Dated: 16-02-2026

"Digital Assignment - I"

This is the information regarding to digital assignment. All Students of **M.Sc. (CS), BCA, and PGDCA** have to complete this assignment till **21/02/2026**. The assignment is as follows:

2BCA-

1- **Design a professional Student Identity Card template in Microsoft Word. Perform a Mail Merge to generate 10 individual ID cards automatically.**
   - **Tool:** Microsoft Word/Excel
   - **Required Elements:** Create a dataset in Microsoft Excel for 10 students including Name, Roll No, Father's Name, and Date of Birth.
   - **Deliverable:** One Excel Data file and one Word document (Template + Merged Result).

4BCA-

2- **Create a 3–5-minute awareness presentation titled "Save Earth - Reduce Plastic".**
   - **Tool:** PowerPoint / Canva + AI Voiceover
   - **Required Sections:**
     - Compelling images and data-driven graphs.
     - An AI-generated voiceover explaining the slides.
     - A strong "Call to Action" at the end
   - **Deliverables:** PDF file + Editable template link.

6BCA-

3- **Develop a storyboard for a 15-second Instagram Reel promoting the theme "Plant More Trees".**
   - **Tool:** Canva
   - **Required Elements:** Create 5-6 key scenes (Frames). Specify camera angles, text overlays, and transitions for each frame.
   - **Deliverable:** PDF Storyboard + 3 Caption ideas with relevant hashtags.

2M. Sc (CS)-

4- **Design a professional Student Identity Card template in Microsoft Word. Perform a Mail Merge to generate 10 individual ID cards automatically.**
   - **Tool:** Microsoft Word/Excel
   - **Required Elements:** Create a dataset in Microsoft Excel for 10 students including Name, Roll No, Father's Name, and Date of Birth.
   - **Deliverable:** One Excel Data file and one Word document (Template + Merged Result).

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4M. Sc (CS)-

5- **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.

2PGDCA-

6- **Design a professional Student Identity Card template in Microsoft Word. Perform a Mail Merge to generate 10 individual ID cards automatically.**
- **Tool:** Microsoft Word/Excel
- **Required Elements:** Create a dataset in Microsoft Excel for 10 students including Name, Roll No, Father's Name, and Date of Birth.
- **Deliverable:** One Excel Data file and one Word document (Template + Merged Result).

Sumit Sonkar
(Asst. Professor)

S.N. Tripathi
(Director)

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EMAIL SUBMISSION FORMAT

Mail-To: 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 (Identity Card)

- 4BCA_06_PriyaPatel.pptx (Save Earth - Reduce Plastic)

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.