

# Add on /Certificate /Value added programs offered during 2018-2019

Name of Add on /Certificate /Value added programs offered	Year of offering	Duration of course	Number of students
Course on Computer Concepts	2018-19	22nd July,2018-24th June 2019	556
Emerging trends of business in Aizawl	2018	16 <sup>th</sup> August – 26th September, 2018	117
Certificate Course in Palliative Care	2019	6th February- 29th May 2019	27
Certificate Course on American Sign Language	2019	15th February- 15th April, 2019	48
Skill Development Programme 2019	2019	8th March- 29th March, 2019	150
Personality Development Programme for commerce	2019	8th April- 15th April, 2019	127

## Course on Computer Concepts(CCC)



National Institute of Electronics and Information Technology (NIELIT) has its branch in the college.

The students of the college can avail one of the many short term courses like, Course on Computer Concepts (CCC). The students attended the classes according to the availability of their free period.

The CCC has been recognized by the State as basic requirement for fresh recruitment and/or promotion purposes.

### Course Outcome:

After completing the course the incumbent should be able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet (the web), receiving and sending mails, preparing his business presentations, preparing small databases etc.

# Course on Computer Concepts(CCC)



# NIELIT



## Course on Computer Concepts [CCC]

### Objective:

The course is designed to equip a person to use computers for professional as well as day to day use. It provides theoretical background as well as in depth knowledge of Software/packages. After completing the course the incumbent will be digitally literate and will be able to:

- Acquire confidence in using computers in Office and General Life;
- Will be able to identify the basic components of computers and terminology;
- Understand file management;
- Create documents using word processor, spreadsheet & presentation software;
- Understand computer networks, and browse the internet, content search, email and collaborate with peers;
- Use e-Governance applications; and use computer to improve existing skills and learn new skills
- Understanding Social Networking platform
- Using Internet for Digital Financial services
- Develop knowledge about Futureskills

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government.

### Duration:

80 Hours - (Theory: 32 hrs + Practical: 48 hrs )

This course can also be offered as 10 days full time intensive course.

### Eligibility:

No minimum qualification is required for applying and appearing for the examination in Course on Computer Concepts [CCC].

### Job Role :

Computer Operator, Data Entry Operator and Social Media Operator

### Detailed Syllabus and Learning Outcome:

S. No.	Chapter Name	Course Outline	Duration (Hours)		Learning Outcomes
			Theory	Lab	
1	Chapter-1 Introduction to Computer	1.0 Introduction 1.1 Objectives 1.2 Computer and Latest IT gadgets 1.2.1 Evolution of Computers & its applications 1.2.2 IT gadgets and their applications 1.3 Basics of Hardware and Software 1.3.1 Hardware	3	3	After completion of this chapter, the candidate will be able to <ul style="list-style-type: none"> <li>• Identify computers, IT gadgets and explain their evolution and</li> </ul>



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## Course on Computer Concepts [CCC]

		1.3.1.1 Central Processing Unit 1.3.1.2 Input devices 1.3.1.3 Output devices 1.3.1.4 Computer Memory & storage 1.3.2 Software 1.3.2.1 Application Software 1.3.2.2 Systems Software 1.3.2.3 Utility Software 1.3.2.4 Open source and Proprietary Software 1.3.2.5 Mobile Apps 1.4 Summary 1.5 Model Questions and Answers			applications. • Get familiar with various input, output and hardware components of a computer along with storage devices. • Get familiar with various types of softwares, utilities used for computer and mobile apps.
2	Chapter-2 Introduction to Operating System	2.0 Introduction 2.1 Objectives 2.2 Operating System 2.2.1 Basics of Operating system 2.2.2 Operating Systems for Desktop and Laptop 2.2.3 Operating Systems for Mobile Phone and Tablets 2.3 User Interface for Desktop and Laptop 2.3.1 Task Bar 2.3.2 Icons & shortcuts 2.3.3 Running an Application 2.4 Operating System Simple Setting 2.4.1 Using Mouse and Changing its Properties 2.4.2 Changing System Date and Time 2.4.3 Changing Display Properties 2.4.4 To Add or Remove Program and Features 2.4.5 Adding, Removing & Sharing Printers 2.5 File and Folder Management 2.6 Types of file Extensions 2.7 Summary 2.8 Model Questions and Answers	3	4	After learning this chapter, candidate will be <ul style="list-style-type: none"> <li>• Well acquainted with Operating System and its applications for both desktop and mobile devices.</li> <li>• able to identify various desktop screen components and modify various properties, date, time etc.</li> <li>• able to add and remove new program and features, manage files and folders.</li> <li>• Well versed with printing and know various types of file extensions.</li> </ul>
3.	Chapter-3 WORD PROCESSING	3.0 Introduction 3.1 Objective 3.2 Word Processing Basics 3.2.1 Opening Word Processing Package 3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar 3.2.3 Creating a New Document 3.3 Opening and Closing Documents 3.3.1 Opening Documents 3.3.2 Save and Save As 3.3.3 Closing Document 3.3.4 Using The Help 3.3.5 Page Setup 3.3.6 Print Preview 3.3.7 Printing of Documents 3.3.8 PDF file and Saving a Document as PDF file	4	8	After completion of this chapter, candidate will have <ul style="list-style-type: none"> <li>• In depth Knowledge of Word Processing, their usage, details of word processing screen.</li> <li>• Opening, saving and printing a document including pdf files.</li> <li>• Document creation, formatting of text.</li> </ul>

# Course on Computer Concepts(CCC)



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## Course on Computer Concepts [CCC]

		<p>3.4 Text Creation and manipulation</p> <p>3.4.1 Document Creation</p> <p>3.4.2 Editing Text</p> <p>3.4.3 Text Selection</p> <p>3.4.4 Cut, Copy and Paste</p> <p>3.4.5 Font, Color, Style and Size selection</p> <p>3.4.6 Alignment of Text</p> <p>3.4.7 Undo &amp; Redo</p> <p>3.4.8 AutoCorrect, Spelling &amp; Grammar</p> <p>3.4.9 Find and Replace</p> <p>3.5 Formatting the Text</p> <p>3.5.1 Paragraph Indentation</p> <p>3.5.2 Bullets and Numbering</p> <p>3.5.3 Change case</p> <p>3.5.4 Header &amp; Footer</p> <p>3.6 Table Manipulation</p> <p>3.6.1 Insert &amp; Draw Table</p> <p>3.6.2 Changing cell width and height</p> <p>3.6.3 Alignment of Text in cell</p> <p>3.6.4 Delete / Insertion of Row, Column and Merging &amp; Splitting of Cells</p> <p>3.6.5 Border and Shading</p> <p>3.7 Mail Merge</p> <p>3.8 Shortcut Keys</p> <p>3.9 Summary</p> <p>3.10 Model Questions and Answers</p>			<p>paragraph and whole document.</p> <ul style="list-style-type: none"> <li>Inserting Header and Footer on the document</li> <li>Finding text on a word document and correcting spellings.</li> <li>Able to Insert and manipulate tables, enhance table using borders and shading features.</li> <li>Can prepare copies of a document labels etc for sending various recipients using Mail Merge.</li> </ul>
4.	Chapter-4 <b>SPREAD SHEET</b>	<p>4.0 Introduction</p> <p>4.1 Objectives</p> <p>4.2 Elements of Spread Sheet</p> <p>4.2.1 Creating of Spread Sheet</p> <p>4.2.2 Concept of Cell Address [Row and Column] and selecting a Cell</p> <p>4.2.3 Entering Data [text, number, date] in Cells</p> <p>4.2.4 Page Setup</p> <p>4.2.5 Printing of Sheet</p> <p>4.2.6 Saving Spreadsheet</p> <p>4.2.7 Opening and Closing</p> <p>4.3 Manipulation of Cells &amp; Sheet</p> <p>4.3.1 Modifying / Editing Cell Content</p> <p>4.3.2 Formatting Cell (Font, Alignment, Style )</p> <p>4.3.3 Cut, Copy, Paste &amp; Paste Special</p> <p>4.3.4 Changing Cell Height and Width</p> <p>4.3.5 Inserting and Deleting Rows, Column</p> <p>4.3.6 AutoFill</p> <p>4.3.7 Sorting &amp; Filtering</p> <p>4.3.8 Freezing panes</p> <p>4.4 Formulas, Functions and Charts</p> <p>4.4.1 Using Formulas for Numbers (Addition, Subtraction, Multiplication &amp; Division)</p> <p>4.4.2 AutoSum</p> <p>4.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)</p> <p>4.4.4 Charts (Bar, Pie, Line)</p> <p>4.5 Summary</p> <p>4.6 Model Questions and Answers</p>	4	8	<p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> <li>Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet screen.</li> <li>Opening, saving and printing a Spreadsheet.</li> <li>Spreadsheet creation, Inserting and editing data in cells, sorting and filtering of data.</li> <li>Inserting and deleting rows /columns.</li> <li>Applying basic formulas and functions.</li> <li>Prepare chart to represent the information in a</li> </ul>



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## Course on Computer Concepts [CCC]

					<p>pictorial form.</p> <p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> <li>Basic Knowledge of PowerPoint presentations.</li> <li>Opening/saving a presentation and printing of slides and handouts.</li> <li>Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, multimedia formatting etc.</li> <li>Running a slide show with various transitions.</li> </ul>
5.	Chapter-5 <b>Presentation</b>	<p>5.0 Introduction</p> <p>5.1 Objectives</p> <p>5.2 Creation of Presentation</p> <p>5.2.1 Creating a Presentation Using a Template</p> <p>5.2.2 Creating a Blank Presentation</p> <p>5.2.3 Inserting &amp; Editing Text on Slides</p> <p>5.2.4 Inserting and Deleting Slides in a Presentation</p> <p>5.2.5 Saving a Presentation</p> <p>5.3 Manipulating Slides</p> <p>5.3.1 Inserting Table</p> <p>5.3.2 Adding ClipArt Pictures</p> <p>5.3.3 Inserting Other Objects</p> <p>5.3.4 Resizing and Scaling an Object</p> <p>5.3.5 Creating &amp; using Master Slide</p> <p>5.4 Presentation of Slides</p> <p>5.4.1 Choosing a Set Up for Presentation</p> <p>5.4.2 Running a Slide Show</p> <p>5.4.3 Transition and Slide Timings</p> <p>5.4.4 Automating a Slide Show</p> <p>5.5 Providing Aesthetics to Slides &amp; Printing</p> <p>5.5.1 Enhancing Text Presentation</p> <p>5.5.2 Working with Color and Line Style</p> <p>5.5.3 Adding Movie and Sound</p> <p>5.5.4 Adding Headers, Footers and Notes</p> <p>5.5.5 Printing Slides and Handouts</p> <p>5.6 Summary</p> <p>5.7 Model Questions and Answers</p>	4	8	
6.	Chapter-6 <b>INTRODUCTI ON TO INTERNET AND WWW</b>	<p>6.0 Introduction</p> <p>6.1 Objectives</p> <p>6.2 Basic of Computer Networks</p> <p>6.2.1 Local Area Network (LAN)</p> <p>6.2.2 Wide Area Network (WAN)</p> <p>6.2.3 Network Topology</p> <p>6.3 Internet</p> <p>6.3.1 Concept of Internet &amp; WWW</p> <p>6.3.2 Applications of Internet</p> <p>6.3.3 Website Address and URL</p> <p>6.3.4 Introduction to IP Address</p> <p>6.3.5 ISP and Role of ISP</p> <p>6.3.6 Internet Protocol</p> <p>6.3.7 Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering)</p> <p>6.3.8 Identifying and uses of IP/MAC/IMEI of various devices</p> <p>6.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)</p> <p>6.5 Exploring the Internet</p> <p>6.5.1 Surfing the web</p> <p>6.5.2 Popular Search Engines</p> <p>6.5.3 Searching on Internet</p> <p>6.5.4 Downloading Web Pages</p> <p>6.5.5 Printing Web Pages</p>	3	4	<p>After completion of this chapter, candidate will be able to:</p> <ul style="list-style-type: none"> <li>Gather knowledge of various types of networks and topologies.</li> <li>Get an overview of Internet, its applications and various browsers available to access the Internet.</li> <li>Connect to Internet using various modes of connections/devices available.</li> <li>Get knowledge of device identification on local network as well as on Internet for both Desktop</li> </ul>

# Course on Computer Concepts(CCC)



# NIELIT



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NIELIT

## Course on Computer Concepts [CCC]

		6.6 Summary 6.7 Model Questions and Answers			and Devices. • Can search information on the Internet on various topics. • Download and print web pages.
7.	Chapter-7 E-mail, Social Networking and e-Governance Services	7.0 Introduction 7.1 Objectives 7.2 Structure of E-mail 7.3 Using E-mails 7.3.1 Opening Email account 7.3.2 Mailbox: Inbox and Outbox 7.3.3 Creating and Sending a new E-mail 7.3.4 Replying to an E-mail message 7.3.5 Forwarding an E-mail message 7.3.6 Searching emails 7.3.7 Attaching files with email 7.3.8 Email Signature 7.4 Social Networking & e-Commerce 7.4.1 Facebook, Twitter, LinkedIn, Instagram 7.4.2 Instant Messaging (WhatsApp, Facebook Messenger, Telegram) 7.4.3 Introduction to Blogs 7.4.4 Basics of E-commerce 7.4.5 Netiquettes 7.5 Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS] 7.6 Accessing e-Governance Services on Mobile Using "UMANG APP" 7.7 Digital Locker 7.8 Summary 7.9 Model Questions and Answers	3	6	After completion of this chapter, candidate will be able to: • Create an email account, compose an email, reply an email and send the email along with attachments. • Get familiar with Social Networking, Instant Messaging and Blogs. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps.
8.	Chapter-8 DIGITAL FINANCIAL TOOLS AND APPLICATIONS	8.0 Introduction 8.1 Objectives 8.2 Digital Financial Tools 8.2.1 Understanding OTP [One Time Password]and QR [Quick Response] Code 8.2.2 UPI [Unified Payment Interface] 8.2.3 AEPS [Aadhaar Enabled Payment System] 8.2.4 USSD[Unstructured Supplementary Service Data] 8.2.5 Card [Credit / Debit] 8.2.6 eWallet 8.2.7 PoS [Point of Sale] 8.3 Internet Banking 8.3.1 National Electronic Fund Transfer (NEFT) 8.3.2 Real Time Gross Settlement (RTGS) 8.3.3 Immediate Payment Service (IMPS) 8.4 Online Bill Payment 8.5 Summary 8.6 Model Questions and Answers	4	4	After completion of this chapter, candidate will be able to: • Know the Digital Financial Tools. • Get Knowledge of Internet Banking Modes. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps. • Use the Digital Locker and will be able to store documents in Digital Locker.

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## Course on Computer Concepts [CCC]

Chapter-9 Overview of Futureskills & Cyber Security	9.0 Introduction to Futureskills 9.1 Introduction to 9.1.1 Internet of Things (IoT) 9.1.2 Big Data Analytics 9.1.3 Cloud Computing 9.1.4 Virtual Reality 9.1.5 Artificial Intelligence 9.1.6 Social & Mobile 9.1.7 Blockchain Technology 9.1.8 3D Printing/ Additive Manufacturing 9.1.9 Robotics Process Automation 9.2 Cyber Security 9.2.1 Need of Cyber Security 9.2.2 Securing PC 9.2.3 Securing Smart Phone 9.3 Summary 9.4 Model Questions and Answers	4	3	After completion of this chapter, candidate will be familiar with the: • Latest trends and technologies in upcoming fields in ICT. • Will be able to understand need of Cyber Security and will be able to secure their PC and Mobile devices by using basic security features.
Hours = 80		32	48	

For practical purpose latest version of Free Open Source Ubuntu & LibreOffice may be used.

Duration of course: July 2018-June 2019  
Number of students enrolled in CCC:556

# Certificate Course on American Sign Language

## Course Objectives:

- To understand the concept of Sign Language
- To acquire Sign Language the same way spoken language is acquired
- To instill a sense of social responsibility and a sense of sensitivity for the non-deaf people.

INTRODUCTION TO SIGN LANGUAGE - Sign Language: Concept and Definition -American Sign Language (ASL)

USES OF SIGN LANGUAGE - Sign Language for non-deaf people - Sign Language for deaf people - Sign Language for National Integration and Universal outlook –

INTERPRETATION OF SIGN LANGUAGE - Interpreter and Interpreting - Professionalism in Sign Language Interpreting - Code of Ethics



## Practicum:

1. Field visits to Special schools for extended classroom
2. Interaction program with Sign language educators and all the stakeholders.



The final year students of Education were enrolled in this course, course duration is 3 months, starting from 15<sup>th</sup> February till 15<sup>th</sup> April, 2019.

Classes were taken on alternative days every week for three months.

The timing was allotted on the tutorial classes.

Resource Person : Vanlalruati (special Educator), Gilead Special School.

No of Students=48 students

# Emerging trends of Business in Aizawl

## Course objective:

To provide practical exposure to the changing business landscape while nurturing students' presentation skills and research habits.

Course duration: 16<sup>th</sup> August – 26<sup>th</sup> September, 2018

The Department of Commerce organized its annual special course-competition on Emerging Trends of Business in Aizawl for First Semester B.COM from 16<sup>th</sup> August – 26<sup>th</sup> September, 2018. The grand finale for this competition was organized as a seminar on the 26<sup>th</sup> September, 2018 at the Golden Hall, GHBC



No of students: 117  
No of teams: 10

## Course Outcome:

The department's initiative to organize this seminar was driven by the goal of providing a practical understanding of the evolving business landscape in Mizoram and fostering a platform for students to demonstrate their presentation skills



# Emerging trends of Business in Aizawl

Winner: Team Vakiria



Runner up : Tribe Fiction



# Certificate Course in Palliative Care

**OBJECTIVES:** To enhance the students in promoting their listening/interactive skills, which is a key component in psychological counselling.

## **SYLLABUS:**

Module 1: Principles and practice of Palliative Care

Module 2: An Introduction to procedures in Palliative care

Module 3: Managing Psychosocial Issues in Palliative care

Module 4: Interactive session with patients under Palliative Care.

Palliative care is care meant to improve the quality of life of patients who have a serious or life-threatening disease, such as cancer. It can be given with or without curative care. It is specialized medical care that focuses on providing relief from pain and other symptoms of a serious illness.



**PRACTICUM:** Synod Hospital, Durtlang, has a special team comprising of doctors, nurses and health workers that provide palliative care to those who are not able to report at the hospitals. The Dept. of Psychology, GHBC provides student psychologists to this palliative team.

During February – May, 2019, on every Wednesday, students of 6<sup>th</sup> Semester accompanies the Palliative team on their visit of the patients to various locations in Aizawl City. The students take part in interactive sessions with the patients applying their counselling skills and listening to the patients on all topics the patients would like to share with them.



# PERSONALITY DEVELOPMENT PROGRAMME

## PERSONALITY DEVELOPMENT PROGRAMME, 2019 for VI Semester B.Com Students



### Industrial TRIP

- Career Opportunities for Commerce students.
- Entrepreneurial Skill
- Stress Management
- First Aid Skills
- Nutrition and Fitness
- Success Stories from Entrepreneurs
- Interview Skills and preparing CV
- Contacts with Alumni
- Career in Banking Sector



PDP- Industrial Trip - Khamrang



# PERSONALITY DEVELOPMENT PROGRAMME

DEPARTMENT of COMMERCE, GOVT. HRANGBANA COLLEGE, AIZAWL: MIZORAM  
**PERSONALITY DEVELOPMENT PROGRAMME(PDP) for VI SEMESTER B.COM STUDENTS, 2019**

DATE	12:00 pm-1:10pm		1:20pm-2:20pm		2:30pm-3:30pm	
	TOPIC	Resource Person	TOPIC	Resource Person	TOPIC	Resource Person
08 <sup>th</sup> April, 2019	<i>Career Opportunities for Commerce Students</i>	Pu R.Lal Rinawma IRS Rtd.	<i>Stress Management</i>	Dr. Zothanzami Associate Professor Dept. of Psychology	<i>Nutrition and Fitness</i>	Mr. Winkle Laltlanchhunga Fitness Expert
10 <sup>th</sup> April, 2019	<i>Functioning and Career Opportunities in Banking Sector</i>	Pi Lalhmachhuani Manager, NABARD	<i>First Aid Skills</i>	Pi Zohmingliani Ralte Totor, RIPANS	<i>Success Story from Entrepreneur</i>	Pi C. Lalpantiani HONTRADE International
12 <sup>th</sup> April, 2019	<i>Preparing CV and Interview Skills</i>	Ms. Zoramawii Ralte Mizoram Consultancy Group	<i>Success Story and the Impact of Goal Setting</i>	Dr. Vanlalsiama Chhangte MD-Ebenezer Hospital	<b>CLOSING FUNCTION on the 15<sup>th</sup> April 2019 @ Golden Hall</b> <i>Distribution of Certificates</i> <i>Reflections and Reviews</i> <b>Chief Guest: Pu Lalhmingthanga, Principal</b>	
15 <sup>th</sup> April 2019		Pu Joseph L. Ralte Director-EKC Expert member-MEDMOC	<i>Learning from the experiences of Alumni</i>	Pu LR Muana Colney, JIT Management & Mr. Hmangaihluva, MPS		
INDUSTRIAL VISIT & CSR Actualization on the 23 <sup>rd</sup> April 2019						

  
 (LALROZHUNGA PACHUAU)  
 Vice-Principal & HOD-Dept. of Commerce

  
 (Dr. LALBIAKZUALI)  
 Coordinator

# PERSONALITY DEVELOPMENT PROGRAMME



## Course Outcome:

Participants will take a Growth Mindset Quiz and pinpoint their mindset, and understand implications of Fixed vs. Growth Mindset. Participants will be able to express how to develop a growth mindset. Participants will develop a sense of self awareness and gain tools to set SMART goals, personally and professionally

# PERSONALITY DEVELOPMENT PROGRAMME



# PERSONALITY DEVELOPMENT PROGRAMME







RUSA C.II

RUSA C.H

First Aid skill



Presented by  
Lalnuntludngi Hnomte  
Lecturer, College of Nursing  
RIPANS

**FIRST AID**



# SKILL DEVELOPMENT PROGRAMME, 2019

(GHBC/SDP)

GOVT. HRANGBANA COLLEGE, AIZAWL:MIZORAM



8<sup>th</sup> - 29<sup>th</sup> March, 2019  
GHBC CONFERENCE HALL



**Organised by : INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Sponsored by : Rashtriya Uchchatar Shiksha Abhiyan (RUSA)**

## Context of the Event:

The overarching concept of this skill development program is holistic arts education, where participants don't just learn a skill in isolation but understand its place in the larger artistic universe. Through collaboration, mentorship, and community engagement, the program aims to mold not just skilled artists but well-rounded individuals who appreciate the beauty and depth of all art forms.

**No. of Participants:** 150



Object

- ▶ Promotion of Creativity: Encourage participants to think creatively, innovatively, and express themselves in diverse ways.
- ▶ Integration of Arts: To promote interdisciplinary understanding and integration of the different art forms.
- ▶ Cultural Appreciation: Enhance awareness and appreciation for both local and global arts and cultures.
- ▶ Collaborative Learning: Foster teamwork and collaborative skills among participants as they engage in group projects and performances.
- ▶ Career Awareness: Provide insights into potential career paths in the arts and related fields.



### **Visual Arts Club**

The Visual arts Clubs invited Mr. Tlangrokhuma a renown artists and Miss Laldinpuii , photographer to give lecture on how who enhance artistic skill in this field.

Visual Arts Module: Encompassing drawing, painting, sculpture, digital arts, and other mediums. This module will focus on technique, styles, and artistic expression.



## Music Club

The Club invited Rualthankhuma, an A grade AIR artist, and Princess Mimi from Germany as a resource person.

The workshop covered the basics of rhythm, melody, instruments, voice training, and music theory. It might also introduce various music genres and cultures.

## Theatre Club

Jerome Hauzel was invited as a resource person. He held sessions on acting and voice modulation for performers.

# Outcome of the Event

- ▶ **Skill Enhancement:** *Participants will have refined their skills in their respective art forms and will be prepared for advanced study or professional endeavors.*
- ▶ **Confidence Building:** *Regular practice and performances will enhance participants' self-confidence and self-expression.*
- ▶ **Portfolio Development:** *Each participant will have a curated collection of their best works or performances, beneficial for further education or job applications.*
- ▶ **Cultural Awareness:** *Exposure to various artistic traditions and practices will make participants more culturally aware and appreciative.*
- ▶ **Networking:** *Engaging with mentors and experts will provide participants with valuable connections in the arts community.*
- ▶ **Collaborative Skills:** *Group projects and performances will enhance teamwork, leadership, and collaboration skills.*

# Add on /Certificate /Value added programs offered during 2019-20

Name of Add on /Certificate /Value added programs offered	Year of offering	Duration of course	Number of students enrolled
Course on Computer Concepts	2019-2020	22nd July,2019- 20th June, 2020	345
Certificate course on sign Language	2019	2nd August -30th October,2019	46
Emerging trends on entrepreneurship in Aizawl	2019	16th august- 26th September, 2019	80
Certificate Course on Spoken Hindi	2019	1st September- 22ndNovember,2019	159
Certificate Course on Spoken English	2019	2nd September- 22nd November, 2019	282
Certificate Course in Palliative Care	2020	22nd January-18th March, 2020	32
Five Days Certificate Course on Self-Defence for Women	2020	10th - 14th February, 2020	62
Five Days Workshop on Personality Development	2020	24th -28th February, 2020	150



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# NIELIT



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### Detailed Syllabus and Learning Outcome:

S. No.	Chapter Name	Course Outline	Duration (Hours)		Learning Outcomes
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# NIELIT



## Course on Computer Concepts [CCC]

		1.3.1.1 Central Processing Unit 1.3.1.2 Input devices 1.3.1.3 Output devices 1.3.1.4 Computer Memory & storage 1.3.2 Software 1.3.2.1 Application Software 1.3.2.2 Systems Software 1.3.2.3 Utility Software 1.3.2.4 Open source and Proprietary Software 1.3.2.5 Mobile Apps 1.4 Summary 1.5 Model Questions and Answers			<ul style="list-style-type: none"> <li>• applications.</li> <li>• Get familiar with various input, output and hardware components of a computer along with storage devices.</li> <li>• Get familiar with various types of softwares, utilities used for computer and mobile apps.</li> </ul>
2	Chapter-2 Introduction to Operating System	2.0 Introduction 2.1 Objectives 2.2 Operating System 2.2.1 Basics of Operating system 2.2.2 Operating Systems for Desktop and Laptop 2.2.3 Operating Systems for Mobile Phone and Tablets 2.3 User Interface for Desktop and Laptop 2.3.1 Task Bar 2.3.2 Icons & shortcuts 2.3.3 Running an Application 2.4 Operating System Simple Setting 2.4.1 Using Mouse and Changing its Properties 2.4.2 Changing System Date and Time 2.4.3 Changing Display Properties 2.4.4 To Add or Remove Program and Features 2.4.5 Adding, Removing & Sharing Printers 2.5 File and Folder Management 2.6 Types of file Extensions 2.7 Summary 2.8 Model Questions and Answers	3	4	After learning this chapter, candidate will be <ul style="list-style-type: none"> <li>• Well acquainted with Operating System and its applications for both desktop and mobile devices.</li> <li>• able to identify various desktop screen components and modify various properties, date, time etc.</li> <li>• able to add and remove new program and features, manage files and folders.</li> <li>• Well versed with printing and know various types of file extensions.</li> </ul>
3.	Chapter-3 WORD PROCESSING	3.0 Introduction 3.1 Objective 3.2 Word Processing Basics 3.2.1 Opening Word Processing Package 3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar 3.2.3 Creating a New Document 3.3 Opening and Closing Documents 3.3.1 Opening Documents 3.3.2 Save and Save As 3.3.3 Closing Document 3.3.4 Using The Help 3.3.5 Page Setup 3.3.6 Print Preview 3.3.7 Printing of Documents 3.3.8 PDF file and Saving a Document as PDF file	4	8	After completion of this chapter, candidate will have <ul style="list-style-type: none"> <li>• In depth Knowledge of Word Processing, their usage, details of word processing screen.</li> <li>• Opening, saving and printing a document including pdf files.</li> <li>• Document creation, formatting of text,</li> </ul>

# Course on Computer Concepts(CCC)



# NIELIT



## Course on Computer Concepts [CCC]

		<p>3.4 Text Creation and manipulation</p> <p>3.4.1 Document Creation</p> <p>3.4.2 Editing Text</p> <p>3.4.3 Text Selection</p> <p>3.4.4 Cut, Copy and Paste</p> <p>3.4.5 Font, Color, Style and Size selection</p> <p>3.4.6 Alignment of Text</p> <p>3.4.7 Undo &amp; Redo</p> <p>3.4.8 AutoCorrect, Spelling &amp; Grammar</p> <p>3.4.9 Find and Replace</p> <p>3.5 Formatting the Text</p> <p>3.5.1 Paragraph Indentation</p> <p>3.5.2 Bullets and Numbering</p> <p>3.5.3 Change case</p> <p>3.5.4 Header &amp; Footer</p> <p>3.6 Table Manipulation</p> <p>3.6.1 Insert &amp; Draw Table</p> <p>3.6.2 Changing cell width and height</p> <p>3.6.3 Alignment of Text in cell</p> <p>3.6.4 Delete / Insertion of Row, Column and Merging &amp; Splitting of Cells</p> <p>3.6.5 Border and Shading</p> <p>3.7 Mail Merge</p> <p>3.8 Shortcut Keys</p> <p>3.9 Summary</p> <p>3.10 Model Questions and Answers</p>			<p>paragraph and whole document.</p> <ul style="list-style-type: none"> <li>Inserting Header and Footer on the document</li> <li>Finding text on a word document and correcting spellings.</li> <li>Able to insert and manipulate tables, enhance table using borders and shading features.</li> <li>Can prepare copies of a document labels etc for sending various recipients using Mail Merge.</li> </ul>
4.	Chapter-4 SPREAD SHEET	<p>4.0 Introduction</p> <p>4.1 Objectives</p> <p>4.2 Elements of Spread Sheet</p> <p>4.2.1 Creating of Spread Sheet</p> <p>4.2.2 Concept of Cell Address (Row and Column) and selecting a Cell</p> <p>4.2.3 Entering Data [text, number, date] in Cells</p> <p>4.2.4 Page Setup</p> <p>4.2.5 Printing of Sheet</p> <p>4.2.6 Saving Spreadsheet</p> <p>4.2.7 Opening and Closing</p> <p>4.3 Manipulation of Cells &amp; Sheet</p> <p>4.3.1 Modifying / Editing Cell Content</p> <p>4.3.2 Formatting Cell (Font, Alignment, Style )</p> <p>4.3.3 Cut, Copy, Paste &amp; Paste Special</p> <p>4.3.4 Changing Cell Height and Width</p> <p>4.3.5 Inserting and Deleting Rows, Column</p> <p>4.3.6 AutoFill</p> <p>4.3.7 Sorting &amp; Filtering</p> <p>4.3.8 Freezing panes</p> <p>4.4 Formulas, Functions and Charts</p> <p>4.4.1 Using Formulas for Numbers (Addition, Subtraction, Multiplication &amp; Division)</p> <p>4.4.2 AutoSum</p> <p>4.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)</p> <p>4.4.4 Charts (Bar, Pie, Line)</p> <p>4.5 Summary</p> <p>4.6 Model Questions and Answers</p>	4	8	<p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> <li>Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet screen.</li> <li>Opening, saving and printing a Spreadsheet.</li> <li>Spreadsheet creation, inserting and editing data in cells, sorting and filtering of data.</li> <li>Inserting and deleting rows /columns.</li> <li>Applying basic formulas and functions.</li> <li>Prepare chart to represent the information in a</li> </ul>



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## Course on Computer Concepts [CCC]

						<p>pictorial form.</p> <p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> <li>Basic Knowledge of PowerPoint presentations.</li> <li>Opening/saving a presentation and printing of slides and handouts.</li> <li>Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, multimedia formatting etc.</li> <li>Running a slide show with various transitions.</li> </ul>
5.	Chapter-5 Presentation	<p>5.0 Introduction</p> <p>5.1 Objectives</p> <p>5.2 Creation of Presentation</p> <p>5.2.1 Creating a Presentation Using a Template</p> <p>5.2.2 Creating a Blank Presentation</p> <p>5.2.3 Inserting &amp; Editing Text on Slides</p> <p>5.2.4 Inserting and Deleting Slides In a Presentation</p> <p>5.2.5 Saving a Presentation</p> <p>5.3 Manipulating Slides</p> <p>5.3.1 Inserting Table</p> <p>5.3.2 Adding ClipArt Pictures</p> <p>5.3.3 Inserting Other Objects</p> <p>5.3.4 Resizing and Scaling an Object</p> <p>5.3.5 Creating &amp; using Master Slide</p> <p>5.4 Presentation of Slides</p> <p>5.4.1 Choosing a Set Up for Presentation</p> <p>5.4.2 Running a Slide Show</p> <p>5.4.3 Transition and Slide Timings</p> <p>5.4.4 Automating a Slide Show</p> <p>5.5 Providing Aesthetics to Slides &amp; Printing</p> <p>5.5.1 Enhancing Text Presentation</p> <p>5.5.2 Working with Color and Line Style</p> <p>5.5.3 Adding Movie and Sound</p> <p>5.5.4 Adding Headers, Footers and Notes</p> <p>5.5.5 Printing Slides and Handouts</p> <p>5.6 Summary</p> <p>5.7 Model Questions and Answers</p>	4	8		
6.	Chapter-6 INTRODUCTION TO INTERNET AND WWW	<p>6.0 Introduction</p> <p>6.1 Objectives</p> <p>6.2 Basic of Computer Networks</p> <p>6.2.1 Local Area Network (LAN)</p> <p>6.2.2 Wide Area Network (WAN)</p> <p>6.2.3 Network Topology</p> <p>6.3 Internet</p> <p>6.3.1 Concept of Internet &amp; WWW</p> <p>6.3.2 Applications of Internet</p> <p>6.3.3 Website Address and URL</p> <p>6.3.4 Introduction to IP Address</p> <p>6.3.5 ISP and Role of ISP</p> <p>6.3.6 Internet Protocol</p> <p>6.3.7 Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering)</p> <p>6.3.8 Identifying and uses of IP/MAC/IMEI of various devices</p> <p>6.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc)</p> <p>6.5 Exploring the Internet</p> <p>6.5.1 Surfing the web</p> <p>6.5.2 Popular Search Engines</p> <p>6.5.3 Searching on Internet</p> <p>6.5.4 Downloading Web Pages</p> <p>6.5.5 Printing Web Pages</p>	3	4	<p>After completion of this chapter, candidate will be able to:</p> <ul style="list-style-type: none"> <li>Gather knowledge of various types of networks and topologies.</li> <li>Get an overview of Internet, its applications and various browsers available to access the internet.</li> <li>Connect to Internet using various modes of connections/devices available.</li> <li>Get knowledge of device identification on local network as well as on Internet for both Desktop</li> </ul>	

# Course on Computer Concepts(CCC)



# NIELIT



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NIELIT

## Course on Computer Concepts [CCC]

		6.6 Summary 6.7 Model Questions and Answers			and Mobile Devices. • Can search Information on the Internet on various topics. • Download and print web pages.
7.	Chapter-7 E-mail, Social Networking and e-Governance Services	7.0 Introduction 7.1 Objectives 7.2 Structure of E-mail 7.3 Using E-mails 7.3.1 Opening Email account 7.3.2 Mailbox: Inbox and Outbox 7.3.3 Creating and Sending a new E-mail 7.3.4 Replying to an E-mail message 7.3.5 Forwarding an E-mail message 7.3.6 Searching emails 7.3.7 Attaching files with email 7.3.8 Email Signature 7.4 Social Networking & e-Commerce 7.4.1 Facebook, Twitter, LinkedIn, Instagram 7.4.2 Instant Messaging (WhatsApp, Facebook Messenger, Telegram) 7.4.3 Introduction to Blogs 7.4.4 Basics of E-commerce 7.4.5 Netiquettes 7.5 Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS] 7.6 Accessing e-Governance Services on Mobile Using "UMANG APP" 7.7 Digital Locker 7.8 Summary 7.9 Model Questions and Answers	3	6	After completion of this chapter, candidate will be able to: • Create an email account, compose an email, reply an email and send the email along with attachments. • Get familiar with Social Networking, Instant Messaging and Blogs. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps.
8.	Chapter-8 DIGITAL FINANCIAL TOOLS AND APPLICATION S	8.0 Introduction 8.1 Objectives 8.2 Digital Financial Tools 8.2.1 Understanding OTP [One Time Password]and QR [Quick Response] Code 8.2.2 UPI [Unified Payment Interface] 8.2.3 AEPS [Aadhaar Enabled Payment System] 8.2.4 USSD[Unstructured Supplementary Service Data] 8.2.5 Card [Credit / Debit] 8.2.6 eWallet 8.2.7 PoS [Point of Sale] 8.3 Internet Banking 8.3.1 National Electronic Fund Transfer (NEFT) 8.3.2 Real Time Gross Settlement (RTGS) 8.3.3 Immediate Payment Service (IMPS) 8.4 Online Bill Payment 8.5 Summary 8.6 Model Questions and Answers	4	4	After completion of this chapter, candidate will be able to: • Know the Digital Financial Tools. • Get Knowledge of Internet Banking Modes. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps. • Use the Digital Locker and will be able to store documents in Digital Locker.

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## Course on Computer Concepts [CCC]

Chapter-9 Overview of Futureskills & Cyber Security	9.0 Introduction to Futureskills 9.1 Introduction to 9.1.1 Internet of Things (IoT) 9.1.2 Big Data Analytics 9.1.3 Cloud Computing 9.1.4 Virtual Reality 9.1.5 Artificial Intelligence 9.1.6 Social & Mobile 9.1.7 Blockchain Technology 9.1.8 3D Printing/ Additive Manufacturing 9.1.9 Robotics Process Automation 9.2 Cyber Security 9.2.1 Need of Cyber Security 9.2.2 Securing PC 9.2.3 Securing Smart Phone 9.3 Summary 9.4 Model Questions and Answers	4	3	After completion of this chapter, candidate will be familiar with the : • Latest trends and technologies in upcoming fields in IECT. • Will be able to understand need of Cyber Security and will be able to secure their PC and Mobile devices by using basic security features.
Total Hours = 80		32	48	

For practical purpose latest version of Free Open Source Ubuntu & LibreOffice may be used.

Duration of course: July 2019-June 2020

Number of students enrolled in CCC:345

# Certificate Course on Sign Language

## Course Objectives:

- To understand the concept of Sign Language
- To acquire Sign Language the same way spoken language is acquired
- To instill a sense of social responsibility and a sense of sensitivity for the non-deaf people.



The final year students of Education were enrolled in this course and it lasted for three months. Classes were taken on alternative days every week for three months during August to September, 2019. The timing was allotted on the tutorial classes.



# Certificate Course on Sign Language

INTRODUCTION TO SIGN LANGUAGE - Sign Language: Concept and Definition - Indian Sign Language (ISL) - American Sign Language (ASL)

USES OF SIGN LANGUAGE - Sign Language for non-deaf people - Sign Language for deaf people - Sign Language for National Integration and Universal outlook –

INTERPRETATION OF SIGN LANGUAGE - Interpreter and Interpreting - Professionalism in Sign Language Interpreting - Code of Ethics



Practicum:

1. Field visits to Special schools for extended classroom
2. Interaction program with Sign language educators and all the stakeholders.

No of Students Participate: 46 Students

# Emerging trends on Entrepreneurship in Aizawl

**Seminar on  
INTELLECTUAL PROPERTY RIGHTS  
and  
WORKSHOP on EMERGING TRENDS of ENTREPRENEURSHIP in Aizawl**  
Sponsored by : EDS-MEDMOC

**Date & Time** : 26<sup>th</sup> September 2019 (Thursday) & 9:30 am - 3:00 pm  
**Place** : The Golden Hall / Room No. 15

**PROGRAMME SCHEDULE**

09:30 am - 09:45 am	:	Attendance & Registration
09:45 am - 10:45 am	:	Intellectual Property Rights (IPR)
Resource Person	:	Ms. Lalrinngheti Sangsiana, MZCG
10:45 am - 12:45 am	:	Presentations by Fifth Semester Students <i>Business Practices and Social Issues in Mizoram</i> (for fulfillment of the assignment for <i>IFS</i> )
15 mins. each x 8 groups	:	
12: 45 am - 01:00 pm	:	Refreshment Break
01:00 pm - 03:00 pm	:	Presentations by First Semester Students <i>Emerging trends of Entrepreneurship in Aizawl</i> (for fulfillment of the assignment for <i>BQM</i> )
15 mins. each x 8 groups	:	
3:00 pm -3:15 pm	:	Attendance & Concluding remarks

The Department of Commerce organized its annual special course-competition on Emerging Trends of Business in Mizoram for First Semester B.COM from 16<sup>th</sup> August – 26<sup>th</sup> September, 2019.

The grand finale for this competition was organized as a seminar on the 26<sup>th</sup> September, 2019 at the Golden Hall, GHBC and aimed to provide practical exposure to the changing business landscape while nurturing students' presentation skills and research habits.



# Emerging trends on Entrepreneurship in Aizawl



The grand finale was conducted with a paper presentation by the first-semester students, allowing them to showcase their knowledge and understanding of emerging business trends in Mizoram. The event was graced by the presence of esteemed judges, faculty members, and students, making it a truly enriching experience for all participants

A total of 80 students from the first-semester B.COM course participated in the seminar, forming eight teams. Each team was led by a designated leader, who guided the group throughout the competition. The department's initiative to organize this seminar was driven by the goal of providing a practical understanding of the evolving business landscape in Mizoram and fostering a platform for students to demonstrate their presentation skills.





# COMMUNICATION SKILL-SPOKEN ENGLISH

## Course Objectives:

1. To equip the learners with effective spoken and listening skills in English
2. To train learners in spoken English necessary for essential communication for daily use/jobs/workplaces

## Course Learning Outcomes:

1. Knowledge and understanding of English Grammar
2. An ability to understand English and to develop effective and fluent communication skill in English

BASIC GRAMMAR, COMMON EXPRESSIONS, GENERAL CONVERSATION  
Greetings/Invitation/Meeting and Parting/Gratitude Words in Daily Use Idioms  
and Phrases Parts of Speech, Tense

PHONETICS Individual Sounds, Place of Articulation, Manner of Articulation Description of  
Consonants, Diphthongs, Vowels

LISTENING, READING, COMPREHENSION Reading practice, Test of Listening and  
Comprehension skills

## Practicum:

1. Practice of Listening/Comprehension skills in English
2. Practice of Pronunciation, Spoken skills in English/ Language Laboratory Class

# COMMUNICATION SKILL-SPOKEN ENGLISH

The course was introduced under the sponsorship of RUSA . There were 282 students enrolled in the class and it lasted for three months.

Classes were taken every four days in a week excluding Friday for three months. The timing was allotted to the convenience of the students. But usually, it was taken after 3:00 PM after the normal routine was over.

ATTENDANCE OF TUTOR (ENGLISH).

DATE	TIME	NAME	SIGNATURE
Sept 2, 2014	3.00 PM	LALREMUATI KHIANGTE	[Signature]
Sept 6, 2014	3.00 PM	"	[Signature]
Sept 20, 2014	3.00 PM	[Signature] "	[Signature]
Sept 23, 2014	3.00 PM	"	[Signature]
Sept 27, 2014	3.00 PM	"	[Signature]
Oct 11, 2014	3.00 PM	"	[Signature]
Oct 18,	3.00 PM	"	[Signature]

For Spoken English class, two teachers- C. Vanlalvawni and Nancy Lalhlimpuii were engaged. The Directorate of Higher and Technical Education (HT&E) hired SONAKO Company for the installation of the software. Training on Language Laboratory was attended three times by the teachers concerned on operating and functioning of the software. Teaching of English was based mainly on the software made by SONAKO with other study materials provided by the teachers concerned.

# COMMUNICATION SKILL-SPOKEN HINDI

1. To equip the learners with effective spoken and listening skills in Hindi
2. To train learners in spoken Hindi necessary for essential communication for daily use/jobs/workplaces

## Course Learning Outcomes:

1. Knowledge and understanding of Hindi Grammar
2. An ability to understand spoken Hindi and engage in basic daily conversation in Hindi

### BASICS OF HINDI LANGUAGE

Alphabets and Pronunciation (Vowels, Consonants and Phonetics)  
Basic Grammar and Greetings  
Numbers and Numerals  
Combining Letters

### GENERAL CONVERSATION

Greetings/Invitation/Meeting and Parting/Gratitude  
Words in Daily Use

### COMMON EXPRESSIONS

Idioms and Phrases  
Adjectives/Verbs in daily use/Genders

### Practicum:

Practice of Listening/Comprehension skills in Hindi  
Practice of Pronunciation, Spoken skills in Hindi

# COMMUNICATION SKILL-SPOKEN HINDI

SONAKO Company was hired to provide the software for Hindi Language Laboratory.

There were 159 students enrolled in the class and it lasted for three months from September- November

Sl	DATE	TIME	NAME	SIGNATURE
1	26/09/2019	05:00-04:00	C. VANLALSAMA	[Signature]
2	27/09/2019	05:00-04:00	"	[Signature]
3	28/09/2019	05:00-04:00	"	[Signature]
4	29/09/2019	05:00-04:00	"	[Signature]
5	30/09/2019	05:00-04:00	"	[Signature]
6	01/10/2019	05:00-04:00	"	[Signature]
7	02/10/2019	05:00-04:00	"	[Signature]
8	03/10/2019	05:00-04:00	"	[Signature]
9	04/10/2019	05:00-04:00	"	[Signature]
10	05/10/2019	05:00-04:00	"	[Signature]
11	06/10/2019	05:00-04:00	"	[Signature]
12	07/10/2019	05:00-04:00	"	[Signature]
13	08/10/2019	05:00-04:00	"	[Signature]

Received a sum of Rupees 10000 (Ten Thousand) for (S) the classes on account of spoken Hindi on 11/09/2019 from HOD Sir/ma  
(C. VANLALSAMA)

Received a sum of Rupees 10000 (Ten Thousand) for (S) the classes on account of spoken Hindi on 11/09/2019 from HOD Sir/ma  
(C. VANLALSAMA)



Classes had been taken normally with the name of "Spoken Hindi". Since, the college did not house a Hindi teacher, Ms Lalnunmawii and Mr. C.Vanlalsama were engaged from outside.

## Five Days Certificate Course on Self-Defence for Women

### Objective:

To learn self-defence now more than ever as Self-defence will allow women to develop confidence.

To allow them to empower themselves, and to find safety in difficult situations.



**Date:** 10<sup>th</sup>-14<sup>th</sup> February, 2020

**Resource Person:** Laltanpuia, 1<sup>st</sup> Dan Blackbelt, National Accredited Coach

**Sponsored by:** RUSA

**Organised by:** Women Development Cell, Equal Opportunity Cell and Internal Complaints Committee, Govt, Hrangbana College

## Five Days Certificate Course on Self-Defence for Women



### Outcome:

The programme was enthusiastically attended by female students from two selected Departments i.e Department of Political Science and Department of Education, as it was not possible to teach all the female students all at once. The students gained immense knowledge and techniques of self-defense and how to take necessary position and actions on being attacked from different angles

## Five Days Certificate Course on Self-Defence for Women



**No. of Participants: 62 Students**

# Certificate Course in Palliative Care

**OBJECTIVES:** To enhance the students in promoting their listening/interactive skills, which is a key component in psychological counselling.

## **SYLLABUS:**

Module 1: Principles and practice of Palliative Care

Module 2: An Introduction to procedures in Palliative care

Module 3: Managing Psychosocial Issues in Palliative care

Module 4: Interactive session with patients under Palliative Care.



Palliative care is care meant to improve the quality of life of patients who have a serious or life-threatening disease, such as cancer. It can be given with or without curative care. It is specialized medical care that focuses on providing relief from pain and other symptoms of a serious illness.





## PRACTICUM:

Synod Hospital, Durtlang, has a special team comprising of doctors, nurses and health workers that provide palliative care to those who are not able to report at the hospitals. The Dept. of Psychology, GHBC provides student psychologists to this palliative team.



Due to Covid19 pandemic, students took part in palliative care for only 3 months. During these 3 months, every Wednesday, students of 6<sup>th</sup> Semester accompanies the Palliative team on their visit of the patients to various locations in Aizawl City. The students take part in interactive sessions with the patients applying their counselling skills and listening to the patients on all topics the patients would like to share with them.

# Personality Development- Hrangbana College Confidence & Identity Series

I. The series will focus on four foundational concepts:

- a) Value: it is intrinsic, not from the outside
- b) Worth: as a woman, preparation for future challenges / knowing boundaries
- c) Growth: for confidence, building on what you value
- d) Strength: combining value, growth and worth, taking steps towards goals

II. The series will be a combination of discussion and activities. Participants will work together in small groups to discuss concepts, practice critical thinking skills while sharing experiences.

III. As a result of the series, participants will gain an understanding of the concept of value; identify what she personally values and why; develop an awareness of personal value. Participants will be able to understand their own worth as well as respect that of others; describe their growth journey and identify their (growth) mindset; articulate their strengths

IV. Participants will take a Growth Mindset Quiz and pinpoint their mindset, and understand implications of Fixed vs. Growth Mindset. Participants will be able to express how to develop a growth mindset.

V. Participants will develop a sense of self awareness and gain tools to set SMART goals, personally and professionally

# Five Days Workshop on Personality Development

The Five Days Workshop was divided into different topics each day like Improvement in soft-skills, confidence, responsibility, loyalty, generosity, patience, courageousness, self-management etc



## Five Days Workshop on Personality Development

**Date:** 24<sup>th</sup>-28<sup>th</sup> February, 2020

**Resource Person:** Mizoram Consultancy

**Sponsored by:** RUSA

**Organised by:** Equal Opportunity Cell and Women Development Cell

**No. of Participants:** 150

# Five Days Workshop on Personality Development



Course Outcome: The students who attended the workshop greatly benefited from the programme in developing their personality, in building their confidence and in preparing themselves to face whatever lies ahead of them in future.

# 2020-21

## ADD ON /CERTIFICATE /VALUE ADDED PROGRAMS

<b>Name of Add on /Certificate /Value added programs offered</b>	<b>Year of offering</b>	<b>Duration of course</b>	<b>Number of students enrolled</b>
Course on Computer Concepts	2020-2021	24th July 2020- 21st June 2021	184
Emerging trends for 1st Bcom	2020	12th October-20th November,2020	135
Certificate Course in Skill Development on Mizo Language and Literature	2020	30 Nov-5th Dec 2020	64
Five Days Online Training for History Students on Communication and soft Skills Development	2020	1-5 December 2020	72

## Course on Computer Concepts(CCC)

National Institute of Electronics and Information Technology (NIELIT) has its branch in the college.

The students of the college can avail one of the many short term courses like, Course on Computer Concepts (CCC). The students attended the classes according to the availability of their free period.

The CCC has been recognized by the State as basic requirement for fresh recruitment and/or promotion purposes.

### Course Outcome:

After completing the course the incumbent should be able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet (the web), receiving and sending mails, preparing his business presentations, preparing small databases etc.

# Course on Computer Concepts(CCC)



# NIELIT



## Course on Computer Concepts [CCC]

### Objective:

The course is designed to equip a person to use computers for professional as well as day to day use. It provides theoretical background as well as in depth knowledge of Software/ packages. After completing the course the Incumbent will be digitally literate and will be able to:

- Acquire confidence in using computers in Office and General Life;
- Will be able to identify the basic components of computers and terminology;
- Understand file management;
- Create documents using word processor, spreadsheet & presentation software;
- Understand computer networks, and browse the Internet, content search, email and collaborate with peers;
- Use e-Governance applications; and use computer to improve existing skills and learn new skills
- Understanding Social Networking platform
- Using Internet for Digital Financial services
- Develop knowledge about Futureskills

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government.

### Duration:

90 Hours - (Theory: 32 hrs + Practical: 48 hrs)

This course can also be offered as 10 days full time intensive course.

### Eligibility:

No minimum qualification is required for applying and appearing for the examination in Course on Computer Concepts (CCC).

### Job Role :

Computer Operator, Data Entry Operator and Social Media Operator

### Detailed Syllabus and Learning Outcome:

S. No.	Chapter Name	Course Outline	Duration (Hours)		Learning Outcomes
			Theory	Lab	
1	Chapter-1 Introduction to Computer	1.0 Introduction 1.1 Objectives 1.2 Computer and Latest IT gadgets 1.2.1 Evolution of Computers & its applications 1.2.2 IT gadgets and their applications 1.3 Basics of Hardware and Software 1.3.1 Hardware	3	3	After completion of this chapter, the candidate will be able to <ul style="list-style-type: none"> <li>• Identify computers, IT gadgets and explain their evolution and</li> </ul>



# NIELIT



## Course on Computer Concepts [CCC]

		1.3.1.1 Central Processing Unit 1.3.1.2 Input devices 1.3.1.3 Output devices 1.3.1.4 Computer Memory & storage 1.3.2 Software 1.3.2.1 Application Software 1.3.2.2 Systems Software 1.3.2.3 Utility Software 1.3.2.4 Open source and Proprietary Software 1.3.2.5 Mobile Apps 1.4 Summary 1.5 Model Questions and Answers			applications. • Get familiar with various Input, output and hardware components of a computer along with storage devices. • Get familiar with various types of softwares, utilities used for computer and mobile apps.
2	Chapter-2 Introduction to Operating System	2.0 Introduction 2.1 Objectives 2.2 Operating System 2.2.1 Basics of Operating system 2.2.2 Operating Systems for Desktop and Laptop 2.2.3 Operating Systems for Mobile Phone and Tablets 2.3 User Interface for Desktop and Laptop 2.3.1 Task Bar 2.3.2 Icons & shortcuts 2.3.3 Running an Application 2.4 Operating System Simple Setting 2.4.1 Using Mouse and Changing its Properties 2.4.2 Changing System Date and Time 2.4.3 Changing Display Properties 2.4.4 To Add or Remove Program and Features 2.4.5 Adding, Removing & Sharing Printers 2.5 File and Folder Management 2.6 Types of file Extensions 2.7 Summary 2.8 Model Questions and Answers	3	4	After learning this chapter, candidate will be <ul style="list-style-type: none"> <li>• Well acquainted with Operating System and its applications for both desktop and mobile devices.</li> <li>• able to identify various desktop screen components and modify various properties, date, time etc.</li> <li>• able to add and remove new program and features, manage files and folders.</li> <li>• Well versed with printing and know various types of file extensions.</li> </ul>
3.	Chapter-3 WORD PROCESSING	3.0 Introduction 3.1 Objective 3.2 Word Processing Basics 3.2.1 Opening Word Processing Package 3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar 3.2.3 Creating a New Document 3.3 Opening and Closing Documents 3.3.1 Opening Documents 3.3.2 Save and Save As 3.3.3 Closing Document 3.3.4 Using The Help 3.3.5 Page Setup 3.3.6 Print Preview 3.3.7 Printing of Documents 3.3.8 PDF file and Saving a Document as PDF file	4	8	After completion of this chapter, candidate will have <ul style="list-style-type: none"> <li>• In depth Knowledge of Word Processing, their usage, details of word processing screen.</li> <li>• Opening, saving and printing a document including pdf files.</li> <li>• Document creation, formatting of text.</li> </ul>

# Course on Computer Concepts(CCC)



# NIELIT



## Course on Computer Concepts [CCC]

		<p>3.4 Text Creation and manipulation</p> <p>3.4.1 Document Creation</p> <p>3.4.2 Editing Text</p> <p>3.4.3 Text Selection</p> <p>3.4.4 Cut, Copy and Paste</p> <p>3.4.5 Font, Color, Style and Size selection</p> <p>3.4.6 Alignment of Text</p> <p>3.4.7 Undo &amp; Redo</p> <p>3.4.8 AutoCorrect, Spelling &amp; Grammar</p> <p>3.4.9 Find and Replace</p> <p>3.5 Formatting the Text</p> <p>3.5.1 Paragraph Indentation</p> <p>3.5.2 Bullets and Numbering</p> <p>3.5.3 Change case</p> <p>3.5.4 Header &amp; Footer</p> <p>3.6 Table Manipulation</p> <p>3.6.1 Insert &amp; Draw Table</p> <p>3.6.2 Changing cell width and height</p> <p>3.6.3 Alignment of Text in cell</p> <p>3.6.4 Delete / Insertion of Row, Column and Merging &amp; Splitting of Cells</p> <p>3.6.5 Border and Shading</p> <p>3.7 Mail Merge</p> <p>3.8 Shortcut Keys</p> <p>3.9 Summary</p> <p>3.10 Model Questions and Answers</p>			<p>paragraph and whole document.</p> <ul style="list-style-type: none"> <li>Inserting Header and Footer on the document</li> <li>Finding text on a word document and correcting spellings.</li> <li>Able to insert and manipulate tables, enhance table using borders and shading features.</li> <li>Can prepare copies of a document labels etc for sending various recipients using Mail Merge.</li> </ul>
4.	Chapter-4 SPREAD SHEET	<p>4.0 Introduction</p> <p>4.1 Objectives</p> <p>4.2 Elements of Spread Sheet</p> <p>4.2.1 Creating of Spread Sheet</p> <p>4.2.2 Concept of Cell Address [Row and Column] and selecting a Cell</p> <p>4.2.3 Entering Data [text, number, date] In Cells</p> <p>4.2.4 Page Setup</p> <p>4.2.5 Printing of Sheet</p> <p>4.2.6 Saving Spreadsheet</p> <p>4.2.7 Opening and Closing</p> <p>4.3 Manipulation of Cells &amp; Sheet</p> <p>4.3.1 Modifying / Editing Cell Content</p> <p>4.3.2 Formatting Cell (Font, Alignment, Style )</p> <p>4.3.3 Cut, Copy, Paste &amp; Paste Special</p> <p>4.3.4 Changing Cell Height and Width</p> <p>4.3.5 Inserting and Deleting Rows, Column</p> <p>4.3.6 AutoFill</p> <p>4.3.7 Sorting &amp; Filtering</p> <p>4.3.8 Freezing panes</p> <p>4.4 Formulas, Functions and Charts</p> <p>4.4.1 Using Formulas for Numbers (Addition, Subtraction, Multiplication &amp; Division)</p> <p>4.4.2 AutoSum</p> <p>4.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)</p> <p>4.4.4 Charts (Bar, Pie, Line)</p> <p>4.5 Summary</p> <p>4.6 Model Questions and Answers</p>	4	8	<p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> <li>Basic Knowledge of Spreadsheet</li> <li>Processing, their usage, details of Spreadsheet screen.</li> <li>Opening, saving and printing a Spreadsheet</li> <li>Spreadsheet creation, inserting and editing data in cells, sorting and filtering of data.</li> <li>Inserting and deleting rows /columns.</li> <li>Applying basic formulas and functions.</li> <li>Prepare chart to represent the information in a</li> </ul>



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## Course on Computer Concepts [CCC]

		<p>5.0 Introduction</p> <p>5.1 Objectives</p> <p>5.2 Creation of Presentation</p> <p>5.2.1 Creating a Presentation Using a Template</p> <p>5.2.2 Creating a Blank Presentation</p> <p>5.2.3 Inserting &amp; Editing Text on Slides</p> <p>5.2.4 Inserting and Deleting Slides In a Presentation</p> <p>5.2.5 Saving a Presentation</p> <p>5.3 Manipulating Slides</p> <p>5.3.1 Inserting Table</p> <p>5.3.2 Adding ClipArt Pictures</p> <p>5.3.3 Inserting Other Objects</p> <p>5.3.4 Resizing and Scaling an Object</p> <p>5.3.5 Creating &amp; using Master Slide</p> <p>5.4 Presentation of Slides</p> <p>5.4.1 Choosing a Set Up for Presentation</p> <p>5.4.2 Running a Slide Show</p> <p>5.4.3 Transition and Slide Timings</p> <p>5.4.4 Automating a Slide Show</p> <p>5.5 Providing Aesthetics to Slides &amp; Printing</p> <p>5.5.1 Enhancing Text Presentation</p> <p>5.5.2 Working with Color and Line Style</p> <p>5.5.3 Adding Movie and Sound</p> <p>5.5.4 Adding Headers, Footers and Notes</p> <p>5.5.5 Printing Slides and Handouts</p> <p>5.6 Summary</p> <p>5.7 Model Questions and Answers</p>			<p>pictorial form.</p> <p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> <li>Basic Knowledge of PowerPoint presentations.</li> <li>Opening/saving a presentation and printing of slides and handouts.</li> <li>Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, multimedia formatting etc.</li> <li>Running a slide show with various transitions.</li> </ul>
5.	Chapter-5 Presentation		4	8	
6.	Chapter-6 INTRODUCTI ON TO INTERNET AND WWW	<p>6.0 Introduction</p> <p>6.1 Objectives</p> <p>6.2 Basic of Computer Networks</p> <p>6.2.1 Local Area Network (LAN)</p> <p>6.2.2 Wide Area Network (WAN)</p> <p>6.2.3 Network Topology</p> <p>6.3 Internet</p> <p>6.3.1 Concept of Internet &amp; WWW</p> <p>6.3.2 Applications of Internet</p> <p>6.3.3 Website Address and URL</p> <p>6.3.4 Introduction to IP Address</p> <p>6.3.5 ISP and Role of ISP</p> <p>6.3.6 Internet Protocol</p> <p>6.3.7 Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering)</p> <p>6.3.8 Identifying and uses of IP/MAC/IMEI of various devices</p> <p>6.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)</p> <p>6.5 Exploring the Internet</p> <p>6.5.1 Surfing the web</p> <p>6.5.2 Popular Search Engines</p> <p>6.5.3 Searching on Internet</p> <p>6.5.4 Downloading Web Pages</p> <p>6.5.5 Printing Web Pages</p>	3	4	<p>After completion of this chapter, candidate will be able to:</p> <ul style="list-style-type: none"> <li>Gather knowledge of various types of networks and topologies.</li> <li>Get an overview of Internet, its applications and various browsers available to access the Internet.</li> <li>Connect to Internet using various modes of connections/device s available.</li> <li>Get knowledge of device identification on local network as well as on Internet for both Desktop</li> </ul>



# Course on Computer Concepts(CCC)



# NIELIT



## Course on Computer Concepts [CCC]

		6.6 Summary 6.7 Model Questions and Answers			and Mobile Devices. • Can search information on the Internet on various topics. • Download and print web pages.
7.	Chapter-7 E-mail, Social Networking and e-Governance Services	7.0 Introduction 7.1 Objectives 7.2 Structure of E-mail 7.3 Using E-mails 7.3.1 Opening Email account 7.3.2 Mailbox: Inbox and Outbox 7.3.3 Creating and Sending a new E-mail 7.3.4 Replying to an E-mail message 7.3.5 Forwarding an E-mail message 7.3.6 Searching emails 7.3.7 Attaching files with email 7.3.8 Email Signature 7.4 Social Networking & e-Commerce 7.4.1 Facebook, Twitter, LinkedIn, Instagram 7.4.2 Instant Messaging (WhatsApp, Facebook Messenger, Telegram) 7.4.3 Introduction to Blogs 7.4.4 Basics of E-commerce 7.4.5 Netiquettes 7.5 Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS] 7.6 Accessing e-Governance Services on Mobile Using "UMANG APP" 7.7 Digital Locker 7.8 Summary 7.9 Model Questions and Answers	3	6	After completion of this chapter, candidate will be able to: • Create an email account, compose an email, reply an email and send the email along with attachments. • Get familiar with Social Networking, Instant Messaging and Blogs. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps.
8.	Chapter-8 DIGITAL FINANCIAL TOOLS AND APPLICATIONS	8.0 Introduction 8.1 Objectives 8.2 Digital Financial Tools 8.2.1 Understanding OTP [One Time Password]and QR [Quick Response] Code 8.2.2 UPI [Unified Payment Interface] 8.2.3 AEPS [Aadhaar Enabled Payment System] 8.2.4 USSD[Unstructured Supplementary Service Data] 8.2.5 Card [Credit / Debit] 8.2.6 eWallet 8.2.7 PoS [Point of Sale] 8.3 Internet Banking 8.3.1 National Electronic Fund Transfer (NEFT) 8.3.2 Real Time Gross Settlement (RTGS) 8.3.3 Immediate Payment Service (IMPS) 8.4 Online Bill Payment 8.5 Summary 8.6 Model Questions and Answers	4	4	After completion of this chapter, candidate will be able to: • Know the Digital Financial Tools. • Get Knowledge of Internet Banking Modes. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps. • Use the Digital Locker and will be able to store documents in Digital Locker.



# NIELIT



## Course on Computer Concepts [CCC]

9.	Chapter-9 Overview of Futureskills & Cyber Security	9.0 Introduction to Futureskills 9.1 Introduction to 9.1.1 Internet of Things (IoT) 9.1.2 Big Data Analytics 9.1.3 Cloud Computing 9.1.4 Virtual Reality 9.1.5 Artificial Intelligence 9.1.6 Social & Mobile 9.1.7 Blockchain Technology 9.1.8 3D Printing/ Additive Manufacturing 9.1.9 Robotics Process Automation 9.2 Cyber Security 9.2.1 Need of Cyber Security 9.2.2 Securing PC 9.2.3 Securing Smart Phone 9.3 Summary 9.4 Model Questions and Answers	4	3	After completion of this chapter, candidate will be familiar with the : • Latest trends and technologies in upcoming fields in IECT. • Will be able to understand need of Cyber Security and will be able to secure their PC and Mobile devices by using basic security features.
Total Hours = 80			32	48	

For practical purpose latest version of Free Open Source Ubuntu & LibreOffice may be used.

Duration of course: July 2020-June 2021  
Number of students :184

# Emerging trends of Business in Aizawl

## Course objective:

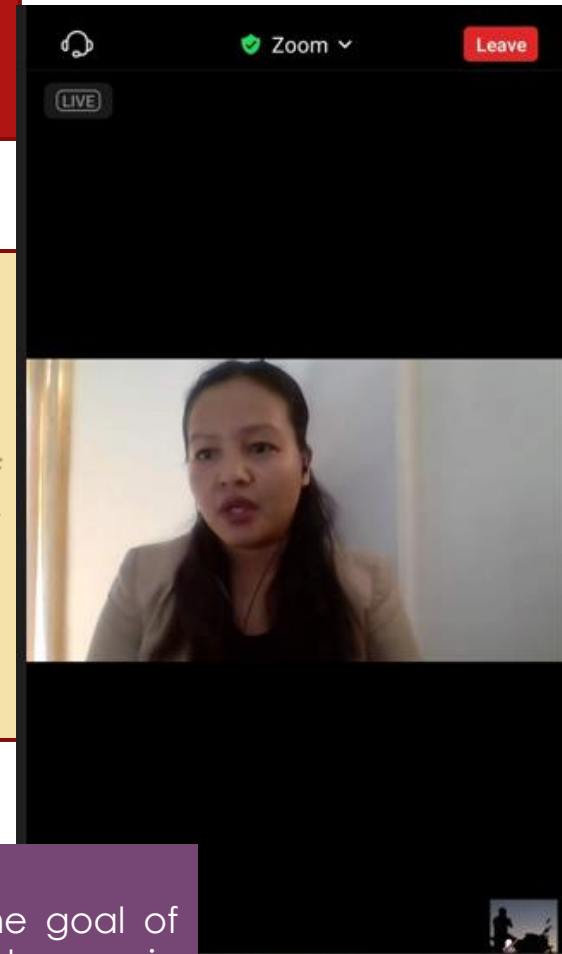
To provide practical exposure to the changing business landscape while nurturing students' presentation skills and research habits.

Course duration: 12<sup>th</sup> October – 20<sup>th</sup> November, 2020

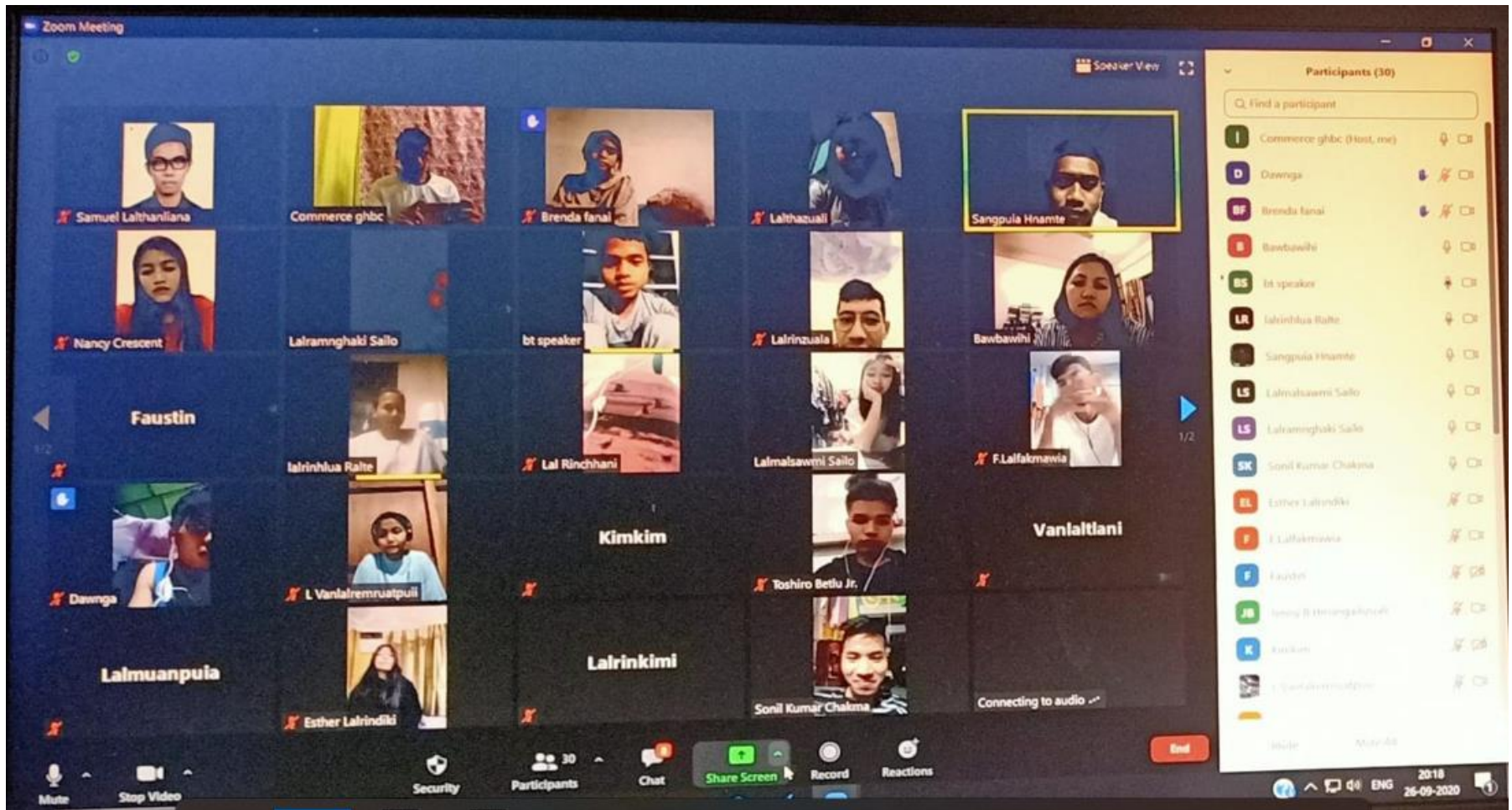
The Department of Commerce organized an Emerging Trends of Business in Mizoram for First Semester B.COM from 12<sup>th</sup> October through online due to pandemic. The grand finale for this competition was organized as an webinar on the 20<sup>th</sup> November, 2020.

## Course Outcome:

The department's initiative to organize this seminar was driven by the goal of providing a practical understanding of the evolving business landscape in Mizoram and fostering a platform for students to demonstrate their presentation skills



# Emerging trends of Business in Aizawl



A total of 135 students from the first-semester B.COM course participated in the competition, forming ten teams. Each team was led by a designated leader, who guided the group throughout the competition.

# Certificate Course in Skill Development on Mizo Language & Literature

organized by: Department of Mizo in collaboration with Research & Consultancy Cell, Govt. Hrangbana College

Duration: 30th November – 5th December, 2020. The resource persons and their topics are –

- 1) H. Laldinmawia, Assistant Professor, PUC  
- Poetry – A Kalmang leh Nihphung
- 2) Darchuailova Renthlei, Associate Professor, GHBC  
- Drama Ziak Tura Hriat Ngaite
- 3) Dr. Laltleipuii, Assistant Professor, ICFAI University,  
- Mizo Ṭawng Zirang Leh Ri.
- 4) Rozama Chawngthu, Former Principal, Synod HSS  
- Mizo Ṭawng Ziak Dan leh Tunlai Ṭawng Dik Lo Langsarte
- 5) DR. Ruth Lalremruati, Assistant Professor, MZU  
- Research Methodology – The Basics
- 6) Dr. Benjamin L Saitluanga, Associate Professor, MZU  
- Plagiarism

This Certificate Course mainly aims to inform the basics of Mizo Language and Literature- Poetry, Drama, Fiction, Research Methodology and Mizo Language to the which are important for Bachelor Degree Students. 64 students enrolled for this course and the participants are the final year students of the college.

**CERTIFICATE COURSE IN  
SKILL DEVELOPMENT  
on Mizo Language & Literature**

30th Nov. - 6th December 2020

Course will be conducted via

**Resource Persons:**

- Poetry-A kalmang leh nihphung  
- H. Laldinmawia, Asst. Professor, Pachhunga University College
- Drama ziak tura hriat ngaite  
- Darchuailova Renthlei, Asso. Professor, Government Hrangbana College
- Research Methodology-The Basic  
- Dr. Ruth Lalremruati, Asst. Professor, Mizoram University
- Plagiarism  
- Dr. Benjamin L. Saitluanga, Asso. Professor, Mizoram University
- Mizo tawng ziarang  
- Dr. Laltleipuii, Asst. Professor, ICFAI University
- Mizo tawng ziah dan  
- Rozama Chawngthu, Principal [Rtd], Synod Higher Sec. School

\* PRACTICAL (Poetry, Essay & Drama writing)

Conducted by  
Department of Mizo, GHBC  
in collaboration with  
Research & Consultancy Cell, Govt. Hrangbana College

# 'Five Days Online Training on Communication and Soft Skills Development'

►Department of History, Government Hrangbana College organised 'Five Days Online Training on Communication and Soft Skills Development' for History Core students from 1st -5th December, 2020.

►In these five days online training programme the resource person Samuel Varte delivered a wide range of topics including Communication Skills, Performance Improvement, Soft Skills, Customer Service, Sales, Interview Etiquette and Manner etc.

►A total number of 280 history core students were enrolled in this programme. Students who successfully attended five days were awarded Certificate which will be useful for their future references.

**5 DAYS ONLINE TRAINING ON COMMUNICATION AND SOFT SKILLS DEVELOPMENT**

FOR HISTORY CORE STUDENTS GOVT. HRANGBANA COLLEGE

1<sup>st</sup>-5<sup>th</sup> DECEMBER 2020      TIME: 3 - 5 PM

zoom

**RESOURCE PERSON : SAMUEL VARTE**

Award winning Communication and Soft Skills Expert with a demonstrated history of working in the information technology and services industry. A certified NLP Practitioner and CEFR Assessor, highly skilled in training and facilitating Performance Improvement, Customer Service, Sales, Voice & Accent and Communication, Professionalism & Soft Skills , Train the Trainer workshops, etc.

[samuelyvarte@gmail.com](mailto:samuelyvarte@gmail.com)

IN COLLABORATION WITH RESEARCH CELL

DEPARTMENT OF HISTORY  
HRANGBANA COLLEGE

# 2021-22

## ADD ON /CERTIFICATE /VALUE ADDED PROGRAMS

<b>Name of Add on /Certificate /Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered</b>	<b>Year of offering</b>	<b>Duration of course</b>	<b>Number of students enrolled</b>
Certificate Course On Personality Development for outgoing students	2021	28 <sup>th</sup> June- 9 <sup>th</sup> July 2021	430
Course on Computer Concepts	2021-2022	16 <sup>th</sup> July 2021-21 <sup>st</sup> June 2022	542
Emerging trends of business in Mizoram	2021	15 <sup>th</sup> september- 22 <sup>nd</sup> October,2021	138
Three months certificate course on Sign Language	2021	August 2021 -October2021	71
Certificate Course in Palliative Care	2022	2 <sup>nd</sup> February-18 <sup>th</sup> May, 2022	41
30 days Micro teaching on selected topics from paper X, 'Administration of the United Nations' (Public Administration)	2022	28 <sup>th</sup> March - 29 <sup>th</sup> April, 2022	68

# Personality Development for All Outgoing Students

Certificate Course on Personality Development for outgoing students was conducted as an webinar series through Zoom application from 28<sup>th</sup> June, 2020. Various programmes were organised by different departments focusing on different topics which aim to inculcate positive attitude in life, develop self-confidence, be a good human being, and learn to lead and face the challenges of life the outgoing students.

Day 1 (28th June, 2021)

- RP: Vanneihluanga
- Topic: time and lifestyle management

Day 2 (29th June, 2021)

- RP: Joseph L Ralte
- Topic: opportunities in Agri-Business: Mizoram Perspective

Day 3 (30th June, 2021)

- RP: Prof Lallianzuali Fanai
- Topic: Career in Teaching Profession



Personality Development for all outgoing Students Day-1



Personality Development for all outgoing Students Day-2



Personality Development for All Outgoing Students Day-3

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# Certificate course on Personality Development for All Outgoing Students

Course objective: to inculcate time and lifestyle management amongst outgoing students which will eventually enable the students to face the challenges of life.

No of Students participate: 430

**Certificate course in Personality Development for all outgoing students**  
 Govt. Hrangbana College: Aizawl, Mizoram  
 28<sup>th</sup> June 2021 to 9<sup>th</sup> July 2021

**THE POWER OF READING**  
 Pu F. Vanlalrochana  
 MPS, SO to DGP  
 7<sup>th</sup> July 2021  
 @ 11:30 am

**TIME & LIFESTYLE MANAGEMENT**  
 Pu Vancheitluanga  
 Alumnus 1983  
 28<sup>th</sup> June 2021  
 @ 11:00 am

**EMPOWERING THROUGH TRADITIONALLY INHERITED SKILL ENHANCEMENT**  
 Dr. Zothanchhingi Khiangte  
 Bodoland University  
 Alumna 2002  
 2<sup>nd</sup> July 2021  
 @ 11:30 am

**CAREER IN MIZO LANGUAGE & LITERATURE**  
 Dr. H. Laldinmawia  
 Asst. Professor, PUC  
 6<sup>th</sup> July 2021  
 @ 11:30 am

**CAREER IN GOVERNMENT SERVICES**  
 Pu Zarzoliaana  
 MPS & Alumnus 2004  
 9<sup>th</sup> July 2021  
 @ 11:30 am

**MANAGEMENT SKILLS**  
 Pu Mark Laldusaka  
 Entrepreneur  
 5<sup>th</sup> July 2021  
 @ 11:30 am

**INTERVIEW & COMMUNICATION SKILLS**  
 Ms. Zoramawii Ralte  
 Mizoram Consultancy Group  
 7<sup>th</sup> July 2021  
 @ 11:30 am

**LIFE SKILLS**  
 Prof. C. Lalfamkima  
 Dept. of Psychology, MZU  
 8<sup>th</sup> July 2021  
 @ 11:30 am

**CAREER IN TEACHING PROFESSION**  
 Prof. Lallanzualti Zouai  
 IASE & Alumna 1984  
 30<sup>th</sup> June 2021  
 @ 11:30 am

**OPPORTUNITIES IN AGRI-BUSINESS: MIZORAM PERSPECTIVE**  
 Pu Joseph L. Ralte  
 Entrepreneur & Alumnus 1987  
 29<sup>th</sup> June 2021  
 @ 11:30 am

**For details: Check your department information**

Youtube Live  
 Govt Hrangbana College Aizawl

1 <sup>st</sup> July 2021 @ 11:30 am	Commerce	<i>Interview and Communication Skills</i>	<b>Ms. Zoramawii Ralte,</b> Mizoram Consultancy Group
2 <sup>nd</sup> July 2021 @ 11:30 am	Geography	<i>Empowering through traditionally inherited skill enhancement</i>	<b>Dr. Zothanchhingi Khiangte,</b> Asst. Professor, Bodoland University Coordinator : Centre for Women Studies
5 <sup>th</sup> July 2021 @ 11:30 am	History	<i>Management Skills</i>	<b>Pu Mark Laldusaka</b> Entrepreneur
6 <sup>th</sup> July 2021 @ 11:30 am	Mizo	<i>Career in Mizo language and literature</i>	<b>Dr. H. Laldinmawia,</b> Asst. Professor, PUC
7 <sup>th</sup> July 2021 @ 11:30 am	Political Science	<i>The power of reading</i>	<b>Pu F. Vanlalrochana, MPS,</b> SO to DGP, Mizoram
8 <sup>th</sup> July 2021 @ 11:30 am	Psychology	<i>Lifeskills</i>	<b>Prof. C. Lalfamkima,</b> Dept. of Psychology, MZU
9 <sup>th</sup> July 2021 @ 11:30 am	Public Administration	<i>Career in Government services</i>	<b>Pu Zarzoliaana,</b> MPS & Alumni 2004
@ 12:30 pm	<b>Closing of the Programme:</b> Closing Speech : Pu Ngurthankima Sailo, Vice Principal Host : Public Administration		



# Certificate course on Personality Development for All Outgoing Students (Day 1)

Aim and Objective of the Course: Certificate Course on Personality Development aims to inculcate time and lifestyle management amongst English Core outgoing students which will eventually enable the students to face the challenges of life.



Personality Development for all outgoing Students Day-1



Personality Development for all outgoing Students Day-1

Due to Covid-19 pandemic, the course was undertaken via online mode and Zoom application was utilised for the same. Day 1 of the PDP (28th June, 2021) was attended by 30 English Core out-going students, the course and certificates were given to all participants. The resource person, Mr Vannehtluanga, Essayist, Journalist and Social activist stressed on the importance of the above mentioned aim and objective of the Course.

## Certificate course on Personality Development for All Outgoing Students (Day 2)

Theme : 'Opportunities in Agri-Business: Mizoram Perspective'  
Organized by : Department of Economics, GHBC & IQAC, GHBC  
Date : 29th July, 2021 Time : 11:30 am  
Place/Mode : Online  
Resource person : Pu Joseph L. Ralte, Centre Head, MFPR&TC  
and expert member, MEDMOC, GoM



### Personality Development for all outgoing Students Day-2

<b>Opportunities in Agri Business</b>	
1.	Quality planting material/Seeds
2.	Plant Nursery and equipments
3.	Agri Implements - tools/poly sheet/tray/net
4.	Fertilizers- Organic and Non-Organic
5.	Mechanization - I-T/A.I tech/small power tools
6.	Systematic Plantation - Managed Plantation
7.	Post-Harvest - Cold Chain, Supply Chain
8.	Preservation and Processing
9.	Livestock - Farming and Feeds making
10.	Fish Farming - Seeds, feeds,

### Personality Development for all outgoing Students Day-2

In this webinar, the resource person inculcates students - the importance of Agri-Business, its prospects and opportunities for Mizo youth by incorporating the practical applications of resources to the maxim. Promoting the idea of entrepreneurship and its practical viability among the youth is the prime and centered discussion in this webinar. The questions and answers session was very productive. 150 students attend the Webinar

# Certificate course on Personality Development for All Outgoing Students (Day 3)

RB1-39 Zuall Fanai

Personality Development for All Outgoing Students Day-3

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Sanny Tochhawng

Personality Development for All Outgoing Students Day-3

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As part of the webinar series, Education Department of GHBC organised the certificate course on Personality Development Programme (PDP) on the 29th July, 2021 (Thursday) through online mode with 57 participants from education department outgoing students. In this webinar, the resource person Prof Lallianzuali Fanai stress on the various jobs and opportunities in teaching profession.

# WEBINAR ON INTERVIEW AND COMMUNICATION SKILL

Organized by the Department of Commerce, Govt Hrangbana College

1st July 2021

Resource Person: Ms Zoramwii Ralte, Consultant, Mizoram Consultancy Group

## Context:

- \* The webinar was intended to develop and improve the students' soft skills, interview skills and their communication skills for their personal growth and future professional development
- \* It intended to give the outgoing students a fair idea about the basic interview skills one must have to secure his/her dream job.
- \* It would also help the students develop the ability to communicate clearly and share thoughts, feelings and ideas will help them in their relations with other people

## The Programme

**No of Participants: 402**

As a part of the Certificate Course on Personality Development Programme for the outgoing students, the Department of Commerce, Govt Hrangbana College organized this webinar with an endeavour to enhance the communication skill of the students and to prepare them for the various challenges that they will be facing when they search for jobs.

GOVT HRANGBANA COLLEGE



REPORT ON  
EMPOWERING THROUGH  
TRADITIONALLY

INHERITED SKILL ENHANCEMENT



**Resource Person:**

Dr. Zothanchhingi Khiangte,  
Bodoland University

## Online Workshop on Management Skills

Date and Venue: 5th July 2021(Online  
via Zoom)

Organized by the Department of History,  
Govt Hrangbana College  
Collaboration: IQAC, GHBC

RESOURCE PERSON: MARK  
LALDUHSAKA, ENTREPRENEUR  
NO OF PARTICIPANTS: 82



- Aims and Objectives
  - The workshop aims to create an avenue for students to learn different sets of soft skills namely, simple account keeping, basic interview skills, manners and etiquettes, etc.



**Name of the activity: Personality Development Programme on 'Career in Mizo Language and Literature'**

**Date & Duration : One Day (6<sup>th</sup> July, 2021) Collaboration : IQAC of the college**

**Sponsorship : Institutional**

**Organised by : Mizo Department, Govt. Hrangbana College**

**No. of Participants : YouTube - 517  
Zoom - 64  
Total - 581**



Personality Development Course DAY-7 | Career in Mizo Language and Literature -Dr. H. Laldinmawia

Govt Hrangbana Col... 60 likes Share



Personality Development Course DAY-7 | Career in Mizo Language and Literature -Dr. H. Laldinmawia

Govt Hrangb... 60 likes Share



## Webinar Report @ 7<sup>th</sup> July 2021

[Click here for the video](#)

**Name of the Webinar**  
The Power of Reading

**Organized by**  
The Dept of Political Science,  
Govt Hrangbana College

**Date**  
7<sup>th</sup> July 2021

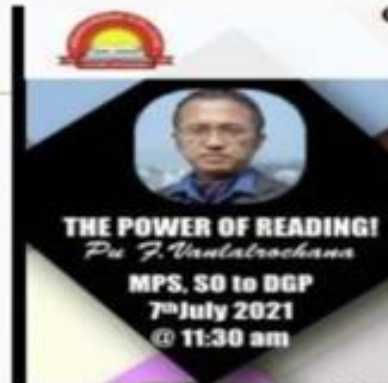
**Resource Person**  
Mr F Vanlalrochana, Officer, Mizoram  
Police Service

**No of Participants: 222**



## CONTEXT

- The webinar on the Power of Reading was held through Zoom Platform and was a part of the Personality Development Programme organized for the outgoing students to emphasize the importance and benefits of cultivating a reading habit among the students, to inspire them to make reading a regular part of their routine and help them discover the transformative power that a strong reading habit can have on their personal growth and development.
- It was also expected that the webinar would be an exploration of the impact of digitalization on reading habits and would introduce ways to incorporate digital reading practices as well.
- The participants would be introduced to various reading resources such as libraries, book clubs, online platforms and recommended websites to further support their reading journey.



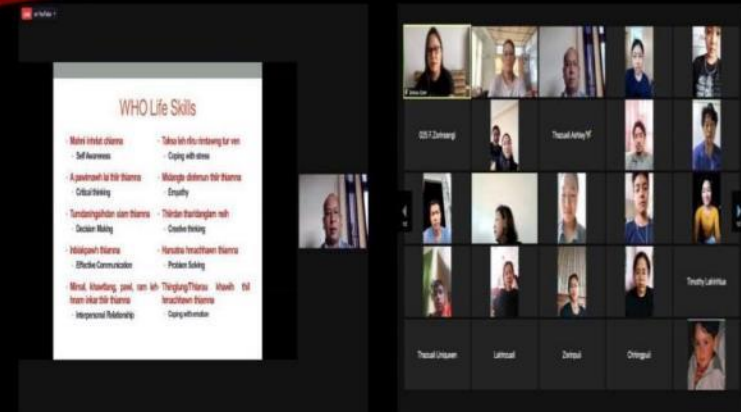
## WEBINAR REPORT @ 8<sup>th</sup> July 2021

[Click here for video](https://www.youtube.com/live/052JVS93aw?feature=share)  
<https://www.youtube.com/live/052JVS93aw?feature=share>

- Name of the Seminar**
- Life Skills**
- Date and Duration**
- 8<sup>th</sup> July 2021 held Online**
- Resource Person**
- Prof C Lalfankima, Associate Professor, Dept Of Psychology, MZU**
- Security**
- Institutional**
- Organized by**
- Dept of Psychology, Govt Hrangbana College**
- No of Participants-305**

## CONTEXT

- The seminar was organised to equip the students with the social and interpersonal skills that would enable them to cope with the demands of everyday life.
- The Seminar intended to help the students build self-confidence, encourage critical thinking, foster independence and help them to have better communication skill.
- The students were expected to learn from the webinar the ways of setting appropriate goals for themselves and managing time and stress.
- It would also develop their abilities and motivates them to use good use of all types of information they get.



Govt.Hrangbana College

# PERSONALITY DEVELOPMENT PROGRAMME

Topic :Career in Government Services

9th July,2021 @11:30 AM  
Zoom Live Online  
You Tube Live Online

Resource Person:  
Zarzoliana,MPS



Certificate course in **Personality Development** for all **outgoing students**

Govt. Hrangbana College: Aizawl, Mizoram

28<sup>th</sup>June2021 to 9<sup>th</sup>July2021



**THE POWER OF READING!**  
*Pu F. Vanlatrochana*  
MPS, SO to DGP  
7<sup>th</sup>July 2021  
@ 11:30 am

**TIME & LIFESTYLE MANAGEMENT**  
*Pu Vanncheitluanga*  
Alumnus 1983  
28<sup>th</sup>June 2021  
@ 11:00 am

**EMPOWERING THROUGH TRADITIONALLY INHERITED SKILL ENHANCEMENT**  
*Dr. Zochanchhingi Khingye*  
Bodoland University  
Alumna 2002  
2<sup>nd</sup>July2021  
@ 11:30 am

**CAREER IN MIZO LANGUAGE & LITERATURE**  
*Dr. H.Laldiamawia*  
Asst. Professor, PUC  
6<sup>th</sup>July 2021  
@ 11:30 am

**CAREER IN GOVERNMENT SERVICES**  
*Pu Zarzoliana*  
MPS & Alumnus 2004  
9<sup>th</sup>July 2021  
@ 11:30 am

**MANAGEMENT SKILLS**  
*Pu Mark Laldubsaka*  
Entrepreneur  
5<sup>th</sup>July 2021  
@ 11:30 am

**INTERVIEW & COMMUNICATION SKILLS**  
*Ms. Zoramawii Ralte*  
Mizoram Consultancy Group  
1<sup>st</sup>July 2021  
@ 11:30 am

**LIFE SKILLS**  
*Prof. C. Lalfambina*  
Dept. of Psychology, MZU  
8<sup>th</sup>July 2021  
@ 11:30 am

**CAREER IN TEACHING PROFESSION**  
*Prof. Lalliangwali Janai*  
IASE & Alumna 1984  
30<sup>th</sup>June2021  
@ 11:30 am

**OPPORTUNITIES IN AGRI-BUSINESS: MIZORAM PERSPECTIVE**  
*Pu Joseph L. Ralte*  
Entrepreneur & Alumnus 1987  
29<sup>th</sup>June 2021  
@ 11:30 am

Youtube Live  
Govt Hrangbana College Aizawl

For details: Check your department information



## Course on Computer Concepts(CCC)

National Institute of Electronics and Information Technology (NIELIT) has its branch in the college.

The students of the college can avail one of the many short term courses like, Course on Computer Concepts (CCC). The students attended the classes according to the availability of their free period.

The CCC has been recognized by the State as basic requirement for fresh recruitment and/or promotion purposes.

### Course Outcome:

After completing the course the incumbent should be able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet (the web), receiving and sending mails, preparing his business presentations, preparing small databases etc.

# Course on Computer Concepts(CCC)



# NIELIT



## Course on Computer Concepts [CCC]

### Objective:

The course is designed to equip a person to use computers for professional as well as day to day use. It provides theoretical background as well as in depth knowledge of Software/ packages. After completing the course the Incumbent will be digitally literate and will be able to:

- Acquire confidence in using computers in Office and General Life;
- Will be able to identify the basic components of computers and terminology;
- Understand file management;
- Create documents using word processor, spreadsheet & presentation software;
- Understand computer networks, and browse the Internet, content search, email and collaborate with peers;
- Use e-Governance applications; and use computer to improve existing skills and learn new skills
- Understanding Social Networking platform
- Using Internet for Digital Financial services
- Develop knowledge about Futureskills

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government.

### Duration:

90 Hours - (Theory: 32 hrs + Practical: 48 hrs)

This course can also be offered as 10 days full time intensive course.

### Eligibility:

No minimum qualification is required for applying and appearing for the examination in Course on Computer Concepts (CCC).

### Job Role :

Computer Operator, Data Entry Operator and Social Media Operator

### Detailed Syllabus and Learning Outcome:

S. No.	Chapter Name	Course Outline	Duration (Hours)		Learning Outcomes
			Theory	Lab	
1	Chapter-1 Introduction to Computer	1.0 Introduction 1.1 Objectives 1.2 Computer and Latest IT gadgets 1.2.1 Evolution of Computers & its applications 1.2.2 IT gadgets and their applications 1.3 Basics of Hardware and Software 1.3.1 Hardware	3	3	After completion of this chapter, the candidate will be able to <ul style="list-style-type: none"> <li>• Identify computers, IT gadgets and explain their evolution and</li> </ul>



# NIELIT



## Course on Computer Concepts [CCC]

		1.3.1.1 Central Processing Unit 1.3.1.2 Input devices 1.3.1.3 Output devices 1.3.1.4 Computer Memory & storage 1.3.2 Software 1.3.2.1 Application Software 1.3.2.2 Systems Software 1.3.2.3 Utility Software 1.3.2.4 Open source and Proprietary Software 1.3.2.5 Mobile Apps 1.4 Summary 1.5 Model Questions and Answers			applications. • Get familiar with various Input, output and hardware components of a computer along with storage devices. • Get familiar with various types of softwares, utilities used for computer and mobile apps.
2	Chapter-2 Introduction to Operating System	2.0 Introduction 2.1 Objectives 2.2 Operating System 2.2.1 Basics of Operating system 2.2.2 Operating Systems for Desktop and Laptop 2.2.3 Operating Systems for Mobile Phone and Tablets 2.3 User Interface for Desktop and Laptop 2.3.1 Task Bar 2.3.2 Icons & shortcuts 2.3.3 Running an Application 2.4 Operating System Simple Setting 2.4.1 Using Mouse and Changing its Properties 2.4.2 Changing System Date and Time 2.4.3 Changing Display Properties 2.4.4 To Add or Remove Program and Features 2.4.5 Adding, Removing & Sharing Printers 2.5 File and Folder Management 2.6 Types of file Extensions 2.7 Summary 2.8 Model Questions and Answers	3	4	After learning this chapter, candidate will be <ul style="list-style-type: none"> <li>• Well acquainted with Operating System and its applications for both desktop and mobile devices.</li> <li>• able to identify various desktop screen components and modify various properties, date, time etc.</li> <li>• able to add and remove new program and features, manage files and folders.</li> <li>• Well versed with printing and know various types of file extensions.</li> </ul>
3.	Chapter-3 WORD PROCESSING	3.0 Introduction 3.1 Objective 3.2 Word Processing Basics 3.2.1 Opening Word Processing Package 3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar 3.2.3 Creating a New Document 3.3 Opening and Closing Documents 3.3.1 Opening Documents 3.3.2 Save and Save As 3.3.3 Closing Document 3.3.4 Using The Help 3.3.5 Page Setup 3.3.6 Print Preview 3.3.7 Printing of Documents 3.3.8 PDF file and Saving a Document as PDF file	4	8	After completion of this chapter, candidate will have <ul style="list-style-type: none"> <li>• In depth Knowledge of Word Processing, their usage, details of word processing screen.</li> <li>• Opening, saving and printing a document including pdf files.</li> <li>• Document creation, formatting of text.</li> </ul>

# Course on Computer Concepts(CCC)



# NIELIT



## Course on Computer Concepts [CCC]

		<p>3.4 Text Creation and manipulation</p> <p>3.4.1 Document Creation</p> <p>3.4.2 Editing Text</p> <p>3.4.3 Text Selection</p> <p>3.4.4 Cut, Copy and Paste</p> <p>3.4.5 Font, Color, Style and Size selection</p> <p>3.4.6 Alignment of Text</p> <p>3.4.7 Undo &amp; Redo</p> <p>3.4.8 AutoCorrect, Spelling &amp; Grammar</p> <p>3.4.9 Find and Replace</p> <p>3.5 Formatting the Text</p> <p>3.5.1 Paragraph Indentation</p> <p>3.5.2 Bullets and Numbering</p> <p>3.5.3 Change case</p> <p>3.5.4 Header &amp; Footer</p> <p>3.6 Table Manipulation</p> <p>3.6.1 Insert &amp; Draw Table</p> <p>3.6.2 Changing cell width and height</p> <p>3.6.3 Alignment of Text in cell</p> <p>3.6.4 Delete / Insertion of Row, Column and Merging &amp; Splitting of Cells</p> <p>3.6.5 Border and Shading</p> <p>3.7 Mail Merge</p> <p>3.8 Shortcut Keys</p> <p>3.9 Summary</p> <p>3.10 Model Questions and Answers</p>			<p>paragraph and whole document.</p> <ul style="list-style-type: none"> <li>Inserting Header and Footer on the document</li> <li>Finding text on a word document and correcting spellings.</li> <li>Able to insert and manipulate tables, enhance table using borders and shading features.</li> <li>Can prepare copies of a document labels etc for sending various recipients using Mail Merge.</li> </ul>
4.	Chapter-4 SPREAD SHEET	<p>4.0 Introduction</p> <p>4.1 Objectives</p> <p>4.2 Elements of Spread Sheet</p> <p>4.2.1 Creating of Spread Sheet</p> <p>4.2.2 Concept of Cell Address [Row and Column] and selecting a Cell</p> <p>4.2.3 Entering Data [text, number, date] in Cells</p> <p>4.2.4 Page Setup</p> <p>4.2.5 Printing of Sheet</p> <p>4.2.6 Saving Spreadsheet</p> <p>4.2.7 Opening and Closing</p> <p>4.3 Manipulation of Cells &amp; Sheet</p> <p>4.3.1 Modifying / Editing Cell Content</p> <p>4.3.2 Formatting Cell (Font, Alignment, Style )</p> <p>4.3.3 Cut, Copy, Paste &amp; Paste Special</p> <p>4.3.4 Changing Cell Height and Width</p> <p>4.3.5 Inserting and Deleting Rows, Column</p> <p>4.3.6 AutoFill</p> <p>4.3.7 Sorting &amp; Filtering</p> <p>4.3.8 Freezing panes</p> <p>4.4 Formulas, Functions and Charts</p> <p>4.4.1 Using Formulas for Numbers (Addition, Subtraction, Multiplication &amp; Division)</p> <p>4.4.2 AutoSum</p> <p>4.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)</p> <p>4.4.4 Charts (Bar, Pie, Line)</p> <p>4.5 Summary</p> <p>4.6 Model Questions and Answers</p>	4	8	<p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> <li>Basic Knowledge of Spreadsheet</li> <li>Processing, their usage, details of Spreadsheet screen.</li> <li>Opening, saving and printing a Spreadsheet</li> <li>Spreadsheet creation, inserting and editing data in cells, sorting and filtering of data.</li> <li>Inserting and deleting rows /columns.</li> <li>Applying basic formulas and functions.</li> <li>Prepare chart to represent the information in a</li> </ul>



# NIELIT



## Course on Computer Concepts [CCC]

		<p>5.0 Introduction</p> <p>5.1 Objectives</p> <p>5.2 Creation of Presentation</p> <p>5.2.1 Creating a Presentation Using a Template</p> <p>5.2.2 Creating a Blank Presentation</p> <p>5.2.3 Inserting &amp; Editing Text on Slides</p> <p>5.2.4 Inserting and Deleting Slides in a Presentation</p> <p>5.2.5 Saving a Presentation</p> <p>5.3 Manipulating Slides</p> <p>5.3.1 Inserting Table</p> <p>5.3.2 Adding ClipArt Pictures</p> <p>5.3.3 Inserting Other Objects</p> <p>5.3.4 Resizing and Scaling an Object</p> <p>5.3.5 Creating &amp; using Master Slide</p> <p>5.4 Presentation of Slides</p> <p>5.4.1 Choosing a Set Up for Presentation</p> <p>5.4.2 Running a Slide Show</p> <p>5.4.3 Transition and Slide Timings</p> <p>5.4.4 Automating a Slide Show</p> <p>5.5 Providing Aesthetics to Slides &amp; Printing</p> <p>5.5.1 Enhancing Text Presentation</p> <p>5.5.2 Working with Color and Line Style</p> <p>5.5.3 Adding Movie and Sound</p> <p>5.5.4 Adding Headers, Footers and Notes</p> <p>5.5.5 Printing Slides and Handouts</p> <p>5.6 Summary</p> <p>5.7 Model Questions and Answers</p>			<p>pictorial form.</p> <p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> <li>Basic Knowledge of PowerPoint presentations.</li> <li>Opening/saving a presentation and printing of slides and handouts.</li> <li>Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, multimedia formatting etc.</li> <li>Running a slide show with various transitions.</li> </ul>
5.	Chapter-5 Presentation		4	8	
		<p>6.0 Introduction</p> <p>6.1 Objectives</p> <p>6.2 Basic of Computer Networks</p> <p>6.2.1 Local Area Network (LAN)</p> <p>6.2.2 Wide Area Network (WAN)</p> <p>6.2.3 Network Topology</p> <p>6.3 Internet</p> <p>6.3.1 Concept of Internet &amp; WWW</p> <p>6.3.2 Applications of Internet</p> <p>6.3.3 Website Address and URL</p> <p>6.3.4 Introduction to IP Address</p> <p>6.3.5 ISP and Role of ISP</p> <p>6.3.6 Internet Protocol</p> <p>6.3.7 Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering)</p> <p>6.3.8 Identifying and uses of IP/MAC/IMEI of various devices</p> <p>6.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)</p> <p>6.5 Exploring the Internet</p> <p>6.5.1 Surfing the web</p> <p>6.5.2 Popular Search Engines</p> <p>6.5.3 Searching on Internet</p> <p>6.5.4 Downloading Web Pages</p> <p>6.5.5 Printing Web Pages</p>			<p>After completion of this chapter, candidate will be able to:</p> <ul style="list-style-type: none"> <li>Gather knowledge of various types of networks and topologies.</li> <li>Get an overview of Internet, its applications and various browsers available to access the Internet.</li> <li>Connect to Internet using various modes of connections/device s available.</li> <li>Get knowledge of device identification on local network as well as on Internet for both Desktop</li> </ul>
6.	Chapter-6 INTRODUCTI ON TO INTERNET AND WWW		3	4	

# Course on Computer Concepts(CCC)



# NIELIT



## Course on Computer Concepts [CCC]

		6.6 Summary 6.7 Model Questions and Answers			and Mobile Devices. • Can search information on the Internet on various topics. • Download and print web pages.
7.	Chapter-7 E-mail, Social Networking and e-Governance Services	7.0 Introduction 7.1 Objectives 7.2 Structure of E-mail 7.3 Using E-mails 7.3.1 Opening Email account 7.3.2 Mailbox: Inbox and Outbox 7.3.3 Creating and Sending a new E-mail 7.3.4 Replying to an E-mail message 7.3.5 Forwarding an E-mail message 7.3.6 Searching emails 7.3.7 Attaching files with email 7.3.8 Email Signature 7.4 Social Networking & e-Commerce 7.4.1 Facebook, Twitter, LinkedIn, Instagram 7.4.2 Instant Messaging (WhatsApp, Facebook Messenger, Telegram) 7.4.3 Introduction to Blogs 7.4.4 Basics of E-commerce 7.4.5 Netiquettes 7.5 Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS] 7.6 Accessing e-Governance Services on Mobile Using "UMANG APP" 7.7 Digital Locker 7.8 Summary 7.9 Model Questions and Answers	3	6	After completion of this chapter, candidate will be able to: • Create an email account, compose an email, reply an email and send the email along with attachments. • Get familiar with Social Networking, Instant Messaging and Blogs. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps.
8.	Chapter-8 DIGITAL FINANCIAL TOOLS AND APPLICATIONS	8.0 Introduction 8.1 Objectives 8.2 Digital Financial Tools 8.2.1 Understanding OTP [One Time Password]and QR [Quick Response] Code 8.2.2 UPI [Unified Payment Interface] 8.2.3 AEPS [Aadhaar Enabled Payment System] 8.2.4 USSD[Unstructured Supplementary Service Data] 8.2.5 Card [Credit / Debit] 8.2.6 eWallet 8.2.7 PoS [Point of Sale] 8.3 Internet Banking 8.3.1 National Electronic Fund Transfer (NEFT) 8.3.2 Real Time Gross Settlement (RTGS) 8.3.3 Immediate Payment Service (IMPS) 8.4 Online Bill Payment 8.5 Summary 8.6 Model Questions and Answers	4	4	After completion of this chapter, candidate will be able to: • Know the Digital Financial Tools. • Get Knowledge of Internet Banking Modes. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps. • Use the Digital Locker and will be able to store documents in Digital Locker.



# NIELIT



## Course on Computer Concepts [CCC]

9.	Chapter-9 Overview of Futureskills & Cyber Security	9.0 Introduction to Futureskills 9.1 Introduction to 9.1.1 Internet of Things (IoT) 9.1.2 Big Data Analytics 9.1.3 Cloud Computing 9.1.4 Virtual Reality 9.1.5 Artificial Intelligence 9.1.6 Social & Mobile 9.1.7 Blockchain Technology 9.1.8 3D Printing/ Additive Manufacturing 9.1.9 Robotics Process Automation 9.2 Cyber Security 9.2.1 Need of Cyber Security 9.2.2 Securing PC 9.2.3 Securing Smart Phone 9.3 Summary 9.4 Model Questions and Answers	4	3	After completion of this chapter, candidate will be familiar with the : • Latest trends and technologies in upcoming fields in ICT. • Will be able to understand need of Cyber Security and will be able to secure their PC and Mobile devices by using basic security features.
Total Hours = 80			32	48	

For practical purpose latest version of Free Open Source Ubuntu & LibreOffice may be used.

Name of course: Course on Computer Concepts  
Duration : July 2021-June 2022  
Number of students enrolled: 542

# EMERGING TRENDS OF BUSINESS IN MIZORAM

ORGANIZED BY: DEPARTMENT OF COMMERCE, GHBC

DURATION: 15<sup>TH</sup> SEPTEMBER- 22<sup>ND</sup> OCTOBER 2021

ONLINE MODE

## HOW?

- 5-10 minute pre-recorded presentation
- Upload in Youtube, send the link
- The videos will be compiled and then made available to each group.
- Each group will judge based on given criteria
- Faculty judge will be appointed as well.

## DATE LINE

- Submission of link - 19<sup>th</sup>October2021
- Closing programme and declaration of winner - 22<sup>nd</sup>October2021

The Department of Commerce organized an Emerging Trends of Business in Mizoram (During the Covid19 pandemic) for First Semester B.COM from 15<sup>th</sup> September- 22<sup>nd</sup> October 2021. The grand finale for this competition was organized as an webinar on the 22<sup>nd</sup> October 2021.

It aimed to provide practical exposure to the changing business landscape while nurturing students' presentation skills and research habits.

## EMERGING TRENDS OF BUSINESS IN MIZORAM During the Covid-19 Pandemic

- **8 Groups (Day) and 4 Groups (Morning)**
- **Each group will appoint/elect a Leader & Secretary**

- It will a competition with prize money.
- It is to be based on online survey, the group must have communications with the business enterprise.

**FIRST PRIZE - Rs. 5000**  
**SECOND PRIZE - Rs.3000**  
**THIRD PRIZE - Rs. 1500**

**Consolation Prize (to 5 groups) - Rs. 500 each**

## EMERGING TRENDS OF BUSINESS IN MIZORAM During the Covid-19 Pandemic

1. Name of the business enterprise
2. Year of establishment, location, branches(if any)
3. Nature of business
4. Owner/s (Background/the whole story)
5. Amount of Capital invested (Long term & Short term)
6. Expenditure & revenue generated monthly and annually
7. Organisational structure
8. Assets (fixed & current) required
9. Rising up to the COVID-19 Pandemic Challenge(SWOC)
10. Your own conclusion

**Strength, Weakness, Opportunities and Challenges(SWOC analysis)**

The screenshot shows a YouTube video player with the following elements:

- Video Title:** Emerging Trends of Business in Mizoram
- URL:** youtube.com/watch?v=BfuoCrHzWHs
- Search Bar:** Search
- Video Content:** A presentation slide titled "EMERGING TRENDS OF BUSINESS IN MIZORAM DURING THE COVID-19 PANDEMIC". The slide includes an illustration of a virus particle and business equipment, and is presented by "Group-2".
- Video Player Controls:** Play/pause button, volume, progress bar (14:38 / 1:32:31), and other standard controls.
- COVID-19 Banner:** A banner at the bottom of the video player with the text "COVID-19 Get the latest information from the Ministry of Health and Family Welfare." and a "Learn more" button.
- Windows Taskbar:** Visible at the bottom of the screen, showing the search bar and various application icons.

The event was graced by the presence of esteemed judges, faculty members, and students, making it a truly enriching experience for all participants.

Dr. Lalbiakzuali, the class in-charge, warmly welcomed the judges, faculty members, and students to the competition and shared a few encouraging words. The panel of judges comprised distinguished individuals with expertise in the field of business and commerce, including Prof. Kalyan Adak, Dr. Lalbiakzuali, and Sir Binod Murmu. Their valuable insights and feedback would undoubtedly play a pivotal role in evaluating the presentations.



A total of 138 students from the first-semester B.COM course participated in the competition, forming twelve teams. Each team was led by a designated leader, who guided the group throughout the competition. The department's initiative to organize this webinar was driven by the goal of providing a practical understanding of the evolving business landscape in Mizoram and fostering a platform for students to demonstrate their presentation skills.

# WINNER

## GROUP 4 ELVA HOME BOUTIQUE

1. LALLAWMKIMA
2. LALREMTLUANGI RALTE
3. C LALMUANPUII
4. LALRINPUII
5. LALNUNPUII
6. VANLALTLANHLUI
7. TERESA MALSAWMDAWNGKIMI
8. AGNES LALRINZUALI
9. LALBIAKNII
10. LALRINCHHANA
11. SUNIL CHHETRY
12. LALROCHANSANGA

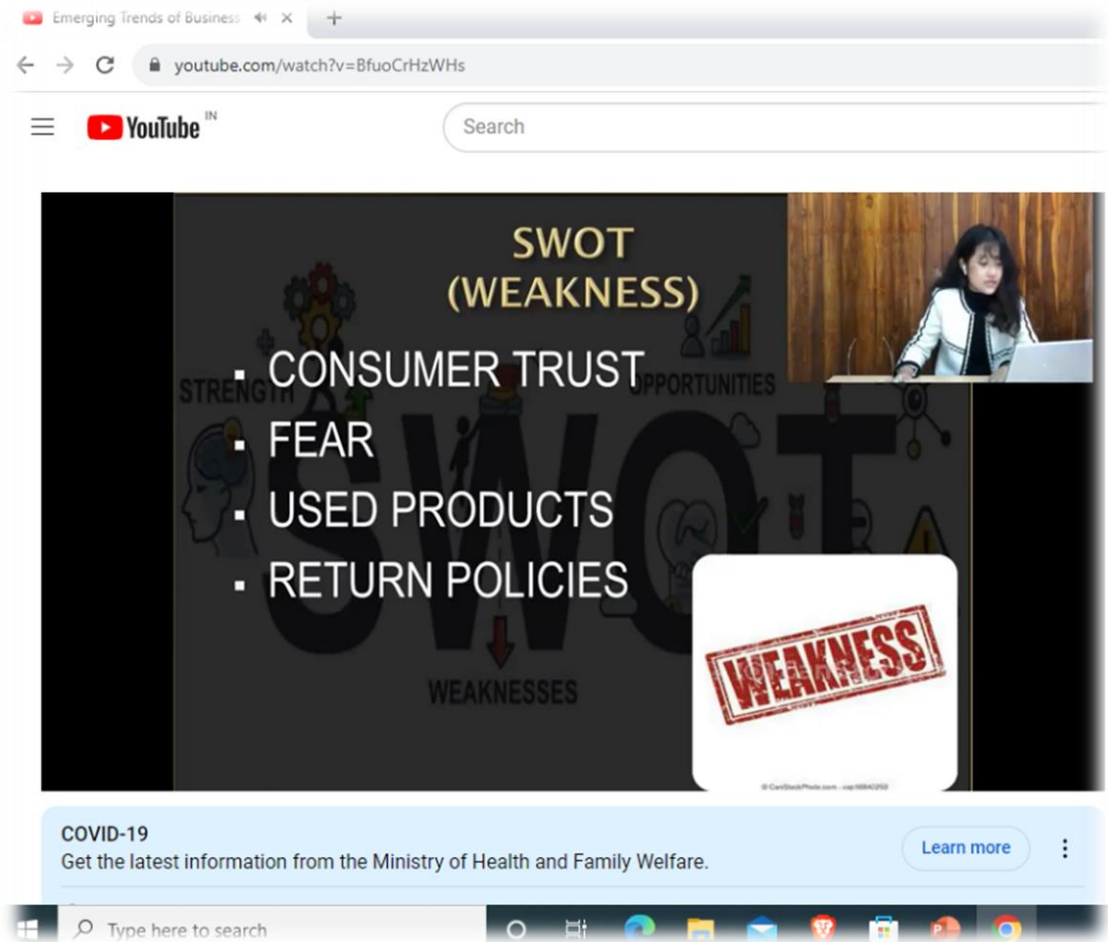




# Second prize

## GROUP 1 IN\_N\_OUT THRIFTERS

1. REBECCA PHOPINO
2. LALRUATFELA
3. VANLALMUANPUIA
4. ZOHMINGSANGA
5. H VANLALAWMPUIA
6. VL RINFELA
7. RACHEL ZODINMAWII
8. VANLALHRIATRENGA
9. MALSAWMTLUANGI
10. S LALREMRUATA



The screenshot shows a YouTube video player with a presentation slide. The slide is titled "SWOT (WEAKNESS)" and lists several items under the heading "WEAKNESSES":

- CONSUMER TRUST
- FEAR
- USED PRODUCTS
- RETURN POLICIES

A red stamp with the word "WEAKNESS" is overlaid on the bottom right of the slide. The video player interface includes a search bar, a video thumbnail of a woman at a laptop, and a notification for COVID-19 information from the Ministry of Health and Family Welfare.

# Third Prize

## GROUP 2 FOURSIX DETAILING

1. ROBERT K CHHUANMAWIA
2. LALRINSANGI JONGTE
3. JOHN VL RUATPUIA
4. MIRIAM LALHMINGSANGI
5. SOBHA CHHETRI
6. C LALHMANGAIHZUALI
7. REBEK VANLALMALSAWMI
8. REMRUATPUII
9. LALCHHANDAMA
10. L ZAKARIA

The screenshot shows a YouTube video player interface. The browser tab is titled "Emerging Trends of Business in M" and the address bar shows the URL "youtube.com/watch?v=BfuoCrHzWHs". The YouTube logo and a search bar are visible at the top. The video content is a presentation slide with the following text:

**EMERGING TRENDS OF BUSINESS  
IN MIZORAM DURING THE COVID-  
19 PANDEMIC**

-presented by  
Group-2

The slide features a blue illustration of a coronavirus particle at the bottom, with various business-related icons (a smartphone, a laptop, a server tower, a washing machine, and a robotic arm) floating above it. The video player controls at the bottom show a play button, a progress bar at 14:38 / 1:32:31, and other standard controls. Below the video player, there is a blue banner for "COVID-19" with the text "Get the latest information from the Ministry of Health and Family Welfare." and a "Learn more" button. The Windows taskbar is visible at the very bottom of the image.

# Certificate Course in Palliative Care

**OBJECTIVES:** To enhance the students in promoting their listening/interactive skills, which is a key component in psychological counselling.



## **SYLLABUS:**

Module 1: Principles and practice of Palliative Care

Module 2: An Introduction to procedures in Palliative care

Module 3: Managing Psychosocial Issues in Palliative care

Module 4: Interactive session with patients under Palliative Care.

**PRACTICUM:** Synod Hospital, Durtlang, has a special team comprising of doctors, nurses and health workers that provide palliative care to those who are not able to report at the hospitals. The Dept. of Psychology, GHBC provides student psychologists to this palliative team.



Every Wednesday, students of 6<sup>th</sup> Semester accompanies the Palliative team on their visit of the patients to various locations in Aizawl City. The students take part in interactive sessions with the patients applying their counselling skills and listening to the patients on all topics the patients would like to share with them.

# Certificate Course on Sign Language

## Course Objectives:

- To understand the concept of Sign Language
- To acquire Sign Language the same way spoken language is acquired
- To instil a sense of social responsibility and a sense of sensitivity for the non-deaf people.



INTRODUCTION TO SIGN LANGUAGE - Sign Language: Concept and Definition - Indian Sign Language (ISL) - American Sign Language (ASL)

USES OF SIGN LANGUAGE - Sign Language for non-deaf people - Sign Language for deaf people - Sign Language for National Integration and Universal outlook –

INTERPRETATION OF SIGN LANGUAGE - Interpreter and Interpreting - Professionalism in Sign Language Interpreting - Code of Ethics

The final year students of Education were enrolled in this course and it lasted for three months. Classes were taken on alternative days every week for three months. The timing was allotted on the tutorial classes.

Practicum: 1. Field visits to Special schools for extended classroom  
2. Interaction program with Sign language educators and all the stakeholders.

No of Students= 71

# 30 days Micro teaching on selected topics from paper X, 'Administration of the United Nations' (Public Administration) International Public Administration

Course Objectives : To impart the knowledge and rationale of the United Nations to the learners.

Course content:

United Nations – Genesis and Development; Purposes and Principles; United Nations Charter.

Structure of UN - General Assembly, Security Council, ECOSOC, Secretariat and International Court of Justice.

Specialised Agencies of UN – ILO, WHO, IMF, IBRD, World Bank, International Civil Service – Meaning and Development; UN Secretary General – Powers, functions and role



During this 30 days micro teaching, two teachers- Dr H Lalzidinga and Dr Malsawmi Pachuau were engaged. classes were taken during the tutorial period. During the lesson, the teacher use different teaching methods, such as demonstrations, peer group discussions, and even simulations, to explain the topic.

Course Duration: 28th March - 29th April, 2022

No of participants: 68 students

## Add on /Certificate /Value added programs offered during 2022-23

Name of Add on /Certificate /Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered	Year of offering	Duration of course	Number of students enrolled in the year
Course on Computer Concepts	2022-23	20th July2022-30 <sup>th</sup> June 2023	560
Introduction to Indian/ American Sign Language (ISL/ASL)	2022	25 <sup>th</sup> July –28 <sup>th</sup> November2022	94
Youth Employment Programme (YEP) by Tata Consultancy Services	2022	12th July – 31st August 2022	100
Emerging Trends of business in Mizoram	2022	15th September- 10th November 2022	80
A sensitization program on knitting, embroidery & sewing	2022	31st Oct to 4th Nov 2022	76
Certificate Course in Palliative Care	2023	22nd February- 24th May,2019	45
Certificate Course in Financial Accounting Using Tally	2023	21 <sup>st</sup> January 2023-28 <sup>th</sup> April 2023	101
Computer Application and Networking	2023	3 <sup>rd</sup> February 2023- 28 <sup>th</sup> April 2023	61
Business Process Outsourcing (BPO)	2023	3 <sup>rd</sup> February 2023-28 <sup>th</sup> April 2023	120

## Course on Computer Concepts(CCC)

National Institute of Electronics and Information Technology (NIELIT) has its branch in the college.

The students of the college can avail one of the many short term courses like, Course on Computer Concepts (CCC). The students attended the classes according to the availability of their free period.

The CCC has been recognized by the State as basic requirement for fresh recruitment and/or promotion purposes.

### Course Outcome:

After completing the course the incumbent should be able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet (the web), receiving and sending mails, preparing his business presentations, preparing small databases etc.



# Course on Computer Concepts(CCC)



# NIELIT



## Course on Computer Concepts [CCC]

### Objective:

The course is designed to equip a person to use computers for professional as well as day to day use. It provides theoretical background as well as in depth knowledge of Software/ packages. After completing the course the Incumbent will be digitally literate and will be able to:

- Acquire confidence in using computers in Office and General Life;
- Will be able to identify the basic components of computers and terminology;
- Understand file management;
- Create documents using word processor, spreadsheet & presentation software;
- Understand computer networks, and browse the internet, content search, email and collaborate with peers;
- Use e-Governance applications; and use computer to improve existing skills and learn new skills
- Understanding Social Networking platform
- Using Internet for Digital Financial services
- Develop knowledge about Futureskills

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government.

### Duration:

80 Hours - (Theory: 32 hrs + Practical: 48 hrs)

This course can also be offered as 10 days full time intensive course.

### Eligibility:

No minimum qualification is required for applying and appearing for the examination in Course on Computer Concepts [CCC].

### Job Role :

Computer Operator, Data Entry Operator and Social Media Operator

### Detailed Syllabus and Learning Outcome:

S. No.	Chapter Name	Course Outline	Duration (Hours)		Learning Outcomes
			Theory	Lab	
1	Chapter-1 Introduction to Computer	1.0 Introduction 1.1 Objectives 1.2 Computer and Latest IT gadgets 1.2.1 Evolution of Computers & Its applications 1.2.2 IT gadgets and their applications 1.3 Basics of Hardware and Software 1.3.1 Hardware	3	3	After completion of this chapter, the candidate will be able to  • Identify computers, IT gadgets and explain their evolution and



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## Course on Computer Concepts [CCC]

		1.3.1.1 Central Processing Unit 1.3.1.2 Input devices 1.3.1.3 Output devices 1.3.1.4 Computer Memory & storage 1.3.2 Software 1.3.2.1 Application Software 1.3.2.2 Systems Software 1.3.2.3 Utility Software 1.3.2.4 Open source and Proprietary Software 1.3.2.5 Mobile Apps 1.4 Summary 1.5 Model Questions and Answers			applications.  • Get familiar with various Input, output and hardware components of a computer along with storage devices.  • Get familiar with various types of softwares, utilities used for computer and mobile apps.
2	Chapter-2 Introduction to Operating System	2.0 Introduction 2.1 Objectives 2.2 Operating System 2.2.1 Basics of Operating system 2.2.2 Operating Systems for Desktop and Laptop 2.2.3 Operating Systems for Mobile Phone and Tablets 2.3 User Interface for Desktop and Laptop 2.3.1 Task Bar 2.3.2 Icons & shortcuts 2.3.3 Running an Application 2.4 Operating System Simple Setting 2.4.1 Using Mouse and Changing its Properties 2.4.2 Changing System Date and Time 2.4.3 Changing Display Properties 2.4.4 To Add or Remove Program and Features 2.4.5 Adding, Removing & Sharing Printers 2.5 File and Folder Management 2.6 Types of file Extensions 2.7 Summary 2.8 Model Questions and Answers	3	4	After learning this chapter, candidate will be  • Well acquainted with Operating System and its applications for both desktop and mobile devices.  • able to identify various desktop screen components and modify various properties, date, time etc.  • able to add and remove new program and features, manage files and folders.  • Well versed with printing and know various types of file extensions.
3.	Chapter-3 WORD PROCESSING	3.0 Introduction 3.1 Objective 3.2 Word Processing Basics 3.2.1 Opening Word Processing Package 3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar 3.2.3 Creating a New Document 3.3 Opening and Closing Documents 3.3.1 Opening Documents 3.3.2 Save and Save As 3.3.3 Closing Document 3.3.4 Using The Help 3.3.5 Page Setup 3.3.6 Print Preview 3.3.7 Printing of Documents 3.3.8 PDF file and Saving a Document as PDF file	4	8	After completion of this chapter, candidate will have  • In depth Knowledge of Word Processing, their usage, details of word processing screen.  • Opening, saving and printing a document including pdf files.  • Document creation, formatting of text.

# Course on Computer Concepts(CCC)



## Course on Computer Concepts [CCC]

		<p>3.4 Text Creation and manipulation</p> <p>3.4.1 Document Creation</p> <p>3.4.2 Editing Text</p> <p>3.4.3 Text Selection</p> <p>3.4.4 Cut, Copy and Paste</p> <p>3.4.5 Font, Color, Style and Size selection</p> <p>3.4.6 Alignment of Text</p> <p>3.4.7 Undo &amp; Redo</p> <p>3.4.8 AutoCorrect, Spelling &amp; Grammar</p> <p>3.4.9 Find and Replace</p> <p>3.5 Formatting the Text</p> <p>3.5.1 Paragraph Indentation</p> <p>3.5.2 Bullets and Numbering</p> <p>3.5.3 Change case</p> <p>3.5.4 Header &amp; Footer</p> <p>3.6 Table Manipulation</p> <p>3.6.1 Insert &amp; Draw Table</p> <p>3.6.2 Changing cell width and height</p> <p>3.6.3 Alignment of Text in cell</p> <p>3.6.4 Delete / Insertion of Row, Column and Merging &amp; Splitting of Cells</p> <p>3.6.5 Border and Shading</p> <p>3.7 Mail Merge</p> <p>3.8 Shortcut Keys</p> <p>3.9 Summary</p> <p>3.10 Model Questions and Answers</p>			<p>paragraph and whole document.</p> <ul style="list-style-type: none"> <li>Inserting Header and Footer on the document</li> <li>Finding text on a word document and correcting spellings.</li> <li>Able to insert and manipulate tables, enhance table using borders and shading features.</li> <li>Can prepare copies of a document labels etc for sending various recipients using Mail Merge.</li> </ul>
4.	Chapter-4 SPREAD SHEET	<p>4.0 Introduction</p> <p>4.1 Objectives</p> <p>4.2 Elements of Spread Sheet</p> <p>4.2.1 Creating of Spread Sheet</p> <p>4.2.2 Concept of Cell Address (Row and Column) and selecting a Cell</p> <p>4.2.3 Entering Data [text, number, date] in Cells</p> <p>4.2.4 Page Setup</p> <p>4.2.5 Printing of Sheet</p> <p>4.2.6 Saving Spreadsheet</p> <p>4.2.7 Opening and Closing</p> <p>4.3 Manipulation of Cells &amp; Sheet</p> <p>4.3.1 Modifying / Editing Cell Content</p> <p>4.3.2 Formatting Cell (Font, Alignment, Style )</p> <p>4.3.3 Cut, Copy, Paste &amp; Paste Special</p> <p>4.3.4 Changing Cell Height and Width</p> <p>4.3.5 Inserting and Deleting Rows, Column</p> <p>4.3.6 AutoFill</p> <p>4.3.7 Sorting &amp; Filtering</p> <p>4.3.8 Freezing panes</p> <p>4.4 Formulas, Functions and Charts</p> <p>4.4.1 Using Formulas for Numbers (Addition, Subtraction, Multiplication &amp; Division)</p> <p>4.4.2 AutoSum</p> <p>4.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)</p> <p>4.4.4 Charts (Bar, Pie, Line)</p> <p>4.5 Summary</p> <p>4.6 Model Questions and Answers</p>	4	8	<p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> <li>Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet screen.</li> <li>Opening, saving and printing a Spreadsheet.</li> <li>Spreadsheet creation, inserting and editing data in cells, sorting and filtering of data.</li> <li>Inserting and deleting rows /columns.</li> <li>Applying basic formulas and functions.</li> <li>Prepare chart to represent the information in a</li> </ul>



## Course on Computer Concepts [CCC]

5.	Chapter-5 Presentation	<p>5.0 Introduction</p> <p>5.1 Objectives</p> <p>5.2 Creation of Presentation</p> <p>5.2.1 Creating a Presentation Using a Template</p> <p>5.2.2 Creating a Blank Presentation</p> <p>5.2.3 Inserting &amp; Editing Text on Slides</p> <p>5.2.4 Inserting and Deleting Slides in a Presentation</p> <p>5.2.5 Saving a Presentation</p> <p>5.3 Manipulating Slides</p> <p>5.3.1 Inserting Table</p> <p>5.3.2 Adding ClipArt Pictures</p> <p>5.3.3 Inserting Other Objects</p> <p>5.3.4 Resizing and Scaling an Object</p> <p>5.3.5 Creating &amp; using Master Slide</p> <p>5.4 Presentation of Slides</p> <p>5.4.1 Choosing a Set Up for Presentation</p> <p>5.4.2 Running a Slide Show</p> <p>5.4.3 Transition and Slide Timings</p> <p>5.4.4 Automating a Slide Show</p> <p>5.5 Providing Aesthetics to Slides &amp; Printing</p> <p>5.5.1 Enhancing Text Presentation</p> <p>5.5.2 Working with Color and Line Style</p> <p>5.5.3 Adding Movie and Sound</p> <p>5.5.4 Adding Headers, Footers and Notes</p> <p>5.5.5 Printing Slides and Handouts</p> <p>5.6 Summary</p> <p>5.7 Model Questions and Answers</p>	4	8	<p>pictorial form.</p> <p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> <li>Basic Knowledge of PowerPoint presentations.</li> <li>Opening/saving a presentation and printing of slides and handouts.</li> <li>Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, multimedia formatting etc.</li> <li>Running a slide show with various transitions.</li> </ul>
6.	Chapter-6 INTRODUCTI ON TO INTERNET AND WWW	<p>6.0 Introduction</p> <p>6.1 Objectives</p> <p>6.2 Basic of Computer Networks</p> <p>6.2.1 Local Area Network (LAN)</p> <p>6.2.2 Wide Area Network (WAN)</p> <p>6.2.3 Network Topology</p> <p>6.3 Internet</p> <p>6.3.1 Concept of Internet &amp; WWW</p> <p>6.3.2 Applications of Internet</p> <p>6.3.3 Website Address and URL</p> <p>6.3.4 Introduction to IP Address</p> <p>6.3.5 ISP and Role of IP</p> <p>6.3.6 Internet Protocol</p> <p>6.3.7 Modes of Connecting Internet (Hotspot, WI-FI, LAN Cable, Broadband, USB Tethering)</p> <p>6.3.8 Identifying and uses of IP/MAC/IMEI of various devices</p> <p>6.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)</p> <p>6.5 Exploring the Internet</p> <p>6.5.1 Surfing the web</p> <p>6.5.2 Popular Search Engines</p> <p>6.5.3 Searching on Internet</p> <p>6.5.4 Downloading Web Pages</p> <p>6.5.5 Printing Web Pages</p>	3	4	<p>After completion of this chapter, candidate will be able to:</p> <ul style="list-style-type: none"> <li>Gather knowledge of various types of networks and topologies.</li> <li>Get an overview of Internet, its applications and various browsers available to access the Internet.</li> <li>Connect to Internet using various modes of connections/device s available.</li> <li>Get knowledge of device identification on local network as well as on Internet for both Desktop</li> </ul>

# Course on Computer Concepts(CCC)



# NIELIT



## Course on Computer Concepts [CCC]

		6.6 Summary 6.7 Model Questions and Answers			and Mobile Devices. • Can search Information on the Internet on various topics. • Download and print web pages.
7.	Chapter-7 E-mail, Social Networking and e-Governance Services	7.0 Introduction 7.1 Objectives 7.2 Structure of E-mail 7.3 Using E-mails 7.3.1 Opening Email account 7.3.2 Mailbox: Inbox and Outbox 7.3.3 Creating and Sending a new E-mail 7.3.4 Replying to an E-mail message 7.3.5 Forwarding an E-mail message 7.3.6 Searching emails 7.3.7 Attaching files with email 7.3.8 Email Signature 7.4 Social Networking & e-Commerce 7.4.1 Facebook, Twitter, LinkedIn, Instagram 7.4.2 Instant Messaging (WhatsApp, Facebook Messenger, Telegram) 7.4.3 Introduction to Blogs 7.4.4 Basics of E-commerce 7.4.5 Netiquettes 7.5 Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS] 7.6 Accessing e-Governance Services on Mobile Using "UMANG APP" 7.7 Digital Locker 7.8 Summary 7.9 Model Questions and Answers	3	6	After completion of this chapter, candidate will be able to: • Create an email account, compose an email, reply an email and send the email along with attachments. • Get familiar with Social Networking, Instant Messaging and Blogs. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps.
8.	Chapter-8 DIGITAL FINANCIAL TOOLS AND APPLICATIONS	8.0 Introduction 8.1 Objectives 8.2 Digital Financial Tools 8.2.1 Understanding OTP (One Time Password)and QR (Quick Response) Code 8.2.2 UPI (Unified Payment Interface) 8.2.3 AEPS (Aadhaar Enabled Payment System) 8.2.4 USSD(Unstructured Supplementary Service Data) 8.2.5 Card (Credit / Debit) 8.2.6 eWallet 8.2.7 PoS (Point of Sale) 8.3 Internet Banking 8.3.1 National Electronic Fund Transfer (NEFT) 8.3.2 Real Time Gross Settlement (RTGS) 8.3.3 Immediate Payment Service (IMPS) 8.4 Online Bill Payment 8.5 Summary 8.6 Model Questions and Answers	4	4	After completion of this chapter, candidate will be able to: • Know the Digital Financial Tools. • Get Knowledge of Internet Banking Modes. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps. • Use the Digital Locker and will be able to store documents in Digital Locker.



# NIELIT



## Course on Computer Concepts [CCC]

Chapter-9 Overview of Futureskills & Cyber Security	9.0 Introduction to Futureskills 9.1 Introduction to 9.1.1 Internet of Things (IoT) 9.1.2 Big Data Analytics 9.1.3 Cloud Computing 9.1.4 Virtual Reality 9.1.5 Artificial Intelligence 9.1.6 Social & Mobile 9.1.7 Blockchain Technology 9.1.8 3D Printing/ Additive Manufacturing 9.1.9 Robotics Process Automation 9.2 Cyber Security 9.2.1 Need of Cyber Security 9.2.2 Securing PC 9.2.3 Securing Smart Phone 9.3 Summary 9.4 Model Questions and Answers	4	3	After completion of this chapter, candidate will be familiar with the : • Latest trends and technologies in upcoming fields in ICT. • Will be able to understand need of Cyber Security and will be able to secure their PC and Mobile devices by using basic security features.
Total Hours = 80		32	48	

For practical purpose latest version of Free Open Source Ubuntu & LibreOffice may be used.

Duration : July 2022-June 2023  
Number of students enrolled: 560

# Sign Language

## Course Objectives:

- ▶ To understand the concept of Sign Language
- ▶ To acquire Sign Language the same way spoken language is acquired
- ▶ To instil a sense of social responsibility and a sense of sensitivity for the non-deaf people.





INTRODUCTION TO SIGN LANGUAGE -  
Sign Language: Concept and Definition - Indian Sign Language (ISL)  
- American Sign Language (ASL)

USES OF SIGN LANGUAGE - Sign Language for non-deaf people - Sign Language for deaf people - Sign Language for National Integration and Universal outlook -

INTERPRETATION OF SIGN LANGUAGE - Interpreter and Interpreting - Professionalism in Sign Language Interpreting - Code of Ethics



Practicum:  
1. Field visits to Special schools for extended classroom  
2. Interaction program with Sign language educators and all the stakeholders.

# Sign Language



Aizawl, Mizoram, India  
PPR8+7G4, Chanmari, Aizawl, Mizoram 796001, India  
Lat 23.740598°  
Long 92.716253°  
30/08/22 03:14 PM

GPS Map Camera

# Youth Employment Programme (YEP) by Tata Consultancy Services

From 12th July – 31st August 2022 (45 Days)  
Through Online via Zoom

**Name of the Programme:** Youth Employment Programme (YEP)  
**Period of Training:** From 12th July – 31st August 2022 (45 Days)  
Through Online via Zoom

**Resource Person:** 1. Dr Dhrubajyoti Gogoi, TCS  
2. Pansy Lepcha, TCS

**Collaboration:** Tata Consultancy Services

**Organised by:** Career Guidance and Campus Placement Cell, GHBC

**No of participants who completed the training :** 42

# Youth Employment Programme (YEP) by Tata Consultancy Services

## Course objective:

Enhancing employability of rural youth from socio-economically marginalized communities and promoting inclusive growth.

Providing the beneficiaries exposure to industry needs and making them eligible to take up employment in the corporate sector, government sector, and MSMEs.

Ensuring continuous availability of a talent pool for the tech industry and increasing diversity and gender parity

To upgrade the quality of curriculum delivery and meet the corporate requirements

Career Guidance and Placement Cell, G.H.B.C, is working together with Tata Consultancy Services (TCS) in conducting a training with the aim of increasing the employable skills among our students.

Orientation on the training will be conducted online via Zoom meet on 12<sup>th</sup> July, 2022 (Tuesday), 3:00pm . Duration will be approximately half an hour.

### About the training:

TCS believes that given the right opportunities and learning skills, even those from socially and economically under-privileged families, will be able to showcase their potential, join the mainstream economy, and shall have a dignified life. The program aims at providing Free Employability Training for the SC/ST and other economically weaker candidates. The program also supports the youth for guiding them for internal (in TCS) and external opportunities for their jobs. We mobilize these youth by partnering with Colleges, Universities, NGOs, Corporate Foundations, Religious Trusts, Government Bodies and Tata Group companies. In terms of geographic reach, the program is currently operating in over 30 states / UTs. Nearly 13,000 have got jobs in TCS. About 10,000 have gained meaningful



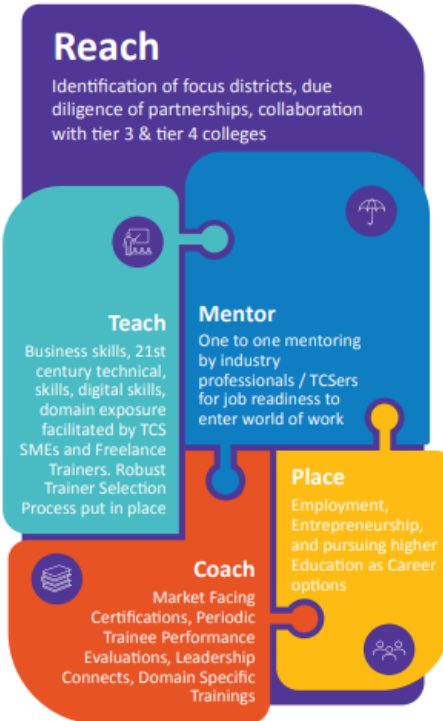
# Youth Employment Program

College to Careers in Digital Economy

The biggest challenge of modern India is unemployment among youth where annually 6.6 million youth complete their graduation. Approximately 2.5 million youth from socially marginalized communities need support to strengthen their employability skills. Lack of opportunities, exposure, communication skills, confidence, and technical knowledge cannot be allowed to chain them to their fate.

Youth Employment Program responds to this need of youth to acquire meaningful jobs in the industry by providing free personalized training on 21st century skills and focused mentoring. The program also helps rural colleges/academic partners upgrade their quality of curriculum delivery and meet the corporate requirement.

## Program Model



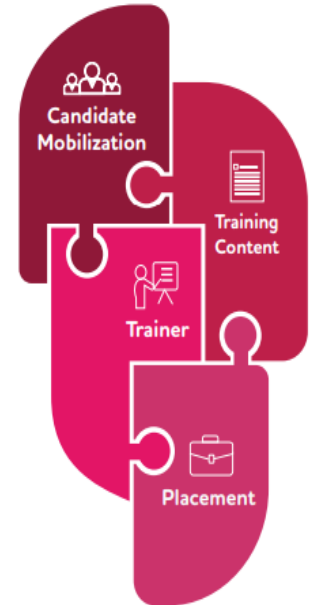
## Program Offerings

Streams	BA	B Com BBA	Streams	BA	B Com BBA
Business Communication Skills	✔	✔	Technical Skills (Basic Programming)	Optional	Optional
Logical Reasoning	✔	✔	Advanced technical certifications	Optional	Optional
Numerical Ability	✔	✔	Project Support		
Basic Computer Skills	✔	✔	Monthly Leadership Connect	Optional	Optional
Domain Skills	✔	✔	SME Connect/ Masterclass	Optional	Optional
Career Guidance	✔	✔	Entrepreneurship	Optional	Optional
Coaching & Mentoring	✔	✔			

## Program Framework

YEP uses Four Pillar Framework for successful delivery of the program:

- Trainees are mobilized by Colleges, Universities, NGOs / Trusts, Corporate Foundations, Government partnerships and Tata Group companies which forms the first pillar.
- Content is prepared and curated by TCS experts, and in partnership with other market leaders.
- Selected external trainers along with TCS volunteers train the beneficiaries in specific skills based on their abilities and educational background; and
- Candidates are supported for placement in Corporates, and pursue their career as they may be employed, or wish to pursue an entrepreneurship or higher education.



# Youth Employment Programme (YEP) by Tata Consultancy Services

## Areas

- Confidence
- Communication Skills
- Business Skills including Grooming, Etiquette
- Knowledge of Computer, Email & Internet
- Quantitative (Quantitative, Reasoning Ability)
- Interview Skills, Resume/CV
- Attributes: Such as Time Management

## Training Program : Non-Engineering Graduates

Duration	Module
30 hrs	<b>Analytical Skills</b> Series, Arrangements, Causes and Effects, Data Sufficiency
30 hrs	<b>English Skills</b> Basic Grammar, Speaking prompts, Story Writing, Email Writing
30 hrs	<b>General Skills</b> Corporate Etiquettes, Team Management, Time Management
40 hrs	<b>Computer Skills &amp; Domain - Non Engg.</b>
40 hrs	<b>Programming Skills - Engg.</b> By TCS Experts
8-10 hrs	<b>Mathematical Skills</b> Percentage, Profit & loss, DI, Ratio, Mensuration, Probability
8-10 hrs	<b>Career Guidance</b> Mock Interviews & Test, Leveraging Job Portals, Building a Network

**Assessment & Certification**  
Periodic Assessments followed by Certificate of Completion

**130K**  
Candidates Trained

**29K+**  
Candidates Placed

**108**  
PWD Trained

**5.8K**  
Dalits & Tribal Placed

**381**  
Entrepreneurs

**550+**  
Districts

**540**  
Active Partners

**49**  
Active Trainers

**61%**  
Women Trained

**17.9K**  
Women Placed

**57.6%**  
AA Trained in last 3 FYs

**AA Meter 57.67%**

**Started 2010**

**Across India**

**Vision**  
To skill youth on skills required to be successful in digital age and connect them to the right opportunities

**Target Audience**

- 18- to 25-year-old youth
- Final year and passed out graduates

**Mission**  
Youth from socially and economically marginalized communities are gainfully employed

**Impact of the Program**

- Industry gets season agnostic talent pool
- 6% lesser attrition than industry
- High performing freshers against other sources

# Youth Employment Programme (YEP) by Tata Consultancy Services

Zoom Meeting 40-Minutes

**Ruatfela**  
Ruatfela

Pansy Mary Lepcha

Lalrem ruata

Tluangi 118

B Lalnundiki 018

feltea

Lucy 406

Vanlalhzuals

Namail Chhangte

104 Samuel Lalringheta

**413Malsawmda...**  
413Malsawmdawngzeli

ROSANG ZUALA

**LALPEKHLUA R...**  
LALPEKHLUA Ralte 317

**Zuali**  
Zuali

Esther Vanlalpekkimi

**somsomi**  
somsomi

Thuammawia

**Rinhlui's iPhone**  
Rinhlui's iPhone

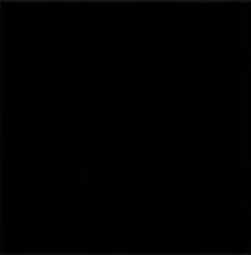



Mute Stop Video Security Participants Chat Share Screen Record Breakout Rooms Reactions Apps Whiteboards

96°F Mostly cloudy

ENG IN 5:15 PM 7/13/2022

# Youth Employment Programme (YEP) by Tata Consultancy Services

Zoom Meeting

 Lindon	 Pansy Mary Legcha	 Vanlalthuzala	<b>STEPHAN</b> STEPHAN
<b>Pachauu</b> Pachauu	<b>Siama</b> Siama	 Gloria Khiangte	<b>413Malsawmda...</b> 413Malsawmdawngzeli
<b>Ruatfela</b> Ruatfela	<b>Lalrinsangi</b> Lalrinsangi	<b>138</b> 138	<b>LALPEKHLUA R...</b> LALPEKHLUA Ralte 317

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# Youth Employment Programme (YEP) by Tata Consultancy Services

**tcs Empowers**

Building on belief

## Fireside Chat: Bridging the skills gap

Presented by Youth Employment Program

Friday, November 25  
5:30 PM - 6:30 PM IST

Gain insights on:

- Upskilling and improving employability
- How to become more flexible in your career
- Staying focused and relevant



Manojit Sengupta

Delivery Centre Head - Eastern Region  
Tata Consultancy Services



Srishti Gupta

Head - Youth Employment Program  
Tata Consultancy Services

**tcs Empowers**

Building on belief

TCS' Youth Employment Program  
invites you for the Grand Finale  
of Annual Debate Competition

Topic:

Soft skills are more important than  
technical skills for getting jobs

International Youth Day Debate Competition Finalists



Kushi Kumari T



Maya Mukhi M



Ranjana V P



Singamsetti Swathi



Shah Abdul Samad



Tissa Sunny

Our Esteemed Guests and Judges



Ashok Pai

SVP and Global Head,  
Cognitive Business Operations



Madhumita Dasgupta

Business Unit Head  
Business Transformation Group



Sunil Joseph

General Manager and India  
Leader, CSR

## Emerging trends on Business in Mizoram

### Course Objective:

To impart entrepreneurial knowhow for start-ups so that the learners are motivated to look at entrepreneurship as life-skills to improve quality of life, skills of creation and a preferred option of professional life.

**Course Learning outcomes:** At the end of the course, the learners will be able to:

1. Understand the concept of entrepreneurship
2. Develop awareness about various government policies towards entrepreneurship development
3. Identify business opportunity and evaluate viable business ideas for new venture creation.
4. Create a business plan

*You are cordially invited to ...*

**SEMINAR**  
*on*  
**EMERGING TRENDS**  
*of* **BUSINESS** *in*  
**MIZORAM**

*Organised by and for*  
**B.COM First Semester**  
**Govt. Hrangbana College**

**10th NOVEMBER 2022**  
**12pm@ The Conference HALL**

First Prize  
**Rs. 5000**

Second Prize  
**Rs.3000**

Third Prize  
**Rs.1000**

Come  
**LEARN**  
**HEAR**  
**SEE**  
**ENJOY!**

Sponsored  
by  
**EKC-GHBC**

## Emerging trends on Business in Mizoram

### Highlights of the course

Concept of entrepreneurship, Role of entrepreneurship in economic development, Factors affecting entrepreneurial growth, characteristics of a successful entrepreneur, entrepreneurs vs intrapreneurs,

Government initiatives and agencies- MSME Sector, Start up India, Stand up India, Make in India and recent developments.

identification of business opportunities, Main aspects of project report, Significance of writing project proposal; Contents of project proposal; Project Appraisal-concept and Method

### Practicum:

1. Analyse the key initiatives of the Government for promoting entrepreneurship in the Mizoram
2. Visit a business plan to have an understanding on the evolving business landscape in Mizoram
3. Develop a business idea and conduct a feasibility analysis of the same.
4. Create a business plan for applying for MSME loan application.
5. Participate in Business Plan Competition, and identifying alternative sources of raising finance for a start-up.

# EMERGING TRENDS ON BUSINESS IN MIZORAM



Organised by: Department of Commerce,  
Govt.Hrangbana College

Date: 15<sup>th</sup> September- 10<sup>th</sup> November 2022

Venue: Conference Hall, GHBC



## Emerging trends on Business in Mizoram

The Department of Commerce organized a Seminar on Emerging Trends of Business in Mizoram for First Semester B.COM from 15<sup>th</sup> September – 22<sup>nd</sup> November 2022. The grand finale for this competition was organized as a seminar on the 22<sup>nd</sup> November, 2022 at the Conference Hall, GHBC and aimed to provide practical exposure to the changing business landscape while nurturing students' presentation skills and research habits.

The Inaugural Programme commenced promptly on the 15<sup>th</sup> September 12 p.m., marking the beginning of an insightful and engaging event. The grand finale was conducted on the 22<sup>nd</sup> November, 2022 with a paper presentation by the first-semester students, allowing them to showcase their knowledge and understanding of emerging business trends in Mizoram. The event was graced by the presence of esteemed judges, faculty members, and students, making it a truly enriching experience for all participants.

Dr. Lalbiakzuali, the class in-charge, warmly welcomed the judges, faculty members, and students to the competition and shared a few encouraging words. The panel of judges comprised distinguished individuals with expertise in the field of business and commerce, including Prof. Kalyan Adak, Dr. Lalbiakzuali, and Miss Elizabeth Sailo. Their valuable insights and feedback would undoubtedly play a pivotal role in evaluating the presentations.

A total of 80 students from the first-semester B.COM course participated in the seminar, forming eight teams. Each team was led by a designated leader, who guided the group throughout the competition. The department's initiative to organize this seminar was driven by the goal of providing a practical understanding of the evolving business landscape in Mizoram and fostering a platform for students to demonstrate their presentation skills.



## **Certificate Course in Financial Accounting Using Tally (Certified Account Assistant cum Tally Operator)**



### **Preamble:**

With the fast-moving technological world and in IT era, all sorts of tasks are being automated which were performed manually earlier irrespective of domain e.g. healthcare, documentation, shopping, employee management, shopping almost everything. To meet the pace of the growing world, the accounting system have also been computerized and automated as one single entry manages both accounting and inventory needs. Tally is the most popular accounting packages used across our country and needs a lot of trained manpower to meet the requirements.

### **Objective:**

The objective of the course is to train individuals in the Computerized Accounting using Tally and pursue the career in this sector.

### **Expected Job Roles:**

- Assistant - Accounts

### **Duration:**

**120 Hours - (Theory: 35 hrs + Practical: 85 hrs)**

### **Course Outline:**

Sl. No	Module Title	Duration (Hours)		
		Theory	Lab	Total
1	Tally (divided in 18 units)	35	85	120
	<b>Total Duration</b>	<b>35</b>	<b>85</b>	<b>120</b>
	<b>Total Credits</b>	<b>2</b>	<b>3</b>	<b>5</b>

**Examination & Certification:**

NIELIT's NSQF Examination pattern will be followed for Examination & Certification.

Sl No	Examination Pattern	Duration in Minutes	Maximum Marks
1	Theory Paper – 1	90	100
2	Practical -1	120	60
3	Internal Assessment	-	20
4	Project/Presentation /Assignment	-	20
	<b>Total</b>		<b>200</b>

**Note:**

- Pass percentage would be 50% marks in each component, with aggregate pass percentage of 50% and above.
- Grading will be as under:

Grade	S	A	B	C	D
Marks Range (in %)	>=85%	>=75% <85%	>=65% <75%	>=55% <65%	>=50% <55%

- Theory examination would be conducted online and the paper comprise of MCQ and each question will carry 1 mark.
- Practical examination/Internal Assessment/ Project/Presentation/Assignment would be evaluated internally.
- Major Project/Dissertation would be evaluated preferably by External / Subject Expert including NIELIT Officials.

- Candidate may apply for re-examination within the validity of registration.
- The examinations would be conducted in English Language only.

**Recommended hardware/software tools:**

- Tally ERP 9 (Gold edition mode)
- Windows 7 and above

**Faculty & Support / Lab Instructor:**

- One Faculty having M.Com/B.Com with relevant experience in Tally ERP
- One Support / Lab Instructor having B.Com with relevant experience in Tally ERP

**References:**

- Learn Tally. ERP9 with GST by Soumya Ranjan Behera (Author)
- Tally ERP 9 Training Guide by Asok K Nadhani (Author)
- Financial Accounting by Hanif and Mukherjee
- Cost Accounting by Dr. SN Maheswari

<b>Course Name</b>	Certificate Course in Financial Accounting Using Tally (Certified Account Assistant cum Tally Operator)	<b>Vertical</b>	Financial Accounting
<b>Course Code</b>		<b>Rev No</b>	R4
<b>Prepared By</b>	Siddhartha Sankar Roy	<b>Proposed Level</b>	NSQF 3
<b>NIELIT Centre</b>	Agartala	<b>Last Revised on</b>	03.06.2019

Name of Course:  
Certificate Course in Financial Accounting using Tally

Duration of course: 3 months

Number of student enrolled: 101

# Certificate Course in Palliative Care

**OBJECTIVES:** To enhance the students in promoting their listening/interactive skills, which is a key component in psychological counselling.



## **SYLLABUS:**

Module 1: Principles and practice of Palliative Care

Module 2: An Introduction to procedures in Palliative care

Module 3: Managing Psychosocial Issues in Palliative care

Module 4: Interactive session with patients under Palliative Care.



**PRACTICUM:** Synod Hospital, Durtlang, has a special team comprising of doctors, nurses and health workers that provide palliative care to those who are not able to report at the hospitals. The Dept. of Psychology, GHBC provides student psychologists to this palliative team.

For the year 2023, during February- May, every Wednesday, students of 6<sup>th</sup> Semester were formed in groups and accompany the Palliative team on their visit of the patients to various locations in Aizawl City. The students take part in interactive sessions with the patients applying their counselling skills and listening to the patients on all topics the patients would like to share with them.

# Course Name Computer Application & Networking (CAN)



ONE DAY AWARENESS PROGRAM FOR SCHOOL & COLLEGE STUDENTS  
**“CYBER SECURITY & EMERGING TECHNOLOGIES”**  
&  
INAUGURATION OF  
**BPO EXPERT and CAN COURSES**  
Under the project

\*Capacity Building in IECT Including Training in Digital Skillsets and Current Industry Demanding Technologies for Various Section of Society in the NE States\*  
Implemented by NIELIT Aizawl in collaboration with Dept. of Mizo, Govt. Hrangbana College  
Funded by Ministry of Electronics & Information Technology, Govt. of India

**3rd February 2023 (Friday) 02:00pm**  
**Conference Hall, Govt. Hrangbana College**

Chairman	: Dr. Darchuailova Renthlei, Head, Department of Mizo
Chief Guest	: Mr. Lalrochuanga Pachuau, Principal, Govt. Hrangbana College
Introduction	: Mr. Lalringheta, Course Coordinator
Speech	: Mr. C. Zoremsanga, Scientist, NIELIT
Solo	: Lalrinkimi, 4th Sem. Mizo Core
Inaugural Speech	: Mr. Lalrochuanga Pachuau, Principal, Govt. Hrangbana College
Awareness Resource Person	: Mr. Lalrempuia Sailo, Sr. Technical Officer

Refreshment!! Refreshment !!

## Course Name Computer Application & Networking (CAN)

Duration: 400 hours

Eligibility: 10 Passed

### Objective of the Scheme

- ◆ The objective of the Scheme is to generate qualified manpower in the area of Information Technology (IT) which will enable such person to work seamlessly at any Offices, whether Govt. or Private or for future entrepreneurs in the field of IT.

### Course Evaluation:

- ◆ Class participation - 20%
- ◆ Class assignments - 30%
- ◆ Final Examination - 50%
- ◆ Attendance must be 80% and above. Attendance will be reviewed every month.
- ◆ Certificate will be issued only after appearing the final examination which will be held after completion of the Course.

## Course Name Computer Application & Networking (CAN)

### Course Structure


Sl	Module Name	Hours
1	Introduction to Computer System	20
1.1	Basic Computer Concept	
1.2	Computer Organization	
2	Microsoft Office	50
2.1	MS Word	
2.2	MS Excel	
2.3	MS PowerPoint	
3	Internet & its usage	10
4	Multimedia	160
4.1	Photoshop	
4.2	Illustrator	
4.3	Adobe Premiere	
4.4	Adobe InDesign	
5	PC Assembly & Maintenance	80
6	Basic Networking Concept	40
7	Soft Skills	40
<b>Total Hours</b>		<b>400</b>

# BPO EXPERT

## A Capacity Building Programme offered by NIELIT Aizawl

Course Objective:  
To make the learners understand and improve their 'Soft Skills' or "Inter Personal Skills", along with a focus to improve their communicating ability in English and basic Computer skills, so as to enhance their opportunities towards meaningful employability.

Course duration: 200 Hrs.  
(Theory = 100 hrs, Practical = 100 hrs)



The banner features the NIELIT logo on the left, the Government of India emblem in the center, and a circular graphic on the right with segments for 'Introduction', 'Speech', 'Solo', 'Inaugural Speech', and 'Awareness Resource Person'. The text is centered and reads: 'ONE DAY AWARENESS PROGRAM FOR SCHOOL & COLLEGE STUDENTS "/>



# BPO EXPERT

## A Capacity Building Programme offered by NIELIT Aizawl

### BPO Expert Course structure

(i) SOFT SKILL -90 hrs (Theory = 36 hrs)

1. What is Soft Skills 2. Self Esteem & Stress Management 3. Communication Skills 4. Listening Skills 5. Leadership Skills 6. Problem Solving 7. Team Work 8. Corporate Culture 9. CRM- The Management Model, Practical = 54 hrs) 10. Telephone Etiquettes & Call Handling Skills 11. Time Management 12. Questioning Techniques 13. Cover letter & Resume writing 14. Group Discussion 15. Mock P.I./Role plays 16. Mock G.D./ Role plays 17. Personal Interview skills 18. Public Speaking and Presentation Skills

(ii) COMMUNICATIVE ENGLISH- 80 hrs (Theory = 32 hrs, Practical = 48 hrs)

1. Understanding the communication process 2. The different types of communication methods 3. Communicating in English 4. First language (Mother Tongue) Interference 5. Importance of listening when learning English 6. Organs of speech 7. Vowels & Vowel sounds practice 8. Consonants & Consonant sounds practice 9. Pronunciation 10. Vocabulary 11. Speaking as a language skill 12. Business Communication 13. Public Speaking and Presentation Skills 14. Presentation by trainees

(iii) COMPUTER SKILLS-80 Hrs. (Theory = 32 hrs, Practical = 48 hrs)

1. Introduction to Computer 2. Introduction to Operating System 3. Word Processing 4. Spreadsheets 5. Presentation 3 6. Introduction to Internet and WWW 7. E-mail, Social Networking and eGovernance Services 8. Digital Financial Tools and Applications 9. Overview of Future skills & Cyber Security

## BPO Expert Exam April 2023

Date: 28.04.2023

URL: <http://34.17.43.164>

BPO Batch 01 & 02

Time: 3:00PM

username	password	firstname	lastname	email
necb2bpo01	necb2bpo01	Liandingpuii	BPO 1	khiangteliandingpuii@gmail.com
necb2bpo02	necb2bpo02	Lalremruati	BPO 1	rtpchawngthu361@gmail.com
necb2bpo03	necb2bpo03	K. Vanlalruati	BPO 1	khualchhawnlangoi@gmail.com
necb2bpo04	necb2bpo04	HC. Laltlanhlua	BPO 1	elfish863@gmail.com
necb2bpo05	necb2bpo05	Dartluangpuia	BPO 1	puiakhawlhring457@gmail.com
necb2bpo06	necb2bpo06	Lalthlamuanawma Sailo	BPO 1	awmawma527@gmail.com
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necb2bpo10	necb2bpo10	Malsawmdawngliana	BPO 1	malsawmdawngliana@gmail.com
necb2bpo11	necb2bpo11	Lalrinkima Zadeng	BPO 1	lalrinkimazadeng@gmail.com
necb2bpo12	necb2bpo12	Lalfakawma	BPO 1	faktearalte27@gmail.com
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necb2bpo14	necb2bpo14	K. Lalmawizuali	BPO 1	klmzuali2019@gmail.com
necb2bpo15	necb2bpo15	TC. Laithanpuia	BPO 1	tclaitanpuia@gmail.com

# RESULT SHEET

Subject: BPO Expert (Batch 1, Batch 2)

Date of Examination: 28-04-2023

Centre: NIELIT Aizawl

Sl No.	Batch	First name	Marks Obtained (Out of 100)	Percentage	Grade
1	BPO 1	C. Beibynadaorili	76	76%	A
2	BPO 1	C. Lalchhuanmawia	52	52%	D
3	BPO 1	C. Lalzikpuii	64	64%	C
4	BPO 1	C. Rosangzela	54	54%	D
5	BPO 1	C. VL Malsawmkimi	72	72%	B
6	BPO 1	Catherine Lalhriatzuali	88	88%	S
7	BPO 1	Christina Hmangaihzuali	68	68%	B
8	BPO 1	Dartluangpuia	76	76%	A
9	BPO 1	Easter Lalchhuanawma	74	74%	B
10	BPO 1	Elizabeth Lalngaihsaki	70	70%	B
11	BPO 1	Emmanuel Malsawmtluangi	66	66%	B
12	BPO 1	F. Hmingthansangi	72	72%	B
13	BPO 1	F. Lalchhanchhuaha	ABSENT	ABSENT	ABSENT
14	BPO 1	H. Lalrinfela	78	78%	A
15	BPO 1	H. Malsawmzuala	ABSENT	ABSENT	ABSENT
16	BPO 1	H. Thangkima	64	64%	C
17	BPO 1	H. Vanlalpeka	78	78%	A
18	BPO 1	H. Vanlalsawmi	88	88%	S
19	BPO 1	H.K. Lalmalsawmi	54	54%	D
20	BPO 1	HC. Laltlanhlua	78	78%	A
21	BPO 1	JH. Malsawmkima	74	74%	B
22	BPO 1	Jechua Vanlalduata	38	38%	F

# A sensitization program on knitting, embroidery & sewing

## Course Objectives:

1. To acquire basic skills of cutting and stitching.
2. To learn sewing tools, understand fabric structures and their analysis.
3. To identify the appropriate use of fabric, according to the desired end product
4. To learn basic skills of embroidery, sewing and knitting



## Course Learning Outcomes:

1. Understand and apply basic skills of cutting and stitching fabric into desired product.
2. With the acquired knowledge students will be able to hold knitting needles and yarn, and learn basic three techniques of knitting – cast on, knit stitch and the cast off.
3. Upon successful completion of the course, student will have the knowledge and skills competency to the basic embroidery stitches – back stitch, running stitch, split stitch and stem stitch.
4. Students will be able to make informed choices while selecting yarn, fabrics, sewing tools or other related products.

# A sensitization program on knitting, embroidery & sewing



Highlight of the programme



A sensitization program on knitting, embroidery & sewing etc. was held on 31st Oct to 4th Nov 2022 by the Department of Education. The Vth Semester Education core students attended the classes.

Teachers having special skills were engaged to teach and train the students. They were taught the basics like cutting out the pattern of dresses using old newspapers. They also learn knitting by starting with the easiest as first-time knitters. The students were taught the basics within this short period and they even completed their projects such as simple gloves etc. All the students of the class attended the programme with enthusiasm.