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Dhaniakhali, Hooghly, 712302

Sarat Centenary College

Dhaniakhali, Hooghly

Founded: 1976

Recognised Under UGC 2F&12B

WB Govt. Aided

Affiliated to The University of Burdwan

Date-29/11/2024

Notice

Extension of Enrollment for Add-On Certificate Courses

Enrolment deadline is hereby being **extended till 02/12/2024 (Monday)** for the following **Add-On Certificate Courses**

Sl. No.	Course Title	Course Coordinator	Intake
1	Proofreading in English	Prof. Md. Asadullah, Dept. of English	Total 40: Max. 20 students per group
2	Basics of Computer Application	Dr. Sanjoy Mondal, Dept. of Chemistry	20
3	Spoken Sanskrit	Prof. Biswajit Pakhira, Dept. of Sanskrit	30
4	Computerized Accounting with Taxation and STATA Analysis	Dr. Raj Kumar Kundu, Dept. of Commerce	30
5	Digital Photography Basics	Prof. Pankaj Sen, Dept. of Philosophy	50

Key Details:

- **Eligibility:** Any regular Student of this college may enroll in **only one** course of their choice.
- **Enrollment Process:** Fill out the provided Google Form link to secure your seat.
- **Selection Criterion:** Enrollment will be on a **first-come, first-served** basis.
- **Commencement of Classes:** Classes will start on the **03 December 2024**.

Google Form Link: <https://forms.gle/qRRLRjcNNUSSwrtXA>

Hurry up and grab this opportunity to acquire valuable skills!

Details regarding the courses can be found in next pages of this notice.

For further information, feel free to contact the course coordinators.



A. L. Banerjee
Principal & Secretary,
Sarat Centenary College
P.O.- Dhaniakhali, Dist- Hooghly



SARAT CENTENARY COLLEGE
DHANIAKHALI, HOOGHLY



33 Contact Hours add on certificate Course on 'Proofreading in English'

Context	To meet the needs of undergraduate students transitioning into the next phase of higher education and their vocational careers.
Prerequisite	Current under graduate students with basic understanding of English grammar and vocabulary.
Course objective	The primary aim is to train the students to become successful proofreader in publishing houses, either substantive or freelancing. It will equip the students with the good habit of turning rough copy into powerful, flawless and effective writing. It will also improve the quality of the paper, ensuring there are no lingering mistakes, and correcting generalized discourse errors or writing inconsistencies.
Program highlights and unique features	The syllabus for 'Proofreading in English' is structured into five units, designed to equip students with foundational knowledge of proofreading. The syllabus has been designed in a learner-centric pedagogic mode with a view to enriching the students entering the broader aspects of life. The students will be able to make the most of the opportunity of tertiary education and realize their full potential.
Career prospect	Improving employability and expanding career opportunities in publishing sectors – both print and online.
Faculty requirements	Internal Faculty Members Invited External Resource Persons for special lectures
Teaching Mode	Blended (offline/online)
Course fee	Nil
Intake capacity	Total 40: Max. 20 students per group (Max. two groups)
Contact hours	20 hrs. Lectures + 10 hrs. Hands-on Session + 1 hr. Inaugural + 1 hr. Final Test + 1 hr. Graduation Ceremony
Course duration	Classes: Theory class duration : 1 hr Hands-on Session duration : 1 hr Number of classes per week: 4 Total Course duration: 9 weeks/33 hrs.
Tutorial	Will be arranged if needed to align with the lesson plan
Course Content	Detailed course content attached herewith in Annexure-1
Course outcome	By the end of this course, students will be able to: 1. Understand the use of style sheets and style guides in proofreading. 2. Summarize proofreading career opportunities. 3. Demonstrate basic proofreading skills.
Assessment process and grading	i) Attendance, ii)Continuous assessment tool, iii)Project based assessment, iv) Written test, v) Viva-voce Detailed plan is attached herewith in Annexure- 2
Student feedback	Via Google Form.

**Add on Certificate Course on ‘Proofreading in English’
(33 Contact Hours)**

Annexure-1: Course Content

Unit – 1: Introduction to Proofreading (5 Hours)

- Definition of Proofreading.
- Scope and importance of Proofreading.
- Required skills to be successful proof-reader.

Unit – 2: Grammar, Syntax and Common Mistakes (5 Hours)

- Review of basic grammatical rules (e.g. Subject-Verb Agreement, Noun-Pronoun Agreement, Placement and Usage of Adverbs, Adjective, Clauses, etc.)
- Common grammatical errors and how to correct them.
- American and British Spelling Variations
- Correcting Malapropism
- Wrongly put Homophones
- Other common mistakes

Unit – 3: Punctuations and Mechanics (5 Hours)

- Rules of punctuations (e.g. Commas, Semicolons, Quotation Marks, etc.)
- Proper use of capitalization and abbreviations

Unit – 4: Editing Techniques (5 Hours)

- Editing Techniques in MS Word Platform
- Techniques of identifying errors efficiently
- Developing a systematic approach to proofreading

Unit – 5: Hands-on Proofreading Practice (10 Hours)

- Practical exercises in proofreading different types texts

**Add on Certificate Course on ‘Proofreading in English’
(33 Contact Hours)**

Annexure-2: Evaluation Plan

EVALUATION MODALITIES					
Sl. No.	Unit	Lecture/ demonstration session	Practice session	Total	Method of evaluation (Unit End)
1	Inaugural Session	-	-	1	
2	Introduction to Proofreading	5	0	5	MCQ test Mini-Project Presentation Written Test Viva-voce
3	Grammar, Syntax and Common Mistakes	5	0	5	
4	Punctuations and Mechanics	5	0	5	
5	Editing Techniques	5	0	5	
6	Proofreading Practice	0	10	10	
7	Final Test	-	-	1	
8	Graduation Ceremony	-	-	1	
Total		20	10	33	

Continuous Evaluation (Unit End: 5 Units)	End Term Evaluation			Attendance	Total
	Written Examination	Practical Examination	Viva-Voce		
5 × 5 = 25	30	30	10	5	100

Table for Qualification

Score on 100% Scale	Grade
90-100	O – Outstanding
80-89	E- Excellent
70-79	A- Very Good
60-69	B- Good
50-59	C- Fair
< 50	F - Failed

Rules and Regulations

1. Students are required to participate in all scheduled assessments to qualify for certification.
2. The total score for the assessment is 100 marks.
3. A minimum score of 50% is required to receive a certificate. Only one attempt is permitted for the assessment, and no provision exists for clearing backlogs.
4. Students must attend at least 60% of the classes to be eligible for certification.
5. If a student remains unresponsive during the first eight hours of the course, their enrolment will be cancelled.
6. All college "Rules and Regulations" must be followed without exception.



SARAT CENTENARY COLLEGE
DHANIAKHALI, HOOGHLY



36 Contact Hours add on certificate Course on 'Basics of Computer Application'

Context	To meet the needs of undergraduate students transitioning into the next phase of higher education and their vocational careers
Prerequisite	Current under graduate students with basic understanding of Secondary level Mathematics.
Course objective	The primary focus is on understanding the fundamentals of Computer Application, and this course serves as a foundation to prepare learners for navigating challenges in the digital world.
Program highlights and unique features	The syllabus for Basics of Computer Application is structured into five units, designed to equip students with foundational knowledge of computer components, operating systems, and file/folder management. The course will also enhance file management skills, enabling students to create documents, develop presentations, and manage databases. Additionally, students will gain an understanding of internet usage and email communication.
Career prospect	Improving employability and expanding career opportunities in today's fast-paced digital world.
Faculty requirements	Internal Faculty Members
Teaching Mode	Blended (offline/online)
Course fee	Nil
Intake capacity	Max. 20 students per group
Contact hours	22 hrs. Lectures + 11 hrs. Practical + 1 hr. Inauguration+ 1 hr. Final Test + 1 hr. Certificate Distribution Ceremony
Course duration	Classes: Theory class duration : 1 hr Practical class duration : 1 hr Number of classes per week : 4 (both theory and practical) Total Course duration : 9 weeks/36 hrs.
Tutorial	If needed to align with the lesson plan
Course Content	Detailed course content attached herewith in Annexure-1
Course outcome	By the end of this course, students will be able to: 1. Understand the fundamental components of computer applications. 2. Explain the concepts behind operating systems, file management, and effectively work with them. 3. Create professional-quality documents. 4. Evaluate best practices for delivering effective presentations. 5. Utilize spreadsheet tools to solve practical problems. 6. Apply their knowledge of the internet to engage in safe digital activities.
Assessment process and grading	i) Attendance, ii)Continuous assessment tool, iii)Project based assessment, iv) Written test, v)Practical Examination and vi) Viva-voce Detailed plan is attached herewith in Annexure- 2
Student feedback	Via Google Form.

Add on Certificate Course on ‘Basics of Computer Application’

(36 Contact Hours)

Annexure-1: Course Content

Unit-1: Introduction to Computer, Operating System and file management (4L+2P)

Introduction to Computer: A short introduction to Computers & its applications, Historical development of Computers, Basics of Hardware and Software: Hardware: Central Processing Unit, Input devices, Output devices, Computer Memory & storage, Connecting Keyboard, Mouse, Monitor and Printer to CPU, Software: Application Software, Systems Software, Summary

Introduction to Operating System: Operating Systems for Desktop and Laptop

User Interface for Desktop and Laptop: Task Bar, Icons & Shortcuts, Running an Application, Operating System Simple Setting using Mouse: Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features,

File and Folder Management: Creating a New File/Folder, Selecting a File/Folder, Organising File/Folder, Copying and Moving a File/Folder, Renaming a File/Folder, Deleting a File/Folder, Restoring a Deleted File/Folder

Unit-2: Word Processing (6L+3P)

Word Processing Basics: Opening Word Processing Package, Title Bar, Menu Bar, Toolbars & Sidebar, Creating a New Document, Opening, saving and Closing Documents, Save as feature, Help functionality, Page Setup, Print Preview, Printing of Documents, Saving a Document as PDF file.

Preparation of word document: Shortcut Keys, Text Creation and modification, 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: Paragraph Indentation, Bullets and Numbering, Change case, Header & Footer, Table Modification: 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, Mail Merge, Summary.

Unit 3: Creating Presentations (4L+2P)

Creation of Presentation: 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, Modifying Slides: Inserting Table, Adding ClipArt Pictures, Inserting Other Objects, Resizing and Scaling an Object, Presentation of Slides : Choosing a Set Up for Presentation, Running a Slide Show, Transition and Slide Timings, Automating a Slide Show, Printing Slides and Handouts, Does and don'ts for a presentation. Summary.

Unit 4: Working with Spreadsheet (6L+3P)

Elements of Spread Sheet: Creating a 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, Opening, Saving and closing a Spread sheet. Modification of Cells & Worksheet : Modifying / Editing Cell content, Formatting Cell (Font, Alignment, Style), Cut, Copy, Paste & Paste Special , Changing Cell Height and width, Inserting and Deleting Rows, Column, AutoFill, Formulas, Functions and Charts : Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division), AutoSum, Functions (Sum, Count, Max, Min, Average, Round off), Sorting of data, Summary.

Unit 5: Introduction to Internet (2L+1P)

Introduction to Internet: Concept of Internet & WWW, Applications of Internet, Website Address and URL, ISP,IP, Network security, Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering) Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.) and their functionalities. Exploring the Internet: Surfing the web, Popular Search Engines, Searching on Internet, Downloading Web Pages, Printing Web Pages. Structure and usage of E-mail: 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.

**Add on Certificate Course on ‘Basics of Computer Application’
(36 Contact Hours)**

Annexure-2: Evaluation Plan

EVALUATION MODALITIES					
Sl. No.	Unit	Lecture/ demonstration session	Practice session	Total	Method of evaluation (Unit End)
1	Inaugural Session	-	-	1	
2	1: Introduction to Computer, Operating System and file management	4	2	6	MCQ test
3	2: Word Processing	6	3	9	Mini-Project
4	3: Creating Presentations	4	2	6	Presentation (10 Minutes)
5	4: Working with Spreadsheet	6	3	9	Mini-Project
6	5: Introduction to Internet	2	1	3	Viva-voce
7	Final Test	-	-	1	
8	Certificate Distribution Ceremony	-	-	1	
Total		22	11	36	

Continuous Evaluation (Unit End: 5 Units)	End Term Evaluation			Attendance	Total
	Written Examination	Practical Examination	Viva-Voce		
10 × 5 = 50	10	25	10	5	100

Table for Qualification

Score on 100% Scale	Grade
90-100	O – Outstanding
80-89	E- Excellent
70-79	A- Very Good
60-69	B- Good
50-59	C- Fair
< 50	F - Failed

Rules and Regulations

1. Students are required to participate in all scheduled assessments to qualify for certification.
2. The total score for the assessment is 100 marks.
3. A minimum score of 50% is required to receive a certificate. Only one attempt is permitted for the assessment, and no provision exists for clearing backlogs.
4. Students must attend at least 60% of the classes to be eligible for certification.
5. If a student remains unresponsive during the first eight hours of the course, their enrolment will be cancelled.
6. All college "Rules and Regulations" must be followed without exception.



SARAT CENTENARY COLLEGE

32 Contact hours add on Certificate course on Spoken Sanskrit

Course Design:

Context	To meet the demand of Under Graduate level of students entering next phase of higher education and vocational life.
Prerequisite	Current under graduate student of Sanskrit entering spoken Sanskrit courses.
Course Objective	The primary goal of this course is to provide students with a deeper appreciation of Sanskrit as a living language. Additionally, practicing spoken Sanskrit can serve as a valuable tool for enhancing and organizing the thought process.
Program Highlights and unique features	The Spoken Sanskrit course content emphasizes foundational language skills, focusing on speaking, grammar, and vocabulary. The syllabus is designed in a conversational format to prepare students for broader life experiences. Through this course, students will gain knowledge and the opportunity to realize their full potential.
Career prospect	Enhancing employability prospects and broadening opportunities in spoken communication to thrive in today's competitive globalized world.
Faculty requirements	Internal (Department of Sanskrit)
Modern Pedagogy	Advanced professional and Flipped model of learning & Continuous and Comprehensive Evaluation
Course fee	Nil
Intake Capacity	Maximum 30 students per group
Contact Hours	Lecture: 30Hours
Course Duration	Classes: Theory Class Duration: 1 Hour One day – 2 Classes, one week – 2 days Total Course Duration: 8 Weeks/ 30 hrs.
Tutorial	If required to be adjusted with Lesson Plan
Course Content	Details course content attached herewith in Annexure - I
Course Outcome	The course is designed to enhance students' proficiency in spoken Sanskrit, enabling them to communicate effectively in the language. It aims to develop learners' ability to understand and use Sanskrit in diverse contexts, preparing them for opportunities in various fields and enhancing their employability in today's globalized world.
Assessment Process and Grading	<ol style="list-style-type: none">1. Attendance2. Continuous assessment tool3. Project based assessment4. Written test.5. Viva-voce Detailed plan is attached herewith in Annexure II
Student Feedback	After every module/ Unit via Google Form.



SARAT CENTENARY COLLEGE

32 Contact hours add on Certificate course on Spoken Sanskrit

Annexure I: Course Content:

Unit - 1: Establishing the foundation

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| A. Introduction to Sanskrit Phonetics | 3 Hours |
| <ul style="list-style-type: none">To understand the unique pronunciation of SanskritTo learn the Sanskrit alphabet and basic sounds | |
| B. Building common phrases | 4 Hours |
| <ul style="list-style-type: none">Greeting, expressions and simple conversational phrasesPractical Exercises for real-world application | |
| C. Vocabulary Boost | 4 Hours |
| <ul style="list-style-type: none">Expand your Sanskrit Vocabulary with essential words.Engage in interactive activities for effective learning. | |

Unit - 2: Gaining Knowledge of Grammar

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| A. Basic Grammar Rules | 8 Hours |
| <ul style="list-style-type: none">Grasp Sentence Structure, Word order and essentials of grammar.Introduction to verb conjugation and noun declension | |
| B. Dive into conversations | 5 Hours |
| <ul style="list-style-type: none">Group Discussion to enhance spoken Sanskrit skills.Practice reading Sanskrit text aloud to improve pronunciation and fluency.Enrich yourself in Sanskrit by Listening Sanskrit song, watching short drama and videos. | |

Unit - 3: Fluency and culmination

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| A. Conversational Sanskrit Mastery. | 6 Hours |
| <ul style="list-style-type: none">Apply learned concepts in dynamic conversations.Practice fluency through engaging sessions like storytelling, reciting, Singing, chanting slokas etc. | |
| B. Valedictory Session | 2 Hours |
| <ul style="list-style-type: none">Important lecture of Hon'ble principal.Student testimonials and experiences | |

❖ Certificate distribution for successful participants



SARAT CENTENARY COLLEGE

32 Contact hours add on Certificate course on Spoken Sanskrit

Evaluation Policy for Add-On Course

The main principal of any evaluation policy for an add-on course is criterion-based assessment. Every skill is defined by relevant criteria and all the criteria must be measured to satisfy skill development. In this add-on course “Spoken Sanskrit” assessment will be done using the following strategies:

Unit	Unit Title/Criteria	Lectures (Total: 32)	Evaluation Strategies
I	Establishing the foundation: A. Introduction to Sanskrit Phonetics B. Building common phrases C. Vocabulary Boost	A – 3 Lecture B – 4 Lecture C – 4 Lecture <hr/> Total- 11	Vocabulary & Conversation test
II	Gaining Knowledge of Grammar A. Basic Grammar Rules B. Dive into conversations	A – 8 Lecture B – 5 Lecture <hr/> Total- 13	Creative ability test and Comprehension test
III	Fluency and culmination A. Conversational Sanskrit Mastery. B. Valedictory Session	A – 6 Lecture B – 2 Lecture <hr/> Total- 08	Project and Presentation test.

Evaluation Modalities:

Name of the Assessment	Formative		Summative			Total Marks
	Unit end test (3 Unit)	Midterm Project	Theory (Written Test)	Viva-Voce	Attendance	
Marks Allotted	15×3 = 45	15 (Dissertation – 10 + Presentation –5)	25	10	05	100

Table for Qualification:

Score on 100% Scale	Grade
90-100	O – Outstanding
80-89	E- Excellent
70-79	A - Very Good
60-69	B - Good
50-59	C - Fair
< 50	F - Faile

Rules and Regulations:

- Students must attend all the assessments that have been scheduled to be eligible for certification.
- Total marks of assessment will be 100 marks.
- Minimum 50% must be scored to receive any certificate. There will be only one attempt allowed for assessment. No provision for backlog clearance.
- Students must attend minimum 60% of classes to receive any certificate. Marks for attendance will be as followed:
- If a student is nonresponsive in first Nine hours of the course, his/her studentship stands cancelled.
- General “Rules and Regulations” of the college must be followed without any exception



SARAT CENTENARY COLLEGE

36 Contact hours add on course on Computerized Accounting with Taxation and STATA Analysis

Course Design

Context	To meet the demand of Under Graduate level of Commerce students entering the next phase of higher education and professional life.
Prerequisite	Current under graduate student of Commerce with advanced level understanding of Accounting, Taxation and Statistical software analysis.
Course Objective	The main thrust is on the professional accountants in business assist with corporate strategy, provide advice and help businesses to reduce costs and mitigate risks. Master the fundamentals of STATA software for data analysis, including data manipulation, visualization, and regression analysis. The course is a step towards preparing the learners to encounter situations associated with digital world.
Program Highlights and unique features	The Syllabus for Computerized Accounting with Taxation and Data Analysis using STATA is designed to equip participants with the essential skills and knowledge required to excel in the fields of Accounting with Taxation and data analysis. This course will also develop file management skills to prepare documents, presentations as well as to handle databases. Finally, students will be aware of use of internet along with its usage policies.
Career prospect	Enhancement of employability quotient and advanced scope in Professional life in this cutting-edge digitized world
Faculty requirements	Internal (Department of Commerce & Economics)
Modern Pedagogy	Advanced professional and Flipped model of learning & Continuous and Comprehensive Evaluation
Course fee	Nil
Intake Capacity	Maximum 30 students per group
Contact Hours	Lecture: 22 Hours + Practical: 14 Hours
Course Duration	Classes: Theory Class Duration: 1 Hour & Practical Class Duration: 1 Hours Number of Classes per week: 2 (Both Theory and Practical) Total Course Duration: 18 Weeks/ 36 hrs.
Tutorial	If required to be adjusted with Lesson Plan
Course Content	Details course content attached herewith in Annexure - I
Course Outcome	Students will be able to: <ol style="list-style-type: none"> 1. Gain valuable skills in Computerized Accounting with Taxation, enhancing career prospects and opportunities 2. To Prepare Accounting, Payroll, Billing, Purchase, Sales, Banking Inventory, Taxation such as GST, TDS, TCS and E-filing. 3. Earn a prestigious certificate upon successful completion of the course, demonstrating proficiency in Computerized Data analysis by usings SATA Software. 4. To make students ready with required skill for employability in the job market.
Assessment Process and Grading	<ol style="list-style-type: none"> 1. Attendance 2. Continuous assessment tool 3. Project based assessment 4. Written test. 5. Practical Examination 6. Viva-voce Detailed plan is attached herewith in Annexure II
Student Feedback	After every module/ Unit via Google Form.



SARAT CENTENARY COLLEGE

36 Contact hours add on course on
Computerized Accounting with Taxation and STATA Analysis

Annixture I: Course Content

<p>Unit - 1: Basic of Tally Accounting Package: (L-2 + P-2)</p> <ul style="list-style-type: none">▪ A short introduction to Tally accounting software, Its features, Ledgers, Voucher Types, Depreciation and Bank Reconciliation Statement. Interest Calculation.
<p>Unit - 2: Budgets:(L-1 + P-1)</p> <ul style="list-style-type: none">▪ Creating a Budgets, Types of Budgets – Cash, Sales, Production etc.
<p>Unit - 3: Inventory Systems:(L-3 + P-2)</p> <ul style="list-style-type: none">▪ Creating an Inventory Management systems: Stock Items, Group, Category, Unit, Cost Centre, Cost Category, and Process of Inventory with different types of inventory transaction
<p>Unit - 4: Income Tax with GST:(L-2 + P-2)</p> <ul style="list-style-type: none">▪ Creating a transaction with taxation, Computation of taxation with different types of GST.
<p>Unit - 5: E-Filling:(L-1 + P-1)</p> <ul style="list-style-type: none">▪ Creating a E-filling, Return Filling and E-Filling.
<p>Unit - 6: Regression Analysis using Software: (L-4 + P-2)</p> <ul style="list-style-type: none">▪ Creating Regression Analysis: Cross Selection Data Analysis and Dummy Variable Analysis.
<p>Unit - 7: Panel Data Analysis:(L-4 + P-2)</p> <ul style="list-style-type: none">▪ Methods of Panel Data Analysis and creating a Different type of Pannel Data using Statistical Software.
<p>Unit - 8: Hypothesis Testing:(L-2 + P-1)</p> <ul style="list-style-type: none">▪ Steps of Hypothesis Testin-g, ANOVA Testing using practical examples.
<p>Unit - 9: Time Series Data Analysis: (L-3 + P-2)</p> <ul style="list-style-type: none">▪ Types of time series data analysis, techniques of time series data using examples.



SARAT CENTENARY COLLEGE

36 Contact hours add on course on
Computerized Accounting with Taxation and STATA Analysis

Annexure II: Lesson Plan

Lesson/Activity Planning				
Unit	Class	Mode of Interaction	Lesson Outline	Unit Objective
1	Class 1	Lecture/ Demonstration	1.0 Introduction 1.1 Features 1.2 Ledger 1.3 Voucher Types	After Completion of the Unit, Students will be able to: <ul style="list-style-type: none"> ▪ Create, Alter, delete ledger, and voucher and export a presentation. ▪ Identify the vouching process of interest calculation, depreciation, and Bank reconciliation statement.
	Class 2	Lecture/ Demonstration	1.4 Depreciation 1.5 Bank Reconciliation Statement 1.6 Interest Calculation.	
	Class 3	Practical Session	Create, alter, modified ledger and vouchers	
	Class 4	Practical Session	Preparation with Examples and its solutions	
2	Class 5	Lecture/ Demonstration	2.0 Creating a budgets 2.1 Types of budgets 2.2 Example - Problems with Solution	After Completion of the Unit, Students will be able to: <ul style="list-style-type: none"> ▪ Sets specific targets for production or sales on a per-unit basis, operational activities with strategic goals.
	Class 6	Practical Session	Preparation of suitable example with its solution	
3	Class 7	Lecture/ Demonstration	3.0 Introduction of Inventory management in tally 3.1 Stock items creation 3.2 Group creation 3.3 category creation 3.4 Unit Creation	After Completion of the Unit, Students will be able to: <ul style="list-style-type: none"> ▪ Understand Tally's Inventory Features ▪ Manage Stock Levels ▪ Implement Batch and Godown Management and Record Transactions ▪ Produce various inventory reports, such as Stock Summary, and Item-wise Reports.
	Class 8	Lecture/Demonstration	3.5 cost centre creation 3.6 cost category creation	
	Class 9	Lecture/Demonstration	3.7 Process of inventory 3.8 Inventory Transaction	
	Class 10	Practical Session	Create alter stock item, group, category etc.	
	Class 11	Practical Session	Preparation with Examples and its solutions.	
4	Class 12	Lecture/Demonstration	4.0 Introduction 4.1 Creating taxation transaction voucher	After Completion of the Unit, Students will be able to: <ul style="list-style-type: none"> ▪ Understand how to compute GST on goods and services in tally. ▪ To identify the process of various vouching and reporting transaction.
	Class 13	Lecture/Demonstration	4.2 Computation of taxation with different types of GST	
	Class 14	Practical Session	Preparation with Examples and its solutions.	
5	Class 15	Lecture/Demonstration	5.0 Creating a e-filing 5.1 Return filling 5.2 E-filing	After Completion of the Unit, Students will be able to: <ul style="list-style-type: none"> ▪ Identify the various types of GST returns and their filing requirements.
	Class 16	Practical Session	Preparation with Examples and its solutions.	
Continued to next page...				



SARAT CENTENARY COLLEGE

36 Contact hours add on course on Computerized Accounting with Taxation and STATA Analysis

Lesson/Activity Planning				
Unit	Class	Mode of Interaction	Lesson Outline	Unit Objective
6	Class 17	Lecture/Demonstration	6.0 Introduction 6.1 Creating Regression analysis	After Completion of the Unit, Students will be able to: <ul style="list-style-type: none"> ▪ Prepare Data for Analysis. ▪ Analyse regression output tables, including coefficients, R-squared values, and p-values ▪ Prepare clear and informative reports or presentations summarizing regression analysis findings.
	Class 18	Lecture/Demonstration	6.2 Cross Selection Data Analysis	
	Class 19	Lecture/Demonstration	6.3 Dummy Variable Analysis	
	Class 20	Lecture/Demonstration	6.4 Examples of Regression Analysis. 6.5 Examples of dummy Variable Analysis 6.6 Examples of Cross Selection Analysis	
	Class 21	Practical Session	Creation of Regression analysis using STATA.	
	Class 22	Practical Session	Preparation with Examples and its solutions.	
7	Class 23	Lecture/Demonstration	7.0 Introduction 7.1 Define Pannel Data	After Completion of the Unit, Students will be able to: <ul style="list-style-type: none"> ▪ Import panel data into Stata from various formats (Excel). ▪ Identify Key Variables: Recognize dependent and independent variables in a panel data context. ▪ Analyze regression output from Stata, focusing on significance levels, and R-squared values
	Class 24	Lecture/Demonstration	7.2 Methods of Panel Data Analysis	
	Class 25	Lecture/Demonstration	7.3 Different type of Pannel Data	
	Class 26	Lecture/Demonstration	7.4 Different type of Pannel Data using Statistical Software.	
	Class 27	Practical Session	Setting Up Stata & Loading and Preparing Data	
	Class 28	Practical Session	Declaring Panel Data Structure, Fixed and Random Effects Model Estimation	
8	Class 29	Lecture/Demonstration	8.0 introduction 8.1 Steps of Hypothesis Testing	After Completion of the Unit, Students will be able to: <ul style="list-style-type: none"> ▪ Understand the Basics of Hypothesis Testing ▪ Import and organize data in Stata for hypothesis testing. perform ANOVA Testing. Interpret ANOVA output from Stata
	Class 30	Lecture/Demonstration	8.2 ANOVA Testing	
	Class 31	Practical Session	Preparation with Examples of Hypothesis Testing, ANOVA Testing using practical examples	
9	Class 32	Lecture/Demonstration	9.0 Introduction 9.1 Define Time series data analysis.	After Completion of the Unit, Students will be able to: <ul style="list-style-type: none"> ▪ Prepare time series data ▪ Model and Evaluate time series data ▪ Conduct Seasonal Components and finding.
	Class 33	Lecture/Demonstration	9.2 Types of time series data analysis	
	Class 34	Lecture/Demonstration	9.3 Techniques of time series data using examples.	
	Class 35	Practical Session	Techniques of time series data using Software	
	Class 36	Practical Session	Preparation with Examples and its solutions	



SARAT CENTENARY COLLEGE

36 Contact hours add on course on

Computerized Accounting with Taxation and STATA Analysis

Evaluation Policy for Add-On Course

The main principal of any evaluation policy for an add-on course is criterion-based assessment. Every skill is defined by relevant criteria and all the criteria must be measured to satisfy skill development.

In this add-on course “Computerized Accounting with Taxation and STATA Analysis” assessment will be done using the following strategies:

EVALUATION MODALITIES					
Sl. No.	Unit	Number of Classes/ Hours			Method of Evaluation
		Lecture/ Demonstration Session	Practical Session	Total	
1.	Basic of Tally Accounting Package	2	2	4	Viva-voce
2.	Budgets	1	1	2	Mini Project
3.	Inventory Systems	3	2	5	Creative Ability Text
4.	Income Tax with GST	2	1	3	Online MCQ Test
5.	E-Filing	1	1	2	Presentation
6.	Regression Analysis using Software	4	2	6	Mini project
7.	Panel Data Analysis	4	2	6	Presentation
8.	Hypothesis Testing	2	1	3	Viva voice
9.	Time Series Data Analysis	3	2	5	Creative Ability Text
Total		22	14	36	

Continuous Evaluation (unit end)	Capstone Project	End-Term Evaluation (Consolidated)			Attendance	Total
		Written Examination	Practical Examination	Viva-voce		
10 × 9 = 90	25	20	30	10	05	150



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36 Contact hours add on course on
Computerized Accounting with Taxation and STATA Analysis

Table for Qualification:

Score on 100% Scale	Grade
90-100	O – Outstanding
80-89	E- Excellent
70-79	A - Very Good
60-69	B - Good
50-59	C - Fair
< 50	F - Faile

Rules and Regulations:

1. Students must attend all the assessments that have been scheduled to be eligible for certification.
2. Total marks of assessment will be 150 marks.
3. Minimum 50% must be scored to receive any certificate. There will be only one attempt allowed for assessment. No provision for backlog clearance.
4. Students must attend minimum 60% of classes to receive any certificate. Marks for attendance will be as followed:

Attendance	Marks allotted
≥ 90%	5
80-89%	4
75-79%	3
70-74%	2
60-69%	1
< 60%	Not Eligible for certificate

5. If a student is nonresponsive in first Nine hours of the course, his/her studentship stands cancelled.
6. General “Rules and Regulations” of the college must be followed without any exception



SARAT CENTENARY COLLEGE

DHANIAKHALI, HOOGHLY



Design of Certificate Course on Digital Photography Basics

Context	To meet the needs of undergraduate students transitioning into their vocational / professional career
Prerequisite	Current under graduate students with basic understanding of Secondary level of science and technology
Course objective	The primary focus is on understanding the fundamental various aspects of digital photography and this course will help students to build their professional career and enable them to do work independently as profession
Program highlights and unique features	The syllabus for the <i>Digital Photography Basics</i> is designed to equip students with the fundamental understanding of basic concepts of digital photography, hands on training, theoretical and practical demonstration as well as outdoor classes, which will help to establish their career in the photography field and also in the digital world.
Career prospect	Improving employability and expanding career opportunities in today's fast-paced digital world.
Faculty requirements	Internal faculty members and external resource person
Teaching Mode	Blended (offline/online)
Course fee	Nil
Intake capacity	Max. 50 students
Contact hours	22 hrs. theoretical + 14 hrs. practical classes
Course duration	Classes: Theory class duration : 1 hr Practical class duration : 1 hr Number of classes per week : 2 (both theory and practical) Total Course duration : 18 weeks/36 hrs.
Course Content	Detailed course content attached herewith
Course outcome	<ol style="list-style-type: none">1. Technical Proficiency:<ul style="list-style-type: none">- Mastering camera settings (aperture, shutter speed, ISO).- Understanding different types of lenses and their uses.- Learning about lighting techniques and their applications.2. Artistic Development:<ul style="list-style-type: none">- Gaining composition skills and understanding of design principles.- Developing a personal photography style.- Enhancing creativity and storytelling through visual media.3. Practical Skills:<ul style="list-style-type: none">- Hands-on experience in various photography genres (portrait, landscape, macro, etc.).- Learning post-processing techniques using software like Adobe Lightroom.- Building an efficient workflow from shooting to editing and organizing.
Assessment process and grading	i) Attendance, ii) Continuous assessment tool, iii) Project based assessment, iv) Written test, v) Practical Examination and vi) Viva-voce
Student feedback	Via Google Form.

Course Content of Digital Photography Basics

1. Introduction to Digital

Photography:

- Understanding cameras and equipment
- Basics of photography terminology

2. Camera Settings:

- Aperture
- Shutter speed
- ISO sensitivity
- White balance

3. Composition Techniques:

- Rule of thirds
- Leading lines
- Framing
- Symmetry and pattern

4. Lighting:

- Natural light vs. artificial light
- Using flash and reflectors
- Golden hour and blue hour techniques

5. Lenses and Focal Length:

- Types of lenses
- Depth of field
- Zoom vs. prime lenses

6. Exposure Control:

- Exposure triangle
- Metering modes

- Exposure compensation

7. Post-Processing:

- Editing software introduction (e.g., Adobe Lightroom, Photoshop)
- Basic photo editing and retouching
- Color correction and image enhancement

8. File Formats and Storage:

- RAW vs. JPEG
- File management and archiving

9. Specialized Photography

Techniques:

- Long exposure and night photography
- Macro photography
- Portraits and landscapes

10. Ethics and Legal Aspects:

- Copyright and image use rights
- Model releases and permissions

12. Trends and Future of

Photography:

- Influence of social media
- Emerging technology (e.g., drones, VR)

These courses often feature hands-on practice, critiques of student work, and assignments to develop technical proficiency and artistic vision.

Evaluation Plan: Similar to other Add on Course as mentioned above. Details shall be notified in due course of time