



Electronics & ICT Academy

(Under Ministry of Electronics and Information Technology, Government of India)
 Indian Institute of Technology Guwahati, Guwahati, Assam, Pin 781039
 Phone: +91-361-2583182,+91-7086502139, 2583009 Email: eictacad@iitg.ac.in



One-week Faculty Development Programme on “Behavioural Remodelling and Use of ICT Tools for Classroom Delivery of Teachers”

Venue: Women’s College Tinsukia

Date: 29 April - 05 May, 2019

Date	Time	Topic
29-04-2019 (Day 1)	08:30 am-09:00 am	– Registration & Reporting
	09:00 am-9:30 am	– Inauguration
	09:30 am-9:45 am	– Tea Break
	09:45 am-12:30 pm	– Basic Skills <ul style="list-style-type: none"> ○ Become familiar with the Excel interface ○ Creating and opening workbooks ○ Working with cells and sheets – Advanced Skills <ul style="list-style-type: none"> ○ Formulae and Functions <ul style="list-style-type: none"> ▪ Using mathematical operators ▪ Using cell references
	12:30 pm-1:00 pm	– Lunch
	01:00 pm-02:15 pm	– Advanced Skills <ul style="list-style-type: none"> ○ Formulae and Functions ○ Using common functions—sum, average, count, vlookup, etc.
	02:15 pm-02:30pm	– Tea Break
30-04-2019 (Day 2)	02:30 pm-04:00pm	– Advanced Skills <ul style="list-style-type: none"> ○ Working with Data ○ Sorting & filtering data ○ Groups & subtotals ○ Using pivots ○ Tables & charts
	04:00 pm	– Recap and MCQs Day 1
	09:00 am-10:30 am	– Basics of Google classroom <ul style="list-style-type: none"> ○ Features and benefits ○ Tour of Google classroom ○ Creating a Google classroom and adding students
	10:30 am-10:45 am	– Tea Break
	10:45 am-12:30 pm	– Google classrooms – Part 1 <ul style="list-style-type: none"> ○ Creating class assignments ○ Using Google docs for creating materials ○ Organizing lesson materials & topics
	12:30 pm-01:00pm	– Lunch
30-04-2019 (Day 2)	01:00 pm-02:15pm	– Google classrooms – Part 2 <ul style="list-style-type: none"> ○ Creating quizzes using forms ○ Using grading tool ○ Class calendars and folders
	02:15 pm-02:30pm	– Tea Break
	02:30 pm-04:00pm	– Google classrooms – Part 3 <ul style="list-style-type: none"> ○ Communication channels ○ Using the stream page ○ Encouraging classroom discussions
	04:00 pm	– Recap and MCQs
	09:00am-10:30am	– Internet & web browsing <ul style="list-style-type: none"> ○ Introduction to digital literacy



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01-05-2019 (Day 3)		<ul style="list-style-type: none"> ○ Understanding and promoting digital citizenship with students ○ Internet safety and privacy
	10:30am-10:45am	– Tea Break
	10:45am-12:30pm	<ul style="list-style-type: none"> – Web development and blogging <ul style="list-style-type: none"> ○ The value of blogging for professional learning & teaching ○ Choosing a platform, managing the settings & widgets – Getting started with blogging <ul style="list-style-type: none"> ○ Setting up and writing blog pots ○ Ideas and best practices for writing ○ Commenting and other interactions
	12:30pm-01:00pm	– Lunch Break
	01:00pm-02:15pm	<ul style="list-style-type: none"> – Smart board in the classroom (part 1) <ul style="list-style-type: none"> ○ Getting Connected and Getting Started ○ Controlling the board ○ Opening programs and Moving windows and Pressing icons
	02:15pm-02:30pm	– Tea
	02:30pm-04:00pm	<ul style="list-style-type: none"> – Smart board in the classroom (part 2) <ul style="list-style-type: none"> ○ How to use Smart board in classroom ○ Learning the smart board interface ○ Designing lesson using word, ppts, in ink aware
	04:00 pm	– Recap and MCQs Day 3
02-05-2019 (Day 4)	09:00am-10:30am	<ul style="list-style-type: none"> – Smart board in the classroom (part 3) <ul style="list-style-type: none"> ○ Understanding capabilities and limitations of smart boards ○ Top features for learning engagement ○ Choosing the right smart board feature for different classroom interactions
	10:30am-10:45am	– Tea Break
	10:45am-12:30pm	– Practice Activity Demonstrate use of smart board features
	12:30pm-01:00pm	– Lunch Break
	01:00pm-02:15pm	– Introduction to Communication modes – Verbal and Non-verbal
	02:15pm-02:30pm	– Tea
03-05-2019 (Day 5)	02:30pm-04:00pm	– Kinesics/ Proxemics/Chronemics
	09:00am-10:30am	– Effective Listening Techniques and barriers
	10:30am-10:45am	– Tea Break
	10:45am-12:30pm	– Personality Disorders and Identification Test
	12:30pm-01:00pm	– Lunch Break
	01:00pm-02:15pm	– Session Continues
	02:15pm-02:30pm	– Tea
04-05-2019 (Day 6)	02:30pm-3:45pm	– DISC analysis
	03:45pm-04:00pm	– Assessment Test 1
	09:00am-10:30am	– DISC analysis
	10:30am-10:45am	– Tea Break
	10:45am-12:30pm	<ul style="list-style-type: none"> – Classroom delivery enhancement techniques <ul style="list-style-type: none"> ○ VAK treatment and kinds of students nomenclature
	12:30pm-01:00pm	– Lunch Break
	01:00pm-02:30pm	– 4D Principle
05-05-2019 (Day 7)	02:30pm-02:45pm	– Tea
	02:45pm-03:45pm	– Session Continues
	03:45pm-04:00pm	– Assessment Test 2
	10:00 am onwards	– Certificate Distribution