



From :-

DR. PRAMOD MEDHI, M.Sc., Ph.d., FEHT

Principal & Secretary, Goreswar College

P.O.- Goreswar, Dist.- Baksa (BTR) Assam. Pin- 781366.

5.1.2 ICT RELATED ACTIVITIES ORGANISED BY THE COLLEGE

COMPUTER BASIC TRAINING




Attested
Principal
Goreswar College

GORESWAR



COLLEGE

NAAC ACCREDITED "B"

P.O.- Goreswar, Dist.- Baksa (BTR), Assam, Pin- 781366

Office E-mail ID: goreswarcollege@gmail.com

www.goreswarcollege.ac.in

Ph. 94351 46112

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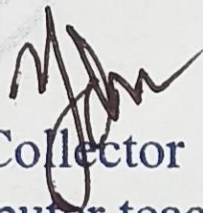
**COMPUTER CELL
GORESWAR COLLEGE
GORESWAR, BAKSA, ASSAM**


Receipt No. 51

Date 13/10/2022

Received from Mainaa Daimary
the amount of Rs. 600/-

only towards certificate course in computer basics.


Collector
(Computer teacher)





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Principal
Goreswar College



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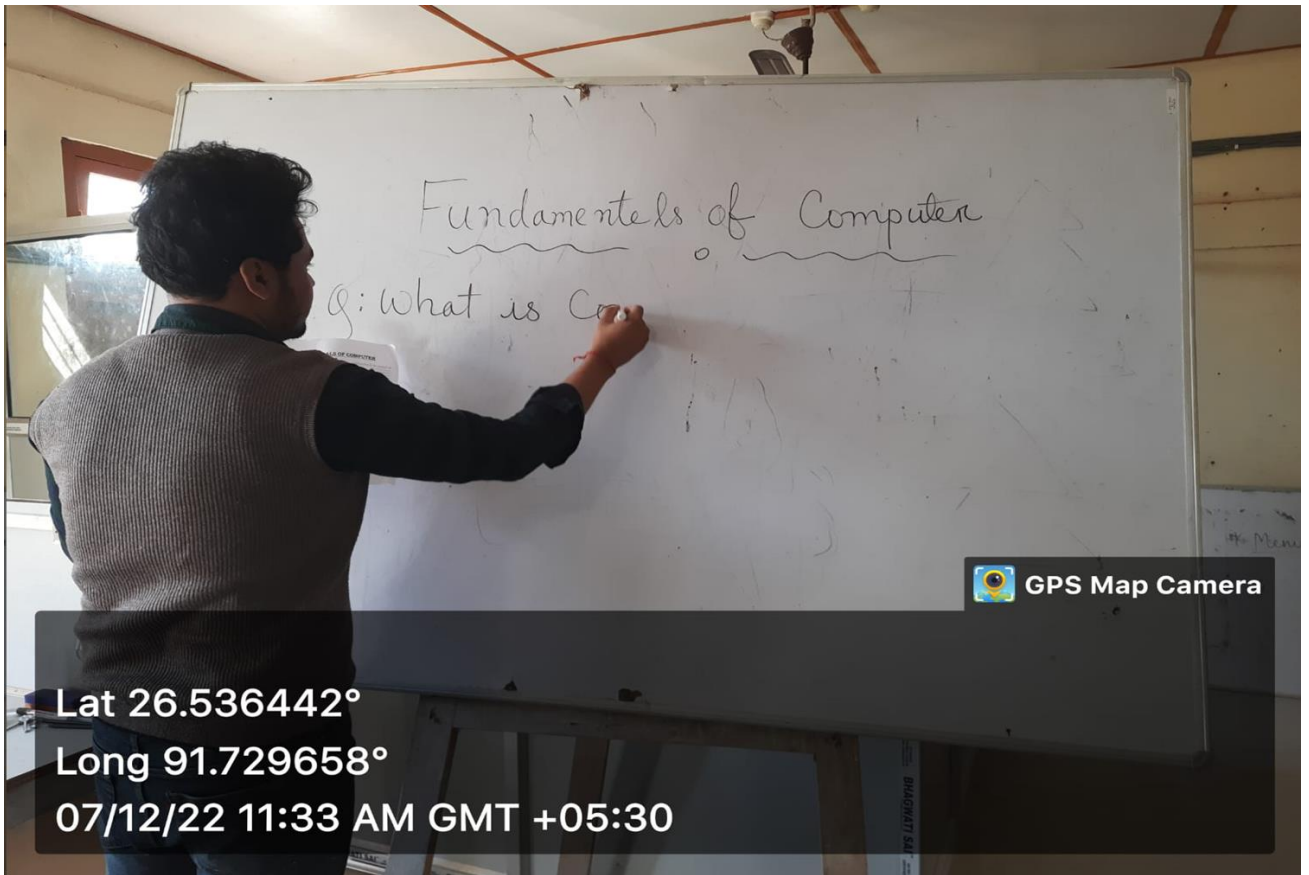
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5.1.2 ICT RELATED ACTIVITIES ORGANISED BY THE COLLEGE

WORKSHOP ON EFFECTIVE LEADERSHP AND DIGITAL LITERACY



GPS Map Camera

Goreswar, Assam, India

2, Baihata-Goreswar Rd, Goreswar, Assam

781366, India

Lat 26.536698°

Long 91.728963°

22/04/21 12:57 PM GMT +05:30



Google



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5.1.2 ICT RELATED ACTIVITIES ORGANISED BY THE COLLEGE

ADD ON COURSE ON PPT PRESENTATION

ADD-ON COURSE
DEPARTMENT OF ENGLISH
SYLLABUS FOR PPT PRESENTATION

MODULE 1: Create and Manage Presentation

- 1.1 Create a Presentation
- 1.2 Insert and Format Slides
- 1.3 Configure and present a slide show

MODULE 2: Insert & Format Text, Shapes & Images

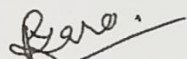
- 2.1 Insert and Format text
- 2.2 Insert and Format shapes
- 2.3 Insert and Format images

MODULE 3: Insert Tables, charts & SmartArt

- 3.1 Insert and Format tables
- 3.2 Insert and Format charts
- 3.3 Insert and Format SmartArt

MODULE 4: Apply Transitions and Animations

- 4.1 Apply Slide Transitions
- 4.2 Animate slide content
- 4.3 Timing for transitions & Animations


Course Co-ordinator
Department of English




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Goreswar College



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5.1.2 ICT RELATED ACTIVITIES ORGANISED BY THE COLLEGE

ADD ON COURSE ON DIGITAL MARKETING

ADD-ON COURSE SYLLABUS

Title of the course: Basic Digital Marketing

Department: Management (Commerce)

Duration of the course: 30 Hours

Eligibility: H.S Pass (Any Stream)

Objectives of the course:

The objectives of this course is to make people aware about the internet marketing, how to increase customer and building brand image of the business and learning how to track customer with specific interest, building proper communication.

Contents:

Unit I: Introduction to Digital Marketing- 4 Hours

Defining Digital Marketing, how is it different from traditional marketing, why is it relevant now, opportunities of digital marketing.

Unit II: Search Engine Optimisation (SEO)- 4 Hours

Introduction to SEO, search engine working, Techniques used to optimize any article, website, or blog for traffic and revenue generation.

Unit III: Social Media Marketing- 8 Hours

Introduction to social media marketing, Facebook Marketing, Instagram Marketing, Youtube Marketing, LinkedIn Marketing, Twitter Marketing, Quora Marketing, creating newsletter for E-mails, sending bulk emails, email marketing tools.

Unit IV: Search Engine Marketing- 4 Hours

What is a Google Ad word, Google Ads Campaign, Search Campaign, Creating Successful ads.

Unit V: E-Commerce Management- 5 Hours

Introduction to e-commerce marketing, uses of e-commerce in daily life, e-commerce website SEO, e-commerce sales through Facebook, effective strategy plan for e-commerce website.

Unit VI: Mobile Marketing- 5 Hours

Introduction to Mobile Marketing, Mobile Marketing platforms, creating ads for mobile apps, how to make business from mobile marketing, Effective mobile marketing strategy.

Programme Co-ordinator

Chitranjan Sarkar

Chitranjan Sarkar

Department of Management

Email Id- chitranjansarkar7@gmail.com

Mobile number- 7086223762



[Signature]
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Principal
Goreswar College



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5.1.2 ICT RELATED ACTIVITIES ORGANISED BY THE COLLEGE

ADD ON COURSE ON ADVANCED TALLY WITH GST

Add-on Course Syllabus

*Title of the Course: Certificate in Advanced Tally with GST
Department: Accountancy (Commerce Stream)
Duration of the Course: 30 Hours
Eligibility: HS Pass. (Any stream)*

Unit	Course Content	Hours
BASIC OF ACCOUNTING	Introduction to Accounting, Accounting Methods, Golden Rules of Accounting, Final Account (P & L Account/Balance Sheet), Recording of Transactions, Creating and Maintaining a Company.	4 Hours
BASIC OF TALLY ERP 9	Introduction to Tally Software, Accounting Features, Configuration of Tally, Advantages of Tally Software, Company Creation in Tally, Groups and Ledgers, Recording office expenses.	2 Hours
ADVANCE ACCOUNTING VOUCHERS	Purchase Voucher, Sales Voucher, Contra Voucher, Payment Voucher, Receipt Voucher, Debit Note Voucher, Credit Note Voucher, Journal Voucher, Reverse Voucher, Reverse Journal Voucher, Memorandum Voucher (MEMO).	5 Hours
ADVANCE INVENTORY VOUCHER	Introduction to Inventory, Stock Items, Stock Groups, Units of Measure (UOM), Godown/Location, Purchase Order Voucher, Sales Order Voucher, Rejection out Voucher, Rejection in Voucher, Stock Journal Voucher, Delivery Note Voucher, Receipt Note Voucher.	4 Hours
BANK RECONCILIATION	Interest Calculation, Electronic Payments, Sources of Financing, Collaterals (Types of Loan), Data Required for Financing, Use contra Vouchers, Use Payment Voucher, Use Receipt Voucher, Verify Bank Book, Verify Passbook.	2 Hours
MULTY CURRENCY	Foreign Exchange, Use Foreign Currency.	1 Hours
COST CENTER AND COST CATEGORY	Use Cost Center, Cost Category, Cost Center Breakup, Pre-defined Cost Center, Use Cost Center, Cost Category, Cost Center Breakup, Pre-defined Cost Center.	2 Hours
GOODS & SERVICE TAX (GST)	GST Concept and Acceptability, Tax Components of GST, Creating GST Classifications (SGST/CGST/IGST) Recording GST Transactions of Trading Firms, Recording GST Transactions of Service Providers, Generating GST Reports, Exporting Data for Returns Summary, GST Reports - GSTR1, GSTR2, GSTR3 and GSTR 3B, GST Chilian's, Payments & Due Dates, Exporting Data for Returns form GSTR1, GSTR2, GSTR3 and GSTR 3B.	5 Hours
TAX DEDUCTED AT SOURCES	Exemption, Lower Rate, Payment and Enable TDS, TDS Features in Tally, Enabling TDS, Creating Ledgers ready for TDS entries, TDS Reports.	1 Hours
PAYROLL SYSTEM	Payroll and Statutory Details, Pension Scheme and Insurance, Payroll Units, PF and ESI (Provident Fund Employees State Insurance), Income Tax, Monthly Leaves, Gratuity, Pay Heads, Payroll Ledgers, Payroll Voucher, Attendance Voucher, Pay slips.	2 Hours
MIS REPORTS	Interest Calculations, Outstanding Entries, Mutual Adjustments, Export Data in Excel, PDF of HTML Formats Account Confirmation, Depreciation, Day Book Reports, Trial Balance, Account Books Statement of Accounting, Statutory Reports.	1 Hours
DATA SECURITY	Bill by Bill Details, Settlement, Data Management Backup, Restore Data, Split Data, Import Data, Export Data, and Security Control.	1 Hours

Course Coordinator
Mr. Raju Dasgupta
Assistant Professor
Department of Accountancy
Commerce Stream

*Forwarded to
18.AE & Prospectus
Committee.*
7/6/2023
Principal
Goreswar College



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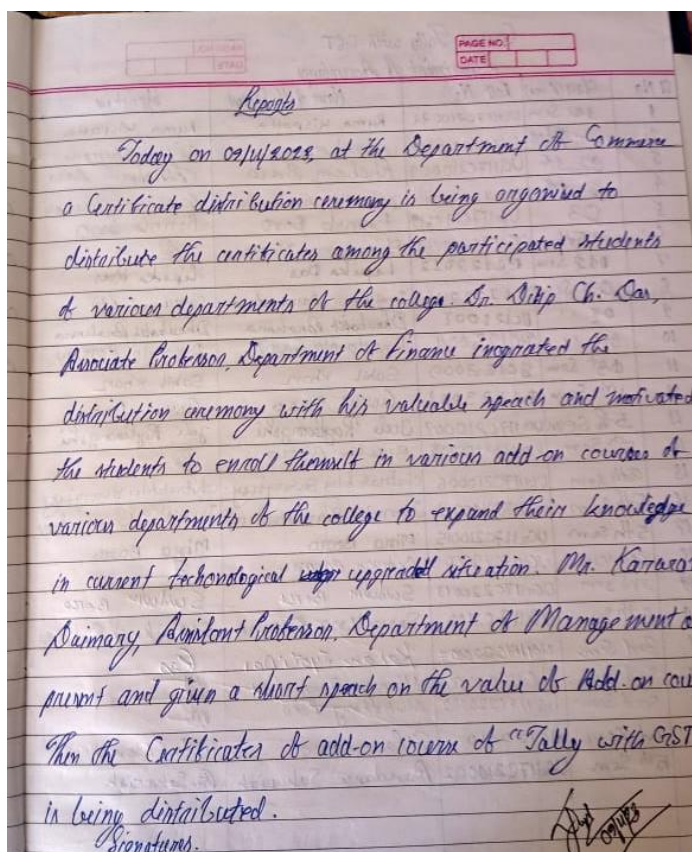
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Course: Tally with GST
Department: A Accountancy

Sl No	Class / Sem	Roll No	Name of the Student	Signature	Sl No
1	1st Sem	UG117C210022	Ruma Kispotta	Ruma Kispotta	
2	2nd Sem	UG117C210018	Preeti Shrivastava	Preeti Shrivastava	
3	2nd Sem	UG117C210009	Khabam Baro	Khabam Baro	1
4	2nd Sem	UG117C210011	Laxmita Brahmam	Laxmita Brahmam	
5	03	UG117C210019	Pronob Boru	Pronob Boru	2
6	2nd Sem	UG117C210026	Sameswary Nathary	Sameswary Nathary	
7	012 Sem	BC123012	Lipika Das	Lipika Das	
8	001 Sem	BC123008	Santamui Basumatary	Santamui Basumatary	
9	011	BC123007	Dhruvot Brahma	Dhruvot Brahma	
10	011	BC123004	Ansula Nathary	Ansula Nathary	
11	001 Sem	BC123009	Sahil Khan	Sahil Khan	
12	1st Sem	BC123001	Gokul Boru	Gokul Boru	
13	5th Sem	UG117C210007	Juli Rajbaragohi	Juli Rajbaragohi	
14	5th Sem	UG117C210003	Bijuli Boru	Bijuli Boru	
15	5th Sem	UG117C210006	Chitraketa Swargjaya	Chitraketa Swargjaya	
16	5th Sem	UG117C210008	Jumuka Basumatary	Jumuka Basumatary	
17	5th Sem	UG117C210015	Mina Boru	Mina Boru	
18	3rd Sem	UG117C220003	Erikpan Barma	Erikpan Barma	
19	3rd Sem	UG117C220013	Siddam Boru	Siddam Boru	
20	5th Sem	UG117C21000	Swamkwoy Brahma	Swamkwoy Brahma	
21	3rd Sem	UG117C220007	Kanan Jyoti Das	Kanan Jyoti Das	
22	3rd Sem	UG117C220004	Hirshor Barumatary	Hirshor Barumatary	
23	3rd Sem	UG117C220009	Mukhang Boru	Mukhang Boru	
24	1st Sem	BC123010	Gita Boru	Gita Boru	
25	5th Sem	UG117C210002	Bandana Sahariah	Bandana Sahariah	
26					
27					
28					

Jyoti
09/11/23



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Course: Tally with GST.
Department of Accountancy.

Sl. No.	Class	Roll No	Name of the Student	Signature
1	B.Sc 3rd	14	Anisha Masam	Anisha Masam
2	B.Sc 1st	13	Somitra Boro	Somitra Boro
3	B.Sc 1st	66	Ashmina Tasmin	Ashmina Tasmin
4	B.Sc 1st	65	Torabul Haque	Torabul Haque

(Signature)
09/11/23



(Signature)
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