Project Report on Computer Basic Programme at Chaumahla, Jhalawar - Rajasthan

(25.02.2015 - 25.03.2015)

Sponsored By:

Department of Women Empowerment, Women and Child Development - Jhalawar, Govt. of Rajasthan

Conducted By:

Aridhima Medical Education and Research Society – Jhalawar

Branch Office : Plot no-1, Kalidas Colony, Jhalawar- Rajasthan

Introduction

Development of entrepreneurship among youth has become an important aspect of plan priorities. The policy makers, planners and developmental agencies have realized the fact that full involvement of all communities in Industrial Development would ensure effective utilization of all available labour and improve quality of life. It is well-established fact that the rapid development of society is possible through entrepreneurship. It was stressed by researchers that the economic backwardness of a region might be attributed largely to inadequacy of the supply of entrepreneurship in the region. If this deficiency can be removed by Developing Entrepreneurship, the problem of unemployment will be solved and the region will be able to compete with the rest of the country. Hence, it is important to encourage men and women to take up entrepreneurship as a career for the growth and development of the region as well as country. The programme was sponsored by the Department of Women Empowerment, Women and Child Development - Jhalawar, Govt. of Rajasthan. Organized by Aridhima Medical Education and Research Society- Jhalawar

The major objectives of the training programme were:

Objectives

- To create awareness about Entrepreneurial opportunities;
- To develop the confidence level of the participants.
- To improve basic management skills.
- To impart training on computer technical skills.
- To equip the learner with the skill of Computers.
- To imbibe self confidence in the learners.
- To motivate them for being Entrepreneurs.
- To motivate the learners for being self dependent.
- To provide new opportunities for earning at local level.
- To give knowledge about various schemes of Government.
- To train the learners in all the pre-requisite for being an Entrepreneur.
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Course Contents

The course contents for the programme were:

- Achievement Motivation;

- Improving the basic knowledge of computer

- Entrepreneurial Opportunities;

- Computer Hardware Identification;

- Interaction with successful Entrepreneur;

- Theoretical and Practical knowledge of Computer Basic & Internet;

- Facilities available for Starting and Running and Enterprise;

- Development of Computer Basic skills;

- Preparation of Project Report

Duration of the Programme

The duration of programme was of 150 hours from (25.02.2015 - 25.03.2015) at Chaumahla, Jhalawar.

Method of Training

A variety of teaching methods such as lectures, discussions, interaction with successful entrepreneurs, preparation of project report. The theoretical and practical sessions on computer Basic & Internet were held during the programme. The participants could learn to Entrepreneurial opportunities of various technical fields. On hand practical training was arranged to give exposure to the participants.

Selection of Place

It was of special attention to select the place for the programme. Though Aridhima Medical Education and Research Society has already conducted a programme here, still the team constituted for the pre-programme activities worked for searching more appropriate area to run the programme. Various places were seen and at last Video Street, Near Railway Station, Chaumahla, was selected for conducting the programme as this area was approachable to everyone, near the main road and people of the village and other authorities can easily approach to it and have a glance over the activities, evaluate the things and can make the suggestion where required.

Programme Inauguration

The training programme was formally inaugurated by Mr. Manoj Meena (Programme Officer, Department of Women Empowerment, Women and Child Development- Jhalawar, Govt. of Rajasthan). In his speech he stressed that Computer Basic training is very important before starting a new enterprise in any sector of Industries, institutions, computer services, computer operators and business. Mrs. Vinita Jain (Guest) also shared her views about the basic computer programme. The details of the programme along with the future plans were discussed by Mr. R.Nainappan (President of Aridhima Medical Education and Research Society). He assured that the results of the programme would certainly help the candidates being self dependent. Miss Shahina (Aridhima Medical Education and Research Society) highlighted the objectives of the skill training programme and the computer basic knowledge topics to be covered during the training programme. At the end of the programme she, offered the vote of thanks.

Programme Inputs

The training programme started with the scientifically designed course calendar to break the mental block and build self confidence amongst the participants. All participants actively participated in the exercise and realized that the exercise had opened up their mind to come closer to each other. In first week the concentration of the programme was mainly on the concept of micro enterprises, entrepreneurship and entrepreneurial motivation. The micro lab was followed by the sessions on Entrepreneur and entrepreneurship, characteristics of entrepreneurs and institutional support. The sessions on characteristics of entrepreneurs were based on personality and achievement motivation exercises. During the process of analysis of that exercise an attempt was made to discuss some of the natural behavior of the participants which was closely related to the entrepreneurs. The more focus was on the theoretical and Practical sessions of Improving Entrepreneurial Skills. In the Programme different type of the sessions was taken on Bank Finance, project report preparation and basic management were held. The field visit was also arranged to give exposure to the participants.

Syllabus:

The special concentration was also put on the making of the syllabi of the computer basic course as it must cater to the needs of the learners. So, Aridhima Medical Education and Research Society was consisted including a BCA and MCA holders in computer basic, Computer hardware and networking to complete the task. Various books and syllabi of different institutions were reviewed; every minute thing was kept in mind before making of syllabi so that a maximum output can be obtained in the given period of time.

The Utility of the Programme:

The condition of Village people is not very good in Rajasthan. The same is the case with the SC/ST/OBC/General people of Chaumahla- Dug. People are mainly dependent on agriculture and are not very much aware about the latest technologies and Computer trades in which they can develop their careers. Though the town has fair number of population and people are also linked with the new technologies like Computers but they are still dependent on district headquarter for any computer job work, repair and maintenance. The present programme will equip them with a new computer basic skill of people, repair and networking of Computers and step them forward towards new trend of earning, becoming entrepreneur and self dependent.

Resource Persons

Apart from the In-House Faculty, the resource persons from different department like Bank, DIC and KVIB were invited to interact with the participants. The Technical Trainer imparted the technical input in the programme. *Especially "Aridhima Medical Education and Research Society" - Chairman (R.Nainappan) also taking the Computers and internet Practical and Theory Class for Computer Basic Course Candidates.* The successful entrepreneurs also shared their experiences with the participants.

Programme Evaluation

The programme was started on 25th of February 2015 and continued till 25th of March 2015. On the concluding day, the participants evaluated the training programme. In their individual report, all the participants stated that the programme was highly beneficial. They stated that the programme was an eye opener for them. They also felt that they could learn about various support organizations. The participants were of the opinion that this type of programme should be organized regularly to give direction to the unemployed youth. Almost all the participants were impressed by the compiled reading materials supplied to them during the training programme. Various activities were conducted besides the theoretical and Practical training on Basic Computer and Internet so that candidates can establish themselves successfully in the field concerned.

1. The Introduction : Candidates were made aware about the programme, the purpose and aim of the programme and also made aware about their duties and responsibilities to make the programme a success. Various schemes of Government as well as non government organization were also introduced to the candidates. The candidates were also made aware about the requisite of being a successful entrepreneur. Various techniques like Self Realization, Market Surveying, Loan Processing, Report Making, etc. were taught to the candidates.

2. The Theory : Much emphasis was given on the theoretical portion. Notes were given and also taught by the trainers. Jotting down the important points in the note book was also stressed by the trainers so that candidates can revise it whenever required. The evaluation of the theory taught in the class was also done. A due emphasis was paid in the theoretical classes to make the learning process successful.

3.   The Practical: Much emphasis was given on the practical portion to ensure fruitfulness of the programme. Two trainers were engaged in giving the practical part. Candidates were divided into groups to ensure the success of teaching-learning process. Three computers was allotted between Six students of the group. Every minute details of each and every part were taught to the students. Students were made aware about the Computer System, Shortcut keys of computer keyboard, input and output devices of computer, introduction of various laptop, Computer maintenance and Internet Studies in this section. The candidates were given practical drills for three hours in a day.

4. Guest Faculty: Mr. Shyam who runs the institution of Computer Hardware and Networking was also called from Chaumahla, for a period of two days to make the candidates sounder and updated in the latest computer basic techniques of the field concerned.

5. Visits and Survey: The techniques of surveying were taught to the candidates and the candidates were also taken out to different computers centers to realize the realistic situation.

6. Celebration of Occasions: Occasions like Holi were also celebrated in the computer center so that candidates become more familiar and can gain the maximum.

Programme Valedictory

The valedictory function held on 25.03.2015. Mr. Manoj Meena (Programme Officer, Department of Women Empowerment, Women and Child Development- Jhalawar, Govt. of Rajasthan).

Mr.R Nainappan (President of Aridhima Medical Education and Research Society) was present in the Valedictory function. In his speech he stressed the need and importance of entrepreneurship in the region and asked all the participants to make full use of this opportunity being provided by Department of Women Empowerment, Women and Child Development- Jhalawar, Govt. of Rajasthan. The Chief Guest of the session, Miss. Shahina (Assistant Course Co-ordinator of AMERS, Jaipur).was pleased to see the efforts taken. She told candidates to not to take this programme as an end rather he termed it as a new beginning. She also gave emphasis on the result orientation of the programme and put light on the importance of entrepreneurs in the society. Guest of honor Mrs. Vinita Jain appreciated the Mode and way of imparting

such type of training. The Technical Trainer presented the programme report. The candidates also shared their experiences during the programme at this moment and assured of making the utmost utilization of things they have learnt.

Department of Women Empowerment, Women and Child Development- Jhalawar, Govt. of Rajasthan

LIST OF PARTICIPANTS

S.N	Trainee Name	Father's Name	Address	Mobile No
1	BRAJ KUNWAR	PRATAP SINGH	HARNI KEDA, RAJPUT KA MOHALA ,CHAUMAHLA	9783683117
2	PRAGYA AGRAWAL	GOPAL DAS	ADA BAZAR CHAUMAHLA	9351971696
3	SWATI KHAMORA	DILKUSHA KHAMORA	NAGESHWAR KHAMORA , KUNDIA ROAD, CHAUMAHALA	9799723561
4	SALONI JAIN	RAMSWARJAIN	VIDEO STREET,CHAUMAHLA	9680096282
5	SHRANGARIKA SONI	DINESH SONI	ADA BAZAR CHAUMAHLA	9829659269
6	DAMENE PUNWAR	NISHA PUNWAR	HARSH CONVENT SCHOOL KE PAAS, CHAUMAHLA	
7	SHAREYANSHI SONI	DINESH SONI	ADA BAZAR CHAUMHLA	9829659269
8	PALLAVI AGRWAL	DINESH	ADALT ROAD	9309074176
9	RAJBANA KUNVAR JHALA	JIVAN SINGH JHALA	HARNI KHEDA	9829398164
10	KOSAR ZAHA	AYUUB ALI	VIDIO GALI CHAUMAHLA	9602140220
11	SANTOSH KUNVAR	MEGH SINGH JHALA	HARNI KHEDA	9587319126
12	SEJAL JAIN	RAMESHWAR JAIN	VIDIO GALI CHAUMAHLA	9680096282
13	PUSHPA KUNVAR JHALA	NIRBHY SINGH	HARNI KHEDA	9602693580
14	KAVITA JAIN	VIJAY JAIN	HARNI KHEDA	9001972776
15	NUSRAT ZAHA	JAKIR HUSAIN	ADALT ROAD CHAUMAHLA	8107555454
16	MUSKAN BEE	JAKIR HUSAIN	ADALT ROAD CHAUMAHLA	8107555454
17	SHABANA BEE	SHAKIR SHAH	KUNDALA ROAD CHAUMAHLA	9636722441

18	SHAHINA	ABDUL WAHID	HARNI KEDA, RAJPUT KA MOHALA ,CHAUMAHLA	9352595193
19	NIKHT BEE	JAKIR	ADALT ROAD CHAUMAHLA	8107555454
20	SANTOSH MAKWANA	GHANSHYAM	SHANI MANDIR ROADCHAUMAHLA	9680149549
21	DIVYA SOLNKI	ISHAVAR	CHAUMAHLA	9413666885
22	SHABINA BEE	SHAKIR SHA	KUNDALA ROAD CHAUMAHLA	9636722441
23	NALINI AGRWAL	DIPAK	AADA BAJAR CHAUMAHLA	9024447727
24	DILKHUSH JHALA	GUTUU SINGH	HARNI KHEDA	9829393164
25	MITHLESH KUNVAR	BAJUNATH SINGH	HARNI KHEDA	7665737976
26	CHANDNI PARMAR	MANOHR LAL	VIDIO GALI CHAUMAHLA	7690976045
27	SONALI PANWAR	DEVI LAL	NAI ABADI CHAUMAHLA	7877770858
28	RADHA SURVANSHI	SHANKAR LAL	NAI ABADI CHAUMAHLA	9829316852
29	SUSMA TELAR	DEVENDRA KUMAR	HARSH CONVENT SCHOOL KE PAAS, CHAUMAHLA	9024348312
30	POOJA MEHAR	GORDHAN LAL	HARNI KHEDA	9636106759

SYLLABUS OF COMPUTER BASIC COURSE

Serial No	Date	Time	Topics	Honorarium
1	25/02/2015	11.30am – 1pm 2pm – 5pm	Inauguration of Computer Lab, DLP Projector Introduction of Computer Basics, Hardware, Internet and Web Basics,, History of Charles Babbage, Mathematical Function's role of Ada Love Lace in first generation computers.	*Mr.Manoj Meena (Programme Officer)* *R.Nainappan*
2	26/02/2015	12pm – 2pm 2pm – 5pm	Theory - Over view of the basic components of computer How to turn a computer on and off, Basic windows instruction, The start menu, How to use the mouse How to open a program, We will start with the solitaire program to improve mouse skills, Title Bar, How to move and resize a window Practical - How to operate a computer program How to close a computer program	R.Nainappan
3	27/02/2015	12pm – 2pm 2pm – 5pm	Theory - How to use a program in more detail To develop keyboard skill & use a simple typing program Practical - How to use more than one program at a time How to use the calculator, Introduction to the keyboard	R.Nainappan
4	28/02/2015	12pm – 2pm 2pm – 5pm	Theory - Mouse & keyboard skills, Windows in more detail Practical - Practice mouse & keyboard, Paint programme	R.Nainappan
5	01/03/2015	12pm – 2pm 2pm – 5pm	Theory - Introduction to Word Processing and desktop publishing, Note Pad, difference between save & save as Practical - How to make a directory or (folder), How to save a file	R.Nainappan
6	02/03/2015	12pm – 2pm 2pm – 5pm	Theory - Word Pad, Link between wordpad and paint program through object option in wordpad Practical - How to save to different drives (for example The Pen Drive), object option in wordpad	R.Nainappan
7	03/03/2015	12pm – 2pm 2pm – 5pm	Theory - Copy, Cut, Paste, What it's for and how to use it Double Clicking the Mouse Button, The Control panel, Practical - How to adjust the mouse, How to use the right click button on the mouse, How to create a shortcut How to remove a shortcut, Shortcut properties target	R.Nainappan
8	04/03/2015	12pm – 2pm 2pm – 5pm	Theory - The Recycle Bin, Windows Explorer in detail, What are file extensions?, Understanding file formats Open With Dialogue Box Practical - Keyboard shortcuts, Copy =Ctrl+C, Paste = Ctrl+V, Select All = Ctrl+A, Cut = Ctrl+X, The Windows Key, Alt+Spacebar, Alt+Tab, Alt+F4, Shift +F10 = Right	R.Nainappan

			click, Selecting files with the shift key, control key, Ctrl+P Print	
9	05/03/2015	12pm – 2pm 2pm – 5pm	Theory - Up and Down Arrow Keys, Desktop Properties Practical - How to change the display, How to edit the startup menu, How to clear Documents	R.Nainappan
10	06/03/2015	12pm – 2pm 2pm – 5pm	Theory- What is needed to connect to the Internet, What is a modem?, What is dialup networking?, Broadband Internet DSL/ Cable Practical - How to install a computer program, How to remove a computer program	R.Nainappan
11	07/03/2015	12pm – 2pm 2pm – 5pm	Theory - What is a device driver? Device Manager Practical - How to install a printer and how to use one Virus protection, Adware, Spyware, Malware	Shahina
12	08/03/2015	12pm – 2pm 2pm – 5pm	Theory - Right Clicking and how it can be used. how to open Windows Explorer by right clicking on My Computer Disk Maintenance Practical - How to defrag and scandisk using mouse shortcuts, Keyboard shortcuts Alt +F4 also Alt + Spacebar Properties in the file menu (C DRIVE)	Shahina
13	09/03/2015	12pm – 2pm 2pm – 5pm	Theory - the function of various keys on a keyboard. Function keys(F1 to F12), Enter, SHIFT, CTRL, ALT, backspace, delete, function keys, number pad, arrow keys, page up, page down, numlock, insert, home, ESC Practical - Use Windows Write to practice the keyboard functions	Shahina
14	10/03/2015	12pm – 2pm 2pm – 5pm	Theory - Identify the function of key parts in a Computer system. System unit, keyboard, mouse/track, pads, monitor, speakers, printer. Identify the function of the key components of the system unit. Motherboard, Power Supply, HDD, DVD Drives, RAM, ROM, USB and other ports. Difference between memory and storage Types of storage devices HDD, CD, DVD, Flash Drive, Memory Cards, online/cloud storage. Practical – Using of CD, DVD, Flash Drive, Memory Cards, online/cloud storage.	Shahina
15	11/03/2015	12pm – 2pm 2pm – 5pm	Theory - Using of Computer features Practical - Change the desktop background Change the screen saver, Change the theme to make multiple, changes to the desktop appearance, Customize the taskbar, Customize the Start menu Windows Sidebar, Set the date and time, Show how to have multiple users on Windows.	Shahina
16	12/03/2015	12pm – 2pm 2pm – 5pm	Theory - Introduction of MS Office, Using of Word Processing with features Practical - Fonts, type of fonts, Font Styles, Font Color	Shahina
17	13/03/2015	12pm – 2pm 2pm – 5pm	Theory - Bullets using in Word Processing, Find, Replace, Go to option Practical - Line Spacing, Sorting, Paragraph, Page	Shahina

|			borders	
18	14/03/2015	12pm – 2pm 2pm – 5pm	Theory - Insert Images, Insert Tables Practical - Insert Images, Insert Tables, clipart, using charts, hyperlink and bookmarks	Shahina
19	15/03/2015	12pm – 2pm 2pm – 5pm	Theory – header and footer, page numbers, word art, date and time Practical- using of header in official documents, insert of date and time, using of symbols, object	Shahina
20	16/03/2015	12pm – 2pm 2pm – 5pm	Theory – Margins, orientation, page colors and borders Practical – Watermark, indention, arrange image position	Shahina
21	17/03/2015	12pm – 2pm 2pm – 5pm	Theory - Mail Merge Wizard, select recipients, use of letters and mailings in word processor Practical - Mail Merge Wizard, checking English spelling and grammar mistakes, comment, protect documents	Shahina
22	18/03/2015	12pm – 2pm 2pm – 5pm	Theory - Page layouts, page views, split pages Practical – Macros, using Formula in word	Shahina
23	19/03/2015	12pm – 2pm 2pm – 5pm	Theory - Introduction of Excel, advantage of spread sheets, details of columns, rows and cells Practical – open a document, save a document, print a document, orientation and alignment, sum , max, average, percentage and other formulas are using in excel sheets	Shahina
24	20/03/2015	12pm – 2pm 2pm – 5pm	Theory – Pivot tables, charts Practical – using in various type of charts, hyperlinks, text box, objects, symbols, themes, insert functions, data connections, protect excel sheets, workbooks, save workspace, print in working area	Shahina
25	21/03/2015	12pm – 2pm 2pm – 5pm	Theory - Introduction of PowerPoint, how to prepare presentations Practical – creating slides and photo albums, using slide designs, slide layouts, animation and transition effects with sounds, time sequence, insert pictures, movies, hyperlinks etc…	Shahina
26	22/03/2015	12pm – 2pm 2pm – 5pm	Theory - Internet and Web Basics, What is the Internet? What is the Web? How do I access the Internet? What is a URL? What is a hyperlink? What is a search engine?, How does a search engine work? Practical - Email Basics, What is email?, What you can do with email, How email works over the internet, How mail servers work, Parts of an email address, How to get an email address, Differences between webmail and POP mail, Sign up for free webmail account with Gmail, How to compose and send email Header (To, From, CC, BCC, Subject), Body, How to attach files, Set Priority of the	Shahina

			message, How to save a draft email message, Creating address book/contact list, Introduce basic formatting that can be done, Font, Line and paragraph formatting, lists, Spell check	
25	23/03/2015	12pm – 2pm 2pm – 5pm	Theory - Receiving and Responding to Email Practical - How to view received messages, How to identify if messages have been read or not, Reply, Reply All. Forward, How to open attachments, Setting vacation or away messages, How to block messages, How to filter/redirect messages, Reporting Spam, Organizing Email, How to delete messages	Shahina
26	24/03/2015	12pm – 2pm 2pm – 5pm	Theory - Computer Maintenance programs Practical - Basic Troubleshooting techniques, There are many possible problems that can happen to a computer, which makes it difficult to cover all possibilities in a short course. Restart your computer and components Check cables on the back of computer, Uninstall newly installed software, Use the Windows troubleshooting software, (access from the Control Panel) Start Windows in Safe Mode, Search the Internet for a solution	Shahina
27	25/03/2015	10am – 12pm	Valedictory	Mrs.vinita jain Shahina R.Nainappan

PHOTOGRAPHS

Photographs of the Programme

Practical Session of the Programme
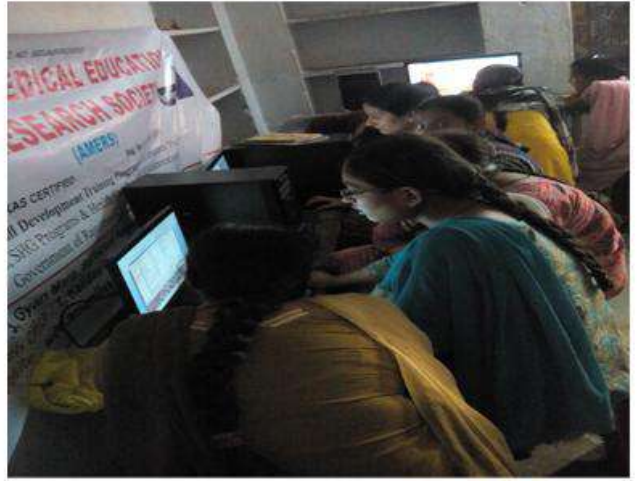
Technical Training Session on Computer Basic Programme

The Photographs of the Valedictory Function