



St. John College of Engineering and Management

Autonomous Institute

(A Christian Religious Minority Institution)

Approved by AICTE and DTE, Affiliated to University of Mumbai / MSBTE

DTE Code : 3218 AICTE Permanent ID : 1-4790201



NAAC Accredited with Grade 'A+', Three Programs NBA Accredited

REPORT

Details of Activity:

Name of the Activity	<u>Basic Computer Literacy Training for ST Candidates</u>		
Date& Time	08/02/2025 to 24/03/2025 3.30 Am To 4:30 Pm	Department/Committee	SEDGs
Venue	SPA LAB1	No. of Participants	25
Nature of Activity	Training	Mode of Activity	Offline mode
Name of Activity Coordinator	Mr. Ajay Sirsat	Name of Activity CoCoordinator	Mrs. Parul Jha

Activity Information:

Objectives	• To provide foundational computer skills for ST candidates. • To enable participants to use MS Office, the Internet, and online services efficiently. • To enhance digital financial literacy and promote online safety and cybersecurity awareness. • To improve employment opportunities through hands-on skill development. • To support candidates in entrepreneurial and government eservices usage.
Target Audience	F.E , SE, TE Students ,Non-teaching staff and Housekeeping of ST Category



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Methodology	• Interactive Classroom Sessions: Instructor-led sessions were held in local languages using simple, easy-to-understand materials to explain fundamental computer concepts and applications. • Hands-on Training: Practical exercises were provided in computer labs, allowing participants to practice using MS Office, the Internet, and digital financial tools under expert guidance. • Audio-Visual Aids and Demonstrations: Use of videos, presentations, and real-time demonstrations helped enhance understanding and retention of digital concepts.
Outcomes	• Acquired Basic Computer Skills: Participants learned to operate computers and use essential applications like MS Word, Excel, and PowerPoint. • Improved Internet and Online Service Usage: Trainees became confident in browsing the internet, using email, and accessing government and job-related online portals. • Enhanced Digital Financial Literacy: Candidates understood digital payment methods and gained knowledge of safe and secure online financial transactions. • Increased Awareness of Cybersecurity: Participants learned about online safety practices, protecting personal data, and recognizing cyber threats.

SWOT Analysis of the Event:

Strength	Weakness	Opportunity	Threats
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- Provides essential digital skills to underserved communities, promoting digital inclusion. - Hands-on training approach enhances practical learning and confidence. - Training delivered in local languages ensures better understanding and engagement. □	- Limited access to computers and internet connectivity in remote areas. - Short training duration may not be sufficient for complete mastery of skills. □	- Scope for scaling the program to reach more ST candidates across regions. - Can be linked with government skill development and employment schemes for better impact. - Opens up pathways for digital entrepreneurship and e-governance participation.	Competing events: □ Low literacy levels among some participants can slow learning progress. - Sustainability of digital practices without continued support or access to resources. - Resistance to change from traditional methods to digital tools in some communities.
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Geo-Tagged Photo





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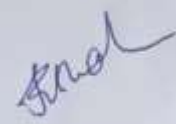
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Proofs & Documents Attached (Tick mark the proofs attached) :

✓	Notice / Brochure		Feedback Form
✓	Attendance list		Feedback Analysis
✓	Photos		Media News Details
	Certificate		Any Other

Prepared By		Checked By
Name & Dated Signature of Coordinator	Name & Dated Signature of Head/Committee In charge	Name & Dated Signature of IQAC Coordinator
Mrs. Parul Jha 		



Approved By
Principal Signature

Date: 23/04/2025