Report on Bridge course on IT Skills	
Date: 3rd Nov 2025 to 7th Nov, 2025	**Venue: Analytics Lab, RVIM, Bangalore.**
Time: 9 am to 4 pm	**Event : Bridge course on IT Skills**
No. of Participants: 148	**Event Coordinators: Prof. N.Nagasubba Reddy, Dr. Kokila Kulkarni and Prof. Ms.Shobhana Chandra**

1. Introduction

RV Institute of Management organized a Bridge Course on IT Skills from 3rd November 2025 to 7th November 2025 to equip students with essential digital competencies required for academic learning, professional communication and employability. The course was designed to bridge the gap in practical knowledge of commonly used information technology tools and to prepare students for technology-enabled learning environments.

The programme provided hands-on exposure to computer fundamentals, internet usage, MS Office applications, Canva, social media tools and responsible digital practices. The sessions were interactive and activity-based, enabling students to gain confidence in using digital tools for assignments, presentations, projects, documentation and workplace readiness.

2. Objectives of the Programme

1. To familiarize students with basic computer operations and essential IT applications.
2. To enhance the ability of students to use the internet effectively for academic and professional purposes.
3. To provide practical exposure to MS Word, MS Excel and MS PowerPoint.
4. To develop creative content design skills using Canva.
5. To introduce students to the effective, ethical and responsible use of social media tools.
6. To improve digital literacy, communication, productivity and presentation skills.
7. To build confidence among students in using technology for academic assignments, projects and workplace requirements.

3. Programme Schedule / Agenda

Day / Date	Session Focus	Key Coverage
Day 1 03-11-2025	Introduction to computers, internet basics, digital etiquette and cyber safety.	Introduction to computers, internet basics, digital etiquette and cyber safety.
Day 2 04-11-2025	MS Word	MS Word: document creation, formatting, tables, page setup, reports and resume preparation.
Day 3 05-11-2025	MS Excel	MS Excel: data entry, formatting, formulas, functions, sorting, filtering, tables and charts.
Day 4 06-11-2025	MS PowerPoint and Canva	MS PowerPoint and Canva: presentation design, visual communication and poster/content creation.

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Day 5 **07-11-2025**	Social media tools, professional digital presence, practical exercises, review and feedback.	Social media tools, professional digital presence, practical exercises, review and feedback.

4. Detailed Syllabus Covered

Module	Topics Covered	Practical Learning / Competency Developed
Internet Basics and Digital Literacy	Computer basics, web browsers, search engines, email, file upload/download, cloud storage, online communication, digital etiquette, cyber hygiene and password safety.	Students practised searching academic content, handling email attachments and understanding safe internet practices.
MS Word	Document creation, editing, formatting, page setup, margins, headers, footers, tables, images, bullets, numbering, spell check and preparation of formal letters, reports and resumes.	Students prepared structured documents and understood professional formatting practices.
MS Excel	Workbook and worksheet operations, data entry, formatting, cell references, basic formulas, functions, sorting, filtering, tables, charts and simple data analysis.	Students practised maintaining records and creating simple analytical outputs using spreadsheets.
MS PowerPoint	Slide layouts, themes, text formatting, images, charts, SmartArt, transitions, animations, presentation flow and effective presentation delivery.	Students designed academic and professional presentation slides.
Canva	Use of templates, elements, text, images, icons, posters, invitations, social media creatives, presentation designs, exporting and sharing designs.	Students created visual content for academic and event-related communication.
Social Media Tools	Overview of common platforms, professional networking, content planning, personal branding, privacy settings, responsible sharing and ethical online behaviour.	Students understood the role of social media in communication, promotion and professional development.

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5. Profiles of Resource Persons of the Programme

5.1 Prof. N. Nagasubba Reddy

Prof. N. Nagasubba Reddy is a Computer and Management professional with 25 years of teaching experience. He has completed his Master's Degree in Computer Science and Master's Degree in Management with Marketing and Human Resource specializations from S. V. University, Tirupathi. He has also been certified by The International School of Computer Technology, New Delhi.

He has presented several papers in National and International Conferences and has completed four Research and Consultancy assignments. He has authored books titled "Computer Fundamentals and Internet Concepts for Beginners" and "MS Excel Simplified". He has been instrumental in organizing Faculty Development Programmes, Workshops and Seminars for the benefit of faculty and students.

As an initiative of social responsibility, he has been conducting a Computer Literacy Programme for Senior Citizens since 2006. More than 1400 senior citizens have been trained through this initiative, which has been recognized in the Limca Book of Records. He has also trained more than 1000 CA aspirants in Information Technology and is a Certified Trainer from IBM for Business Analytics. Currently, he is working as Assistant Professor, Department of Information Technology and Business Analytics, RV Institute of Management, Bengaluru. He is actively involved in strengthening technology infrastructure and is a member of the Internal Quality Assurance Cell at RVIM.

5.2 Ms. Shobhana Chandra - Assistant Professor

Ms. Shobhana Chandra is a passionate researcher and educator in marketing and technology with nearly 10 years of industry experience. She has worked with reputed organizations such as Ingersoll-Rand India Pvt. Ltd., 3M India Limited, ICICI Bank Ltd. and SPJIMR.

Her research is positioned at the interface of marketing and technology, with focus areas including personalization and e-commerce. She has published articles in reputed journals including Psychology & Marketing, Vision: The Journal of Business Perspective and Journal of Indian Business Research. She has also contributed a book chapter to "The Palgrave Handbook of Interactive Marketing". She brings a strong blend of academic depth, research orientation and industry relevance to student learning.

5.3 Dr. Kokila Kulkarni - Assistant Professor

Dr. Kokila Kulkarni is an Assistant Professor with academic experience in teaching MBA students core and elective subjects in Human Resource Management and General Management. She is currently pursuing a PhD in Management, with research focused on employee well-being and its integration into HR strategy.

Her teaching areas include Human Resource Management, Recruitment and Selection, Business Communication, Conflict and Negotiation Management, and Logistics and Supply Chain Management. She combines management education with real-world orientation and encourages experiential learning through presentations, group activities and case-based discussions. She is committed to student engagement, academic growth and holistic professional development.



6. List of Participants

The Bridge Course was conducted for MBA students of RV Institute of Management. The detailed attendance sheet with signatures may be attached as Annexure-I for NAAC documentation. The following table is provided for editable participant details.

Sr. No	NAME	GENDER	Section	03/11/25	04/11/25	05/11/25	06/11/25	07/11/25
1	ABHISHEK HOSAMANI	MALE	A	P	P	P	P	P
2	ABHISHEK S K	MALE	A	P	P	P	P	P
3	ADHVI S U	FEMALE	A	P	P	P	P	P
4	ANJALI	FEMALE	A	P	P	P	P	P
5	APEKSHA SIDDANNAVAR	FEMALE	A	P	P	P	P	P
6	BISHAN BOPANNA K B	MALE	A	P	P	P	P	P
7	CHANDAN A N	MALE	A	P	P	P	P	P
8	DHRUTHI B	FEMALE	A	P	P	P	P	P
9	DINESH .M	MALE	A	P	P	P	P	P
10	HARSHITH G	MALE	A	P	P	P	P	P
11	HITHEN.A.S	MALE	A	P	P	P	P	P
12	HRISHIKESH DABADE	MALE	A	P	P	P	P	P
13	KARTHIK.N.P	MALE	A	P	P	P	P	P
14	MOHITH M	MALE	A	P	P	P	P	P
15	NAMRATHA M K ,	FEMALE	A	P	P	P	P	P
16	NEHA PRASAD	FEMALE	A	P	P	P	P	P
17	PAVITHRA G	FEMALE	A	P	P	P	P	P
18	PRATHVI ANNAPPA HEGDE	FEMALE	A	P	P	P	P	P
19	S.SAIKIRAN	MALE	A	P	P	P	P	P
20	SADANA V	FEMALE	A	P	P	P	P	P
21	SANNIDHI S SHETTY	FEMALE	A	P	P	P	P	P
22	SHETTY SAJJAN SADASHIVA	MALE	A	P	P	P	P	P
23	STEFFI FATIMA DSOUZA	FEMALE	A	P	P	P	P	P
24	SUSHANTHA SHETTY	MALE	A	P	P	P	P	P
25	SUVIN V SUVARNA	MALE	A	P	P	P	P	P
26	YATISH.R	MALE	A	P	P	P	P	P
27	MEDHA.B	FEMALE	A	P	P	P	P	P
28	Y.VEDA REDDY	FEMALE	A	P	P	P	P	P
29	ROSHAN.S	MALE	A	P	P	P	P	P
30	SAYED AWAISE	MALE	A	P	P	P	P	P
31	KEERTHANA PRABHU B	FEMALE	A	P	P	P	P	P
32	POOJA.R.BELAKERE	FEMALE	A	P	P	P	P	P
33	GAJENDRA G.S	MALE	A	P	P	P	P	P
34	PRAMATH GOPAL HEGDE	MALE	A	P	P	P	P	P
35	SAMARTH GANAPATI AITHAL	MALE	A	P	P	P	P	P
36	SOMANATH ITAGI	MALE	A	P	P	P	P	P
37	SURAJSING A JAYARAMANAVAR	MALE	A	P	P	P	P	P
38	AISHWARYA NARAYANAN	FEMALE	A	P	P	P	P	P
39	VINDHYA RAJENDRA HEGDE	FEMALE	A	P	P	P	P	P
40	VISHAL DHAGE	MALE	A	P	P	P	P	P

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41	CHIRAG S M	MALE	A
42	PRAJWAL S PATIL	MALE	A
43	NIRANJAN HEBBAR M	MALE	A
44	RESHMI S	FEMALE	A
45	FAIZAN KHAN	MALE	A
46	SPOORTHI GANAPATI NAIK	FEMALE	A
47	MARK DAKSHIN KENNEDY	MALE	A
48	ARUN KUMAR M	MALE	A
49	SUPRITHA T	FEMALE	A
50	SADIYA KHUDEJA	FEMALE	A
51	SHIVARAJ JAGAPUR	MALE	A
52	AMRUTHA B G	FEMALE	A
53	V VARAPRASAD	MALE	A
54	PURVI VYAS	MALE	A
55	KARTHIK S	MALE	A
56	PREETHAM	MALE	A
Sr. No	NAME	GENDER	Section
1	ADITHYA.N.SHETTY	MALE	B
2	AKSHAY KUMAR S	MALE	B
3	BHARGAVI.C	FEMALE	B
4	CHAITANYA S	FEMALE	B
5	DUSHYANTH.N	MALE	B
6	HARSHAD NARAYANA.M.S	MALE	B
7	HRITHIK .N	MALE	B
8	KARTHIK KAMATH	MALE	B
9	KISHOR	MALE	B
10	LAKSHMI MUVVALA	FEMALE	B
11	MD ISMAIL HUSSAIN	MALE	B
12	MOULYAGOWDA D N	MALE	B
13	NIMMISH RAO	MALE	B
14	NITHYA.N	FEMALE	B
15	P V YASWANTHREDDY	MALE	B
16	P.UTTARA	FEMALE	B
17	PRIYANKA.R	FEMALE	B
18	SADWI P SHETTY	FEMALE	B
19	SAMMED CHOUGALE	MALE	B
20	SHILPA R	FEMALE	B
21	SUDEEP THOLAR	MALE	B
22	SUSHMITHA	FEMALE	B
23	SYED MUZAMMIL ASFAN	MALE	B
24	TULSI R KORADIYA	FEMALE	B
25	PRIYADARSHAN.D.SHENVI	MALE	B
26	RAMYA VISHWANATH ACHARYA	FEMALE	B
27	MANJUNATH.D.NEELGUND	MALE	B
28	B.N.SATYA PRANEETH	MALE	B
29	BELLARY GAYATHRI	FEMALE	B
30	VENKATESH GOURIPUR	MALE	B
31	LAKSHMI PRASAD M.N	FEMALE	B
32	SAMARTH. N.D	MALE	B

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33	SHIVSHANKAR KAMBLE	MALE	B
34	NARAYANA R PUJARI	MALE	B
35	AISHWARYA D W	FEMALE	B
36	VARSHA SHARADA Y	FEMALE	B
37	NARENDRA	MALE	B
38	MOHAMED TAHIR	MALE	B
39	SHIVKUMAR	MALE	B
40	YASHWANTH GOWDA B A	MALE	B
41	N VINAY KUMAR REDDY	MALE	B
42	SUJAY G N	MALE	B
43	VAISHNAVI N DIXITH	FEMALE	B
44	NAMITHA	FEMALE	B
45	PRANAM	MALE	B
46	P S KEERTHY	FEMALE	B
47	ARUN BIRADAR	MALE	B
48	KARTHIK G R	MALE	B
49	SANTOSH L	MALE	B
50	SHIVANAND MEDAR	MALE	B
51	INDRESH N	MALE	B
Sr. No	NAME	GENDER	Section
1	BGS MAYUR SHANKAR	MALE	C
2	KARTHIK HATWAR G	MALE	C
3	LIKHITH EL	MALE	C
4	PRAGATI RAJ	FEMALE	C
5	RAKSHA.R	FEMALE	C
6	RAVITEJA.N	MALE	C
7	SAKSHI MALIPATIL	FEMALE	C
8	SHARATH KU	MALE	C
9	SHREE PRASAD MULLUR	MALE	C
10	SOWJANYA	FEMALE	C
11	SUJAYEENDRA VITTAL	MALE	C
12	V RASHMI	FEMALE	C
13	VITHESH S SUVARNA	MALE	C
14	SARVASHRI.R.GAONKAR	FEMALE	C
15	MARYAM FATHIMA	FEMALE	C
16	AJEYA.K	MALE	C
17	HARSHITH.P	MALE	C
18	VARUN.R	MALE	C
19	SWATHI	FEMALE	C
20	RAKESH GOWDA	MALE	C
21	ARPITA DESHPANDAE	FEMALE	C
22	SUJAY DUTTA	MALE	C
23	SHRINIDHI V	FEMALE	C
24	KARTHIK H N	MALE	C
25	MEGHA SANTOSH ANGADI	FEMALE	C
26	VEERESH GORAWAR	MALE	C
27	KAVYA M P	FEMALE	C
28	SHARATHKUMAR S	MALE	C
29	SAHANA MADHUKAR KOKKALAKI	FEMALE	C

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30	SUJAN	MALE	C	P	P	P	P	P
31	MOHAN DK	MALE	C	P	P	P	P	P
32	RAKSHITHA P	FEMALE	C	P	P	P	P	P
33	NANDISHA V	MALE	C	P	P	P	P	P
34	N RUDRAPRASAD	MALE	C	P	P	P	P	P
35	PUNEET S YAKKARNALL	MALE	C	P	P	P	P	P
36	FOUZIYA BANU	FEMALE	C	P	P	P	P	P
37	AKSHAYKUMAR POL	MALE	C	P	P	P	P	P
38	A C HARSHA	MALE	C	P	P	P	P	P
39	SYED USMAN GHANI	MALE	C	P	P	P	P	P
40	PAVAN	MALE	C	P	P	P	P	P
41	MAMATHA S	FEMALE	C	P	P	P	P	P

7. Participant Feedback

The feedback received from participants was encouraging. Students appreciated the practical and hands-on nature of the sessions and expressed that the programme helped them improve their confidence in using digital tools for academic and professional purposes.

- The sessions helped students understand the practical uses of computers and internet tools.
- Training on MS Word, MS Excel and MS PowerPoint was useful for assignments, reports and presentations.
- Canva sessions helped students improve their creativity in designing posters, presentations and social media content.
- Students gained awareness of responsible social media usage, privacy and professional digital behaviour.
- The hands-on training approach made the programme interactive, meaningful and easy to understand.

8. Outcomes Attained

8. Students developed foundational knowledge of computer applications and digital tools.
9. Participants gained practical skills in MS Word, MS Excel and MS PowerPoint.
10. Students became more confident in using the internet for research, communication and academic work.
11. Participants learned to create basic posters, presentations and visual content using Canva.
12. Awareness regarding safe, ethical and professional use of social media increased.
13. The course improved students' preparedness for classroom assignments, presentations, projects and workplace expectations.
14. The programme contributed to enhancing digital literacy, communication skills, productivity and employability skills among students.

9. Conclusion

The Bridge Course on IT Skills conducted from 3rd November 2025 to 7th November 2025 was a meaningful academic initiative aimed at strengthening students' digital competencies. The course successfully provided students with practical exposure to essential IT tools, internet applications, MS Office, Canva and social media platforms.

The active participation of students, the expertise of the resource persons and the hands-on methodology contributed to the successful completion of the programme. The initiative reflects the institution's commitment to skill enhancement, technology-enabled learning and holistic student development, thereby supporting quality improvement initiatives relevant for NAAC documentation.

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10. Photo Gallery



Photo 1: Students actively participating in the Bridge Course on IT Skills conducted at RV Institute of Management.



Photo 2: Resource person explaining the uses of computers and digital applications during the hands-on IT skills session.

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Photo 3: Geo-tagged photograph showing the session in progress at RV Institute of Management, Bengaluru.



Photo 4: Interactive classroom session on computer applications and digital productivity tools.

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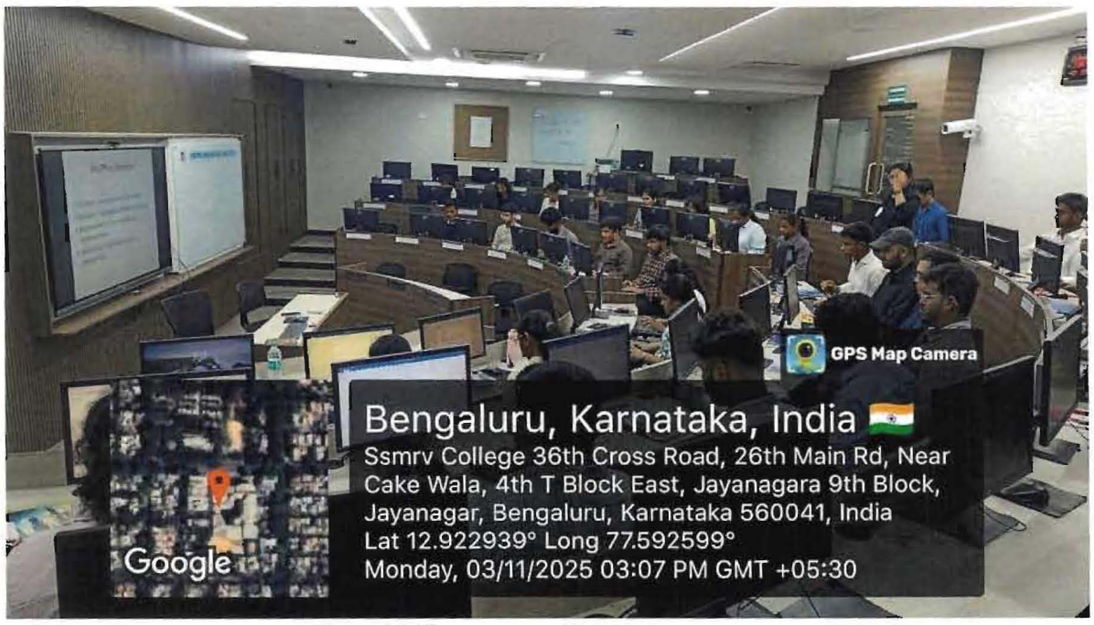


Photo 5: Students attending the MS Office overview session as part of the Bridge Course on IT Skills.

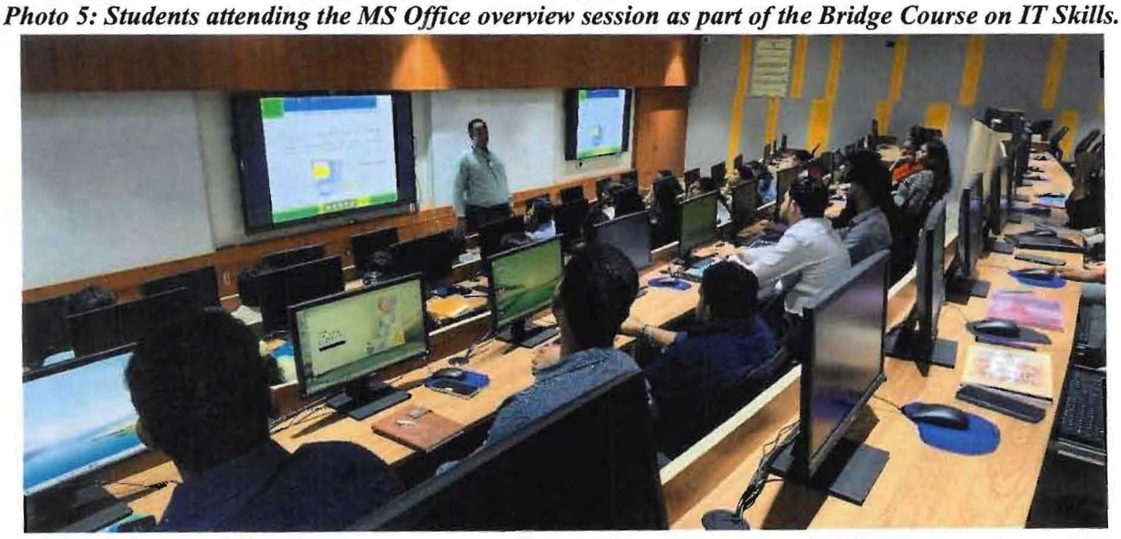


Photo 6: Participants receiving practical exposure to internet tools, digital content creation and IT applications.

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Photo 7: Students engaged in guided practice and experiential learning during the Bridge Course on IT Skills.

Co-ordinator **Director**

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