Report on 5-Day Basic Computer Training Program

Venue: DIET, US Nagar

Duration: Ist batch –3 September to 18 September

Training Coordinators: Ms. Anita Pujara and Mr. Bhupal Negi

Trainer: Mr. Gulam Masoom Afgani,

1. Introduction

A **5-day Basic Computer Training Program** was organized at **DIET, US Nagar** in two batches from **13th to 18th September and 17 to 21 November 2025**. The training aimed to enhance the digital competency of teachers and staff by equipping them with essential computer skills and knowledge of technology-based communication tools.

The program provided practical exposure to applications commonly used in educational administration, data management, and professional correspondence.

2. Objectives of the Training

The key objectives of the training were:

- To improve participants' understanding of **basic computer operations**.

- To train participants in the use of **MS Office (Word, Excel, PowerPoint)** for daily administrative and academic tasks.

- To enable participants to handle **PFMS data submission** effectively.

- To familiarize participants with **UDISE data entry and management**.

- To develop skills in **sending school-related information using technology and digital tools**.

- To introduce participants to the **use of ChatGPT and AI tools** for improving professional efficiency.

- To promote effective communication using **Gmail, Parakh portal, and Swift Chat**.

3. Topics Covered

The following topics were covered during the five days of training:

1. **Basic Computer Skills** – Understanding hardware, software, and operating systems.

2. **MS Office Applications**

o   *MS Word:* Creating and formatting documents.

o   *MS Excel:* Data entry, calculations, and report generation.

o   *MS PowerPoint:* Preparing digital presentations.

3. **PFMS (Public Financial Management System):** Data entry, uploading, and report generation.

4. **UDISE+ Data Management:** Entry, updating, and verification of school data.

5. **Digital Communication:**

o   Sending official information through Gmail.

o   Sharing school information via online platforms.

6. **AI for Professional Growth:**

o   Using **ChatGPT** for drafting letters, creating lesson plans, and improving office productivity.

7. **Use of Educational Portals and Apps:**

o   *Parakh* and *Swift Chat* for information exchange and coordination.

8. **Assessment:**

o   *Pre-Test and Post-Test* were conducted to evaluate learning outcomes and participant progress.

4. Methodology

The training was delivered using a **hands-on and interactive approach**, including:

• Live demonstrations and practical exercises on computers.

• Guided sessions for data entry on PFMS and UDISE portals.

• Interactive discussions and query sessions.

• Use of real-time examples and online platforms for practical understanding.

5. Outcomes

The training resulted in significant improvement in participants' digital proficiency and confidence. Key outcomes included:

- Enhanced ability to work with **MS Office tools** efficiently.

- Improved understanding of **PFMS and UDISE data handling**.

- Better communication and information-sharing skills using **Gmail, Parakh, and Swift Chat**.

- Awareness of **ChatGPT and AI tools** for increasing work efficiency and professional output.

- Positive feedback from participants regarding the relevance and usefulness of the training content.

6. Conclusion

The 5-day Basic Computer Training at **DIET, US Nagar** proved to be a valuable learning experience for all participants.
Under the guidance of **Mr. Gulam Masoon Afgani** and coordination by **Ms. Anita Pujara** and **Mr. Bhupal Negi**, the program successfully met its objectives.
The inclusion of **AI tools like ChatGPT** added a modern dimension to the training, aligning it with current digital trends and `professional needs.

Overall, the training enhanced participants' efficiency, accuracy, and confidence in using technology for educational and administrative purposes.

Prepared by

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