



# Govt Arts & Commerce Girls' College Raipur

**VALUE ADDED COURSE**  
on

**“Enhancing Computer and Digital Skills”**

**Organized by IQAC**

**Dr Ushakiran Agrawal**  
Course Coordinator

**Dr Kavita Sharma**  
IQAC Coordinator

**Dr Amitabh Banerjee**  
Principal



# INSPIRED BY DIVISION LEVEL WEBINAR ON NAAC

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Participants:

- You
- SLQAC DHE Raipur Chhattisgarh
- Rakesh Derhagawen
- Govt. J. Y. Chhattisgarh College Raipur
- Dr. PAWAN KUMAR AGRAWAL
- deepa shrivastava
- Pradeep Agnihotri
- Ushakiran Agrawal
- Adesh Tyagi
- Radha Pandey
- Dr A L DHRUWANSHI
- Kishore Tiwari
- Purushottam Jha
- Javed K. Shah
- O.P. Chande
- Shubham Juneja

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Participants:

- You
- Pradeep Agnihotri
- Adesh Tyagi
- D.K. Masta
- Shubham Juneja
- Dr. PAWAN KUMAR AGRAWAL
- Rakesh Derhagawen
- Javed K. Shah
- Suryakant Sahu
- Dr A L DHRUWANSHI
- Radha Pandey
- Kishore Tiwari
- Govt. J. Y. Chhattisgarh College Raipur
- SLQAC DHE Raipur Chhattisgarh
- Shailendra Bhadauria
- O.P. Chande

Meeting details: Turn on captions, Present now

System tray: Search for anything, Windows taskbar, ENG IN, 2:20 PM, 02-Dec-20

# Govt Arts & Commerce Girls' College Raipur

To,

Date: 03-12-2020

The Principal

Govt. Arts and Commerce Girls College,

Devendra Nagar, Raipur (C.G.)

Subject: Seeking Approval for Value Added Course

Respected Sir,

As per the present scenario due to the global pandemic and unavoidable circumstances, IQAC has planned to organize a 30-hour Value Added Course on "Enhancing Computer and Digital Skills". The course would prove to be beneficial for the overall development as well as increasing employability of our students. The syllabus and proposed date-wise course details are attached hereby with this mail.

Kindly approve this humble request.

Yours Sincerely



Dr. Kavita Sharma


(IQAC Coordinator)

Govt. Arts and Commerce Girls College,

Devendra Nagar, Raipur (C.G.)

Mob: +91-9826130100

Approved as per norms.

  
03/12/2020

# FLYER



**Govt Arts and Commerce Girls College Raipur**

**IQAC Offers Value Added Course on**

**“Enhancing Computer  
and Digital Skills”**

**No  
Course  
Fees**

**Course Duration 36 hrs**

**Date: 06/12/2020 to 22/12/2020**

**Time: 8 am-10 am**

### **FEATURES OF THIS PROGRAM**

- Applications
- Efficient Communication
- Online Skills Etiquettes
- Microsoft Tools
- Image Enhancement

**Dr Ushakiran Agrawal**  
Course Coordinator

**Dr Kavita Sharma**  
IQAC Coordinator

**Dr Amitabh Banerjee**  
Principal

# Govt Arts & Commerce Girls' College Raipur

**Digital Skill VACourse**  
Anjali Sahu Stud, Banerji Sir, Gitanjali...

even WhatsApp, can read or listen to them.  
Tap to learn more.

**Digital Skill VACourse**  
WhatsApp Group Invite

<https://chat.whatsapp.com/G79zW5h7DptA214200J9Tj>

11:41 AM ✓

[View Group](#)

**Digital Skill VACourse**  
WhatsApp Group Invite

**Enhancing Computer and Digital Skills** पर आधारित Value Added Course के लिये अलग से यह grp बनाया गया है, जो भी इस कोर्स को attend कर रहे हैं वे इस grp में join हो सकते हैं

<https://chat.whatsapp.com/G79zW5h7DptA214200J9Tj>

11:45 AM ✓

[View Group](#)

+91 91 3119 389 0 joined using this group's invite link

## Information & Group formation

**Digital Skill VACourse**  
Anjali Sahu Stud, Banerji Sir, Gita...

invite link

+91 88787 64832 joined using this group's invite link

+91 79878 20936 joined using this group's invite link

+91 6267 522 800 joined using this group's invite link

+91 96852 27910 joined using this group's invite link

+91 70676 72759 joined using this group's invite link

+91 93296 13648 joined using this group's invite link

+91 78289 32710 joined using this group's invite link

+91 99077 28550 joined using this group's invite link

+91 74711 99189 joined using this group's invite link

+91 88394 20923 joined using this group's invite link

**Bsc 3 Botany**  
Anjali Sahu Stud, Bsc 3 Nestud, Luke...

1 page · 61 KB · pdf 1:25 PM ✓

Value Added Course on "Enhancing Computer and Digital Skills"

Organized by IQAC, Govt. Arts and Commerce Girls College, Devendra Nagar, Raipur, (C.G.)  
docs.google.com

Principal sir की अनुमति से अपने महाविद्यालय की छात्राओं के लिये Value Added Course का आयोजन किया जा रहा है जो कि **Free of Cost** है. Certificate भी last में प्रदान किया जायेगा  
Dr Ushakiran Agrawal  
Course Coordinator  
Dr Kavita Sharma  
IQAC incharge  
कृपया नीचे दी गई link में registered होईये यह link केवल छात्राओं के लिये है

[https://docs.google.com/forms/d/e/1FAIpQLSe33QcfVpjCv26hv61Og3x3UrhgfbjgvZURwGq6YHINQNclfA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSe33QcfVpjCv26hv61Og3x3UrhgfbjgvZURwGq6YHINQNclfA/viewform?usp=sf_link)

3:11 PM ✓

जिन्होंने form नहीं भरा वो अभी भरो

3:12 PM ✓

# Govt Arts & Commerce Girls' College Raipur

**B.Sc. III Maths 20-21**  
Manu, RD, unclji, +91 6260 300 614, +91 62...  
lap to learn more.

+91 88890 24063 created this group

Sat, 5 Dec

unclji added you

सभी बच्चों अपने mobile में Microsoft teams को install करिये अभी पाँच मिनट बाद आपको इसी grp में link दूँगी उस पर join होना यह रिहर्सल है ह Microsoft teams आपके mobile में होगा तभी आप join होंगे 5:19 PM ✓

आप सभी अभी join होईये 5:28 PM ✓

Forwarded

Join conversation  
teams.microsoft.com

[https://teams.microsoft.com//meetup-join/19%3a7d466d41570d46b89552e0a9881ab444%40thread.tacv2/1607168187331?context=%7b%22Tid%22%3a%2238f62926-7559-4aef-84ae-](https://teams.microsoft.com//meetup-join/19%3a7d466d41570d46b89552e0a9881ab444%40thread.tacv2/1607168187331?context=%7b%22Tid%22%3a%2238f62926-7559-4aef-84ae-cb5e172406fb%22%2c%22Oid%22%3a%22b3d7e09d-a110-4be2-bf65-79e984b497ae%22%7d)

**B.Com final regular New**  
Dr Madhuri, Gupta Mini Mam, M, Nagwani, N...

Sat, 5 Dec

सभी बच्चों अपन mobile में play store में जा के Microsoft teams को install करिये अभी पाँच मिनट बाद आपको इसी grp में link दूँगी उस पर join होना यह रिहर्सल है ह Microsoft teams आपके mobile में होगा तभी आप join होंगे 5:26 PM ✓

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Join conversation  
teams.microsoft.com

<https://teams.microsoft.com//meetup-join/19%3a7d466d41570d46b89552e0a9881ab444%40thread.tacv2/1607168187331?context=%7b%22Tid%22%3a%2238f62926-7559-4aef-84ae-cb5e172406fb%22%2c%22Oid%22%3a%22b3d7e09d-a110-4be2-bf65-79e984b497ae%22%7d> 5:46 P ✓

Pls इसमें join hoive पर microsoft

## Registration Through Google Form

Questions Responses 391



### Value Added Course on "Enhancing Computer and Digital Skills"

Organized by IQAC, Govt. Arts and Commerce Girls College, Devendra Nagar, Raipur, (C.G.)

Email address \*

Valid email address

This form is collecting email addresses. [Change settings](#)

Your Name \*

Short-answer text

Your Age \*

Short-answer text

## INAUGURATION

**IQAC of**  
Govt Arts and Commerce Girls' College Raipur  
**Offers**  
**VALUE ADDED COURSE**  
on

INAUGURATION  
FUNCTION

**"Enhancing Computer and Digital Skills"**

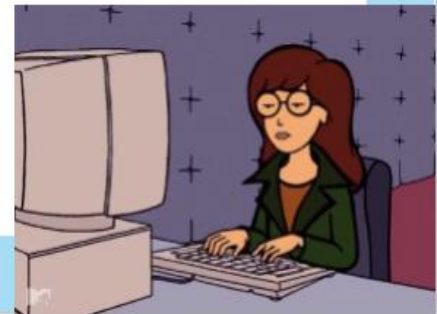
INAUGURATED BY  
**Dr AMITABH BANERJEE**  
PRINCIPAL

COURSE PERIOD 6<sup>Th</sup> December to 25<sup>Th</sup> December  
COURSE TIME 08 am to 10 am

**Dr Ushakiran Agrawal**  
Course Coordinator

**Dr Kavita Sharma**  
IQAC Coordinator

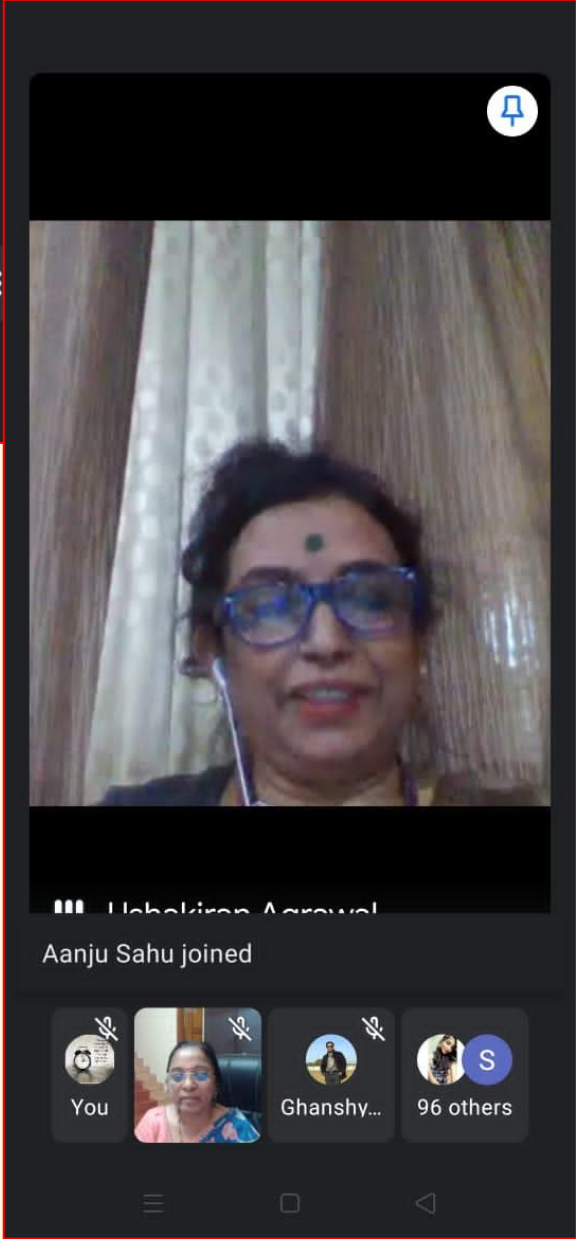
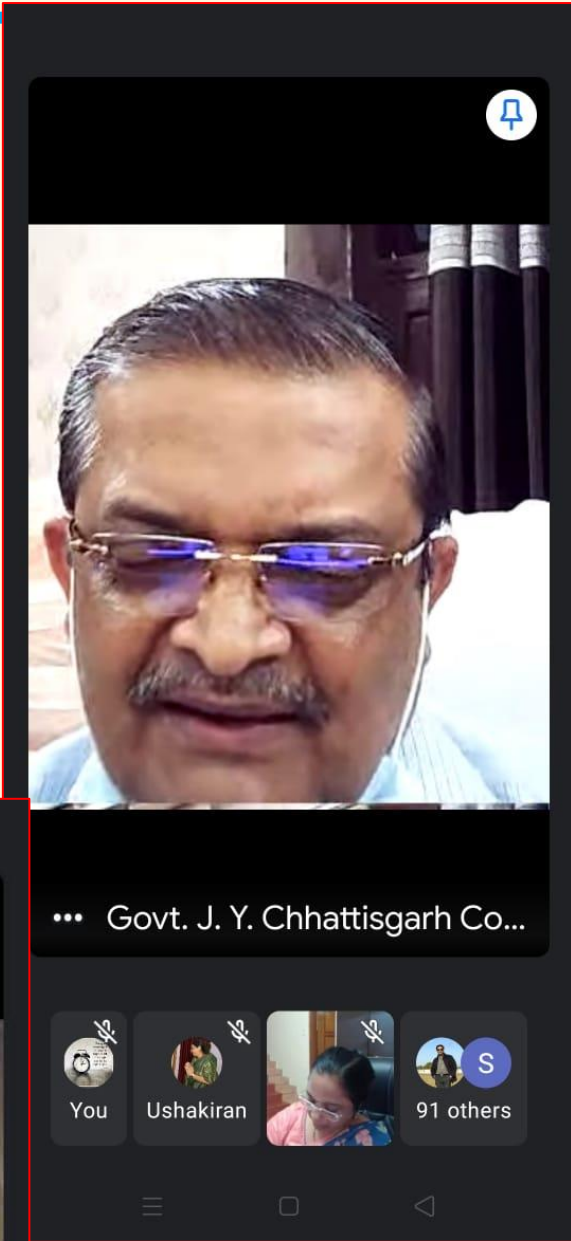
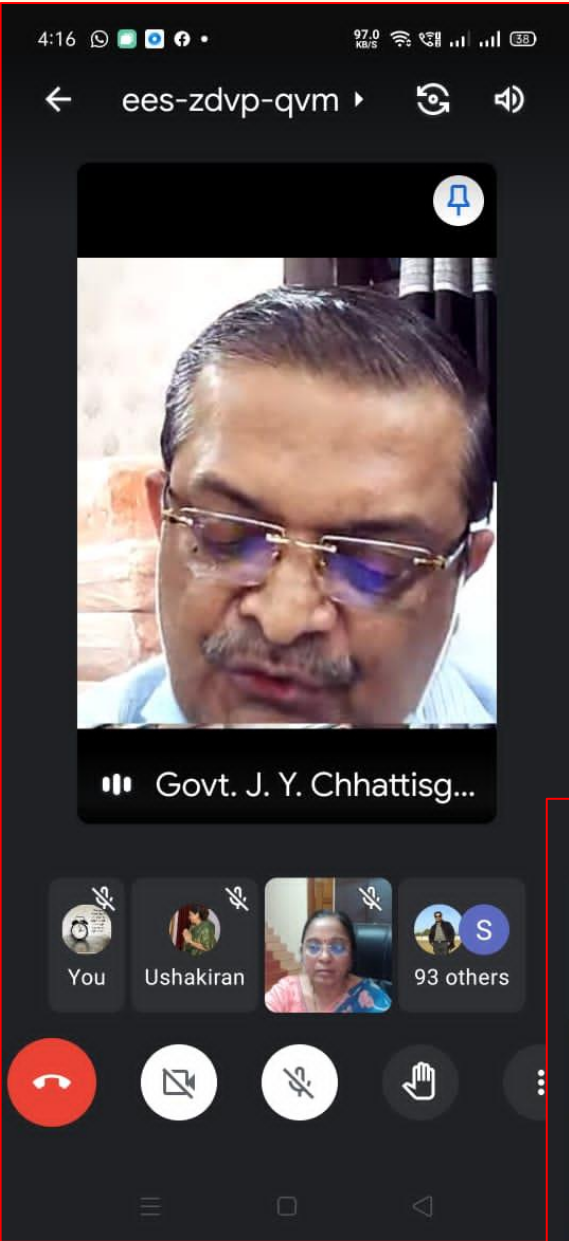
LOCKDOWN  
LIFE



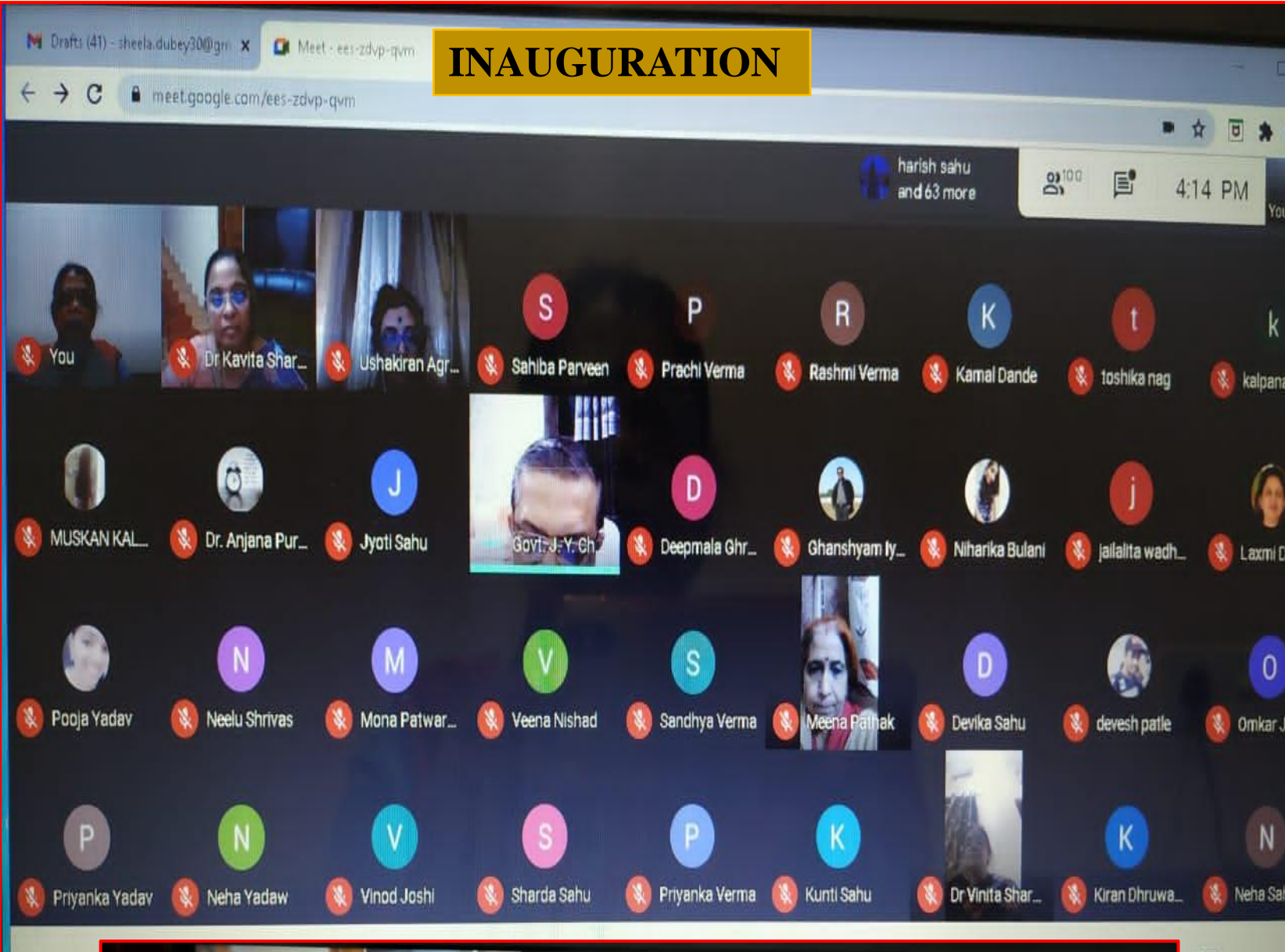


# Govt Arts & Commerce Girls' College Raipur

## INAUGURATION



# Govt Arts & Commerce Girls' College Raipur



**“Enhancing Computer and Digital Skills”**

**Syllabus & Time-Table**

S. No.	Topic	Resource Person	Date & Time
<b>Unit-I: {13 Hours}</b>			
1.	Basics and Concepts of Computers	Dr. Kavita Sharma	06/12: (08-09 AM)
2.	Necessity and Applications of Digital Skills	Mr. Neerav Sharma	06/12: (09-10 AM)
3.	Efficient Communication using Mail-based Services	Dr. Kavita Sharma	07/12: (08-09 AM)
4.	Introduction to Photo/Image Enhancement	Mr. Neerav Sharma	07/12: (09.00-10 AM)
5.	Types of Digital Platforms (Meet, Zoom, etc.)	Dr. Anjana Purohit	08/12: (08.30-10 AM)
6.	Tools for Online Skills (Google Drive)	Dr. Laxmi Deonani	09/12: (08.30-10 AM)
7.	Practical Session for Online Skills	Dr. Kavita Sharma	10/12: (08-10 AM)
8.	Being Healthy in this Digital Era	Dr. Sandhya Verma	11/12: (08.00-10 AM)
9.	Introduction to Microsoft Tools	Dr. Kavita Sharma	12/12: (08-09 AM)
10.	MS PPT-Session I (Power Point)	Dr. Kavita Sharma	12/12: (09-10 AM)
Assignment/Test for Unit-I [13/12: 12-01 PM]			
<b>Unit-II: {11 Hours}</b>			
11.	MS PPT-Session II	Dr. Kavita Sharma	13/12: (08-09 AM)
12.	MS PPT-Session III	Dr. Kavita Sharma	13/12: (09-10 AM)
13.	MS Word-Session-I	Mr. Neerav Sharma	13/12: (10-11 AM)
14.	MS Word-Session-II	Dr. Kavita Sharma	14/12: (08-09 AM)
15.	MS Word-Session-III	Mr. Neerav Sharma	14/12: (09-10 AM)
16.	Enhancement of Image using other Tools	Mr. Neerav Sharma	15/12: [08-09 AM]
17.	Enhancing the Documentation Skills through Word	Dr. Ravi Sharma	15/12: (09-10 AM)
18.	Enhancement of Image using Paint	Mr. Neerav Sharma	16/12: (08-10 AM)
19.	Enhancing the CV/Resume using MS Word	Dr. Kavita Sharma	17/12: (08-09 AM)
20.	Introduction to File Accessibility and Security	Mr. Neerav Sharma	17/12: [09-10 AM]
Assignment/Test for Unit-II [18/12: 08-09 AM]			
<b>Unit-III: {09 Hours}</b>			
21.	MS Excel-Session-I	Dr. B. D. Thadlani	18/12: (09-10 AM)
22.	MS Excel-Session-II	Dr. B. D. Thadlani	18/12: (10-11 AM)

**SYLLABUS**

23.	MS Excel-Session-III	Dr. B. D. Thadlani	18/12: (11-12 PM)
24.	Enhancing the Data Analytics Skills through Excel	Dr. B. D. Thadlani	19/12: (08-09 AM)
25.	Introduction to Sound/Music Editing	Mr. Neerav Sharma	19/12: (09-10 AM)
26.	Online Education: Challenges and Solutions	Dr. Ushakiran Agrawal	20/12: (09 -10 AM)
27.	Women & Digital Literacy	Dr. Ushakiran Agrawal	20/12: (10-11 AM)
28.	Introduction to Current Scenario of Employment	Dr. Ravi Sharma	20/12: (11-12 PM)
29.	Importance of Etiquettes during Online Sessions	Dr. Sheela Dubey	21/12: (08-09 AM)
30.	Necessity of English and Language Skills	Dr. Sushma Tiwari	21/12: (09-10 AM)
Final Exam [22/12: 09-10 PM]			
Valedictory Function [22/12: 04-05 PM]			

**Total Hours: 36 hours (including Test and Exam)**

## ASSIGNMENT ALERT

### Untitled form

Form description

Email address \*

Valid email address

This form is collecting email addresses. [Change settings](#)

Your Full Name \*

Short-answer text

Your Class [Example B.A. IInd Year] \*

Short-answer text

Email address \*

Valid email address

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Your Full Name \*

Short-answer text

Your Class [Example B.A. IInd Year] \*

Short-answer text

Upload your resume here. [pdf, word document and image type upload available]

 Add File

# Final Exams

## Value Added Course - Final Exam

IQAC, Govt. Arts and Commerce Girls College, Raipur, (C.G.)

Your Full Name \*

Short-answer text

Your Class \*

Short-answer text

Which of the following is a term not related with

- Highlight
- Font Size
- Font Color
- Font Grammar

Which files are readymade styles that can be used directly? \*

- Presentation

Arial, Garamond, Times New Roman are the names of? \*

- Text
- Highlight
- Font
- Ribbon

Which of the following cannot be added to MS Office Softwares? \*

- .jpg
- .png
- .kpz



## Feedback - Value Added Course on "Enhancing Computer and Digital Skills"

IQAC, Govt. Arts and Commerce Girls College, Devendra Nagar, Raipur, (C.G.)

Email address \*

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**FEEDBACK**

Your Full Name to be printed in the E-Certificate \*

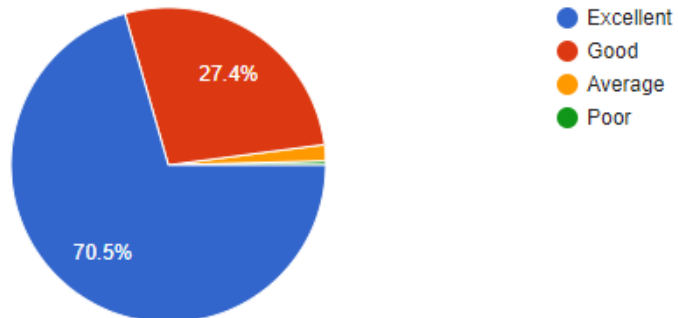
Short answer text

Your Class \*

Short answer text

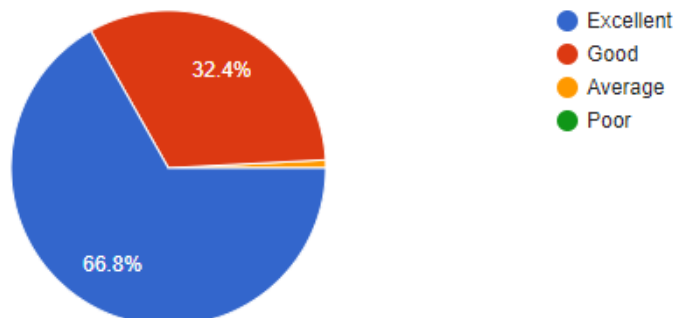
Please rate this course.

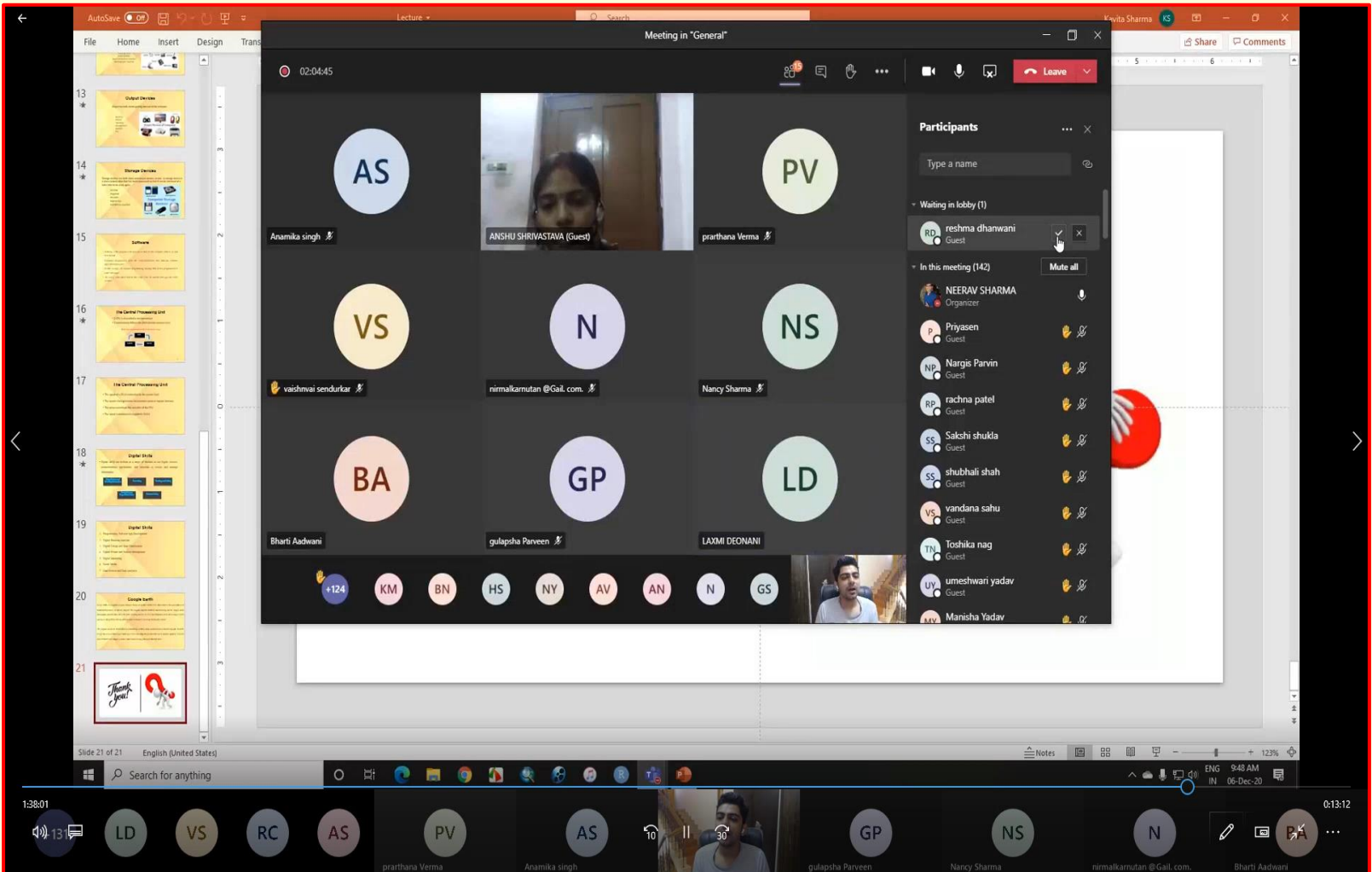
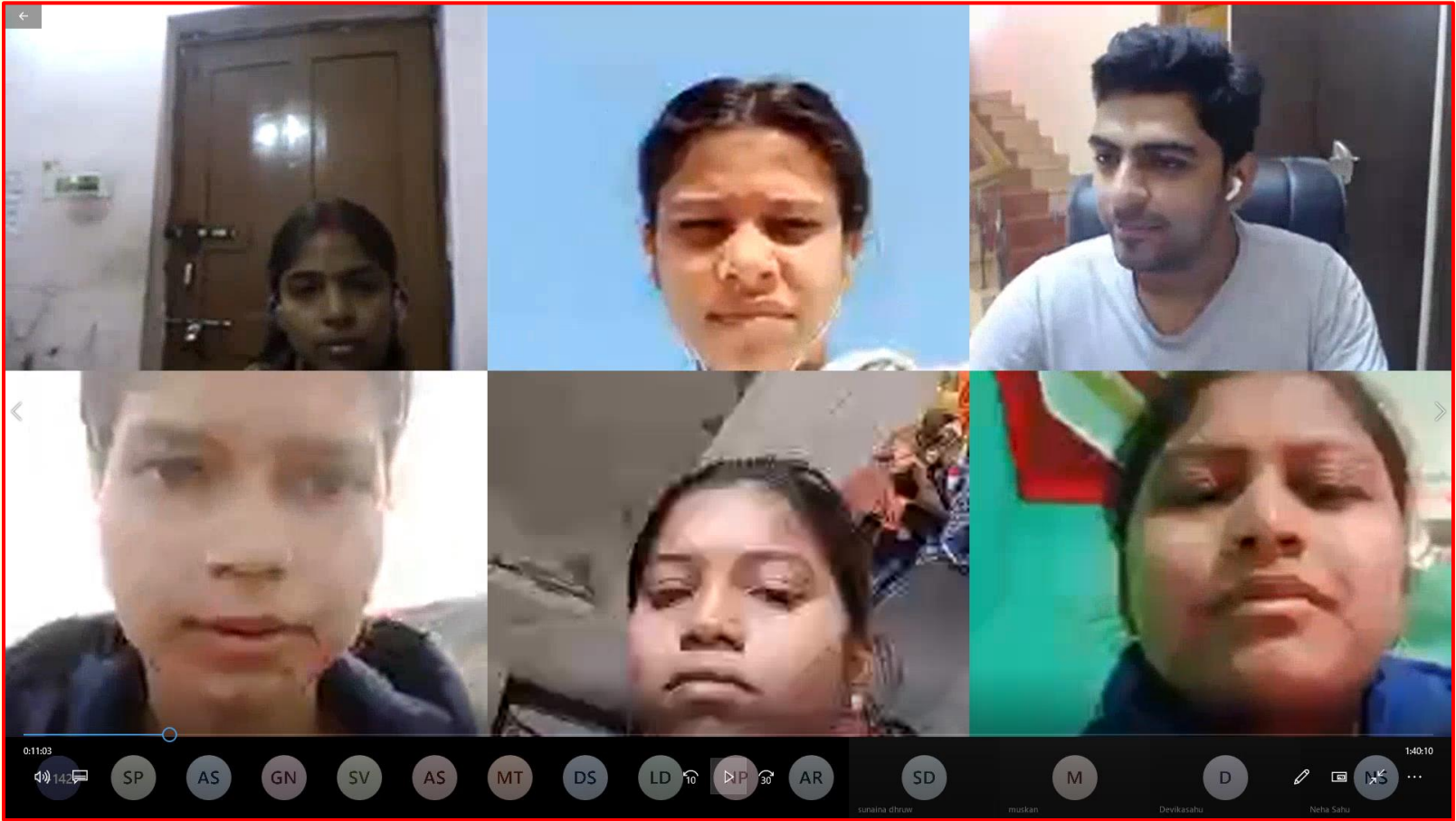
241 responses

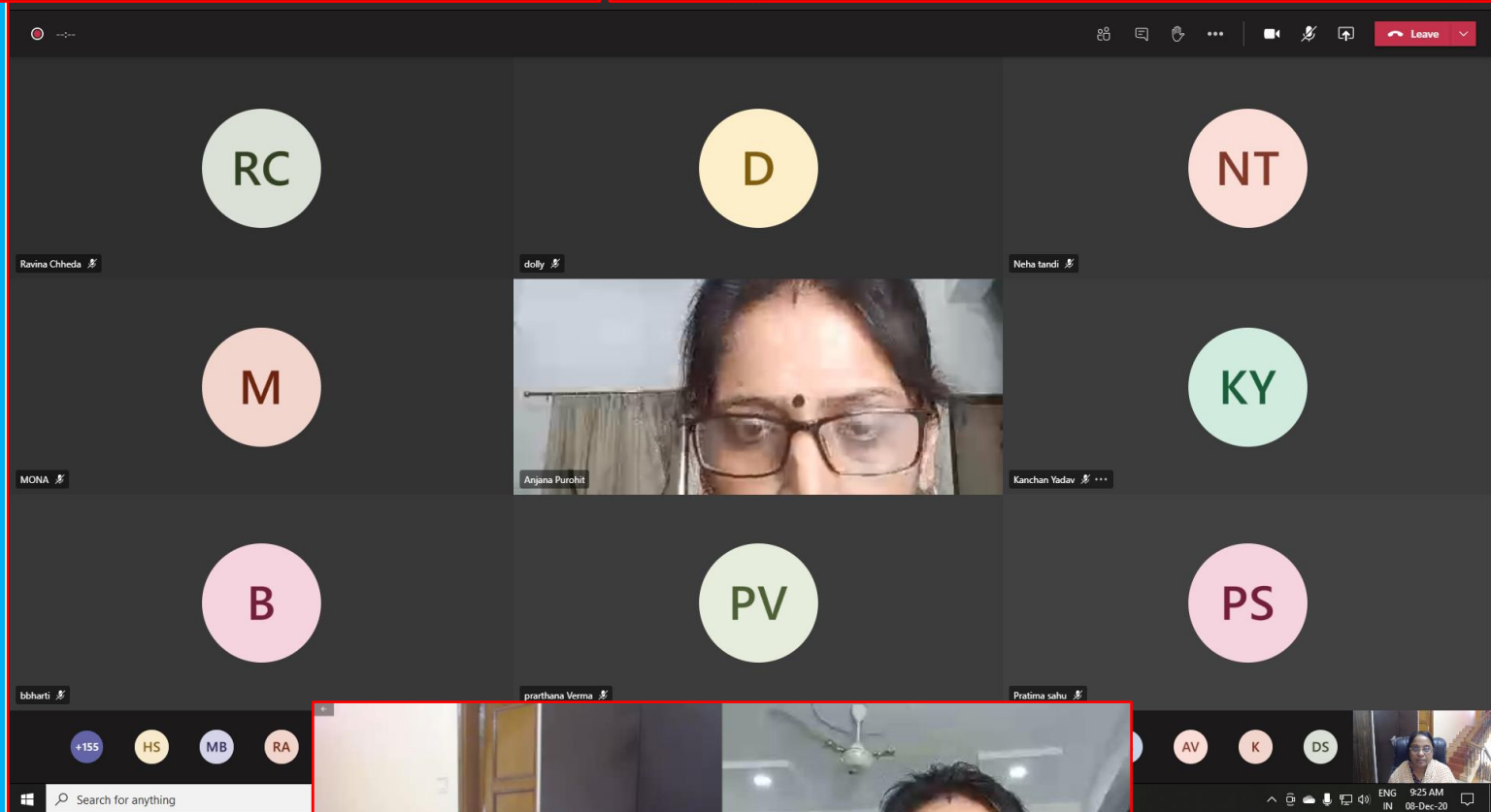
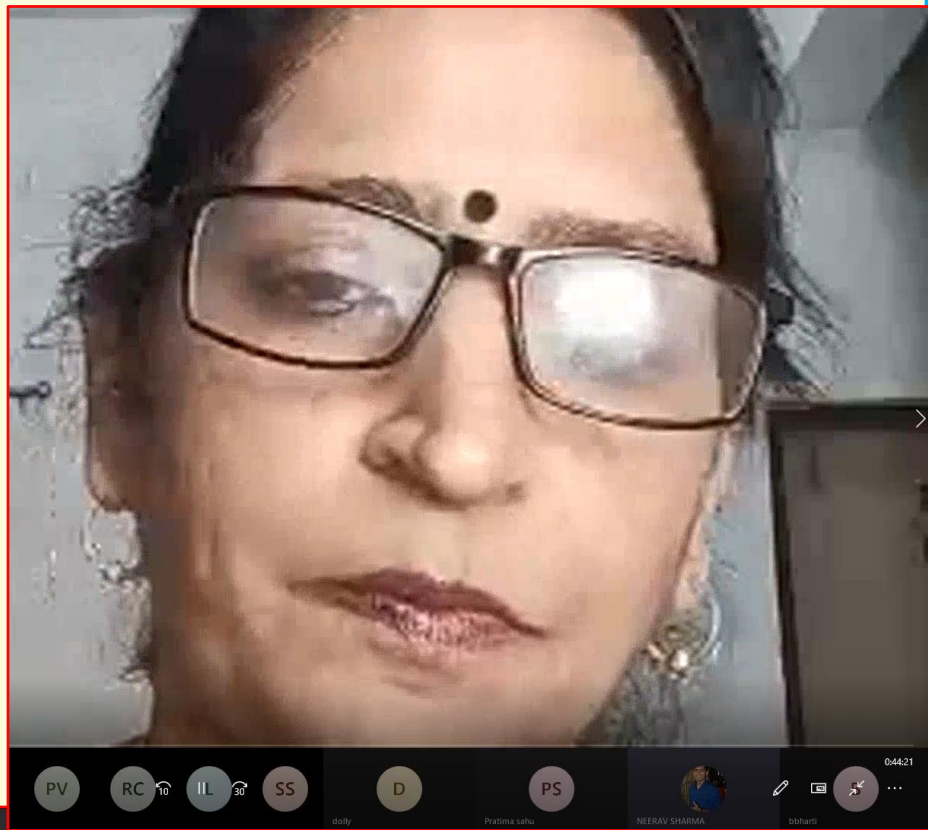
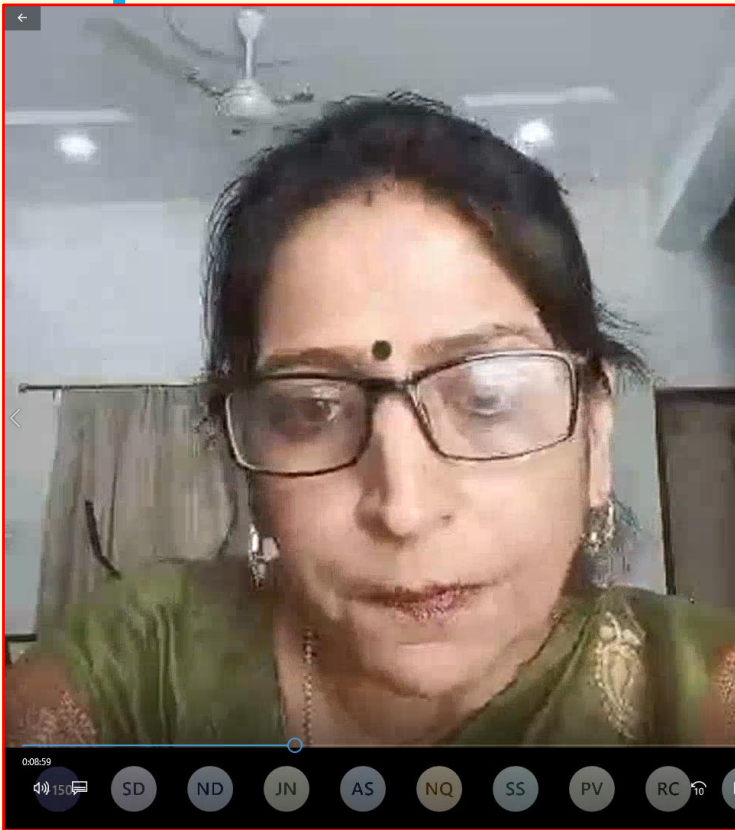


Please rate the lectures delivered by the Resource Persons.

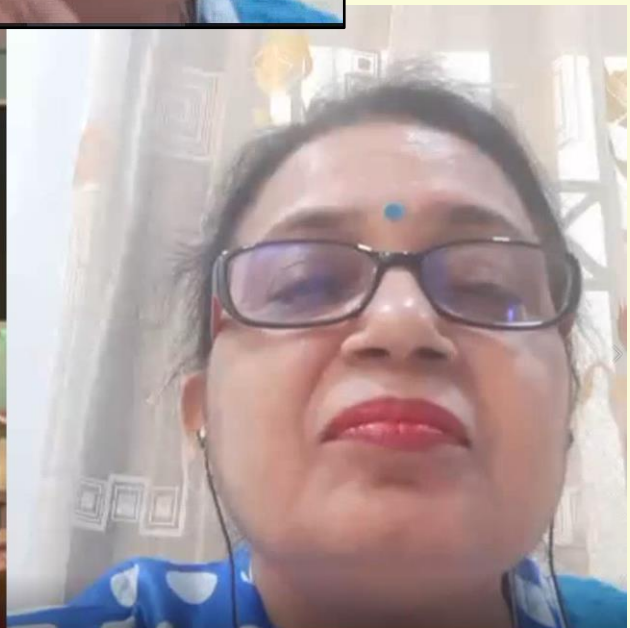
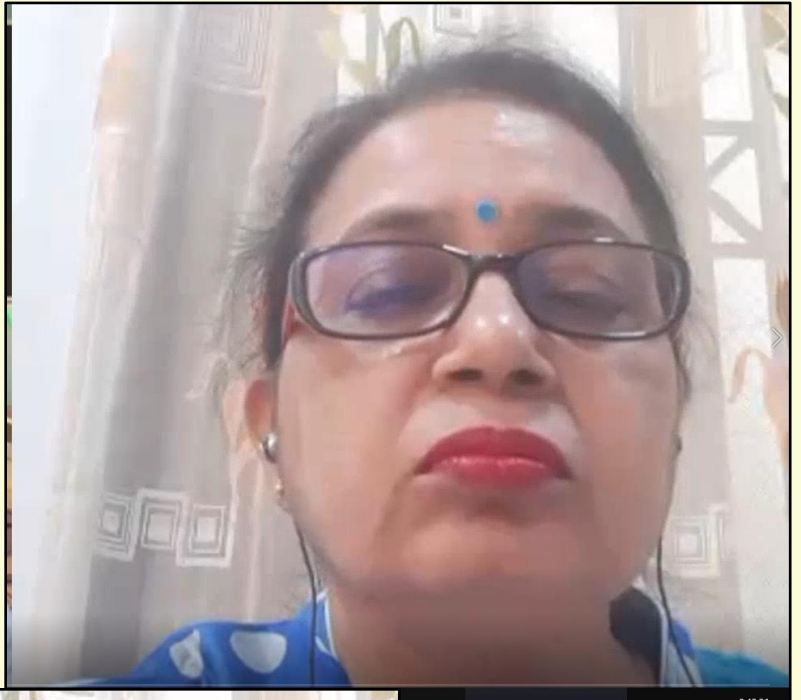
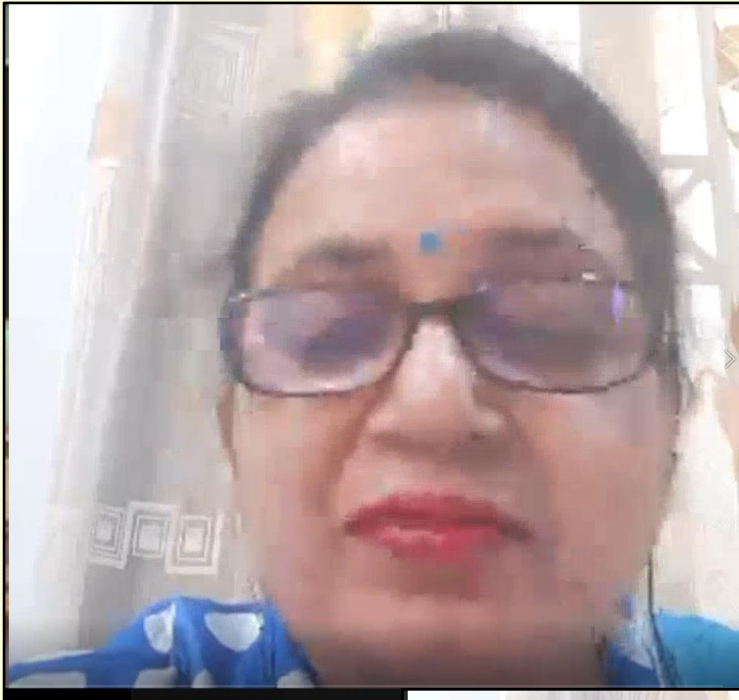
241 responses

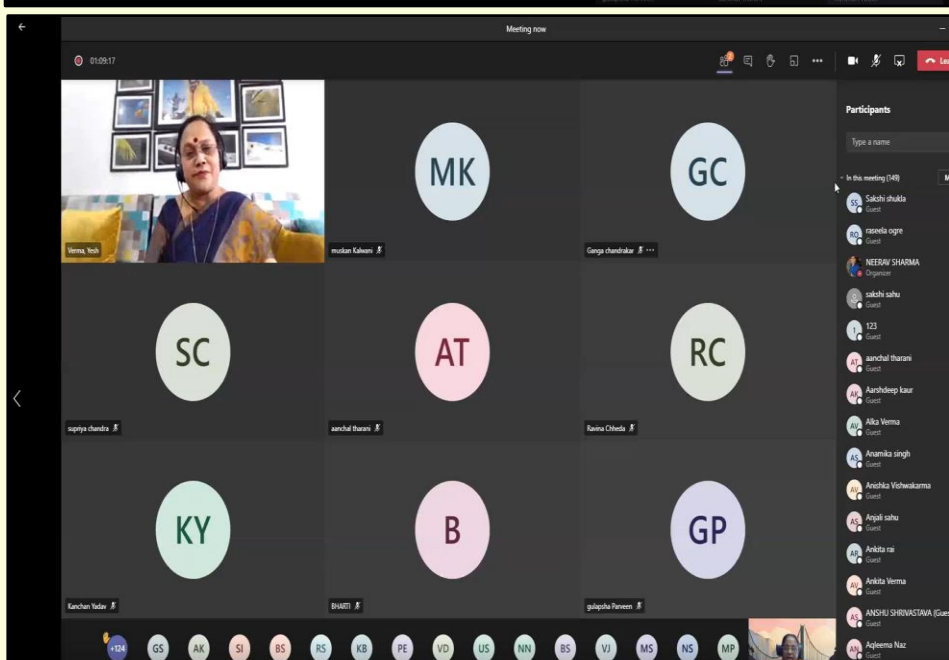
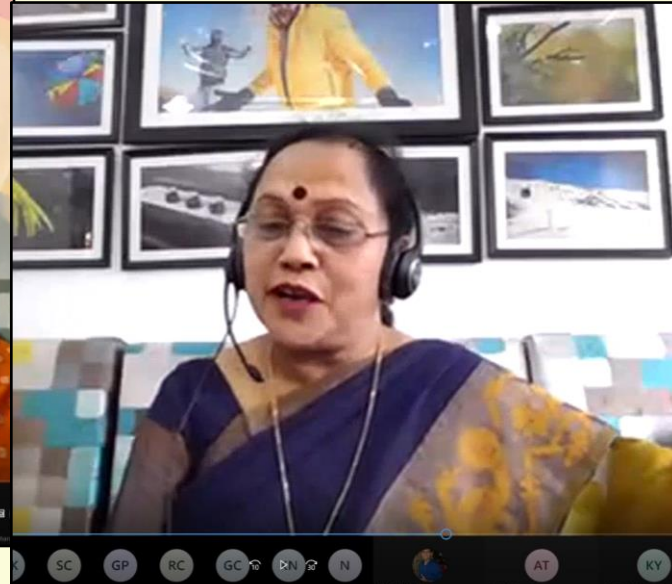
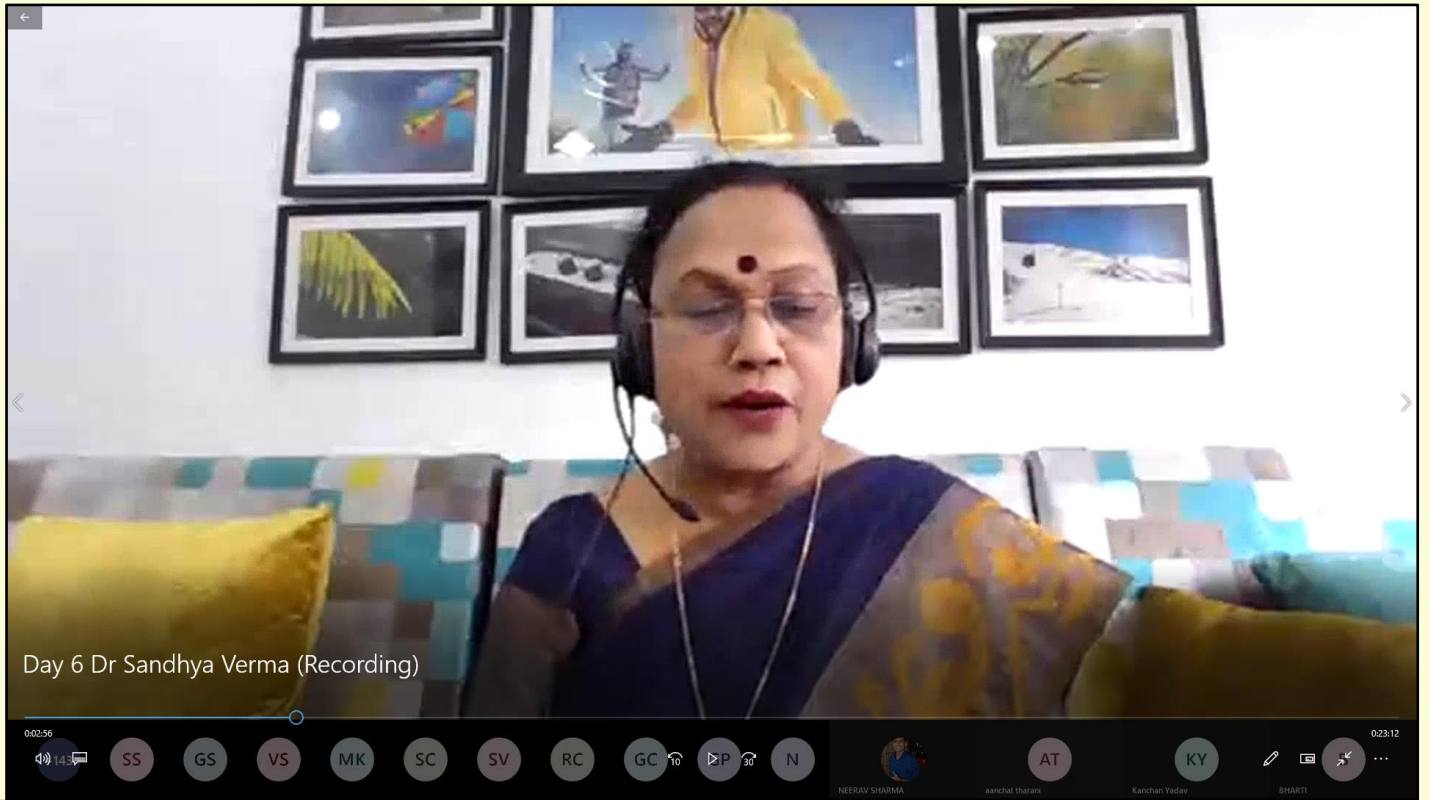












# Resourse Person Dr Ravi Sharma

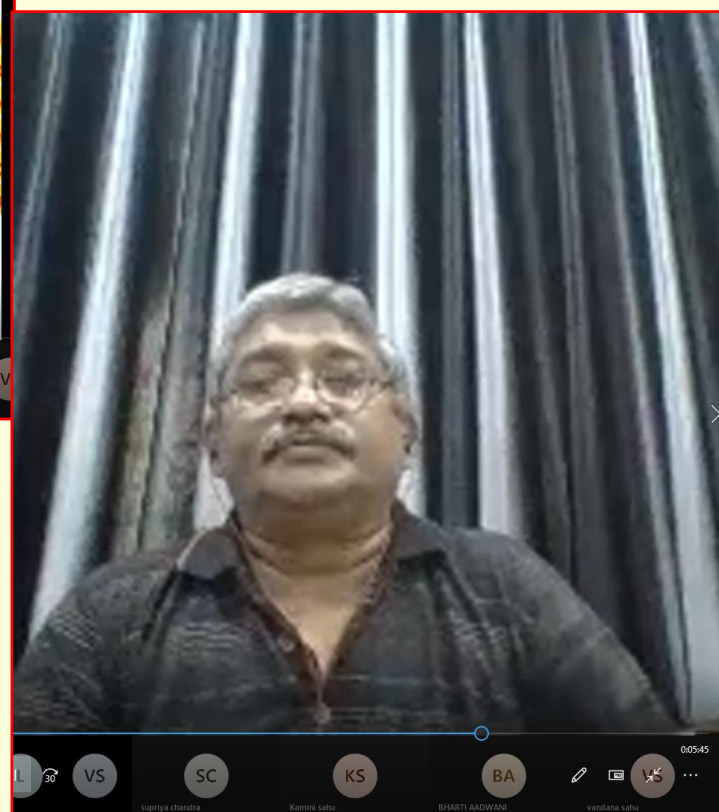


## ENHANCING THE WORD DOCUMENT

By  
Dr Ravi Sharma  
Govt. Arts & Commerce Girls  
College Devendra Nagar  
Raipur(C. G.)

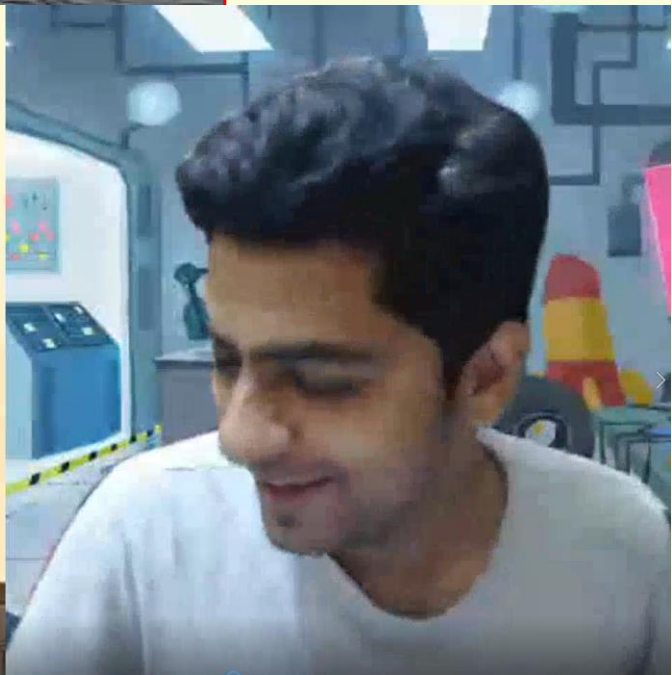
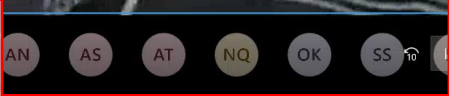
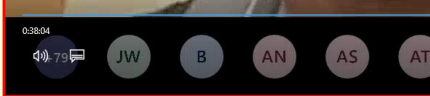
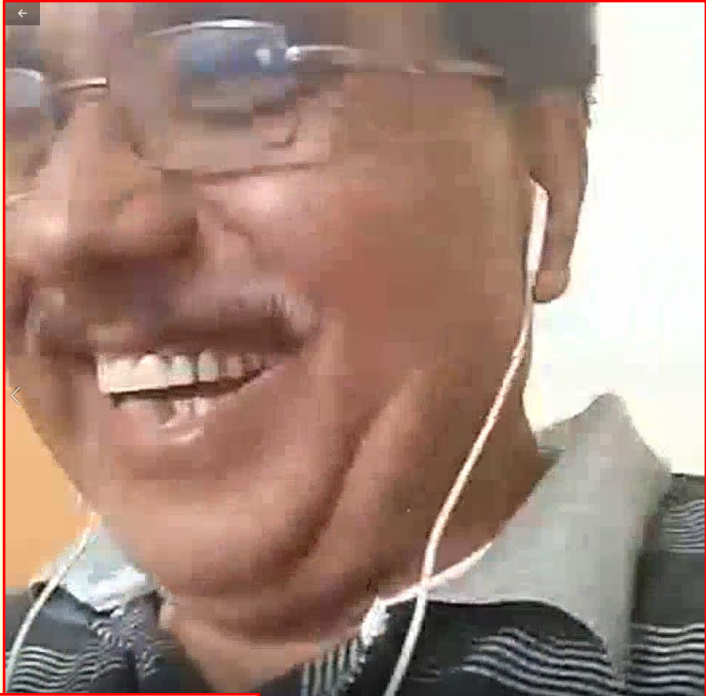
A screenshot of the Microsoft Word application interface. The 'Font' ribbon is active, showing options for bold, italic, underline, and text color. A 'Theme Colors' palette is open, displaying various color swatches. The text 'Your computer will be restart in several minutes for the installation, please while wait..' is visible in the document, with some words highlighted in yellow. The status bar at the bottom shows the name 'Ravi Sharma (Guest)'.

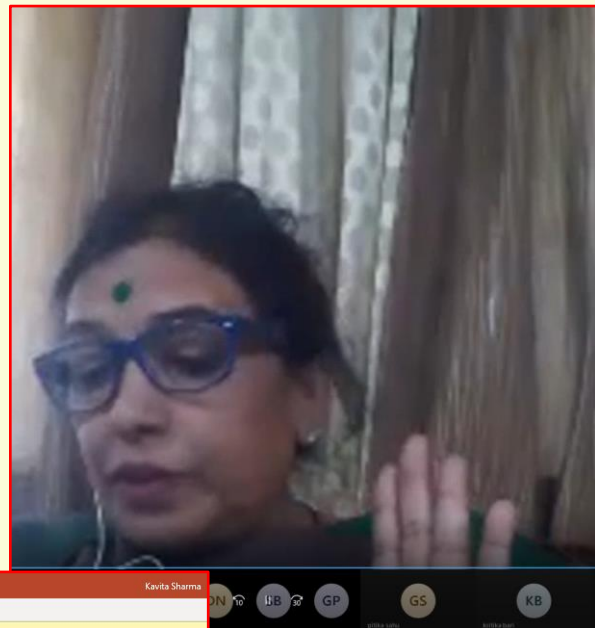
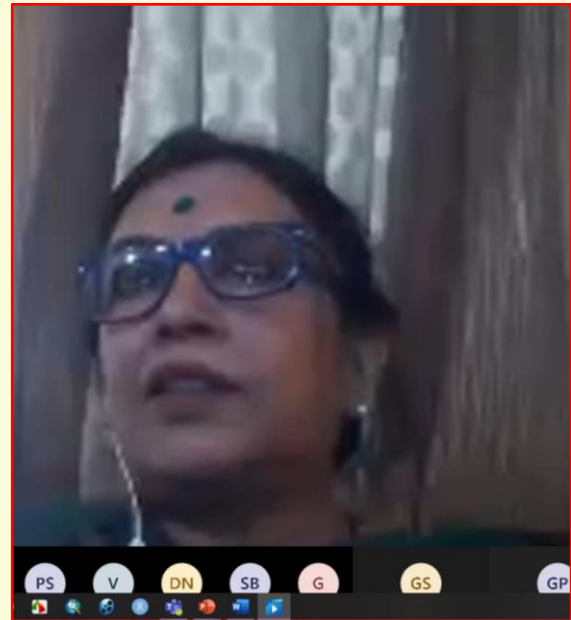
Enhancing the Documentation Skills  
through Word



# Resourse Person Dr B D Thadlani

# MS Excel





AutoSave Dr Ushakiran Agrawal Madam Lecture - Protected View - Saved to this PC

File Home Insert Design Transitions Animations Slide Show Review View Help

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

1 **Digital Skill and Women**  
Dr Ushakiran Agrawal

2

3 **Mind Boggling figures- Power at finger**

- In 2015, nearly 75 million Indians are using internet
- A majority of the people access the internet through their mobile
- There are millions of low-cost internet-enabled mobile phones in use
- 70% of web traffic coming from mobile phone

4 **Puzzling**

- The women who use internet is much lower than men
- Bias is more evident in rural India
- Only 35% women own their mobile as compared to 75% men
- The greater inequality in mobile ownership across country and is not restricted to poorer, less educated groups

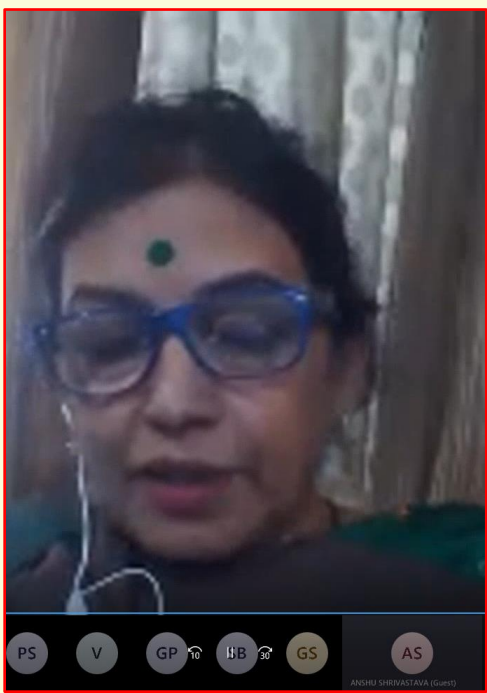
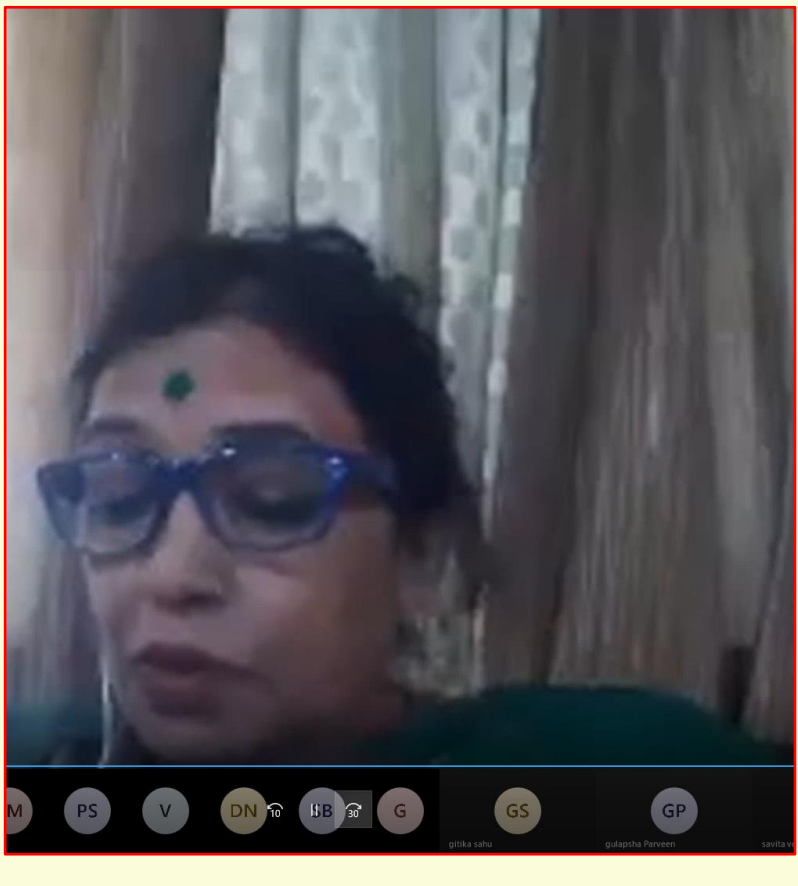
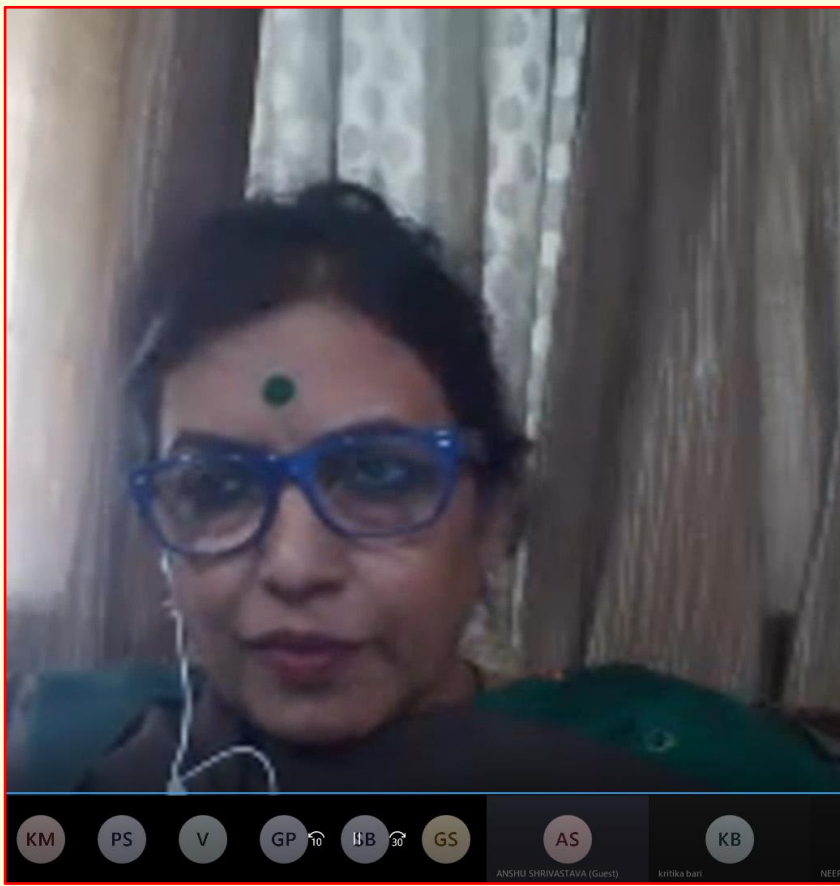
5 **Puzzling**

- Mobile phone access gives information amongst unconnected communities up-to-date market prices, job opportunities, healthcare and financial services. Education
- Large section of women are illiterate

**Digital Skill and Women**  
Dr Ushakiran Agrawal

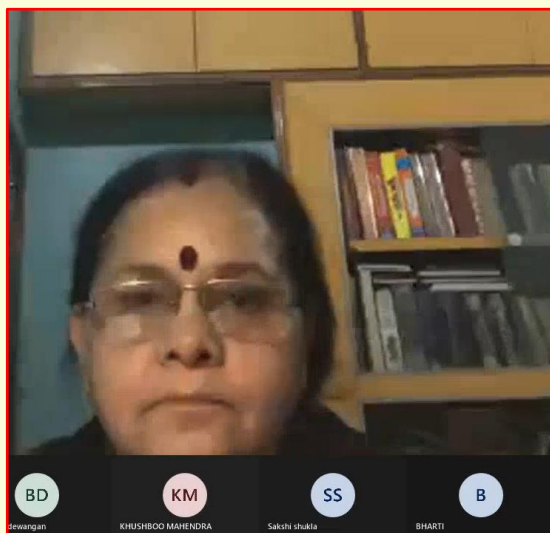
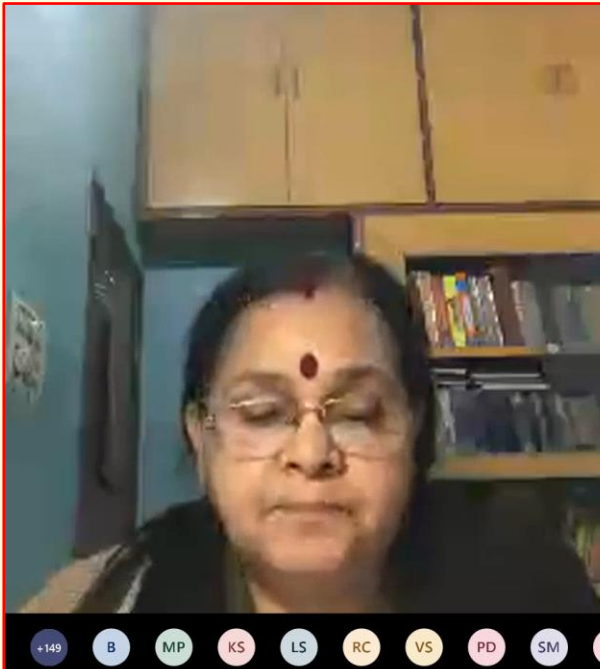
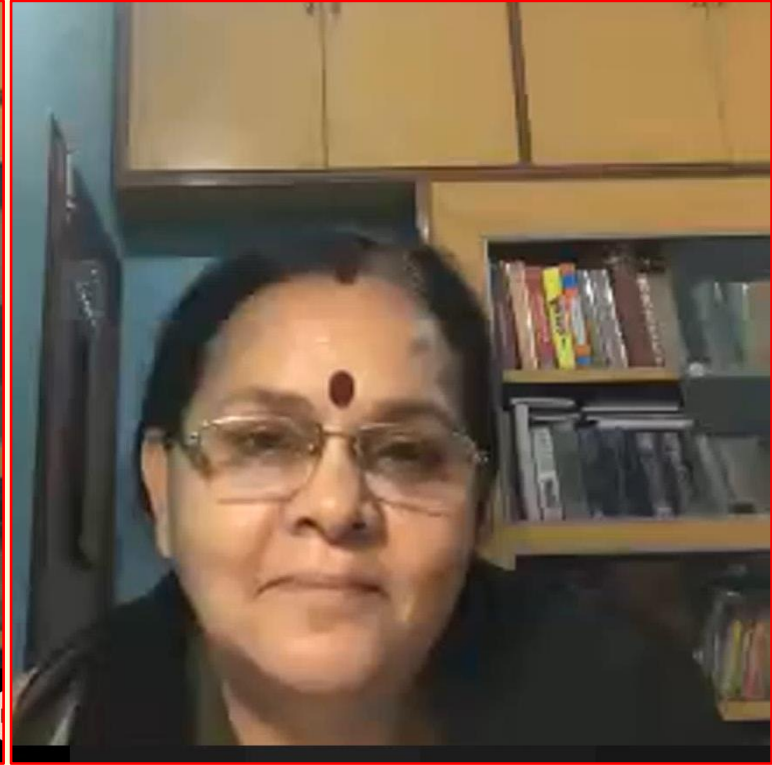
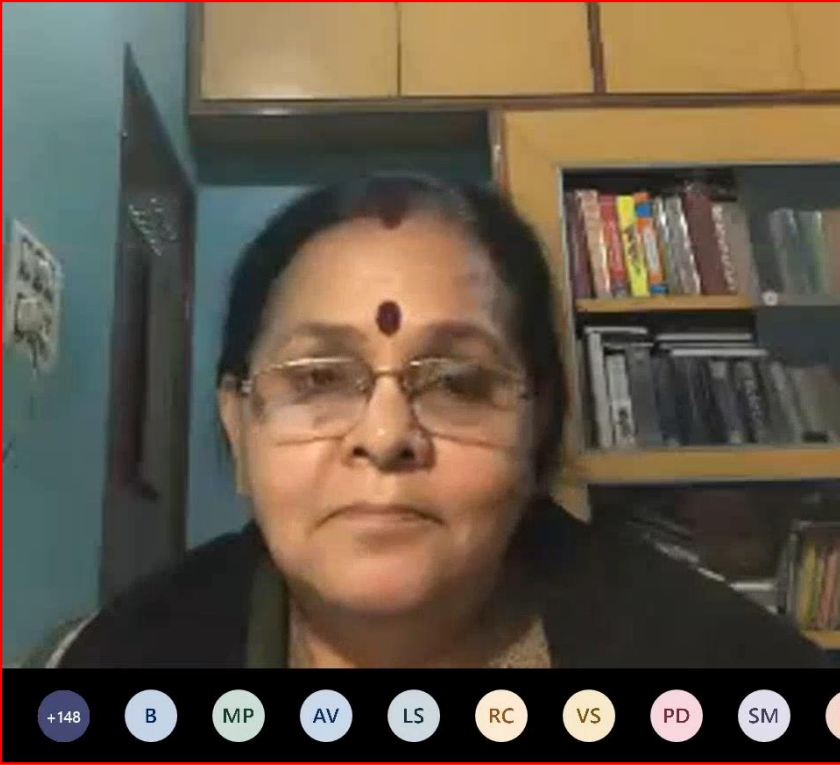
MyFreePPT

Slide 1 of 35 English (United States)



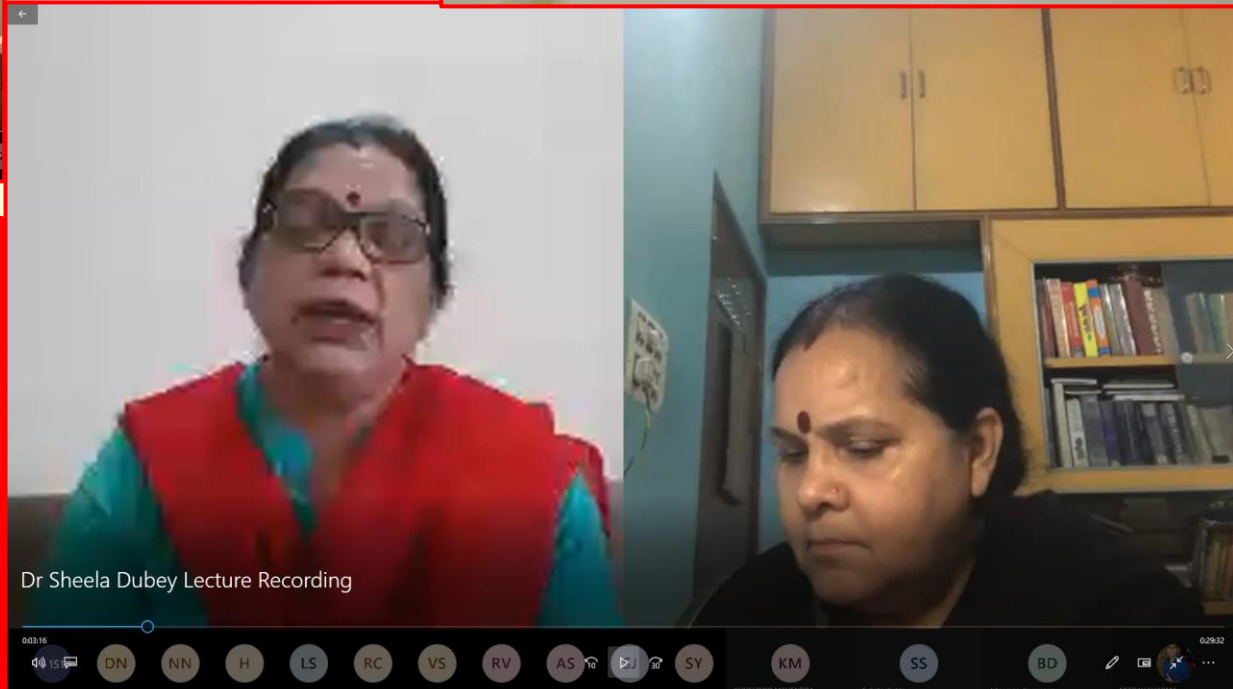
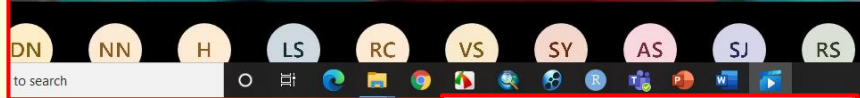
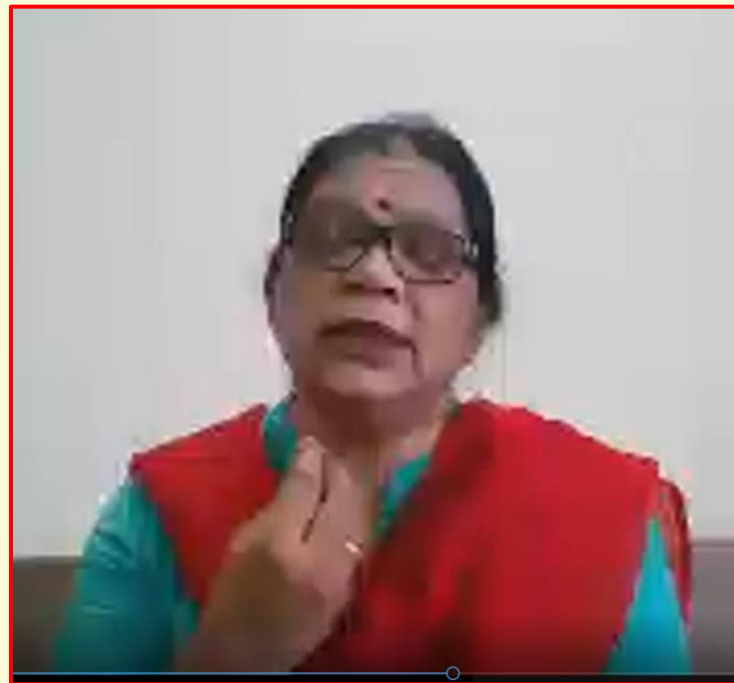
# Resource Person Dr Sushma Tiwari

# Language Skills



# Resource Person Dr Sheela Dubey

## Importance of Etiquettes during Online Sessions







**GOVT. ARTS AND COMMERCE  
GIRLS' COLLEGE RAIPUR**

VALUE ADDED COURSE  
ON  
"ENHANCING COMPUTER AND DIGITAL SKILLS"

**CERTIFICATE**

This is to certify that  
*Bharti Aadwani, M Com Ist Sem*

has successfully completed the value-added course on "ENHANCING COMPUTER AND DIGITAL SKILLS" conducted by IQAC of Govt. Arts & Commerce Girls' College Raipur from 05/12/2020 to 22/12/2020 (36 Hours) and secured A grade.

Dr. Ushakiran Agrawal  
Course Coordinator

Dr. Kavita Sharma  
IQAC Coordinator

Dr. Amitabh Banerjee  
Principal



**GOVT. ARTS AND COMMERCE  
GIRLS' COLLEGE RAIPUR**

VALUE ADDED COURSE  
ON  
"ENHANCING COMPUTER AND DIGITAL SKILLS"

**CERTIFICATE**

This is to certify that  
*Ms Neha Patel*

has successfully completed the value-added course on "ENHANCING COMPUTER AND DIGITAL SKILLS" conducted by IQAC of Govt. Arts & Commerce Girls' College Raipur from 05/12/2020 to 22/12/2020 (36 Hours) and secured B grade.

Dr. Ushakiran Agrawal  
Course Coordinator

Dr. Kavita Sharma  
IQAC Coordinator

Dr. Amitabh Banerjee  
Principal



**GOVT. ARTS AND COMMERCE  
GIRLS' COLLEGE RAIPUR**

VALUE ADDED COURSE  
ON  
"ENHANCING COMPUTER AND DIGITAL SKILLS"

**CERTIFICATE**

This is to certify that  
*Dr Sushma Tiwari*

has delivered a lecture as a resource person in the value-added course on "ENHANCING COMPUTER AND DIGITAL SKILLS" conducted by IQAC of Govt. Arts & Commerce Girls' College Raipur from 05/12/2020 to 22/12/2020 (36 Hours).

Dr. Ushakiran Agrawal  
Course Coordinator

Dr. Kavita Sharma  
IQAC Coordinator

Dr. Amitabh Banerjee  
Principal

**CERTIFICATES**