



# Electronics & ICT Academy

(Under Ministry of Electronics and Information Technology (MeitY), Govt. of India)

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## One-week Faculty Development Programme on “Behavioral Remodeling and Use of ICT Tools for Classroom Delivery of Teachers”

Venue: Bahona College

Date: 22-27 July, 2019

### Use of ICT Tools

Date	Time	Topic
<b>Day-1 (22-07-2019)</b>	09:00 am -10:00 am	Registration and Reporting
	10:00 am -10:30 am	Inauguration
	10:30 am – 10:45 pm	<b>Tea Break</b>
	10:45 pm - 1:15 pm	<b>Chapter 1 - Introduction to ICT and its importance</b> <ul style="list-style-type: none"> <li>• Introduction to ICT and its importance.</li> <li>• Fundamentals of computer</li> </ul> <b>Introduction to internet</b> <ul style="list-style-type: none"> <li>• Introduction to internet</li> <li>• Searching web-URL &amp; IP based access</li> <li>• Accessing email, information sharing using email id, file attachment etc.</li> <li>• Download/upload files from/to cloud</li> </ul>
	01:15 pm-02:15 pm	<b>Lunch Break</b>
	02:15 pm- 03:45 pm	<b>Chapter 2- MS Office Suite</b> <ul style="list-style-type: none"> <li>• Tools of MS Office</li> </ul> <b>Module-1 -Starting MS Office 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>• Ribbon Icons and their functions</li> <li>• Lab Session</li> </ul>
	03:45 pm – 04:00 pm	<b>Tea Break</b>
	04:00 pm – 05:00 pm	<b>Session Continues....</b> <ul style="list-style-type: none"> <li>• Finding and replacing text</li> <li>• Ribbon Icons and their functions</li> <li>• Lab Session</li> </ul>
	05:00 pm - 05:30 pm	<b>MCQ-1</b>

<b>Day-2 (23-07-2019)</b>	09:30 am - 11:00 am	<b>MS Office Word (Contd.)</b> <ul style="list-style-type: none"> <li>• Text specifications, front size, bold, italic, underline etc.</li> <li>• Text alignment</li> <li>• List, table, margin, page setup, print setup etc.</li> <li>• Lab session</li> </ul> <b>Module-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 Formula implementation and export</li> <li>• Lab Session</li> </ul>
	11:00 am-11:15 am	<b>Tea Break</b>
	11:15 am - 01:15 pm	<b>MS Office Excel (Contd.)</b> <ul style="list-style-type: none"> <li>• Performing addition, multiplication, subtraction, percentage, average, maximum, Minimum etc.</li> <li>• Use of conditions if etc.</li> <li>• Tables &amp; Formatting</li> <li>• Conditional Formatting</li> <li>• Charts</li> <li>• Mail Merge</li> <li>• Lab Session</li> </ul>
	01:15 pm-02:15 pm	<b>Lunch Break</b>
	02:15 pm-03:45 pm	<b>Module-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 pictures, clip arts, animations etc.</li> <li>• Lab session</li> </ul>
	03:45 pm - 04:00 pm	<b>Tea Break</b>
	04:00 pm – 05:00 pm	<b>Chapter 4 - Introduction to Google Apps</b> <b>Module-1 - Google Docs</b> <ul style="list-style-type: none"> <li>• Introduction to Google Docs</li> <li>• Creating Google document &amp; sharing</li> <li>• Lab Session</li> </ul>
	05:00 pm - 05:30 pm	<b>MCQ - 2</b>
<b>Day-3 (24-07-2019)</b>	09:30 am - 11:00 am	<b>Module-2 - Google Sheets</b> <ul style="list-style-type: none"> <li>• Creating Google Sheets</li> <li>• Lab Session</li> </ul>
	11:00 am-11:15 am	<b>Tea Break</b>
	11:15 am - 01:15 pm	<b>Module-3 - Google Slides</b> <ul style="list-style-type: none"> <li>• Creating Google slides</li> </ul> <b>Module-4 - Google Forms &amp; Google Quiz</b> <ul style="list-style-type: none"> <li>• Creating Google form</li> </ul>
	01:15 pm – 02:15 pm	<b>Lunch Break</b>
	02:15 pm - 03:45 pm	<ul style="list-style-type: none"> <li>• Creating a Google quiz</li> </ul>
	03:45 pm - 04:00 pm	<b>Tea Break</b>
	04:00 pm – 05:00 pm	<b>Module-5 Google Classroom</b>
	05:00 pm - 05:30 pm	<b>MCQ - 3</b>

## Behavioral Remodeling

<b>Day-4 (25-07-2019)</b>	09:30 am -11:00 am	– Introduction to Communication modes – Verbal and Non-verbal
	11:00 am -11:15 am	<b>Tea break</b>
	11:15 am - 01:15 am	– Kinesics/ Proxemics/Chronemics
	01:15 pm-02:15 pm	<b>Lunch break</b>
	02:15 pm- 03:45 pm	– Effective Listening Techniques and barriers
	03:45 pm – 04:00 pm	<b>Tea break</b>
	04:00 pm - 05:30 pm	– Session Continues
<b>Day-5 (26-07-2019)</b>	09:30 am -11:00 am	– Personality Disorders and Identification Test
	11:00 am -11:15 am	<b>Tea Break</b>
	11:15 am - 01:15 am	– Session Continues
	01:15 pm-02:15 pm	<b>Lunch Break</b>
	02:15 pm- 03:45 pm	– DISC analysis
	03:45 pm – 04:00 pm	<b>Tea Break</b>
	04:00 pm - 05:30 pm	– Session Continues
<b>Day-6 (27-07-2019)</b>	09:30 am -11:00 am	– Classroom delivery enhancement techniques: VAK treatment and kinds of students nomenclature4D Principle
	11:00 am -11:15 am	<b>Tea Break</b>
	11:15 am - 01:15 am	– Session Continues
	01:15 pm-02:15 pm	<b>Lunch Break</b>
	02:15 pm- 04:00 pm	– Session Continues
	04:00 pm – 04:15 pm	<b>Tea Break</b>
	04:15 pm - 05:30 pm	Valedictory and certificate distribution

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