

1. Workshop/Seminar/Conference/Invited or Extension Lecture: Workshop
2. Online/Offline: Offline
3. Institutional/International/National/Regional: Institutional
4. Title: Hands-on Training on Basic Computer Applications
5. Date: 21-23th July, 2025
6. Organizer(s): Research & Development Cell, IQAC , Department of Mathematics
  
7. Funding (with proof): DBT
  
8. Collaborators (with proof): NA
  
9. Resource Persons (with invitation and acceptance letters): NA
  
10. Numer of Participants (with proof) & typed list of participants in excel sheet.09

### **11. Report on the programme:**

The training programme was entirely hands-on in nature, enabling participants to learn through direct practice. The following topics were covered:

- **Introduction to Computers**  
Basic components of a computer system, hardware and software, operating system fundamentals.
- **MS Word**  
Creating and formatting documents, inserting tables and images, page setup, and basic editing tools.
- **MS Excel**  
Data entry, basic formulas and functions, creating tables, charts, and simple data analysis.
- **MS PowerPoint**  
Creating presentations, slide formatting, inserting multimedia elements, and presentation techniques.
- **Internet and Email Applications**  
Internet browsing, searching academic resources, creating and using email accounts, and online safety basics.

Participants were encouraged to perform each task individually under the guidance of the instructor, ensuring effective learning.

### **12. Outcome of the Programme**

The training programme was highly beneficial for the participants. At the end of the programme:

- Participants gained practical knowledge of basic computer applications
- Their confidence in using computers increased significantly
- They became capable of preparing documents, spreadsheets, and presentations independently
- The programme helped bridge the digital divide among students

### 13. Poster/Brochure/Banner

E-mail: [rdcell@bkgc.in](mailto:rdcell@bkgc.in) Phone: 033-26412341

**BIJOY KRISHNA GIRLS' COLLEGE, HOWRAH**  
A NCTE and NAAC accredited (B<sup>++</sup>) College  
5/3, MAHATMA GANDHI ROAD, HOWRAH – 711 101

**RESEARCH & DEVELOPMENT CELL, IQAC  
&  
DEPARTMENT OF MATHEMATICS**

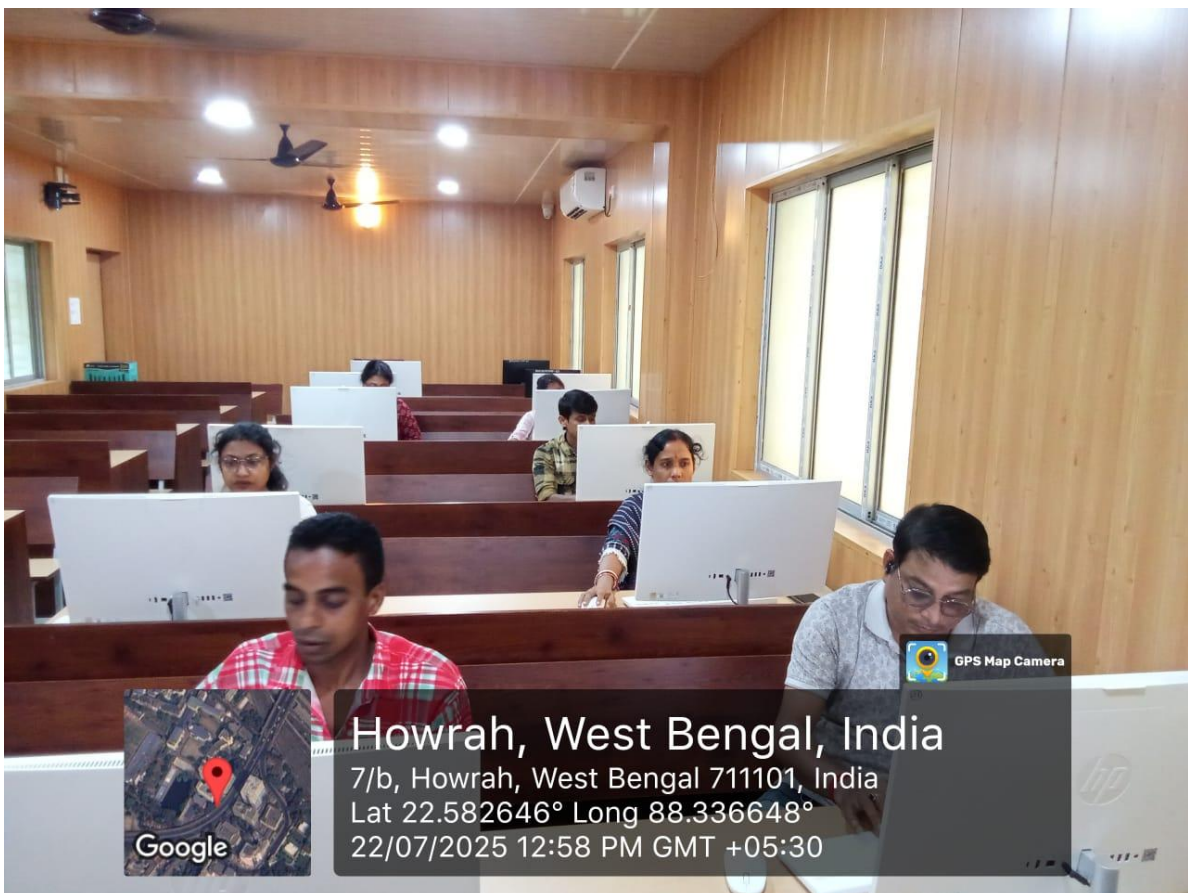
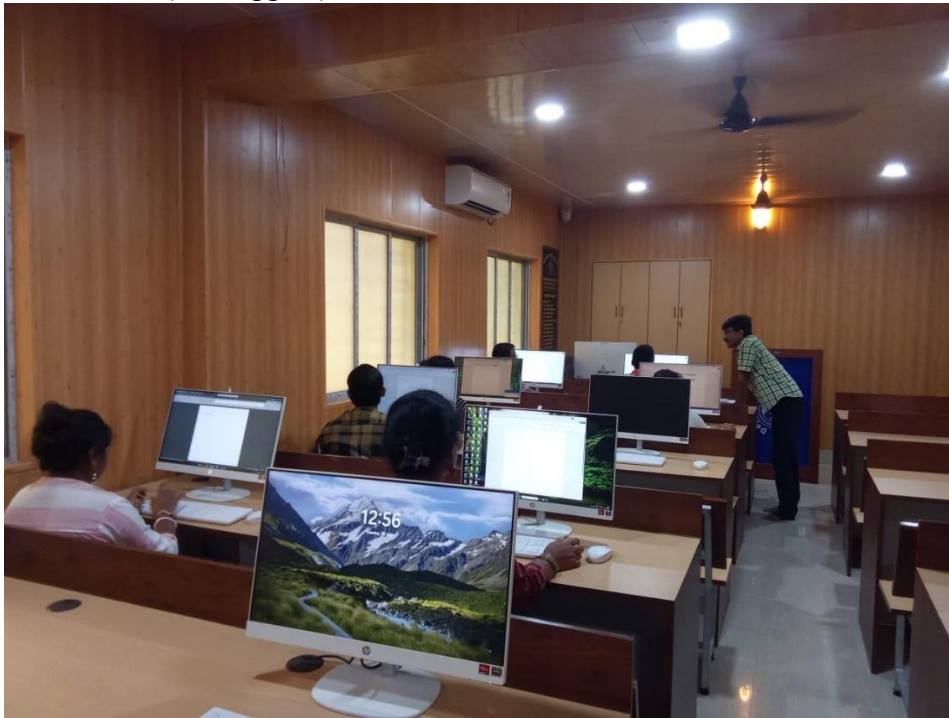
**NOTICE**

All the Laboratory Staff are hereby informed that a **Hands-on Training on Basic Computer Applications** under DBT Star College Scheme, will be conducted as per the following schedule. This training is aimed at enhancing the basic computer operational skills of the Laboratory Staff.

**Date:** 21-23th July, 2025  
**Time:** 12noon-2pm  
**Venue:** U1

Principal  
Principal / Secretary  
Bijoy Krishna Girls College  
5/3, M. G. Road, Howrah-1

14. Pictures (Geotagged)



# Attendance

