

**GOVERNMENT INDIRA GANDHI ENGINEERING COLLEGE
SAGAR, MADHYA PRADESH**

Project code - Computer on Demand Education	Training Location- Computer lab, Government Indira Gandhi Engineering College sagar (MP)	Time- 03PM To 4PM Monday to Saturday
---------------------------------------------------	---------------------------------------------------------------------------------------------------	-----------------------------------------

1. Action plan: "Computer on demand education" campaign.

2. Purpose of Action Plan: To provide "Basic computer skills" to the underprivileged children and people of nearby slum areas. To promote awareness about "Digital literacy" and further to improve overall well being of community members.

3. Goals and Objectives:

- Increase basic computer skills awareness among 70% of underprivileged children and people in nearby areas.
- Taking help of local NGO's and schools in nearby areas for promoting the campaign.
- Launch a campaign in nearby areas by distributing relevant posters and pamphlets.

4. Action steps:

- Computer lab free 3 to 4 pm Monday to Friday in working hours.
- Distribution of pamphlets about campaign in nearby areas like "Market" and "Village and ward" situated near our college premises will commence from 12th march 2025.
- Posters will be displayed in local markets about campaign on 12th march 2025.
- Registration of participants interested for "CODE" training programme will start from 15th march 2025.
- Launching "CODE" campaign by conducting free training programme initially for 1 hrs during working hours from 3 to 4pm starting from 22nd march 2025.
- According to the designed training content and given timeline training will be finished around 8th May 2025.
- shalupriya Jain Contact No- 7987136938 guest faculty Information
- Technology department will be trainer for the training programme.

o/c



5. Training curriculum:

S.No.	Date	Content
1	22nd March 2025	Getting started with computer: Turning on a computer, Basic computer parts, monitor, keyboard, Mouse, Keyboard layout and understanding, operating systems, setting up a computer, what's inside a computer.
2	29th March 2025	To create files and folders, open and save files, back up, exploring Menu, Undo, Redo, Understanding file extensions, Basic computer troubleshooting, power issues, proper computer care and maintenance.
3	5th April 2025	Typing practice exercises, introduction to Microsoft word and Google Docs, creating editing and formatting documents, saving and printing documents.
4	11th April 2025	Microsoft Excel, Google sheets, spreadsheet skills, creating Tables.
5	17th April 2025	Installing software on your window PC, Uninstalling software from your window PC, Viruses and Malwares in PC.
6	26th April 2025	How to set up wi-fi network, how to update software, how to customize your computer background, how to set up a printer.
7	3rd May 2025	How to use internet, web browsers, search engines, Downloading and uploading.
8	8th May 2025	Exploration of free software available on internet, scanning for viruses and malwares, digital safety and security.

6. Monitoring and Evaluation

Track metrics like attendance at college premises and according to response increase days and time of training. At the end of Training a quiz will be organized to get feedback and response.

Nodal Project Code – Prof.R.s.s Rawat Contact No- 9826077852

Asst Nodal Project Code – Shalupriya jain Contact No-7987136938

o/l

Principal

Principal
Indira Gandhi Engg.College Sagar