Ref. No. :   Date :

Date:02/06/2023

VALUE ADDED COURSE ON "BASIC COMPUTER SKILLS"

Dear participants,

Department of Physics in collaboration with Internal Quality Assurance Cell (IQAC) of Vidyanagar College is going to organize a "Value Added Course" on "Basic Computer Skills" from June 17 to June 26, 2023 for the students of this college in the department of physics of Vidyanagar College. Students are requested to join the above value added course. All the details of the course are listed below.

Regards,

Principal 2.6.23
VIDYANAGAR COLLEGE
South 24 Parganas
(Dr. Surja Prakash Agarwala)
Principal, Vidyaganar College

Starting date: June 17, 2023
Ending date: June 26, 2023
Duration of course: 30 h
Activities: Theoretical and practical
Eligibility criteria: Students from any discipline
Venue: Department of physics, Vidyanagar College
Course convener: Dr. Arpan Kool
Course Coordinator: Dr. Soumi Halder
Resource persons: Mr. Souradip Basu, Mr. Souvik Naskar, Dr. Arpan Kool, Dr. Soumi Halder, Mr. Pankaj Mondal, Mr. Apurba Maity, Ms. Tanushri Das

Report on Value Added Course on

"Basic Computer Skills"

Organised by

Department of Physics in collaboration with IQAC, VIDYANAGAR COLLEGE

South 24 Parganas, West Bengal, Pin-743503

Starting date: 17/06/2023

Ending date: 26/06/2023

Total duration: 30 hours

Venue: Department of Physics, Vidyanagar College, Vidyanagar, South 24 – Parganas.

Number of participants: 279

Activities- Both theoretical and practical

Aim of the programme:

The aim of learning basic computer skills is to equip the students with fundamental knowledge and abilities that are required to use computers efficiently as learning tools. This includes tasks such as using Microsoft word, power point, excel, email, google forms and understanding computer hardware. Through this value added course we aim to provide the students with basic computer skills that are essential for personal, education and professional purposes for students in today's technology driven society, enabling students to communicate, access information, express themselves as professional individuals, and perform various tasks efficiently.

Summary of the Programme:

Department of Physics in collaboration with Internal Quality Assurance Cell (IQAC) of Vidyanagar College organised a "Value Added Course" on "Basic Computer Skills" from June 17 to June 26, 2023 in the seminar hall of Vidyanagar College. The Value Added Course focused on learning of computer skills which is essential for students to thrive academically and professionally. The programme inaugurated on June 17, 2023 at 12 noon with the welcome address by Dr.Surja Prakash Agarwala, Principal of Vidyanagar College. The dignitaries on the dias were Dr. S. P. Agarwala, Principal, Vidyanagar College, Prof. SubrataSar, Bursar, Vidyanagar College, Dr.Arunima Ray (Chowdhury), IQAC Co-ordinator, Vidyanagar College, the honorary resource person of the course **Souradip Basu,** Asst. Teacher, G.B. Memorial Institute and the faculties of department of physics: Dr. Arpar Kool, Vidyanagar College, Dr. Soumi Halder, Vidyanagar College, Pankaj Mondal, Vidyanagar College, Apurba Maity, Vidyanagar College, Tanushri Das, Vidyanagar College.

Topics of the course in detail with resource persons:

Date	Resource Persons	Topic	Major Concepts
17/06/2023	**Dr. Surja Prakash Agarwala**, Principal, Vidyanagar College	*Inauguration of the course*	Note of address from honourable principal to motivate the students for the course
19/06/2023	**Dr. Soumi Halder,** Department of physics, Vidyanagar College	*"Introduction to computers"*	• Concepts about history of computer, hardware and software of computer
21/06/2023	**Souradip Basu,** Asst. Teacher, G.B. Memorial Institute	*"Microsoft word"*	• Document creation • Formatting control • Grammar and spell check • Table and graph creation
22/06/2023	**Souvik Naskar,** Deputy Manager, Procurement Department, Sanjib Gwenka Group	*"Microsoft excel"*	• Data entry • Formulas and functions • Data management and analysis • Tables
23/06/2023	**Dr. Arpan Kool,** Department of Physics, Vidyanagar College **Tanushri Das,** Department of Physics, Vidyanagar College	*"Microsoft power point presentation"*	• Creating slides • Inserting content • Slide transitions • Animation • Slide show control • Recording presentation and delivery • Saving and exporting

24/06/2023	**Apurba Maity,** Department of Physics, Vidyanagar College **Pankaj Mondal,** Department of Physics, Vidyanagar College	*"Google forms and email"*	• Form creation • Question types • Form setting • Response collection • Exporting data
26/06/2023	**Tanushri Das** Department of Physics, Vidyanagar College **Apurba Maity** Department of Physics, Vidyanagar College **Pankaj Mondal** Department of Physics, Vidyanagar College	*"Evaluation: MCQ Test*	• MCQ test of 2 hr on the whole course learned • Evaluation and distribution of certificate

Conveners:

• Dr. Arpan Kool, Assistant Professor of Physics (Convener).

• Dr. Soumi Halder, Assistant Professor of Physics (Course coordinator)

Outcome of the VAC on Basic Computer Skills:

Academic enhancement: The students learned basic computer skills from the value added course that will help students improve their presentation skills, document creation, curriculum vitae writing which is valuable for academic success.

Career opportunities: Knowledge on Microsoft word, power point presentation helped students to use them as research tools, enhancement of writing skills and is helpful for the students in various career opportunities in future and can enhance student's employability as basic computer skills are essential in most professions.
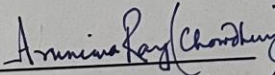
Communication: Students can connect with peers, teachers and authorities through email and online collaboration tools. Students learned proficiency in Microsoft excel and power point that enhanced their professional image and improve their academic profile.
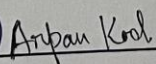
Problem solving: Learning computer skills of excel and graph creation in word enhanced critical thinking and problem-solving ability of students.
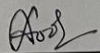
Creativity enhancement: Students can express their creativity through multimedia projects, design and digital art. Students can use charts, graphs to enhance their presentations and make them impactful.
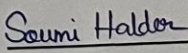
Time management: Students learned to use productivity tools that can help organize their tasks and schedules and academic projects.
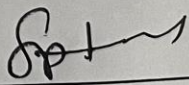
Self expression: Students learned to share their thoughts, ideas and creations with global audience.

Signature of IQAC Co-Ordinator
Vidyanagar College

Signature of HOD, Physics
Vidyanagar College

Signature of Convenor
Vidyanagar College

Signature of co-ordinator
Vidyanagar College

Signature of the Principal
Vidyanagar College

Principal
Vidyanagar College
South 24 Parganas

Sample Certificate

CERTIFICATE
OF
PARTICIPATION

This is to certify that Dr./Mr./Ms. __RUKSONA KHATUN__

has participated in the Value Added Course on "Basic Computer Skills" and successfully
completed the course during 30 hours conducted in blended mode and organized by
Department of Physics in collaboration with IQAC, Vidyanagar College.

DR. S.P AGARWALA
PRINCIPAL
VIDYANAGAR COLLEGE

DR. ARUNIMA RAY (CHOWDHURY)
IQAC CO-ORDINATOR
VIDYANAGAR COLLEGE

DR. ARPAN KOOL
COURSE CONVENOR
VIDYANAGAR COLLEGE

DR. SOUMI HALDER
COURSE CO-ORDINATOR
VIDYANAGAR COLLEGE