

TEACHER'S ACTIVITY REPORT 2018 - 2019.

FACULTY: Simranjeet Kaur **DEPARTMENT:** Commerce **IQAC ACTIVITY :** SVC/2018-19/COM/SK/2

NAME OF THE ACTIVITY: Computer Literacy Programme

DATE	FACULTY	DEPARTMENT/COMMITTEE	COORDINATOR NAME
January-February,2019	Ms. Sunita Chhabra, Dr. Shruti Mathur, Ms. Simranjeet Kaur, Mr. Aashish Jain	Extension Activities Committee	Dr. Pooja Jain
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor
NA	Sri Venkateswara College	5	Indoor
SUPPORT/ASSISTANCE:	Department of Commerce, Sri Venkateswara College, Women Development Cell, Sri Venkateswara College, Delhi University		

BRIEF INFORMATION ABOUT THE ACTIVITY (**CRITERION NO. - III**):

TOPIC/SUBJECT OF THE ACTIVITY	Computer Literacy Programme
OBJECTIVES	To acquaint the wives of non-teaching staff with basic computer knowledge
METHODOLOGY	The five volunteers gave hands-on experience to the participants on how to do online banking, use social media apps, book cabs, order food online, use google and e-mail etc.
OUTCOMES	The participants were able to pay their electricity bills, book gas cylinders, use digital modes of payment and use YouTube and Facebook by themselves after their training.

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PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

Notice & Letters	Student list of participation ✓	Activity report ✓	Photos ✓	Feedback form
Feedback analysis	News clip with details	Certificate	Any other	

IQAC Document No:	Criterion No: III	Metric No:
Departmental file no	IQAC file No;	

NAME OF TEACHER & SIGNATURE	NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Simranjeet kaur	Dr. Shruti Mathur	

For Reference

Criterion I	Curricular Aspects (planning & Implementation)	Criterion V	Student Support & Progression
Criterion II	Teaching Learning & Evaluation	Criterion VI	Governance
Criterion III	Research, Innovations & Extension	Criterion VII	Institutional Values & Best Practices
Criterion IV	Learning Resources and Infrastructure		

***SRI VENKATESWARA COLLEGE
DEPARTMENT OF COMMERCE***

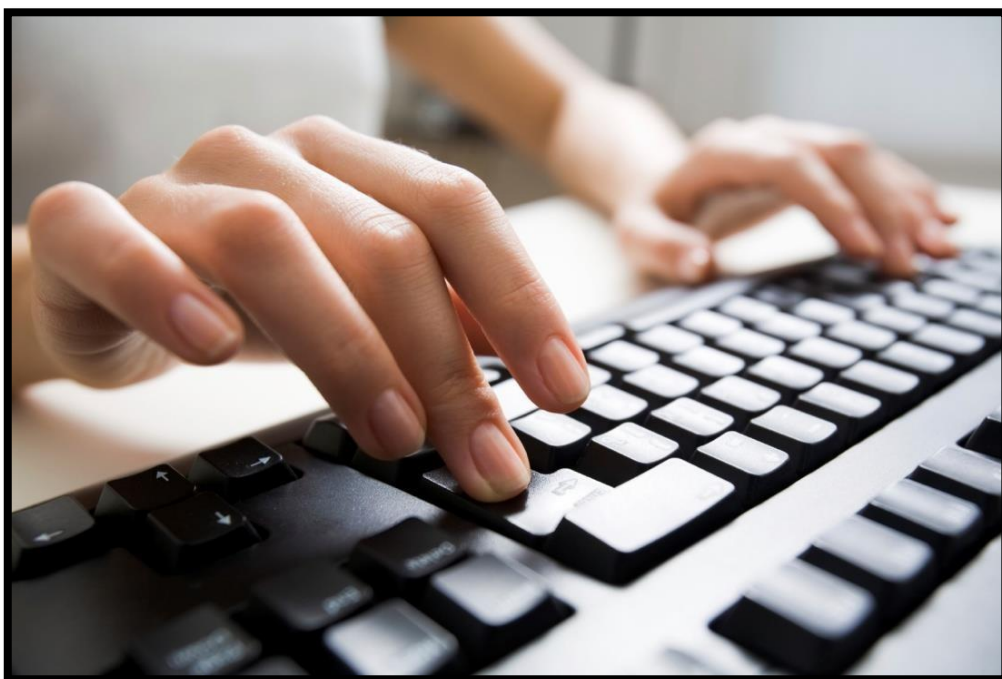
in association with

WOMEN DEVELOPMENT CELL



***COMPUTER LITERACY
PROGRAM***

(Extension Activity)



ACKNOWLEDGEMENT

We consider it a great privilege to be a part of this prestigious institution Sri Venkateswara College. Not only academically but the college has always excelled in all the fields and it feels extremely great to be a part of one such initiative. We would like to express our special gratitude to our Principal Madam, Dr. P. Hemalatha Reddy for fostering great values in the college environment and who gave us this golden opportunity to be the part of this program.

We consider it a great opportunity and would like to thank all the teachers who were a part of this program for believing in us and for supporting and mentoring us at each and every step of the entire process.

This program would not have been possible without the great support and guidance of our committee conveners, Ms. Sunita Chhabra and Ms. Pooja Jain. We also thank Dr. Sushil Gupta, WDC convener, for always keeping our morale high and guiding us from time to time. Our gratitude to Dr. Shruti Mathur, Ms. Simranjeeet Kaur and Mr. Aashish Jain, committee members of

BACKGROUND

In the dynamic industry environment, the methods of operating at a workplace keep changing along the passage of time. By far the world has experienced a tremendous takeover by technology, including widespread acknowledgement and use of “computers” both at home and work. From basic internet usage to complex financial solutions, the computer has succeeded in providing solutions to all issues.

However only a very meager proportion of the population has had the opportunity and privilege to access such devices and make use of the possible benefits.

“We cannot go back and create a new beginning, but we can surely start today and work towards a better end.”

*Believing in the concept of change and empowerment, the **Department of Commerce** in association with the **Women Development Cell**, undertook the initiative of technically educating women and equipping them with essential knowledge about rudimentary soft skills through a program, named as, **COMPUTER LITERACY PROGRAM**, as a part of extension activity of Commerce Department.*

PLAN OF ACTION

The Department of Commerce along with the Women Development Cell of the institution, organized a Computer Literacy Program, engaging sincere volunteers to coordinate and impart computer skills. Our aim was to engage women living in the college staff quarters and make them realize their true potential development and being at par with the fast changing world.

With the administrative support from the college, the program successfully commenced, enrolling a group of five literate and enthusiastic women. Teachers and students got together to frame a course content on how to transmit maximum possible knowledge to them and hone their existing skills and interest within the stipulated time.

The process of teaching began with student volunteers preparing presentations, handouts, videos under the supervision and guidance of the teachers.

Challenging oratory requirements and simplification process for the best possible understanding of each women, was eased by adopting a planned and pre determined approach for teaching.

THE BEGINNING

To have an auspicious beginning, an inaugural ceremony was held on 23rd January, 2019 in the ICT LAB of the college. Respected Principal Madam, Committee Conveners and Members along with members of Department of Commerce and Women Development Cell addressed the ladies and the student volunteers to boost their motivation and morale. All the efforts were made to make the ladies comfortable and at ease with teachers as well student volunteers. They were also briefed about the entire course structure.

PARTICIPANTS

(LADIES WHO LEARNED)

Following are the five ladies who participated very actively in the Extension Activity:

- 1. Mrs. Pushpa*
- 2. Mrs. Kavita*
- 3. Mrs. Savitri*
- 4. Mrs. Anita*
- 5. Mrs. Santosh*

The complete details have been provided in the appendix at the end.

THE TEAM

In order to achieve one on one teaching approach a team of five student volunteers was engaged for the five participating ladies. The students of B.Com (Hons.) II Sem IV of Commerce Department became a part of the volunteering team. Some of them were also members of WDC. The list of students is as follows:

- 1. Yashaswini Sharma*
- 2. Mridula Batra*
- 3. Shubhika Gupta*
- 4. Vanjul Kumar*
- 5. Vanshika Mangla*

COURSE CONTENT

Keeping in mind the needs and requirements of the ladies a course structure was drafted in advanced by the teachers and student volunteers. A major part of it comprised of mobile applications, enabling them to use their smart phones in a better way. The major contents are as follows:

Basics of Computer

Introduction to Internet

Youtube, Google

Creating & Using Email Account

Microsoft Word

Online Shopping

Cab Booking

Google Maps

Paytm and Other Digital Modes of Payment

Social Media(Whatsapp)

SCHEDULE

1. BASICS ABOUT COMPUTER (6th February, 2019)

- *Meaning*
- *Uses*
- *Operations*

2. MICROSOFT WORD (8th February, 2019)

- *Preparing documents*
- *Formatting text*
- *Inserting and using tables*
- *Save and print documents*

3. EMAIL ACCOUNT(12th February, 2019)

- *Creating and handling accounts*
- *Sending and reading emails*
- *Attaching pictures, documents etc.*

4. GOOGLE and YOUTUBE(18th February, 2019)

- *Searching and saving images*
- *Copying Links*
- *Search, like and downloading videos on youtube*

5. SOCIAL MEDIA- WHATSAPP (22nd February, 2019)

- *Sharing media files*
- *Sharing live location*
- *Sending voice notes*
- *Adding status and pictures*

6. ONLINE SHOPPING (22nd February, 2019)

- *Creating an account*
- *Searching for products*
- *Placing order*
- *Making payments*
- *Checking order status*

7. PAYTM & DIGITAL MODES OF PAYMENT (26th February, 2019)

- *Creating account*
- *Transferring and receiving money*
- *Metro card recharge*
- *Bill payments*
- *Movie ticket booking*
- *Paytm Mall*

8. GOOGLE MAPS (5th March, 2019)

- *Searching destinations*
- *Save routes offline*
- *View metro/bus routes*
- *Exploring nearby places*

9. CAB BOOKING (5th March, 2019)

- *Creating accounts on Uber and Ola*
- *Process of Cab Booking*
- *Modes of payment*
- *Ensuring safety while travelling*

10. FOOD ORDERING (16th April, 2019)

- *Creating account on Zomato and Swiggy*
- *Browsing restaurants and cafes*
- *Viewing rating and menus*
- *Giving reviews*
- *Looking for offers*
- *Placing and tracking order*

TRAINING AIDS USED

***ONE ON ONE
APPROACH***

***POWER POINT
PRESENTATIONS***

HANDOUTS

VIDEOS

***FEEDBACK
SESSIONS***

ASSIGNMENTS

***BACKUP
CLASSES***

***HOME
ASSIGNMENTS***

OBSERVATIONS AND LEARNING

It is often said that learning is a two way process. The statement was well proven and understood by us during the entire process. It was not only the ladies who benefited but we as students learned various aspects of teaching. Most of us faced this role reversal for the very first time and experienced how impactful and crucial it was to spread the knowledge that you hold. Patience, unity, time management, leadership, were some other vital learnings of the entire process.

Moreover the constant urge of learning among the ladies kept us driven through the course of time. Their readiness to learn new things in every session was beyond appreciation.

The most amazing feeling was to see them reply to our messages be it on email or any other social media.

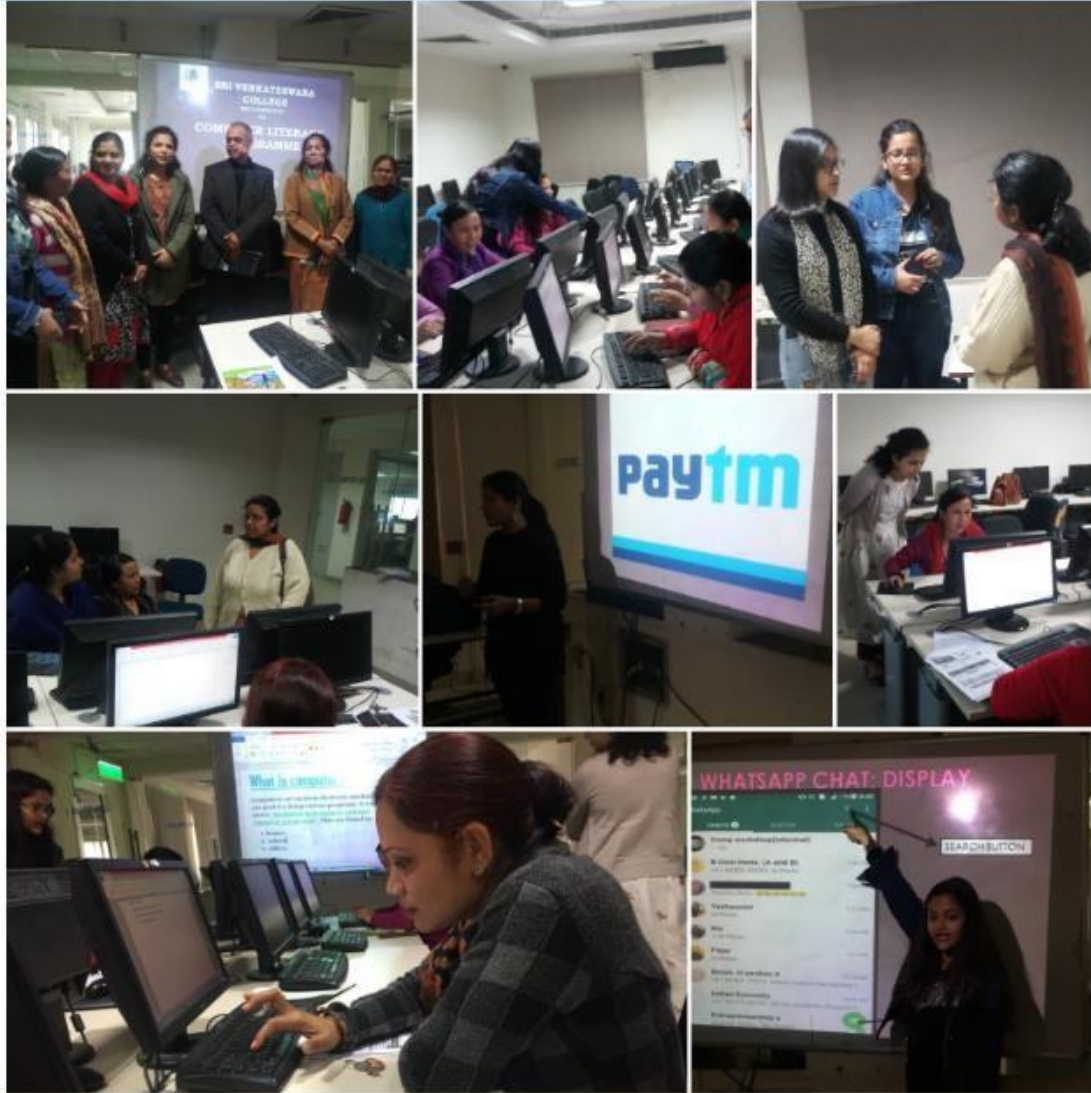
It was quite a vivid and shared experience for everyone.

SCOPE FOR FUTURE IMPROVEMENTS

Nothing is perfect, but we can always make it better. In the due course of implementation of the program the teachers as well as student volunteers felt scope for improvements in some aspects to make this process more fruitful and beneficial in the future. Some of the suggestions would be:

- 1. More number of participation, kids can also be included.*
- 2. Practice sessions after college hours can be provided.*
- 3. More teaching aids like role plays can be included to make the sessions more interactive.*
- 4. Content can be extended by adding more mobile applications social networking websites.*
- 5. Regular assessment can also be a part of the program.*

PHOTO GALLERY







SRI VENKATESWARA COLLEGE
(University of Delhi)

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Dr. Shruti Mathur
Department of Commerce

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Department of Sociology

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Department of Biochemistry

Shri D. Venkat Ramana
A.O (I/C)

This is to certify that the Activity report (Teacher/Department /Society/Association) has been submitted for documentation to IQAC, Sri Venkateswara College, University of Delhi.

N. Latha

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