CAPACITY BUILDING AND SKILLS ENHANCEMENT INITIATIVES

ICT/COMPUTING SKILL

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
ICT Skill Enhancement Course (PAGEMAKER)	Session: 2021-2022	12	Dept. of Physics
ICT Skill Enhancement Course (PHOTOSHOP)	Session: 2021-2022	20	Dept. of Physics
ICT Skill Enhancement Course (LaTeX & HTML)	Session: 2020-2021 & 2021-2022	22	Dept. of Mathematics
Statistical Software for Data Analysis and presentation	Session: 2027-2018 & 2021-2022	137	Dept. of Economics

REPORT ON ICT Skill Enhancement Course Department of Physics, Dimoria College

Session: 2021-2022

Name of the Course: PAGEMAKER

Session: 2021-2022

Duration of the Course: 6 Months

A Brief Report on the Certificate Course:

As per syllabus from the Gauhati University which is the affiliating university, the Department of Physics, considered to impart the PageMaker course as ICT skill-based course for 3^{rd} semester B.Sc. honors course students. The faculty engaged to teach the course was from the Department of Computer Science of the college. It is aimed in the course to impart Graphics Application in this field along with their core courses of the students. The college has a well- equipped Computers laboratory and this infrastructure is used for this purpose.

Syllabus of the Paper:



Department of Physics:

ICT Skill Enhancement courses : Duration 6 Months.

Faculty Name: 1.Mr Bhupesh Talukdar, 2 Biju kalita, Department of Computer Science

Course 1:

Course Name : PAGEMAKER

Paper code: PHY-SE-3094

Syllabus:

Credits: 4 (Theory: 2, Lab: 2) Theory: 30 Lectures

This course prepares students for proficiency in electronic publishing with the Adobe PageMaker publishing and graphics software application. The course topics include: skills using the PageMaker software; creating simple single page publications; creating multiple page publications; working with text; working with graphics; formatting, and publishing publications electronically.

Course Outcome: On successful completion of the course students will be able to Create Documents and Templates, add text into documents using various methods, and apply different formatting styles to characters and paragraphs, Import graphics, create objects using various tools, add effects to objects, Create a book and export it into PDF, Multipage Layout Design.

Theory

Unit I: Pagemaker Basics (4 Lectures)

Starting PageMaker, PageMaker Window Elements, Viewing the Page, Floating Palettes, Toolbox, Using the Zoom Tool, Using the Rulers, Displaying the Rulers, Using the Revert Feature. Opening a Publication, Creating a New Document, Setting the Margins, Setting the Page Size, Setting the Page Orientation, The Page Icons, Displaying Master Pages and Master Page Items, Inserting and Removing Pages, Inserting a Page, Removing a Page, Setting Page Numbers, Saving a New Document, Saving an Existing Document, Saving a Document as Another Document, Closing a Document.

Unit II: The text and drawing tool (4 Lectures)

Introduction, Using the Text Tool, Creating Text From Scratch, The Manual Text Icon, The Autoflow Text Icon, Text Blocks, Sizing and Positioning Text Blocks, Editing and Manipulating Text, Threading and Unthreading Text, Threading Additional Text, Threading Text to a Different Page, Unthreading Text



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Blocks, Rethreading Text Blocks. The Line Tool, The Oval Tool, Rectangle Tool, Polygon Tool, Changing the Shape of Rectangle, Changing Strokes and Fills, Deleting an Object, Duplicating an Object.

Unit III: Importing Graphics (2 Lectures)

Introduction, Placing Graphics, Placing in-Line Graphics, Converting an Independent Graphic to an In-Line Graphic, Aligning in-Line Graphics, Sizing Graphics, Cropping Graphics, Object Linking and Embedding (OLE), Setting Up an OLE Liked Object, Embedding an OLE Object, Text Wrap.

Unit IV: Transformations (3 Lectures)

Introduction, Using the Control Palette, Control Palette Basics, Modifying Objects by Adjusting Values, Using the Reference-Point Proxy, Setting Measurement and Nudge Preferences, Moving Objects, Rotating an Object, Reflecting an Object, Skewing an Object, Removing Transformation, Aligning and Distributing Objects, Grouping and Ungrouping, Rules for Grouping Objects, Changing the Staking Order of Objects, Locking Objects.

Unit V: Utilities (3 Lectures)

Creating PDF Files with Acrobat, Creating an Adobe Acrobat File, Font Issues, Managing Automatic Hypertext Links, Using the Tables Editor, Setting Adobe Table Defaults, Adobe Table Preferences, Typing, Editing and Formatting Text in Adobe Table, Formatting Text in a Table, Exporting and Saving Adobe Tables, Exporting Tables from Adobe Table, Exporting a Table as Text, Exporting a Table as a Graphic, Saving Adobe Tables, Importing and Updating Table, Sorting Pages, Balancing Columns, Create Keyline, Bullets and Numbering, Add Continued Line.

Unit VI: Master Pages (3 Lectures)

Creating Master Pages, Setting Up Pages, Numbering Pages, Adding Page Numbers, Adding a Prefix to Page Numbers, Numbering pages within a book, Setting Margins, Setting Print-related Document Setup Options, Resizing 1-bit Bitmap Images, Column Guides, Setting Up Ruler Guides, Revising, Deleting and Renaming Masters, Removing Master Page Formatting, Displaying Master Pages and Master Page Items, Showing Master Pages, About the Adjust Layout Option.

Unit VII: Working with large amount of texts (2 Lectures)

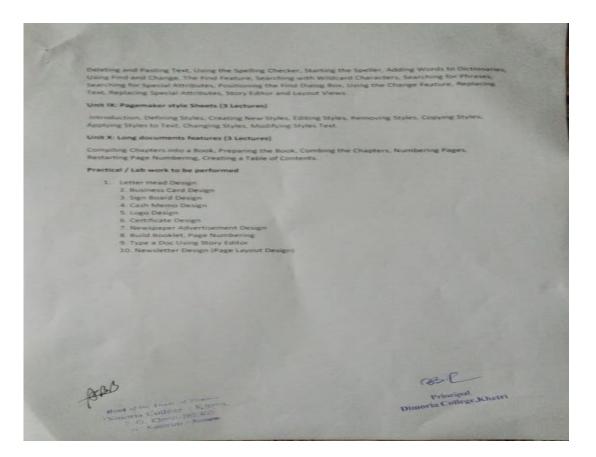
Introduction, Character Specifications, Paragraph Specifications, Changing Indents, Paragraph Spaces, Alignment, Adding Lines Above or Below Your Paragraphs, Indent/Tabs, Hyphenation, Grid Manager.

Unit VIII: The story editor (3 Lectures)

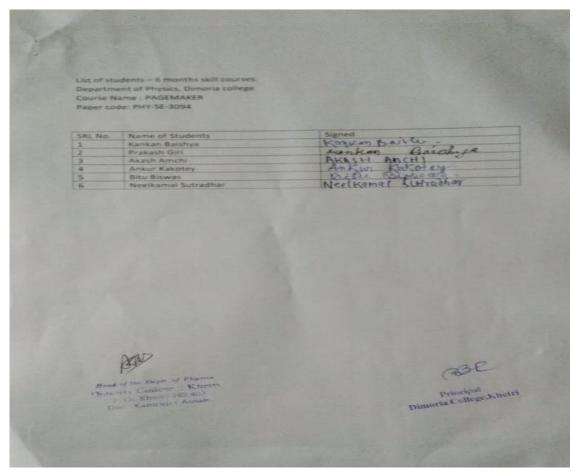
Introduction, Using the Story Editor, Starting at a Particular Spot in a Story, Placing the Story, Returning to an Open Story Window, Creating and Editing Text in Story Editor, Managing Story Editor Windows, Story Editor Preferences, Navigating through Text, Using the Key Board, Selecting Text, Cutting, Copying,

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List of the Enrolled Students:



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Sd/-**Dr. Apurba Bujarbaruah** HoD, Department of Physics Dimoria College, REPORT ON ICT Skill Enhancement Course Department of Physics, Dimoria College



Session: 2021-2022

Name of the Course: Photoshop

Session: 2021-2022

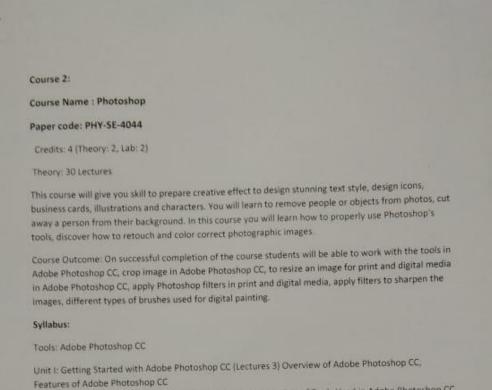
Duration of the Course: 6 Months

A Brief Report on the Certificate Course:

As per syllabus from the Gauhati University which is the affiliating university, the Department of Physics, considered to impart the Photoshop course as ICT skill-based course for 4th semester B.Sc. honors course students. The faculty engaged to teach the course was from the Department of Computer Science of the college. It is aimed to build the skill to prepare creative effect to design stunning text style, design icons, business card, illustrations and characters. The students will learn to remove people or objects from photos, cut away a person from their background. Through this course students will be able to learn how to properly use Photoshops tools, colour photographic images etc...The college has a well- equipped Computers laboratory and this infrastructure is used for this purpose.



Syllabus of the Paper:



Unit II: Importance of Adobe Photoshop CC (Lectures 5) Overview of Tools Used in Adobe Photoshop CC, Importance of Adobe Photoshop CC

Unit III: Working with Typography (Lectures 4) Typography, Creating Typographies, Choosing the Right Font and Color

Unit IV: Working with Layers and Images (Lectures 6) Cropping a Photo, Resizing Images, Basics of Layers, Creating Layers for Print and Digital Media, Aligning Images within Multiple Layers, Merging Layer Techniques

Unit V: Working with Filters (Lectures 4) Photoshop Filters, Smart Filters, Common Features of Photoshop Filter

Unit VI: Digital Painting in Adobe Photoshop CC (Lectures 4) Working with Brush Tool, Importance of Using Colors

Unit VII: Masking and File Formats in Adobe Photoshop CC (Lectures 4) Introduction to Mask, Creating Vector and Layer Masks, Essential File Formats, Choosing the Right Format for Print and Digital Media

Head of the Depti of Projects Official College : Kitcher, P. O. Khatri-T62 40. Dist. Kamrup : Kasam

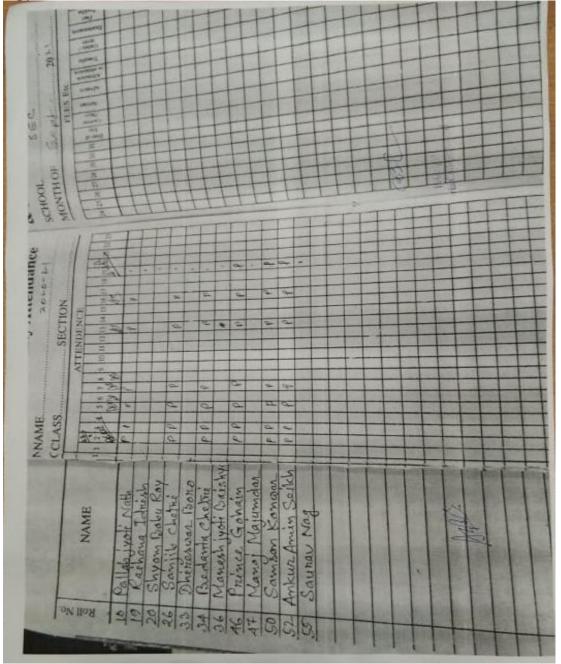
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Principal Dimoria College,Khetri

List of the Enrolled Students:

List of	students – 6 months skill courses	
Depart	tment of Physics, Dimoria college	
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Sd/-**Dr. Apurba Bujarbaruah** HoD, Department of Physics Dimoria College, REPORT ON ICT Skill Enhancement Course Department of Mathematics, Dimoria College



Session: 2019-2020 to 2021-2022

Name of the Course: LaTeX & HTML

Session: 2019-2020 to 2021-2022

Duration of the Course: 6 Months

A Brief Report on the Certificate Course:

As per syllabus from the Gauhati University which is the affiliating university, the Department of Mathematics, considered to impart the LaTeX & HTML course as ICT skillbased course for 4th semester B.Sc. honors course students. The faculty engaged to teach the course was from the Department of Mathematics of the college. The purpose of the course is ti acquare students with the latest typesetting skills, which shall enable them to prepare high quality typesetting, beamer presentation and webpages.

Syllabus of the Paper:



Department of Mathematics:

ICT Skill Enhancement courses: Duration 6 months Faculty Name: Bhupesh Talukdar, Krishama Chakrabarty, Sanchita Chetia, Manjuri Dutta

Course 1: Course Name: LaTeX & HTML Paper code: MAT-SE-4024

Syllabus:

Total marks: 100 (Theory 60, Internal assessment 20, Practical 20)

Per week: 2 Lectures, 2 Practical, Credits: 4(2+2)

Course Objectives: The purpose of this course is to acquaint students with the latest typesetting skills, which shall enable them to prepare high quality typesetting, beamer presentation and web pages.

Course Learning Outcomes: After studying this course the student will be able to:

i) Create and typeset a LaTeX document.

ii) Typeset a mathematical document using LaTex.

iii) Learn about pictures and graphics in LaTex.

iv) Create beamer presentations.

v) Create web page using HTML.

Unit 1: Elements of LaTeX; Hands-on-training of LaTex; graphics in LaTeX; PS Tricks; Beamer presentation

Unit 2: HTML, creating simple web pages, images and links, design of web pages.

Practical: Six practical should be done by each student. The teacher can assign practical from the exercises.

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List of the Enrolled Students:

List of students-(6 month skill courses) Department of Mathematics, Dimoria College Course: LaTeX & HTML Paper code: MAT-SE-4024 Seminar: 2020-2021, Year: 2021(Jan-June) Signature Name of the students. Sr. Anteur Amri Des pak Mine Oblip doimorr Rimoni Doignare Jeta Kamakae Kouski Asmakae Nicha etran Rallim Hidli Rafe Amihi Sonali Inglipi Tannag Sidanike North
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Sd/-Amal Roy HoD, Department of Mathematics Dimoria College,



REPORT ON Value Added Course PG Department of Economics, Dimoria College

Session: 2019-2020 to 2021-2022

Name of the Course: Statistical Software for Data Analysis and presentation

Session: 2017-2020 to 2021-2022

Duration of the Course: 6 Months

A Brief Report on the Certificate Course:

As per syllabus from the Gauhati University which is the affiliating university, the PG Department of Economics, Dimoria College, considered to impart the "Statistical Software for Data Analysis and presentation" as Value Added course for 1st semester PG students. The faculty engaged to teach the course was from the Department of Economics of the college. This course is adopted keeping in mind to aware the students to the skill of Data analysis through statistical software specially helpful for research work as prescribed by Gauhati University as option.

Syllabus of the Paper:



Value Added Course on ECO 1054: Statistical Software for Data Analysis and Presentation (PG Dept. of Economics)

The department of Economics adopts the policy of introduction of value added courses, keeping in mind to aware the students to the skill of Data analysis through Statistical Software specially helpful for research work as prescribed by Gauhati University as option. Accordingly the department takes necessary permission from the authority to run the course. The syllabus is passed by the Departmental Syllabus Committee.

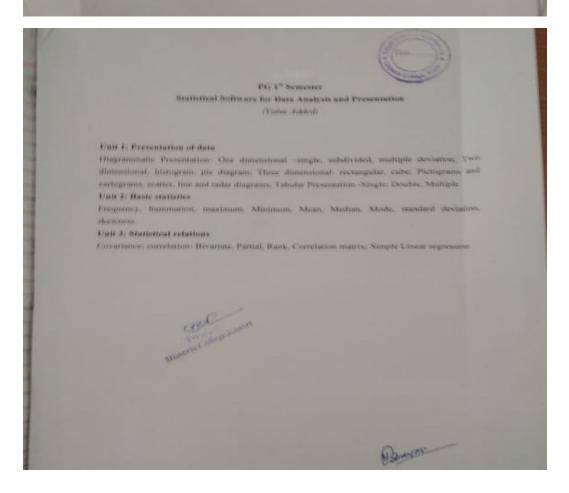
Course Outcome

- Train the students through SESS software for data analysis COL
- CO21
- Create job opportunities in the field data analysis and press It will be greatly helpful in research work in social sciences 003
- It will be helpful in surveying and analysis concerning the social bases CO41

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Departmental Syllabus Committee (DSC) consists of following members

- Principal- Chairman 1
- Dr. Hem Chandra Deka Co Ordinator 2.
- Dr. Minakshi Bayan Borah Member 3.
- Kapil Rahang Member a.
- Pankaj Bhattacharjya Member 24.



List of the Enrolled Students (Year-Wise):

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2. Ruma Talukdar	Rima Talukdore
3. Runi Talukolare	Rumi Talutidar
4. Shebhanam Broke.	shotshanan Borro
5. Sargita Sankare.	Sarryila Santan
6. Lakhyaget Buttah -	Lathyagit Rorala
7 Sunt Das	Sumi Das
8. Dipannita Nath	Openwide Nadh
9. Jinen Groswani	Timoni Gorwance
10. Himadri Deka -	Alteration Delease
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13. Mondika Bukagohain -	Mandina Banagahain
14. Nelaksis Bondoloi	Nilatshi Dordeloi
15. Deep Sikha Bokah.	Reep Sika Borah.
16. Chayanika Bokah.	chayannika Bonah
17. Kreshna Das	Koishna Pas

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22 Panna Munda .	Parna Menda	
23. Knisha Deka	Knisha DeKa	
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25 Rashovi Ronghang .	Rashmiri Renghang	
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27 Sanchal Kumer Chakma:	Sanchal Kumar Chakmer	1.200
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29. Runs Deka	Ruma Palan .	
30 Junja Ahned	Jerija Amed	1
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Register of Daily Attendance & Fee-Collection of Students

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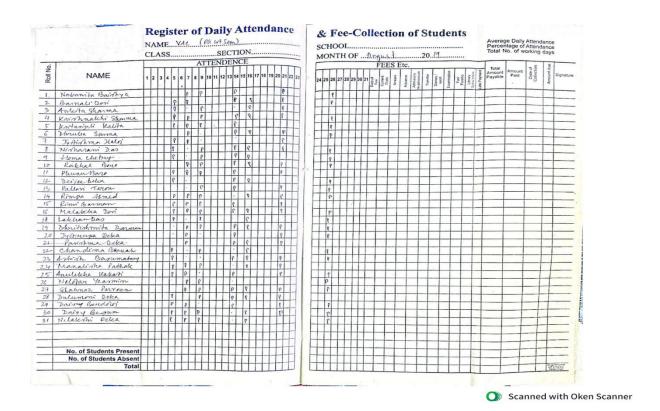


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Register of Daily Attendance & Fee-Collection of Students

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Sd/-**Dr. Minakshee Bayan** HoD, Department of Economics Dimoria College,