

# हंसराज महाविद्यालय

दिल्ली विश्वविद्यालय  
महात्मा हंसराज मार्ग,  
मलकागंज, दिल्ली - 110007  
दूरभाष : 011-27667458, 27667747  
ई-मेल : principal\_hrc@yahoo.com  
वेबसाइट : www.hansrajcollege.ac.in



# HANSRAJ COLLEGE

UNIVERSITY OF DELHI  
Mahatma Hansraj Marg  
Malkaganj, Delhi – 110007  
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E-mail: principal\_hrc@yahoo.com  
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## NAAC ACCREDITED 'A++' GRADE COLLEGE

2024-2025

**IQAC centre :** Student Learning Centre, Hansraj College

**Centre Coordinator:** Dr. Pooja Arora

**Name of the course:** Basic Computation Skills (SLC16)

**Course Convener:** Dr. Neelakshi Niti Kachari Borah & Dr. Alka Khurana

**Student Coordinator:** Netresh Singh, Pareekshit, Prince Thakur, Nancy.

**Start Date:** 12<sup>th</sup> September, 2024

**End Date:** 6<sup>th</sup> February, 2025

**Duration:** 32 Hour

**Number of Registered Participants:** 93

**Number of Participants who successfully finished the course:** 21

### Report:

Regular curriculum leads us in a definite direction in achieving our goals. But in day-to-day life apart from the knowledge of curriculum, students need additional, specialized skills and knowledge relevant to their field or the job market. In order to develop the soft skills of our students, Student Learning Centre (SLC) @ Hansraj College designed an add-on course on basic computation skills. Dr. Pooja Arora, Centre Coordinator@ SLC took the initiative in introducing such a course under the aegis of SLC, Hansraj College. The course conveners were Dr. Neelakshi N K Borah and Dr. Alka Khurana and Dr. Neelam Singh contributed as a resource person. The course curriculum was designed to make the students familiar with basic working environments of Microsoft office. These skills are very essential to perform any day-to-day activity and run our everyday life smoothly. Students response in large numbers made us realise the need of such a course. The course was open for students from all courses and was

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conducted in hands-on session mode. The completion of the course was marked with a good number of students completing the same successfully.

**Summary of report (covering modules):** The add-on course on “Basic Computing Skills” under the aegis of SLC@Hansraj College took off on 12<sup>th</sup> September, 2024. It was a 32 hour (Lectures: 12 hour, Practical: 12 hour Practical, 6 hour Tutorial, Assessment: 2 hour) duration course. Total 93 students from different courses registered for this add-on course. Due to large no of students the course was conducted in two parallel sessions by two faculties with students divided into two groups. Based on continuous evaluation and final exam, 21 students successfully completed the course and given certificates.

### **Module Covered:**

- 1. Understanding MS Word Processing:** Basics of word processing, creating, manipulating and saving a document, Table making, Formatting of text, Spell checking, Inserting graphics and mathematical formulas, Printing of word document.
- 2. Understanding and Using Spread Sheets in MS Excel:** How to use excel sheets, Manipulation of cells, Formulas and functions; Editing of spread sheets, Plotting graphs.
- 3. Being familiar with MS Power Point:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

### **Brochure:**

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**STUDENT LEARNING CENTER**  
HANSRAJ COLLEGE  
presents an Add-On course (SLC -16)  
**BASIC COMPUTING SKILLS**  
Starts from - 5 September 2024

X P W

- The course will cover lessons related to Microsoft Word, Excel and PowerPoint.
- Classes will be held Every Thursday-Friday, 3PM to 5PM
- To register, scan the QR code
- Last date to Register: 4 September 2024
- Fees: Rs. 250/- (Non-refundable)
- Payment details in Registration Form
- Certificate will be awarded based on continuous assessment and attendance.
- Course Length: 30 Hours

Register before 04/09/2024

**LIMITED SEATS AVAILABLE !!!**  
The course is exclusively available to students of Hansraj College

Student Coordinators Netresh Singh • Parikshit Prince Thakur • Nancy	Course Convenor Dr. Neelakshi N.K. Borah Dr. Alka Khurana	SLC Convenor Dr. Pooja Arora	IQAC Director Ms. Alka Kacker	Patron Principal Prof. (Dr.) Rama
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For any queries contact: 8527856434(Netresh)

## List of Resource Persons And Topics :

1. Dr. Neelakshi Niti Kachari Borah, Dept. of Physics, Hansraj College, Topic: Understanding and Using Spread Sheets in MS Excel
2. Dr. Alka Khurana, Dept. of Comp. Science, Hansraj College, Topic: Understanding MS Word Processing
3. Dr. Neelam Singh, Dept. of Physics, Hansraj College, Topic: Being Familiar with Microsoft Power Point.

## Attendance Details:



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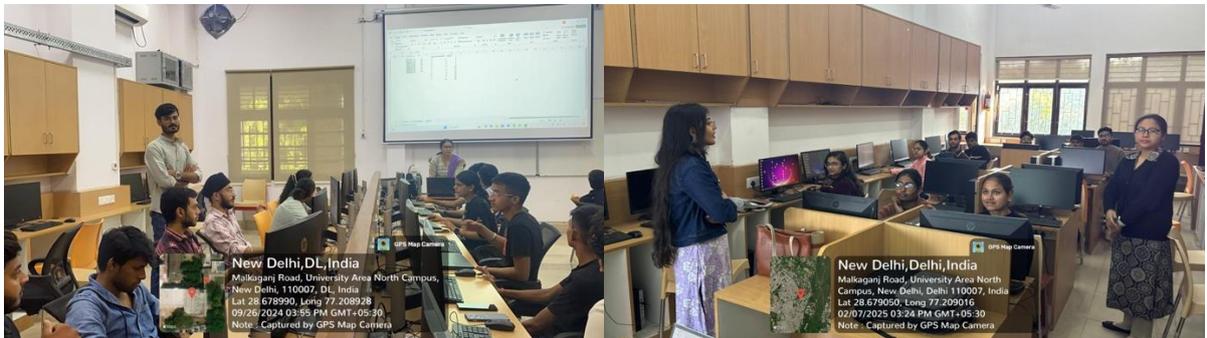
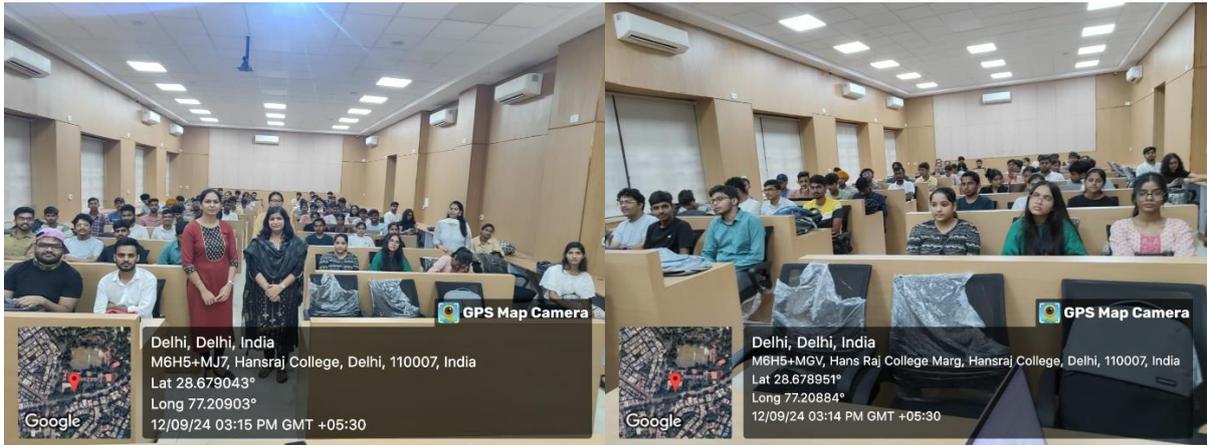


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### Geo-tagged pics:



### List of participants who successfully completed :

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Sl. No	Name	Course
1	Jigar Bhootra	B.A. (H)Economics
2	Madhava Rangappa Naidu	B.Com.(H)
3	Satyam Yadav	B.Sc.(H)Physics
4	Akhilesh Mishra	B.Sc.(H)Physics
5	Karan Singh Rathore	B.Sc.(H)Physics
6	Manvi Aggarwal	B.Sc.(H)Botany
7	Muskan	B.Sc.(H)Electronics
8	Yogesh chad	B.Sc.(H)Physics
9	Babu Saheb	B.A. Program
10	Sumit Ram	B.A.(H) Sanskrit
11	Indrajeet Gupta	B.Sc.(H)Electronics
12	Anand Singh	B.A.(H) Hindi
13	Harpreet Singh	B.Sc.(H)Mathematics
14	Labish Kumar Dubey	B.A.(H)Economics
15	Anmol Naik	B.A. (H)Economics
16	Harshit Singh	B.A. (H)Economics
17	Vaibhav Khetan	B.A. (H)Economics
18	Riya Raj	B.Com.(H)
19	Dhuroovi Kataria	B.Com.(H)
20	Akash Raj	B.A.(H) Economics
21	Kumari Sonam	B.Sc.(H) Botany

### Overall Feedback :

The add-on course on “Basic Computation Skills” by SLC@ Hansraj College was very much skill-focused, designed to bridge the gap between academic learning and real-life needs. The huge response of students established the relevance and need of the course among students. This course helped many students break the barrier in using the computer for enhancement of their academic skills as well as in increasing their competencies. Student Learning Centre, Hansraj College would like to continue such initiatives in future for the larger benefit of students.