

HANDS-ON TRAINING PROGRAMME ON COMPUTER APPLICATIONS

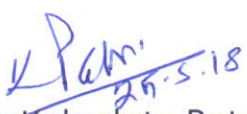
Hands-on Training Programme on Computer Applications was organized by Internal Quality Assurance Cell (IQAC) of B.J.B Autonomous college, Bhubaneswar, Odisha in collaboration with Computer Science Department during **16th May to 24th May 2018**. Dr Kalpalata Patri, Associate Prof of Education and Co-ordinator of IQAC, coordinated the programme. The programme was inaugurated by Dr Prasanna Kumar Mohanty, Principal B.J.B Autonomous College. In his welcome address, he emphasized the importance of computer knowledge in teaching-learning activities and in all walks of life. He also encouraged the participants to learn the skills in right direction so that it would be useful to them.

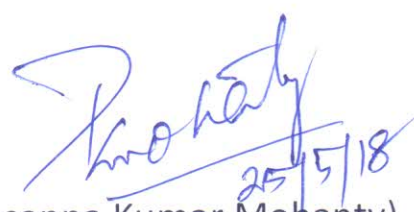
There were 34 participants (teaching and non-teaching) who joined the programme. Thirty-two of the participants were from B.J.B Autonomous College and the rest two were from Regional Centre, Odisha State Open University. The programme was managed by Internal Resource persons of Computer Science Department, B.J.B Autonomous College. The Day wise details of Programme was based on Fundamentals of Computer, Microsoft Office, Internet Browser, Google Drive, Creation and use of mail id & filling up of on-line Income tax return etc..

Mrs Shashwati Mishra, HOD, Department of Computer Science focused on understanding the main components of Computer, Excel sheet Creation, Creating powerpoint Presentation and Disk clean up. Mr Purna Chandra Sethi, Assistant Prof of Computer Science focused on conversion of various documents types to PDF, data handling, Inserting

Graphs, charts, Pictures, Animations Virus Protection and mail merge etc.. Dr Tribikram Sarangi, Associate Prof of Botany & Accounts Bursar delivered some ideas regarding preparation of Performance Appraisal Report (PAR) and filing up of on line IT Return. The Training Programme emphasized on Demonstration and Individual Practice. Participatory Approach was followed. The Computer Programmer Mr Ashish Mohan Sing and Laboratory Assistant Mr Uttareswar Mishra provided all sorts of hands-on assistance to the participants All the participants enjoyed the Programme and expressed their interest while learning computer.

The Seven Days Programme ended with a Valedictory Function. Principal Dr Prasanna Kumar Mohanty presided over the meeting. The Report was presented by the Programme Co-ordinator, Dr Kalpalata Patri. Feed back was invited from the participants regarding the improvement of the programme. Most of the participants expressed their satisfaction and wanted that the programme should be organized regularly. The Resource Persons were felicitated by the Principal and the Vice- Principal. The event ended with a formal Vote of Thanks by Dr Rita Pati, Vice Principal of the College.


(Dr. Kalpalata Patri)
Programme Coordinator


(Dr. Prasanna Kumar Mohanty)
Principal,
BJB Autonomous College,
Bhubaneswar