



GOVERNMENT OF WEST BENGAL

Office of the Principal

SHAHID MATANGINI HAZRA GOVT. GENERAL DEGREE COLLEGE FOR WOMEN

Chakshrikrishnapur-Kulberia :: Kulberia :: Purba Medinipur 721649



matanginicollege@gmail.com/ principal@matanginicollege.ac.in 03228-262261/262262 www.matanginicollege.ac.ir

Report 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: 140

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.

Principal
Shahid Matangini Hazra Government
General Degree College for Women
Chakshrikrishnapur, Kulberia, Nilmoturi
Tamluk, Purba Medinipur

Principal,
Shahid Matangini Hazra Govt. General
Degree College for Women,
Chakshrikrishnapur, Kulberia, Purba Medinipur