REPORT OF 7 DAYS TRAINING ON "PROFICIENCY IN TYPING"

Internal Quality Assurance Cell (IQAC) of the college organized 7 Days intensive Training Course on "Proficiency in Typing" for Non Teaching Staff Members of the college from February 1, 2021 to February 8, 2021. This hands on training was attended by Administrative as well as Multi-Tasking Staff of the college. Course was facilitated by Ms. Anaya Mulik, Assistant Professor - Computer Applications and Ms. Chandrika Naik rendered Technical assistance for smooth conduct of the course.

On Day 1, in his welcome address Principal Dr. (Prof.) Shaikh Mohammad Parvez Al-Usmani urged all the participants to learn with an open mind and also made them understand relevance of typing skill to their job roles. Ms. Sonam Gondlekar, IQAC Co-ordinator outlined the layout of the program and appealed the participants to actively participate in all the exercises and tests organised as a part of the course. Beginning with the basics, course sequentially proceeded towards advanced aspects of typing. Day 1 focused on Relevance of Typing and Basics of Touch Typing. On Day 2, 3 and 4; Home Row Keys, Home Row Keys + Querty Row, and all 3 row keys collectively were introduced to the participants. Further, Individual Word Typing, Sentence Typing, Paragraph Typing practice sessions followed by debriefing were held on Day 5, 6 and 7 respectively. To give a boost to the participants morale and motivation, top performers of Practice Sessions and Tests were rewarded on daily basis.

On the whole, program received very positive response from the participants and they pledged to practice typing during idle time and increase WPM count. Course ended with special instructions to all the participants regarding Typing Test scheduled after 21 days which would serve as a criteria for awarding of certificates.

Goa Multi Faculty College (GMFC) Daya Nagar, Piliem, Goa 403406, India
Latitude
15.3959392°
Longitude
74.0962598°
Local 03:03:07 PM
GMT 09:33:07 AM
Altitude -32.62 meters
Monday, 01-02-2021

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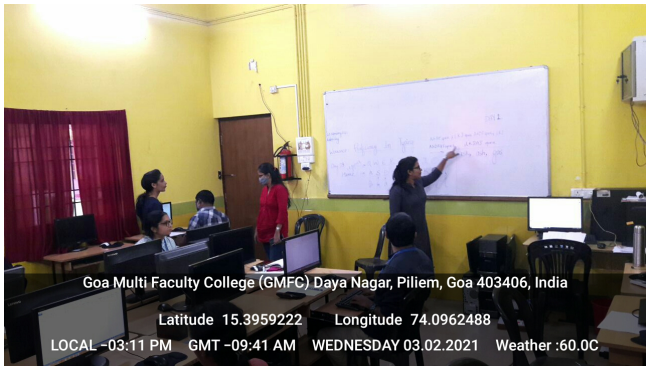
Latitude Longitude
LOCAL -03:29 PM GMT -09:59 AM TUESDAY 02.02.2021


Goa Multi Faculty College (GMFC) Daya Nagar, Piliem, Goa 403406, India
Latitude 15.3959222 Longitude 74.0962488
LOCAL -03:11 PM GMT -09:41 AM WEDNESDAY 03.02.2021 Weather :60.0C

Goa Multi Faculty College (GMFC) Daya Nagar, Piliem, Goa 403406, India
Latitude 15.3959223 Longitude 74.0962466
LOCAL -03:18 PM GMT -09:48 AM THURSDAY 04.02.2021 Weather :56.0C

Latitude
15.3959152
Longitude
74.0962524
LOCAL -03:59 PM
GMT -10:29 AM
FRIDAY 05.02.2021
Weather :60.0C

Goa Multi Faculty College (GMFC) Daya Nagar, Piliem, Goa 403406, India
Latitude 15.3959264 Longitude 74.0962459
LOCAL -04:00 PM GMT -10:30 AM SATURDAY 06.02.2021 Weather :54.0C