



KB Institute of Technology & Management

5/5/53A, Near Railway Crossing, Panchkosi Parikarma Marg, Beniganj, Faizabad,
District: AYODHYA (U.P.) – 224001, Ph.: 05278-243873, e-mail: kbitm_fzd1@rediffmail.com, website: www.kbitm.in

Date: 14/08/2026

“ Digital Assignment – I ”

This is the information regarding to digital assignment. All students of **M.Sc.(CS)**, **BCA** and **PGDCA**, **O-Level I**, **O-Level II**, **CCC**, **Tally Prime** have to complete this assignment till **21/08/2026**. This assignment is as follows:

1BCA\1PGDCA\1M.Sc.(CS):

1. Create a **20-MCQ question paper** in Microsoft Word/LibreOffice Writer using professional formatting and layout.
2. Add a **custom watermark** containing your name or institute name.
3. Save the completed question paper in both **Word (.docx)** and **PDF (.pdf)** formats.
4. Submit both files through your **official institute email account** with a proper subject line and attachments.

3BCA\3M.Sc.(CS) :

5. Create a **Google Form** to collect basic feedback from students about the College Canteen, Classrooms, and Library.
6. Add simple questions using **Multiple Choice, Linear Scale, and Paragraph question types**.
7. Share the Google Form with at least **10 students** and collect their responses.
8. Check the response summary and charts in Google Forms and submit the Google Form link with **screenshots** of the form and responses through your official institute email account.

5BCA :

9. Create a professional, **ATS-friendly** resume for a BCA student using **Overleaf (LaTeX)** or any suitable resume-building tool.
10. Include essential sections such as Career Objective, Education, Technical Skills, Projects, Certifications, Achievements, and Personal Details.
11. Ensure the resume uses a simple, professional format with clear headings, standard fonts, and **ATS-friendly keywords** relevant to a BCA student.
12. Check the completed resume using an **ATS Resume Checker** and record the ATS score along with the suggestions provided by the tool.
13. Submit the final resume in **PDF format**, along with the **Overleaf project/link** and **ATS score screenshot** through the official institute email account.



KB Institute of Technology & Management

5/5/53A, Near Railway Crossing, Panchkosi Parikarma Marg, Beniganj, Faizabad,
District: AYODHYA (U.P.) – 224001, Ph.: 05278-243873, e-mail: kbitm_fzd1@rediffmail.com, website: www.kbitm.in

O-Level I /CCC:

1. Design a professional event poster for a “Digital Literacy Awareness Program”.
 - **Tool:** Canva / Adobe Express
 - **Required Elements:** Organization Logo, Event Title, Date & Time, Venue, Key Highlights, Contact Number, and Social Media/Website details.
 - **Deliverable:** High-quality Image (PNG/JPG) or PDF.

O-Level II :

2. Design a 2-page college magazine for the “Information Technology Department”.
 - **Tool:** Canva / MS Publisher
 - **Required Sections:** Head of Department’s Message, Department Achievements, Student Activities, Upcoming Events, and Student Corner.
 - **Deliverables:** PDF file + Editable template link.

Tally Prime :

3. Create a 4-page Annual Financial Report for the NGO “Digital Education Foundation”.
 - **Tool:** Calc/Excel/Impress/PowerPoint
 - **Required Sections:**
 - Organization Overview.
 - Financial Performance and Annual Income/Expenses.
 - Charts and Graphs showing financial data.
 - Major Projects and Achievements.
 - Beneficiary Statistics.
 - Success Stories with photographs.
 - **Deliverable:** Professional PDF Report.

Rahul Maurya

Rahul Maurya
(Lecturer)

S.N. Tripathi
14/08/2026

S.N. Tripathi
(Director)



KB Institute of Technology & Management

5/5/53A, Near Railway Crossing, Panchkosi Parikarma Marg, Beniganj, Faizabad,
District: AYODHYA (U.P.) – 224001, Ph.: 05278-243873, e-mail: kbitm_fzd1@rediffmail.com, website: www.kbitm.in

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: [1BCA/3BCA/5BCA/1MSc/3MSc]

Topic: [Assignment Title]

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

Attachments:

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

Thank you,

[Your Full Name]

[Class/Semester]

FILE NAMING CONVENTION

[CourseCode]_[AssignmentNo]_[YourName]

Examples:

- 1BCA_01_Rahul Sharma.pdf (MCQ Question)
- 3BCA_06_Priya Patel.pptx (Google Form)

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.