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Towards Excellence...

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Report

Title: Report on One Day Special Programme on "Basics of Typing Skills"

Date: 27.02.2020

Organized by: Technical Team of the Institution

Guided by: Mr. Jaiprakash Bajpai, Technical Support

Number of Participants: 24

Objective:

To equip students with fundamental typing skills, enhancing their productivity and employability in the digital age.

Programme Highlights:

- Inaugural address by Mr. Jaiprakash Bajpai, emphasizing the importance of typing skills
- Hands-on training sessions on typing basics, keyboard layout, and finger placement
- Practice exercises and drills to improve speed and accuracy
- Tips on ergonomics and typing posture
- Assessment and feedback session

Participant Feedback:

- "I learned the correct finger placement and improved my typing speed."
- "The programme helped me understand the importance of typing skills in today's digital world."
- "I appreciate the hands-on training and feedback from the technical team."

Outcomes:

- Improved understanding of typing basics and keyboard layout
- Enhanced typing speed and accuracy among participants
- Developed good typing posture and ergonomics habits
- Boosted confidence in using computers and typing skills



Recommendations:

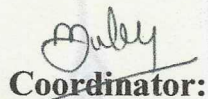
- Conduct regular typing skills programmes for students
- Provide opportunities for advanced typing skills training
- Encourage students to practice typing regularly

Conclusion:

The "Basics of Typing Skills" programme was a successful initiative, equipping students with essential typing skills and enhancing their productivity. The technical team looks forward to organizing more such programmes, contributing to the students' digital literacy and employability.


Organizer:

Mr. Jaiprakash Bajpai
Technical Support


Coordinator:

Dr. Aradhna Dubey
Coordinator, IQAC


Principal:

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