

KNOWLEDGE LECTURE SERIES 3: DIGITAL SKILLS PRESENTATION

BROCHURE

Naipunnya[®]
To reach the unreachable

**NAIPUNNYA INSTITUTE OF MANAGEMENT
AND INFORMATION TECHNOLOGY (NIMIT)**
(Affiliated to University of Calicut, NAAC Accredited with B++, ISO 9001-2015 Certified)
Pongam, Koratty East, Thrissur District, Kerala State, India, Pincode - 680 308

KNOWLEDGE LECTURE SERIES

SERIES 03

Topic
" Digital skills presentation "

Trainers

Students, Computer Science Department

Date : 20 November 2019
Venue : Nivedika (Main Block Seminar Hall) NIMIT
Time : 9.15 am to 3.30 pm

Organised By:
Internal Quality Assurance Cell (IQAC), NIMIT

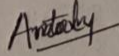
REPORT

The Advanced Learners Program took a great leap forward when it was decided to have a session organized by students themselves, for the benefit of their peers. A talk on "Digital Skills for the New Age" was planned out for the month of October, headed by the students of Computer Science Department.

The session was held on 29th of October, 2019, at 2.30 PM. The faculty coordinator Ms. Bini Rani addressed the gathering and introduced the agenda for the day. The mission that the organizing team took up was to sensitize the students about the essential digital skills that every employer demands and to familiarize the applications and tools which can be used to improve productivity, both in academics and at the workplace. The first half of the session introduced the office productivity tools offered by Microsoft Corporation and Google. The comparison of the various products and features available gave them better understanding of the capabilities of these software tools. A demonstration of the G Suite applications was done, which made the students aware of all the features provided by Google Docs in preparing documents, spreadsheets, presentations and forms. The latter half of the session was on the concepts of digital marketing and the job roles associated with it. The talk was wound up with a call to action – to expand their professional network through LinkedIn and to try out the Google Docs platform.


It was inspiring to see the advanced learners taking the leadership to create an efficient knowledge sharing platform for all students. This experimental initiative received positive feedback from the audience as well. The event was formally concluded by 3.30 PM.

Prepared by


Amal Antony

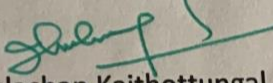
(Student Coordinator)

Reviewed by


Ms. Bini Rani Jose

(Faculty Coordinator)

Approved by


Fr. Paulachan Kaithottungal

(Principal)

FEEDBACK FORMS

Evaluation Form

Date: 29/10/2019

Name of the program:

Venue: Main block Seminar hall

Name: Anju

	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree
Participation and interaction were encouraged		✓			
The topic covered was relevant to me		✓			
The trainer was knowledgeable about the training topics	✓				
The session was very effective in communication and understandable		✓			
Ambience of the training program			✓		
The overall quality of the training received was high		✓			

Comments:

12/10/19

Anju

Signature

Evaluation Form

Date: 29/10/19

Name of the program:

Venue: Seminar hall

Name: Jesni & gleim

	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree
Participation and interaction were encouraged		✓			
The topic covered was relevant to me		✓			
The trainer was knowledgeable about the training topics	✓				
The session was very effective in communication and understandable		✓			
Ambience of the training program		✓			
The overall quality of the training received was high	✓				

Comments:

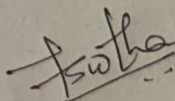
Jesni
Signature

Evaluation Form

Date: 29/10/19 Name of the program: Digital Skills
Venue: Main block Seminar Hall Name: Aswitha AS

	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree
Participation and interaction were encouraged		✓			
The topic covered was relevant to me		✓			
The trainer was knowledgeable about the training topics		✓			
The session was very effective in communication and understandable	✓				
Ambience of the training program		✓			
The overall quality of the training received was high	✓				

Comments:


Signature

