Avinashilingam Institute for Home Science and Higher Education for Women

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD (now MoE)
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

&

Minstry of Youth Affairs and Sports, Government of India

Organises

My Bharat & Digital Literacy Training Programme

For NSS Programme Officers as Master Trainers

Hi- Tech Seminar Hall

29.04.2024

09.00 am

Chief Patron	Patrons	Convener & Nodal Officer	Organisers
Dr.T.S.K.Meenakshisundaram *Managing Trustee & Chancellor*	**Dr. V. Bharathi Harishankar** *Vice Chancellor* **Dr. H. Indu** *Registrar (i/c)*	**Dr. U. Jerinabi** *IQAC Coordinator*	**Dr. K. Ramya** *Nodal Officer, AIU - AADC* **Dr. T. Radha** *NSS Programme Coordinator*

My Bharat & Digital Literacy Training Programme

For NSS Programme Officers as Master Trainers

INAUGURATION

Welcome Address :

Dr. K. Ramya
Nodal Officer, AIU - AI - AADC
Avinashilingam Institute for Home Science and Higher Education for Women

Presidential Address :

Dr. V. Bharathi Harishankar
Vice Chancellor
Avinashilingam Institute for Home Science and Higher Education for Women

Inaugural Address :

Smt. Vanita Sood
Director (NSS)
Ministry of Youth Affairs and Sports
Government of India

About the Workshop :

Dr. Y. M. Uppin
Regional Director (NSS)
Chennai

Dr. Vasanthi Rajendran
Training Coordinator
RGNIYD, Sriperumpudhur, Chennai

Greetings :

Dr. H. Indu
Registrar (i/c)
Avinashilingam Institute for Home Science and Higher Education for Women

Vote of Thanks :

Dr. T. Radha
NSS Programme Coordinator
Avinashilingam Institute for Home Science and Higher Education for Women

DAY 1: 29.04.2024 - Training on My Bharat Portal

Duration	Topic	Resource Person
8:30 - 9:00 Hrs	Registration	Avinashilingam University, Coimbatore
9:00 - 9:30 Hrs	Inauguration of the Master Training Programme on MY Bharat	• Vice Chancellor, Avinashilingam University • Director (NSS), Ministry of Youth Affairs and Sports, GOI • Regional Director, NSS, Tamil Nadu
Session - 1 9:30 - 10:00 Hrs	About MY Bharat Portal Initiative	RGNIYD Team
10.00 to 10.15 hrs	**Tea Break**	
Session - 2 10:15 - 13:00 Hrs	Youth Registration in MY Bharat Portal	RGNIYD Team
	Youth Login - Profile Completion	
	Public Profile	
	CV Builder	
13.00 to 14.00 hrs	**Lunch**	
Session - 3 14:00 - 15:30 Hrs	Experiential Learning Opportunities for Registered Youth	RGNIYD Team
	Youth Applying for ELO	
	Youth Task Submission	
15.30 to 15.45 hrs	**Tea Break**	
Session - 4 15:45 - 17:00 Hrs	Partner Registration in MY Bharat Portal	RGNIYD Team
	Creating ELOs and Events	
	Reporting Events and Mega Events	
17.00 to 17.30 hrs	**Assessment & Feedback**	

Venue : Library Block 3rd floor, Computing Lab 3

DAY 2: 30.04.2024 - Digital Literacy

Duration	Topic	Resource Person
Session - 1 09.00 to 09.15 hrs	**Module-1: Introduction to Digital Literacy Basic Skills** i. Using Devices ii. Operating Systems iii. File Management	**Mr. S. Balakrishnan,** Programmer, RGNIYD
Session - 2 09.15 to 11.15 hrs	**Module-2: Essential Software** **Spreadsheet:** Google Sheets or Microsoft Excel for creatingand manipulating data in tables	**Mr. S. Balakrishnan,** Programmer, RGNIYD
11.15 to 11.30 hrs	**Tea Break**	
Session - 3 11.30 to 13.30 hrs	**Spreadsheet: Google Sheets or Microsoft Excel for creatingand manipulating data in tables**	**Mr. S. Balakrishnan,** Programmer, RGNIYD
13.30 to 14.15 hrs	**Lunch Break**	
Session - 4 14.15 to 15.15 hrs	**Word Processor:** Google Docs or Microsoft Word for creating documents, reports, and presentations	**Mr. S. Balakrishnan,** Programmer, RGNIYD
15.15 to 15.30 hrs	**Tea Break**	
Session - 5 15.30 to 16.30 hrs	**Presentation Software**: Google Slides or Microsoft PowerPoint for creating presentations with text, images, andmultimedia elements	**Mr. S. Balakrishnan,** Programmer, RGNIYD
Session - 6 16.30 to 17.00 hrs	**Module-3: Important Applications (Apps)** **Video Conferencing**: Tools like Google Meet or Zoom forvirtual communication and collaboration **Basic Image Editing:** Software like Google Photos or a freeonline editor like Pixlr for basic photo editing and manipulation. **Open-Source vs. Paid Software:** A basic understanding ofOpen-source options and paid software	**Mr. D. Surendra Babu**, Technical Officer, RGNIYD
17.00 to 17.30 hrs	**Assessment & Feedback**	**Program Team**

Venue : Library Block 3rd floor, Computing Lab 3

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(Deemed to be University under Category A by MHRD (now MoE), Estd. u/s 3 of UGC Act 1956)
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Coimbatore - 641 043, Tamil Nadu, India

Fourth Short-Term Capacity Building Programme for the year 2024 on

'My Bharat and Digital Literacy'

29th and 30th April 2024 (Offline Mode)

Day 1 29.04.2024 Session I Inauguration

The inauguration of the MY Bharat master training program at Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore was led by Dr. V. Bharathi Harishankar, the Vice Chancellor. Dr. H. Indu, Registrar i/c of the Institute greeted attendees, while Dr. K. Ramya. Nodal Officer of AADC of the Institute welcomed them. Smt. Vanitha Sood, Director (NSS), Ministry of Youth Affairs and Sports, Government of India highlighted youth's role in national development. Dr. Y.M. Uppin, Regional Director (NSS), Chennai discussed the program's scope and trainers' role. Dr. Vasanthi Rajendran, Training Coordinator, Rajiv Gandhi National Institute for Youth Development (RGNIYD), Sriperumpudhur, Chennai detailed the training sessions, and Dr. T. Radha, NSS Programme Coordinator of the Institute gave the vote of thanks. A total of 57 participants along with 2 trainers for each day and 2 guest graced the event.

Day 1 29.04.2024 Session II Youth registration in My Bharat Portal

The second session of Day 1 focused on guiding participants through the process of registration on the My Bharat portal. MY Bharat is an initiative by the Indian government, that seeks to empower youth through technology for India's prosperity by 2047. It connects them with opportunities from various sectors, fostering understanding of local issues and encouraging

problem-solving. Experiential learning programs offer hands-on experience, leveraging digital tools for skill development and community contribution. The platform acts as an ecosystem for showcasing skills, networking, and finding mentors.

Facilitators provided step-by-step guidance on how to register on the My Bharat portal. Participants were instructed to visit the registration page and input required details such as name, contact information, educational background, and skills. After successful registration, participants were guided through the process of logging into their accounts. They were encouraged to complete their profiles by providing additional information such as career interests, achievements, and aspirations. Facilitators emphasized the importance of creating comprehensive profiles to maximize opportunities available through the My Bharat platform.

Participants were introduced to the concept of public profiles and their significance in showcasing their skills and experiences to potential employers and mentors. Guidance was provided on how to make profiles public and manage privacy settings according to individual preferences. The session also included a demonstration of the CV builder tool available on the My Bharat portal. Participants were shown how to use the tool to create professional resumes tailored to their skills and experiences. Tips were provided on formatting, content organization, and highlighting key achievements to make resumes stand out.

Day 1 29.04.2024 Session III Experiential learning opportunities for registered youth, Youth Applying for ELO, Youth Task Submission

The objective of Session 3 was to familiarize registered youth with the experiential learning opportunities (ELO) available through the MY Bharat platform. The session began with an introduction to the concept of experiential learning and its significance in complementing theoretical education. The facilitator provided an overview of the ELO available on the MY Bharat platform, highlighting the diverse range of opportunities offered by businesses, government departments, and non-profit organizations.

Examples of past ELO experiences were shared to illustrate the impact of such initiatives on youth development and community engagement. A step-by-step guide was presented on how registered youth can explore and apply for ELO through the MY Bharat platform.

Participants were guided through the application process, emphasizing the importance of submitting a well-crafted application that highlights their skills, interests, and motivations. The session concluded with a discussion on the expectations and responsibilities of youth during their participation in ELO, including the timely submission of tasks and the importance of active engagement with the host organizations.

Day 1 29.04.2024 Session IV Partner Registration and Creating ELOs and Events

The fourth session of Day 1 focused on familiarizing participants with various functionalities of the My Bharat portal, particularly partner registration, creating Experiential Learning Opportunities (ELOs) and events, as well as reporting events and mega events. The session aimed to equip participants with the necessary skills to effectively utilize the platform for youth development and community engagement.

Facilitators provided step-by-step guidance on how partners can register on the My Bharat portal. Participants learned about the importance of partner engagement in fostering youth development and community initiatives. Practical demonstrations were conducted to ensure participants understand the registration process thoroughly. Detailed instructions were provided on how to create ELOs tailored to specific learning objectives and target audiences. Additionally, participants learned how to create events on the My Bharat portal, including specifying event details, objectives, and target participants.

The session covered the importance of accurate event reporting for tracking progress and evaluating impact. Participants were guided on the process of reporting events on the My Bharat portal, including documenting key outcomes, challenges faced, and lessons learned. Furthermore, participants received insights into organizing and reporting mega events, emphasizing their role in galvanizing community participation and driving substantial change.

Day 2 30.04.2024 Session I Training on Digital Literacy

The first session of Day 2 focused on introducing participants to essential digital literacy skills. The session covered three main topics: Use of Devices, Operating Systems, and File Management.

Participants were taught about the basic functions and features of digital devices such as computers, laptops, tablets, and smartphones. They were introduced to common hardware

components and how to interact with devices effectively. The session provided an overview of various operating systems, including Windows, macOS, Linux, Android, and iOS. Participants learned about the basic functionalities of operating systems, navigating user interfaces, and performing common tasks. Participants gained an understanding of file management principles, including creating, organizing, renaming, moving, and deleting files and folders. They explored file systems and learned how to locate and access files efficiently.

- Hands-on practice sessions were conducted to familiarize participants with using different devices and operating systems.
- Interactive demonstrations were provided to illustrate file management techniques and best practices.
- Q&A sessions allowed participants to seek clarification and discuss practical challenges related to using devices, operating systems, and file management.

Day 2 30.04.2024 Session II & III - Essential Software Spreadsheets

The second session of Day 2 delved into the essential software spreadsheet tools, primarily Google Sheets and Microsoft Excel. Participants learned the fundamentals of creating and manipulating data within tables using these platforms.

1. Understanding the basics of spreadsheet software.
2. Exploring the features and functions of Google Sheets and Microsoft Excel.
3. Learning how to create and format tables for effective data management.
4. Mastering essential data manipulation techniques such as sorting, filtering, and basic calculations.

The session commenced with an introduction to spreadsheet software and its significance in data management and analysis. Participants were introduced to the two most widely used spreadsheet tools, Google Sheets and Microsoft Excel, highlighting their similarities and differences. Practical demonstrations were conducted to guide participants through the process of creating tables, entering data, and formatting within both Google Sheets and Microsoft Excel. Essential features such as cell formatting, data validation, and formula usage were thoroughly explained, providing participants with a comprehensive understanding of spreadsheet functionality. Participants engaged in hands-on exercises to practice sorting, filtering, and performing basic calculations on the data sets they created. The session concluded with a recap of key concepts covered and a Q&A segment to address any queries or concerns.

Day 2 30.04.2024 Session IV - Word Processors

The session focused on exploring the functionality and features of two widely used word processors: Google Docs and Microsoft Word. The aim was to provide participants with insights into the capabilities of each platform for creating documents, reports, and presentations.

Participants learned about Google Docs' real-time collaboration features, allowing multiple users to edit documents simultaneously. The session highlighted the benefits of cloud-based storage, enabling seamless access to documents from any device with an internet connection. Further, participants explored the integration of Google Docs with Google Drive, facilitating easy file management and sharing. Mail merge, macro setting, application of line break, inserting were also covered in the session.

Day 2 30.04.2024 Session V - Important Applications (Apps)

Video Conferencing: For video conferencing, tools like Google Meet are widely used. Google Meet provides a convenient platform for hosting virtual meetings, enabling participants to connect remotely from anywhere with internet access. Its features include high-quality video and audio, screen sharing, and integration with other Google Workspace apps.

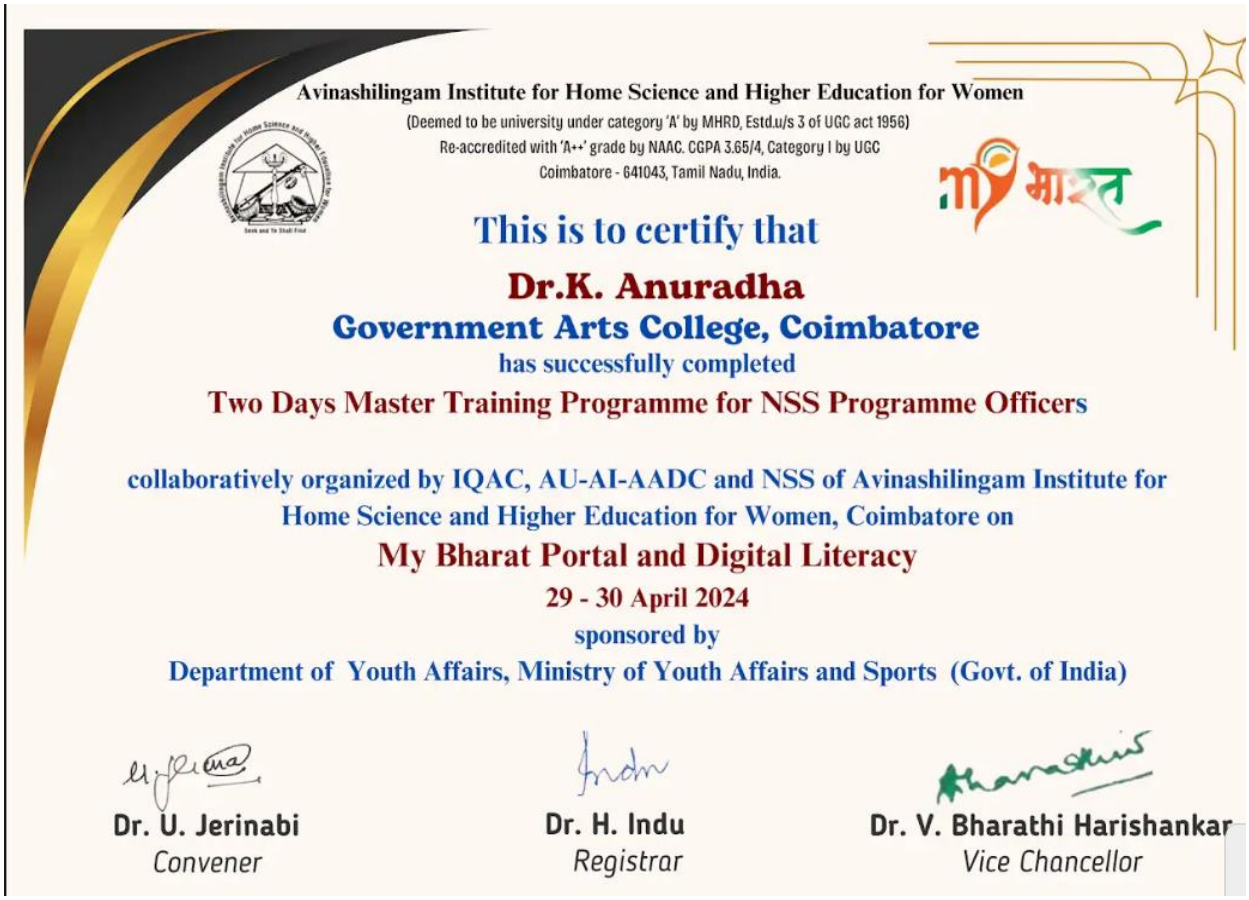
Basic Image Editing: Software like Google Photos offers intuitive tools for enhancing and modifying images. Google Photos allows users to easily crop, rotate, adjust brightness and contrast, apply filters, and perform other basic editing functions directly from their web browser or mobile device. Its user-friendly interface makes it accessible even for those without extensive editing experience. Resource Person Mr. D. Surendra Babu, Technical Officer, RGNIYD explained about safety measures to be followed while storing photos in applications to avoid cybercrimes.

Overall, the training on Digital Literacy enhanced the digital literacy skills of the participants. The program ended with collecting evaluation and feedback from the participants.

Participant's List

S.NO	Name of the NSS Programme Officer	Institution Name & Address
1	Dr. Ilango Karuppasamy	Amrita School of Engineering, Amrita Vishwa Vidyapeetham, Amrita Nagar Post, Ettimadai, Coimbatore.
2	Mr. Pradab R	CSI College of Engineering, Ketti, The Nilgiris.
3	Mr. Mariappan B	Sri Ramakrishna Engineering College, Coimbatore.
4	Mr. Prasanna Venkatesan N	Hindustan College of Engineering and Technology, Coimbatore.
5	Dr.K.A. Pranesh	Study World College of Engineering
6	Dr.R.Saravanan	KPR Institute of Engineering and Technology, Arasur, Coimbatore
7	Dr. D. Nethra Pingala Suthishni	Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore
8	Dr.R.Vini	School of Engineering, Avinashilingam Institute
9	Dr.K. Anuradha	Government Arts College (A), Coimbatore
10	Ms. D. Umapriya	Dr. R.V. Arts and Science College, Karamadai
11	Dr. V. Sumathi	PSG College of Arts and Science, Coimbatore
12	Dr. M. Sendil Nayagi	Government Arts and Science College, Pollachi
13	Dr. P. Selvanayaki	Sri Ramakrishna College of Arts and Science for Women
14	Mr.M.Karthik	KPR College of Arts Science and Research, Avinashi Road, Arasur, Coimbatore.
15	Dr. Divya C	Nirmala College for Women, Coimbatore
16	Dr. K. Suguna	PSGR Krishnammal College for Women, Coimbatore.
17	Dr. V. Senthil Kumar	Chikkanna Government Arts College, College Road, Tiruppur.
18	Mr. B.Shankar Anandh	Sree Saraswathi Thyagaraja College, Pollachi
19	Dr. S. Jeyaraman	Government Arts College, Udhagamandalam
20	Dr. Madhu. P	CMS College of Science and Commerce, Coimbatore.
21	Mr. S.Bharath	Sankara College of Science and Commerce, Saravanampatti
22	Dr.A.Nagendran	Government Arts and Science College, Thittamalai, Nambiyur
23	Dr. V. Vijayalakshmi	Kovai Kalaimagal College of Arts and Science
24	Mr. S. Ajithkumar	Shree Venkateshwara Arts and Science (Co-ed) College, Gobichettipalayam
25	Mr. R. Dhilip	CBM College
26	Dr.G.Jagadeeswari	KG College of Arts and Science, Coimbatore

27	Dr.K.Geetha Swamy	Government Arts College (A), Coimbatore.
28	Dr.M.Sangeetha	VLB Janakiammal College of Arts and Science
29	Mr. Krishnakumar S.	Shree Venkateshwara Arts and Science Co-ed College, Erode
30	Dr.M.Sujatha	CMS College of Science and Commerce, Chinnavedampatti
31	Mr.A. Balakrishnan	KG College of Arts and Science Coimbatore
32	Dr.K.Girija	PSGR Krishnammal College for Women, Peelamedu
33	Dr.A.Prasanth	KG College of Arts and Science, Coimbatore
34	Mr.Sankar R	GBHSS Pochampalli, Krishnagiri
35	Mr.Ganesan V	Govt. Hr, Sec.School Shooagiri Krishnagiri Dt
36	Mr.Sankar R	GHSS Naickenpalayam, Coimbatore
37	Ms. Karthika. M	Vijayalakshmi Matric Higher secondary School, Sirumugai
38	Mr. Kathirvel S	GBHSS Sulur Coimbatore
39	Mr. Karthikeyan S	Sankara Polytechnic College, Saravanampatti, Coimbatore
40	Dr.R.Sakthivel	Sri Krishna Polytechnic College, Coimbatore
41	Ms. M.Sivapriya	PSG Polytechnic College, Peelamedu, Coimbatore
42	Mr. R.Subash Moorthy	Government Polytechnic College, Civil Aerodrome Post, Coimbatore
43	Mr. Ramesh T	Suguna Polytechnic College,Coimbatore
44	Mr. Immanuel.R	Karunya Institute of Technology and Scineces
45	Ms. Malarkodi.M	KMCH College of Nursing, Phase II, Coimbatore
46	Mr. D.Sivakumar	PSG College of Pharmacy, Coimbatore
47	Mr. Chandanamari K	Government ITI Dharapuram, Nanjiampalayam post, Tiruppur.
48	Mr. Manojkumar N	Government ITI, Tiruppur.
49	Dr. S. Kavitha	Tamil Nadu Agricultural University, Coimbatore
50	Dr. P. Malathi	Tamil Nadu Agricultural University, Coimbatore
51	Dr. G.A. Jayashankar	Govt. Arts and Science College, Mettupalayam

52	Dr. R. Nagarajan	Sri Ramakrishna College of Arts and Science, Coimbatore
53	Ms. Subhasheni B A	Sri Ramakrishna College of Arts and-Science, Coimbatore
54	Dr. S. Meenakshi	Avinashilingam Institute for Home science and Higher Education for Women
55	Miss. Chema	Rajiv Gandhi National Institute of Youth Development
56	Mr.S.M. Saravana Kumar	PSG college of Arts and Science, Coimbatore.
57	Ms.Vandana	Nilgiri College of Arts and Science, Thaloor, Nilgiri.

Sample Certificate