



CHINMAYA DEGREE COLLEGE BHEL, HARIDWAR

Criterion V Student Support and Progression

5.1 Student Support

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

Documents Attached

Sr. No.	Document Name
1.	Report and photograph of life skill(Yoga) enhancement programs
2.	Report with photographs on computing skills enhancement programs



Report and photograph of life
skill(Yoga) enhancement
programs



CHINMAYA DEGREE COLLEGE
B.H.E.L. Ranipur, Haridwar-249403 (U.K.)

UNDER THE AEGIS OF CHINMAYA EDUCATION SOCIETY (CES)

Ref:

Date:

कौशल विकास पाठ्यक्रम

प्रारम्भिक योग

वर्ष-2020-21

महाविद्यालय में द्वितीय वर्ष के छात्र-छात्राओं हेतु अन्तर्राष्ट्रीय योग दिवस के अवसर पर छात्र-छात्राओं को शारीरिक, मानसिक एवं अध्यात्मिक विकास के लिए वर्ष-2020-2021 में 15 दिवसीय योग की कार्यशाला करायी गयी। योग में सूक्ष्म क्रियाएं (हाथों व पैरों), ताड़ासन, त्रियक ताड़ासन, स्कन्ध चालन, ग्रीवा चालन, पादहस्तासन व सूर्यनमस्कार की 12 स्थितियों के प्राणायामों (अनुलोम-विलोम, कपालभाति व भ्रामरी का अभ्यास कराया गया।

कार्यशाला का समय: प्रातः 7:00 बजे से 8:30 तक

कार्यशाला का स्थान: महाविद्यालय का प्रांगण

महाविद्यालय का नाम: चिन्मय डिग्री कॉलेज

वर्ष-2020-21 में कुल 24 छात्र-छात्राएं कौशल विकास पाठ्यक्रम में पंजीकृत हुए थे।

डायरेक्टर
स्ववित्त पोषित विभाग
Director SFS
Chinmaya Degree College
BHEL, Haridwar

प्राचार्य (कार्यवाहक)
PRINCIPAL
Chinmaya Degree College
BHEL, Haridwar







CHINMAYA DEGREE COLLEGE
B.H.E.L. Ranipur, Haridwar-249403 (U.K.)

UNDER THE AEGIS OF CHINMAYA EDUCATION SOCIETY (CES)

Ref:

Date:

कौशल विकास पाठ्यक्रम

प्रारम्भिक योग

वर्ष-2021-22

महाविद्यालय में द्वितीय वर्ष के छात्र-छात्राओं हेतु अन्तर्राष्ट्रीय योग दिवस के अवसर पर छात्र-छात्राओं को शारीरिक, मानसिक एवं अध्यात्मिक विकास के लिए वर्ष-2022-2023 में 15 दिवसीय योग की कार्यशाला करायी गयी। योग में सूक्ष्म क्रियाएं (हाथों व पैरों), ताड़ासन, त्रिक ताड़ासन, स्कन्ध चालन, ग्रीवा चालन, पादहस्तासन व सूर्यनमस्कार की 12 स्थितियों के प्राणायामों (अनुलोम-विलोम, कपालभांति व भ्रामरी का अभ्यास कराया गया।

कार्यशाला का समय: प्रातः 7:00 बजे से 8:30 तक

कार्यशाला का स्थान: महाविद्यालय का प्रांगण

महाविद्यालय का नाम: चिन्मय डिग्री कॉलेज

वर्ष-2021-22 में कुल 25 छात्र-छात्राएं कौशल विकास पाठ्यक्रम में पंजीकृत हुए थे।

डायरेक्टर
स्वच्छ पोषित विभाग
Director SFS
Chinmaya Degree College
BHEL, Haridwar

प्राचार्य (कार्यवाहक)
PRINCIPAL
Chinmaya Degree College
BHEL, Haridwar





CHINMAYA DEGREE COLLEGE
B.H.E.L. Ranipur, Haridwar-249403 (U.K.)

UNDER THE AEGIS OF CHINMAYA EDUCATION SOCIETY (CES)

Ref:

Date:

कौशल विकास पाठ्यक्रम

प्रारम्भिक योग

वर्ष-2022-23

महाविद्यालय में द्वितीय वर्ष के छात्र-छात्राओं हेतु अन्तर्राष्ट्रीय योग दिवस के अवसर पर छात्र-छात्राओं को शारीरिक, मानसिक एवं अध्यात्मिक विकास के लिए वर्ष-2022-2023 में 15 दिवसीय योग की कार्यशाला करायी गयी। योग में सूक्ष्म क्रियाएं (हाथों व पैरों), ताड़ासन, त्रियक ताड़ासन, स्कन्ध चालन, ग्रीवा चालन, पादहस्तासन व सूर्यनमस्कार की 12 स्थितियों के प्राणायामों (अनुलोम-विलोम, कपालभाति व भ्रामरी का अभ्यास कराया गया।


कार्यशाला का समय: प्रातः 7:00 बजे से 8:30 तक

कार्यशाला का स्थान: महाविद्यालय का प्रांगण

महाविद्यालय का नाम: चिन्मय डिग्री कॉलेज

वर्ष-2022-23 में कुल 12 छात्र-छात्राएं कौशल विकास पाठ्यक्रम में पंजीकृत हुए थे।


डायरेक्टर
स्वयत्न पोषित विभाग
Director SFS
Chinmaya Degree College
BHEL, Haridwar


प्राचार्य (कार्यवाहक)
PRINCIPAL
Chinmaya Degree College
BHEL, Haridwar





Report and photograph of life
Computing Skill enhancement
programs



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CHINMAYA DEGREE COLLEGE
B.H.E.L. Ranipur, Haridwar-249403 (U.K.)

UNDER THE AEGIS OF CHINMAYA EDUCATION SOCIETY (CES)

Ref:

Date: 20-10-2020

Skill Enhancement Course

Basic Computer Skill

Session 2020-2021

Computer literacy or skills training programme is one of skill development programme for graduate second year students in Chinmaya Degree College, BHEL, Haridwar. It is a capacity building strategy that empowers individuals or institutions to be knowledgeable in the use of computer applications. In other words, a person who knows how to use the machine to complete any task is a computer literate. Computer literate often connotes little more than the ability to use several very specific applications (usually Microsoft Word, Microsoft Excel, Microsoft Internet Explorer, and Microsoft Outlook) for certain very well-defined simple tasks, largely by rote. Multi-lateral institutions are strongly advocating the building of knowledge societies where the power of information and communication helps people access the knowledge they need to improve their daily lives and achieve their full potential.

Increasingly, the concept of information literacy is considered as crucially important to enable people to deal with the challenge of making good use of information and communication technology. Indeed, governments, intergovernmental and non-governmental organizations, academia, civil society and the private sector have all come to the conclusion that computers, the Internet, and hand-held wireless devices are driving today profound changes in the way pictures, voice, and information are being created, transmitted, accessed and stored. But they also conclude that learning computer and media technologies are not enough if nations, institutions and individuals are to reap the full benefits of the global knowledge societies. Computer literacy can empower people in all walks of life to seek, evaluate, use and create information effectively to achieve their personal, social, occupational and educational goals". In the digital age, what computer literacy means is that understanding technologies is not enough. What everyone must also do is learn how to utilize those incredibly diverse and powerful technologies efficiently and effectively to search for, retrieve, organize, analyze, evaluate information and then use it for specific decision-making and problem-solving ends. The intervention of Computer Science Department in computer literacy/skills training programme for college students is an indication of its response and commitment to globalization.



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Course Content:

1.3.1 Windows/ DOS

Starting a computer may be a very tricky thing to one who has never seen or touch one. Using the mouse, managing various windows, alternating between the use of keyboard and mouse, minimizing windows, opening and closing files, etc. can be daunting tasks for the uninitiated ones. However, familiarization with the parts and functions of the computer was critical to the capacity building process at the initial stage. Below is the summary of the main issues dealt with in the training manual under this topic:

- Definition of the word information technology
- Definition of a computer
- Key words related to the definition of a computer.
- Types of computers
- Definition of a computer system and their types.
- Knowledge about Computer generations
- Some uses of computers
- Advantages & Disadvantages of using a computer
- Elements of computer
- Relationship between Hard ware and Soft ware
- Detail knowledge about the Central Processing Unit (CPU) or Processor
- Direct Input devices (Keyboard) and functions of the various keys.
- Indirect input devices (Mouse)
- Output devices (e.g. Monitors, printers etc.)
- About printers and their types
- Computer output on microfilms (COM)
- Knowledge about disk drives • Storage devices and their types
- Rules of handling diskette
- The anatomy of the computer virus
- The cause, effects, preventive measures and types of computer virus
- Application of system soft ware
- Functions of the operating system
- How data and programs are represented in the computer
- Knowledge about computer language
- Booting a computer from the Hard and Floppy disk
- How to open and save a file in editor screen
- How to create a document in editor screen
- How to exit from editor screen
- Copy and Paste option
- Cut and Paste option
- How to Copy a file from one drive to another



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1.3.2 Microsoft word

This is the most basic of all skills. It involves typing basically, but when using computers it deviates a little from the common typewriter. There is the enter key replacing the carriage movement and there are commands (simple ones) for paragraph, indent, spacing and so on. The best of word processing is that you can modify with ease any part of the text you entered. The word processing is the minimum one should know because it will be used in each and every application of computers. Below is the summary of the practical issues dealt with regards Microsoft word:

- Definition of Microsoft word
- Three ways in starting Microsoft word
- Exploring the word screen environment
- Understanding some unique features in Microsoft word
- How to work with Microsoft word (set a working folder; create a new document, opening an existing document, insertion of text, save your document, saving your document with a new name etc.)
- Inserting symbols and special character
- Inserting the date and time functions
- Adding bullets and Numbering
- How to insert Paragraph spacing
- How to align text • How to cut & paste/ Drag & drop a document
- How to close your document
- How to exit Microsoft word
- How to apply keyboard short cut
- How to change (e.g. Upper & Lower cases)
- How to do line spacing (e.g. Double line or single line spacing)
- How to insert pictures
- How to insert Header & Footer
- How to divide the document into column
- How to insert tables

1.3.3 Microsoft excel One will also need to use a spreadsheet of excel sheet for computing and chalking out financial plans. This is a must in any presentation and knowing the basics on how to use and read a spreadsheet will be extremely helpful to any young executive. As with others, this too will require a lot of hands-on practice and a little theory to master. Below is the summary of the main issues dealt with in the training manual during the process:




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- Introduction to MS excel (Spread sheet)
- How to add a work sheet
- How to hide and unhide workbook & worksheet
- How to group a sheet
- How to ungroup a sheet
- Understanding the functions of the worksheet special keys
- How to select cell rows & columns
- How to protect work book or work sheet
- How to use formula operators
- Understanding errors that affect a cell
- How to centralize labels
- How to add comment to a cell
- How to enter data in a spread sheet
- How to work with charts
- Procedures to create a chart
- Understanding the types of chart and their functions
- How to work with data base entries
- How to manage the data base
- Introduction to MS Excel applications

Note:

In the session 2020-2021, **(32)** students were registered and completed the course.


Director (SFS)


Principal
Chinmaya Degree College
BHEL, Haridwar



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CHINMAYA DEGREE COLLEGE
B.H.E.L. Ranipur, Haridwar-249403 (U.K.)

UNDER THE AEGIS OF CHINMAYA EDUCATION SOCIETY (CES)

Ref:

Date: 15-11-2021

Skill Enhancement Course

Basic Computer Skill

Session 2021-2022

Computer literacy or skills training programme is one of skill development programme for graduate second year students in Chinmaya Degree College, BHEL, Haridwar. It is a capacity building strategy that empowers individuals or institutions to be knowledgeable in the use of computer applications. In other words, a person who knows how to use the machine to complete any task is a computer literate. Computer literate often connotes little more than the ability to use several very specific applications (usually Microsoft Word, Microsoft Excel, Microsoft Internet Explorer, and Microsoft Outlook) for certain very well-defined simple tasks, largely by rote. Multi-lateral institutions are strongly advocating the building of knowledge societies where the power of information and communication helps people access the knowledge they need to improve their daily lives and achieve their full potential.

Increasingly, the concept of information literacy is considered as crucially important to enable people to deal with the challenge of making good use of information and communication technology. Indeed, governments, intergovernmental and non-governmental organizations, academia, civil society and the private sector have all come to the conclusion that computers, the Internet, and hand-held wireless devices are driving today profound changes in the way pictures, voice, and information are being created, transmitted, accessed and stored. But they also conclude that learning computer and media technologies are not enough if nations, institutions and individuals are to reap the full benefits of the global knowledge societies. Computer literacy can empower people in all walks of life to seek, evaluate, use and create information effectively to achieve their personal, social, occupational and educational goals". In the digital age, what computer literacy means is that understanding technologies is not enough. What everyone must also do is learn how to utilize those incredibly diverse and powerful technologies efficiently and effectively to search for, retrieve, organize, analyze, evaluate information and then use it for specific decision-making and problem-solving ends. The intervention of Computer Science Department in computer literacy/skills training programme for college students is an indication of its response and commitment to globalization.

Course Content:**1.3.1 Windows/ DOS**

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- Elements of computer
- Relationship between Hard ware and Soft ware
- Detail knowledge about the Central Processing Unit (CPU) or Processor
- Direct Input devices (Keyboard) and functions of the various keys.
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- Functions of the operating system
- How data and programs are represented in the computer
- Knowledge about computer language
- Booting a computer from the Hard and Floppy disk
- How to open and save a file in editor screen
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- Copy and Paste option
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53/4

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- Inserting the date and time functions
- Adding bullets and Numbering
- How to insert Paragraph spacing
- How to align text • How to cut & paste/ Drag & drop a document
- How to close your document
- How to exit Microsoft word
- How to apply keyboard short cut
- How to change (e.g. Upper & Lower cases)
- How to do line spacing (e.g. Double line or single line spacing)
- How to insert pictures
- How to insert Header & Footer
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- Introduction to MS excel (Spread sheet)
- How to add a work sheet
- How to hide and unhide workbook & worksheet
- How to group a sheet
- How to ungroup a sheet
- Understanding the functions of the worksheet special keys
- How to select cell rows & columns
- How to protect work book or work sheet
- How to use formula operators
- Understanding errors that affect a cell
- How to centralize labels
- How to add comment to a cell
- How to enter data in a spread sheet
- How to work with charts
- Procedures to create a chart
- Understanding the types of chart and their functions
- How to work with data base entries
- How to manage the data base
- Introduction to MS Excel applications

Note:

In the session 2021-2022, (36) students were registered and completed the course.


Director (SFS)


Principal
Chimmaya Degree College
BHEL, Haridwar



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CHINMAYA DEGREE COLLEGE
B.H.E.L. Ranipur, Haridwar-249403 (U.K.)

UNDER THE AEGIS OF CHINMAYA EDUCATION SOCIETY (CES)

Ref:

Date: 05-12-2022

Skill Enhancement Course

Basic Computer Skill

Session 2022-2023

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2/3

Course Content:

1.3.1 Windows/ DOS

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- How to create a document in editor screen
- How to exit from editor screen
- Copy and Paste option
- Cut and Paste option
- How to Copy a file from one drive to another

1.3.2 Microsoft word

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- Adding bullets and Numbering
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- How to align text • How to cut & paste/ Drag & drop a document
- How to close your document
- How to exit Microsoft word
- How to apply keyboard short cut
- How to change (e.g. Upper & Lower cases)
- How to do line spacing (e.g. Double line or single line spacing)
- How to insert pictures
- How to insert Header & Footer
- How to divide the document into column
- How to insert tables

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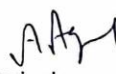
- Introduction to MS excel (Spread sheet)
- How to add a work sheet
- How to hide and unhide workbook & worksheet

- How to group a sheet
- How to ungroup a sheet
 - Understanding the functions of the worksheet special keys
 - How to select cell rows & columns
 - How to protect work book or work sheet
 - How to use formula operators
 - Understanding errors that affect a cell
 - How to centralize labels
 - How to add comment to a cell
 - How to enter data in a spread sheet
 - How to work with charts
 - Procedures to create a chart
 - Understanding the types of chart and their functions
 - How to work with data base entries
 - How to manage the data base
 - Introduction to MS Excel applications

Note:

In the session 2022-2023, (12) students were registered and completed the course.


Director (SFS)
Director SFS
Chinmaya Degree College
BHEL, Haridwar


Principal
Chinmaya Degree College
BHEL, Haridwar



चिन्मय डिग्री कॉलेज, भेल, हरिद्वार

पंजीकरण पत्र (सत्र 20.22... - 20.23..)

आवेदक का नाम : ...ANSHU.....

(छात्र/छात्रा/कर्मचारी) : ...Student.....

पिता का नाम : ...Mr. Sunder Singh.....

पुरुष/महिला : ...Female.....

कक्षा/विभाग : ...B.S.C (IIIrd Sem.).....

वर्ग / पद : ...Microbiology.....

मोबाईल नम्बर : ...7249956263.....

पता : ...Tampur Khurd, Bahadurabad
...Haridwar.....



कोर्स -

1. योग एवं ध्यान
2. बेसिक कम्प्यूटर कोर्स

हस्ताक्षर अभिभावक
केवल छात्र/छात्राओं के लिए अनिवार्य

ANSHU
आवेदन कर्ता



चिन्मय डिग्री कॉलेज, भेल, हरिद्वार

पंजीकरण पत्र (सत्र 2021... - 2022...)

आवेदक का नाम :Ritika.....

(छात्र/छात्रा/कर्मचारी) :Student.....

पिता का नाम :Mr. Ranveer Singh.....

पुरुष/महिला :female.....

कक्षा/विभाग :B.Sc. (Bio).....

वर्ग / पद :

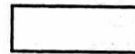
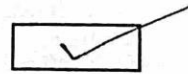
मोबाईल नम्बर :7819890343.....

पता :Gali no: A2, Tehri Visthabit
.....Colony, Subhashnagar Haridwar
.....



कोर्स -

1. योग एवं ध्यान
2. बेसिक कम्प्यूटर कोर्स



हस्ताक्षर अभिभावक
केवल छात्र/छात्राओं के लिए अनिवार्य

Ritika
आवेदन कर्ता



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चिन्मय डिग्री कॉलेज, भेल, हरिद्वार

पंजीकरण पत्र (सत्र 20.22. - 20.23..)

आवेदक का नाम : Srishthi Rawat
(छात्र/छात्रा/कर्मचारी) : Student
पिता का नाम : Mr. Ramesh Singh Rawat
पुरुष/महिला : Female
कक्षा/विभाग : B.Sc III Sem
वर्ग / पद : CBZ (Bio)
मोबाईल नम्बर : 6396980676
पता : Gali No - C-8 Subhash Nagar
..... Jwalapur, Haridwar.



SRISHTI RAWAT

कोर्स -

1. योग एवं ध्यान
2. बेसिक कम्प्यूटर कोर्स

शोभा देवी.

हस्ताक्षर अभिभावक

केवल छात्र/छात्राओं के लिए अनिवार्य

आवेदन कर्ता



चिन्मय डिग्री कॉलेज, भेल, हरिद्वार

पंजीकरण पत्र (सत्र 20.20.. - 20.21..)

आवेदक का नाम : Isha Singh
(छात्र/छात्रा/कर्मचारी) : Student
पिता का नाम : Mr. Vivek Prakash Singh
पुरुष/महिला : Female
कक्षा/विभाग : Bsc [Bio] III sem
वर्ग / पद :
मोबाईल नम्बर : 9758708171
पता : Shivalik Nagar, Haridwar
..... H-N-23, BHEL, Rampur [U.K.]
.....



कोर्स -

1. योग एवं ध्यान

2. बेसिक कम्प्यूटर कोर्स

हस्ताक्षर अभिभावक
केवल छात्र/छात्राओं के लिए अनिवार्य


आवेदन कर्ता

16

चिन्मय डिग्री कॉलेज, भेल, हरिद्वार

पंजीकरण पत्र (सत्र 2021... - 2022..)

आवेदक का नाम : Jayati Bhatt

(छात्र/छात्रा/कर्मचारी) : Student

पिता का नाम : Mr. Raghunandan Bhatt

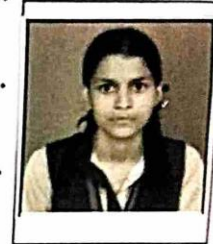
पुरुष/महिला : Female

कक्षा/विभाग : Bsc. IIIrd sem. (Microbiology)

वर्ग / पद :

मोबाईल नम्बर : 9634363840

पता : Subharh Nagar, Jwalapur, Haridwar,
Uttarakhand.



कोर्स -

1. योग एवं ध्यान

2. बेसिक कम्प्यूटर कोर्स

हस्ताक्षर अभिभावक
केवल छात्र/छात्राओं के लिए अनिवार्य

आवेदन करी
Jayati Bhatt



चिन्मय डिग्री कॉलेज, भेल, हरिद्वार

पंजीकरण पत्र (सत्र 20.20... - 20.21...)

आवेदक का नाम : आंजली गुण्डरी

(छात्र/छात्रा/कर्मचारी) : छात्रा

पिता का नाम : श्री दुर्कम सिंह गुण्डरी


पुरुष/महिला : महिला

कक्षा/विभाग : B.Sc III

वर्ग / पद : —

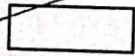
मोबाईल नम्बर : 9759304700

पता : 15/163 नवीन नगर, रीशानावाट
हरिद्वार



कोर्स -

1. योग एवं ध्यान
2. बेसिक कम्प्यूटर कोर्स



Vedai Singh

हस्ताक्षर अभिभावक
केवल छात्र/छात्राओं के लिए अनिवार्य

Anjali Bhandari

आवेदन कर्ता