

**Brochure**

**CERTIFICATE COURSE**

**ORGANISED BY**

**THE DEPARTMENT OF ECONOMICS &  
R&D CELL, IQAC**

**ON**

**Exploring Secondary Data Sources:  
Data Analysis Using EXCEL**

**DURING**

**MARCH 2024 TO SEPTEMBER 2024**

# Brochure

- **SYLLABUS:**

UNIT	TOPICS	DURATION
1	Collection of Data ( Some Methodological issues),	5 hours
2	Census and Sample Survey	5 hours
3	CSO, NAS and Industrial statistics (ASI, IIP).	5 hours
4	NSSO-Household Consumer Expenditure Survey Round, Emploment and Unemployment Survey rounds	6 hours
5	RBI-handbook of Statistics on Indian Economy	5 hours
6	Practical Software training in Excel	4 Hours

- **LESSION PLAN:**

FACULTY	ASSIGNED UNITS
Rupkatha Mukherjee	2
Sarajit Ankura	3
Suvan Tasho Lepcha	4
Dr. Debjani Mitra	1 and 5
Dr. Uttam Halder (Guest Faculty)	6

- **COURSE OUTCOME:**

The 30 hours certificate course on Exploring Secondary Data Sources: Data Analysis Using EXCEL was completed successfully. 15 students from the Department of Economics participated in the certificate course. The syllabus was designed to help the students understand the basics of different sources of data and the hands-on practical software learning. Dr. Uttam Halder, Assistant Professor, Department of Economics, Serampore Girls' college took hands on session on Excel.

Cover Page of Brochure

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Phone: 033-26412341



**BIJOY KRISHNA GIRLS' COLLEGE, HOWRAH**  
A NCTE and NAAC accredited (B<sup>++</sup>) College  
5/3, MAHATMA GANDHI ROAD, HOWRAH - 711 101  
**RESEARCH & DEVELOPMENT CELL, IQAC**

**Brochure**

CERTIFICATE COURSE

IN ASSOCIATION WITH  
THE DEPARTMENT OF ECONOMICS

ON  
**EXPLORING SECONDARY DATA  
SOURCES: DATA ANALYSIS USING  
EXCEL**

DURING 2023 -

2024

## List of Enrolled Students

E-mail:rdcell@bkgc.in Phone:033-26412341

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**DEPARTMENT OF ECONOMICS**

**LIST OF ENROLLED STUDENTS CERTIFICATE COURSE ON  
 EXPLORING SECONDARY DATA SOURCES: DATA ANALYSIS USING EXCEL**

SL.	NAME	UNIVERSITY ROLLNO.	SIGNATURE
1	Debasmita Chatterjee	223411-11-0114	<i>Debasmita</i>
2	Anchal Nishad	223411-11-0044	<i>Anchal</i>
3	Purnima Tudu	223411-11-0065	<i>P. Tudu</i>
4	Simran Shaw	213411-11-0076	<i>Simran</i>
5	Astha Yadav	213411-11-0022	<i>A. Yadav</i>
6	Sneha Das	213411-11-0046	<i>S. Das</i>
7	Bhagyashree Chakraborty	213411-11-0023	<i>B. C</i>
8	Arunima Patra	213411-11-0081	<i>A. Patra</i>
9	Sneha Mondal	213411-11-0047	<i>S. Mondal</i>
10	Archita Khan	213411-11-0153	<i>A. Khan</i>
11	Anwesha Bose	213411-11-0039	<i>A. Bose</i>
12	Anushka Ghosh	213411-11-0102	<i>A. Ghosh</i>
13	Bidisha Jana	213411-11-0087	<i>B. Jana</i>
14	Smithee Saha	233411-11-0037	<i>Smithee Saha</i>
15	Megha Sharma	233411-11-0038	<i>Megha Sharma</i>
16			

## Resolution of the meeting

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**RESOLUTION OF THE MEETING HELD ON 13/03/2024**

**Members present**

1. *Sanjit Kumar 13/3/24*
2. *Rupali Mukherjee 13/3/24*
3. *Debjani Mitra 13/3/24*
4. *Suman Tarbo hira 13/3/24*
- 5.
- 6.
- 7.
- 8.

**Resolved that**

Certificate Course on "EXPLORING SECONDARY DATA SOURCES: DATA ANALYSIS USING EXCEL" would begin in March 2024 for the 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester students of the Department of Economics

- No fees would be charged for the course.
- All faculty members of the department have agreed to act as resource persons for the programme.
- Lectures by external resource persons, if needed, would be restricted to atmost two.
- The syllabus for the 30-hour course will be prepared by the department by 20th March 2024.
- The department will submit the brochure of the programme in the prescribed format and all the necessary documents to the RDC by 20<sup>th</sup> March 2024.
- The course will commence on 21<sup>st</sup> March, 2024.
- The department will submit the course completion report in the prescribed format within 05 working days of completion of the course.

## Students' attendance list

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**DEPARTMENT OF ECONOMICS**  
 ATTENDANCE RECORD OF CERTIFICATE COURSE ON  
 EXPLORING SECONDARY DATA SOURCES: DATA ANALYSIS USING EXCEL

PERIOD (HOURS)	1	2	3	4	5	6	7	8	9	10	11	12
DATE	10/01/2023	11/01/2023	12/01/2023	13/01/2023	14/01/2023	15/01/2023	16/01/2023	17/01/2023	18/01/2023	19/01/2023	20/01/2023	21/01/2023
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## List of Graduates

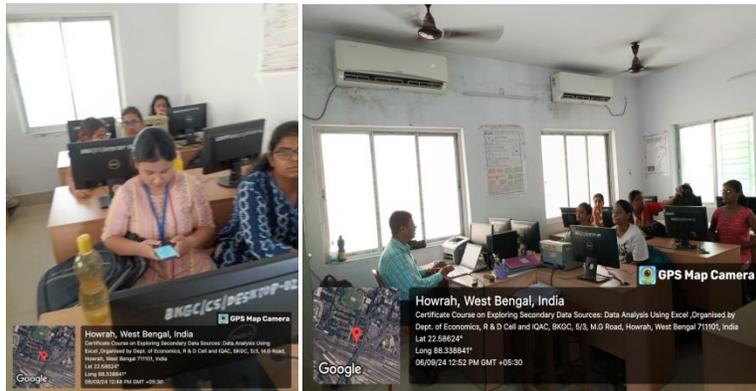
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**DEPARTMENT OF ECONOMICS**  
 GRADUATES OF THE CERTIFICATE COURSE IN  
 EXPLORING SECONDARY DATA SOURCES: DATA ANALYSIS USING EXCEL

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## Geo-Tag Pictures



## Certificate



