One Week Course Training on Baking, Food Processing And Preservation

Government Khawzawl College

SYLLABUS

One Week Course Training

On

Baking, Food Processing And Preservation

Sl. No	Content
1.	Introduction (Nature of Food)
2.	Baking (Butter Cake)
3.	Decoring Cake for Special Occasion
4.	Food Preservation (Making chilli pickle)
5.	Food Preservation (Ginger ale)

(LALRINCHAMI KHIANGTE)

Chairman Career Guidance and Counseling Cell

Govt. Khawzawl College

Date: 15th February, 2022

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Govt. Khawzawl College
Khawzawl, Mizoram

GOVT. KHAWZAWL COLLEGE

Baking, Food Processing and Preservation

Enrolment

Roll. No	Name	Semester
1.	Lalthanzuali	2nd Semester
2.	Lalbiakdiki	2nd Semester
3.	Malsawmkimi	2nd Semester
4.	Lalruatsangi	4th Semester
5.	Elison K. Lalchhuansangi	4th Semester
6.	Lalchhanhimi	4th Semester
7.	Lalremruati	4th Semester
8.	Lalhriatrengi	6th Semester
9.	R. Vanlalhmangaihsangi	6th Semester
10.	Zomuanpuii	6th Semester
11.	Lalnunmawii	6th Semester
12.	Lalhmingsangi	6th Semester

Summary report on baking, cooking and food preservation class:

Trough hands-on learning on cooking, baking and food preservation educates and encourages students to make nourishing food choices and food preservation. Basic skills on cooking, baking and food preservation is a life skill and supports student's social emotional development, physical development (fine motor skills) and cognitive development Cooking class enhanced students master in basic culinary skills, discovering new types of food. It enrich learn proper presentation techniques. Students benefitted more confidence in the kitchen and in life and mastery recipes that can be passed down for generations.

As per the memorandum of understanding the Career guidance and Counselling Cell in collaboration with Krishi Vigyan Kendra (KVK), Khawzawl organized one week training on baking, food processing and food preservation class on 25.02.2022-03.03.2022 at College campus. In this training Mrs Lalhruaitluangi Programme Officer (KVK) taught about baking, food processing and food preservation with selected 12 students. At the end of the training course the trainees were asked to perform one items of their learning outcomes like baking, food preservation etc. Therefore, the resource person evaluates the students' performance whether they are eligible to be awarded the course certificate or not. After assessment of their activities all the participants are awarded to completion of training certificate.

The following syllabus based on one week training on baking, food processing and food preservation have been conducted:

DAY 1	Introduction
DAY 2	Baking (Butter Cake)
DAY 3	Decoration of cake for special event or occasion
DAY 4	Food preservation (Making chilli pickle)
DAY 5	Food Preservation (Ginger ale)

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Course on Self Defense (Taekwondo) For Women

One week course syllabus

	Content
Day 1	Introduction , Joining exercises, Hand Technique & cool down
Day 2	Joining exercises, Leg Technique & cool down
Day 3	Joining exercises, Basic Self Defense, cool down
Day 4	Joining exercises, Sex education
Day 5	Joining exercises, Self Defense & cool down

(Dr. LALLIANTLUANGA RALTE)

Professor in-charge, Self Defense Training

Date: 3rd February, 2022

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GOVT.KHAWZAWL COLLEGE
COURSE ON SELF DEFENSE (TAEKWONDO) FOR WOMEN
ATTENDANCE

Sl.No	Roll No	Name	Semester
1	1	Hanhlupuii	V Semester
2	2	Vanlalchhuanawmi	V Semester
3	3	Lalramtiami	V Semester
4	4	Lalhriatrengi	V Semester
5	5	Lalchhanhimi	V Semester
6	6	Lalramchhani	V Semester
7	7	Malsawmtluangi	V Semester
8	8	Elizabeth Ramnunsangi	V Semester
9	9	Lalramtluangi	V Semester
10	10	Lalrohlupuii	V Semester
11	11	Malsawmtluangi	V Semester
12	3	K.Lalrohlukimi	III Semester
13	5	Zokhuma	III Semester
14	6	Zothanmawii	III Semester
15	12	H.Vanlalruatkimi	III Semester
16	15	Lalhlimpuii	III Semester
17	17	Lalhruaitluangi	III Semester
18	22	NG.Jessie Zodinpuia	III Semester
19	23	Jenny Lalrinkimi	III Semester
20	25	VL Malsawmtluangi	III Semester
21	31	Lalhriathlui	III Semester

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Summary report on self-Defence Course:

Self-defence training not only helps us protect ourselves but others too. Besides, training helps us become physically and emotionally fit. Having the ability to defend ourselves increases our self-esteem and boosts our confidence. Benefits like these only add to the reason to learn self-defence especially for girl's students.

In connection with memorandum of understanding between the two parties IQAC Govt.Khawzawl College in collaboration with Taekwondo Academy of Best Friend registered under Mizoram Amateur Taekwondo Association (MATA) conducted one week training course on self-defence for women at multipurpose hall on 7th to 11th February 2022. Due to time constraints all the students could not undergo the training programme and 21 girl's students have participated in this training course. Mr. Lalinpuia Owner and instructor Taekwondo Academy of Best Friend gave self-defence to the students. At the end of the training course the instructor evaluates the students' performance based on their practical activities. Moreover, all the trainees have passed their practical exam successfully. Therefore, all of the participants are awarded to completion of training certificate.

The following syllabus is covered during the training period;

DAY 1	Introduction , joining exercise, hand technique and cool down
DAY 2	Joining exercise, Leg technique and cool down
DAY 3	Joining exercise, basic self –defence and cool down
DAY 4	Joining exercise, sex education
DAY 5	Joining exercise, Self-defence and cool down

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Course on Computer Concepts (CCC)

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) Theory	Lab	Learning Outcomes

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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		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,

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		3.4 Text Creation and manipulation 　　3.4.1　Document Creation 　　3.4.2　Editing Text 　　3.4.3　Text Selection 　　3.4.4　Cut, Copy and Paste 　　3.4.5　Font, Color, Style and Size selection 　　3.4.6　Alignment of Text 　　3.4.7　Undo & Redo 　　3.4.8　AutoCorrect, Spelling & Grammar 　　3.4.9　Find and Replace 3.5 Formatting the Text 　　3.5.1　Paragraph Indentation 　　3.5.2　Bullets and Numbering 　　3.5.3　Change case 　　3.5.4　Header & Footer 3.6 Table Manipulation 　　3.6.1　Insert & Draw Table 　　3.6.2　Changing cell width and height 　　3.6.3　Alignment of Text in cell 　　3.6.4　Delete / Insertion of Row, Column and Merging & Splitting of Cells 　　3.6.5　Border and Shading 3.7 Mail Merge 3.8 Shortcut Keys 3.9 Summary 3.10 Model Questions and Answers			paragraph and whole document. • Inserting Header and Footer on the document • Finding text on a word document and correcting spellings. • Able to insert and manipulate tables, enhance table using borders and shading features. • Can prepare copies of a document labels etc for sending various recipients using Mail Merge.
4.	Chapter-4 SPREAD SHEET	4.0 Introduction 4.1 Objectives 4.2 Elements of Spread Sheet 　　4.2.1　Creating of Spread Sheet 　　4.2.2　Concept of Cell Address [Row and Column] and selecting a Cell 　　4.2.3　Entering Data [text, number, date] in Cells 　　4.2.4　Page Setup 　　4.2.5　Printing of Sheet 　　4.2.6　Saving Spreadsheet 　　4.2.7　Opening and Closing 4.3 Manipulation of Cells & Sheet 　　4.3.1　Modifying / Editing Cell Content 　　4.3.2　Formatting Cell (Font, Alignment, Style) 　　4.3.3　Cut, Copy, Paste & Paste Special 　　4.3.4　Changing Cell Height and Width 　　4.3.5　Inserting and Deleting Rows, Column 　　4.3.6　AutoFill 　　4.3.7　Sorting & Filtering 　　4.3.8　Freezing panes 4.4 Formulas, Functions and Charts 　　4.4.1　Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division) 　　4.4.2　AutoSum 　　4.4.3　Functions (Sum, Count, MAX, MIN, AVERAGE) 　　4.4.4　Charts (Bar, Pie, Line) 4.5 Summary 4.6 Model Questions and Answers	4	8	After completion of this chapter, candidate will have good hands-on practice on • Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet screen. • Opening, saving and printing a Spreadsheet. • Spreadsheet creation, inserting and editing data in cells, sorting and filtering of data. • Inserting and deleting rows /columns. • Applying basic formulas and functions. • Prepare chart to represent the information in a

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					pictorial form.

5.	Chapter-5	5.0 Introduction
		5.1 Objectives
		5.2 Creation of Presentation
		   5.2.1 Creating a Presentation Using a Template
		   5.2.2 Creating a Blank Presentation
		   5.2.3 Inserting & Editing Text on Slides
		   5.2.4 Inserting and Deleting Slides in a Presentation
		   5.2.5 Saving a Presentation
		5.3 Manipulating Slides
		   5.3.1 Inserting Table
		   5.3.2 Adding ClipArt Pictures
		   5.3.3 Inserting Other Objects
		   5.3.4 Resizing and Scaling an Object
		   5.3.5 Creating & using Master Slide
		5.4 Presentation of Slides
		   5.4.1 Choosing a Set Up for Presentation
		   5.4.2 Running a Slide Show
		   5.4.3 Transition and Slide Timings
		   5.4.4 Automating a Slide Show
		5.5 Providing Aesthetics to Slides & Printing
		   5.5.1 Enhancing Text Presentation
		   5.5.2 Working with Color and Line Style
		   5.5.3 Adding Movie and Sound
		   5.5.4 Adding Headers, Footers and Notes
		   5.5.5 Printing Slides and Handouts
		5.6 Summary
		5.7 Model Questions and Answers
			4	8	After completion of this chapter, candidate will have good hands-on practice on
					• Basic Knowledge of PowerPoint presentations.
					• Opening/saving a presentation and printing of slides and handouts.
					• Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, multimedia formatting etc.
					• Running a slide show with various transitions.

6.	Chapter-6
	
	INTRODUCTION TO INTERNET AND WWW
		6.0 Introduction
		6.1 Objectives
		6.2 Basic of Computer Networks
		   6.2.1 Local Area Network (LAN)
		   6.2.2 Wide Area Network (WAN)
		   6.2.3 Network Topology
		6.3 Internet
		   6.3.1 Concept of Internet & WWW
		   6.3.2 Applications of Internet
		   6.3.3 Website Address and URL
		   6.3.4 Introduction to IP Address
		   6.3.5 ISP and Role of ISP
		   6.3.6 Internet Protocol
		   6.3.7 Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering)
		   6.3.8 Identifying and uses of IP/MAC/IMEI of various devices
		6.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)
		6.5 Exploring the Internet
		   6.5.1 Surfing the web
		   6.5.2 Popular Search Engines
		   6.5.3 Searching on Internet
		   6.5.4 Downloading Web Pages
		   6.5.5 Printing Web Pages
			3	4	After completion of this chapter, candidate will be able to:
					• Gather knowledge of various types of networks and topologies.
					• Get an overview of Internet, its applications and various browsers available to access the internet.
					• Connect to Internet using various modes of connections/devices available.
					• Get knowledge of device identification on local network as well as on Internet for both Desktop

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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.

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Course on Computer Concepts [CCC]

Chapter-9	9.0 Introduction to Futureskills			After completion of this chapter, candidate will be familiar with the :
Overview of Futureskills & Cyber security	9.1 Introduction to	4	3	
	9.1.1 Internet of Things (IoT)			• Latest trends and technologies in upcoming fields in IECT.
	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			• 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.
	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			
Total Hours = 80		32	48	

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

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COMPUTER LEARNING CENTRE

Under the UGC's Add on Certificate/Value Added Programme, Government Khawzawl College has been selected to run and establish a computer learning centre in the college under National Institute of Electronics and Information Technology, NIELIT Zuangtui Aizawl on 2nd July 2019. The Computer Learning Centre will offer a three months Certificate 'Course on Computer Concept'(CCC).The Course/Syllabus was prepared by NIELIT. The Centre begins this course twice a year. Candidates can apply CCC examination through online mode only. Certificate were provided to the successful students by NIELIT. The Centre has one Instructor Miss Lalnunsiami appointed by NIELIT and 50 students were admitted during this session.

Skills to be imparted:

 ➢ Skills in basic and fundamentals of computer.
 ➢ Skills in MS-Office tools, Internet and its Application.
 ➢ Skills in computer handling on windows environment.

The Course is designed to aim at imparting a basic level of IT literacy programme for the students, also having computer literacy thereby contributing to increased and speedy PC penetration in different work of life, job, self-employment etc. At the end of this course, the students will be equipped with a certificate in computers.

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Khawzawl, Mizoram

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राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)
(An Autonomous Scientific Society under Ministry of Electronics & Information Technology, Govt. of India)
NIELIT AIZAWL CENTRE

इन्डस्ट्रियल स्टेट, जुवांगतुई, आईजोल –796017 **Industrial Estate, Zuangtui, Alzawl-796017**
Phone: (0389) 2350581 / 2350915, Fax: (0389) 2350582 web: www.nielit.gov.in/aizawl
(रा.इ.सू.प्रौ.सं., नई दिल्ली का एक केन्द्र / A Centre of NIELIT, New Delhi)

No. NIELIT/AIZ/300/08(i)/22

Dated 5th May 2022

To,

The Principal,
Govt. Khawzawl College,
Khawzawl

Subject: *Acceptance letter to open DEOA Certificate Course*

Sir,

In pursuance to your letter No.A.11028/1/12-KC(Estab)/91 dated 30th January 2019 regarding opening of Study Centre for Computer Certificate Course (CCC), we are associated with your institution i.e, Govt. Khawzawl College. It is stated that 50 candidates had been trained during March to August 2019 and the programme had been successfully completed in October 2019. Therefore, we are pleased to inform you that NIELIT Aizawl Centre will continue running the Course alongwith one additional course i.e., Data Entry and Office Automation (DEOA) in your premise.

Thanking you,

Yours faithfully,

(T. GUNENDRA SINGH)
Director i/c

Principal
Govt. Khawzawl College
Khawzawl, Mizoram

Head Office at: NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077,
Helpline No. (Toll Free) – 1800116511 दूरभाष/Phone:- 91-11-2530 8300 with 29 lines
Email:- contact@nielit.gov.in