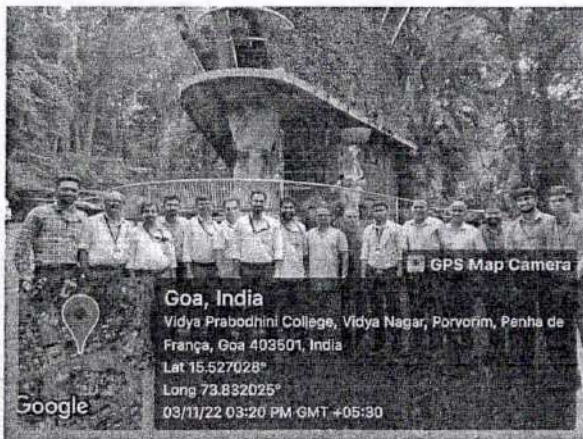


ACTIVITY REPORT

Event Details



Name of the Event: Computer Literacy, E-content Development and Social Media handling

Academic Year: 2022-23

Type of the Event: Course

Reach of the Event: Local

Mode of Event: Offline

Date of Event: From 31-10-2022 To 03-11-2022

No of Day(s): Three-Day

Venue: ICT LAB

Objectives of the Event: To develop basic computer literacy among the non-teaching staff

To train the non-teaching staff in developing the e-content and video editing

To instil good photography skills using normal mobile camera.

To train the non-teaching staff in handling Social media, projectors and other multimedia tools

Outcomes of the Event: The participants have understood the basic computer literacy.

The non-teaching staff were able to develop the e-content and editing videos.

Good photography skills using normal mobile camera was taught and was practiced on-site by

the participants.

The non-teaching staff are able to handle Social media, projectors and other multimedia tools

A brief write-up about the Event (in about 300 words):

Adhering to the need to enhance the computer literacy level of the Non-Teaching and Multi-Tasking Staff of the college, a 3-Day course on 'Computer Literacy, E-content Development and Social Media handling' was organized from 31st October, 2022 to 2nd November, 2022.

The course was conducted in the college ICT Lab and was assisted by Mr. Saish Dalal, Mr. Swapnil Gaonkar, Mr. Balaji D. Naik, Mr. Ashay N. Naik and Mr. Vijay Kudnekar.

The following topics were covered:

Knowledge of Computer Hardware

Knowledge of Networking

Drafting, Typing and Printing

Google Suite- Google Forms, Google Docs and Google Meet

Video Editing and Publishing on YouTube

Social Media Handling,

Use of Smart Boards,

Video Recording,

A Practical session on photography was conducted in the field for a hands-on experience. The Participants were taken to a scenic location near the college and were taught to use their mobile phone using additional camera settings. They learnt to manually adjust all the settings and click clean photos.

Event Category: Academic

Details about the external Collaborating/Associating agencies

Name of the collaborating agency:

Address:

Nature of the Collaboration:

Details of Collaboration:

Participants' Details

Expected number of Participants:

Local	State	National	International	Total Delegates
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19	0	0	0	19
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Resource Persons' Details

Name of the Resource person: BALAJI NAIK

Institutional Affiliation: VIDYA PRABODHINI COLLEGE

Area of expertise(in brief): Computer Networking and Use of Projectors

Any other details:

Name of the Resource person: SAISH S NAYAK DALAL

Institutional Affiliation: VIDYA PRABODHINI COLLEGE

Area of expertise(in brief): DRAFTING, TYPING AND PRINTING

Any other details:

Name of the Resource person: AASHAY NAIK

Institutional Affiliation: VIDYA PRABODHINI COLLEGE

Area of expertise(in brief): COMPUTER HARDWARE AND GOOGLE SUITE

Any other details:

Name of the Resource person: VIJAY KUDNEKAR

Institutional Affiliation: VIDYA PRABODHINI COLLEGE

Area of expertise(in brief): PHOTOGRAPHY

Any other details:

Name of the Resource person: SWAPNIL GAONKAR

Institutional Affiliation: VIDYA PRABODHINI COLLEGE

Area of expertise(in brief): VIDEO EDITING

Any other details:

Event Coordinator Details

Name of the Department/Committee: ICT


Name of the Event Co-ordinator: BALAJI NAIK

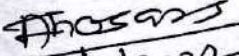
Event Co-ordinator email address: balajinaikvpc@gmail.com


Event Co-ordinator Mobile Number: 9545724455

Name of the Co-coordinator: SAISH S NAYAK DALAL

Signature of the Coordinator: 

Signature of the Co-coordinator: 

Signature of the Head of the Department: 
4/11/2022

Signature of the Principal: 

Date: 04-11-2022
04/11/2022

Place: Parvari, Goa.

ATTENDANCE SHEET

3-Day Computer Literacy, E-Content Development, And Social Media Management Course

Sr.	Name	31st October,2022	1st November,2022	2nd November,2022
1	Shri. Shrishkumar S. Patil			
2	Shri. Rajaram S. Sandye			
3	Shri. Swapnil S. Gaonkar			
4	Shri. Balaji D. Naik			
5	Shri. Gauresh G. Bagli			
6	Shri. Ashay N. Naik			
7	Shri. Siddhesh R. Naik			
8	Shri. Rohit S. Pilankar			
9	Shri. Suraj G. Sakhare			
10	Shri. Anand Singh			
11	Shri. Vijay P. Kudnekar			
12	Shri. Suhas R. Malik			
13	Shri. Amol H. Naik			
14	Shri. Prabhakar K. Kavlekar			
15	Shri. Tareshwar R. Adpaikar			
16	Shri. Prakash P. Gawas			
17	Shri. Rajesh S. Naik			
18	Shri. Vithal B. Gaude			
19	Shri. Babu J. Yemkar			



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S
**Vidya Prabodhini College of Commerce,
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGS Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1st Cycle)

Ref. No: VPCCECM/IT /2022-23/461

Date: 29th October, 2022


OFFICE ORDER

The College ICT Cell will host a 3-day course on "Computer Literacy, E-content Development, and Social Media Handling for Non-Teaching Staff" from 31st October- 2nd November, 2022, with the following Teaching & Non-Teaching Staff serving as the resource persons.

Sr.	Name	Role
1	Shri. Balaji Naik	Resource Person (Knowledge of Networking, Use of Multimedia Equipment's and Sound)
2	Shri. Ashay Naik	Resource Person (Knowledge of Computer Hardware, Google Suite)
3	Shri. Saish S. Nayak Dalal	(Drafting, Typing and Printing, Use of Smart Boards, Projectors in Classroom, Video Recording)
5	Shri. Swapnil Gaonkar	Resource Person (Designing, Video Editing and Publishing)
6	Shri. Vijay Kudnekar	Resource Person (Social Media Handling)

For the above course,

1. Shri. Balaji Naik- Coordinator
2. Shri. Saish S. Nayak Dalal- Co-Coordinator


(Dr. Bhushan V. Bhawe)
Principal

Copy to:

1. Vice Principal
2. Office in charge
3. Personal file of respective staff
4. Guard file

4 Day Course on 'Computer Literacy, E-content Development and Social Media handling for the Non-Teaching Staff and Multi-Tasking Staff of Vidya Prabodhini College

Program Schedule

Computer Literacy, E-content Development and Social Media handling

Date	Time	Course Name	Resource Person	No. of Hours
Day 1				
31-10-2022	11.30-12.00 PM	Innaugral	Chairman, Principal, Vice Principal and HOD (Commerce)	30 min
	12.00-1.00 PM	Knowledge of Computer Hardware	Ashay Naik	1 hr
	2.00-3.00 PM	Knowledge of Networking	Balaji Naik	1 hr
Day 2				
01-11-2022	12.00-1.00 PM	Drafting, Typing and Printing	Saish Dalal	1 hr
	02.00-03.00 PM	Google Suite	Ashay Naik	1 hr
	03.00-4.00 PM	Video Editing and Publishing	Swapnil Gaonkar	1 hr
Day 3				
02-11-2022	12.00-1.00 PM	Social Media Handling, Use of Smart Boards, Projectors in Classroom	Saish Dalal, Vijay Kudnekar and Balaji	1 hr
	2.00-3.00 PM	Video Recording, Use of Multimedia Equipments and Sound		1 hr
	3.00-3.30 PM	Closing		30 min

Total Duration	08 Hours
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