



## ಪಂ. ಪಂಚಾಕ್ಷರ ಗಾವಾಗಿಲಾರ ಶಿಲ್ಪ ಮಹಿಳೆ ಮಹಾವಿದ್ಯಾಲಯ, ಗಡಗ

(ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆ ಉದ್ದೇಶದ್ವಾರಾ) ನ್ಯಾಕ್ ಬಿ ಗ್ರೇಡ್ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ

### PANDIT PANCHAXARA GAVAIGALAVAR ARTS AND COMMERCE COLLEGE, GADAG

Affiliated by K.U.D. & Accredited to NAAC "B" Grade

ತುಂಡ್ರೆ ವರ್ಷಾಕ್ಷರ ಪುಸ್ತಕಾಲಯ, ಗಡಗ - 582101.

Ref. No.:

Date :

#### BEST PRACTICE – 01 Computer Skills on Office Automation Objectives:

- To train students base level of computer skills inspite of having only theory paper on Computer Applications.
- To give practical sessions and use computer laboratory optimally.
- To equip students to know basic skills of computer and also Office Automation comprising of MS-Word, MS-Excel, MS-Powerpoint and Internet.
- To enable them to prepare for competitive examinations both online and offline mode.

#### Context:

During the post accreditation, based on the feedback from different stakeholders, based on the feedback, suggestions from different stakeholders, IQAC has recommended to conduct special activities on Computer Skills for Students. For BA students as per the prescribed syllabus from university, they need to study a paper on Computer Application only with theory portion but no scope for practical sessions. Hence, keeping this in mind, based on students' feedback, suggestions, college has given scope for students to learn fundamentals of computers including MS Office comprising of MS-Word, MSExcel, MS-Powerpoint, etc. Most of the students are from rural belt and economically weaker sections. Most of them do not afford to pay the fees for learning Computer Skills outside the campus. Hence, after getting these feedback and also giving scope for students to learn computer skills, college has introduced special sessions entitled, Computer Skills on Office Automation.

#### Practice:

Even though BA-IV students have to study Computer Application, only theory portion as per the prescribed syllabus and not having scope for practical session, the present scenario of the market trend, higher education, etc., knowledge of computer is very much essential for every individuals. Hence, college already establish computer laboratory. Frequently computers are updated and provided necessary software including internet connectivity. A separate time table is prepared and instructed all the students to attend the practical classes as per the scheduled time table based on roll numbers. Students are allowed to practice in the computer lab. College has hired qualified teacher to engage the classes.