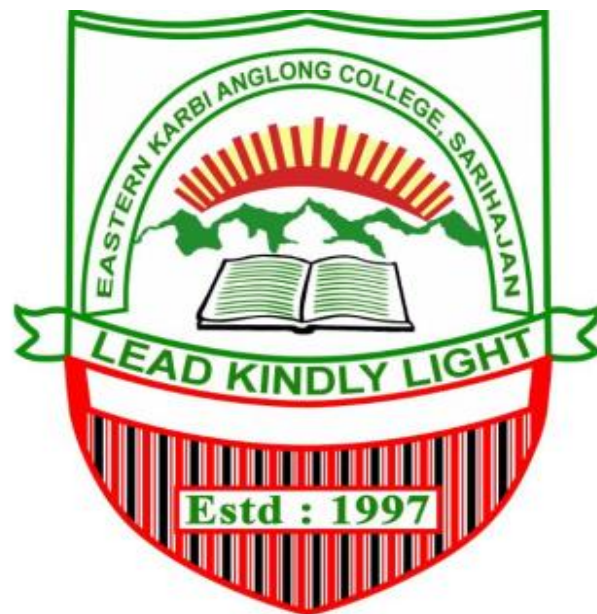# EASTERN KARBI ANGLONG COLLEGE
Sarihajan, Karbi Anglong, Assam

Key Indicator

5.1 – Student Support

Metric No. 5.1.3

Capacity building and skills enhancement initiatives taken by the institution include the following:

Soft skills; Language and communication skills; Life skills (Yoga, physical fitness, health and hygiene); ICT/computing skills

One Day Practical Class on Yoga Scheduled on 14th March, 2022

REPORT ON YOGA ON 14th March, 2022

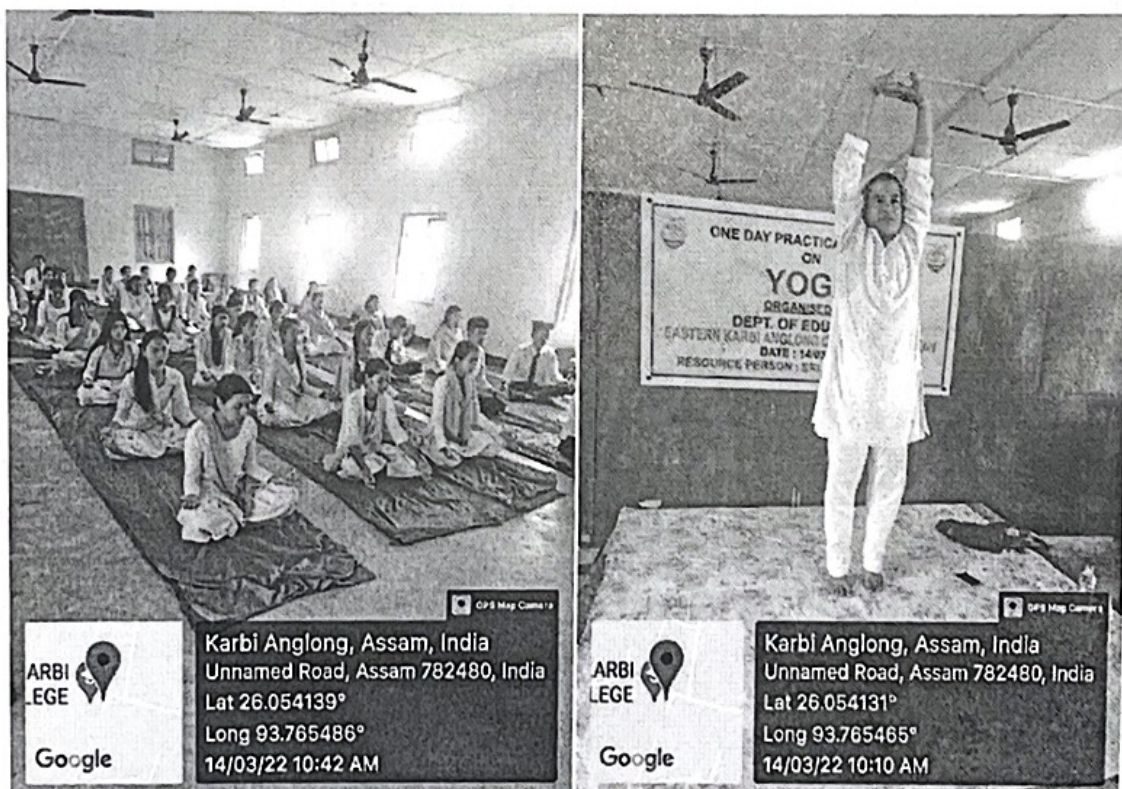## Organized by Department of Education, Eastern Karbi Anglong College, Sarihajan

One day practical class on yoga was organized by Education Department of Eastern Karbi Anglong College on 14th March, 2022 with welcome address by Ms Pranita Patowary, Assistant Professor Department of Education. Dr Anil Ch. Das, principal of the college was the chairperson of this programme. The Resource Person Mr Puloshtya Sarma, Yoga Instructor of Bokajan inaugurated the programme and took yoga session with great dedication.

It emphasized the importance of yoga and physical exercise in daily life. A few minutes of yoga during the day can be a great way to get rid of stress that accumulates daily, in both body and the mind. Yoga posture, pranayama and meditation are effective techniques to release stress.
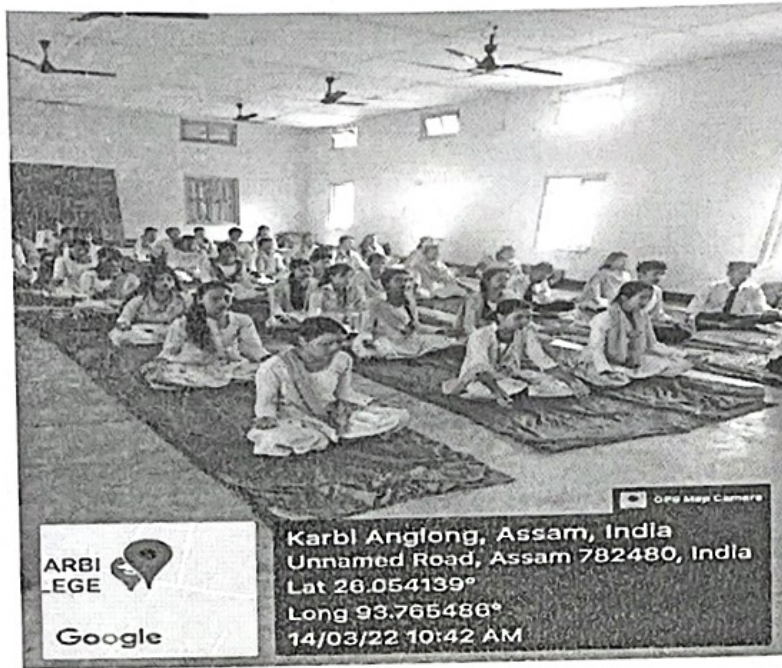
A total of forty – eight number of students participated in the programme. They enjoyed the programme fully and were greatly benefitted. All the students participated eagerly.

The programme was able to acquaint the students with yoga and its importance in health and life.

The photos of the events are attached herewith.

Karbi Anglong, Assam, India
Unnamed Road, Assam 782480, India
Lat 26.054139°
Long 93.765486°
14/03/22 10:42 AM

Karbi Anglong, Assam, India
Unnamed Road, Assam 782480, India
Lat 26.054131°
Long 93.765465°
14/03/22 10:10 AM

TRUE COPY

Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong

Karbi Anglong, Assam, India
Unnamed Road, Assam 782480, India
Lat 26.054139°
Long 93.765486°
14/03/22 10:42 AM

Signature sheet of the participants

Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong

Three Month Certificate Course

For the session 2022-23

REPORT ON BASIC COMPUTER COURSE

The second batch of three months Basic Computer Course has been started from 1st March, 2023.

Intake capacity: 30

Co-ordinator: Dr. Tazmin Sultana, Assistant Professor, Department of Mathematics, EKAC

Registration fee: Rs. 300 (for EKAC Students), Rs. 500 (Outsider)

DURATION:

38 Hours. (Theory: 14 hrs + Practical: 19 hrs. + Tutorial: 05 hrs.)

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

Sl. No	TOPICS	THEORY (HRS)	PRACTICAL (HRS)	TUTORIAL
1	Knowing computer	1	2	0
2	Operating Computer using GUI Based Operating System	2	2	0
3	MS Word	3	3	1
4	MS Excel	2	3	1
5	Power Point	2	3	1
6	Internet and Web Browsers	2	3	1
7	Communications and Collaboration	2	3	1
	Total	14	19	5

Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong.

DETAIL SYLLABUS:

1. **Knowing Computer:**
   What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

2. **Operating Computer using GUI Based Operating System :**
   What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

3. **MS Word:**
   Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

4. **MS Excel:**
   Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet

5. **Power Point:**
   Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

6. **Internet and Web Browsers:**
   Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide

Dr. Anil Ch. Das, Principal
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Sarihajan, Karbi Anglong.

Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website

7. Communications and Collaboration :

Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

There are all total 24 students. The theory classes has been taken using the smart classes of the college. There were all total 35 hours of theory classes along with 20 hours of practical classes (each theory and practical classes were of two hours).

The final exam was attempted by 23 students and got the certificates for course completion.

Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong.
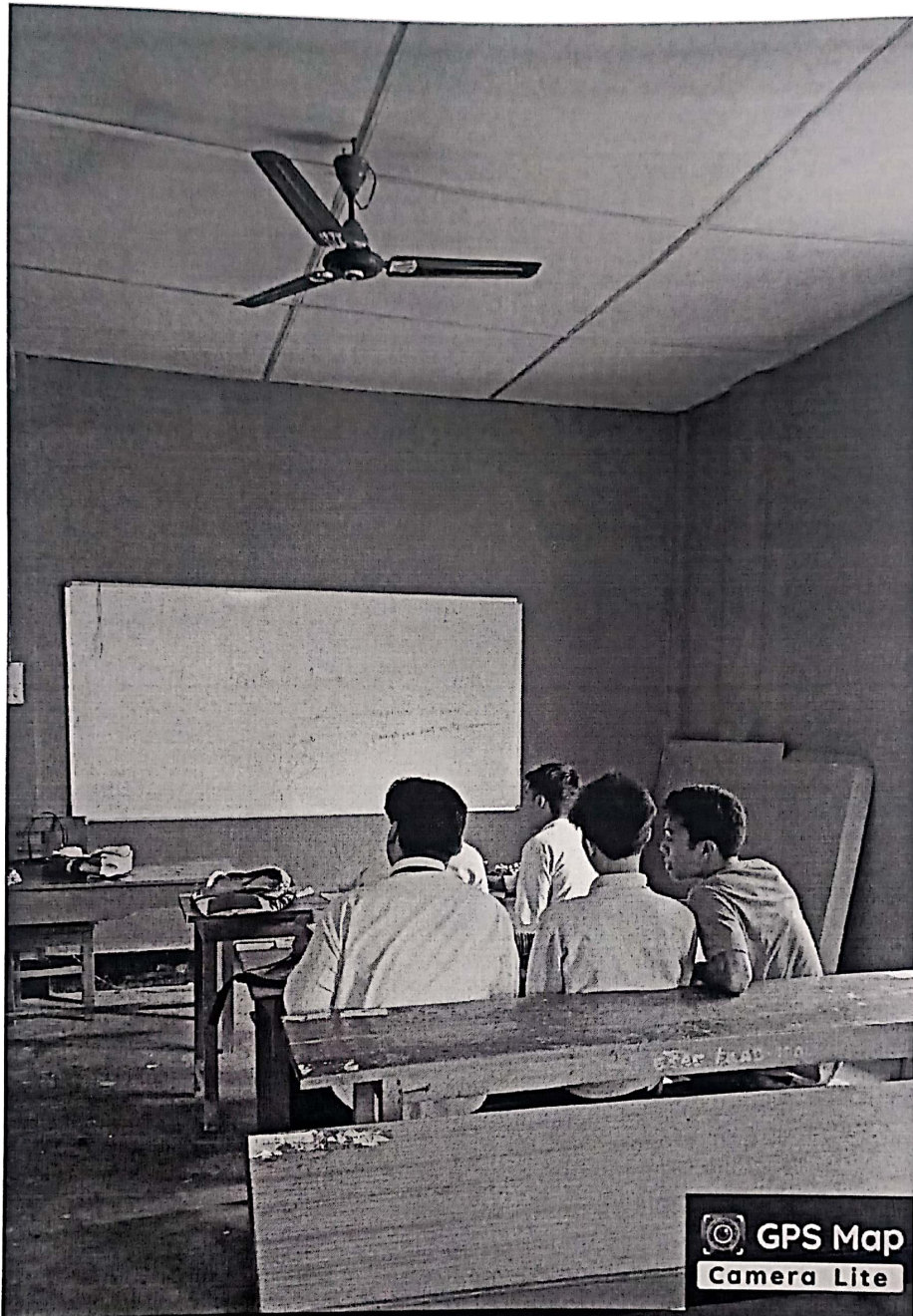
Unnamed Road, Assam 782480, India

Latitude
26.054278333333333°

Longitude
93.76547833333333°

Local 12:54:11 PM
GMT 07:24:11 AM

Altitude 143 meters
Wednesday, 22.03.2023

Note : Eastern Karbi Anglong College Sarihajan

Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong.

No. of Free Students ....
No. of Half Free Students ....

Month of .... March. 2023 ....

Roll No	NAME	No. of in Admission Registered	1	2	3	4	5	6	7	8	9	10	11	12	13	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Present	Late	Leave	Abs
1	Matjina Begum		P	P	S	P	P		P			S	P		P	P		S		P	P		S		P	P										
2	Priya Devi				U							U					U						U												
3	Setthinghan Bey		P		N	P	P				N	P	P	P	N		P		N		P												
4	Manjita Devi				D	P	P			P	D	P	P	D			P		D	P	P											
5	Kabita Godal		P		A	P	P			P	A	P	P	P	A		P		A	P	P												
6	Bidya Singh Rongpi				Y						Y			Y					Y													
7	Mihung Tikang		P	P		P		P	P			P	P	P			P	P			P											
8	Sonali Engtipi																																
9	Azat Jekong		P	P		P	P		P	P			P	P	P		P			P	P											
10	Birid Engli		P	P		P	P		P	P			P	P	P		P	P	P	P	P											
11	Mindak Bey		P	P		P	P		P	P			P	P	P		P			P												
12	Kadom Jimungpi		P						P	P			P	P	P					P												
13	Simalin Nansepi		P	P		P	P										P	P	P		P											
14	Gitu Beheka																																
15	Jayabali Devi																																
16	Rohit Hessa		P	P		P	P		P	P			P	P	P		P	P		P											
17	Nojakious Soking		P	P		P	P		P	P			P	P	P		P	P													
18	Thiang killing		P	P		P	P		P	P			P	P	P		P		P												
19	Nushem Jeken																																
20	Phuhy Lekhtepi																				P											
21	Indkajil Singh								P	P			P	P	P	P	P		P												
22	Khushmaya Chethy		P						P	P			P	P	P		P		P		P											
23	Rita kll Jhapa		P	P		P	P		P	P			P	P	P	P	P		P	P											
24	Nauleng Rongphak		P	P		P			P	P			P																			

Practice (2hrs) · Practice (2hrs) · Practice (2hrs)

No. of Students Present
No. of Students Absent
Total

Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong.

Basic Computer Course

Students Details

Sl.No	Name	Email	Ph.No
1.			
2.	Marjina		
3.	Priya Devi	ChanuPriya10@gmail.com	69010-73330
4.	Salohinghon	Chinghonbey@gmail.com	9395534198
5.	Manjita		
6.	Kabita		
7.	Bidya Singb		
8.	Milong		
9..			
10..	Anil Engti	anielengti@gmail.com	9101927325
11.	Nindan Bey	NindanBey627@gmail.con	7002145563
12.	Azaj Terang	Azatterang.eli@g	1138770283
13.	Minlong Terang	menlongterang274@gmail	6003578325
14.	Sareli Inglii	Senaliinglii416@gmail.con	6700750864
15.	Joyabati Deui	JoyabatiDeui@gmail.com	7099813100
16.	Gitu Behera.	gitu behera94@gmail	7099823215
17.	Terang killing	killingthe.ang@gmail.con	9678603945
18.			
19.	Arshem Teron	Arshemteron7@gmil.	9101826550
20.	Nazarious Soreng	Nazariousssoreng@gmail.com	9365834647
21.	Rohit Hessa	hessarohit@gmail.com	87318211 9387775205
22.	Indrajit singh	indrajitsingh055@gmail.Com	9394568598
23.			
24.			
25.			
26.			
27.			
28.			
29.			

Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong.

Certificate of Completion
Basic Computer Course
BCC-02

This is to certify that Mr. /Ms. .... Son/daughter of..........,...has successfully completed the Three Months Basic Computer Course covering the subjects Fundamentals, MS Windows, MS Word, MS Excel, MS PowerPoint, Internet and Web browser conducted by Eastern Karbi Anglong College and secured .... Grade at the exit examination during the period March to May, 2023.

Grades: A-90 to 100%, B-70 to 89%, C-69 to 50% D- Below 50%

Issuing Date
23/05/2023

Dr. Anil Ch. Das
Principal, EKAC

Dr. Tazmin Sultana
Co-ordinator, BCC,EKAC

Sample certificate

Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong.