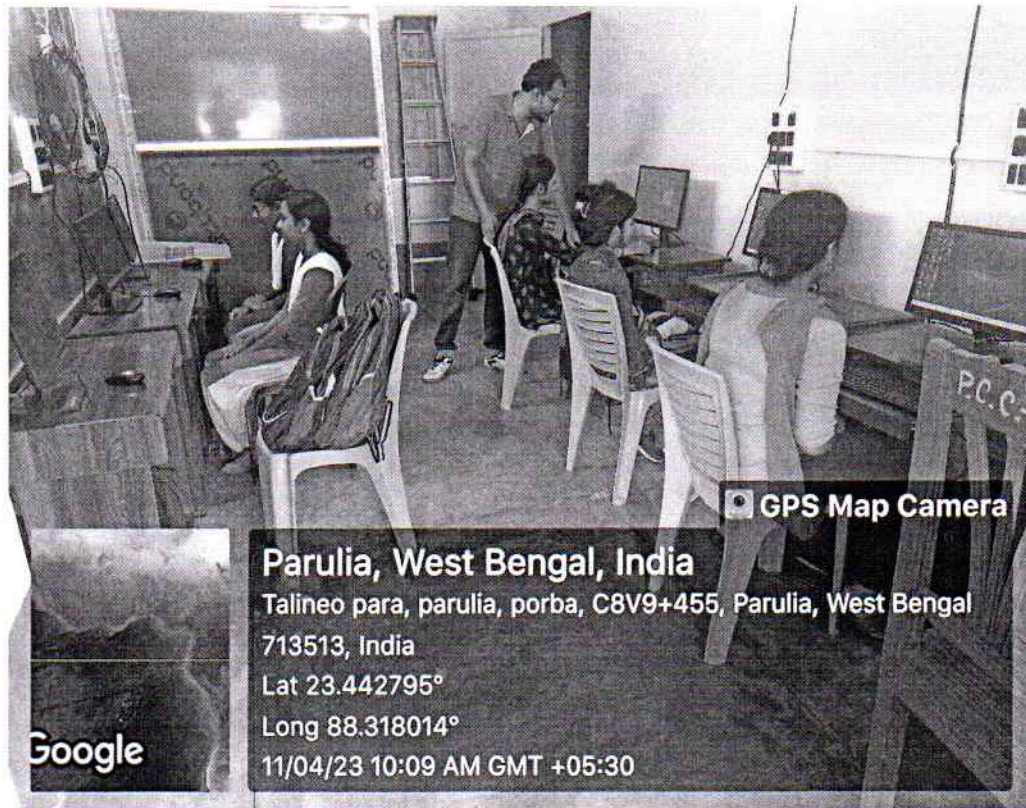
COURSE SUMMARY:

The Add-on course offered a comprehensive knowledge of the subject computer application. Beginning with an exploration of the fundamentals of computer, participants delved into crucial elements such as history and development of computer, its generations, major components, functions etc. This foundational knowledge served as the bedrock upon which subsequent modules build. Moving forward, the students had gained comprehensive

knowledge as well as hands on experience on MS-word, Excel, Power Point, Google accounts and its various applications, searching techniques on internet, etc. In conclusion, the course offered a transformative learning experience, empowering participants to apply and use computers effectively with confidence, in diverse settings, to get success in their personal and professional life.

Some Glimpses During the Course





CONCLUSION:

An Add-on course on Basic Computer Proficiency is designed to provide students with the tools and techniques which they must need to know in academic and daily life settings, irrespective of their profession. The course intends to offer a basic training program on computer that covers essential soft skills in any setting, preparing students to compete in a global job market.

B. G. S.
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Abhishek Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman



PURBASTHALI COLLEGE

DEPARTMENT OF LIBRARY

Vill + P.O:-Parulia, Dist:- Purba Burdwan, Pin No-713513

Email :- english.purbasthalicollege@gmail.com, Visit us : www.purbasthalicollege.com

Date: 10/11/2021

NOTICE

This is to inform all the students of Purbasthali College that the Department of Library is offering an Add-on Course on “Financial Literacy” from November 16, 2021. This course has been designed to enhance your basic knowledge about personal finance. The course will be taught by experienced faculty members of the institution and, who will use a combination of lectures, discussions, and practical examples to help you develop your personal financial skills.

Seats for the course are limited to thirty and candidates will be selected based on the marks (best of four) in 10+2 examination. The duration of the course will be thirty (30) hours. On successful completion of the course certificates will be provided. To enroll, please fill out the application form attached to this notice and submit it along with 1 PP size recent colored photograph, photocopies of 10+2 marksheet and last semester admission receipt to the college office by November 15, 2021.

For further details, please contact the College Librarian.

Ashes Datta

(Ashes Datta)

Course Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

B. Saha

Principal
Purbasthali College
Parulia, Purba Bardhaman.



PURBASTHALI COLLEGE

ESTD: 2009

Vill + P.O:-Parulia, Dist: - PurbaBardhaman, Pin No-713513

Affiliated to the University of Burdwan

ADD-ON COURSE FINANCIAL LITERACY



DEPARTMENT OF LIBRARY

PURBASTHALI COLLEGE

B. Saha
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Abhishek Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

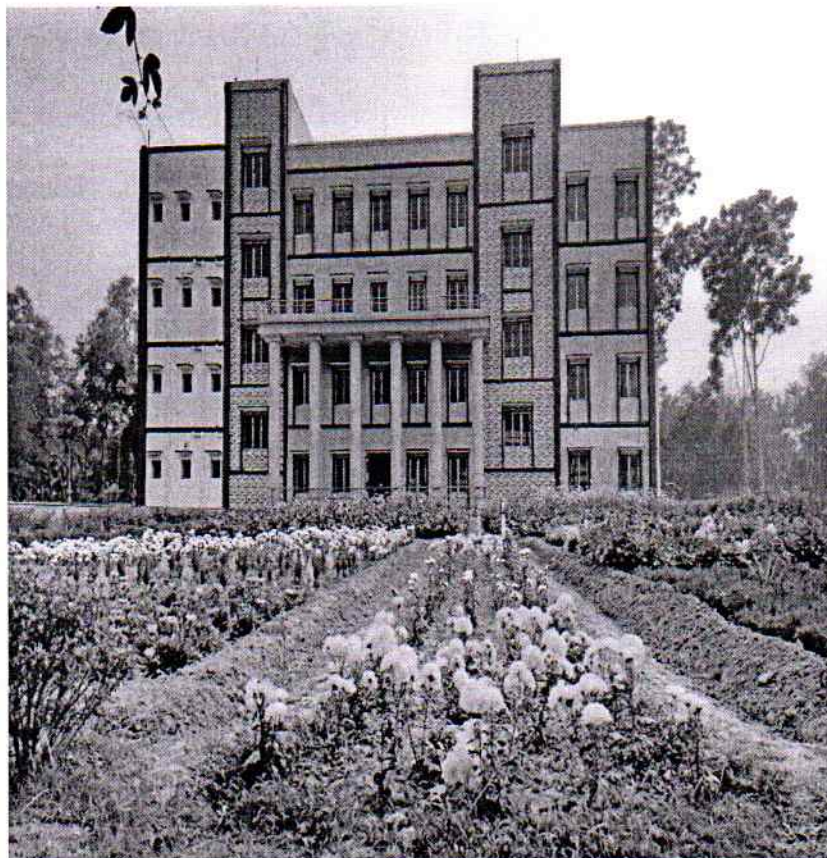
Website: www.purbasthalicollege.com



ABOUT THE COLLEGE

Purbasthali College was established with the aspiration to provide best learning atmosphere to the students of this locality. This is the only degree college in this area. It is a Govt. aided college which is affiliated to the University of Burdwan. Presently, the college provides B.A. Honours and B.A. General Courses. The faculty members of the college are always ready to serve for better learning and all round development of the students. The office staffs are very efficient to meet up the various requirements. Besides

regular teaching and learning activities, the students are encouraged to participate in the various cultural programmes. We endorse the students for indoor and outdoor games. The college infrastructure and facilities are continuously being renovated while new facilities are introduced. The college has a well-qualified and dynamic faculty base who regularly upgrade themselves to enrich teaching-learning processes. In a fast changing academic environment the college is well poised to take on future challenges of higher education. The college is striving to maintain and sustain standards of teaching-learning, research and innovation which continue to guide curricular and co-curricular thrusts of the college.



INTRODUCTION TO THE COURSE

Add-on courses are supplementary programs that offer students the opportunity to enhance their knowledge and skills in specific areas of interest. The Department of Library, under the direction of Internal Quality Assurance Cell, Purbasthali College, provides the students of the college the opportunity to learn and understand personal finances efficiently as part of “Financial Literacy Course”. This course is designed to help students improve their Personal Finances, which has become an essential skill to learn in modern era irrespective of any profession. The course aims to equip students with the necessary pedagogy, using both theoretical discussions as well as practical life examples, to effectively use the basic financial knowledge in different settings, including academic, professional, and personal contexts. The course mainly focuses on developing students' basic level understanding about personal finance, which in turn will develop their interpersonal skills. This add-on course is an excellent opportunity for students to sharpen their basic knowledge and financial skills, to gain a competitive advantage in the job market, and enhance their all-round development.

COURSE OBJECTIVES

The objective of the course is to equip students with the basic knowledge of personal finance to perform effectively both in academic and professional as well as personal life settings. After completing this course the student will be able to:

- Understand essential financial terms and their associating concepts.
- Learn what to do with money and how to grow it to become financially free.
- Understand Power of compounding and why it is called the “eighth wonders of world”.
- Prioritize expenses and focusing more on needs not wants.
- Learn how to save and invest money for future.
- Understand Debt and how to tackle it.

COURSE DURATION

This course is designed for thirty (30) hours which will be completed within 1 month starting from November 16, 2023.

WHO THIS COURSE IS FOR

The Add-on course on Financial Literacy is designed for students who wish to enhance their Basic Financial skills to better perform in professional and personal life. The course is suitable for students who are pursuing undergraduate studies in any discipline and want to improve their proficiency in personal finances. It is particularly useful for students who:

- Are not previously unaware, and poor at personal finance and want to improve their personal finance to become at par with others;
- Want to know about savings skills.
- Want to know about various investment avenues that beats inflation.
- Want to know about debt and its tackling techniques.
- Want to have a financially prosperous and secure future.

ELIGIBILITY

Candidates who have successfully completed the Higher Secondary Examination (10+2) and are currently enrolled in any Undergraduate course in any affiliated college under any university in any stream are eligible to apply for the course. Participants must attend at least 75% of classes without which her/his participation may be terminated at any point in time.

INTAKE CAPACITY

Maximum Thirty (30) students can be accommodated at a time. Students who meet the admission requirements and submit their applications first will be given priority over those who apply later.

ADMISSION PROCEDURE

Admission to this course is open for all. Aspirants are instructed to apply in a prescribed form (available in the College Office). After scrutiny, the library department will select the candidates for this course and notify in the Library Notice Board.

ASSESSMENT MODALITIES

Only those students would be permitted to complete the course who possess minimum 75% attendance. After the completion of the course, participants will be assessed by a viva-voce examination.

Total marks- 30.

Pass Marks (in aggregate)- 12

AVAILABLE INFRASTRUCTURAL FACILITIES

The College has sufficient number of classrooms, smart classrooms and seminar hall with internet broadband connectivity required for the course.

Syllabus

Basics of Financial Literacy: The unit covers definition of the term Financial Literacy, Its scope and coverage, the need for financial literacy, benefits, strategies, and examples.

Power of Compounding: The Unit helps to understand about Power of Compounding, How Does Compounding Work, The Benefits of Compounding Over Time, Formula for Compounding, Examples of compound interest calculations, Strategies for Maximizing the Power of Compounding.

Savings and personal account management: The unit focuses on choosing the Right Type of Savings Account. setting Savings Goals, creating Automatic Savings Deposits, following a Budget Plan, linking Accounts to a Budgeting App, consider Your Savings Untouchable.

Investment options: The unit covers various investment options like, PPF, GPF, EPF, FD, RD, NSC, KVPY, NPS, Mutual funds, Stocks, Bonds, SGB, etc. and their associating pros and cons.

Understanding Debt: The unit focuses on understanding Debt, How Debt Works, Example of Debt, Types of Consumer Debt, Advantages and Disadvantages of Debt, How to Pay Off Debt.

Insurance: The unit further covers what is insurance, necessity of insurance, how insurance works, components of insurance, type of insurance: Health, Life, Home, Car, etc.

Detailed Syllabus:

Sl. No.	Unit Name	Topics Covered	Duration (in hours)
1	Basics of Financial Literacy	<ul style="list-style-type: none">➤ Definition of the term Financial Literacy,➤ Its Scope and Coverage,➤ The need for financial literacy,➤ Benefits,➤ Strategies,➤ Examples	5
2	Power of Compounding	<ul style="list-style-type: none">➤ What is Power of Compounding?➤ How Does Compounding Work?➤ The Benefits of Compounding Over Time➤ Formula for Compounding➤ Examples of compound interest calculations➤ Strategies for Maximizing the Power of Compounding➤ The Role of Time in Compounding➤ Overcoming Obstacles to Compounding	5
3.	Savings and personal account management	<ul style="list-style-type: none">➤ Choosing the Right Type of Savings Account.➤ Setting Savings Goals,➤ Creating Automatic Savings Deposits,➤ Following a Budget Plan,➤ Linking Accounts to a Budgeting App,➤ Consider Your Savings Untouchable.	5
4.	Investment options	<ul style="list-style-type: none">➤ PPF,➤ GPF,➤ EPF,➤ FD,➤ RD,➤ NSC,➤ KVPY,➤ NPS,➤ Mutual funds,➤ Stocks,➤ Bonds,➤ SGB,	5

5.	Understanding Debt	<ul style="list-style-type: none"> ➤ Understanding Debt, ➤ How Debt Works, ➤ Example of Debt, ➤ Types of Consumer Debt, ➤ Advantages and Disadvantages of Debt, ➤ How to Pay Off Debt. 	5
6.	Insurance	<ul style="list-style-type: none"> ➤ What is insurance, ➤ Necessity of insurance, ➤ How insurance works, ➤ Components of insurance, ➤ Type of insurance: Health, Life, Home, Car, etc. 	5

Course Materials:

Standard Textbooks and online resources.

COURSE COORDINATOR

Mr. Ashes Datta, Librarian, Purbasthali College

ADVISORY COMMITTEE

Dr. Bibhas Chandra Saha

Dr. Sukla Bhattacharyya

Mr. Anupam Das

Dr. Suchandra Neogi

Dr. Lipika Ghoshal

Dr. Soumya Mohan Ghosh

RESOURCE PERSONS

The course will be primarily taught by selected faculty members of the college. A tentative list of in-house faculty members includes –

Mr. Ashes Datta

Dr. Soumya Mohan Ghosh

READING LIST

1. “ART OF HANDLING MONEY AND INVESTMENTS: A Practical Guide to Personal Finances” by Rajiv K. Tayal.
2. “Personal Finance for Beginners: Financial Planning for Retirement and the Future” by Martín Arellano.
3. “On My Own Two Feet: A Modern Girl's Guide to Personal Finance” by Manisha Thakor and Sharon Kedar.
4. “Personal Finance for Teens and College Students: The Complete Guide to Financial Literacy for Teens and Young Adults” by Kara Ross.
5. “The Psychology of Money” by Morgan Housel.

Ashe
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Parulia, Purba Bardhaman.

Ashes Gatter
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.



PURBASTHALI COLLEGE

DEPARTMENT OF LIBRARY

Vill + P.O:-Parulia, Dist:- Purba Bardhaman, Pin No-713513


Email :- purbasthalicollege@gmail.com, Visit us : www.purbasthalicollege.com

Student Enrollment List

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Hapina Khatun.
4	JOYSREE DEY	200413010112	Joysree Dey
5	LIPIKA MAJHI	200413010133	Lipika Majhi
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Monira Khatun
8	MONIRUL SEIKH	200413010163	Monirul Seikh
9	NAZIMUL HAQUE SEKH	200413010185	Nazimul Haque Sekh
10	NURBANU KHATUN	200413010192	Nurbanu Khatun
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Rabia Khatun
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Sahab Mondal
17	SANGITA HALDER	200413010311	Sangita Halder
18	SANJU KHATUN	200413010314	Sanju Khatun


Principal
Purbasthali College
Parulia, Purba Bardhaman.


ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

19	SHIVA DAS	200413010337	Shiva Das
20	SHUBHADIP DAS	200413010343	Shubhadip Das
21	MONORADDIN SEKH	200413010417	Monoraddin Sekh
22	MAIMUNA KHATUN	200413010418	Maimuna Khatun

B. Sekh
Principal
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Alshus Datta
ADD-ON COURSE COORDINATOR
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Parulia, Purba Bardhaman.



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Date: 15/11/2021

NOTICE

This is to inform all the students of the Add-on Course on “Financial Literacy” that regular classes will commence from November 16, 2021. Classes will be held as per the tentative Routine provided with this notice. Students are advised to attend all the classes and maintain proper time.

Sl. No.	Date	Time	Activity	Name of Faculty
1	16.11.2021	8.15-10.15 am	Introduction and Class	AD
2	17.11.2021	8.15-10.15 am	Class	AD
3	18.11.2021	8.15-10.15 am	Class	AD
4	22.11.2021	8.15-10.15 am	Class	SMG
5	23.11.2021	8.15-10.15 am	Class	AD
6	25.11.2021	8.15-10.15 am	Class	AD
7	26.11.2021	8.15-10.15 am	Class	AD
8	27.11.2021	8.15-10.15 am	Class	SMG
9	29.11.2021	8.15-10.15 am	Class	AD
10	30.11.2021	8.15-10.15 am	Class	SMG
11	02.12.2021	8.15-10.15 am	Class	AD
12	03.12.2021	8.15-10.15 am	Class	SMG
13	06.12.2021	8.15-10.15 am	Class	SMG
14	08.12.2021	8.15-10.15 am	Class	SMG
15	16.12.2021	8.15-10.15 am	Class	AD
16	24.12.2021		Exam	AD and SMG

AD- Ashes Datta, SMG- Dr. Soumya M. Ghosh

B. S. L.
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Ashes Datta
(Mr. Ashes Datta)
Course Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
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ESTD: 2009

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Attendance Sheet

Date: 16/11/21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Hapina Khatun.
4	JOYSREE DEY	200413010112	Joysee Dey
5	LIPIKA MAJHI	200413010133	Absent
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Monira Khatun
8	MONIRUL SEIKH	200413010163	Monirul seikh
9	NAZIMUL HAQUE SEKH	200413010185	Absent
10	NURBANU KHATUN	200413010192	Nurbanu Khatun
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Rabia Khatun
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Sahab Mondal
17	SANGITA HALDER	200413010311	Sangita Halder

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Ashes Datta
ADD-ON COURSE COORDINATOR
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Parulia, Purba Bardhaman.

19	SHIVA DAS	200413010337	Shiva Das
20	SHUBHADIP DAS	200413010343	Shubhadip Das
21	MONORADDIN SEKH	200413010417	Monoraddin Sekh
22	MAIMUNA KHATUN	200413010418	Maimuna Khatun

Faculty: Ashes Gatta

AS
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Ashes Gatta
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Attendance Sheet

Date: 17.11.21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Hapina Khatun.
4	JOYSREE DEY	200413010112	Joysree Dey
5	LIPIKA MAJHI	200413010133	Lipika Majhi
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Monira Khatun
8	MONIRUL SEIKH	200413010163	Monirul Sheikh
9	NAZIMUL HAQUE SEKH	200413010185	Nazimul Haque Sekh
10	NURBANU KHATUN	200413010192	Nurbanu Khatun
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Rabia Khatun
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Sahab Mondal
17	SANGITA HALDER	200413010311	Sangita Halder
18	SANJU KHATUN	200413010314	Sanju Khatun

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19	SHIVA DAS	200413010337	Shiva Das
20	SHUBHADIP DAS	200413010343	Shubhadip Das
21	MONORADDIN SEKH	200413010417	Absent
22	MAIMUNA KHATUN	200413010418	Absent

Faculty: Ashes Datta

Bleu
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Ashes Datta
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Attendance Sheet

Date: 18.11.21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Hapina Khatun.
4	JOYSREE DEY	200413010112	Joysree Dey
5	LIPIKA MAJHI	200413010133	Lipika Majhi
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Monira Khatun
8	MONIRUL SEIKH	200413010163	Absent
9	NAZIMUL HAQUE SEKH	200413010185	Nazimul Haque Sekh
10	NURBANU KHATUN	200413010192	Nurbanu Khatun
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Rabia Khatun
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Sahab Mondal
17	SANGITA HALDER	200413010311	Sangita Halder

Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Libra 7
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Parulia, Purba Bardhaman.

Bee
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Sanju Khatun

19	SHIVA DAS	200413010337	Shiva Das
20	SHUBHADIP DAS	200413010343	shubhadip Das
21	MONORADDIN SEKH	200413010417	Absent
22	MAIMUNA KHATUN	200413010418	Absent

Faculty: Ashes Gatta

B. S. S.
Principal
Purbasthali College
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Ashes Gatta
ADD-ON COURSE COORDINATOR
Department Of Library
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Attendance Sheet

Date: 22.11.21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Hapina Khatun.
4	JOYSREE DEY	200413010112	Joysree Dey
5	LIPIKA MAJHI	200413010133	Absent
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Monira Khatun
8	MONIRUL SEIKH	200413010163	Monirul Seikh
9	NAZIMUL HAQUE SEKH	200413010185	Absent
10	NURBANU KHATUN	200413010192	Absent
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Rabia Khatun
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Absent
17	SANGITA HALDER	200413010311	Sangita Halder

Besre
Principal
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Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

19	SHIVA DAS	200413010337	Shiva Das
20	SHUBHADIP DAS	200413010343	Shubhadip Das
21	MONORADDIN SEKH	200413010417	Monoraddin Sekh
22	MAIMUNA KHATUN	200413010418	Absent

Faculty: Soumya Mohan Ghosh

Principle
Purbasthali College
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Ashes Gatta
ADD-ON COURSE COORDINATOR
Department Of Library
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Attendance Sheet

Date: 23-11-21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Hapina Khatun.
4	JOYSREE DEY	200413010112	Joysree Dey
5	LIPIKA MAJHI	200413010133	Absent
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Monira Khatun
8	MONIRUL SEIKH	200413010163	Monirul Seikh
9	NAZIMUL HAQUE SEKH	200413010185	Absent
10	NURBANU KHATUN	200413010192	Nurbanu Khatun
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Absent
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Sahab Mondal
17	SANGITA HALDER	200413010311	Sangita Halder

B. Saha
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Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
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Parulia, Purba Bardhaman.

19	SHIVA DAS	200413010337	Shiva Das
20	SHUBHADIP DAS	200413010343	Shubhadip Das
21	MONORADDIN SEKH	200413010417	Monoraddin sekh
22	MAIMUNA KHATUN	200413010418	Absent

Faculty: Ashes Datta

Bhore
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Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
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ESTD: 2009

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Attendance Sheet

Date: 25.11.21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Hapina Khatun.
4	JOYSREE DEY	200413010112	Joysee Dey
5	LIPIKA MAJHI	200413010133	Absent
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Monira Khatun
8	MONIRUL SEIKH	200413010163	Monirul Seikh
9	NAZIMUL HAQUE SEKH	200413010185	Absent
10	NURBANU KHATUN	200413010192	Nurbanu Khatun
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Absent
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Sahab Mondal
17	SANGITA HALDER	200413010311	Sangita Halder

Principal
Principal
Purbasthali College
Parulia, Purba Bardhaman.

ADD-ON COURSE COORDINATOR
ADD-ON COURSE COORDINATOR
Department Of Lib.ry
Purbasthali College
Parulia, Purba Bardhaman.

19	SHIVA DAS	200413010337	Shiva Das
20	SHUBHADIP DAS	200413010343	Shubhadip Das
21	MONORADDIN SEKH	200413010417	Monoraddin Sekh
22	MAIMUNA KHATUN	200413010418	Absent

Faculty: Ashus Datta

B.Sol
Principal
Purbasthali College
Parulia, Purba Bardhaman

Ashus Datta
ADD ON PROFESSOR OF CHEMISTRY
Department of Chemistry
Purbasthali College
Parulia, Purba Bardhaman

PURBASTHALI COLLEGE

ESTD: 2009

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Attendance Sheet

Date:- 26.11.21

ADD-ON COURSE ON “Financial Literacy”

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Hapina Khatun.
4	JOYSREE DEY	200413010112	Joysree Dey
5	LIPIKA MAJHI	200413010133	Absent
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Monira Khatun
8	MONIRUL SEIKH	200413010163	Monirul Seikh
9	NAZIMUL HAQUE SEKH	200413010185	Absent
10	NURBANU KHATUN	200413010192	Nurbanu Khatun
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Absent
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Saheb Mondal
17	SANGITA HALDER	200413010311	Sangita Halder

B. Sele
Principal
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Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

19	SHIVA DAS	200413010337	Shiva Das
20	SHUBHADIP DAS	200413010343	Shubhadip Das
21	MONORADDIN SEKH	200413010417	Monoraddin Sekh
22	MAIMUNA KHATUN	200413010418	Absent

Faculty: Ashes Gatta

Bole
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Gatta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

PURBASTHALI COLLEGE

ESTD: 2009

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Contact No. 8617647363 / 03454-264666

Email :- purbasthalicollege@gmail.com, Visit us : www.purbasthalicollege.com



Attendance Sheet

Date: 27.11.21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Hapina Khatun.
4	JOYSREE DEY	200413010112	Joysree Dey
5	LIPIKA MAJHI	200413010133	Lipika Majhi
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Monira Khatun
8	MONIRUL SEIKH	200413010163	Absent
9	NAZIMUL HAQUE SEKH	200413010185	Nazimul Haque Sekh
10	NURBANU KHATUN	200413010192	Nurbanu Khatun
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Absent
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Absent
17	SANGITA HALDER	200413010311	Sangita Halder

B. Bose
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

19	SHIVA DAS	200413010337	Shiva Das
20	SHUBHADIP DAS	200413010343	shubhadip Das
21	MONORADDIN SEKH	200413010417	Absent
22	MAIMUNA KHATUN	200413010418	Absent

Faculty: Soumya Anjan Ghosh

Asse
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Gatta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

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Attendance Sheet

Date : 29.11.21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Hapina Khatun.
4	JOYSREE DEY	200413010112	Joysree Dey
5	LIPIKA MAJHI	200413010133	Lipika Majhi
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA-KHATUN	200413010162	Monira Khatun
8	MONIRUL SEIKH	200413010163	Absent
9	NAZIMUL HAQUE SEKH	200413010185	Nazimul Haque Sekh
10	NURBANU KHATUN	200413010192	Absent
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Rabia Khatun
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Absent
17	SANGITA HALDER	200413010311	Sangita Halder

B. Saha
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashus Gatta
ADD-ON COURSE COORDINATOR
Department of Library
Purbasthali College
Parulia, Purba Bardhaman.

19	SHIVA DAS	200413010337	Shiva Das
20	SHUBHADIP DAS	200413010343	Shubhadip Das
21	MONORADDIN SEKH	200413010417	Absent
22	MAIMUNA KHATUN	200413010418	Absent

Faculty: Ashes Datta

B. Saha
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

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Attendance Sheet

Date: 30.11.21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Hapina Khatun
4	JOYSREE DEY	200413010112	Joysree Dey
5	LIPIKA MAJHI	200413010133	Lipika Majhi
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Monira Khatun
8	MONIRUL SEIKH	200413010163	Absent
9	NAZIMUL HAQUE SEKH	200413010185	Nazimul Haque Sekh
10	NURBANU KHATUN	200413010192	Absent
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Rabia Khatun
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Sahab Mondal
17	SANGITA HALDER	200413010311	Sangita Halder

Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Bale
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Sanju Khatun

19	SHIVA DAS	200413010337	Absent
20	SHUBHADIP DAS	200413010343	Shubhadip Das
21	MONORADDIN SEKH	200413010417	Absent
22	MAIMUNA KHATUN	200413010418	Absent

Faculty: Soanya Mohan Ghosh

Ashes Gatta

ADD-ON COLLEGE
Department of Education
Parulia, Purba Bardhaman.

B. S. Ghosh

Principal
Purbasthali College
Parulia, Purba Bardhaman.

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Attendance Sheet

Date: 02.12.21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Absent
4	JOYSREE DEY	200413010112	Joysree Dey
5	LIPIKA MAJHI	200413010133	Lipika Majhi
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Absent
8	MONIRUL SEIKH	200413010163	Monirul Seikh
9	NAZIMUL HAQUE SEKH	200413010185	Nazimul Haque Sekh
10	NURBANU KHATUN	200413010192	Nurbanu Khatun
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Rabia Khatun
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Absent
17	SANGITA HALDER	200413010311	Sangita Halder

B. Bose

Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashutosh Datta
ADD-ON COURSE COORDINATOR
Department Of Literacy
Purbasthali College
Parulia, Purba Bardhaman.

19	SHIVA DAS	200413010337	Shiva Das
20	SHUBHADIP DAS	200413010343	shubhadip Das
21	MONORADDIN SEKH	200413010417	Monoraddin Sekh
22	MAIMUNA KHATUN	200413010418	Absent

Faculty: Ashes Gatta

BS
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Gatta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali Colleg
Parulia, Purba Bardha...an.

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Email :- purbasthalicollege@gmail.com, Visit us : www.purbasthalicollege.com



Attendance Sheet

Date: 03.12.21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Absent
4	JOYSREE DEY	200413010112	Jaysree Dey
5	LIPIKA MAJHI	200413010133	Lipika Majhi
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Absent
8	MONIRUL SEIKH	200413010163	Monirul seikh
9	NAZIMUL HAQUE SEKH	200413010185	Nazimul Haque Sekh
10	NURBANU KHATUN	200413010192	Nurbanu Khatun
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Absent
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Absent
17	SANGITA HALDER	200413010311	Sangita Halder

B. Saha
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Saha
ADD-ON COURSE IN
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

19	SHIVA DAS	200413010337	Absent
20	SHUBHADIP DAS	200413010343	shubhadip Das
21	MONORADDIN SEKH	200413010417	Monoruddin Sekh
22	MAIMUNA KHATUN	200413010418	Absent

Faculty: Soumya Mohan Ghosh

B. Saha
Principal
Purbasthali College
Parulia, Purba Bardhaman

Abhishek Datta
ADD-ON COURSE COORDINATOR
Department of Library
Purbasthali College
Parulia, Purba Bardhaman

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Attendance Sheet

Date: 06.12.21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Absent
4	JOYSREE DEY	200413010112	Joysree Dey
5	LIPIKA MAJHI	200413010133	Lipika Majhi
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Absent
8	MONIRUL SEIKH	200413010163	Monirul Seikh
9	NAZIMUL HAQUE SEKH	200413010185	Nazimul Haque Sekh
10	NURBANU KHATUN	200413010192	Absent
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Rabia Khatun
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Sahab Mondal
17	SANGITA HALDER	200413010311	Sangita Halder

Ashes Datta

B. Sere
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Sanju Khatun

19	SHIVA DAS	200413010337	Absent
20	SHUBHADIP DAS	200413010343	shubhadip Das
21	MONORADDIN SEKH	200413010417	Monoraddin sekh
22	MAIMUNA KHATUN	200413010418	Absent

Faculty : Soumya Mishra Ghosh

AS

Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Gatta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

PURBASTHALI COLLEGE

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Attendance Sheet

Date: 08.12.21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Absent
4	JOYSREE DEY	200413010112	Joysree Dey
5	LIPIKA MAJHI	200413010133	Lipika Majhi
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Absent
8	MONIRUL SEIKH	200413010163	Monirul Seikh
9	NAZIMUL HAQUE SEKH	200413010185	Nazimul Haque Sekh
10	NURBANU KHATUN	200413010192	Nurbanu Khatun
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Rabia Khatun
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Sahab Mondal
17	SANGITA HALDER	200413010311	Sangita Halder

Ashes Dutta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Prasanna
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Sarju Khatun

19	SHIVA DAS	200413010337	Absent
20	SHUBHADIP DAS	200413010343	Shubhadip Das
21	MONORADDIN SEKH	200413010417	Monoraddin Sekh
22	MAIMUNA KHATUN	200413010418	Absent

Faculty: Soumya Mohan Ghosh

B. S. M.
Principal
Purbasthali College

Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

PURBASTHALI COLLEGE

ESTD: 2009

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Attendance Sheet

Date: 16.12.21

ADD-ON COURSE ON "Financial Literacy"

Sl No.	Name	Roll No	Signature
1	DEEPIKA SARKAR	200413010069	Deepika Sarkar
2	FATEMA KHATUN	200413010080	Fatema Khatun
3	HAPINA KHATUN	200413010085	Absent
4	JOYSREE DEY	200413010112	Joysee Dey
5	LIPIKA MAJHI	200413010133	Lipika Majhi
6	MANABI GHOSH	200413010139	Manabi Ghosh
7	MONIRA KHATUN	200413010162	Absent
8	MONIRUL SEIKH	200413010163	Monirul Seikh
9	NAZIMUL HAQUE SEKH	200413010185	Nazimul Haque Sekh
10	NURBANU KHATUN	200413010192	Absent
11	PAPIYA SARKAR	200413010198	Papiya Sarkar
12	POULAMI PRAMANICK	200413010212	Poulami Pramanick
13	PURNIMA GHOSH	200413010242	Purnima Ghosh
14	RABIA KHATUN	200413010247	Rabia Khatun
15	RIYA HALDER	200413010282	Riya Halder
16	SAHEB MONDAL	200413010301	Sahab Mondal
17	SANGITA HALDER	200413010311	Sangita Halder

Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Prasen
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Sanjiv Khatun

19	SHIVA DAS	200413010337	Absent
20	SHUBHADIP DAS	200413010343	shubhadip das
21	MONORADDIN SEKH	200413010417	Monoraddin sekh
22	MAIMUNA KHATUN	200413010418	Absent

Faculty: Ashes Datta

Ashes
Principal
Purbasthali College
Parulia, Purba Bardhaman

Ashes Datta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman

PURBASTHALI COLLEGE

ESTD: 2009

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Mob. No. 03454-264666

Email :- purbasthalicollege@gmail.com



Date- 20/12/2021

NOTICE

This is to inform all the students of Add-on Course in “Financial Literacy” organized by the Department of Library, Purbasthali College that final examination of the course is scheduled to be held on Dec 24, 2021 at 12.15 pm. All the students are instructed to attend the examination positively.

Asale
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Satta
Course Co-ordinator
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.



PURBASTHALI COLLEGE

DEPARTMENT OF LIBRARY

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Email :- purbasthalicollege@gmail.com, Visit us : www.purbasthalicollege.com

ADD-ON COURSE ON FINANCIAL LITERACY

Final Evaluation Sheet

Sl.No.	Name	Roll No.	Total Marks	Marks Obtained	Remarks*
1	DEEPIKA SARKAR	200413010069	30	15	Pass
2	FATEMA KHATUN	200413010080	30	16	Pass
3	HAPINA KHATUN	200413010085	30	17	Pass
4	JOYSREE DEY	200413010112	30	18	Pass
5	LIPIKA MAJHI	200413010133	30	19	Pass
6	MANABI GHOSH	200413010139	30	21	Pass
7	MONIRA KHATUN	200413010162	30	15	Pass
8	MONIRUL SEIKH	200413010163	30	17	Pass
9	NAZIMUL HAQUE SEKH	200413010185	30	18	Pass
10	NURBANU KHATUN	200413010192	30	19	Pass
11	PAPIYA SARKAR	200413010198	30	21	Pass
12	POULAMI PRAMANICK	200413010212	30	15	Pass
13	PURNIMA GHOSH	200413010242	30	16	Pass
14	RABIA KHATUN	200413010247	30	17	Pass
15	RIYA HALDER	200413010282	30	18	Pass
16	SAHEB MONDAL	200413010301	30	19	Pass
17	SANGITA HALDER	200413010311	30	22	Pass
18	SANJU KHATUN	200413010314	30	15	Pass
19	SHIVA DAS	200413010337	30	17	Pass

Asre

Principal
Purbasthali College
Parulia, Bardhaman.

Shives Dutta
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

20	SHUBHADIP DAS	200413010343	30	18	Pass
21	MONORADDIN SEKH	200413010417	30	14	Pass
22	MAIMUNA KHATUN	200413010418	30	19	Pass

*Pass marks is set to 40% of total marks

P. Sale
Principal
Purbasthali College
Parulia, Purba Bardhaman.

Ashes Datta
(Ashes Datta)
ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

(Affiliated to University of Burdwan)



DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. **DEEPIKA SARKAR** Roll No. **200413010069** participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta
Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Bibhas

Dr. Bibhas Chandra Saha
Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

(Affiliated to University of Burdwan)



DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. **FATEMA KHATUN** Roll No. **200413010080** participated and successfully completed Add-on Course in "*Financial Literacy*" organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta

Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

B. Saha

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

(Affiliated to University of Burdwan)



DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. HAPINA KHATUN Roll No. 200413010085 participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta

Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

B. Saha

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

(Affiliated to University of Burdwan)



DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. JOYSREE DEY Roll No. 200413010112 participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta

Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Bibhas

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

(Affiliated to University of Burdwan)



DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. LIPIKA MAJHI Roll No. 200413010133 participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta

Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

B. Saha

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

(Affiliated to University of Burdwan)



DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. **MANABI GHOSH** Roll No. 200413010139 participated and successfully completed Add-on Course in "*Financial Literacy*" organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta

Coordinator

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Bibhas Saha

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



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DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. **MONIRA KHATUN** Roll No. **200413010162** participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta
Coordinator

ADD-ON COURSE COORDINATOR
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Parulia, Purba Bardhaman.

B. Saha

Dr. Bibhas Chandra Saha
Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

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Certificate of Appreciation

This is to certify that Mr. / Ms. **MONIRUL SEIKH** Roll No. 200413010163 participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

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Certificate of Appreciation

This is to certify that Mr. / Ms. NAZIMUL HAQUE SEKH Roll No. 200413010185 participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

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Bibhas

Dr. Bibhas Chandra Saha
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Certificate of Appreciation

This is to certify that Mr. / Ms. **NURBANU KHATUN** Roll No. **200413010192** participated and successfully completed Add-on Course in "*Financial Literacy*" organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

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Bibhas Saha

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Certificate of Appreciation

This is to certify that Mr. / Ms. PAPIYA SARKAR Roll No. 200413010198 participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Mr. Ashes Datta
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Principal
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Certificate of Appreciation

This is to certify that Mr. / Ms. **POULAMI PRAMANICK** Roll No. 200413010212 participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

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Bibhas Saha

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Principal

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Parulia, Purba Bardhaman.



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Certificate of Appreciation

This is to certify that Mr. / Ms. PURNIMA GHOSH Roll No. 200413010242 participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta

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Bibhas Chandra Saha

Dr. Bibhas Chandra Saha

Principal

Principal
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Parulia, Purba Bardhaman.



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Certificate of Appreciation

This is to certify that Mr. / Ms. **RABIA KHATUN** Roll No. 200413010247 participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

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Parulia, Purba Bardhaman.



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Certificate of Appreciation

This is to certify that Mr. / Ms. **RIYA HALDER** Roll No. 200413010282 participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta

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Parulia, Purba Bardhaman.

Bibhas

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



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Certificate of Appreciation

This is to certify that Mr. / Ms. SAHEB MONDAL Roll No. 200413010301 participated and successfully completed Add-on Course in "*Financial Literacy*" organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

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B. Saha

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Parulia, Purba Bardhaman.



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DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. **SANGITA HALDER** Roll No. **200413010311** participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta

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Parulia, Purba Bardhaman.



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DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. SANJU KHATUN Roll No. 200413010314 participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta

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B. Saha

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



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DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. SHIVA DAS Roll No. 200413010337 participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta

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Dr. Bibhas Chandra Saha

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Principal
Purbasthali College
Parulia, Purba Bardhaman.



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DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. **SHUBHADIP DAS** Roll No. 200413010343 participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta

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Bibhas

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



Purbasthali College

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DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. **MONORADDIN SEKH** Roll No. **200413010417** participated and successfully completed Add-on Course in “*Financial Literacy*” organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta

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Bibhas Saha

Dr. Bibhas Chandra Saha

Principal

Principal
Purbasthali College
Parulia, Purba Bardhaman.



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DEPARTMENT OF LIBRARY

Certificate of Appreciation

This is to certify that Mr. / Ms. **MAIMUNA KHATUN** Roll No. **200413010418** participated and successfully completed Add-on Course in "*Financial Literacy*" organized by the Department of Library, Purbasthali College in the session 2021-22.

Ashes Datta

Mr. Ashes Datta

Coordinator

ADD-ON COURSE
Department Of
Purbasthali College
Parulia, Purba Bardhaman.

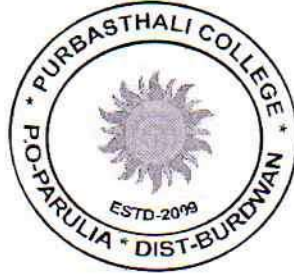
Bibhas Chandra Saha

Dr. Bibhas Chandra Saha

Principal

Principal

Purbasthali College
Parulia, Purba Bardhaman.



PURBASTHALI COLLEGE

ESTD: 2009

**Vill + P.O:-Parulia, Dist: - Purba Bardhaman, Pin No-713513
Affiliated to the University of Burdwan**

SUMMARY REPORT

OF

ADD-ON COURSE FINANCIAL LITERACY

**DEPARTMENT OF LIBRARY
PURBASTHALI COLLEGE**


Principal
Purbasthali College
Parulia, Purba Bardhaman.


ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

NAME OF THE COURSE: *FINANCIAL LITERACY*

DURATION: Thirty (30) hours. The course commenced on 16.11.2021 and completed on 24.12.2021.

TOTAL NO. OF FACULTY MEMBERS TAKEN CLASSES: Two (2)

ADMITTED STUDENTS: 22 (Twenty Two) students were enrolled to the course after admission.

ADMISSION PROCEDURE: The department of Library provided an admission form for the course, and applicants submitted the same to the course coordinator along with the required testimonials. Following a verification process, eligible individuals were granted permission to participate.

MODE OF EVALUATION: As part of the assessment process, a viva-voce examination was conducted. This method was chosen to comprehensively gauge the comprehension and retention levels of the participants regarding the material covered.

for both the evaluators and the participants. Overall, this blended mode of evaluation facilitated a comprehensive assessment of participants' understanding while ensuring fairness, objectivity, and efficiency in the evaluation process.

CERTIFICATION: It was stated that the college would provide Course Completion Certificate to every successful student. It was seen that all 22 students attended the classes regularly and sat for the examinations. All the 22 students qualified in the evaluation. Accordingly, 22 (twenty two) certificates were issued to the successful candidates duly signed by the Principal and the course coordinator.

List of students receiving certificates:

Sl. No.	Name	Roll No.
1.	DEEPIKA SARKAR	200413010069
2.	FATEMA KHATUN	200413010080
3.	HAPINA KHATUN	200413010085
4.	JOYSREE DEY	200413010112
5.	LIPIKA MAJHI	200413010133
6.	MANABI GHOSH	200413010139

7.	MONIRA KHATUN	200413010162
8.	MONIRUL SEIKH	200413010163
9.	NAZIMUL HAQUE SEKH	200413010185
10.	NURBANU KHATUN	200413010192
11.	PAPIYA SARKAR	200413010198
12.	POULAMI PRAMANICK	200413010212
13.	PURNIMA GHOSH	200413010242
14.	RABIA KHATUN	200413010247
15.	RIYA HALDER	200413010282
16.	SAHEB MONDAL	200413010301
17.	SANGITA HALDER	200413010311
18.	SANJU KHATUN	200413010314
19.	SHIVA DAS	200413010337
20.	SHUBHADIP DAS	200413010343
21.	MONORADDIN SEKH	200413010417
22.	MAIMUNA KHATUN	200413010418

COURSE OBJECTIVES:

The objective of the course is to equip students with the basic knowledge of personal finance to perform effectively both in academic and professional as well as personal life settings. After completing this course the student will be able to:

- Understand essential financial terms and their associating concepts.
- Learn what to do with money and how to grow it to become financially free.
- Understand Power of compounding and why it is called the “eighth wonders of world”.
- Prioritize expenses and focusing more on needs not wants.

- Learn how to save and invest money for future.
- Understand Debt and how to tackle it.

LEARNING OUTCOME:

Following learning outcomes are achieved by the students after completion of the course:

- Students were more aware, who were otherwise poor at personal finance and improved their personal finance to become at par with others;
- Knew about savings skills.
- Knew about various investment avenues that beats inflation.
- Understood about debt and its tackling techniques.
- Have a knowledge financially prosperous and secure future.

COURSE SUMMARY:

The Add-on course offered a comprehensive knowledge of the subject Financial Literacy. Beginning with an exploration of the fundamentals of personal finance, participants delved into crucial elements such as Basics of Financial Literacy, Power of Compounding, Savings and personal account management, Investment options etc. This foundational knowledge served as the bedrock upon which subsequent modules build. Moving forward, the students had gained comprehensive knowledge on understanding Debt and Insurance. In conclusion, the course offered a transformative learning experience, empowering participants to apply and use financial knowledge with

confidence, in diverse settings, to get success in their personal and professional life.

Some Glimpses during the Course



CONCLUSION:

An Add-on course on Financial Literacy is designed to provide students with the tools and techniques which they must need to know in personal and daily

life settings, irrespective of their profession. The course intends to offer a basic training program on personal finance that covers essential soft skills in any setting, preparing students for a financially prosperous future.

Bell
Principal
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Ashes Datta
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