Vidya Bharati Mahavidyalaya, Amravati

I.T. Proficiency & Development Cell

Activity Report- 2015-2016

Activity -1

Workshop on "Personality Development and Practice" This workshop is especially for Final year P. G. Students. In this workshop student will develop their personality. This workshop will help students by means of some tricks and tips to improve personality. This workshop will help students in campus selection. In this workshop some personality development games will be covered. On completion of this workshop, the delegates are prepared for the campus selection. This workshop has improved their confidence level. This workshop has improved their attitude. By attending this workshop students are able to handle stress and find a proper way to recover from stress. The activity was conducted during 07/09/2015 to 11/09/2015 by Prof. Sohel Khan.. Total no. of Beneficiary was **92** (P. G. Students)

Workshop on "Personality Development and Practice"

Activity-2

Workshop on "Computer Literacy"

This workshop provides an introduction of computer to non-teaching faculty members. In this workshop, the delegate will understand starting and shutdown process of computer, introduction of word, excel and internet. In this workshop, the delegate will learn to use of keyboard and mouse and some shortcut keys. In this workshop delegate will also learn typing in word. On completion of this workshop, the delegates can use computer system confidently. They can type a letter and save it and reopen already saved documents. Delegates are able to understand browser and internet. The activity was conducted on 12/10/2015 to 16/10/2015 by Prof. A. M. Dwivedi and Prof. S. S. Soni. Total no. of Beneficiaries was **41**.
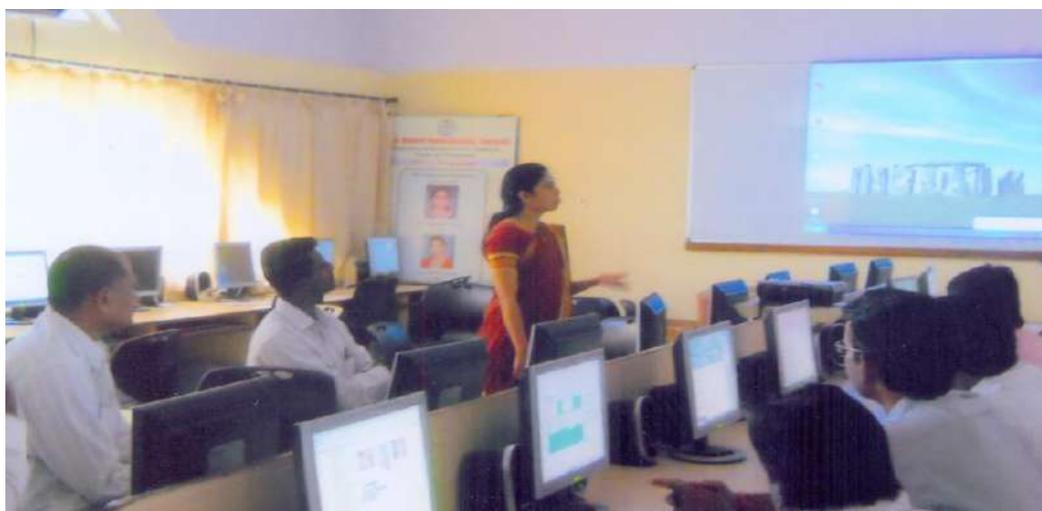
Workshop on "Computer Literacy"

Activity-3

Workshop on "Use of MS-Office"

This workshop is especially for Students. In this workshop student will learn about MS-Office. This workshop will help students to create word documents, save and reopen previously created documents. This workshop will help students to create excel sheet and power point presentation.On completion of this workshop, the delegates are prepared for the efficient use of MS-Office. The delegates can create word file, save, edit and reopen it. The delegates can create an excel file, save, edit, use basic formulas and reopen it. The delegates can create power point presentation and deliver a slide show. By attending this workshop students are able to most of the MS-Office tools efficiently. The activity was conducted during 28/12/2015 to 01/01/2016 by Prof. A. M. Dwivedi & Prof. S. B. Bele . Total no. of Beneficiaries were 102.

Workshop on "Use of MS-Office"

Activity 4

Workshop on "Efficient Use of MS-Word and MS-Excel"

This workshop is especially designed to meet the need of teaching faculty members of the college during 08/02/2016 to 12/02/2016, conducted by Prof. A. M. Dwivedi and Prof. S. B. Bele. In this workshop faculty members will learn about MS-Word and MS-Excel. On completion of this workshop, the delegates are prepared for the efficient use of MS-Office. The delegates can create word file, save, edit and reopen it. The delegates can create an excel file, save, edit, use basic formulas and reopen it. By attending this workshop faculty members are able to most of the MS-word and MS-Excel tools efficiently. Number of Participants were 44 Teaching Staff.

Workshop on "Efficient Use of MS-Word and MS-Excel"