

Objective of the programme:

To enhance students' learning by enabling them to practice computer basic skills and test classroom knowledge through related experience.

To provide leadership training and development opportunities for the Student Teachers.

Venue: St Joseph Higher Secondary School, Umden

Date: 20.12.2016

Participants: Students of Class X

Number of Participants in each category

2nd semester: Nil

4th semester: Two (Brother Leonard, Bantei)

3rd year: Twelve

(Aquiline Kharbuki, Abha Dey, Kevin, Harinder Yadav, Ashish Gautam, Risheraj Barua, Michael Syiemlieh, Ashish Lahe Rana, Akrur Ranjan Bora, Ravi Chaudhary, Bikram Chettri, Aman Guha)

Staff: Four (Aiusha V Hujon, Ibanrollin Nongrum, Cosmos Lamare, Winson Lamare)

Observation

We reached the venue on 14.12.2016 at 11:30 am and at 1:00 pm sharp we had the Inaugural Function where all the participants were introduced to the Cyber Club. The first class started on the same day from 2 pm to 4 pm. The second class started from 9am to 4pm followed by the third class. We observed the interest and attention of students towards the class. On the concluding day a small function was observed where the students bestowed their love for the teachers and presented dance and song.

A small surprise was presented by student teachers as well. At the end of the program we had a group photograph session which will be cherished.

Direct & Indirect Benefit of the Activity

Both teachers and the students benefit from Cyber Club Outreach Programme. Teachers improve their communication skills by explaining basic knowledge of the computer to the students and students' enthusiasm for computer and computer knowledge is increased. Since, outreach programme is targeted for the schools, where the computer facility is low to moderate. However, the students are invited to share what we offer. The Computer Basics Training helps participants learn everything from using a

computer mouse to how to use the other components of the computer. Participants receive certificates for their achievements on the concluding day.

Self Evaluation

It is a wonderful learning experience for all of us. It is a give and take process where the participants gain knowledge and the student teachers improve their skills and build confidence level.

The best thing about the outreach program is that we see people living in village and working hard for themselves and their children, every day is full of experience. The love and respect for fellow friends is more. So, we all came back with a new inspiration and with a positive attitude towards Life. We all look forward for the next outreach program.

**"LOOK FOR SOMETHING POSITIVE IN EACH DAY, EVEN IF SOME DAYS
YOU HAVE TO LOOK A LITTLE HARDER"**

Apart from this, I think that the strength of the student teachers should be more and the participants should be provided the syllabus of the course.

Report By
Abha Dey
III/BSC
Computer Science Department

REPORT ON ICT TRAINING BY CYBER CLUB

Name of the Programme: ICT training for Rural Teachers, conducted as part of the Silver Jubilee Celebration of the Department of Computer Science

Organizer: Cyber Club, Department of Computer Science

Dates: 08/02/2017 to 11/02/2017

Venue: St. Anthony's College, Shillong

Objectives of the Programme: To provide basic IT training to the teachers to help in their day to day work and also become trainers to others in their area.

Instructors: 5 students

2nd Semester BSc Computer Sc.: Avoy Sarkar, Bikash Thapa

2nd Semester MCA: Bankerlang Sohtun, Kitborlang Lyngdoh

4th Semester MCA: Bankit Burom Nongbet,

Topics:

- Introduction to Windows
- MS Word
- MS Powerpoint
- MS Excel
- Basic Internet

Participants: The participants are the teachers from the Parish of Umden

Number of participants: 23

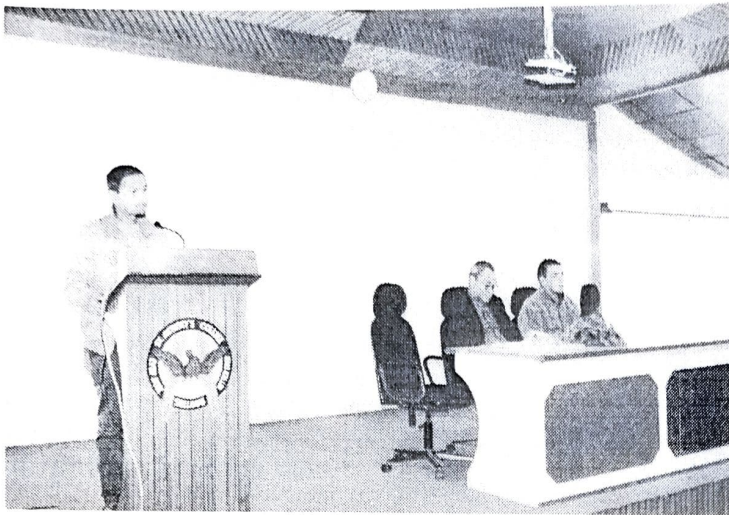
Distribution of Certificates: It was held on 11th February 2017. This function was graced by Shri. D. P. Wahlang, IAS, Commissioner and Secretary of IT Department, Govt. of Meghalaya as the Chief Guest and Br. Albert L. Dkhar SDB, Principal of the College along with staff and students of the department and participants of the training programme.

Feedback from Participants:

- The programme was good and interesting
- They thanked the Computer Science department for organizing the program
- They thanked the instructors for teaching them and having patience as they are slow to learn.

Achievement of the Programme: Overall the training was a success as the teachers of Umden have learnt to prepare mark sheet, attendance sheet, question papers and other related documents needed using MS Office.

Photographs:



Report by,

Bankerlang Sohtun, 2nd Semester MCA

BASIC IT COURSE 2017

Name of the Programme: Cyber Club Basic IT Course 2017.

Organiser: Cyber Club.

Dates: From-03/07/2017 To-02/08/2017

Venue: Lab 01, Lab 02, RED HAT Lab.

Objective of the Programme: To impart basic knowledge of Computers and Basics of Microsoft Office.

Topic/Theme of the Programme: Introduction to Computers, MS Word, MS PowerPoint, MS Excel and Internet.

Instructors: 5TH Semester BSc. Computer Science Students.

Number of Instructors: 14

Participants: St. Anthony's College 3RD Semester and 5TH Semester BBA, Fishery Science, Statistics, Economics, Political Science, Khasi, and Botany.

Number of Participants:

- Morning Batch: 21
- Evening Batch: 20

Feedback from Participants:

1. The contents and timings were perfect for students, keeping us occupied. The contents were well taught and learnt. Duration was also good.
2. More interaction with the students and more exercises after each lesson also more lessons on uses of Internet and MS Excel was required.
3. The content was effective, since they started from introduction and proceeded to higher level it was easy for the students to learn.
4. The Basic IT course was really helpful in many ways. We learnt many new things about MS Office which will really be helpful in future.
5. It would be better if the next course is a bit longer as we can learn more and get more knowledge.

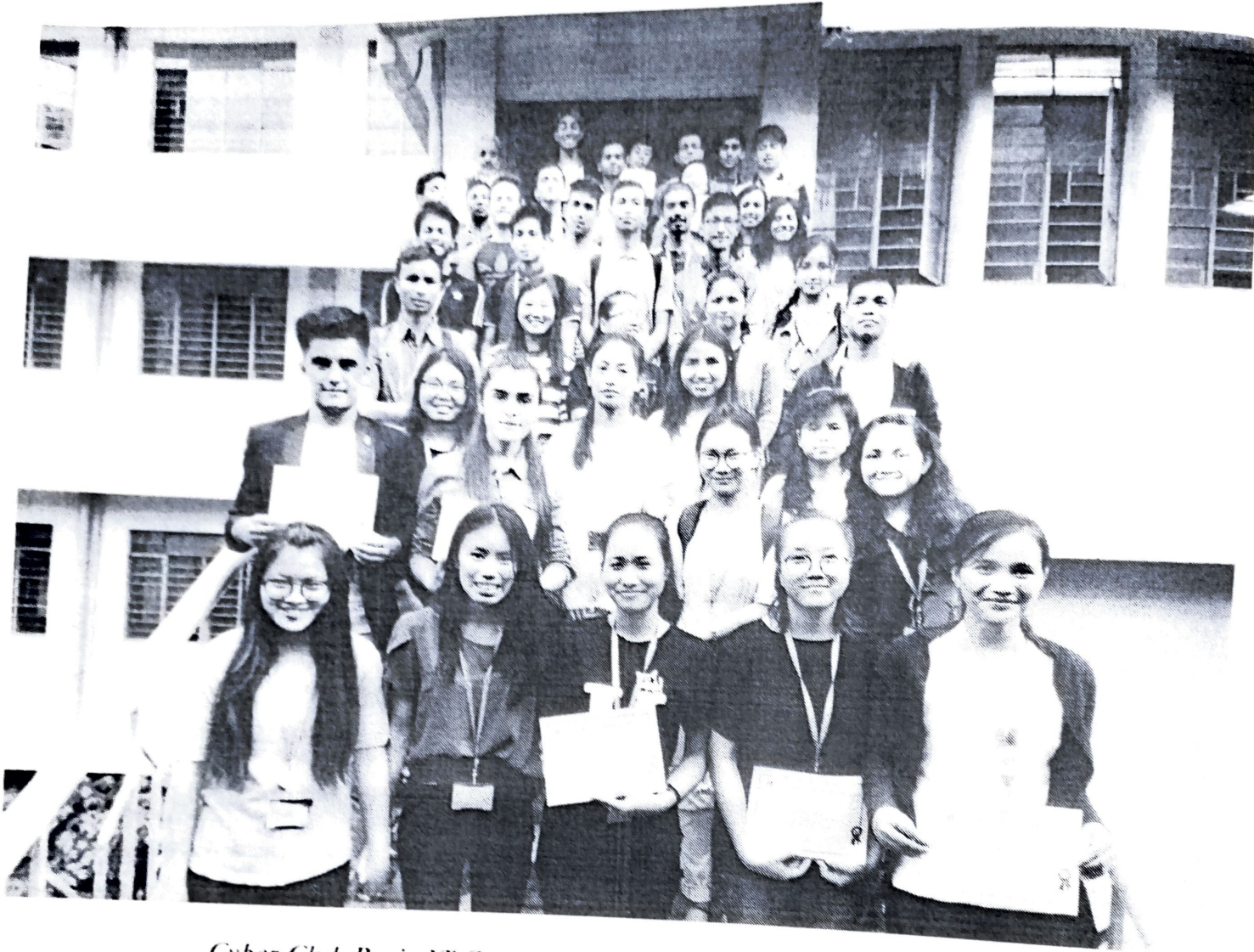
Achievement of the Programme: More knowledge in MS Office and gained more confidence in presenting.

Self-evaluation of the Programme: The program helped not only the students who applied for the course but also those of us who undertook the task of teaching. The program helped me expand my prior knowledge of Basic Ms Office. I too, along with the students, learnt a great many new things. The program also helped boost my confidence in speaking in front of an audience.

Report By:

Lili Das (Cyber Club Secretary)

Leonard Ekka (Cyber Club President)
L.AmitKumar Sharma (Cyber Club Treasurer)
Vijan Gurung (Cyber Club Member)
Photograph:



Cyber Club Basic IT Course 2017 – Participants and Instructors

BASIC IT COURSE BY 5TH SEMESTER BSC. COMPUTER SC. 2018

Name of the Programme: Basic IT course 2018

Organiser: Cyber Club

Dates: 12th July 2018 – 13th August 2018

Venue: LAB 1 and LAB 2

Objective of the Programme: To improve the computer literacy of the students of the college.

Topics taught: Windows, MS Word, MS Power Point, MS Excel and Internet.

Instructors: 5th Semester BSc. Computer Science Students.

Number of Instructors: 15(morning) and 11(evening)

Participants: 2nd and 3rd year college students

Number of Participants:

Morning Batch (7:00 am – 8:30 am): 31

Evening Batch (4:30 pm – 6:00 pm): 9

Feedback from Participants: (few points mentioned by them): A feedback form was made and distributed among the students. The feedback received was positive. Few feedbacks are mentioned below:

- Participants appreciated the cyber club for taking such an initiative of teaching the fellow mates about the basic of computer, and in the future too they should continue to do so.
- Participants thanked the members of the cyber club for giving conducting the course, for their time and for clearing doubts each time with patience.
- Participants appreciated all they were being taught and encouraged to do so in the future.

Few suggestions were also given by the students. Some of them are mentioned below:

- To try to expand the course duration.
- Taking down notes in the class takes a lot of time, so it's better to create a group and send it in the group/send it in the common folder.

Achievement of the Programme: The Cyber Club has fulfilled its mission of learning, teaching and serving. The students got to revise old topics and learn new topics which will surely help them in their future.

Self-evaluation of the Programme: This program was helpful for the 5th semester students to boost up their confidence. They gained a lot of experience from this program.

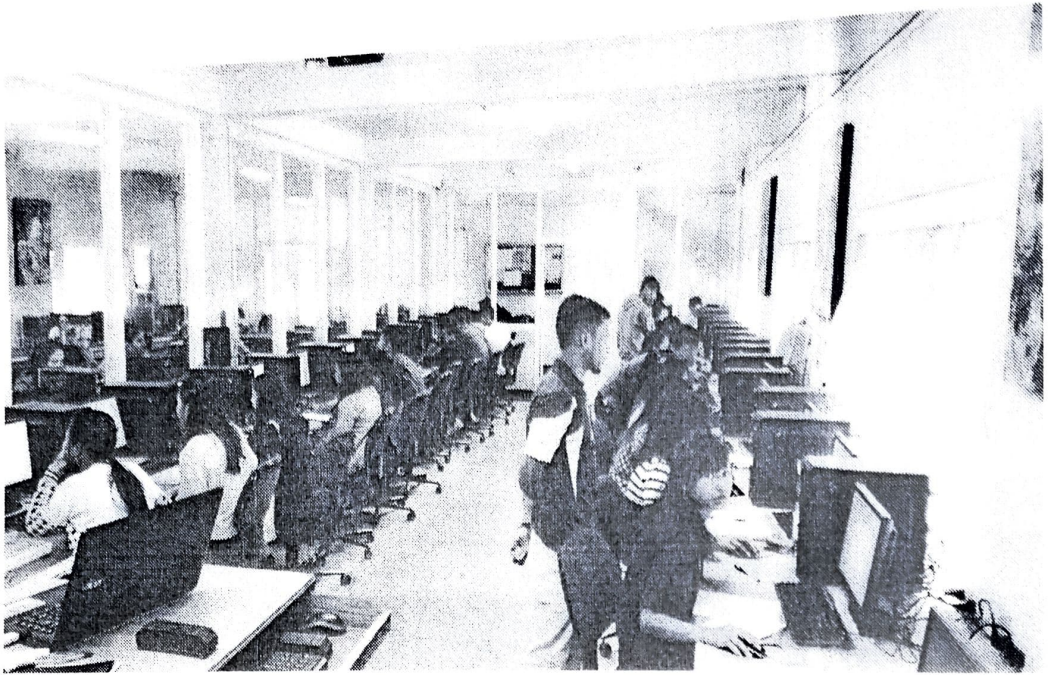
Report By:

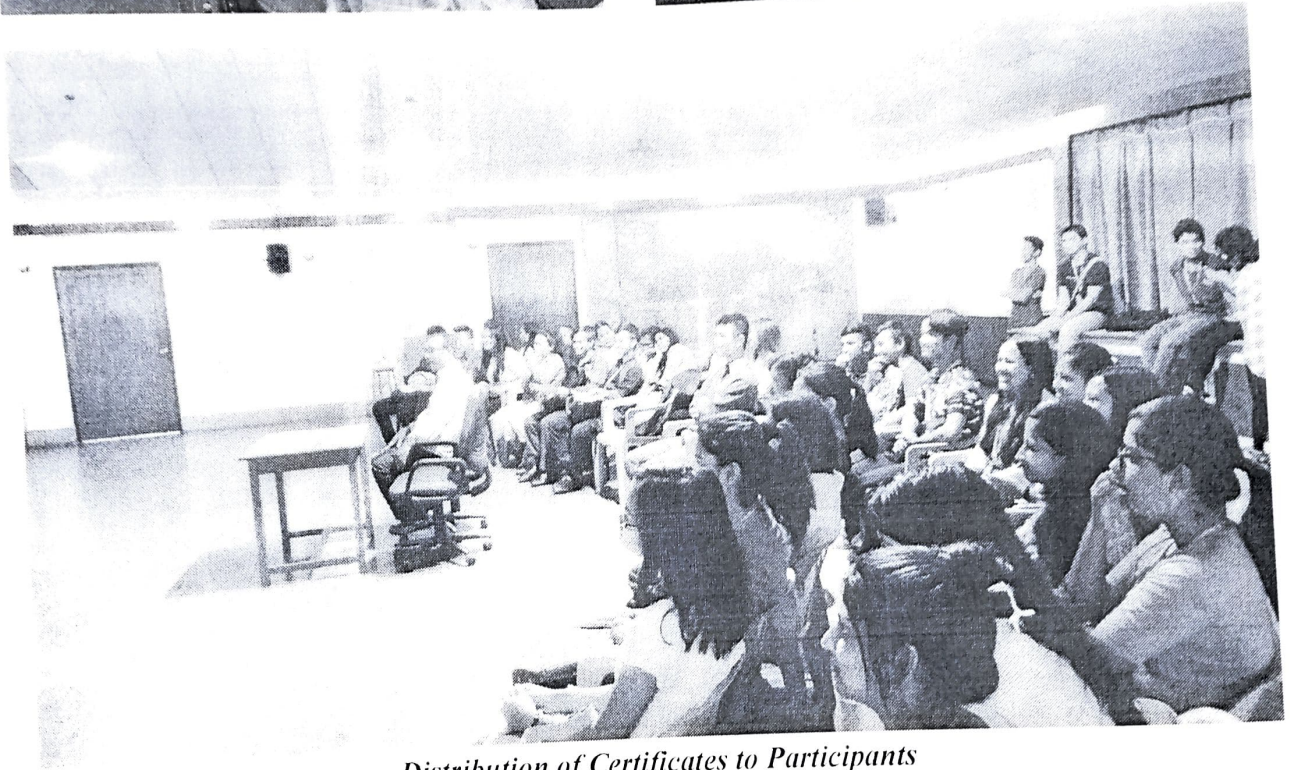
Avoy Sarkar,

Secretary, Cyber Club

5th Semester BSc Computer Sc

Photographs: *Class Sessions*





Distribution of Certificates to Participants

BASIC IT COURSE BY 3RD SEMESTER BSC. COMPUTER SC. 2018

Name of the Programme: Cyber Club Basic IT 2018

Organiser: Cyber Club

Dates: from 23/07/2018 to 31/07/2018

Venue: Lab 03 and Lab 04

Objective of the Programme: To impart basic knowledge of Computers and Basics of Microsoft Office.

Topics taught: Introduction to Windows, Paint, MS Word.

Instructors: 3rd Semester BSc. Computer Science Students.

Number of Instructors: 20

Participants: Savio Evening School students

Number of Participants: 25

Evening Batch: 25

Feedback from Participants:

1. They were excited, enthusiast and looked forward for attending classes.
2. They wanted the classes to exceed a bit longer.
3. They started with neophyte skills but while leaving they learned to use the peripheral devices in much convenient way.
4. They felt the environment of the classes to be very friendly and lively
5. They found the faculty members interactive and Benignant.

Achievement of the Programme:

The programme played an enormous role in the learning-teaching process. It helped the students to imbibe computer knowledge and it helped them getting comfortable working in a computer environment. It helped the teachers to improve their teaching and learning skills. The teachers also learned to communicate among themselves which inturn helped them in developing their communication skills.

Self-evaluation of the Programme:

Although the first few classes were a little difficult because we didn't know how much knowledge the students had about the computer system plus the students were shy which was natural as it was the first class. But as they say good things take time we started progressing and in this progress we learned how to interact with students and the students started interacting with us. When our students asked a questions every teacher was excited to teach how thing are done. To summarize this I would say that it was a great experience teaching the children of Savio Evening School and I hope the students also learned the basics of windows, Microsoft word and paint and I hope that this one week of IT training would help them in their future.

Photograph:



Report By:

Gourav Kumar (Cyber club Vice President)

Roshni Kumari (Cyber club member)

Firhan Das (Cyber club member)

Subham Kumar (Cyber club Publicity Manager)

REPORT ON BASIC IT COURSE 2019

Basic IT course was the name of the Programme and the organiser of this program was Cyber Club. This course started in 10-07-2019 and ended in 14-08-2019.

The different topics taught was **MS Windows. MS Word. MS PowerPoint. MS Excel. Google Forms. Internet Basics** and the instructors of this course was Computer Science 5th Semester. The number of instructors was **24** divided in 4 groups and the number of students was **56**. The participants of this course were students from St. Anthony's college of different department and different semester.

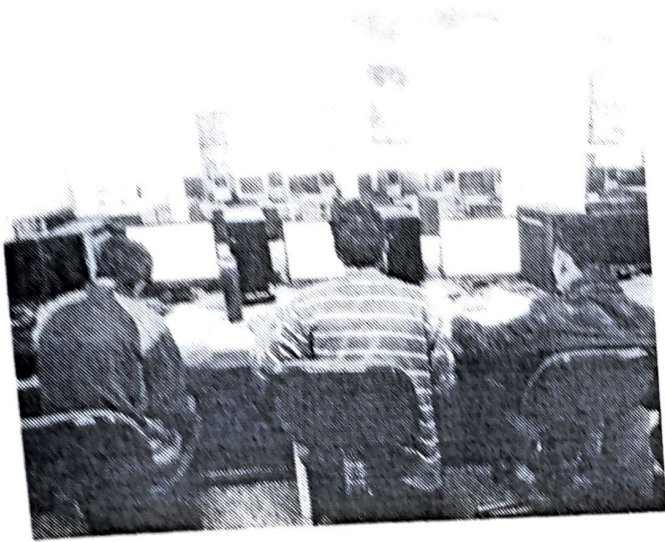
Achievement of the Programme was to successfully imparted basic computer knowledge to the participants and give them some basic idea about some of the most commonly-used applications like Microsoft Word, Microsoft Excel and Microsoft PowerPoint. We have also achieved in introducing the participants to the Internet and to Google Forms.

Feedback from Participants was that the teaching and the course offered is the best. The facilities provided were extremely good and fees were affordable for every student. All the teachers have provided us with the knowledge to the best of their capabilities. Have learnt a lot of things and enjoyed being part of the teacher are very friendly and easy to approach and need a lot of more confidence in giving out explanation. Gained knowledge in MS word, MS Excel, MS PowerPoint and about Google Forms.



Students of the Cyber Club engaging in different teaching activities

Self-evaluation of the Programme by a instructors: From this programme, we have learned much variety of things about the computer and MS office. It provided us a platform where we can exercise our knowledge about Computers and their applications. It has helped us in gaining confidence and an experience on teaching.



Instructors connecting the practical exam papers and certificate distribution

St. Anthony's College, Shillong

EVALUATION SHEET

We will be grateful if you can answer this questionnaire to help us render better service in the future. The information you provide will be kept confidential.

1. What you liked about the course?
(Course material, teaching, duration, fees, facilities, any other ...)

I liked everything about this course.

2. Anything that you did not like about the course?
(Course material, teaching, duration, fees, facilities, any other, ...)

None, everything was just perfect.

3. Your suggestions for improvement
(Course material, teaching, duration, fees, facilities, any other, ...)

Everything is good for me. I just enjoyed it and I don't see any means of improvement. It's just perfect.

4. What you gained from the course?

I learned many things from this course which at first I have no idea about.

5. What expectation of yours was not realized in this course(if any)

This course met up my every expectations. It even went beyond my expectation.

FORWARD Cyber Club

Course Name: Cyber Job Student Name: Hlotb Sema

Batch: B.A. 3rd Sema Signature

IF YOU LIKED THE COURSE

TELL OTHERS

ELSE

TELL US

St. Anthony's College, Shillong

EVALUATION SHEET

We will be grateful if you can answer this questionnaire to help us render better service in the future. The information you provide will be kept confidential.

1. What you liked about the course?

(Course material, teaching, duration, fees, facilities, any other ...)

Just of all I like to say thank you to all teachers who give us precious time on us. According to me this course is really good, I really learned many things which is good for my coming future. I really liked the way to teach us & give us material which is script for us.

2. Anything that you did not like about the course?

(Course material, teaching, duration, fees, facilities, any other, ...)

No, exactly I really enjoyed like I had before everything is in perfect manner sometimes I really felt bored not because of boring topic but because of lazy teachers.

3. Your suggestions for improvement

(Course material, teaching, duration, fees, facilities, any other, ...)

I like to say that teachers are really good but some of them really need improvement, I could not understand stand something because on some topic - They need to speak a little bit loud so we can understand easily.

4. What you gained from the course?

Before this course I was just nothing but after getting this course I really feel I know a little about the computer which is very important in coming future.

5. What expectation of yours was not realized in this course (if any)

No, I got whatever I really needed.

Course Name:

Student Name:

Batch:

Signature

IF YOU LIKED THE COURSE

TELL OTHERS

ELSE

TELL US