



## **Report on One-Month ICT Skill Programme (27th May 2024 - 26th June 2024)**

**Organized by: Department of Computer Science, Pravabati College, Mayang Imphal**

### **Introduction**

The Department of Computer Science, Pravabati College, Mayang Imphal, successfully organized a one-month ICT skill development programme from 27th May 2024 to 26th June 2024. The programme aimed to enhance the participants' knowledge and proficiency in Information and Communication Technology (ICT), equipping them with essential digital skills for academic and professional growth.

### **Objectives of the Programme**

The primary objectives of the ICT skill programme were:

- To introduce students to fundamental and advanced ICT tools.
- To enhance digital literacy and problem-solving skills.
- To provide hands-on experience with various software applications.
- To prepare students for ICT-based career opportunities.

### **Participants**

A total of 15 students from different disciplines actively participated in the programme. The participants showed great enthusiasm and dedication throughout the training period.

### **Programme Structure**

The training sessions were conducted through a combination of theoretical discussions and practical exercises. The following modules were covered during the programme:

1. **Introduction to ICT & Digital Literacy**
2. **Basic and Advanced MS Office Applications (Word, Excel, PowerPoint)**
3. **Internet and Email Communication**
4. **Basics of Computer Hardware & Troubleshooting**
5. **Programming Fundamentals and Coding (Python Basics)**
6. **Cybersecurity Awareness & Online Safety**
7. **Graphics and Multimedia Tools (Canva, Photoshop Basics)**
8. **Project Work and Hands-on Assignments**

### **Resource Persons**

The programme was facilitated by experienced faculty members from the Department of Computer Science, along with guest lecturers from the ICT industry. Their expertise provided valuable insights and hands-on training to the students.

  
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## Key Outcomes

By the end of the programme, participants were able to:

- Effectively use ICT tools for academic and professional tasks.
- Gain confidence in using productivity software and online platforms.
- Understand the basics of programming and cybersecurity.
- Develop problem-solving skills using digital tools.




## Feedback and Conclusion

The programme received positive feedback from the participants, who expressed appreciation for the engaging sessions and practical learning experiences. The initiative was a step towards empowering students with essential digital skills, aligning with the growing demands of the ICT sector. The Department of Computer Science looks forward to organizing similar skill development programmes in the future.

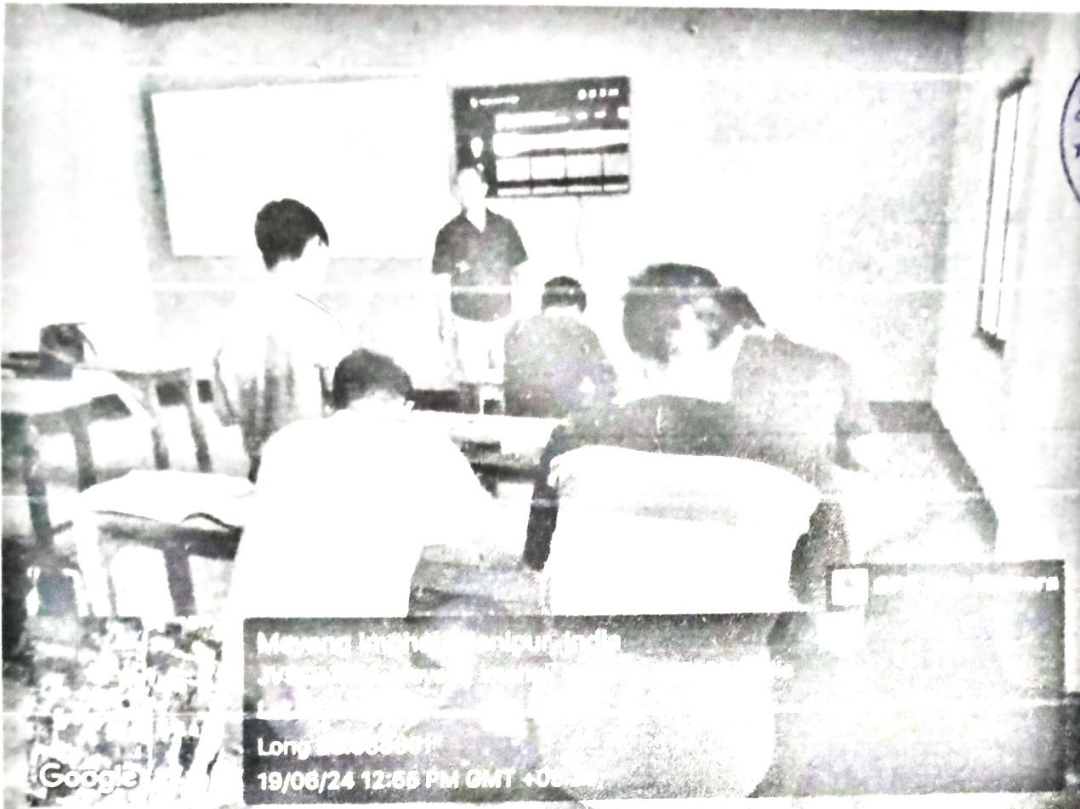
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