

Free Skill Training Report of VanitAgrata

Title of the Activity:

Free Skill Training Program on “**Data Entry Operations**”

Organized By:

VanitAgrata – An Initiative of Swajanita

Assam Don Bosco University,

Duration: 20 May 2025 to 20 June 2025

Mode: Offline, Hands-on Training

Objective of the Programme:

This program was initiated to provide free, practical training in **Data Entry Operations** for women enrolled in the National Institute of Open Schooling (NIOS), who are currently pursuing their Class XII qualification. Many of these participants are eager to achieve their academic goals but lack access to personal computing devices. This skill-building course was aimed at bridging that gap by offering direct exposure to essential computer operations, with a focus on building confidence and competence in data entry.

Programme Highlights:

- Hands-on Sessions on basic computer usage, MS Office tools, typing practice, and data handling.
- Focused guidance on syllabus-relevant modules to align with the NIOS curriculum.
- Conducted in a supportive and interactive environment, ensuring individual attention and paced learning.
- Mentoring and encouragement to boost the confidence of the women participants who are returning to formal education after a gap.

Programme Schedule:

Date	Topic	Resource Person
20-21 May 2025	Basics of Computer	Dr. Nupur Choudhury
22-23 May 2025	Basics of Spreadsheet & Formatting	Dr. Manasi Hazarika
26-27 May 2025	Basics of Word Processing	Dr. Juniorika Lyngdoh
28-29 May 2025	Formatting Documents	Dr. Moushumi Barma
30 May - 01 June 2025: SELF-LEARNING – Solving Sample Questions		
02 June 2025	Basics of Word Processing	Dr. Sonia Sarmah

03 June 2023	Mail Merge in MS Word	Dr. Sonia Sarmah
04 June 2025	Basics of Operating System	Ms. Smriti P Medhi
05 June 2025	More on Operating System	Ms. Smriti P Medhi
06 June 2025	Practice Session	Dr. Sonia Sarmah Ms. Smriti P Medhi
07-08 June 2025: SELF-LEARNING – Solving Sample Questions		
09 June 2025	Basics of MS Excel (Revision)	Ms. Pallabi Borah
10 June 2023	Formula, Functions and Charts in MS Excel	Ms. Pallabi Borah
11 June 2025	Basics of Database	Dr. Nilakhi Devi
12 June 2025	Database Queries	Dr. Nilakhi Devi
13 June 2025	Practice Session	Dr. Nilakhi Devi Ms. Pallabi Borah
14-15 June 2025: SELF-LEARNING – Solving Sample Questions		
16 June 2025	Basics of Internet	Dr. Nupur Choudhury
17 June 2023	Creating Presentation	Dr. Bobby Sharma
18 June 2025	More on Presentations	Dr. Gypsy Nandi
19 June 2025	Practice Session	Dr. Moushumi Barman
20 June 2025	Practice Session	
21 June 2025	Video Tutorials	Self-Learning
23 June 2025	Valedictory Programme	-

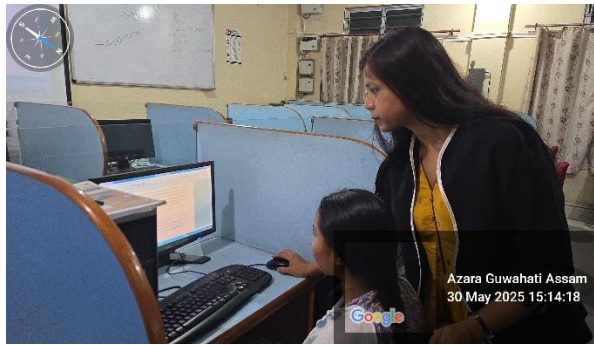
Impact of the Programme:

The training proved immensely helpful for the participants, many of whom were handling computers for the first time. The hands-on approach enabled them to gain confidence in using computer applications relevant to data entry, empowering them to attempt their Class XII practical and theory exam with more clarity and practical understanding.

Remarks:

This initiative marks another step in VanitAgrata's commitment to supporting women's education and empowerment. The enthusiasm shown by the participants and their determination to complete their schooling despite challenges reflects the importance of such inclusive and empowering training programs.

Photo Gallery:



Participant Names and Signatures

Digital Literacy Training Workshop

Organized by VanitAgrata

Assam Don Bosco University

Date: 20th May- 20th June 2025

Sl.No	Names	Signature
1	AASNA BARWA	Aasna Barwa
2	AKANCHA XESS	A. xess
3	ALISA TIRKEY	A. Tirkey
4	ANJALI BARA	A. Barwa
5	ARADHANA UDDEY	ARADHANA V.
6	BHUMIKA LAKARA	B. Lakara
7	CHONME T SANGMA	C. Sangma
8	GITING GRACIANA D SANGMA	G. D. Sangma
9	MEDLIN TIRKEY	M. Tirkey
10	RIYA TIRKEY	R. Tirkey
11	ROSHNI TIRKEY	RoShni. T.