

BEST PRACTICE- II

1. Title

One step ahead with IT

2. Objectives

- To improve IT Literacy and enhance the application of e-resources in learning
- Make 100% IT literacy in the institution
- Provide senior students a space to excel in training and update their skills

3. The context

Most of the students join for different programmes do not have sufficient skills in IT or they do not have the confidence to work with computers easily. This practice help them to equip them with skills on (i) Office document (ii) Worksheet (iii) Presentation and (iv) Internet

4. The Practice

Every year we conduct a sample survey to understand the level of IT knowledge among the freshers. Those who required IT support are asked to enrol for the training program. A pool of senior students were trained on the topics envisaged by this practice. These trainers offers training outside the class hours, so that they too get opportunity to flourish their talents on training and update their technical skills.

5. Evidence of Success

The students who were undergone the practice are getting confidence to operate computer without others help so that they become independent.

6. Problems encountered and resources required

- Unpredictable exam schedule
- Finding out time outside the regular timetable