



SCHEDULE

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



Date: 27 Jan – 01 Feb, 2020

Venue: HPB Girls’ College, Golaghat

Date	Time	Topic
<i>Use of ICT Tools</i>		
Day-1 (27-01-2020)	09:00 am – 10:00 am	Registration and Reporting
	10:00 am – 10:30 am	Inauguration
	10:30 am – 10:45 am	Tea Break
	10:45 am – 1:00 pm	Module 1: Computer fundamentals <ul style="list-style-type: none"> • Introduction to ICT and its usage in Education • Understanding the computer and its usage • Fundamentals of computer
	01:00 pm -01:30 pm	Lunch Break
	01:30 pm - 03:30 pm	Module 2 - Introduction to different OS <ul style="list-style-type: none"> • Installing and using essential software on Windows Introduction to Internet <ul style="list-style-type: none"> • Basic Networking Concepts – Internet, LAN, DNS, and IP addresses connectivity etc. • Types of network • Data transmission • Searching web-URL
	03:30 pm - 03:45 pm	Tea Break
	03:45 pm - 04:45 pm	Module 3 – Creating and managing Email <ul style="list-style-type: none"> • Creating & managing email • Accessing email, information sharing using email id, file attachment etc. • Download/upload files from/to drive
	04:45 pm – 05:00 pm	MCQ 1
Day-2 (28-01-2020)	09:00 am - 11:00 am	Module 4 – Starting Office Suite Section 1: MS Word <ul style="list-style-type: none"> • Typing character, special character, number etc. • Saving a documents • Finding and replacing text • Text specifications, font size, bold, italic, underline etc. • Text alignment • Lab Session
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	Section 2 - MS Office Excel <ul style="list-style-type: none"> • Row, column identification • Formatting spreadsheet like formatting cell border& background, adding, deleting, renaming a sheet • Procedure of sort and filter • Ribbon Icons and their functions • Formula implementation and export common accountancy and financial analysis calculations
	01:00 pm - 01:30 pm	Lunch Break
	01:30 pm-03:30 pm	Section 3 - MS Office Power Point <ul style="list-style-type: none"> • Introduction to presentation • Creating slides • Modifying default slide layouts • Using Themes • common accountancy and financial analysis calculations



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	03:30 pm – 03:45 pm	Tea Break
	03:45 pm – 04:45 pm	<ul style="list-style-type: none"> • Use of conditions if, ifs, count, countif etc. • Using pictures, clip arts, charts in PowerPoint • Using Animations and Transition etc. • Hyperlinks
	04:45 pm -05:00 pm	MCQ 2
Day-3 (30-01-2020)	09:00 am - 11:00 am	Module 5 Starting Google Apps <ul style="list-style-type: none"> • Google Docs • Google Sheets • Google Slides
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	Module 6 - Google Forms & Google Quiz <ul style="list-style-type: none"> • Creating Google form • Creating a Google quiz
	01:00 pm-01:30 pm	Lunch Break
	01:30 pm-03:30 pm	Module 7 – Introduction to Google Classroom Google classrooms – <ul style="list-style-type: none"> • Creating class assignments • Using Google docs for creating materials • Organizing lesson materials & topics
	03:30 pm – 03:45 pm	Tea Break
	03:45 pm – 04:45 pm	<ul style="list-style-type: none"> • Creating quizzes using forms • Using grading tool • Class calendars and folders • create account, upload online classes in YouTube
	04:45 pm -05:00 pm	MCQ 3
Behavioral Remodeling		
Day – 4 (31-01-2020)	09:00 am - 11:00 am	<ul style="list-style-type: none"> • Introduction to Communication Skills • Effective Communication Skills • Verbal & Non Verbal Communication
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	<ul style="list-style-type: none"> • Effective Listening Skills
	01:00 pm-01:30 pm	Lunch Break
	01:30 pm-03:30 pm	<ul style="list-style-type: none"> • 7 essential listening skills of teachers
	03:30 pm – 03:45 pm	Tea Break
	03:45 pm – 04:45 pm	<ul style="list-style-type: none"> • Barriers of Effective Communication and Listening
04:45 pm -05:00 pm	MCQ 4	
Day-5 (01-02-2020)	09:00 am - 11:00 am	<ul style="list-style-type: none"> • Classroom Management
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	<ul style="list-style-type: none"> • Kinesics/ Proxemics/Chronemics
	01:00 pm-01:30 pm	Lunch Break
	01:30 pm-03:30 pm	<ul style="list-style-type: none"> • kinds of students nomenclature 4D Principle
	03:30 pm – 03:45 pm	Tea Break
	03:45 pm – 04:00 pm	MCQ 5
04:00 pm onwards	Valedictory and Certificate Distribution	
