

IQAC recommendation

IQAC, Vivekananda College, Thakurpukur, met on 18/June/2022, to envisage, formulate and design Add-On Courses, beyond prescribed Curriculum. The IQAC has also decided to organise a program on staff training:

- A. It was decided that all the departments of Humanities, Science and Commerce would design and formulate 30 hour Add-On Courses for 2022-23, Academic calendar, as per UGC guidelines.
- B. It was decided that the Departments would be free to choose the Courses on the basis of their (subject) relevance, practicality and feasibility.
- C. It was decided that the Departments would have a Course Coordinator, who would design the Course and Course materials, in consultation with all teachers of the Department.
- D. It was decided that each Department would design their own format; and could follow a blended mode of instruction.
- E. It was decided that the Departments would be encouraged to use and utilize their own resources while formulating the Add-On Courses, rather than relying on Outsourcing.
- F. IQAC would send its recommendations to the Principal/TIC for perusal and implementation.
- G. The IQAC would also organise a Staff Training programme - 'Effective Working Style' Conducted by IPE Of Professional Excellence On 25th June 2022 .



Co-ordinator
IQAC
Vivekananda College
Kolkata-700 063



VIVEKANANDA COLLEGE

(GOVT. SPONSORED) (NAAC ACCREDITED GRADE 'A')

(033) 2497 6824
(033) 2497 6834

Ref. No.....

Date.....

Notice

It is hereby notified that Vivekananda College, Thakurpukur, will offer Add-On Courses to All Honours students for the Academic year 2022-23.

Each Department will offer an Add-On Course as per UGC guidelines. Each Course will be structured & overseen by a Course Coordinator, selected from the respective Department. Departmental Heads are requested to take up the matter on an urgent basis.

H. Palan
29/6/22

Principal

Principal
Vivekananda College
Thakurpukur, Koi-53

30/07/2022

Meeting for conducting add-on course for the academic year 2022-2023.

Teachers present

1. Debasis Mukherjee 30.07.22
2. Debajyoti Nath 30/07/2022
3. Jayeeta Saha
4. Aniket Chakrabarti

In this meeting it is decided that we will conduct an add-on course entitled "Introduction to LaTeX for beginners" for the students of Vivekananda College. The course will be for 30 hours and it is ~~to be~~ ^{conducted} by the course co-ordinator Debajyoti Nath. and ~~we~~ all the teachers of the department will be taken the course. The details of the course and syllabus distribution for teachers is given in a separate page.

Debajyoti Nath

Head, Department of
Mathematics.

Add-on course

Course fee: Nil

Session: 2022-2023

Title: Introduction to LaTeX for beginners

Time duration: 30 hours

Total Marks: 100

Syllabus

- | | | |
|-------|---|------------------------|
| (i) | Introduction: Latex file preparation (save, copy, paste, etc..), Latex file compilation (run, build pdf, Gs view etc..) | 6 classes |
| (ii) | Document class: Article, Report, Letter, Thesis, Book | 8 classes |
| (iii) | Use package: amsmath, amssymb, graphics, graphicx, Geometry, algorithms, color, Hyperref | 2 classes
6 classes |
| (iv) | Mathematics: Equation, symbols, font, function | 6 classes |
| (v) | Style: Page style (title, abstract, keywords, section, subsection, bibliography, citation, acknowledgement), itemize, table, special characters | 4 classes |
| (vi) | Beamer presentation: frame, block, paper presentation, project format | 4 classes |

Assignment: 20 Marks, Test exam: 80 Marks (Theory: 40 Marks, Practical: 40 Marks)

Teachers will engage: Dr. Debsis Mukherjee, Dr. Debraj Nath, Dr. Jayeeta Saha, Prof. Aniket Bhanja

Syllabus distribution: Unit (i) JS; Unit (ii) DM; Unit (iii), (iv) AB; Unit (v), (vi) DN

Objective:

Outcomes: This course will be helpful research work and document preparation in different styles.

Note: After completion the add-on course students will get completion certificate and grade card.

Signature

- (i) Debraj Nath
(ii) Jayeeta Saha
(iii) Debsis Mukherjee 30.7.22
(iv) Aniket Bhanja

Course coordinator:

Dr. Debraj Nath Debraj Nath

Head, Department of Mathematics

Permitted
Thakur
31/8/22

The add-on course may be conducted
Dr. Debraj Nath
03/08/22

To
The Principal
Vivekananda College
Thakurpukur, Kolkata - 700063

Through the Convener of IQAC

Subject: Permission for conducting an add-on course

Respected Sir,

Date: 03/08/2022

Hereby express our interest to conduct an add-on course on "Introduction to LaTeX for beginners" as decided in our departmental meeting held on 30/07/2022. The details of the program attached herewith.

I therefore request you to do the needful for smooth conduction of the said program.

Thanking you,

Yours sincerely

Dr. Debraj Nath Debraj Nath

Head, Department of Mathematics

Vivekananda College, Thakurpukur

Kolkata - 700063

02/08/2022

Meeting for 30 hours class schedule.

Teachers present

1. Sebnaj Naha
2. Jayeta Saha
3. Aniket Bhunia
- 4.

In this meeting it is decided that we will take classes on each Saturday after from 3:00 PM to 6:00 PM. For ten days programme schedule is given in a separate sheet.

Sebnaj Naha

Head, and Course- Coordinator

Meeting for distribution of form application form of Add-on course.

In this meeting it is decided that the Application form will be distributed among the students on 08/08/2022 and the last date of submission is 12/08/2022.

Teachers present

1. Sebnaj Naha
2. Jayeta Saha
3. Aniket Bhunia

Meeting for Add-on course class

In this meeting it is decided that the Add-on course class will be started from 12/08/2022.

1. Sebnaj Naha
2. Jayeta Saha
3. Aniket Bhunia

Head
course- coordinator
02/08/2022

Add-on course, Session: 2022-2023

Title: Introduction to LaTeX for beginners

Department of Mathematics

Curriculum Planning and Implementation
Vivekananda College, Thakurpukur

Days	TOPICS	DURATION
JS, DM		
Day1	JS-Basic knowledge of Latex, introduction, DM-document class	JS-1+1, DM-1 Theory 2 hour, practical 1
Day2	JS-Latex file preparation (save, copy, paste, compilation, run, build pdf, Gs view etc.), DM-document preparation Article form	JS-1+1, DM-1 Theory 2 hour, practical 1
Day3	JS-gs view, eps/jpg figure, DM-document preparation report, letter form	JS-1, DM-1+1 Theory 2 hour, practical 1
Day4	JS-online Latex file preparation, DM-document preparation thesis form	JS-1, DM-1+1 Theory 1 hour, practical 2
Day5	JS-Practical, DM-document preparation Book form	JS-1+1, DM-1 Theory 0 hour, practical 3
AB, DN		
Day6	AB-Use package: amsmath, amssymb, DN- Style: Page style (title, abstract, keywords, section, subsection, acknowledgement),	AB-1+1, DN-1 Theory 2 hour, practical 1
Day7	AB-Use package: graphics, Geometry, algorithms, Mathematics: font, function, DN- Style: itemize, table, special characters	AB-1+1, DN-1 Theory 2 hour, practical 1
Day8	AB-Use package: color, Hyperref, DN- Style: special characters, citation, bibliography, journal format,	AB-1, DN-1+1 Theory 2 hour, practical 1
Day9	AB- Mathematics: Equation, DN- Beamer presentation: frame, block	AB-1, DN-1+1 Theory 2 hour, practical 1
Day10	AB- Mathematics: symbols, font, function, DN-Beamer presentation: paper presentation, project format	AB-1, DN-1+1 Theory 0 hour, practical 3

Signature

(i) *Debraj Nath*

(ii) *Jayeta Saha*

(iii) *Aniket Bhattacharya*

(iv)

Course coordinator: *Debraj Nath*

Dr. Debraj Nath

Head, Department of Mathematics