



# KB Institute of Technology & Management

5/5/53A, Near Railway Crossing, Panchkosi Parikarma Marg,  
Beniganj, Faizabad District: AYODHYA (U.P.) – 224001

Visit Us: <https://kbitm.in/>

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Contact ☎: 05278-243873



Dated: 16-02-2026

## "Digital Assignment - I"

This is the information regarding to digital assignment. All Students of **O-Level I, O-Level II, CCC, and Tally. Prime** have to complete this assignment till **21/02/2026**. The assignment is as follows:

### O-Level-I

**1- Design a professional visiting card that reflects a modern tech brand.**

- **Tool:** Canva / Adobe Spark
- **Required Elements:** Company Logo, Full Name, Designation, Contact Number, Email, and Website URL.
- **Deliverable:** High-quality Image (PNG/JPG) or PDF.

### O-Level-II

**2- Design a 2-page monthly newsletter for the "Computer Science Department".**

- **Tool:** Canva / MS Publisher
- **Required Sections:** Director's Message, Academic Achievements, Upcoming Events, and a Student Corner.
- **Deliverables:** PDF file + Editable template link.

### CCC

**3- Design a professional visiting card that reflects a modern tech brand.**

- **Tool:** Canva / Adobe Spark
- **Required Elements:** Company Logo, Full Name, Designation, Contact Number, Email, and Website URL.
- **Deliverable:** High-quality Image (PNG/JPG) or PDF.

### Tally. Prime

**4- Create a 4-page Annual Report for the NGO: "Education for All".**

- **Tool:** Calc/Excel/Impress/PowerPoint
- **Required Sections:** Organization Overview.
  - Impact Numbers (e.g., students reached, schools built).
  - Financial Summary (using charts and infographics).
  - Success Testimonials with photos.
- **Deliverable:** Professional PDF Report.

*Sumit*  
16-2-26  
Sumit Sonkar  
(Asst. Professor)

*S.N. Tripathi*  
16/02/26  
S.N. Tripathi  
(Director)





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## EMAIL SUBMISSION FORMAT

**Mail-To:** [kbitmstudent@gmail.com](mailto:kbitmstudent@gmail.com)

**Subject Line Format:** Assignment [Number] - [Course Code] - [Your Name]

### **Email Body Template:**

Dear Sir/Madam,

Please find attached my assignment submission:

Assignment No: [1-15]

Course: [2BCA/4BCA/6BCA/2MSc/4MSc]

Topic: [Assignment Title]

Tool Used: [Canva/PPT/LinkedIn etc.]

Attachments:

1. [File name.ext]
2. [Screenshots/profile link]

Thank you,

[Your Full Name]

[Class/Semester]

### FILE NAMING CONVENTION

[CourseCode]\_[AssignmentNo]\_[YourName]

#### **Examples:**

- 2BCA\_01\_RahulSharma.pdf (Birthday Card)
- 4BCA\_06\_PriyaPatel.pptx (Fraudster Presentation)

**Note:** Institute are issuing two digital Assignment in every semester if you are not submitting the first digital Assignment then you will have to pay Rs. 30/- as penalty and the same for the second, if you are not submitting in both the digital Assignment then you will have to pay Rs. 50/- as penalty.

