



# **JORHAT KENDRIYA MAHAVIDYALAYA**

**Report On**

**One Week Faculty Development Programme**

**On**

**Use of ICT Tools for Classroom Teaching**

**(01 – 06 July. 2019)**

*Organised by*

**Electronics and ICT Academy IIT, Guwahati**

*With support from*

**Mantra Associates**

The one week Faculty Development Programme on ‘Use of ICT tools for Classroom Teaching’ was organised by Jorhat Kendriya Mahavidyalaya and **Electronics and ICT Academy IIT, Guwahati with support from** Mantra Assaociates from 1st July to 6<sup>th</sup> July, 2019. It was successfully held and 69 participants from different colleges and University registered for the programme. Mr.Saumyajit Choudhury and Mr. Deenu Lazarus from Mantra Associates acted as Resource Person in the One Week Faculty Development Programme.

The programme started on 1<sup>st</sup> July, 2019 at 9 am. On the onset of the programme, two Resource persons and Dr. Munindra Konwar, Principal of Jorhat Kendriya Mahavidyalaya were falicitated by assamese Fulam Gamucha. Then the welcome address was delivered by the principal of the college. He first welcomed both the participants and Resource Persons and mentioned that application of ICT tools in teaching learning process has changed the scenario. ICT can’t replace the teacher; it can aid the teacher in the process of teaching and make the teaching learning process more interactive. The effective use of ICT in teaching learning process also depends on teacher’s ICT competency and skill. So teaches have to realize that if the students are to achieve a high level of competency and competitiveness , they have no other choice but to adopt technology as an integrated tool in the field of education. Both the Resource Persons also spoke about the importance of use of ICT tools in the classroom and wished the participants. In this auspicious day “Candescent’ the Resource Journal of Jorhat Kendriya Mahavidyalaya was also released by Principal Dr. M. Konwar.





After the inaugural session there was a tea break for 15 minutes. Following are the programme schedule in serial order.



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### Faculty Development Programme on Use of ICT Tools for Classroom Teaching

Date: 01 – 06 July, 2019

Venue: Jorhat Kendriya Mahavidyalaya, Jorhat

Date	Time	Topic
Day-1 (01/07/2019)	09:00 am – 09:30 am	Registration and Reporting
	09:30 am – 10:00 am	Inauguration
	10:00 am – 11:00 am	<b>Computer fundamentals</b> <b>Module 1:</b> <ul style="list-style-type: none"><li>• Introduction to ICT and its usage in Education</li><li>• ICT literacy to the College Community</li><li>• Use of ICT for resource sharing and Networking as well as adopting ICT enabled administrative process.</li></ul>
	11:00 am – 11:15 am	Tea Break
	11:15 am – 01:15 pm	<b>Computer fundamentals</b> <b>Module 1 –</b> <ul style="list-style-type: none"><li>• Fundamentals of computer<ul style="list-style-type: none"><li>➤ Computer definition and its different types</li><li>➤ Introduction with hardware peripherals (RAM, Motherboard, Hard disk)</li><li>➤ troubleshoot basic storage devices</li><li>➤ Operate and manage content from external devices (sound recorders, digital cameras, scanners etc.)</li></ul></li></ul>
	01:15 pm – 01:45 pm	Lunch Break
	01:45 pm – 03:45 pm	<b>Module 2 - Introduction to different OS</b> <ul style="list-style-type: none"><li>• Installing and using essential software on Windows</li></ul> <b>Introduction to Internet</b> <ul style="list-style-type: none"><li>• Basic Networking Concepts – Internet, LAN, DNS, and IP addresses connectivity etc.</li><li>• Types of network</li><li>• Data transmission</li><li>• Searching web-URL</li></ul>
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm – 04:30 pm	<b>MCQ – Day I</b>
Day 2 (02/07/2019)	09:30 am – 11:00 am	<b>Module 3 – Creating and managing Email</b> <ul style="list-style-type: none"><li>• Creating &amp; managing email</li><li>• Accessing email, information sharing using email id, file attachment etc.</li><li>• Download/upload files from/to drive</li></ul>



Day 2 (02/07/2019)	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	<b>Module 4 – Starting Office Suite</b> <b>Section 1: MS Word</b> <ul style="list-style-type: none"> <li>• Typing character, special character, number etc.</li> <li>• Saving a documents</li> <li>• Finding and replacing text</li> <li>• Text specifications, front size, bold, italic, underline etc.</li> <li>• Text alignment</li> <li>• Lab Session</li> </ul>
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm-03:45 pm	<ul style="list-style-type: none"> <li>• List, table, margin, page setup, print set up etc.</li> <li>• Ribbon Icons and their functions</li> <li>• Basic Shortcut Keys</li> <li>• Lab Session</li> </ul>
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm – 04:30 pm	<b>MCQ-Day 2</b>
Day-3 (03/07/2019)	09:30 am - 11:00 am	<b>Section 2 - MS Office Excel</b> <ul style="list-style-type: none"> <li>• Row, column identification</li> <li>• Formatting spreadsheet like formatting cell border&amp; background, adding, deleting, renaming a sheet</li> <li>• Procedure of sort and filter</li> <li>• Ribbon Icons and their functions</li> <li>• Formula implementation and export</li> <li>• common accountancy and financial analysis calculations</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	<ul style="list-style-type: none"> <li>• common accountancy and financial analysis calculations</li> <li>• use of conditions if, ifs, count, countif etc.</li> </ul>
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm-03:45 pm	<ul style="list-style-type: none"> <li>• Preparation of Charts</li> <li>• Cell references – Absolute, Relative, Mixed</li> <li>• Mail Merge</li> <li>• Lab session</li> </ul>
	03:45 pm – 04:00 pm	Tea Break
Day – 4 (04/07/2019)	04:00 pm – 04:30 pm	<b>MCQ- Day 3</b>
	09:30 am – 11:00 am	<b>Section 3 - MS Office Power Point</b> <ul style="list-style-type: none"> <li>• Introduction to presentation</li> <li>• Creating slides</li> <li>• Modifying default slide layouts</li> <li>• Using Themes</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am – 01:15 pm	<ul style="list-style-type: none"> <li>• Using pictures, clip arts, charts in PowerPoint</li> <li>• Using Animations and Transition etc.</li> <li>• Hyperlinks</li> <li>• Lab Session</li> </ul>
	01:15 pm – 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<b>Module 5 Starting Google Apps</b> <b>Section 1 - Google Docs</b> <ul style="list-style-type: none"> <li>• Introduction to Google Docs</li> <li>• Creating Google document &amp; sharing</li> </ul>



Day – 4 (04/07/2019)		<b>Section 2 - Google Sheets</b> <ul style="list-style-type: none"> <li>• Creating Google Sheets</li> </ul> <b>Section 3 - Google Slides</b> <ul style="list-style-type: none"> <li>• Creating Google slides</li> <li>• Formatting Google slides background, adding, deleting, renaming a slide</li> </ul>
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	<b>MCQ – Day 4</b>
Day-5 (05/07/2019)	09:30 am - 11:00 am	<b>Module 6 - Google Forms &amp; Google Quiz</b> <ul style="list-style-type: none"> <li>• Creating Google form</li> <li>• Creating a Google quiz</li> <li>• Lab Sessions</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	<b>Module 7 – Introduction to Google Classroom</b>
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<b>Google classrooms –</b> <ul style="list-style-type: none"> <li>• Creating class assignments</li> <li>• Using Google docs for creating materials</li> <li>• Organizing lesson materials &amp; topics</li> <li>• Creating quizzes using forms</li> <li>• Using grading tool</li> <li>• Class calendars and folders</li> </ul>
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	<b>MCQ – Day 5</b>
Day-6 (06/07/2019)	09:30 am – 11:00 am	<b>Module 8 – Introduction and Application of Smart board</b> <ul style="list-style-type: none"> <li>• <b>Smart board in the classroom (part 1)</b></li> <li>• Getting Connected and Getting Started</li> <li>• Controlling the board</li> <li>• Opening programs</li> <li>• Moving windows</li> <li>• Pressing icons</li> </ul>
	11:00 am - 11:15 am	<ul style="list-style-type: none"> <li>• How to use Smart board in classroom</li> <li>• Learning the smart board interface</li> <li>• Designing lesson using word, ppts, in ink aware</li> </ul>
	11:15 am – 01:15 pm	<ul style="list-style-type: none"> <li>• Understanding capabilities and limitations of smart boards</li> <li>• Top features for learning engagement</li> <li>• Choosing the right smart board feature for different classroom interactions</li> </ul>
	01:15 pm – 01:45 pm	Lunch Break
	01:45 pm – 03:45 pm	Demonstrate use of smart board features (individual participant activity)
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm onwards	<b>Valedictory and Certificate Distribution</b>



To improve participants' learning performance and their perceptions of quality of learning experiences some multiple choice questions were composed everyday. Grading systems of the participants were decided specially on the basis of the response of MCQ.

On 6<sup>th</sup> July, 2019 at 3.45 pm Valedictory Session and Certificate Distribution Session was commenced. It was presided by the principal of the college. Certificates were distributed by the principal and Resource Persons. Participants shares their experiences. They talked about their enriching experiences at the FDP. Principal Dr. Munindra Konwar thanked all the participants and Resource Persons as the programme fulfilled its prime objectives. In the end Dr. Madhumita Handique, librarian of the college, gave the vote of thanks and concluded the one week Faculty Development programme.









Submitted by –

Minakshi Borah, Co ordinator,

One Week Faculty Development Programme.

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