



**SAO CHANG COLLEGE**  
Tuensang-798612, Nagaland  
Affiliated to Nagaland University, Lumami  
NAAC Accredited



INFORMATION AND COMMUNICATION TECHNOLOGY COMMITTEE

**E-mail-[iqacscctsg@gmail.com](mailto:iqacscctsg@gmail.com)**

**website:[www.saochangcollege.com](http://www.saochangcollege.com)**

NO.Sc/IQAC/NAAC- 4/2017-18/ \_\_\_\_\_

Dated Tuensang the 4<sup>th</sup> May 2023

To,  
The Principal  
Sao Chang College  
Tuensang (Nagaland)

Sub: - Request to grant permission for organizing five days workshop.

Sir,  
With due respect I would like to inform you that ICT Committee would like to organize five days workshop on "Basic Computer Literacy" with effect from 8<sup>th</sup> May to 12<sup>th</sup> May 2023 for ministerial staff. In this regard the committee seeks your permission for which committee shall be grateful to you sir.  
Thanking you in anticipation.

Yours sincerely

(DIPAK NATH)  
Coordinator, ICT

Sao Chang College, Tuensang

*Permitted*  
*APD*  
*4/5/23*

*Authenticated*

Principal  
Sao Chang College  
Tuensang : Nagaland



# INFORMATION AND COMMUNICATION TECHNOLOGY SAO CHANG COLLEGE TUENSANG, NAGALAND

**Date: 8<sup>th</sup> May 2023- 12<sup>th</sup> May 2023**

**Venue: Computer Laboratory**

## REPORT OF WORKSHOP ON BASIC COMPUTER LITERACY

Information and Communication Technology Committee of Sao Chang College organized Five days Workshop on Basic Computer Literacy particularly for ministerial staff of the college with effect from 8<sup>th</sup> May 2023 to 12<sup>th</sup> May 2023 in the college computer Laboratory.

On the 1<sup>st</sup> day (8<sup>th</sup> May 2023), during inaugural session Shri Longtichang Tzudir, Vice Principal of the college gave keynote address. Resource person Mr Dipak Nath, Assistant Professor discussed and gave hands training on Ms Word which includes home, insert, page Layout and references with interaction session.. Day 1 concluded with vote of thanks proposed by the chairperson, Mr. Mantok koyak, Librarian, Sao Chang College.

On the 2<sup>nd</sup> day (9<sup>th</sup> May 2023), resource person Mr Tekameren walling gave hands on training on Microsoft Excel which include home, insert, page Layout, View, review and Data with interaction session. Vote of thanks proposed by Ms. Imnatola Kechular, Assistant Professor and member of ICT, SCC

On the 3<sup>rd</sup> day (10<sup>th</sup> May 2023), faculty of Digital Morung, Tuensang, Nagaland gave hands on training on Microsoft excel which include Page Layout, formula and data. Vote of thanks was proposed by Ms. Rangbenkumla Chang, Assistant Professor and ICT member.

On the 4<sup>th</sup> day (11<sup>th</sup> May 2023), Dr Aola Supong, Assistant Professor , Department of Chemistry gave a hands on training on the remaining parts of Microsoft excel. Programme ended with vote of thanks from Mr. Tekameren Walling, Assistant Professor and members of ICT.

On the final day ( 12<sup>th</sup> May 2023), Ms Imnatola Kechular, Assistant Professor, Department of Sociology explained and gave hands on training on E-mail while Ms. Rangbenkumla Chnag , Assistant Professor, Department of Environmental Science highlighted on the topic “ Google Drive”. Mr. Youngkong Kelep Chang, Cashier, SCC shared his experience and feedback of the workshop. The Programme was ended with vote of thanks by Mr Dipak Nath, Coordinator of Information and communication Technology with brief report of five days programme. All together 12 ministerial staff attended the workshop.

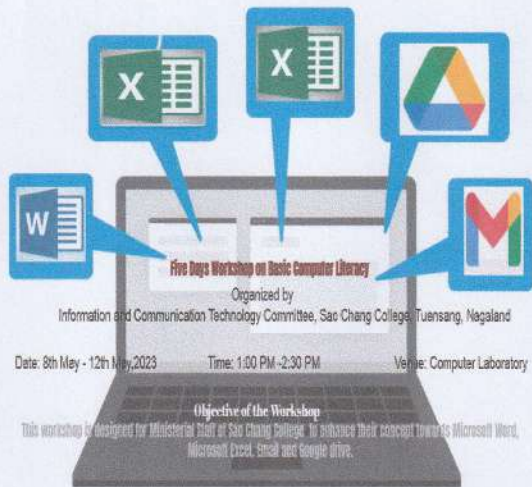
Authenticated

*Imnatola*

Principal  
Sao Chang College  
Tuensang : Nagaland

*TH*  
13-05-23

(DIPAK NATH)  
Co-ordinator, ICT.  
Sao Chang College  
Tuensang, Nagaland.



# DAY -1



## FIVE DAYS WORKSHOP ON

*Basic Computer Literacy*

Organized by

Information and Communication Technology Committee, Sao Chang College, Tuensang  
Affiliated to Nagaland University, NAAC Accredited College.

Date : 8<sup>th</sup> May 2023

Time:- 1:00 PM to 2:30 PM

### Programme Schedule for Day-1

Chairperson:	Mantok Konyak Librarian, Sao Chang College
Keynote Speaker:	Shri Longtichang Tzudir Vice Principal, Sao Chang College
Presentation:	"Microsoft Word" Dipak Nath, Assistant Professor, Dept of Physics, SCC
Discussion:	10 mins
Vote of Thanks:	Mantok Konyak Librarian, Sao Chang College



# DAY-2



## FIVE DAYS WORKSHOP ON

*Basic Computer Literacy*  
Organized by

Information and Communication Technology Committee, Sao Chang College, Tuensang  
Affiliated to Nagaland University, NAAC Accredited College.

Date : 9th May 2023

Time:- 1:00 PM to 2:30 PM

### Programme Schedule for Day-2

**Chairperson:** Innatula Kechular  
Asst Prof, Dept. of Sociology, Sao Chang College

**Presentation:** "Microsoft Excel"  
Tekameren Walling, Assistant Professor, Dept of Botany, SCC

**Discussion:** 10 mins

**Vote of Thanks:** Innatula Kechular  
Asst Prof, Dept. of Sociology, Sao Chang College





# DAY-3



## FIVE DAYS WORKSHOP

ON

Basic Computer Literacy

Organized by

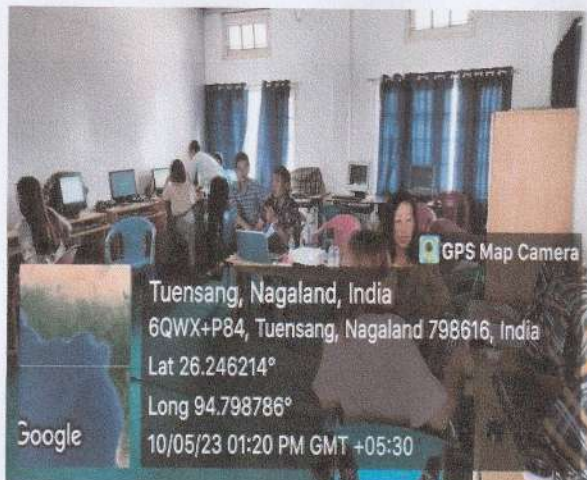
Information and Communication Technology Committee, Sao Chang College, Tuensang  
Affiliated to Nagaland University, NAAC Accredited College.

Date : 10<sup>th</sup> May 2023

Time:- 1:00 PM to 2:30 PM

### Programme Schedule for Day-3

Chairperson:	Rangbenkumia Chang Asst. Prof., Dept. of Environmental Science, SCC
Presentation:	"Microsoft Excel" Digital Morung, Tuensang, Nagaland
Discussion:	10 mins
Vote of Thanks:	Rangbenkumia Chang Asst. Prof., Dept. of Environmental Science, SCC



# DAY -4



## FIVE DAYS WORKSHOP

ON

*Basic Computer Literacy*

Organized by

Information and Communication Technology Committee, Sao Chang College, Tuensang  
Affiliated to Nagaland University, NAAC Accredited College.

Date : 11<sup>th</sup> May 2023

Time:- 1:00 PM to 2:30 PM

### Programme Schedule for Day-4

Chairperson:	Tekameren Walling Asst. Prof., Dept. of Botany, Sao Chang College
Presentation:	"Microsoft Excel" Dr. Aola Supong, Assistant Professor, Sao Chang College
Discussion:	10 mins
Vote of Thanks:	Tekameren Walling Asst. Prof., Dept. of Botany, Sao Chang College







FIVE DAYS WORKSHOP  
ON

*Basic Computer Literacy*  
Organized by

Information and Communication Technology Committee, Sao Chang College, Tuensang  
Affiliated to Nagaland University, NAAC Accredited College.

Date : 12<sup>th</sup> May 2023

Time: - 1:00 PM to 2:30 PM

Programme Schedule for Day-5

Chairperson:

Dipak Nath  
Asst. Prof., Dept. of Physics, Sao Chang College

Presentation:

"Google Drive & E-mail"  
Rangbenkumla Chang, Asst Prof, Dept of Environmental of Science, SCC  
&  
Imnatula Kechular, Asst Prof, Dept. of Sociology, SCC

Discussion:

10 mins

Feedback:

Participant

Vote of Thanks:

Dipak Nath  
Asst. Prof., Dept. of Physics, Sao Chang College





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 6QWX+P84, Tuensang, Nagaland 798616, India  
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**NEWSPAPER CLIP**

**Anniversary**

**SCC conducts basic computer literacy workshop for staff**



Theological College presented a jubilee while youths of Mission Church did the worship session. The worship session was led by Vihokhu Jimo, president and Lujeka, secretary with other officials.

**DIMAPUR, MAY 16 (MExN):** A 5-day workshop on basic computer literacy for ministerial staff of Sao Chang College was organized by the Information and Communication Technology Committee from May 8-12 at the college computer laboratory. A press release issued by Sao Chang College media cell said during the inaugural session Longtchang Tzudir, Vice Principal of the college gave keynote address. Resource person Dipak Nath, Assistant Professor discussed and gave hands on training on MS Word which includes home, insert, page Layout and references with interaction session.

On the 2nd day, resource person Tekameren walling gave hands on training on Microsoft Excel which includes home, insert, page layout, view, review and data with interaction session. On the 3rd day, faculty of Digital Morning, Tuensang gave hands on training on Microsoft Excel which includes page layout, formula and data. On the 4th day, Dr Aola Supong, Assistant Professor, Department of Chemistry gave hands on training on the remaining parts of Microsoft Excel. On the final day, Imnatola Kechular, Assistant Professor, Department of Sociology explained and gave hands on training on E-mail while Rangbenkumla Chriag, Assistant Professor, Department of Environmental Science highlighted on the topic Google Drive. Youngkong Kelep Chang, Cashier, SCC shared his experience and feedback of the workshop. The programme was ended with vote of thanks by Dipak Nath, Coordinator of Information and communication Technology with brief report of five days programme.

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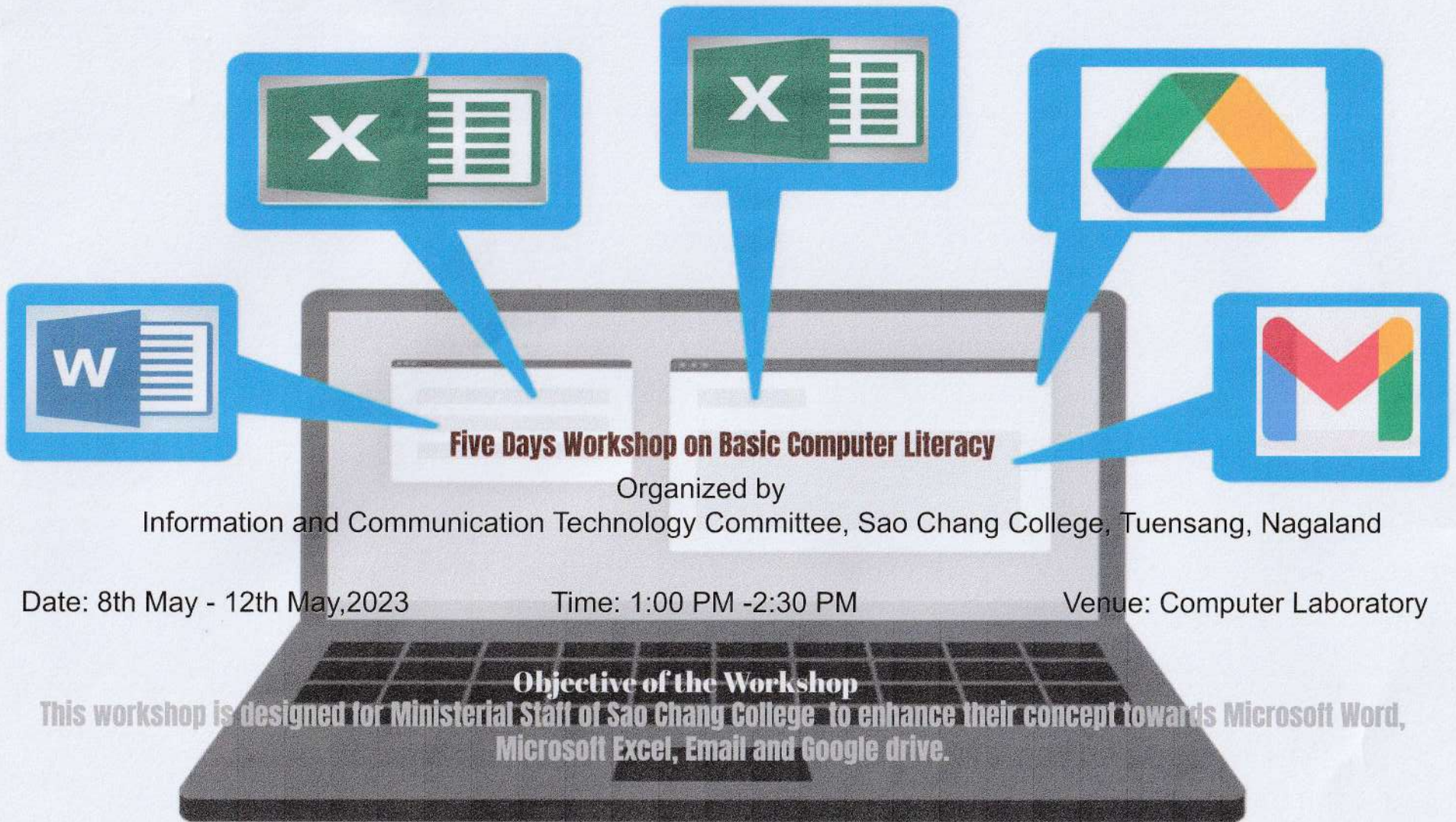
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*Imnatola*

Principal  
 Sao Chang College  
 Tuensang : Nagaland

*Dipak Nath*

Coordinator  
 Information and Communication Technology Committee  
 Sao Chang College, Tuensang, Nagaland



**Five Days Workshop on Basic Computer Literacy**

Organized by

Information and Communication Technology Committee, Sao Chang College, Tuensang, Nagaland

Date: 8th May - 12th May, 2023

Time: 1:00 PM - 2:30 PM

Venue: Computer Laboratory

**Objective of the Workshop**

This workshop is designed for Ministerial Staff of Sao Chang College to enhance their concept towards Microsoft Word, Microsoft Excel, Email and Google drive.



SAO CHANG COLLEGE  
TUENSANG: NAGALAND

Workshop on Basic Computer Literacy

Organized By


Information and communication Technology Committee, Sao Chang College

Date: 08-05-2023

Venue:- Computer Laboratory

Time: 1:00 PM

Attendance sheet Day - 1

SL No	Name of the Participant	Designation/Semester	Contact Number	Signature
1	M. SACHIBATHAN	H/A	9426433575	
2.	Tobali Sema	L.D.A	9862024070	Toba
3.	Chengkilenda Chang	UDA	8119019094	Cheng Chang
4.	Tiameula	Sweeper	9856369149	Tina
5	Y. TOMUKAM (Yim)		8837 058484	Yim
6	BENDANG	DUFFY	7005018668	Bendang
7	Thesapong	L/Asstt	8730868156	Thesapong
8	<del>Thesapong</del> Thesapong	Lap/BOA/STET	7005826643	Thesapong
9.	<del>N. Khobou</del> N. Khobou	LAP/BOA/STET	9366765997	N
10.	Moanaro Sangtam	S/K	8414866122	Moanaro
11	H. Yongkhong	Acctt	84115835590	H. Yongkhong





