



TELANGANA SOCIAL WELFARE RESIDENTIAL ARMED FORCES PREPARATORY DEGREE
COLLEGE FOR WOMEN, BHONGIR



YADARI BHONGIR (DIST), TELANGANA, 508126

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ICT/ Computing skills

ICT (Information and Communication Technology) computing skills encompass a wide range of abilities related to using computers, software, networks, and digital technologies effectively. These skills are essential in today's digital world for various purposes, including communication, problem-solving, data analysis, and productivity. Here are some key ICT computing skills:

- **Computer Basics:** Understanding fundamental concepts such as operating systems, file management, and hardware components (CPU, memory, storage devices, etc.).
- **Internet Skills:** Proficiency in web browsing, searching for information effectively using search engines, understanding web addresses, and assessing the reliability of online sources.
- **Email Management:** Ability to compose, send, receive, and manage emails, including using email attachments and organizing emails into folders.
- **Word Processing:** Proficiency in using word processing software (e.g., Microsoft Word, Google Docs) for creating, formatting, and editing documents.
- **Spreadsheets:** Ability to use spreadsheet software (e.g., Microsoft Excel, Google Sheets) for tasks such as data entry, calculations, data analysis, and creating charts/graphs.
- **Presentation Software:** Skills in creating and delivering presentations using software like Microsoft PowerPoint or Google Slides, including adding multimedia elements and designing visually appealing slides.

These skills are continually evolving with advancements in technology, so individuals should strive to stay updated and adapt to new tools and technologies as needed.

Our college offers two computer-based courses i.e. MScs, B.COM (Computers). Students belong to the said group are able to learn computer programs related to their syllabus. Basic computer skills is one of the papers for all the first year students in semester I. As a part of the syllabus, students are able to learn word, excel, ppt which is essential knowledge for them.

Our college has 2 computer labs equipped with computers, laptops, projectors and high speed internet connection. We also have smart board facilities, TV for the effective teaching and learning.

Online classes and online tests are also conducted for the students using digital technology. Students participated in all the CGC, Higher education programs, awareness programs, etc. using projector facilities. In pandemic situations, classes were taken through online platforms like Zoom, Google Meet, MS Meet. Students presented power presentations in online classes using computing tools.

Our institution also has online subscriptions for UPSC classes, Library books.

All the Head of Departments motivate the students to do projects and add on course on ICT/Computing skills related to their concern subjects.

English, Commerce, Computer science department conducted different programs such as Add on courses, Projects, Debates, Quiz, Group discussions to improve the student's ICT/Computing skills.

Best Practices of ICT/Computing skills

The concept in TSWR institutions "EARN WHILE YOU LEARN" provides opportunities to outstanding students of Degree colleges to participate in live teaching competitions on T-SAT channel as super students.

Additional Information

[View document](#)

YOU TUBE

Students were continuously motivated throughout the lockdown to make one-minute videos on the topics related to subject and the best videos were uploaded in TSWRAFPDCW, Bhongir YouTube channel.

Additional Information

[View document](#)

ICT/ Computing skills- Activities

Academic Year	Name of the capacity development and skills enhancement program	Period (from date - to date)	Number of students enrolled	Name of the agencies/experts involved with contact details (if any)	Comes Under
2019-2020	Add on course: Advanced excel	2019-2020	35	N. Pavani, HOD, Department of Computer Science, TSWRAFPDCW, Bhongir	View document
2019-2020	Add on course: Multimedia Using Canva	2019-2020	35	N. Pavani, HOD, Department of Computer Science, TSWRAFPDCW, Bhongir	
2020-2021	Project: Use of ICT in English	2020-2021	5	Dr. D. Vijaya laxmi, HOD, Department of English, TSWRAFPDCW, Bhongir	
2020-2021	Project: Artificial Intelligence	2020-2021	5	N. Pavani, HOD, Department of Computer Science, TSWRAFPDCW, Bhongir	
2020-2021	Project: Internet of Things (IoT)	2020-2021	5	N. Pavani, HOD, Department of Computer Science, TSWRAFPDCW, Bhongir	
2020-2021	Project: Artificial Intelligence and Machine Learning in IOT	2020-2021	5	J. Vyshnavi, Department of Computer Science, TSWRAFPDCW, Bhongir	
2020-2021	Add on course: Advanced excel	2020-2021	24	N. Pavani, HOD, Department of Computer Science,	

				TSWRAFPDCW, Bhongir
2020-2021	Add on course: Multimedia Using Canva	2020- 2021	24	N. Pavani, HOD, Department of Computer Science, TSWRAFPDCW, Bhongir
2020-2021	Project: Use of ICT in Education	2020- 2021	5	Dr. D. Vijaya laxmi, HOD, Department of English, TSWRAFPDCW, Bhongir
2021-2022	Project: A STUDY ON AWARENESS OF CUSTOMERS ON ONLINE SHOPPING	2021- 2022	4	CH. Rajeshwari, Lecturer, Department of Commerce, TSWRAFPDCW, Bhongir
2021-2022	Add on course: Advanced excel	2021- 2022	25	N. Pavani, HOD, Department of Computer Science, TSWRAFPDCW, Bhongir
2021-2022	Add on course: Multimedia Using Canva	2021- 2022	25	N. Pavani, HOD, Department of Computer Science, TSWRAFPDCW, Bhongir
2022-2023	ADD ON Course: MS Office	01.07. 2022 to 30.07. 2022	24	K. Kavitha, HOD, Department of Commerce, TSWRAFPDCW Bhongir
2022-2023	ADD ON Course: E COMMERCE	10.03. 2023 to 08.04. 2023	24	K. Kavitha, HOD, Department of Commerce, TSWRAFPDCW Bhongir
2022-2023	Project: A STUDY OF ONLINE SHOPPING	2022- 2023	4	K. Kavitha, HOD, Department of Commerce, TSWRAFPDCW Bhongir
2019- 2020,2020- 2021	all e- Resources	2019- 2020, 2020- 2021	Available for all	HODs, TSWRAFPDCW Bhongir
2019- 2020,2020- 2021	Teaching Learning process during COVID	2019- 2020, 2020- 2021	All students	All the Faculty, TSWRAFPDCW Bhongir

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