

Date:17/08/2015

To,

The Principal,
Shri Ram College,
Muzaffarnagar.

Subject: Permission for conducting a course "Skill Development in Computer Education"

Respected Sir,

Department of Computer Application is offering a course titled "**Skill Development in Computer Education**". The purpose of this course is to familiarize the students with the nuances of the Computer.

If a student does not have the basic knowledge of computers, he will not be able to work with it. Keeping the above in mind the Department of Computer Application, Shri Ram College has planned to offer a Value-Added Course on Computer basics titled "**Skill Development in Computer Education**" for the students who are not well aware of the basics of computer, like B. Com., BBA, BJMC etc.

The courses will be forty-five hours of coverage and coordinated by Dr. Vikrant Verma, for further information and registration process.

You are kindly permit us to start about said Value-Added course in the benefit of students. The course syllabus is attached along with this notice.

(Dr Nishant Kumar Rathi)

Dean, CA

Shri Ram College, Muzaffarnagar.

Allowed

Principal
Shri Ram College
Muzaffarnagar




Date: 22/08/2015


Notice

It is to inform to all concerned department of Shri Ram College that Department Computer Application is offering a course titled "**Skill Development in Computer Education**". The purpose of the course is to familiarize the students with the Computer. It will be a 45 hours Course, commencing from 27/08/2015. Concerned HOD's are requested to inform the students.

Interested students are required to contact to the course coordinator Dr. Vikrant Verma (Contact No: 9897931527) for further information and registration process.


CC for information:


- The Director, SRC for Information
- All HoD's, Shri Ram College
- Dr. Vikrant Verma (Course Coordinator) 


(Dr Nishant Kumar Rathi)

Dean, CA

Shri Ram College, Muzaffarnagar


Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar


Principal
Shri Ram College
Muzaffarnagar

Shri Ram College, Muzaffarnagar
Skill Development in Computer Education

Introduction & Objective:

Skill Development can be defined as proficiency that is acquired or developed through training or experience. It strengthens the ability of individuals to adapt to changing market demands and help benefit from innovation and entrepreneurial activities.

Keeping the above in mind the Department of Computer Application, Shri Ram College has planned to offer a Skill Development Course in Computer basics for the students.

Skill Development in Computer Education course provides literacy in Information Technology for the students not belonging to Computer Science stream.

Course learning outcomes focus on skill development related to basic computer operations and information technology.

After completing the course, the individual is able to work with the basic features of Word & Excel like create a new document, display documents using various views, work effectively with features that affect the page layout of your document, Identify the different components of the Excel worksheet, enter text and formulas in to an Excel spreadsheet, Use the print function to create a printable copy of data stored on an Excel spreadsheet, viewing information on Internet (the web), creating, sending & managing mails etc.

Course duration:

The duration of the course is 45 hours (theory: 15hrs + practical: 30hrs).


Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar


Principal
Shri Ram College
Muzaffarnagar

Timings:

- Theory Session (01:50 PM – 02:50 PM)
- Practical Session (02:51 PM – 04:50 PM)

Eligibility:

- First Year under graduate students of various Departments of Shri Ram College.

Fees: Free of cost.



Syllabus:


Introduction to Computer
Types of Computers
Parts of Computer
Input & Output devices
Hardware & Software
Storage devices
perform basic functions in Microsoft Excel & Word
Fun with the internet
Creating sending and receiving E-mail


ATTENDANCE POLICY:

Attendance is taken every class session. To appear in the certification exam, each student must ensure a minimum 75% attendance.

Resource Persons:

1. Mr. Vikrant Verma (Course Co-ordinator & Subject Expert) 
2. Mr. Pramod Kumar (Lab In charge) 


(Dr. Nishant Kumar Rathi)
Dean, CA


Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar


Principal
Shri Ram College
Muzaffarnagar

SHRI RAM COLLEGE MUZAFFARNAGAR

ATTENDANCE (Session : 2015-2016)

Skill Development in Computer Education

Roll Number	Name of Student's	Department	8/2/2015	8/20/2015	8/31/2015	9/1/2015	9/2/2015	9/3/2015	9/4/2015	9/7/2015	9/8/2015	9/9/2015	9/10/2015
15855009520	AJAY KUMAR	BBA	P	P	P	P	A	P	P	P	P	P	P
15855009510	ANAM FATIMA	BBA	P	P	P	P	A	P	P	P	P	P	P
15855009517	ANCHAL VERMA	BBA	P	P	P	P	A	P	P	P	P	P	P
15855009621	ANTRIKSH GUPTA	UGA	P	P	P	P	A	P	P	P	P	P	P
15855009622	ANLI KUMAR	BBA	P	P	P	P	A	P	P	P	P	P	P
15855009689	KM Pooja Kuchaliya	BBA	P	P	P	P	A	P	P	P	P	P	P
15855009831	KM SONIA	BBA	P	P	P	P	A	P	P	P	P	P	P
15855009818	KM SARASWATI	BBA	P	P	P	P	A	P	P	P	P	P	P
15855009853	LAVISH RATHI	BBA	P	P	P	P	A	P	P	P	P	P	P
15855009879	MCHIT	BBA	P	P	P	P	A	P	P	P	P	P	P
15855009882	NADISH RANA	BBA	P	P	P	P	A	P	P	P	P	P	P
15855009884	NFHA NAAZ	BBA	P	P	P	P	A	P	P	P	P	P	P
15855009894	PRINYANKA	BBA	P	P	P	P	A	P	P	P	P	P	P
1585501320	AVIRAL JAIN	BJMC	P	P	P	P	A	P	P	P	P	P	P
1585501523	DEEPANSHU	BJMC	P	P	P	P	A	P	P	P	P	P	P
1585501531	JAYANT RAJ	BJMC	P	P	P	P	A	P	P	P	P	P	P
1585501543	MOHD BABAR	BJMC	P	P	P	P	A	P	P	P	P	P	P
1585501562	PRAGYAN ACRAWAL	BJMC	P	P	P	P	A	P	P	P	P	P	P
1585501566	PRIYATAM ANAND	BJMC	P	P	P	P	A	P	P	P	P	P	P
1585501568	SAGAR KUMAR	BJMC	P	P	P	P	A	P	P	P	P	P	P
1585501567	SALEEM MOHAMMAD	BJMC	P	P	P	P	A	P	P	P	P	P	P
1585501563	KM VLRSHA PA	BJMC	P	P	P	P	A	P	P	P	P	P	P
RC2251517817	AKANSHA	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251517824	AKSHITA CHAUDHARY	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251517857	ASHU SAINI	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251517872	DEEPAK KUMAR	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251517887	GAJRAY	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251517901	HONEY MALIK	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251517905	JAGJEET SINGH	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251517912	KADIL KUMAR	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251517913	KARTIK CHAUDHAN	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251517927	KM MONIKA	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251517937	KM RECNA	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251517945	KM SONIYA	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251517978	MOHD JUNAID	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251518000	MUKUL SAHAWAT	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251518036	GAMAR ABBAS	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251518076	SHAKIR AHMED	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251518080	SHUGHAM DHIMAN	B.Com	P	P	P	P	A	P	P	P	P	P	P
RC2251518135	ZUNAID	B.Com	P	P	P	P	A	P	P	P	P	P	P
15855022514	HASNAIN	B.Sc. Biotechnology	P	P	P	P	A	P	P	P	P	P	P
15855022532	MONISH KHAN	B.Sc. Biotechnology	P	P	P	P	A	P	P	P	P	P	P
15855022544	SHIV KUMAR	B.Sc. Biotechnology	P	P	P	P	A	P	P	P	P	P	P
15855022548	VIKASH KUMAR	B.Sc. Biotechnology	P	P	P	P	A	P	P	P	P	P	P
1585501512	KM ANAMKA	B.Sc. Microbiology	P	P	P	P	A	P	P	P	P	P	P
1585501513	KM ANJALI DEVI	B.Sc. Microbiology	P	P	P	P	A	P	P	P	P	P	P
1585501524	KM MUSRAT PARVEEN	B.Sc. Microbiology	P	P	P	P	A	P	P	P	P	P	P
1585501528	KM RUCHI	B.Sc. Microbiology	P	P	P	P	A	P	P	P	P	P	P
1585501529	MUHD AVEZ	B.Sc. Microbiology	P	P	P	P	A	P	P	P	P	P	P
1585501542	UJJWAL SAHARAWAT	B.Sc. Microbiology	P	P	P	P	A	P	P	P	P	P	P
1585501548	VISHAL KUMAR	B.Sc. Microbiology	P	P	P	P	A	P	P	P	P	P	P
8550001	AASMA	BFA	P	P	P	P	A	P	P	P	P	P	P
8551016	KM AALYA JAWAL	BFA	P	P	P	P	A	P	P	P	P	P	P
8551027	NADEEM CHAUDHARY	BFA	P	P	P	P	A	P	P	P	P	P	P
8551511	KM SONIYA	BFA	P	P	P	P	A	P	P	P	P	P	P

Teacher Sign →

Sign of Coordinator

(Signature)

Sign of HOD

(Signature)

(Signature)

(Signature)

Principals
Shri Ram College
Muzaffarnagar

Co-ordinator
I/OAC, Shri Ram College
Muzaffarnagar

SHRI RAM COLLEGE MUZAFFARNAGAR
ATTENDANCE (Session : 2015-2016)
Skill Development in Computer Education

Sl. No	Roll Number	Name of Student's	Department	5/11/2015	5/12/2015	5/14/2015	5/16/2015													
1	1585509509	AJAY KUMAR	BBA	A	A	A	A													
2	1585509516	ANAMI FATIMA	BBA	A	A	A	A													
3	1585509517	ANCHAL VERMA	BBA	A	A	A	A													
4	1585509521	ANTRIKSH GUPTA	BBA	A	A	A	A													
5	1585509522	ANLU KUMAR	BBA	A	A	A	A													
6	1585509599	KM POOJA KUCHALIYA	BBA	A	A	A	A													
7	1585509631	KM SONIA	BBA	A	A	A	A													
8	1585509618	KM SARASWATI	BBA	A	A	A	A													
9	883509553	LAVISH RATHI	BBA	A	A	A	A													
10	1585509579	MOHT	BBA	A	A	A	A													
11	1585509593	NAOISH HANA	BBA	A	A	A	A													
12	1585509504	NEHA NAZ	BBA	A	A	A	A													
13	1585509594	PRIYANKA	BBA	A	A	A	A													
14	1585501520	AVIRAL JAIR	BJMC	A	A	A	A													
15	1585501523	DEEPANSHU	BJMC	A	A	A	A													
16	1585501531	JAYANT RAJ	BJMC	A	A	A	A													
17	1585501543	MOHD BARAR	BJMC	A	A	A	A													
18	1585501552	PHAGYAN AGRAWAL	BJMC	A	A	A	A													
19	1585501558	PRİYATAM ANANI	BJMC	A	A	A	A													
20	1585501568	SAGAR KUMAR	BJMC	A	A	A	A													
21	1585501567	SALEEM MOHAMMAD	BJMC	A	A	A	A													
22	1585501560	KM VERSHA PAL	BJMC	A	A	A	A													
23	RC2251517817	AKANSHA	B.Com	A	A	A	A													
24	RC2251517824	AKSHITA CHOUDHARY	B.Com	A	A	A	A													
25	RC2251517857	ASHU SAINI	B.Com	A	A	A	A													
26	RC2251517872	DEEPAK KUMAR	B.Com	A	A	A	A													
27	RC2251517887	GALURAV	B.Com	A	A	A	A													
28	RC2251517901	HONEY MALIK	B.Com	A	A	A	A													
29	RC2251517905	JAGJEET SINGH	B.Com	A	A	A	A													
30	RC2251517912	KAPIL KUMAR	B.Com	A	A	A	A													
31	RC2251517913	KARTIK CHAUHAN	B.Com	A	A	A	A													
32	RC2251517927	KM MONIKA	B.Com	A	A	A	A													
33	RC2251517937	KM REENA	B.Com	A	A	A	A													
34	RC2251517945	KM SONIYA	B.Com	A	A	A	A													
35	RC2251517978	MOHD JUNAID	B.Com	A	A	A	A													
36	RC2251518008	MUKUL SAHRAWAT	B.Com	A	A	A	A													
37	RC2251518058	QAMAR ABBAS	B.Com	A	A	A	A													
38	RC2251518076	SHAKIR AHMED	B.Com	A	A	A	A													
39	RC2251518080	SHUBHAM DHIMAN	B.Com	A	A	A	A													
40	RC2251518133	ZUNAID	B.Com	A	A	A	A													
41	1585502514	HASNAIN	B.Sc Biotechnology	A	A	A	A													
42	1585502532	MONISH KHAN	B.Sc Biotechnology	A	A	A	A													
43	1585502544	SHIV KUMAR	B.Sc Biotechnology	A	A	A	A													
44	1585502543	VIKASH KUMAR	B.Sc Biotechnology	A	A	A	A													
45	1585501512	KM ANAMIKA	B.Sc Microbiology	A	A	A	A													
46	1585501513	KM ANJALI DEVI	B.Sc Microbiology	A	A	A	A													
47	1585501524	KM NUSRAT PARVEEN	B.Sc Microbiology	A	A	A	A													
48	1585501520	KM RUCHI	B.Sc Microbiology	A	A	A	A													
49	1585501529	MOHD. AVEZ	B.Sc Microbiology	A	A	A	A													
50	1585501542	UJJAWAL SAHARAWAT	B.Sc Microbiology	A	A	A	A													
51	1585501548	VISHAL KUMAR	B.Sc Microbiology	A	A	A	A													
52	8550001	AASMA	BFA	A	A	A	A													
53	8551016	KM AALIYA JAWAL	BFA	A	A	A	A													
54	8551027	NADEEM CHAUDHARY	BFA	A	A	A	A													
55	8551511	KM SONIYA	BFA	A	A	A	A													

(Handwritten Signature)

Principal
Shri Ram College
Muzaffarnagar

(Handwritten Signature)

Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar

Teacher Sign →

Sign of Coordinator : *(Handwritten Signature)*

Sign of HOD

(Handwritten Signature)



Shri Ram College, Muzaffarnagar

Department of Computer Application

Report Summary

on

Skill Development in Computer Education (2015-16)

Department of Computer Application (BCA) provided an inter department value-added program named "Skill Development in Computer Education" for the students who are not majoring in Computer Science.

The program was inaugurated by Respected Director Sir in the last week of the August, 2015. In his inaugural speech Director sir emphasize on computer literacy, they also spoke about the requirements of such courses specially at a location where majority of students are coming from rural areas.


The aim of the Program is to imparting the necessary skills and knowledge to the participants so that they can sustain in today's competitive scenario. The focus of the course is divided in the following three dimensions:

- Understanding Computer Hardware & Software.
- Office Automation – Disposal of daily routine jobs using Office Automation Tools (Microsoft word and Microsoft Excel)
- Exploring the wide world of Internet and latest technologies in online services and e-Gov applications.

The non-certification 45 hours course was divided into two session: theory session and the practical session, contribution of theory session is 15 hours while practical session was conducted for 30 hours in total 45 hours of the program.

In the end of the course, a system-based test & vice voce was conducted in the mid of September as per the schedule, to check the effectiveness of the program.

All fifty-five students appeared for the test; all the students passed in the test showing considerable improvement in IT skills.


Co-ordinator
IQAC, Shri Ram College,
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