



# 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: Lanka Mahavidyalaya, Lanka

Date: 09-14 September, 2019

Date	Time	Topic	
<b>Behavioral Remodeling</b>			
<b>Day-1 (09-09-2019)</b>	08:30 am -09:30 am	Registration and Reporting	
	09:30 am -10:00 am	Inauguration	
	10:00 am – 10:15 pm	<b>Tea Break</b>	
	10:15 am -01:15 pm	– Introduction to Communication modes – Verbal and Non-verbal	
	01:15 pm - 02:00 pm	<b>Lunch break</b>	
	02:00 pm- 03:45 pm	– Kinesics/ Proxemics/Chronemics	
	03:45 pm – 04:00 pm	<b>Tea break</b>	
<b>Day-2 (10-09-2019)</b>	04:00 pm - 05:30 pm	– Session Continues	
	09:45 am -11:00 am	– Effective Listening Techniques and barriers	
	11:00 am -11:15 am	<b>Tea Break</b>	
	11:15 am - 01:15 pm	– Session Continues	
	01:15 pm – 01:30 pm	– Assessment 1	
	01:30 pm - 02:00 pm	<b>Lunch Break</b>	
	02:00 pm- 03:45 pm	– Personality Disorders and Identification Test	
<b>Day-3 (11-09-2019)</b>	03:45 pm – 04:00 pm	<b>Tea Break</b>	
	04:00 pm - 05:30 pm	– Session Continues	
	09:45 am -11:00 am	– Effective Listening	
	11:00 am -11:15 am	<b>Tea Break</b>	
	11:15 am - 01:30 pm	– Session Continues	
	01:30 pm - 02:00 pm	<b>Lunch Break</b>	
	02:00 pm- 03:45 pm	– Classroom delivery enhancement techniques: VAK treatment and kinds of students nomenclature4D Principle	
<b>Day-4 (12-09-2019)</b>	03:45 pm – 04:00 pm	<b>Tea Break</b>	
	04:00 pm - 05:15 pm	– Session Continues	
	05:15 pm – 05:30 pm	– Assessment 2	
	<b>Use of ICT Tools</b>		
	<b>Day-4 (12-09-2019)</b>	09:45 am - 11:00 am	<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, etc.</li> </ul>
		11:00 am-11:15 am	<b>Tea Break</b>
	<b>Day-4 (12-09-2019)</b>	11:15 pm - 1:30 pm	<ul style="list-style-type: none"> <li>• Download/upload files from/to cloud</li> </ul> <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> </ul>

	01:30 pm-02:00 pm	<b>Lunch Break</b>
	02:00 pm- 03:45 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>Text specifications, front size, bold, italic, underline etc.</li> <li>Text alignment</li> <li>List, table, margin, page setup, print setup etc.</li> </ul>
	03:45 pm – 04:00 pm	<b>Tea Break</b>
	04:00 pm – 05:00 pm	<b>MS Office Word (Contd.)</b> <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> </ul>
	05:00 pm - 05:30 pm	<b>MCQ-1</b>
<b>Day-5 (13-09-2019)</b>	09:45 am - 11:00 am	<b>MS Office Excel (Contd.)</b> <ul style="list-style-type: none"> <li>Procedure of sort and filter</li> <li>Ribbon Icons and their functions Formula implementation and export</li> <li>Performing addition, multiplication, subtraction, percentage, average, maximum, Minimum etc.</li> </ul>
	11:00 am-11:15 am	<b>Tea Break</b>
	11:15 am - 01:30 pm	<b>MS Office Excel (Contd.)</b> <ul style="list-style-type: none"> <li>Use of conditions if etc.</li> <li>Tables &amp; Formatting</li> <li>Conditional Formatting</li> <li>Charts</li> <li>Mail Merge</li> </ul> <b>Module-3 - MS Office Power Point</b> <ul style="list-style-type: none"> <li>Introduction to presentation</li> <li>Creating slides</li> </ul>
	01:30 pm-02:00 pm	<b>Lunch Break</b>
	02:00 pm-03:45 pm	<b>Office Power Point (Cont..)</b> <ul style="list-style-type: none"> <li>Modifying default slide layouts</li> <li>Using pictures, clip arts, animations etc.</li> </ul> <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> </ul>
	03:45 pm - 04:00 pm	<b>Tea Break</b>
	04:00 pm – 05:00 pm	<b>Google Docs (Cont..)</b> <ul style="list-style-type: none"> <li>Creating Google document &amp; sharing</li> </ul> <b>Module-2 - Google Sheets</b> <ul style="list-style-type: none"> <li>Creating Google Sheets</li> </ul>
	05:00 pm - 05:30 pm	<b>MCQ - 2</b>
<b>Day-6 (14-09-2019)</b>	09:45 am - 11:00 am	<b>Google Sheets (Cont..)</b> <b>Module-3 - Google Slides</b> <ul style="list-style-type: none"> <li>Creating Google slides</li> </ul>
	11:00 am-11:15 am	<b>Tea Break</b>
	11:15 am - 01:30 pm	<b>Module-4 - Google Forms &amp; Google Quiz</b> <ul style="list-style-type: none"> <li>Creating Google form</li> <li>Creating a Google quiz</li> </ul>
	01:30 pm – 02:00 pm	<b>Lunch Break</b>
	02:00 pm - 04:00 pm	<b>Google quiz (Cont..)</b> <b>Module-5 Google Classroom</b>
	04:00 pm - 04:15 pm	<b>Tea Break</b>
	04:15 pm – 04:45 pm	<b>MCQ - 3</b>
	04:45 pm - 05:30 pm	<b>Valedictory and Certificate Distribution</b>

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