



Vill + P.O.: Rautara *P.S.: Barikul *Dist.: Bankura *Pin Code: 722135* West Bengal* India

Ph.: - +917872790264 e-mail: -govtgencol.ranibandh@gmail.com Website: -ranibandhgovtcollege.org

ICT/computing skills

Report on ICT/Computing Skills Initiatives:

Introduction:

In recognition of the transformative role of Information and Communication Technology (ICT) in the contemporary world, our institution has undertaken comprehensive initiatives to enhance ICT and computing skills among students by the collaboration of IQAC and the department of Mathematics, GGDC Ranibandh. These initiatives aim to equip students with the essential digital literacy and technical know-how necessary for success in academic, professional, and technological spheres.

Curriculum Integration:

The integration of ICT and computing skills into the academic curriculum is a fundamental aspect of our initiatives. Relevant courses are designed to cover a spectrum of skills, including computer literacy, programming languages, data analysis, and software applications. This integration ensures that students receive a well-rounded education that prepares them for the demands of the digital age.

E-Learning Platforms:

In response to the changing landscape of education, especially accentuated by global events like the COVID-19 pandemic, the institution has invested in robust e-learning platforms. These platforms facilitate remote learning, providing students with flexibility in accessing resources and participating in virtual classes. This approach ensures continuity in education while promoting self-directed learning and ICT proficiency.

Conclusion:

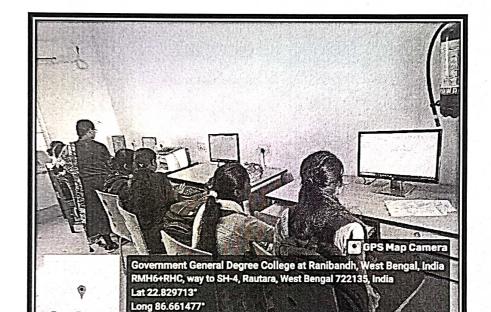
The ICT/computing skills initiatives implemented by our institution underscore the commitment to preparing students for the digital age. By integrating ICT into the curriculum, providing hands-on experiences, fostering industry collaborations, and promoting innovative competitions, the institution ensures that students are not only technically competent but also adaptable to the evolving landscape of technology. These initiatives align with the broader goal of producing graduates who are not just consumers but contributors to the advancements in information and communication technologies.

Officer-in-Eharge
Officer-in-Eharge
G.G.D.C. Ranibandh
Rautara, Bankura, 722135





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Awareness of trends in technology

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Basic Computer Application: Essential Digital Skills

Organized by
IQAC & Dept. of Mathematics
Government General Degree College, Raniband

Duration: 32 Hours

5th September to 24th December, 2022

Chief Patron

Shri Madhusudan Garain, Officer-In-Charge

Course Director

Dr. Partha Pratim Das Choudhury, Coordinator, IQAC

Chief Advisor

Dr. Prasenjit Mondal, Assistant Professor & HOD, Dept. of Mathematics

Course Coordinator

Ipsita Rajwar,
Assistant Professor, Dept. of
Mathematics

Eligibility

1st, 3rd & 5th Semester Students (on going)

Certificate will be issued only to those participants who complete the course successfully by following rules & regulations.

Rules & Regulations related to the Course



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- The assessment process will have a total score of 100. Out of these, 10 marks for attendance.
- The process of evaluation will be explained during the class sessions.
- Students must attend all the assessments that have been scheduled to be eligible for certification.
- Every student must have a minimum attendance of 70% throughout the course to receive any certificate.
- The certificate's category will be decided based on the marks obtained, following the subsequent guidelines:

Obtained Number	Grade
Above 89	A+ (Excellent)
75-89	A (Very Good)
60-74	B (Good)
45-59	C (Average)
Less than 45	F (Fail)

Course Objectives

In an increasingly digital world, mastering essential technology skills is vital for success. Considering that a significant portion of our students are first-generation learners, the objectives of this course are directed towards equipping them with the vital digital competencies and understanding required to excel in their academic endeavors. Acknowledging the distinctive challenges that may arise in this domain, the course is thoughtfully designed to foster a supportive atmosphere, allowing these students to construct a sturdy foundation for their educational journey and beyond.

This course endeavours to furnish students with the indispensable tools necessary for navigating the digital landscape with confidence, thereby unlocking fresh prospects and augmenting their capabilities.

Throughout the course, participants will

- ✓ Develop Software Proficiency: Acquire practical knowledge of widely-used software applications, including word processors, spreadsheets, and presentation tools.
- ✓ Navigate Online Resources: Learn effective techniques for finding and evaluating information on the internet, along with staying secure in the digital environment.
- ✓ Communicate Digitally: Gain insight into digital communication methods, from effective emailing to collaborative online platforms.
- ✓ Cultivate Computer Literacy: Build a strong foundation in computer literacy, a skill increasingly demanded in various fields.

Officer-in-Charge G.G.D.C. Ranibandh Rautara, Bankura, 722135

Page 2 of 4



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✓ Achieve a Certification: Completion of the course will result in the awarding of a certificate, validating participant proficiency in these skills.

Syllabus

Topic	Components	Duration	Full Marks
Introduction to Digital Tools	 Understanding the importance of digital skills Overview of common software applications (MS Word, Excel, PPT Presentations) 	10 Hours	30
	Practical exercises	, , , , , ,	
Effective Digital Communication	 Email id, Online Account creation, Form fill up etc. Efficient internet searching techniques Introduction to online meeting and conferencing platforms Practical exercises 	10 Hours	30
Building Computer Literacy	 Components and basic functions of a computer Understanding file management and organization Practical exercises 	10 Hours	30

Date	Programme	Duration
05-09-2022	Inaugural Program, Registration of Candidates, Inaugural speech by the Chief Patron, Introduction, Meeting with Coordinator, and Evaluation.	2 Hours



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Valedictory Program, Vote of Thanks, and Distribution of Certificates. 1 Hour

Suggested Readings:

- 1. Computer Fundamentals by Pradeep K. Sinha & Priti Sinha.
- 2. Computer Awareness by Arihant Publications.
- 3. Basic Computer Course (BCC) Made Simple by Satish Jain, Shalini Jain & M. Geetha.

Course Coordinator Asst. Prof., Dept. of

Mathematics

Chief Advisor Asst. Prof. & HOD

Dept. of Mathematics

Course Director

Coordinator, IQAC

Chief Patron Officer-In-Charge

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Government General Degree College, Ranibandh **IQAC & Department of Mathematics** CERTIFICATE OF PARTICIPATION

This is to certify that

DEBASISH BARAT, Department of ENGLISH, Roll number 223022 Participated in the

ADD on Course Basic Computer Application: Essential Digital Skills from 5th September 2022 to 24th December 2022 and obtained Grade A. Brong L

Place: Rautora te: 24 December,

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Coordinator

Course Advisor

Course Director

IQAC Coordinator

Chief Patron

Officer-in-Charge

Course- Coordinator
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G.G.D.C. Ranibandh Rautara, Bankura, 722135 Officer-in-Charge