



# Electronics & ICT Academy

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

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## One Week Faculty Development Programme on *Cognitive and Technical Skills for Modern Classroom Delivery*

Venue: Duliajan College

Date : 20 – 24 January, 2020

Day	Time	Topics	Speakers
<b>Behavioral Remodeling</b>			
Day- 1 (20-01-2020)	08:30 am - 09:15 am	Registration and Reporting	Mr. Anjan Chowdhury Managing Director, Indian Skills Academy, Ulubari, Guwahati, Assam.
	09:15 am - 09:45 am	Inauguration	
	09:45 am to 10:00 am	<b>Tea Break</b>	
	10:00 am - 01:00 am	<ul style="list-style-type: none"> <li>Introduction to Communication modes –Verbal and Non-verbal</li> <li>Kinesics/ Proxemics/Chronemics</li> </ul>	
	01:00 pm - 02:00 pm	<b>Lunch Break</b>	
	02:00 pm - 03:45 pm	<ul style="list-style-type: none"> <li>Effective Listening Techniques and barriers</li> </ul>	
	03:45 pm - 04:00 pm	<b>Tea Break</b>	
	04:00 pm - 05:00 pm	<ul style="list-style-type: none"> <li>Session Continues</li> </ul>	
	05:00 pm to 05:30 pm	Assessment 1 (25 Marks)	
Day - 2 (21-01-2020)	09:30 am - 11:00 am	<ul style="list-style-type: none"> <li>Effective Listening</li> </ul>	Mr. Anjan Chowdhury Managing Director, Indian Skills Academy, Ulubari, Guwahati, Assam.
	11:00 am-11:15 am	<b>Tea Break</b>	
	11:15 am - 01:15 pm	<ul style="list-style-type: none"> <li>Personality Disorders and Identification Test</li> </ul>	
	01:15 pm - 02:00 pm	<b>Lunch Break</b>	
	02:00 pm - 03:45 pm	<ul style="list-style-type: none"> <li>Mentoring Pedagogy</li> </ul>	
	03:45 pm - 04:00 pm	<b>Tea Break</b>	
	04:00 pm - 05:00 pm	<ul style="list-style-type: none"> <li>Classroom delivery enhancement techniques: VAK treatment and kinds of students nomenclature 4D Principle</li> </ul>	
		05:00 pm to 05:30 pm	
<b>Use of ICT Tools</b>			
Day - 3 (22-01-2020)	09:30 am - 11:00 am	<ul style="list-style-type: none"> <li>Introduction to ICT and its importance</li> <li>Introduction to OS</li> <li>Starting Office Suite</li> </ul>	Mr. Abhijit Barkataky Tech Booster, Guwahati
	11:00 am-11:15 am	<b>Tea Break</b>	
	11:15 am - 01:00 pm	<b>MS Word</b> <ul style="list-style-type: none"> <li>Typing character, special character, number etc.</li> <li>Page numbering (With how to number pages differently in the same content)</li> <li>Inserting Tables and Creating table of contents</li> <li>Saving and protecting your documents</li> <li>Keyboard Shortcuts</li> <li>Mail Merge</li> </ul>	
	01:00 pm - 02:00 pm	<b>Lunch Break</b>	
	02:00 pm - 03:45 pm	<b>MS-Excel</b> <ul style="list-style-type: none"> <li>Ribbon</li> <li>Cells/Rows/Columns</li> <li>Formatting Cells</li> </ul>	

		<ul style="list-style-type: none"> <li>• Introduction to basic formulas(Sum/average/percentage)</li> <li>• Charts</li> </ul>	
	03:45 pm - 04:00 pm	<b>Tea Break</b>	
	04:00 pm - 05:15 pm	<ul style="list-style-type: none"> <li>• Introduction to (if/sumif/count/counta/countif)</li> <li>• Conditional Formatting</li> <li>• Lab Session 1</li> </ul>	
	05:15 pm to 05:30 pm	MCQ 1	
Day - 4 (23-01-2020)	09:30 am - 11:00 am	<b>Introduction to MS Power Point</b> <ul style="list-style-type: none"> <li>• The Ribbon</li> <li>• Creating Slides</li> <li>• Slide Layout</li> <li>• Using Pictures and Animations</li> </ul>	Mr. Abhijit Barkataky Tech Booster, Guwahati
	11:00 am-11:15 am	<b>Tea Break</b>	
	11:15 am - 01:00 pm	<b>Signing in to Google</b> <ul style="list-style-type: none"> <li>• Google Apps</li> <li>• Google Drive</li> <li>• Google Drive Tools and Uploading Files/Folders</li> <li>• Google Docs</li> <li>• Google Sheets</li> <li>• Google Slides</li> <li>• Sharing File/Folders</li> </ul>	
	01:00 pm - 02:00 pm	<b>Lunch Break</b>	
	02:00 pm - 03:45 pm	<b>Introduction to Google Forms</b> <ul style="list-style-type: none"> <li>• Usage of Google Forms</li> <li>• The Google form Tabs and changing Themes</li> <li>• Creating a Google Quiz</li> <li>• Sharing the form with respondents and collaborators</li> </ul>	
	03:45 pm - 04:00 pm	<b>Tea Break</b>	
	04:00 pm - 05:15 pm	<ul style="list-style-type: none"> <li>• Analysing responses</li> <li>• Exporting responses to Sheets</li> <li>• Downloading Google form in PDF form</li> <li>• Lab Session 2</li> </ul>	
	05:15 pm to 05:30 pm	MCQ 2	
Day- 5 (24-01-2020)	09:30 am - 11:00 am	<b>Google Classroom</b> <ul style="list-style-type: none"> <li>• Introduction to Google Classroom</li> <li>• Creating a Google Classroom</li> <li>• Joining a Google Classroom</li> <li>• Creating Class Assignments</li> </ul>	Mr. Abhijit Barkataky Tech Booster, Guwahati
	11:00 am-11:15 am	<b>Tea Break</b>	
	11:15 am - 01:00 pm	<ul style="list-style-type: none"> <li>• Controlling the classroom environment (Adding Co-teachers/Muting/Comments)</li> <li>• Using Google Docs to create material</li> <li>• Organizing lessons</li> <li>• Creating assignments</li> </ul>	
	01:00 pm - 02:00 pm	<b>Lunch Break</b>	
	02:00 pm - 03:45 pm	<ul style="list-style-type: none"> <li>• Using Google form to create class assessments</li> <li>• Sharing links and videos</li> <li>• Using the Grading Tool</li> <li>• Lab Session 3</li> </ul>	
	03:45 pm - 04:00 pm	<b>Tea Break</b>	
	04:00 pm - 05:00 pm	Project and MCQ 3	
	05:00 pm to 05:30 pm	Closing and Valedictory Session	