

One Day Skill Development Programme, Computer Basics SLC, 16-March-2019



SLC (University of Delhi)
SHYAM LAL COLLEGE



IQAC
&
Department of Computer Science
organizes

ONE DAY SKILL DEVELOPMENT PROGRAMME
COMPUTER BASICS

Date: 16th March, 2019

Time: 10:00 AM

Venue: Seminar Hall, SLC

COMPETENCE

ADVANCED TRAINING

Principal & Patron
Dr. Rabi Narayan Kar

Programme Coordinator

Mr. J.S Chauhan

Administrative Officer, SLC

**Report on
One Day Skill Development Programme Computer Basics was organised by
IQAC and Department of Computer Science, SLC, 16-March-2019**

A one-day skill development programme has been organised by IQAC and Department of Computer Science for the non-teaching staff members of the Shyam Lal College on March 16, 2019 in the seminar hall. The theme of the session was hovering around “Computer basics”. The session was intended to induce the skills on computer learnings that can help them to perform daily work in office. The session was a very insightful one with the presence of 80 staff members. Prof. Rabi Narayan Kar, Principal, Shyam Lal College emphasized about the importance of basics knowledge of computers and the ways it should be incorporated in office for up-keeping of official records. The workshop was conducted keeping in the mind the increasing digitization in all fields and thus, the requirement for each individual to updated with the practice of computers. The objective of the lessons was to highlight the need for complete computerization in Shyam Lal College. Mr. Sushil Kumar (Assistant Professor) from the Department of Computer Science also told the basic operation process of computer about MS Excel and word with their shortcut keys. We can easily maintain official records and save time by the use of these shortcuts. The workshop proved to be enormously fruitful for the participants. The office staff members looked very excited and inspired after learning the computer basics concepts. The Members from the administration, accounts and the library attended the program. The attendees were introduced to MS Office and excel. In the workshop, booking of online Bus service tickets and Railways service from the transportation website was also taught. The goal of the workshop was to set up a level of competence by following day-to-day actions using computers which can improve the functions and efficiency of College office. .