



S.N.M COLLEGE MALIANKARA

(Affiliated to Mahatma Gandhi University, Kottayam)

1. Title of the program : Proficiency Test on Basic Computer Skill among UG and PG

Students

2. Name of the Coordinator/s : Vipin K.D

3. Organizing Department/Cell : Career Guidance and Placement Cell

4. Date : 3rd October 2019

5. Number of participants: 65

6. Venue: College Seminar Hall

7. Resource Person/s : Training coordinators of Network Systems,

8. Objective of the Program : Identify students IT skills and provide necessary guidelines for a better career

9. Detailed description of the event:

With the support of Network Systems, an institution grooming young graduates in IT sector in Ernakulam, Career guidance Cell of SNM College conducted a proficiency test on basic computer skills among undergraduate (UG) and postgraduate (PG) students. Trainers informed the gathered students and teachers that strong computer skills are essential for most modern careers and If the test reveals deficiencies, the institution could focus on ensuring that students are adequately prepared for the job market. Basic computer skills are essential for both undergraduate (UG) and postgraduate (PG) students, as they play a significant role in academic work, research, and future careers. They illustrated some fundamental computer skills that UG and PG students should possess. They talked on different skills like 1) Operating System Proficiency for Creating, managing, and organizing files and folders, 2) Skill for using Microsoft Word, Google Docs for creating and formatting documents for Formatting text, adding images, and managing document layouts, 3) skill of using Spreadsheets or Microsoft Excel, Google Sheets to organize data, create tables, and perform basic calculations and on 4) presentations using software like Microsoft PowerPoint or Google Slides for Designing slides, adding multimedia and effectively conveying information. Trainers also talked on the skill requirements for efficiently doing Email and Communication, File Management and Backup, Basic Data Analysis, Online Research Skills and Cyber security Awareness:

10. Outcome of the event/Evaluation by Program Coordinator:

Based on the outcomes, the institution could plan future initiatives to enhance computer literacy by offering certificate courses on basic computer programmes. Plans could be made for integrating computer skills into various courses or offering specialized training programs. Two students from M.Sc Physics were selected on the basis of the test to participate in an Intercollegiate Level Competition and one among them got selection for District Level Competition.