



GOVERNMENT OF WEST BENGAL

Office of the Principal

SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN

Chaksrikrishnapur-Kulberia :: Kulberia :: Purba Medinipur 721649



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5.1 Student Support

Criterion 5 - Student Support and Progression

5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability

Academic Sessions: 2018-19 to 2022-23

5.1.2. Document Index:

Sl. No	Description of the documents: Report with photographs on ICT/computing skills enhancement programs	Page Nos.
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Report with photographs on ICT training of 1st Semester students (2021-22)

Course Name: Computer Basics

Duration: May 5, 2022, to May 7, 2022

Offered By: Department of Physics & IQAC, Shahid Matangini Hazra Govt. General Degree College for Women

Curriculum Developed By: Mahadeb Pal, Deepankar Das and Nabendu Sekhar Kar.

Total Number of Students: 71

Objectives:

The primary aim of the "Computer Basics" course was to provide first-year students with foundational ICT skills essential for their academic and future professional endeavors. The course covered a range of topics including:

- *Introduction to Microsoft Office suite*
- *Familiarization with Google applications such as Google Forms and Google Sheets*
- *Basic skills in creating and delivering presentations using Microsoft PowerPoint*
- *Practical experience in filling out and submitting various forms online.*



Course Content and Structure

Microsoft Office Suite:

- ✦ **Microsoft Word:** Introduction to document creation, formatting, and editing. Students learned how to use basic features such as text formatting, inserting images, and creating tables.
- ✦ **Microsoft Excel:** Training focused on spreadsheets, including data entry, basic formulas, and data visualization using charts.
- ✦ **Microsoft PowerPoint:** Instruction on creating effective presentations, including slide creation, use of templates, insertion of multimedia elements, and presentation delivery tips.

Google Applications:

- ✦ **Google Forms:** Students learned to create surveys and forms, configure question types, and collect responses.
- ✦ **Google Sheets:** Training included basic spreadsheet functions similar to Microsoft Excel, with emphasis on cloud-based collaboration.
- ✦ **Google Drive:** Overview of cloud storage and file sharing capabilities.
- ✦ **Online Forms:** Practical sessions on filling out and submitting various online forms, focusing on accuracy and understanding form fields.

Implementation and Execution

The course was conducted over three days with intensive hands-on sessions led by the instructors. Each session included lectures, demonstrations, and practical exercises to ensure that students could apply their learning immediately.



Sample photographs on ICT training of 1st Semester students (2021-22)



Programme Brochure

Sample Photograph of the Programme





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Sample photographs on ICT training of 1st Semester students (2022-23)

Report with photographs on Hands-on training in Computer Basics

(2022-23)

Programme Name: Hands-on Training Course: Computer Basics

Duration: June 16, 2023, to June 23, 2023

Offered By: Department of Physics & IQAC, Shahid Matangini Hazra Govt. General Degree College for Women

Curriculum Developed By: Mahadeb Pal, Dipankar Das, and Nabendu Sekhar Kar

Total Number of Students: 136

The "Hands-on Training Course: Computer Basics," conducted from June 16 to June 23, 2023, was designed to provide first-year students with practical skills in essential computer applications. Organized by the Department of Physics & IQAC at Shahid Matangini Hazra Govt. General Degree College for Women, the course aimed to introduce students to Microsoft Office software, including Word, Excel, and PowerPoint, and familiarize them with Google applications such as Google Forms and Google Sheets. Additionally, students learned how to complete various online forms, enhancing their digital literacy and practical skills.

The programme, developed by Mahadeb Pal, Dipankar Das and Nabendu Sekhar Kar, engaged 140 students in hands-on sessions that included both theoretical and practical components. Over the course of eight days, students participated in interactive demonstrations and exercises that helped them gain confidence and proficiency in using these digital tools. The course was well-received, with students reporting increased competence in creating documents, managing spreadsheets, and delivering presentations. The successful execution of this training underscores the college's commitment to integrating digital skills into the academic experience and preparing students for future technological challenges



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Sample photographs on ICT training of 1st Semester students (2022-23)

Programme Brochure

Sample Photograph of the Programme

Two days computer hands on training for 1st semester students

Training on

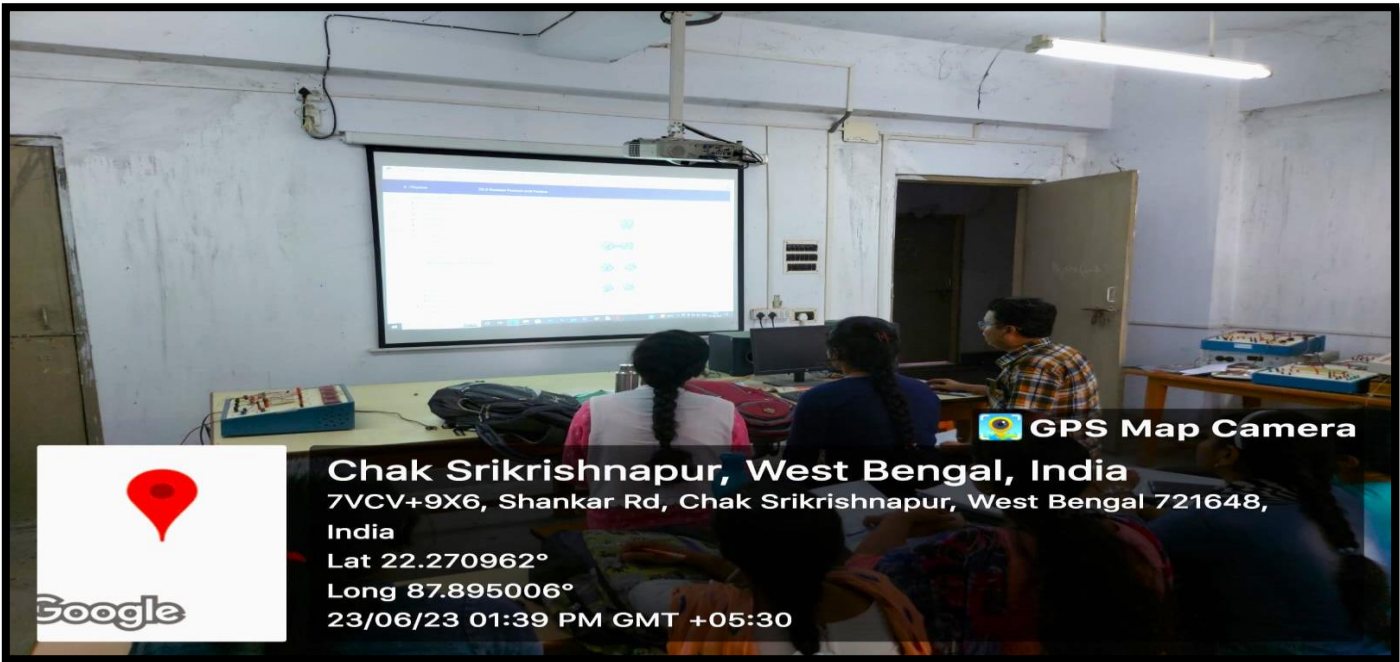
- Computer basics
- Operating systems
- MS Office
- Use of internet
- Online application
- Use of Google form, google sheet, google doc etc.

Contact H.O.D for details

Organized by
Department of Physics with IQAC

Shahid Matangini Hazra Government College for Women

16/06/2023 & 23/06/2023





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Sample photographs on ICT training of 1st Semester students (2022-23)

