



HINDU KANYA MAHAVIDYALAYA, JIND
Affiliated to C. R. S. University, Jind



A
Report
on
Value Added Course
on
Basic IT Tools

Dr. Priyanka Sahni
Course Coordinator

Dr. Geeta Gupta
Convenor, VAC

Dr. Punam Kajal
Principal

Report

Name of the Course	Basic IT Tools
Date of Course	8 September, 2023 – 18 October, 2023
Duration	32 Hours
No. of Students Enrolled in the Course	51
No. of Students Completed the Course	37
Learning Outcomes of the Course	<p>Upon completion of this course, the students will be able:</p> <ol style="list-style-type: none">1) To understand MS-word.2) To understand the techniques of inserting graphs and tables.3) To understand the concepts of working of MS Power Point.4) To understand the Basic Mathematical calculations in MS Excel.

Notice

NOTICE

Notice No.: 200697

Date: 31.08.2023

All the students of UG/PG programs of the college are informed that for overall development of students, 6 Value Added Courses of 32 hours each are going to be introduced from 8th September 2023. After the completion of the course there will be an exam of the course. Those students who will qualify the exam will be awarded certificates. The students who are interested to get enrolled in these Value-Added Courses are required to ✓ against their selected course in registration form up to 2 September 2023.

Sr No.	Name of Value-Added Course	Overall Incharge	Time	Fees of the complete Course
1.	Digital Marketing	Dr. Upasana & Mrs. Kirti Bansal	2:15 pm– 3:15 pm	150
2.	Dance	Dr. Keauty Ms. Anjali Singh	2:15 pm– 3:15 pm	150
3.	Beauty & Wellness	Mrs. Rekha Saini & Mrs. Tannu	2:15 pm– 3:15 pm	150
4.	Training in Yogassana	Dr. Neelam & Mrs. Meena	2:15 pm– 3:15 pm	100
5.	Logical Reasoning and Quantitative Aptitude for Competitive Examination	Mrs. Anju & Dr. Muniya	2:15 pm– 3:15 pm	100
6.	Basic IT Tools	Dr. Priyanka Sahni & Dr. Niketa Sharma	2:15 pm– 3:15 pm	100

All Students should get their registration form from Ms. Sarita (Room No. 107), and submit to her up to 2nd September 2023.

31/08/2023

Principal

Hindu Kanya Mahavidyalaya
Jind (Haryana)

Syllabus

Hindu Kanya Mahavidyalaya, Jind
Department of Economics
Session: 2023-24
Value Added Course (32 Hrs.)
on
BASIC IT TOOLS
Course Code: VAC/BIT/23

Time: 2 Hours
Max. Marks: 50
Max. Marks in Theory: 35
Max. Marks in Practical: 15
Min. Marks in Theory: 14
Min. Marks in Practical: 06

Note: The examiner is required to set thirty-five questions, all questions are compulsory and carry equal marks.

Course Objective:

The goal of this course is to present overview of IT tools used in day-to-day use of computer and data base operations.

Course Outcomes (COs):

Upon the completion of this course, students will be able:

1. To understand MS-word.
2. To understand the techniques of inserting graphs and tables.
3. To understand the concepts of working of MS Power Point.
4. To understand the Basic Mathematical calculations in MS Excel.

Module – I

Introduction to Computer Fundamentals: Basic Terminology of Computer, Generations of Computer, Components of Computer.

Module – II

Input-Output Devices: Monitor, keyboard, Central Processing Unit (CPU), Mouse, Printer, Memory and its types, Hardware & Software, Internet & Intranet.

Module – III

Introduction to MS Word: Formatting and Editing of Documents, Inserting page numbers, Foot notes etc.

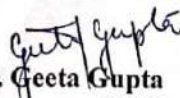
Introduction to MS Excel: Auto Format and Properties, Inserting tables, Graphs, Basic Mathematical calculations (Addition, Subtraction, Division, Multiplication, Logarithm) in Excel

Introduction to MS Power Point: Creating and Enhancing Presentations

Suggested Readings:

1. Ahlawat, Surender (2020). Computer Application in Economics. Kindle Direct Publishing. Seattle, Washinton. USA.
2. Rajaraman, V. (2015), Fundamentals of Computers, Prentice Hall of India, New Delhi.
3. House D. (2015), Microsoft Word, Excel and Power Point: Just for Beginners. India: Outskirts Press.
4. ITL Education Solution Limited (2012), Introduction to Information Technology, Pearson, New Delhi.


Dr. Priyanka Sahni
Course Coordinator


Dr. Geeta Gupta
Convenor, VAC


Principal
Jind
Dr. Punam Kajal
Principal

Attendance

Hindu Kanya Mahavidyalaya, Jind
 Department of Economics
 Value Added Course

on
Basic IT Tools
 Session: 2023-24
 (08 Sept. 2023 - 18 Oct. 2023)
 Attendance Chart

Sr. No.	Name	Class	Roll No.	Day 1 8/9	Day 2 9/9	Day 3 10/9	Day 4 11/9	Day 5 12/9	Day 6 13/9	Day 7 14/9	Day 8 15/9	Day 9 16/9	Day 10 17/9	Day 11 18/9	Day 12 19/9	Day 13 20/9	Day 14 21/9	Day 15 22/9	Signature
1	SHEETAL	M.A - I	2231686013	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sheetal
2	MONIKA	M.A - I	2231686023	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Monika
3	MITHU	M.Com - I	2231693005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mithu
4	AARTI	M.Com - I	2231693006	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Aarti
5	SHIVANI	M.Com - II	222192168011	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shivani
6	DEEPANSHU	M.Com - II	222192168017	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	DEEPANSHU
7	KHUSHI	B.A - III	1211922002096	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Khushi
8	ANKITA	B.A - III	1211922002139	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	ANKITA
9	ISHU	B.A - III	1211922002194	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	ISHU
10	SAKSI	B.A - III	1211922002199	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Saksi
11	MAHAK	B.Com - III	1211922003005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mahak
12	SAKSHI	B.Com - III	1211923003002	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sakshi
13	AARTI	B.A - II	1221922002001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Aarti
14	MUSKAN	B.A - II	1221922002004	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Muskan
15	NEETU	B.A - II	1221922002018	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Neetu
16	KAJAL	B.A - II	1221922002021	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Kajal
17	SANJU	B.A - II	1221922002025	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sanju

Aarti

Principal
 Hindu Kanya Mahavidyalaya
 Jind (Haryana)

Hindu Kanya Mahavidyalaya, Jind
Department of Economics
Value Added Course

on

Basic IT Tools

Session: 2023-24

(08 Sept. 2023 - 18 Oct. 2023)

Attendance Chart

Roll No.	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Day	Signature	
	15 26/9	16 27/9	17 28/9	18 29/9	19 30/9	20 1/10	21 2/10	22 3/10	23 4/10	24 5/10	25 6/10	26 7/10	27 8/10	28 9/10	29 10/10	30 11/10	31 12/10	32 13/10	33 14/10	34 15/10	35 16/10	36 17/10	37 18/10	38 19/10	
2231686013	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sheetal	
2231686023	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Monika	
2231693005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mithu	
2231693006	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Aarti	
222192168011	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shravya	
222192168017	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	DEEPAISHU	
1211922002096	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Khushi	
1211922002139	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
1211922002194	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
1211922002199	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Adaru	
1211922003005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sakshi	
1211923003002	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mahak	
1221922002001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Satishi	
1221922002004	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AASHI	
1221922002018	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Muskan	
1221922002021	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Neetu	
1221922002025	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sojal	

Aitu

Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)

Sr. No.	Name	Class	Roll No.	Day 1 8/9	Day 2 9/9	Day 3 11/9	Day 4 12/9	Day 5 13/9	Day 6 14/9	Day 7 15/9	Day 8 16/9	Day 9 18/9	Day 10 19/9	Day 11 20/9	Day 12 21/9	Day 13 22/9	Day 14 23/9	Signature
18	MONIKA	B.A - II	1221922002066	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Monika
19	TANU	B.A - II	1221922002067	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Tanu
20	ANJU	B.A - II	1221922002068	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Anju
21	ANJALI	B.A - II	1221922002097	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Anjali
22	PAWNI DEVI	B.A - II	1221922002144	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Pawani Devi
23	PRIYANKA	B.A - II	1221922002148	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Priyanka
24	MUSKAN	B.A - II	1221922002149	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Muskan
25	SAKSHI	B.A - II	1221922002165	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sakshi
26	MUSKAN	B.A - II	1221922002185	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Muskan
27	MANU	B.A - II	1221922002186	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Manu
28	MAMTA	B.A - II	1221922002198	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mamta
29	NEHA	B.A - II	1221922002212	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Neha
30	KOMAL	B.A - II	1221922002228	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Komal
31	RAMRATI	B.A - II	1221922002240	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ramrati
32	SAKSHAM	B.A - II	1221922002249	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Saksham
33	AARTI	B.A - II	1221922002272	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Aarti
34	RITU	B.A - II	1221922002274	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ritu
35	SEENU	B.A - II	1221922002282	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Seenu
36	NIKITA	B.A - II	1221922002283	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Nikita
37	MOUSAM	B.A - II	1221922002285	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mousam
38	NEHA	B.A - II	1221922002293	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Neha
39	MUKESH DEVI	B.A - II	1221922002319	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mukesh Devi
40	AARTI	B.A - II	1221922002324	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Aarti
41	PRERNA	B.A - II	1221922002327	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Prerna
42	MONIKA	B.A - II	1221922002329	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Monika
43	DISHU	B.A - II	1221922002332	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Dishu
44	ANNU	B.A - II	1221922002333	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Annu
45	KHUSHABU	B.A - II	1221922002334	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Khushabu

Litu

Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)

Roll No.	Day 15 8/9	Day 16 9/9	Day 17 9/9	Day 18 9/9	Day 19 3/10	Day 20 4/10	Day 21 5/10	Day 22 6/10	Day 23 7/10	Day 24 9/10	Day 25 10/10	Day 26 11/10	Day 27 12/10	Day 28 13/10	Day 29 14/10	Day 30 16/10	Day 31 17/10	Day 32 18/10	Signature
1221922002066	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mohika
1221922002067	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Jamli
1221922002068	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Anju
1221922002097	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Anjali
1221922002144	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Rasmi Devi
1221922002148	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Bhyanika
1221922002149	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mushah
1221922002165	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sakshi
1221922002185	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	HusBaanu
1221922002186	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Manu
1221922002198	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Manita
1221922002212	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Neha
1221922002228	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Komal
1221922002240	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ramrati
1221922002249	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Saksham
1221922002272	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Aneti
1221922002274	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ritu
1221922002282	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Seenu
1221922002283	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Nikita
1221922002285	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mousam
1221922002293	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Neha
1221922002319	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Milysakshini
1221922002324	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Aneti
1221922002327	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Devesh
1221922002329	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mohika
1221922002332	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Dishu
1221922002333	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Annu
1221922002334	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Annu

Ritu

Hindu Kanya Mahavidyalaya
Jind (Haryana)

St. No.	Name	Class	Roll No.	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Signature
46	MANISHA	B.A - II	1221922002338	P	P	A	P	P	P	P	P	P	P	P	P	P	P	Manisha
47	PREETI	B.A - II	1221922002339	A	P	P	A	P	P	P	P	P	P	P	P	P	P	Preeti
48	KAJAL	B.A - II	1221922002369	A	P	P	A	P	P	P	P	P	P	P	P	P	P	Kajal
49	SHIWANI	B.A - II	1221922002376	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shiwani
50	TANNU	B.A - II	1221922002380	P	A	P	P	P	P	P	P	P	P	P	P	P	P	Tannu
51	JAYA	B.A - II	1221922002419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Jaya

Lita



Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)

Award List

Hindu Kanya Mahavidyalaya, Jind Value Added Course (32 Hours)

on

Basic IT Tools

Session: 2023-24

(08 Sept. 2023 - 18 Oct. 2023)

Award List

Max. Marks - 50

Max. Marks in Theory - 35

Max. Marks in Practical - 15

Min. Marks in Theory - 14

Min. marks in Practical - 06

Sr. No.	Name	Father Name	Class	Roll No.	Marks Obtained
1	SHEETAL	RAMESH	M.A. HISTORY - I	2231686013	48
2	MONIKA	RANMCHANDER	M.A. HISTORY - I	2231686023	A
3	MITHU	VIJAY KUMAR	M.COM - I	2231693005	48
4	AARTI	SATBIR SINGH	M.COM - I	2231693006	48
5	SHIVANI	RAJ KUMAR	M.COM - II	222192168011	48
6	DEEPANSHU	SOMPAL	M.COM - II	222192168017	46
7	KHUSHI	ASHWANI	B.A - III	1211922002096	44
8	ANKITA	SUNIL	B.A - III	1211922002139	A
9	ISHU	RAJESH	B.A - III	1211922002194	A
10	SAKSI	SUBHASH	B.A - III	1211922002199	46
11	MAHAK	PARVEEN	B.COM - III	1211922003005	38
12	SAKSHI	ASHOK	B.COM - III	1211923003002	43
13	AARTI	SATISH KUMAR	B.A - II	1221922002001	48
14	MUSKAN	AMIT	B.A - II	1221922002004	48
15	NEETU	BALINDER	B.A - II	1221922002018	50
16	KAJAL	BIJENDER	B.A - II	1221922002021	50
17	SANJU	KRISHAN	B.A - II	1221922002025	A
18	MONIKA	SUNIL	B.A - II	1221922002066	50
19	TANU	RAM NIWAS	B.A - II	1221922002067	A
20	ANJU	KULDEEP	B.A - II	1221922002068	A
21	ANJALI	JAGBIR SINGH	B.A - II	1221922002097	35

S. K. S.

Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)

Sr. No.	Name	Father Name	Class	Roll No.	Marks Obtained
22	PAWNI DEVI	RAJBIR	B.A - II	1221922002144	50
23	PRIYANKA	VIRBHAN	B.A - II	1221922002148	A
24	MUSKAN	SAHAB SINGH	B.A - II	1221922002149	44
25	SAKSHI	MADAN LAL	B.A - II	1221922002165	50
26	MUSKAN	RAMESH	B.A - II	1221922002185	41
27	MANU	SUNIL SAINI	B.A - II	1221922002186	50
28	MAMTA	RAJESH	B.A - II	1221922002198	46
29	NEHA	BALRAJ SINGH	B.A - II	1221922002212	A
30	KOMAL	SUSHIL	B.A - II	1221922002228	A
31	RAMRATI	RANDHIR	B.A - II	1221922002240	27
32	SAKSHAM	SAJJAN SINGH	B.A - II	1221922002249	50
33	AARTI	SUBE SINGH	B.A - II	1221922002272	35
34	RITU	RAJ KUMAR	B.A - II	1221922002274	44
35	SEENU	BALJEET	B.A - II	1221922002282	A
36	NIKITA	JAI DEEP	B.A - II	1221922002283	A
37	MOUSAM	RAJPAL	B.A - II	1221922002285	39
38	NEHA	AMAN KUMAR	B.A - II	1221922002293	46
39	MUKESH DEVI	SHIV KUMAR	B.A - II	1221922002319	48
40	AARTI	OM SINGH	B.A - II	1221922002324	46
41	PRERNA	LATE KAILASH	B.A - II	1221922002327	39
42	MONIKA	UMED SINGH	B.A - II	1221922002329	41
43	DISHU	GULSHAN	B.A - II	1221922002332	48
44	ANNU	RAJESH KUMAR	B.A - II	1221922002333	43
45	KHUSHABU	ZILE SINGH	B.A - II	1221922002334	35
46	MANISHA	AJMER SINGH	B.A - II	1221922002338	A
47	PREETI	DAYANAND	B.A - II	1221922002339	38
48	KAJAL	SATPAL	B.A - II	1221922002369	A
49	SHIWANI	RAKESH	B.A - II	1221922002376	46
50	TANNU	NARESH	B.A - II	1221922002380	A
51	JAYA	RAMESH	B.A - II	1221922002419	43

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Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)

Course Completion Certificate



Hindu Kanya Mahavidyalaya, Jind

Department of Economics

Value Added Course on 'Basic IT Tools'

8th September 2023 to 18th October 2023

(32 Contact Hours)

Session: 2023-24

CERTIFICATE

This is to certify that SHEETAL D/o RAMESH of M.A. HISTORY-I Roll Number 2231686013 has successfully completed 32 hours Value Added Course on 'Basic IT Tools' from 8th September 2023 to 18th October 2023 organized by the Department of Economics.

Dr. Priyanka Sahni
Course Coordinator

Dr. Geeta Gupta
Convenor, Value Added Courses

Dr. Punam Kajal
Principal

BIT/VAC-2023/29



Hindu Kanya Mahavidyalaya, Jind

Department of Economics

Value Added Course on 'Basic IT Tools'

8th September 2023 to 18th October 2023

(32 Contact Hours)

Session: 2023-24

CERTIFICATE

This is to certify that MITHU D/o VIJAY KUMAR of M.COM.-I Roll Number 2231693005 has successfully completed 32 hours Value Added Course on 'Basic IT Tools' from 8th September 2023 to 18th October 2023 organized by the Department of Economics.

Dr. Priyanka Sahni
Course Coordinator

Dr. Geeta Gupta
Convenor, Value Added Courses

Dr. Punam Kajal
Principal

BIT/VAC-2023/28