DURGAPUR GOVERNMENT COLLEGE
DEPARTMENT OF Mathematics

J. N. Avenue, Durgapur, Paschim Bardhaman, Pin Code-713214
Email: dgovtcol.math@gmail.com

No*. Math./AO-01*   _   Dated: **06-03-2024**

NOTIFICATION

In pursuance of the College Notice No. 100 dated 06-03-2024, this is for information to all students that Department of Mathematics, Durgapur Government College, will offer the **Add on Course on "MS-OFFICE: INTRODUCTION FROM BASIC TO ADVANCED"** during the period **11-03-2024 to 31-05-2024.** This topic is not included in the course curriculum of the affiliating university and aims for bridging the curricular gap focussing the skill enhancement of students.

The registration link for the aforementioned course is

https://forms.gle/DzTcrsJTagLA3krN6

The flyer of the course is enclosed herewith.

The inaugural session of the aforementioned add on course will be held in Room No. 208A on 11-03-2024 from 12.15 pm onwards.

It is mandatory for all students of the organizing department/s to remain present in the inaugural session. Hard Copy of the attendance will be recorded during the inaugural session.

To promote the interdisciplinary approach, students of other departments who will register for the aforementioned add on course should email to the Course Coordinator (to sibajirait@gmail.com/real.analysis77@gmail.com) subsequently from 12-03-2024 and apply for registration on or before 15-03-2024.

Countersigned   Amitava Samanta

Countersigned   Head

Principal   Department of Mathematics

Durgapur Government College   Durgapur Government College

Copy to:
- *Student Notice Boards (Department of Mathematics)*
- *All Departments*
- *Principal, Durgapur Government College*
- *Coordinator, IQAC, Durgapur Government College*
- *Secretary, Teachers' Council, Durgapur Government College*
- *Notice Book, Department of Mathematics, Durgapur Government College*

Durgapur Government College

Accredited by NAAC with "A" Grade in 2017

Affiliated to Kazi Nazrul University | UGC 2(f) and 12(B) Recognized College

Who Can Apply?

All Students of UG & PG Departments of Durgapur Government College

Registration Link

https://forms.gle/DzTcrsJTagLA3krN6

Add on Course on MS-OFFICE: Introduction from Basic to Advanced

From: March 07, 2024 to May 31, 2024

Course Coordinator(s)

**Dr. Pratikshan Mondal
Prof. Sibaji Rit
Department of Mathematics
Durgapur Govt. College**

Course Design

Course Title: **MS-OFFICE: Introduction from Basic to Advanced**

Course Duration: **32 Hours (Theory 16 Hours & Practical 16 Hours)**

Course Fee: **NIL**

Intake Capacity: 40

Modality of Evaluation:
1. Students must attend all the assessments.
2. Total marks of assessments will be 100 marks.
3. Students must attend minimum 50% classes to receive any certificate