

# Report on Faculty Development Programme on "Introduction to Computers" at Government Degree College, Theog

Conducted by

IQAC



A **Faculty Development Programme (FDP)** cum workshop on **Introduction to Computers** was successfully organized on **11th March 2024** at **Government Degree College, Theog**, under the supervision of **Dr. Vikas Nathan**, Assistant Professor, Chemistry. This programme was conducted in collaboration with the **Spoken Tutorial Project**, IIT Bombay, which provided the course materials and facilitated the training.

The objective of the programme was to equip faculty members with foundational knowledge of computer systems, including basic operations, file management, and an understanding of software applications. The training is part of the college's initiative to enhance the digital literacy of its faculty, preparing them to integrate technology into teaching, research, and administrative tasks.

A total of **15 faculty members** participated in the FDP, which was designed as an interactive workshop. The sessions covered key concepts such as:




- Computer hardware and software basics,
- Internet browsing and email communication,
- File management and document creation,
- An introduction to commonly used software applications.

Under the guidance of Dr. Vikas Nathan, the participants were able to engage in hands-on activities, applying the concepts they learned in real-time. The training materials provided by the Spoken Tutorial Project, IIT Bombay, were instrumental in facilitating a structured learning process.

The programme culminated in an **online exam**, conducted remotely by **IIT Bombay**. The exam was a pre-requisite for certification and was invigilated by Dr. Nathan at the college. All participants, who successfully completed the examination, demonstrated proficiency in the basics of computers.

The feedback from the faculty members was overwhelmingly positive. They appreciated the practical approach of the workshop and found the skills acquired to be highly relevant for their professional development. The training not only enhanced their understanding of computer fundamentals but also increased their confidence in using technology effectively in their daily tasks.

The **Faculty Development Programme on "Introduction to Computers"** provided an invaluable learning experience for the faculty at Government Degree College, Theog. It enabled participants to build a solid foundation in computer literacy, fostering a culture of continuous learning and technological integration. The collaboration with the **Spoken Tutorial Project, IIT Bombay**, ensured the programme's success, offering high-quality resources and certification.

<p><b>About the Spoken Tutorial project</b></p> <ul style="list-style-type: none"><li>• Self explanatory - uses simple language</li><li>• Audio-video - uses multisensory approach</li><li>• Small duration - has better retention</li><li>• Learner-centered - learn at your own pace</li><li>• Learning by doing - learn and practice</li><li>• Simultaneous empowerment - learn a new FLOSS</li></ul> <p><b>Target Audience</b></p> <p>Students</p> <p>The Spoken Tutorial Project Team conducts workshops on Introduction to Computers and other FLOSS using spoken tutorials and gives certificates to those who pass an online test.</p> <p>For more details, please write to <a href="mailto:contact@spoken-tutorial.org">contact@spoken-tutorial.org</a></p>	<p>The Spoken Tutorial Project is funded by the National Mission on Education through Information and Communication Technology, Ministry of Human Resource Development, Government of India.</p> <p>Contact US: Email: <a href="mailto:contact@spoken-tutorial.org">contact@spoken-tutorial.org</a> Website: <a href="https://spoken-tutorial.org">https://spoken-tutorial.org</a></p>  <p>Spoken Tutorial by IIT Bombay is licensed under a Creative Commons AttributionShareAlike 4.0 International License</p> <p>All trademarks within this document belong to their legitimate owners</p>	 <p><b>Spoken Tutorial</b> <a href="https://spoken-tutorial.org">https://spoken-tutorial.org</a></p>  <p><b>Introduction to Computers</b></p> <p>National Mission on Education through Information and Communication Technology (NMEICT) <a href="http://www.sakshat.ac.in">www.sakshat.ac.in</a> Funded by MHRD, Government of India.</p>
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## Introduction

These Spoken Tutorials help the beginners to learn the basics about computer components and Using Gmail and Google drive. It is easy to learn for beginners

## The following things are explained in this series

### Computer

Various components of a computer and their connections  
Connecting to a Printer and take a test print

### Gmail

Create a Gmail account  
Compose Option for Emails  
Format the email text.  
Attach files to emails

### Google Drive

Share files via Google Drive  
Insert a photo or link into an email and about the Compose window options  
Creating a document, a spreadsheet and a presentation

## Uploading files & folders



## Spoken Tutorials in Introduction to Computers series

Getting to know computers  
Printer Connection  
Introduction to Gmail  
Compose Options for Email  
Google Drive Options



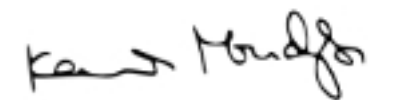
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Project at  
IIT Bombay

# Certificate for Completion of Introduction to Computers Training

This is to certify that **CHETNA NEGI** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 80.00%**

  
**Prof. Kannan M Moudgalya**  
IIT Bombay

Spoken Tutorial is a project at IIT Bombay, started with funding from the National Mission on Education through ICT, Ministry of Education (previously MHRD), Govt. of India



Spoken Tutorial  
Project at  
IIT Bombay

# Certificate for Completion of Introduction to Computers Training

This is to certify that **DR. SAROJ DEVI** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 90.00%**

**Prof. Kannan M Moudgalya**  
IIT Bombay

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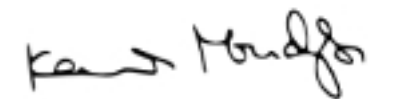
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Project at  
IIT Bombay

# Certificate for Completion of Introduction to Computers Training

This is to certify that **CHANDRESH KUMAR** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 75.00%**

  
**Prof. Kannan M Moudgalya**  
IIT Bombay

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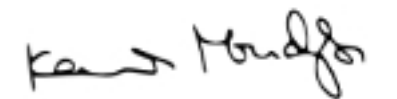
Spoken Tutorial  
Project at  
IIT Bombay

# Certificate for Completion of Introduction to Computers Training

This is to certify that **RAJESH KUMAR** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 95.00%**

  
**Prof. Kannan M Moudgalya**  
IIT Bombay

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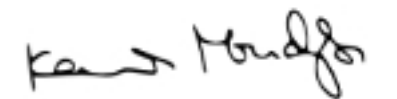
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IIT Bombay

# Certificate for Completion of Introduction to Computers Training

This is to certify that **ADITYA SINGH DULTA** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 85.00%**

  
**Prof. Kannan M Moudgalya**  
IIT Bombay

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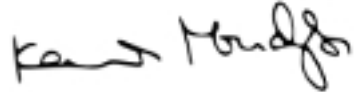
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IIT Bombay

# Certificate for Completion of Introduction to Computers Training

This is to certify that **BASANT LAL** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 75.00%**

  
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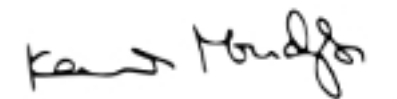
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# Certificate for Completion of Introduction to Computers Training

This is to certify that **ANAMIKA RAMCHAIK** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 75.00%**

  
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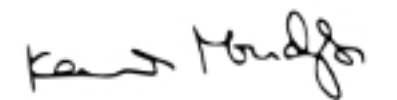
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# Certificate for Completion of Introduction to Computers Training

This is to certify that **SAT PAUL** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 90.00%**

  
**Prof. Kannan M Moudgalya**  
IIT Bombay

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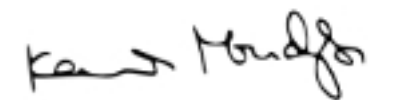
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This is to certify that **KALPNA SHARMA** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 85.00%**

  
**Prof. Kannan M Moudgalya**  
IIT Bombay

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# Certificate for Completion of Introduction to Computers Training

This is to certify that **DR RAKSHA KALTA** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 85.00%**

**Prof. Kannan M Moudgalya**  
IIT Bombay

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IIT Bombay

# Certificate for Completion of Introduction to Computers Training

This is to certify that **YESH DESH** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 100.00%**

**Prof. Kannan M Moudgalya**  
IIT Bombay

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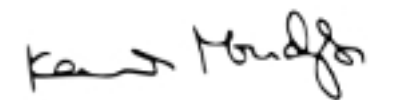
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This is to certify that **DR MOHINDER SINGH** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 90.00%**

  
**Prof. Kannan M Moudgalya**  
IIT Bombay

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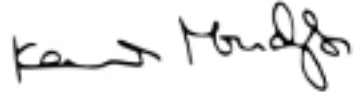
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**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 80.00%**

  
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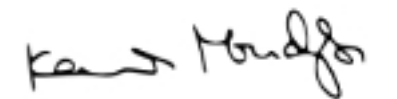
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# Certificate for Completion of Introduction to Computers Training

This is to certify that **SANDEEP BHARDWAJ** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 80.00%**

  
**Prof. Kannan M Moudgalya**  
IIT Bombay

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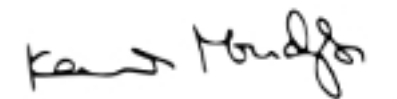
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# Certificate for Completion of Introduction to Computers Training

This is to certify that **RASHIKA SHARMA** has successfully completed **Introduction to Computers** test on **2024-03-11** organized at **Government Degree College, Theog** by **DR. VIKAS NATHAN** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this Faculty Development Programme.

**VIKAS NATHAN** at **Government Degree College, Theog** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

**Credits: 1    Score: 75.00%**

  
**Prof. Kannan M Moudgalya**  
IIT Bombay

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