

অসমীয়া বিভাগ

পাণ্ডু মহাবিদ্যালয়

পাণ্ডু, গুৱাহাটী - ৭৮১০১২



Department of

Assamese

Pandu College

Pandu, Guwahati-781012

প্ৰসংগ নং :

তাৰিখ : ০৬-০২-২০২৩

জাননী (Notice)

ইয়াৰ দ্বাৰা ছাত্ৰ-ছাত্ৰীসকলক জনোৱা হয় যে অসমীয়া বিভাগৰ উদ্দেশ্যত অহা ০৮ ডিচেম্বৰ, ২০২৩ ৰ পৰা “DTP Assamese in Microsoft Suite (Word, Excel, Power Point)” – শীৰ্ষক এটি এড অ’ন (Add on) পাঠ্যক্ৰমৰ আৰম্ভ কৰা হ’ব। ৩০ ঘণ্টীয়া এই পাঠ্যক্ৰমটোত অংশগ্ৰহণ কৰিবৰ বাবে ইচ্ছুক পাণ্ডু মহাবিদ্যালয়ৰ শিক্ষাৰ্থীক সবিশেষ জানিবৰ বাবে পাণ্ডু মহাবিদ্যালয়ৰ অসমীয়া বিভাগৰ লগত যোগাযোগ কৰিবলৈ জনোৱা হ’ল।

শ্ৰদ্ধাপা দেৱী গাৰ্জ

বিভাগীয় সুৰবা

Head of the Department
Assamese, Pandu College
Pandu, Guwahati-12

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Department of
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প্ৰসংগ নং: (Reference No.) PC/ASM/23/

Contact us : assamesedpt.pc@gmail.com

To,

The Respected Principal
Pandu College
Pandu, Guwahati-12

Subject: Request for Approve an Add on Course of Assamese Dept on "DTP Assamese in Microsoft Suite (Word, Excel, PowerPoint)"

Respected Sir,

On behalf of the Dept of Assamese, Pandu College, I want to draw your kind Attention towards the upcoming Add on Course, organised by the department. As the course will be held after the end semester, per day 3 hours class will be taken.

Therefor I kindly request you to approve the syllabus of the course for the session 2024.

The detail syllabus and Course is attached herewith the application

With Regards

Attested
S. Bar
15/12/23

Satarupa Devi
Head of the Department
Assamese, Pandu College
Pandu, Guwahati 12

(Satarupa Devi Acharyya)

Head, Dept of Assamese

Pandu College

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Contact us : assamesedepartment.pc@gmail.com

Add on Course on

Name of the Course: "DTP Assamese in Microsoft Suite (Word, Excel, PowerPoint)"

Starting Date: 18th December, 2023

Total hour of Class: 30

Syllabus

Unit I: Introduction to Assamese writing Software: Rodali, Lachit, Ramdhenu

Unit II: Introduction to Assamese fonts-

Non-Unicode fonts: Kalpurush, Gitanjali

Unicode Fonts: Banikanta

Unit III: Assamese Key-Board layouts- Phonetic Layout, Inscript Layout

Unit IV: User Interference in MS Word Suite (Word, Excel, Powerpoint)

Installation and Practices

W. P. S. S. S.

15/12/23

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Grade sheet

of

Add on Course on "DTP Assamese in Microsoft Suite (Word, Excel, PowerPoint)"

Sl no	Name	Email	Department	Class	Grade
1	Piki Das	pikidas2004@gmail.com	Assamese	BA 3rd semester	A
2	Puja Kalita	pujarakhi10@gmail.com	Assamese	BA 3rd semester	A
3	BIKRAM BARO	bikrambaro3542@gmail.com	Assamese	BA 3rd semester	A
4	Anamika Das	anamika6852@gmail.com	Assamese	BA 3rd semester	A
5	Ujjal kakati	ujjalkakati345@gmail.com	Assamese	BA 3rd semester	B
6	Sumi Kumari	simikumar623@gmail.com	Assamese	BA 3rd semester	B
7	Gitima Roy	gitimaroy22@gmail.com	Assamese	BA 3rd semester	B
8	Risha deka	rishadeka569@gmail.com	Assamese	BA 3rd semester	A
9	Chandamita Nath	chandamitanath1@gmail.com	Assamese	BA 3rd semester	A
10	Bhayolina Choudhury	bhayolinachoudhury@gmail.com	Assamese	BA 3rd semester	A
11	Krishnakhi Nath	nkrishnakshi@gmail.com	Assamese	BA 3rd semester	A
12	Pratiksha Barman	barmanpratiksha37@gmail.com	Assamese	BA 3rd semester	A
13	Mriduparna kashyap	mriduparanak@gmail.com	Assamese	BA 3rd semester	A
14	Parishmita Mahanta	parishmitamahanta52@gmail.com	Assamese	BA 3rd semester	B
15	Arunima das	dasarunima706@gamil.com	Assamese	BA 3rd semester	A
16	Bhaswati kalita	bhaswatic960@gmail.com	Assamese	BA 3rd semester	A
17	Rumi Rajbongshi	rumirajbongshi646@gmail.com	Assamese	BA 3rd semester	A
18	Chanda gurgung	chanda13@gmail.com	Assamese	BA 3rd semester	A
19	Rasna Devi	rasnadevi573@gmail.com	Assamese	BA 3rd semester	A
20	Barasha Baishya	barashabaishya299@gmail.com	Assamese	BA 5th semester	B

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21	Bhagyasree Das	bhagyasreedas200@gmail.com	Assamese	MA 1st semester	A
22	Chinmoyee Devi	chinmoyeesarma7@gmail.com	Assamese	M.A 1 st semester	A
23	Jinti barman	jintibarman3093@gmail.com	Assamese	BA 5th semester	A
24	Trishnamoni deka	tdeka129@gmail.com	Assamese	M.A1st semester	A
25	SRUTI SINGHA	shrutisingha343@gmail.com	Assamese	BA 5th semester	A
26	Manzini Kashyap	manzinikashyap@gmail.com	Assamese	MA 1st semester	B
27	Trisha sarma	trishasarma2325@gmail.com	Assamese	BA 5th semester	A
28	Barasharani Nath	nathbarasharani@gmail.com	Assamese	BA 5th semester	A
29	Priyanka Barman	barmann.priyanka00@gmail.com	Assamese	BA 5th semester	B
30	Ritu Tippara	ritutippara9@gmail.com	Assamese	MA 1st semester	B
31	Anjuma begum	anjumabegum21055@gmail.com	Assamese	B.A	B
32	karabi hujuri	karabihujuri06@gmail.com	Assamese	MA 1st semester	A
33	Raji sultana	rajisultana011@gmail.com	Assamese	BA 5th semester	B
34	Merim Jacktion	jacktionmerim786@gmail.com	Assamese Department	BA 5th semester	C
35	Tarali sarania	taralisarania03@gmail.com	Assamese	BA 5th semester	B
36	Illora bhuyan	bhuyanani25@gmail.com	Assamese	MA 1st semester	C
37	Miss Nasrin Sultana	nasrinsul1235@gmail.com	Assamese	BA 5th semester	B
38	Sonia Boro	borosonia273@gmail.com	Assamese	MA 1st semester	A
39	Richa shree nath	richanath226@gmail.com	Assamese	MA 1st semester	A
40	Ruksana Begum	ahmedalisha681@gmail.com	Assamese	MA 1st semester	A
41	Prerana deka	preranadeka656@gmail.com	assamese	MA 1st semester	B
42	Queen das	queendas96@gmail.com	Assamese	BA 3rd semester	A
43	Tikumani das	Bandhuramdas95@gmail.com	Assamese	MA 1st semester	A

Satarupa Devi
Head of the Department
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(Satarupa Devi Acharyya)
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Report of Add on Course on "DTP Assamese in Microsoft Suite (Word, Excel, PowerPoint)"

The Department of Assamese, Pandu College organized 30 hours long Add on Course on "DTP Assamese in Microsoft Suite (Word, Excel, PowerPoint)" from 18th December, 2023 to 29th December 2023. As the session was in holidays, per day 3 hours of classes were taken. The Course was predominantly curated by Ankur Jyoti Talukdar, Assistant Professor, Dept of Assamese, as he has expertise in that field. All together 43 students register for the course through google forms and were regularly present during the course.

Students were given hands on training on Assamese Writing Software, Assamese fonts, Assamese Keyboard layouts and the interferences to write Assamese in MS Suite. Writing any regional language in MS Suite takes lot of practices and perseverance, that's why students were given tasks to DTP certain part of newspapers and magazines.

To evaluate the progress of the course, students were given classwork and each were entrusted with different tasks such as writing applications, reports, making banners, making charts. Based on their performance students were given grades starting from A+ to D.

Range of Percentage	Grade
90-100%	A+
75-89%	A
60-74%	B
45-59%	C
30-44%	D

After the commencement of the course, a feedback link had shared with the students to know the outcome of the course and a very positive and encouraging feedback come from the students. This Add on course in DTP Assamese language in Microsoft Suite will equip participants with the comprehensive skill set required to efficiently handle typesetting, layout, and formatting of documents in

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Assamese. Skills will include handling text in Assamese fonts, use of localized software features, creating professional designs and layouts for various types of publications, such as books, newspapers, magazines, and brochures that are often sought after by publication houses. Additionally, understanding the intricacies of Assamese script in digital form will be beneficial for any job within this realm. With these competencies, participants will be well-prepared to secure gainful employment or part-time job opportunities in publication houses.

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