

Practical 1: Design a Professional Resume

Aim:

To design a professional resume using online templates.

Objectives:

-

To understand professional formatting of resumes

-

To identify key resume components

-

To export resume in PDF format

Materials Required:

-

Computer with internet

-

Canva / MS Word / Google Docs

Procedure:

Open the Resume-Designing Application

Start by launching Canva, Google Docs, or MS Word on your computer.

~If using Canva, log in with your account and go to the Templates section.

~If using Google Docs, open a new document through Google Drive.

~If using MS Word, open the application and select “New Document.”

1. Browse and Select an Appropriate Resume Template

Navigate to the resume template section. Browse through various designs and choose a template that matches a professional look, preferably clean, simple, and easy to read.

~Canva offers a wide range of modern templates.

~Google Docs provides basic but neat resume layouts.

~MS Word includes both modern and classic templates.

2. Enter Personal Information

Replace the sample text in the template with your personal details, such as:

~Full Name

~Contact Number

~Email Address

~Address (optional)

~LinkedIn or portfolio links (if applicable)

~Ensure the information is accurate and formatted consistently.

3. Add Academic Details

Insert your educational background in the provided section of the template. Include:

~Course/Program Name

~Institution Name

~Duration (Year of study)

~Grades or CGPA (if required)

~Arrange information in reverse chronological order (most recent first).

4. Write a Career Objective

Add a short, clear career objective highlighting your goals, strengths, and professional aspirations.

Keep it concise (2–3 lines) and tailored to the field you are applying for.

5. Include Skills and Achievements

Create a section for skills, both technical and soft skills. Examples:

~Technical skills (e.g., MS Office, programming languages)

~Soft skills (e.g., communication, teamwork)

Add any academic achievements, certificates, awards, or projects relevant to your profile.

6. Format the Resume Professionally

Adjust the text formatting to ensure clarity and readability:

- **Use headings for each section (e.g., Education, Skills, Objective).**
- **Use bullet points to list items cleanly.**
- **Maintain consistent font style, size, and alignment throughout.**
- **Ensure proper spacing and margins for a neat layout.**

Review the resume for grammatical correctness and visual balance.

7. Preview and Make Final Adjustments

Scroll through the entire resume to check layout alignment, spacing, colors, and text placement.

Make sure the document looks uniform and professional before exporting.

8. Export the Resume in PDF Format

Once the final layout is ready, export or download the document as a PDF file, which preserves formatting.

- **In Canva, click Download → PDF Print.**
- **In Google Docs, go to File → Download → PDF Document.**
- **In MS Word, select File → Save As → PDF.**

TEJAS KUMAR YADAW

Student

PROFILE

I am Tejas Kumar Yadaw, originally from Mahasamund, Chhattisgarh, and currently pursuing my studies at Rungta University, Bhilai. I am a dedicated and motivated student with a strong interest in learning new technologies and improving my technical skills. I am hardworking, disciplined, and eager to gain practical experience that will help me grow academically and professionally.

CONTACT ME

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Bhilai Chhattisgarh
India

EDUCATION

10TH (2022-2023)

Shishu Sanskar Kendra mahasamund

12TH (2024-2025)

Shishu Sanskar Kendra mahasamund

B.TECH

2025-2029

Rungta international skills University Bhilai

LANGUAGE

- Hindi
- English

COMPUTER SKILLS

- C
- C++
- HTML
- CSS
- JAVASCRIPT

INTREST

- Learning New Skills
- Gaming
- Problem Solving
- Sports

Practical 2: Career-Oriented Presentation

Aim:

To create a career presentation using slides, transitions, and animations.

Objectives:

- **To design a multi-slide professional presentation**
- **To apply transitions and animations**

Materials Required:

- **PowerPoint or Google Slides**

Procedure:

Open a blank presentation

Launch PowerPoint/Google Slides and select the option to create a new blank presentation.

This opens a fresh workspace where you will design your slides.

Create a title slide

Insert a title slide layout and add the presentation title along with your name or subtitle.

Ensure the title is clear, readable, and visually centered on the slide.

Add minimum 7 slides

Use the “New Slide” option to insert at least seven additional slides with appropriate layouts.

Each slide should focus on a single topic or idea for clarity.

Insert images, icons, and bullet points

Add relevant images and icons to visually support your content.

Use bullet points to present information in a structured and easy-to-read format.

Apply a theme

Choose a professional theme from the design options available in the software.

The theme will automatically set consistent fonts, colors, and backgrounds.

Add transitions and animations

Apply slide transitions for smooth movement between slides.

Add animations to text or images to enhance the presentation without overusing effects.


DATA SCIENCE




1. INTRODUCTION TO DATA SCIENCE

- Data Science is an interdisciplinary field that focuses on extracting meaningful insights and knowledge from structured and unstructured data. It combines statistics, mathematics, computer science, and domain expertise to analyze data and solve real-world problems. With the rapid growth of digital information, Data Science has become essential for organizations to make data-driven decisions. It plays a key role in modern technologies such as artificial intelligence, machine learning, and big data analytics.

2. DATA COLLECTION

- Data collection is the first and most important step in the Data Science process. It involves gathering data from multiple sources such as databases, websites, sensors, social media platforms, mobile applications, and surveys. Data can be structured, semi-structured, or unstructured. The quality, accuracy, and relevance of collected data directly affect the final results of analysis. Proper data collection ensures reliable outcomes and meaningful insights.
- 

3. DATA CLEANING

- Data cleaning, also known as data preprocessing, is the process of correcting or removing inaccurate, incomplete, or irrelevant data. Raw data often contains missing values, duplicate entries, and inconsistencies that can affect analysis. In this step, data scientists handle missing data, remove noise, correct errors, and standardize formats. Data cleaning improves data quality and is crucial for building accurate models and trustworthy results.
- 


4. DATA ANALYSIS

- Data analysis involves examining cleaned data to identify patterns, trends, correlations, and insights. Various statistical and analytical techniques are used to understand the behavior of data. This step helps organizations answer important questions, identify problems, and discover opportunities. Data analysis supports better decision-making by turning raw data into valuable information.


5. DATA VISUALIZATION

- Data visualization is the graphical representation of data using charts, graphs, dashboards, and plots. It helps simplify complex data and makes insights easier to understand for both technical and non-technical users. Visualization tools such as bar charts, line graphs, pie charts, and heat maps are commonly used. Effective data visualization improves communication and supports quick interpretation of results

6. TOOLS AND TECHNOLOGIES IN DATA SCIENCE

- Data Science uses a wide range of tools and technologies to analyze and manage data. Popular programming languages include Python and R, while SQL is used for database management. Tools like Excel are used for basic analysis, and visualization tools such as Tableau and Power BI help create interactive dashboards. Advanced technologies such as machine learning libraries and big data platforms further enhance data processing and prediction capabilities
- 

7. APPLICATIONS AND CAREER SCOPE OF DATA SCIENCE

- Data Science has applications in many fields, including healthcare, finance, e-commerce, education, transportation, and artificial intelligence. It is used for disease prediction, fraud detection, recommendation systems, customer analysis, and automation. Due to its growing importance, Data Science offers excellent career opportunities such as Data Scientist, Data Analyst, Machine Learning Engineer, and Business Analyst. The demand for skilled data professionals continues to rise, making Data Science one of the most promising career fields today.
- 

Practical 3: Digital Awareness Poster in Canva

Aim:

To design a poster for Digital Awareness Week using Canva.

Objectives:

- To apply design tools
- To create a visually appealing poster

Materials Required:

- Canva account
- Computer with internet

Procedure:

Login to Canva

Open Canva in your browser and sign in using your email or Google account.

This gives you access to all templates, design tools, and editing features.

Select poster layout

Search for “Poster” in the template section and choose a suitable layout.

This layout provides a ready-made design structure to begin your poster.

Add “Digital Awareness Week” text

Insert a text box or edit the existing heading and type “Digital Awareness Week.”

Adjust the font style, size, and alignment to make the title prominent.

Insert icons and graphics

Go to the “Elements” tab to add icons, shapes, and relevant graphics.

Position them creatively to enhance the visual appeal and message of the poster.

Apply suitable colors

Choose a color theme that matches the topic and improves readability.

Use consistent color combinations for background, text, and elements.

Download final poster

Click the “Download” button and select the preferred file type, usually PNG or PDF.

Save the poster to your device for printing or sharing



DON'T BE THE NEXT VICTIM

STAY ALERT. STAY SAFE.

CYBERCRIME **IS REAL**



THINK BEFORE YOU CLICK

- | | |
|---------------------------------|--------------------|
| ✗ Don't share OTPs. | ✓ Strong Passwords |
| ✗ Don't click suspicious links. | ✓ 2FA Enabled |
| ✗ Don't trust unknown messages. | ✓ Updated Software |

IF YOU'RE A VICTIM, REPORT AT: 123-456-7890

Practical 4: Professional Email (Internship Application)

Aim:

To draft and send a professional internship email with attachment.

Objectives:

- To compose a professional email
- To attach documents

Materials Required:

- Email account
- Resume file

Procedure:

Open Gmail

Go to the Gmail website or app and log in with your email account.

This opens your inbox where you can create and send emails.

Click Compose

Select the “Compose” button to open a new email window.

A blank message box will appear on the screen.

Write subject line

Enter a clear and concise subject that reflects the purpose of the email.

This helps the recipient understand the message at a glance.

Write professional message

Type a polite, well-structured message addressing the recipient formally.

Keep the tone respectful and include necessary details or requests.

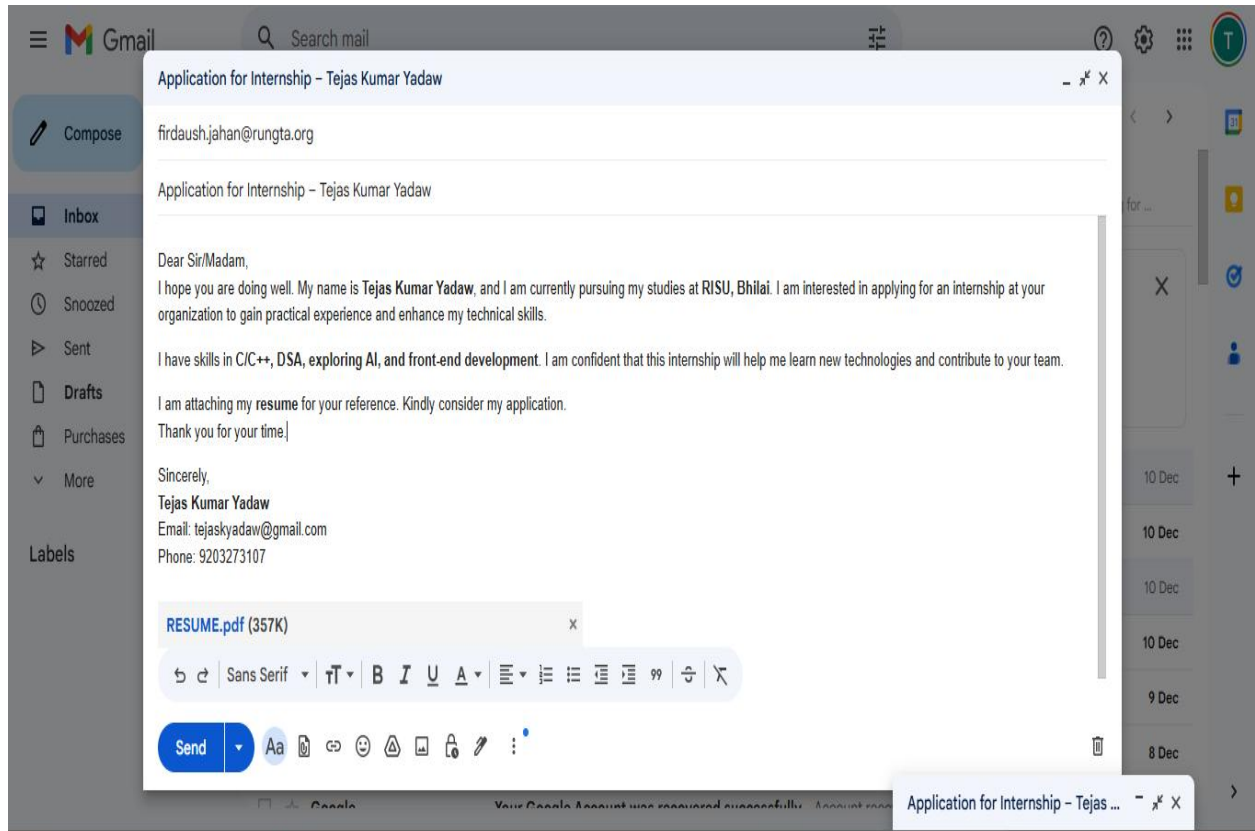
Attach resume

Click the attachment (paperclip) icon and select your resume file from your device.

Ensure the resume is in PDF format and properly named.

Send email

Review the email for accuracy and ensure attachments are included.



Practical 5: Create Google Form – Attendance Report

Aim:

To design a Google Form and analyze responses.

Objectives:

- To create form with multiple question types
- To collect sample responses
- To analyze responses

Materials Required:

- Google account
- Internet

Procedure:

Create new Google Form

Open Google Forms from your Google account and click “**Blank Form**” to start a new form.

This opens an empty form where you can add questions.

Title it “Student Attendance Report”

Enter the title at the top of the form and add a short description if needed.

This helps respondents understand the purpose of the form.

Add MCQs, rating, checkbox and short answer

Use the question type menu to insert multiple-choice questions, rating scales, checkboxes, and short-answer fields.

Arrange the questions in a logical order for easy response.

Customize theme

Click the **Theme** icon to change colors, fonts, and header images.

This improves the appearance and makes the form visually appealing.

Share form and collect responses

Use the **Send** button to share the form via link, email, or QR code.

Allow participants to submit their responses through any device.

View summary charts

Go to the **Responses** tab to see automatic charts and graphs generated by Google Forms.

These visual summaries help you quickly analyze the collected data.

Take screenshots

Capture screenshots of the form, responses, and charts for documentation.

Save them for use in reports or practical records.



Student Attendance Report

You must fill all of the following conditions-

This form is automatically collecting emails from all respondents. [Change settings](#)

First Name *

Short-answer text

Last Name *

Short-answer text

Chose Your Class *

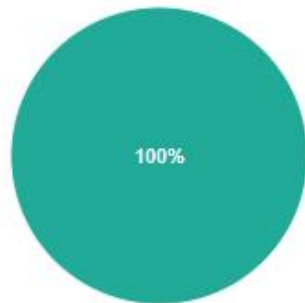
Short-answer text

Activate Windows
Go to Settings to activate Windows.

Choose Your Section

5 responses

Copy chart



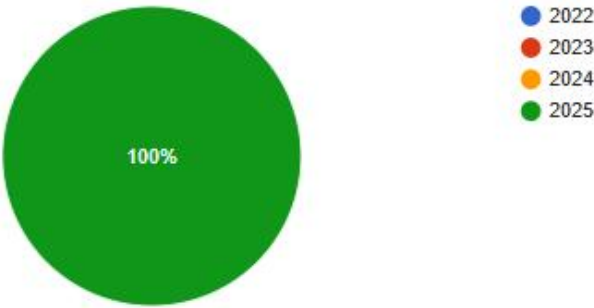
- Section A
- Section B
- Section C
- Section D
- Section E
- Section F
- Section G
- Section H

▲ 1/2 ▼

Select Your Year

5 responses

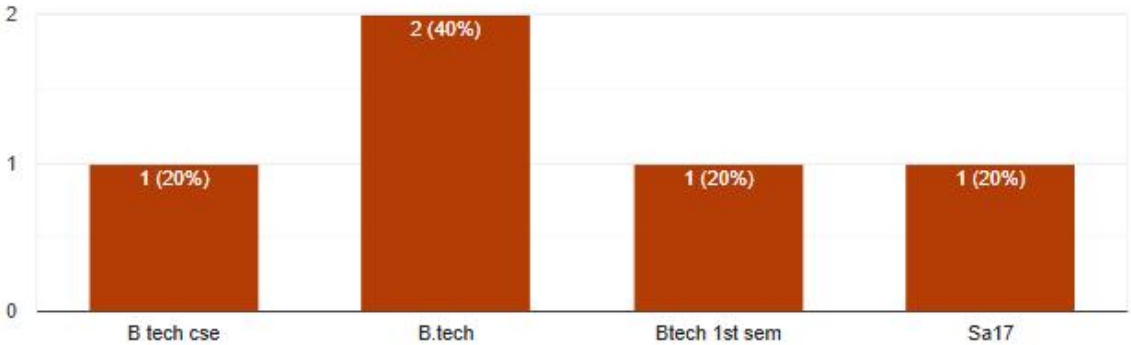
 Copy chart



Chose Your Class

5 responses

 Copy chart



Practical 6: Create Digital Identity – LinkedIn

Aim:

To create and modify digital identity using LinkedIn.

Objectives:

- To create professional online profile
- To update personal information

Materials Required:

- LinkedIn account

Procedure:

Create LinkedIn profile

Sign up on LinkedIn using your email and set up a new profile.

This gives you access to professional networking and career-building tools.

Add photo, bio, education

Upload a clear professional photo and write a short bio summarizing who you are.

Enter your educational details to complete your basic profile information.

Add skills

Use the "Skills" section to list your technical and soft skills.

Adding relevant skills increases your visibility and strengthens your profile.

Create a simple post

Click "Start a Post" and write a short, meaningful update or introduction.

Share it publicly to begin engaging with your professional network.

Change privacy settings

Go to **Settings & Privacy** to adjust what others can see on your profile.

Modify visibility, contact preferences, and data-sharing options as needed.



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TEJAS K Yadaw He/Him [Add verification badge](#)

 Rungta College of Engineering & Technology...

B.Tech CSE Student | Building Skills in C, C++, DSA & AI | Front-End Developer

Bhilai, Chhattisgarh, India · [Contact info](#)

239 connections


[Open to](#)[Add profile section](#)[Enhance profile](#)[Resources](#)

Profile languageEnglish


Public profile & URLwww.linkedin.com/in/tejas-k-yadaw-10b18a389

 **State Bank of India**
TEJAS K, you might like to follow State Bank of India
TEJAS K stay informed on industry news and trends
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**TEJAS K Yadaw** (He/Him)
B.Tech CSE Student | Building Skills in C, C++, DSA & AI | Front-End Developer


[Resources](#)[Add profile section](#)[Open to](#)

Experience

 **Student**
Rungta College of Engineering & Technology Kohka-Kurud Bhilai
Nov 2025 - Present · 2 mos

Education



 **Rungta College of Engineering & Technology Kohka-Kurud Bhilai**
2025
C (Programming Language)


 **Rungta College of Engineering & Technology Kohka-Kurud Bhilai**
Bachelor of Technology - BTech, Computer Science (AI)
2025
Front-End Development


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 **Last Week in AI**

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TEJAS K Yadaw (He/Him)

B.Tech CSE Student | Building Skills in C, C++, DSA & AI | Front-End Developer

Skills

All

Industry Knowledge

Tools & Technologies

Front-End Development

Rungta College of Engineering & Technology Kohka-Kurud Bhilai

C (Programming Language)

Rungta College of Engineering & Technology Kohka-Kurud Bhilai

Microsoft Word

Rungta College of Engineering & Technology Kohka-Kurud Bhilai

Microsoft PowerPoint

Rungta College of Engineering & Technology Kohka-Kurud Bhilai

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Google

Gemini Academy

Tejas kumar yadaw

I hereby awarded this certificate of completion for the successful completion of Google's Gemini Academy 2025

Date: 02 Dec 2025

Duration: 2 Hours

upEducators

Connect

Maulik Thakur

Software Engineer (Aspiring) | Python | Django | SQL |...

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Messaging

in

Settings

Account preferences

Sign in & security

Visibility

Data privacy

Advertising data

Get a copy of your data

Search history

Personal demographic information

Social, economic, and workplace research

Data for Generative AI Improvement

Who can reach you

Invitations to connect

Invitations from your network

Messages

Practical 7: Using Google Drive / OneDrive

Aim:

To upload and organize files in cloud storage.

Objectives:

- To manage files online
- To share files securely

Materials Required:

- Google Drive / OneDrive account

Procedure:

1. Create folder “Unit 3 Practical Work”

Open Google Drive or your file manager and create a new folder named “**Unit 3 Practical Work.**”

This folder will store all files related to the practical.

2. Upload documents

Click the **Upload** option and select the required documents from your device.

The files will be saved inside the main folder for easy access.

3. Create subfolders

Inside the main folder, create additional subfolders to categorize your documents.

This helps keep your work organized and easy to locate.

4. Share main folder with View only

Right-click the folder, choose **Share**, and set the permission to **View only** for others.

This allows people to see the contents but prevents them from editing or deleting files.

Drive

+ New

Home

My Drive

Computers

Shared with me

Recent

Starred

Spam

Bin

Storage (77% full)

11.56 GB of 15 GB used

Get more storage

Search in Drive

My Drive > Unit 3 practical Work

Type

People

Modified

Source

Name	Owner	Date modified	File size
Document	me	24 Dec	—
Images	me	24 Dec	—
Notes	me	24 Dec	—

?

⚙

⋮

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📅

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🔍

👤

+

Drive

+ New

Home

My Drive

Computers

Shared with me

Recent

Starred

Spam

Bin

Storage (77% full)

11.56 GB of 15 GB used

Get more storage

Search in Drive

My Drive > Unit 3 practical Work > Document

Type

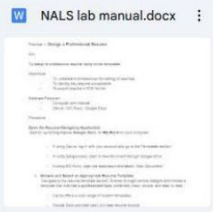
People

Modified

Source

Name

NALS lab manual.docx



?

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⋮

T

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🔍

👤

+

Drive

+ New

Home

My Drive

Computers

Shared with me

Recent

Starred

Spam

Bin

Storage (77% full)

11.56 GB of 15 GB used

Get more storage

Search in Drive

My Drive > Unit 3 practical Work > Images

Type


People

Modified

Source

Name

IMG-20251218-...



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⚙

⋮

T

📅

📁

🔍

👤

+

+ New

Home

My Drive

Computers

Shared with me

Recent

Starred

Spam

Bin

Storage (77% full)

11.56 GB of 15 GB used

Get more storage

Search in Drive

My Drive > Unit 3 practical Work > Notes

Type People Modified Source

Name

Document 1 (3).pdf

PRACTICAL 3

How to build a professional resume using templates

Summary: Resume

1. Research the company and industry

2. Tailor your resume to the job description

3. Use a professional resume template

4. Highlight your achievements and skills

5. Proofread and format your resume

6. Save and export your resume as a PDF file

7. Share your resume with the employer

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+

Practical 8: Identify Phishing Attack

Aim:

To identify phishing attempts through digital messages.

Objectives:

- To detect cybercrime
- To recognize scam elements

Materials Required:

- Provided phishing example

Procedure:

Read message text

Carefully go through the entire message to understand its content and intent.

Make note of any unusual requests or unfamiliar senders.

Identify suspicious elements

Look for spelling errors, urgent demands, unknown links, or too-good-to-be-true offers.

These signs often indicate potential scams or malicious intent.

List cybercrime type

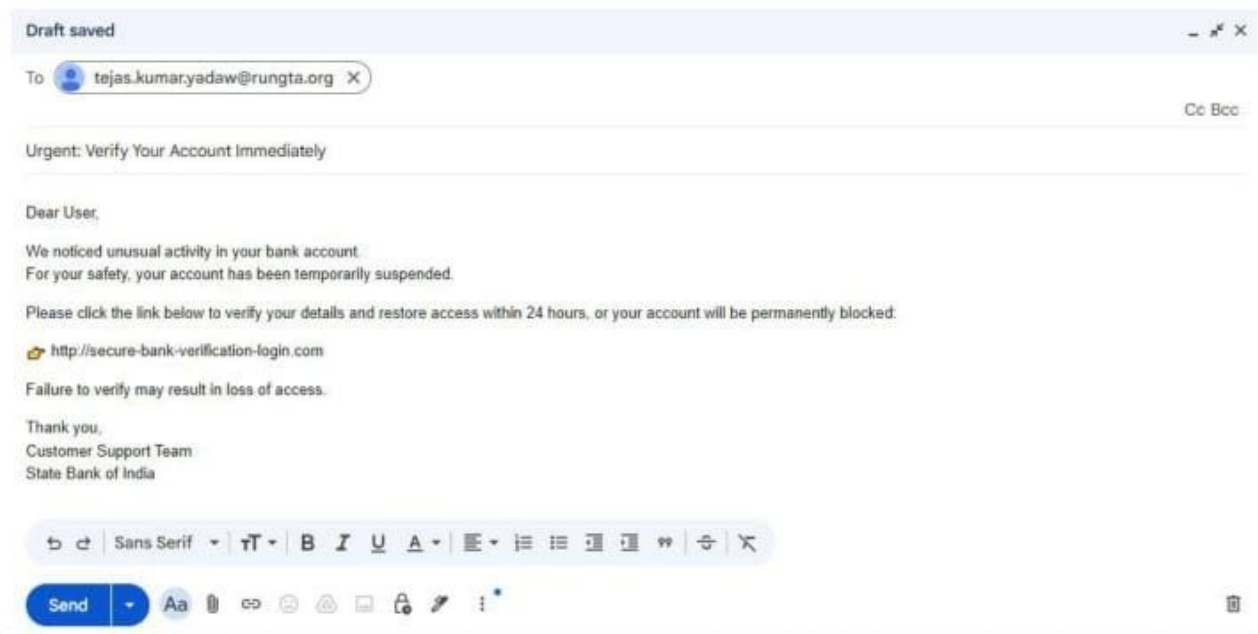
Based on the suspicious elements, categorize the message as phishing, fraud, malware attempt, etc.

This helps in understanding the nature and threat level of the cybercrime.

Write verification steps

Suggest ways to confirm authenticity, such as checking the sender's email, contacting the official source, or scanning links.

These steps help prevent falling victim to cyberattacks.



a) What type of cybercrime is happening here?

This is a **phishing scam** (specifically a **job recruitment scam**). The scammer pretends to be a trusted company (Google) to trick the student into paying money.

b) List 3 red flags that show it is a scam:

1. **Demand for money** – Asking for a “verification fee” (₹2,499). Real companies do **not** charge candidates.
2. **Too good to be true offer** – High salary (₹18 LPA) with no interview or proper hiring process.
3. **Urgency pressure** – Phrases like “Limited seats” and “Pay now to confirm” are used to panic victims.

c) What should he do to verify if a job offer is real?

1. **Check the official Google careers website** for the job listing.
2. **Do not click links or pay any money** from messages on LinkedIn or email.
3. **Contact Google through official email IDs** or ask a college placement officer/career counselor.

Practical 9: Google Form Quiz with Timer

Aim:

To create a quiz with automatic grading and time limit.

Objectives:

- To automate quiz assessment
- To use time limit add-on

Materials Required:

- Google Forms
- Timer add-on

Procedure:

1. Create Google Form – Open Google Forms and start a new blank form to set up the structure of your activity.
2. Convert to quiz – Enable “Make this a quiz” in the settings so you can assign points and correct answers.
3. Add 5 MCQs + 1 short answer – Insert five multiple-choice questions and one short-answer question, customizing options and points.
4. Enable 1-response limit – Turn on “Limit to 1 response” so each user can submit the form only once.
5. Shuffle questions – Activate the shuffle feature to randomize the order of questions for every respondent.
6. Add timer add-on – Install a timer add-on from the Add-ons menu to set and control the quiz duration.
7. Send link – Use the “Send” button to generate and share the form link with participants.

New Age Life Skills MCQ TEST

this MCQ based test assesses basic New age life skills. Please answer all questions carefully.

Enter your name *

Short-answer text

Enter your Class *

Short-answer text

Enter Your ERP *

Short-answer text

1. A smartphone is an example of a: *

- ☐ supercomputer
- ☐ mainframe
- ☐ mobile computer
- ☐ Work Station

2. Which is commonly used to connect a pendrive? *

- ☐ HDMI
- ☐ USB
- ☐ VGA
- ☐ COM

3. Which key combination is used to copy selected text? *

- ☐ CTRL + V

3. Which key combination is used to copy selected text? *

- ☐ CTRL + V
- ☐ CTRL + X
- ☐ CTRL + C
- ☐ CTRL + Z

4. Canva is mainly used for: *

- ☐ Calculations
- ☐ Document Writing
- ☐ Visual design
- ☐ Video editing

Untitled form

All changes saved in Drive

Published

Questions

Responses

Settings

Total points: 10

5.GUI stands for *

☐ General user interface

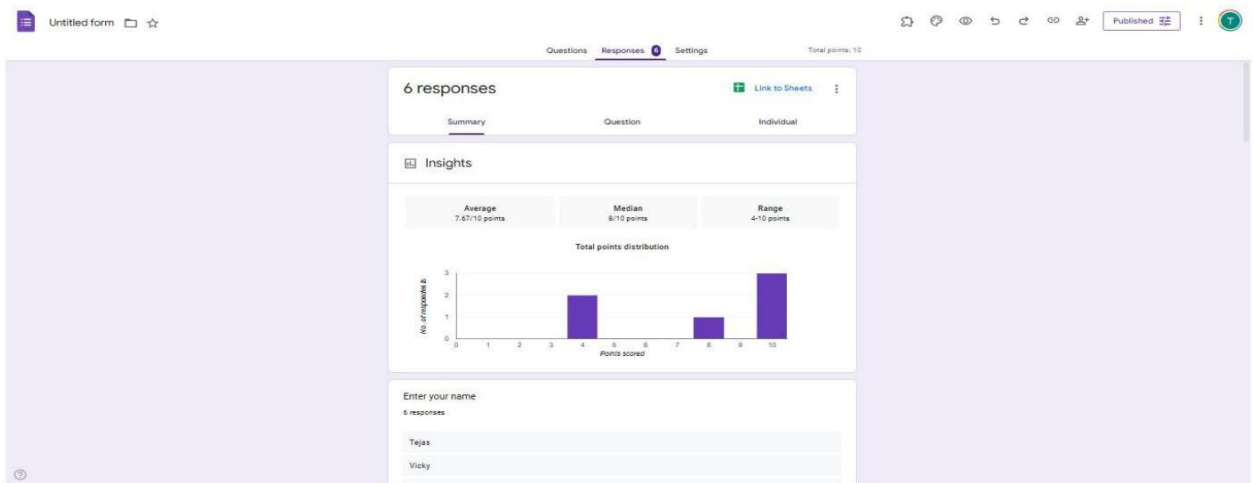
☐ graphical user interface

☐ graphical unique interface

☐ general unique interface

SSD FULL form *

Short-answer text



Practical 10: AI Text Bias & Plagiarism

Aim:

To analyze AI generated text for plagiarism and bias.

Objectives:

- To detect biased statements
- To improve writing

Materials Required:

- ChatGPT / Gemini
- Grammarly

Procedure:

1. Generate paragraph from AI – Use an AI writing tool to produce a clear, coherent paragraph on your chosen topic.
2. Check plagiarism – Run the paragraph through a plagiarism checker to ensure originality and proper attribution.
3. Check grammar – Review the text with a grammar tool to correct errors in punctuation, spelling, and sentence structure.
4. Identify biased statements – Examine the content for subjective language, assumptions, or one-sided viewpoints.
5. Rewrite neutrally – Revise the paragraph to remove bias, ensuring the tone is balanced, objective, and fact-based.

Plagiarism Checker

Check Grammar

AI Detector

Pro

Scan Properties

Sources Found0

Words93

Characters658

View More Details


Plagiarism0%

0%Exact Match

0%Partial Match

Unique100%

Online learning is far better than offline learning for college students because it provides unmatched flexibility and convenience. Students can attend classes from anywhere, saving time and money on travel. Online platforms also offer recorded lectures, interactive tools, and global resources that traditional classrooms cannot compete with. Offline learning, on the other hand, often feels outdated and less efficient compared to the dynamic nature of digital education. For today's generation, online learning is clearly the superior choice, preparing students more effectively for modern careers and ensuring they stay ahead in a technology-driven world.



Results

Plagiarism Checker

Check Grammar

AI Detector

Pro

English

American

Copy

Download

All Suggestions1

AllStyle

withCorrect style

Online learning is far better than offline learning for college students because it provides unmatched flexibility and convenience. Students can attend classes from anywhere, saving time and money on travel. Online platforms also offer recorded lectures, interactive tools, and global resources that traditional classrooms cannot compete with. Offline learning, on the other hand, often feels outdated and less efficient compared to the dynamic nature of digital education. For today's generation, online learning is clearly the superior choice, preparing students more effectively for modern careers and ensuring they stay ahead in a technology-driven world.



Comparison Table

Original AI Paragraph	Rewritten Neutral Paragraph
<p>Online learning is far better than offline learning for college students because it provides unmatched flexibility and convenience. Students can attend classes from anywhere, saving time and money on travel. Online platforms also offer recorded lectures, interactive tools, and global resources that traditional classrooms cannot compete with. Offline learning, on the other hand, often feels outdated and less efficient compared to the dynamic nature of digital education. For today's generation, online learning is clearly the superior choice, preparing students more effectively for modern careers and ensuring they stay ahead in a technology-driven world.</p>	<p>Online and offline learning both have unique strengths for college students. Online platforms provide flexibility, recorded lectures, and access to diverse resources, which can help students balance academics with other responsibilities. They also reduce costs related to travel and accommodation. However, offline learning offers face-to-face interaction, immediate feedback, and a structured environment that many students find motivating. While online methods are convenient and technology-driven, offline classrooms foster social connections and collaborative learning. Rather than one being superior, both approaches can complement each other, and the effectiveness often depends on the student's learning style, discipline, and academic goals.</p>

Practical 11: **Compare AI vs Human Writing**

Aim:

To compare AI-generated content with student-created content.

Objectives:

- To identify difference in writing
- To understand AI limitations

Materials Required:

- AI tool

Procedure:

1. Write paragraph manually – Compose a paragraph yourself using your own ideas, wording, and structure on the selected topic.
2. Generate same topic using AI – Use an AI tool to produce another paragraph on the same topic for comparison.
3. Create comparison table – Organize both paragraphs side-by-side in a table to compare style, clarity, tone, and content differences.

Artificial Intelligence (AI) is more likely to change jobs rather than completely replace them. While AI can automate repetitive and routine tasks, it cannot fully replace human creativity, emotional intelligence, critical thinking, and decision-making. Many jobs will evolve as AI tools assist humans in working faster and more efficiently. For example, in fields like healthcare, education, and software development, AI supports professionals instead of replacing them. At the same time, some traditional roles may reduce, but new jobs will be created in areas such as AI management, data analysis, cybersecurity, and technology maintenance. Therefore, the nature of work will change, and people will need to learn new skills to stay relevant. In the future, success will depend on how well humans adapt and collaborate with AI rather than compete against it.

Artificial Intelligence is more likely to **change jobs rather than completely replace them**. AI can automate repetitive and routine tasks such as data entry, basic customer service, and simple analysis, which may reduce the need for some roles. However, most jobs will evolve instead of disappearing. Humans are still essential for creativity, critical thinking, emotional intelligence, and decision-making, which AI cannot fully replace. AI also creates new job opportunities in areas like data science, AI development, system management, and ethical oversight. In many industries, including healthcare, education, and business, AI works as a supportive tool that improves efficiency and productivity. Overall, AI will transform the nature of work, and people who adapt by learning new skills will benefit the most from this technological change.

I. Human-Generated Content	II. AI-Generated Content
Emphasizes personal perspective and examples like teachers and doctors.	Focuses on general trends and industries such as healthcare, finance, and education.
Highlights human creativity, empathy, and ethics as irreplaceable.	Stresses collaboration between human expertise and machine efficiency.
Written in a conversational, reflective style.	Written in a formal, structured, and balanced tone.
Uses specific examples to connect with real-life situations.	Provides broader, generalized statements about future work trends.
Suggests AI as a "partner" rather than a replacement.	Concludes AI will "transform" jobs rather than eliminate them.

Practical 12: NotebookLM Project

Aim:

To create revision notes using NotebookLM.

Objectives:

- To generate study guide
- To create flashcards

Materials Required:

- NotebookLM

Procedure:

1. Create NotebookLM project – Start a new project in NotebookLM to organize your materials and AI-generated outputs in one workspace.
2. Upload two resources – Add two documents or sources to the project so the AI can analyze and reference them.
3. Generate study guide – Use NotebookLM's tools to create a structured study guide summarizing key concepts from the uploaded resources.
4. Generate flashcards – Automatically produce flashcards that highlight important facts, terms, or ideas for easier review.
5. Review accuracy – Carefully check the summaries and flashcards to ensure all information is correct and reflects the original resources.
6. Take screenshots – Capture screenshots of the study guide and flashcards to document your work or include them in your submission.

My Chapter Revision Notes

+ Create notebook
Analytics
Share
Settings
PRO

Sources

+ Add sources

Search the web for new sources

Web Fast research

Select all sources

NALS_PRACTICAL_FILE_FORMAT...

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I. Combined Study Guide
Module 1: Digital Literacy & Office Productivity
Goal: Master essential digital tools for professional environments.

Professional Communication:

Resume & Presentation: Design professional resumes using templates and create 7-slide career presentations with animations.

Email Etiquette: Compose professional emails for internship applications with attachments.

Digital Identity: Manage a LinkedIn profile by adding skills, a bio, and privacy settings to control who views posts or messages.

Data Collection (Google Forms):

Surveys: Create forms with MCQs, rating scales, and checkboxes. Analyse

Start typing...

Studio

Create an Audio Overview in Hindi, English, Tamil, Telugu, Malayalam, Kannada, Marathi, Gujarati, Bengali, Urdu, Hindi, English, Tamil, Telugu, Malayalam, Kannada, Marathi, Gujarati, Bengali, Urdu

Audio Overview

Video Overview

Mind Map

Reports

Flashcards

Quiz

Data table

Practical Flashcards

Add note

Coursework Flashcards

Based on 2 sources

The Rungta School of Computer Science & Engineering & IT offers which undergraduate degree programme?

See answer

Restart
40 / 50 cards
Download

Good content
Bad content

My Chapter Revision Notes

+ Create notebook
Analytics
Share
Settings
PRO

Sources

+ Add sources

Search the web for new sources

Web Fast research

Select all sources

NALS_PRACTICAL_FILE_FORMAT.pdf

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II. Concept Map: Future-Ready Professional Development
This concept map visualises how the New Age Life Skills (NALS) practical work supports the broader Institutional Goals of Rungta International Skills University (RISU).
CENTRAL THEME: The RISU Future-Ready Professional (Based on the "Skill-Integrated Model")

1. FOUNDATION: The Academic Ecosystem

Schools: Engineering, CS, Pharmacy, Management, Life Sciences

Recognition: NAAC 'A' Grade, NIRF Innovation Rank 101-150

Infrastructure: 80+ Acre Campus, 100+ High-tech Labs

2. SKILL ACQUISITION (The NALS Practical File)

Tech Fluency:

Tools: Google Workspace (Forms/Drive), Microsoft Excel (Financial/Sales Analysis)

Output: Data visualisation, Pivot tables, Cloud management

Start typing...

Studio

Create an Audio Overview in Hindi, English, Tamil, Telugu, Malayalam, Kannada, Marathi, Gujarati, Bengali, Urdu

Audio Overview

Video Overview

Mind Map

Reports

Flashcards

Quiz

Data table

Coursework Flashcards

New Age Life Skills Practical...

Add note