



## Ramakrishna Sarada Mission Vivekananda Vidyabhavan

33, SRI MAA SARADA SARANI, DUM DUM, KOLKATA- 700055  
WEBSITE: [www.rkmsvv.ac.in](http://www.rkmsvv.ac.in), Email: [rksm.college@gmail.com](mailto:rksm.college@gmail.com), Phone: 033-2551 3452

### NOTICE

This is for the information of all concerned that Ramakrishna Sarada Mission Vivekananda Vidyabhavan is going to introduce the following two courses:

1. Online Course on Financial Literacy offered by UNICEF from 11/08/2023
2. Offline Certificate Course on Basic Computer Skills for Divyangjan from 12/05/2023

Students are requested to contact College office for enrolment, though enrolment in the course does not guarantee provision of completion of course.

Date: 02/05/2023

*Pt. Vedakrupapriya*  
Principal  
Ramakrishna Sarada Mission  
Vivekananda Vidyabhavan



Course Report:

Name of the Course – Financial Literacy

Course Fee	Eligibility	Duration (Hrs.)
	10 + 2 Passed & RKSMVV Students	30 hrs

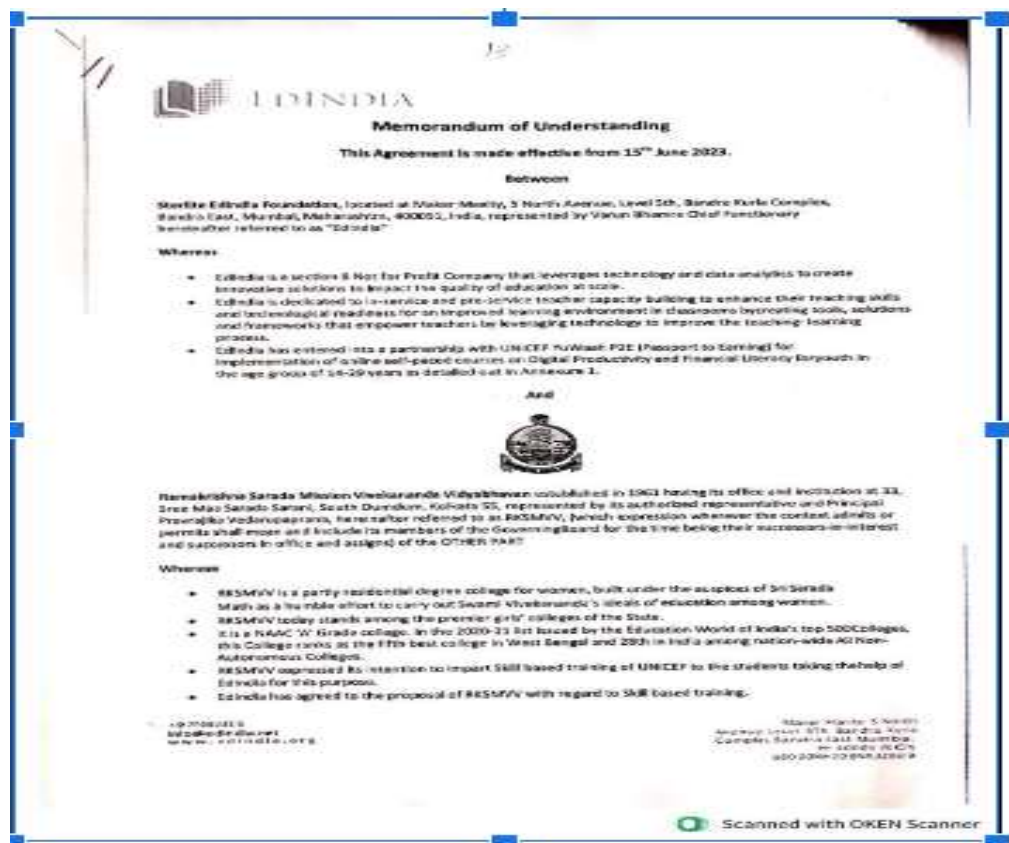
Date of Commencement – 11/08/2023

Number of students – 138

Organising Unit – The Sterlite EdIndia Foundation (UNICEF) in collaboration with RKSMVV

Name of the Resource Persons: 12 online Sessions from faculties of UNICEF

MOU with – The Sterlite EdIndia Foundation



*Pr. Vedavaputana*  
 Principal  
 Ramakrishna Sarada Mission  
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**Objective of the Course:**

Both Parties agree to go into this agreement to collaborate for skill development of students within RKSMVV for capacity building and professional development. EDINDIA Foundation is an authorized implementation partner for UNICEF/ YuWaaah.

**Course Outcome:**

RKSMVV joined the P2E (Passport to Earning) project of EDINDIA. They registered our college on the UNICEF platform and helped our students to join the online 'Financial Literacy Course'.

**Documents:**

Sl. No.	Faculty Name	Department	Enrollment No.	Enrollment Date	Enrollment Fee	Enrollment Status	Enrollment Date	Enrollment Fee	Enrollment Status	Enrollment Date	Enrollment Fee	Enrollment Status
1	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
2	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
3	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
4	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
5	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
6	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
7	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
8	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
9	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
10	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
11	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
12	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
13	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
14	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
15	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
16	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
17	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
18	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
19	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
20	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
21	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
22	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
23	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
24	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
25	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
26	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
27	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
28	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
29	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
30	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
31	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
32	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
33	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
34	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
35	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
36	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
37	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
38	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
39	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
40	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
41	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
42	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
43	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
44	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
45	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
46	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
47	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
48	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
49	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student
50	Shreyas	IT	17	17	100	05.03.18	0	1	Student	18.08	0	Student

*Pt. Vedakrupapriana*  
 Prinsipal  
 Ramakrishna Sarada Mission  
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*B. Vedakupprana*  
Principal  
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# CERTIFICATE COURSE ON BASIC COMPUTER SKILLS FOR DIVYANGJAN: (2022-23)

## Brochure:

**Ramakrishna Sarada Mission  
Vivekananda Vidyabhavan**

**CERTIFICATE COURSE ON BASIC  
COMPUTER SKILLS FOR DIVYANGJAN**

Date of Commencement- 12th May, 2023

**Resource Faculty**

*Sm. Kanchan Bera, M.A., B.Ed, Certificate  
Course in Computer from National Career  
Service Centre for Differently Abled*

**Venue: Library Internet Resource Centre**

The brochure features a dark blue background with a yellow and orange abstract shape on the right side. It includes icons for Microsoft Word, PowerPoint, and Excel, and a computer monitor and keyboard. The text is in white and yellow, with the resource faculty's name in italics.

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### Course Report:

Eligibility	Duration (Hrs.)
10 + 2 Passed & RKSMVV Students	90

**Name of the Course – *Certificate Course on  
Basic Computer Skills for Divyangjan***

**Duration of the Course – 60 hrs.**

**Date of Commencement – 12.05.23**

**Number of students – 2**

**Name of the resource person – Smt. Kanchan  
Bera**

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**Kanchan Bera, MA, B.Ed., Certificate Course  
in Computer from National Career Service  
Centre for Differently Abled**

GOVERNMENT OF INDIA  
MINISTRY OF LABOUR & EMPLOYMENT (D G E)  
**NATIONAL CAREER SERVICE CENTRE FOR DIFFERENTLY ABLED**  
EN BLOCK - 81, Sector V, Salt Lake, Kolkata - 700 091

**Certificate**

SL NO. .... 9996 ..... DATE: 6/1/23  
TRAINEE NO. .... 1719 .....  
INTAKE NO. .... S-1764/VIA/23 ..... DISABILITY: Visually Impaired

Certified that Kanchan Bera  
S/o, D/o, W/o, Sarada Bera Candidate has completed the training in the trade of  
Computer from 1.9.22 to 31.3.23  
under Skill Training / Institutional Training / Community Based Vocational Training / Inplant Training at SKM Institute of Education, Salt Lake, Kolkata. His / Her conduct during the training period was found to be Good. During the training, he / she has acquired the following skills.

1) Fundamentals of Computer.	3) Power point.
2) m.s. word.	4) -

SIGNATURE OF CANDIDATE: Kanchan Bera  
ASSISTANT DIRECTOR (EMPLOYMENT): [Signature]

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### Objective of the Course:

- The Certificate Course on Basic Computer Skills for *Divyangjan* is designed to offer computer training to visually challenged students using the NVDA software.
- The areas that are discussed in the fundamental Computer Course syllabus include computer fundamentals, office productivity tools, internet and web technologies, database management systems, networking, and cyber-security.
- Access to the computer and reliance on the online world have become common household features, especially after the pandemic. So, it is essential that the

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physically challenged students of a knowledge of how the computer works.

- Due to heavy reliance on online work mode, mastering computer skills has become mandatory nowadays, so *Divyang* students must become computer literate.
- To gain information, store information, calculate figures, and send information, physically challenged students must acquire a basic knowledge of different computer languages.

### Curriculum:

Basic Computer Skills		
Module	Content	Duration (Hrs.)

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1	Computer Applications & Basics	10
2	Computer Operating System	10
3	Word Processing	10
4	Basics of Ms Excel	15
5	Introduction to Internet, WWW & Web Browsers <ul style="list-style-type: none"><li>• Internet browsing, risk of visiting and downloading from unknown sites, search</li><li>• Copy content</li></ul>	15
6	Basics of Email drafting	10

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	and using <ul style="list-style-type: none"><li>email account creation, its features and settings</li></ul>	
7	Making small presentation	10
Assessment and Project		10
Total duration		90

### Course Outcome:

- This course enables them to be on par with other students, increasing their skills and confidence. This training will also improve their employability skills.
- Students learn about the physical parts of a computer; they also gather primary knowledge about what is hardware and what is software.

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- The students develop some basic concepts related to information technology.
- They also learn some basic software practices like using Microsoft Word to create and form a document, using Excel system for extensive calculation and maintaining records, and learning to handle other applications.
- They learn the art of making a PowerPoint presentation, an art that has become the foundation of specialized studies.

### **Assessment Procedure:**

Three Formative Assessments' scores are provided as percentages. The Total Grade is determined based on the overall performance

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across all assessments. The Continuous Assessment column provides a general evaluation of the students' participation, engagement and adherence to deadlines throughout the course.

Grading criteria along with the corresponding percentage ranges:

A: 90%-100%

B: 80%-89%

C: 70%-79%

D: 60% - 69%

F : Below 60%

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### Grade Card:



**RAMAKRISHNA SARADA MISSION VIVEKANANDA  
VIDYABHAVAN**

33, Sri Maa Sarada Sarani, South Dum Dum, Kolkata - 700055

*Certificate of Completion*

This is to certify that

Smt. Sunita Ghosh

Roll Number 130, Semester VI, Department of History, has been awarded "B" grade for having successfully completed a Value-Added Course of 90 hours duration in the session 2022-23 on "Certificate Course on Basic Computer Skills for Divyangjan" organised by Ramakrishna Sarada Mission Vivekananda Vidyabhavan.

<p><u>P. Vadakupprana</u> <small>Principal Ramakrishna Sarada Mission Vivekananda Vidyabhavan</small></p>	<p><u>Chaiti Maiti</u> IQAC Coordinator</p>
<p><u>26.6.23</u> Date</p>	<p>RISMVV</p>

P. Vadakupprana  
Principal  
Ramakrishna Sarada Mission  
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### RAMAKRISHNA SARADA MISSION VIVEKANANDA VIDYABHAVAN

33, Sri Maa Sarada Sarani, South Dum Dum, Kolkata - 700055

#### *Certificate of Completion*

This is to certify that

**Nisha Khatoon**

Roll Number 59, Semester VI, Department of Education, has been awarded "C" grade for having successfully completed a Value-Added Course of 90 hours duration in the session 2022-23 on "Certificate Course on Basic Computer Skills for Divyangjan" organised by Ramakrishna Sarada Mission Vivekananda Vidyabhavan.

*P. Vedatrapana*

Principal  
Ramakrishna Sarada Mission  
Vivekananda Vidyabhavan

Principal  
RKSMVV

26.6.23

Date

*Chaiti Mukherjee*

IQAC Coordinator

*P. Vedatrapana*  
Principal  
Ramakrishna Sarada Mission  
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				RAMAKRISHNA SARADA MISSION VIVEKANANDA VIDYABHAVAN																											
				VALUE ADDED COURSE																											
				ATTENDANCE REGISTER																											
				2022-2023																											
				CERTIFICATE COURSE ON BASIC COMPUTER SKILLS FOR DIVYANGJAN (PER CLASS-2HR)																											
Sl.	Name	Roll	SEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1	SUNITA GHOSH	68	VI	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	NISHA KHATOON	41	VI	P	P	P	P	P	A	A	A	A	P	P	P	P	A	A	P	P	P	P	A	A	P	P	P	P	P	P	

Sl.	Name	Roll	SEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1	SUNITA GHOSH	68	VI	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	NISHA KHATOON	41	VI	P	P	P	P	P	A	A	A	A	P	P	P	P	A	A	P	P	P	P	A	A	P	P	P	P	P	P	

Sl.	Name	Roll	SEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1	SUNITA GHOSH	68	VI	P	P	P	P	P	P																						
2	NISHA KHATOON	41	VI	P	P	P	A	P	P																						

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Principal  
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Attendance sheet

*P. Vedatrapapana*  
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### Photo:



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