



# Electronics & ICT Academy

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

Indian Institute of Technology Guwahati, Guwahati, Assam, Pin 781039

Phone: +91-361-2583182/3009, +91-7086502139.

Email: [eictacad@iitg.ac.in](mailto:eictacad@iitg.ac.in), [eictacad@gmail.com](mailto:eictacad@gmail.com)

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

Venue: Rangia College, Rangia

Date: 24-29 June, 2019

Date	Time	Topic
<b>Use of ICT Tools</b>		
Day-1 24-06-2019	09:00 am - 09:30 am	– Registration and Reporting
	09:30 am - 10:00 am	– Inauguration
	10:00 am - 10:15 am	– Tea Break
	10:15 am - 11:30 pm	<b>Computer fundamentals</b> <ul style="list-style-type: none"> <li>– Introduction to ICT and its importance.</li> <li>– Fundamentals of computer</li> <li>– Working with I/O Devices like Printer, Scanner, Webcam etc. (with lab session)</li> <li>– Basic Networking Concepts - Internet, LAN, and IP addresses connectivity etc.</li> </ul>
	11:30 pm – 01:00 pm	<b>Introduction of OS</b> <ul style="list-style-type: none"> <li>– Types of OS</li> </ul> <b>Working with Windows OS</b> <ul style="list-style-type: none"> <li>– Windows version review Win7, 8 and 10</li> <li>– Windows file system overview</li> <li>– Installing and using essential software’s on Windows Open Source Alternatives and their installation on Windows e.g. GIMP, Scribus etc.</li> <li>– Lab session</li> </ul>
	01:00 pm - 01:30 pm	– Lunch Break
	01:30 pm - 03:30 pm	<b>Introduction to internet</b> <ul style="list-style-type: none"> <li>– Introduction to internet</li> <li>– TCP/IP</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> <li>– Lab session</li> </ul>
	03:30 pm - 03:45 pm	– Tea Break
	03:45 pm – 05:15 pm	<b>Starting office suite</b> <ul style="list-style-type: none"> <li>– Office Suite types – Home, Professional, Business, Ultimate and comparison among them</li> <li>– Tools of MS Office</li> <li>– Basic function of each tool with demos</li> </ul> <b>Starting 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>– Lab Session</li> </ul>
	05:15 pm onwards	– MCQ
Day-2 25-06-2019	09:30 am - 11:00 am	<b>MS Office Word</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>– Ribbon Icons and their functions</li> </ul>

		<ul style="list-style-type: none"> <li>- Exporting to PDF</li> <li>- Lab session</li> </ul>
	11:00 am-11:15 am	<ul style="list-style-type: none"> <li>- Tea Break</li> </ul>
	11:15 am - 01:00 pm	<b>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>
	01:00 pm-01:30 pm	<ul style="list-style-type: none"> <li>- Lunch Break</li> </ul>
	01:30 pm-03:30 pm	<b>MS Office Excel</b> <ul style="list-style-type: none"> <li>- Procedure of sort and filter</li> <li>- Performing addition, multiplication, subtraction, percentage, average, maximum, minimum etc.</li> <li>- Lab Session</li> </ul>
	03:30 pm - 03:45 pm	<ul style="list-style-type: none"> <li>- Tea Break</li> </ul>
	03:45 pm – 05:15 pm	<b>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, animations etc.</li> <li>- Lab session</li> </ul> <b>Introduction and Application of SmartBoard</b> <ul style="list-style-type: none"> <li>- SmartBoard vs. Promethean Interactive white Board</li> </ul>
	05:15 pm onwards	<ul style="list-style-type: none"> <li>- MCQ</li> </ul>
Day-3 26-06-2019	09:30 am - 11:00 am	<b>Starting Google Apps</b> <ul style="list-style-type: none"> <li>- Google Docs</li> <li>- Google Sheets</li> <li>- Google Slides</li> <li>- Google Forms</li> <li>- Google Quiz</li> </ul>
	11:00 am-11:15 am	<ul style="list-style-type: none"> <li>- Tea Break</li> </ul>
	11:15 am - 01:00 pm	<ul style="list-style-type: none"> <li>- Google Classroom</li> </ul>
	01:00 pm - 01:30 pm	<ul style="list-style-type: none"> <li>- Lunch Break</li> </ul>
	01:30pm-04:00pm	<ul style="list-style-type: none"> <li>- Project Work</li> </ul>
	04:00pm-04:15pm	<ul style="list-style-type: none"> <li>- Tea</li> </ul>
	04:15pm onwards	<ul style="list-style-type: none"> <li>- Project Evaluation</li> </ul>

## Behavioral Remodeling

Day-4 (27-06-2019)	09:30 am -11:00 am	<ul style="list-style-type: none"> <li>- Introduction to Communication modes – Verbal and Non-verbal</li> </ul>
	11:00 am -11:15 am	<ul style="list-style-type: none"> <li>- Tea break</li> </ul>
	11:15 am - 01:00 am	<ul style="list-style-type: none"> <li>- Kinesics/ Proxemics/Chronemics</li> </ul>
	01:00 pm-01:30 pm	<ul style="list-style-type: none"> <li>- Lunch break</li> </ul>
	01:30 pm- 03:30 pm	<ul style="list-style-type: none"> <li>- Effective Listening Techniques and barriers</li> </ul>
	03:30 pm – 03:45 pm	<ul style="list-style-type: none"> <li>- Tea break</li> </ul>
	03:45 pm - 05:30 pm	<ul style="list-style-type: none"> <li>- Session Continues</li> </ul>
Day-5 (28-06-2019)	09:00 am - 11:00 am	<ul style="list-style-type: none"> <li>- Personality Disorders and Identification Test</li> </ul>
	11:00 am-11:15 am	<ul style="list-style-type: none"> <li>- Tea Break</li> </ul>
	11:15 am - 01:00 am	<ul style="list-style-type: none"> <li>- Session Continues</li> </ul>
	01:00 pm-01:30 pm	<ul style="list-style-type: none"> <li>- Lunch Break</li> </ul>
	01:30 pm- 03:30 pm	<ul style="list-style-type: none"> <li>- DISC analysis</li> </ul>
	03:30 pm – 03:45 pm	<ul style="list-style-type: none"> <li>- Tea Break</li> </ul>
03:45 pm - 05:30 pm	<ul style="list-style-type: none"> <li>- Session Continues</li> </ul>	
Day-6 (29-06-2019)	09:30 am - 11:00 am	<ul style="list-style-type: none"> <li>- Classroom delivery enhancement techniques: VAK treatment and kinds of students nomenclature4D Principle</li> </ul>
	11:00 am-11:15 am	<ul style="list-style-type: none"> <li>- Tea Break</li> </ul>
	11:15 am - 01:00 pm	<ul style="list-style-type: none"> <li>- Session Continues</li> </ul>
	01:00 pm - 01:30 pm	<ul style="list-style-type: none"> <li>- Lunch Break</li> </ul>
	1:30 pm- 04:15 pm	<ul style="list-style-type: none"> <li>- Session Continues</li> </ul>
	04:15 pm – 04:30 pm	<ul style="list-style-type: none"> <li>- Tea</li> </ul>
	04:30 pm onwards	<ul style="list-style-type: none"> <li>- Valedictory and certificate distribution</li> </ul>

\*\*\*\*\*