



**LUMDING COLLEGE,
LUMDING, HOJAI, ASSAM
(Affiliated to Gauhati University)**

Common Rules and Regulations

Policy Guidelines/Parameters for conducting Certificate Course

The College offers Add-On/Certificate Courses for students, who are pursuing that full time Bachelor's Course in the campus, although it is not mandatory

List of Certificate Courses

1. Certificate course in Fundamentals of Stock Markets, Department of Commerce, (Only for TDC 1st Semester students).
2. Certificate course in Fundamentals of Insurance & Risk Management, Department of Management, (Only for TDC 2nd Semester students).
3. Certificate course in Information Technology in Business, Department of Computer Science, (Only for TDC 3rd Semester students).
4. Certificate course in Fundamentals of E-Filing of Returns, Department of Accountancy, (Only for TDC 4th Semester students).
5. Certificate course in Investment Management, Department of Commerce, (Only for TDC 6th Semester students).
6. Certificate course in Mushroom Culture Technology, Department of Botany, (Only for TDC students).
7. Certificate course in Tourism and Cultural Heritage Study, Department of History, (Only for TDC students).
8. Certificate course in Household Wiring, Department of Physics, (Only for TDC students).

- (a) Any academic department/ Cell of the College can conduct the certificate course with due approval from the Governing Body of the college.
- (b) Announcement of the course should be made at least one month prior to the beginning of the course and most preferably before commencement of new academic session.
- (c) Students can opt for any one Certificate course which is designed by the department at a time. No one is eligible to enroll in more than one Certificate course in one particular semester.
- (d) There should be only one Coordinator of each course from the concerned department/Faculty who introduced the certificate course. To facilitate the accountability and effectiveness, faculties of the department must be entrusted with this job.
- (e) Each course should be held at least once in a year and must be specific for whom the course is designed.
- (f) The maximum number of enrollment in each course is limited upto 50.
- (g) The courses and examination should be held on the weekends (Sunday or holidays). Under no circumstance regular classes should not be hampered.

LUMDING COLLEGE,
LUMDING, HOJAI, ASSAM
(Affiliated to Gauhati University)



BOARD OF STUDIES MEETING Dated: 13-06-2022
Academic Session: 2022-23

Agenda:

1. To prepare and accept the syllabus for certificate course designed by various departments which are likely to be introduced during the academic session 2022-23.
2. To prepare and accept the Regulation for certificate course designed by various departments which are likely to be introduced during the academic session 2022-23.
3. Misc.

Resolution:

1. Prepare and accepted the syllabus and model question paper for certificate course of the undemoted departments for implementation for that Academic year 2022-23 onwards.
2. Prepare and accepted the Common rules and regulation for certificate course introduced by different departments for implementation for that Academic year 2022-23 onwards.

List of Certificate Courses

1. Department of Commerce, Certificate course in Fundamentals of Stock Markets (Only for TDC 1st Semester students).
2. Department of Management, Certificate course in Fundamentals of Insurance & Risk Management (Only for TDC 2nd Semester students).
3. Department of Computer science, Certificate course in Information Technology in Business (Only for TDC 3rd Semester students).
4. Department of Accountancy, Certificate course in Fundamentals of E-Filing of Returns (Only for TDC 4th Semester students).
5. Department of Commerce, Certificate course in Investment Management (Only for TDC 6th Semester students).
6. Department of Botany, Certificate course in Mushroom Culture Technology (Only for TDC students).
7. Department of History, Certificate course in Tourism and Cultural Heritage Study (Only for TDC students).
8. Department of Physics, Certificate course in Household Wiring (Only for TDC students).

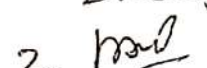
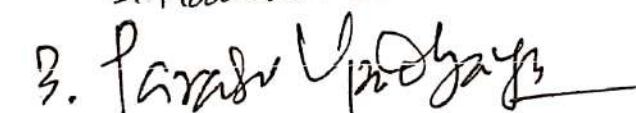
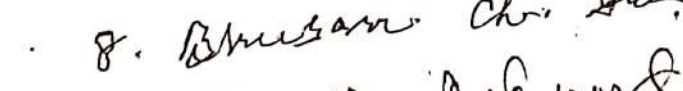
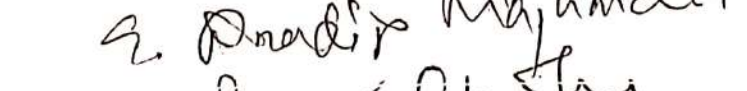
Signature of the Members of BOS, Add-On/ Certificate course, Lumding College

8. Dr. Sanjay Kant Das	2. Dr. Manushi Marudun
9. Bhuvan Ch. Das	3. Jyoti Upadhyay
10. Ranjit Kumar	4. Simon Chandra
11. Panna Chandra	5. Babu Barman
	6. V. S. Choudhary

- (h) The duration of the course shall not be less than 45 days (30 hours with 6 credit points). 70 percent of the time should be devoted in class room teaching and 30 percent on hands on training or in case/self- study.
- (i) The enrollment fee would help to meet the cost of the faculty, background materials and also to ensure that the members who are enthusiastic towards the course would only attend the course. The course fee is subject to a maximum of Rupees Three hundred only. One third of the fee what so ever collected needs to be transferred to college fund and rest amount may use for running the course. The college will supply blank answer scripts only for written examination of the certificate course.
- (j) The minimum attendance for the course should be 75%.
- (k) Every department who is organizing the certificate course shall evaluate the participants through the examination process to be conducted by the respective departments.
- (l) Certificate of participation must be issued to the successful candidate by the departments in the standardized format.
- (m) For evaluation of participant's performance both theory and practical marks will be considered and it will be expressed on percentage and later converted into 10 point CGPA. (for example, 55 percentage is equal to 5.8 CGPA, 70 percentage is equal to 7.4 CGPA).

Formulated by the BOS

Signature of the Members of BOS, Add-On/ Certificate course, Lumding College

1. 
Dr. Sanjay Kanti Das
2. 
Dr. Manashi Maranda
3. 
Parabr Upadhyay
4. 
Birman Achary
5. 
Gable Gaurab
6. 
NSS Chowdhury
7. 
Shaleh Akram
8. 
Bhuvan Ch. Das
9. 
Dhradip Majumdar
10. 
Panna Chintan



LUMDING COLLEGE,
LUMDING, HOJAI, ASSAM
(Affiliated to Gauhati University)

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE IN

Information Technology in Business (Only for TDC 3rd Semester students)

Marks: 100 (50 for Theoretical and 50 for Practical) Credit: 6 Lectures: 45

***Objectives:** The objective of this certificate course is to provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.*

Syllabus for Certificate Course

Unit 1: Information Technology and Business

5 Lectures

Concept of data, information and computer based information system, impact of technology on business, types of information system, Management information system, Recent trends in Information technology, Number system and representation of data in computing System.

Unit 2: Word Processing and Preparing Presentations

15 Lectures

Creating Business Documents by learning: Introduction to word Processing, Word processing concepts, Use of Templates, working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents.

Creating Business Presentations: Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow.

Unit 3: Spreadsheet and its Business Applications

10 Lectures

Spreadsheet concepts, managing worksheets; Formatting, entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs

Unit 4: Creating Business Spreadsheet

15 Lectures

Creating spreadsheet in the area of Business: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters.

Unit 5:

Project/ Practical



DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE IN

**Information Technology in Business
(Only for TDC 3rd Semester students)**

Question Paper Pattern

Total Marks for

Theory Examination: 70 Time: 3 hours

Practical Examination: 30 Time: 1 hour

All Units (from unit 1 to Unit 4) of the syllabus carries equals marks.

Question Pattern & Marks Division

- Q.1. Ten short questions carrying 1 mark each. ($1 \times 10 = 10$). There will be only 10 questions and all the ten short questions are compulsory. Alternative choice is not available.

Questions in this category may be of "direct answer" type or they may be of "multiple choice" type or they may be of "filling in the gap" type. It is advisable to mix different categories but the question setter has freedom in this respect.

**** The question setter is required to provide answers to the questions in Q, No.1 in a separate sheet along with the question paper.**

- Q.2. Six short questions will be asked out of which five questions are to be answered. Marking pattern is 2 marks for each. ($2 \times 5 = 10$).
- Q.3. Six questions will be asked out of which Four (4) are to be answered. Marking pattern is 5 marks for each question ($5 \times 4 = 20$).
- Q.4. Five questions will be asked out of which three questions are to be answered. Marking pattern is 10 marks for each. ($10 \times 3 = 30$). The marks allotment for these questions may be accumulated, for example $2+3+5 = 10$, or $5+5=10$ etc.
-

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE IN



Information Technology in Business
(Only for TDC 3rd Semester students)

INSTRUCTION TO PAPER SETTERS

1. Confidentiality must be strictly maintained.
2. The question papers should be prepared strictly in accordance with the syllabus. Specification and design of the question paper of the department.
3. The question paper should cover the entire syllabus with proper distribution and weightage of marks for each question or a part thereof. The question paper should cover all units so as to discourage selective study and cramming. **No question should be set outside the syllabus.** As far as practicable, repetition of last year questions may be avoided.
4. Maintaining the standard, the language of questions should be simple, direct, and worded clearly and unequivocally so that the candidates may have no difficulty in appreciating the scope and purpose of the questions. The length of the expected answer should be specified as far as possible in the question itself.
5. Particular care should be taken to ensure that the candidates may have reasonable time to think over and to answer all questions within the allotted time, leaving a fair margin for revision work.
6. Question which may offend or hurt the sentiment of the examinee on the ground of religion, community, political belief and social system should be avoided.
7. The manuscripts of question paper should be legibly written or typed by the question setter. Papers should be typed in the format as:
 - Paper size: **A4**; Font style: **Time New Roman**; Font size: 12; Line spacing: 1.5; Header portion should be in font size 14 with **bold and capital letters**.
 - The print should be sufficiently dark and clear to produce good quality photocopies.
 - Each page must be numbered clearly, (e.g.) page 1 of 2, at the middle bottom of the page.
 - Use only one side of the paper when printing the examination paper.
8. All relevant draft and notes should be effectively destroyed. **No copy of any question paper is to be retained by the question setter.**
9. 'Instruction to the examinee' should be correctly specified on first page of the question paper.
10. Paper setters are requested to record in the margin opposite to each question the maximum number of marks they intend to assign to it.
11. If any of the near-relation of the paper setter is appearing at the examination, it should be intimated prior to undertaking this assignment.
12. Please type '**END OF PAPER**' immediately after the last question.



Lumding College

Lumding, Hojai, Assam, 782447

(Affiliated to Gauhati University)

(Re-credited with "B" Grade by NAAC)

ADD - ON / CERTIFICATE COURSES IN ITB

No. of Students Enrollment

Session: 2022-23

Sl. No.	Class Roll No	Name	Full Signature
01	01	OM KUMAR SHARMA	Om Kumar Sharma
02	83	SIMRAN KUMARI	Simran Kumari
03	05	SUPRIYA DEB	Supriya Deb.
04	10	SUMIT DEB	Sumit Deb.
05	48	DIP CHAKRABORTY	Dip chakraborty
06	04	DEEP PAUL	Deep Paul
07	03	DEEP RABI DAS	Deep Rabi Das
08	06	BAPPI GOPE	Bappi Gope
09	26	ROHIT DAS	Rohit Das.
10	25	OBIJIT MAZAMDAR	objit mazamdar
11	14	PINCKY SHOME	Pincky shome
12	39	JOYSREE DUTTA	Joysree Dutta
13	24	CHANDAN CHAUHAN	
14	37	INTAZ ISLAM	Intaz Islam
15	63	PRACHI AGARWAL	Prachi Agarwal
16	65	PRAKASH NANDI	

Dept. of Comp. Science
Lumding College.



To

Date: 27.04.2023

The Principal Lunding College,

Lunding, Hojai (Assam)

Sub: - Accept for Rs. 1600/- (One Thousand & Six Hundreds Only) collected from Students for
ADD on Certificate course as a subject ITB.

Sir,

As per order No. LC/Add on/Certificate Course/ 2022/01. We on behalf of Computer Science
Department take initiative to start the above mentioned course which was enrolled 16 (Sixteen)
numbers of Student fixed @ Rs.100/- for each as enrollment fees.

Therefore Sir, We will be delighted to accept the above mentioned amount and obliged thereby.

*Received
@ 27.04.23*

With regards

Panna Chowdhury

Department of Computer Science

27/04/23

VOUCHER

**OFFICE OF THE PRINCIPAL
LUMDING COLLEGE**

Being amount paid to

received from

Panna chowdhury

on account of

Add on Certificate Course fee

On the Subject ITB of 16 Students

@ ₹. 100/-

the sum of Rs,

1600/-

Rupees

One Thousand Six hundred only.

Vide Cash/Cheque No.

Cash

Date

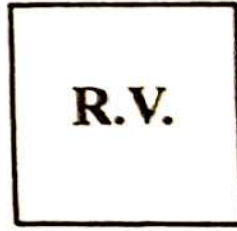
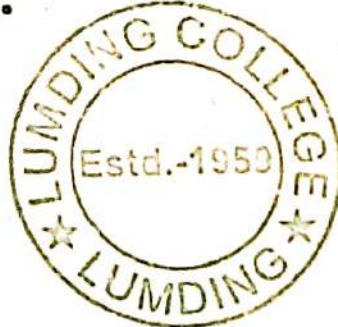
27/04/2023

as part/full and final settlement.

Prepared by

[Signature]

27/04/23.



Date