

Report on FDP on “Use of ICT Tools for Classroom Teaching”

A Faculty Development Programme on “Use of ICT Tools for Classroom Teaching” was organized at N.N.Saikia College, Titabar from 22-27 April, 2019 by Electronics & ICT Academy (Under Ministry of Electronics and Information Technology (MeitY), Govt. of India) Indian Institute of Technology Guwahati. Total 58 participants (Assistant Professors) from different institutions of the state of Assam were taking part in this week-long programme. Purabi Poddar, of IIT Guwahati was the Programme Officer and Dr. Partha Protim Saikia and Mr. Uday Narayan Gogoi of N.N.saikia College were the Coordinator of this FDP. The List of all the Participants and the Programme schedule are attached herewith.

LIST OF PARTICIPANTS

| Sl. No. | Name of the Participants | Postal Address |
|---------|--------------------------|--|
| 1 | RAJIB DAS | Dr.ParthaPratimSaikia Assistant Professor Department of Chemistry Nanda Nath Saikia College Dhodar Ali, Titabar-785630, Assam, India Ph No.: 8011940112 |
| 2 | DIPALI BAISHYA | |
| 3 | KAKOLI DAS | |
| 4 | SANGEETA SAIKIA | |
| 5 | MANASHI BORTAMULY | |
| 6 | NAVAMALLIKA SHARMA | |
| 7 | JONALI SAIKIA BORKAKOTY | |
| 8 | Gitanjali Gogoi | |
| 9 | Jayanta Madhab Borah | |
| 10 | Bhaskar Jyoti Saikia | |
| 11 | MONIKHA SAIKIA | |
| 12 | PRIYANKA BHUYAN | |
| 13 | BORNALI SAIKIA | |
| 14 | MRINALI KAGYUNG | |
| 15 | Nirmal Jyoti Konwar | |
| 16 | RAJANISH SAIKIA | |
| 17 | SWAGATAM DEVA NATH | |
| 18 | RABINDRA BORDOLOI | |
| 19 | KONNAKI KONWAR | |
| 20 | MitaliChetia | |
| 21 | Bisakha Devi Das | |
| 22 | SNIGDHA RANI RABHA | |
| 23 | GAUTOM BORAH | |
| 24 | SHAHIL HUSSAIN | |
| 25 | Udoy Narayan Gogoi | |
| 26 | ParthaPratimSaikia | |
| 27 | Dusmanta Kumar Sut | |
| 28 | MANASH JYOTI BORAH | DR. MANASH JYOTI BORAH Assistant Professor Department of Mathematics Bahona College Bahona, Jorhat, Assam Pin 785101 Ph No.: 9435091370 |
| 29 | Ilaxi Bora | Mr. SIMANTA BORAH Assistant Professor Department of Geography Borholla College P.O. Borholla Dist: Jorhat Pin: 785631 Assam Ph No.: 8638299798 |
| 30 | SIMANTA BORAH | |
| 31 | MARAJUL HUSSAIN BORDOLOI | Ms. Rupanjita Bora Assistant Professor Chandra Nath Bezboruah College Bokakhat – 785612, Assam Ph No.: 8638771587 |
| 32 | MOYURI BORA | |
| 33 | Rupanjita Bora | Ms. TUMPA PAUL |
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| 35 | ROMEN KALITA | Mr. ROMEN KALITA Assistant Professor Department of Economics Dikhowmukh College P.O. BharaluaTiniali Gaurisagar, Sivasagar Pin: 785664, Assam Ph NO.: 7002053156 |
| 36 | NOMAMI DUTTA | Ms. NOMAMI DUTTA Assistant Professor Department of Commerce Gargaon College Sivasagar- 785686, Assam Ph No.: 9859364620 |
| 37 | MEGHALI BORA | |
| 38 | RATNA DAS | |
| 39 | NITALI B KONWAR | |
| 40 | POLI KONWAR | |
| 41 | PALASH HANDIQUE | Mr. PALASH HANDIQUE Assistant Professor Department of Economics HemoProvaBorbora Girls' College Bengenakhowa, Golaghat, Assam (India).785621 Ph No.: 7002628614 |
| 42 | BHASKAR KHANIKAR | Dr. RASHMI REKHA SAIKIA Assistant Professor Department of Zoology Jagannath Barooah College Jorhat, Assam (Pin : 785001) Ph No.: 9864329016 |
| 43 | RASHMI REKHA SAIKIA | |
| 44 | DHIRAMANI BHUYAN | Ms. DIPTI TAMULI Assistant Professor Department of Sociology Kakojan College Kakojan, Jorhat, Pin-785107, Assam, India Ph No.: 9435153818 |
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| 46 | ASHISH PRATIM HAZARIKA | |
| 47 | PRASANNA HAZARIKA | |
| 48 | JAYANTA DUARAH | |
| 49 | JUNMONI BORUAH | |
| 50 | Anita Das | |
| 51 | MONIMALA BORGHAIN | Mr. BOSANTA KUMAR BORAH Assistant Professor Department of History Mariani College Mariani – 785634, Jorhat, Assam Ph No.: 7002577203 |
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| 53 | BOSANTA KUMAR BORAH | |
| 54 | Dr. Moon Moon Bora | |
| 55 | KUNDAN HAZARIKA | |
| 56 | JYOTIKA MEDOK | |
| 57 | DHANANJOY BISWAS | |
| 58 | JUGAL CHANDRA SONOWAL | |



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Faculty Development Programme on “Use of ICT Tools for Classroom Teaching”

Date: 22-27 April, 2019

Venue: Nanda Nath Saikia College, Titabar

| Date | Time | Topic |
|-------|---------------------|--|
| Day-1 | 09:30 am – 10:30 am | Registration and Reporting |
| | 10:30 am – 10:45 am | Tea Break |
| | 10:45 am – 11:15 am | Inauguration Welcome Agenda Course Objective and Interactive session |
| | 11:15 am -01:15 pm | Chapter 1 - Computer fundamentals Module 1 – <ul style="list-style-type: none"> • Introduction to ICT and its Importance • Fundamentals of computer <ul style="list-style-type: none"> ➤ Computer definition and its different types ➤ Introduction with hardware peripherals (RAM, Motherboard, Hard disk) ➤ Working with I/O Devices like Printer, Scanner, Webcam etc. (with lab session) Module 2 Introduction to OS |
| | 01:15 pm -01:45 pm | Lunch Break |
| | 01:45 pm - 03:45 pm | Chapter 2 - Working with Windows OS <ul style="list-style-type: none"> • Installing and using essential softwares on Windows • Open Source Alternatives and their installation on Windows e.g. 7zip Chapter 3 - Introduction to Internet <ul style="list-style-type: none"> • Basic Networking Concepts – Internet, LAN, and IP addresses connectivity etc. • Searching web-URL |
| | 03:45 pm - 04:00 pm | Tea Break |
| | 04:00 pm - 04:30 pm | MCQ-1 |
| Day-2 | 09:30 am - 11:00 am | <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 |
| | 11:00 am-11:15 am | Tea Break |
| | 11:15 am - 01:15 pm | Chapter 4 – Starting Office Suite Module 1 - Starting Word <ul style="list-style-type: none"> • Typing character, special character, number etc. • Saving a documents • Finding and replacing text |

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| | | <ul style="list-style-type: none"> Text specifications, front size, bold, italic, underline etc. Text alignment Lab Session |
| | 01:15 pm-01:45 pm | Lunch Break |
| | 01:45 pm-03:45 pm | <ul style="list-style-type: none"> List, table, margin, page setup, print set up etc. Ribbon Icons and their functions Basic Shortcut Keys Lab Session |
| | 03:45 pm – 04:00 pm | Tea Break |
| | 04:00 pm – 04:30 pm | MCQ-2 |
| Day-3 | 09:00 am - 11:00 am | Module 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 Lab Session |
| | 11:00 am-11:15 am | Tea Break |
| | 11:15 am - 01:15 pm | <ul style="list-style-type: none"> Performing addition, multiplication, subtraction, percentage, average, maximum, minimum etc. Use of conditions if, ifs, count, countif etc. |
| | 01:15 pm-01:45 pm | Lunch Break |
| | 01:45 pm-03:45 pm | <ul style="list-style-type: none"> Preparation of Charts Cell references – Absolute, Relative, Mixed Mail Merge Lab session |
| | 03:45 pm – 04:00 pm | Tea Break |
| | 04:00 pm – 04:30 pm | MCQ-3 |
| Day – 4 | 09:00 am – 11:00 am | Module 3 - MS Office Power Point <ul style="list-style-type: none"> Introduction to presentation Creating slides Modifying default slide layouts Using Themes |
| | 11:00 am-11:15 am | Tea Break |
| | 11:15 am – 01:15 pm | <ul style="list-style-type: none"> Using pictures, clip arts, charts in PowerPoint Using Animations and Transition etc. Hyperlinks Lab Session |
| | 01:15 pm – 01:45 pm | Lunch Break |
| | 01:45 pm - 03:45 pm | Chapter 5 Starting Google Apps Module 1 - Google Docs <ul style="list-style-type: none"> Introduction to Google Docs Creating Google document & sharing Module 2 - Google Sheets <ul style="list-style-type: none"> Creating Google Sheets Module 3 - Google Slides <ul style="list-style-type: none"> Creating Google slides Formatting Google slides background, adding, deleting, renaming a slide |



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| | 03:45 pm - 04:00 pm | Tea Break |
| | 04:00 pm - 04:30 pm | MCQ-4 |
| Day-5 | 09:00 am - 11:00 am | Module 4 - Google Forms & Google Quiz <ul style="list-style-type: none"> • Creating Google form • Creating a Google quiz • Lab Sessions |
| | 11:00 am - 11:15 am | Tea Break |
| | 11:15 am - 01:15 pm | Module 6 – Introduction to Google Classroom |
| | 01:15 pm - 01:45 pm | Lunch Break |
| | 01:45 pm - 03:45 pm | Chapter 5– Introduction and Application of SmartBoard <ul style="list-style-type: none"> • SmartBoard vs. Promethean Interactive white Board |
| | 03:45 pm - 04:00 pm | Tea Break |
| | 04:00 pm - 04:30 pm | MCQ-5 |
| Day-6 | 09:30 am – 11:00 am | Chapter 6 - Introduction to HTML&CSS <ul style="list-style-type: none"> • Client/Server architecture • Html tags & examples <ul style="list-style-type: none"> ➤ Html tags and their syntax ➤ Creating web pages • Html pages in local and remote servers • Html in real world scenario |
| | 11:00 am - 11:15 am | Tea Break |
| | 11:15 am – 01:15 pm | <ul style="list-style-type: none"> • Basic introduction to CSS • Concept of Web Server • Concept of public web hosting and live demo |
| | 01:15 pm – 01:45 pm | Lunch Break |
| | 01:45 pm – 03:45 pm | Project Evaluation |
| | 03:45 pm - 04:00 pm | Tea Break |
| | 04:00 pm onwards | Valedictory and Certificate Distribution |
