

**Government Degree College
Ravulapalem**



**Report of
Faculty Development Program
On "ICT TOOLS"
28-03-2022 to 30-03-2022**

**By
Department of Computer Science & Applications
In collaboration with IQAC**

**Government Degree College
Ravulapalem**



**Report of
Faculty Development Program
On "ICT TOOLS"
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Government Degree college
Ravulapalem
IQAC &
Department of Computer Science & Applications

REQUEST LETTER

16/3/2022
Respected Sir,

Sub: Request permission to organize a 3 day workshop on ICT tools for our college staff
-Reg

As directed by IQAC, the department of Computer Science & Applications in association with IQAC is intending to conduct a 3 day workshop on ICT tools as a part of Faculty Development Program for the teaching & non-teaching staff of our college. The workshop will be conducted on 28th, 29th and 30th of March '22 from 3 to 5 PM at MANA TV room through an Activity Based Learning (ABL) approach.

Hence, we request you to grant permission to conduct the workshop. We also request you to allocate 1000/- in advance for meeting the expenditure of the program.

Thanking you.

Yours faithfully

Sailaja V


Government Degree college
Ravulapalem
IQAC &
Department of Computer Science & Applications

CIRCULAR

All the staff members of Department of Computer Science & Applications and IQAC coordinator are hereby informed that there will be a meeting held at Computer Lab to discuss about the following aspects from 3:00 PM to 3:30 PM today i.e., on 14.03.2022

Meeting Agenda:

1. To organize a workshop on ICT tools as a part of Faculty Development Program to the Teaching and Non Teaching staff of the college.
2. To discuss the preferred dates and time of the FDP.
3. To formulate the table of contents for the FDP.


Principal 14/3/2022

Government Degree college
Ravulapalem
IQAC &
Department of Computer Science & Applications
Minutes of Meeting
15.03.2022

A meeting was held by the HoD ,Department of Computer Science & HoD, Department of Computer Applications in association with IQAC at Computer Lab in GDC, Ravulapalem .

The following Members attended the meeting:

1. Smt.U.Subhashini, HoD, Department of Computer Applications & IQAC Coordinator
2. Smt.V.Sailaja, HoD, Department of Computer Science
3. Sri.K.S.N.Prasad, Lecturer in Computer Science
4. Smt. K.Sridevi, Lecturer in Computer Science

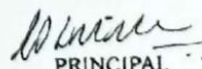
Agenda:

4. To organize a workshop on ICT as a part of Faculty Development Program to the Teaching and Non Teaching staff of the college.
5. To discuss the preferred dates and time of the workshop.
6. To formulate the table of contents for the workshop.

Resolutions:

1. It is resolved to conduct a 3 day workshop on ICT tools for both the teaching and non - teaching staff.
2. It is resolved to conduct the workshop from 3 to 5 PM in the evening.
3. It is resolved to conduct the workshop from 28.03.2022 to 30.03.2022.
4. It is resolved to conduct the workshop in Activity Based Learning (ABL) approach.
5. It is resolved to teach the required computer skills such as word, excel and Google Services for the teaching and non -teaching staff.

1. Smt.U.Subhashini
2. Smt.V.Sailaja
3. Sri.K.S.N.Prasad
4. Smt. K.Sridevi


PRINCIPAL
Government Degree College
Ravulapalem-533238, E.G.Dt.

Government Degree college
Ravulapalem
IQAC &
Department of Computer Science & Applications

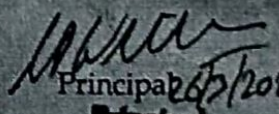
Dt: 26.03.2022

CIRCULAR

The department of Computer Science & Applications in association with IQAC is conducting a 3 day workshop on ICT tools as a part of FDP for the teaching & non-teaching staff of our college. The workshop will be conducted on 28th, 29th and 30th of March '22 from 3 to 5 PM at MANA TV room. This is an Activity Based Learning (ABL) approach. Hence all the staff members are requested to arrange for an individual laptop.

For further details contact:

1. Smt.U.Subhashini, HoD, Department of CA & IQAC Coordinator
2. Smt.V.Sailaja, HoD, Department of Computer Science
3. Sri.K.S.N.Prasad, Lecturer in Computer Science
4. Smt. K.Sridevi, Lecturer in Computer Science


Principal
Principal
GOVT. DEGREE COLLEGE
RAVULAPALEM, G.D.M.

FLYER



ESTD 1981

GOVERNMENT DEGREE COLLEGE, RAVULAPALEM NAAC Accredited with 'B' Grade(2.61 CGPA)

(Affiliated to Adikavi Nannaya University)

Beside NH-16, Main Road, Ravulapalem-533238, East Godavari Dist., A.P., INDIA.

E-Mail: jkcrjyec.ravulapalem@gmail.com, Tel: 08855-257061



ISO 50001:2011, ISO 14001:2015, ISO 9001:2015 Certified College

FDP on ICT Tools to Teaching & Administrative Staff By Department of CS & CA in Association with IQAC



DAY 1

MS-WORD

DAY 2

MS-EXCEL

DAY 3

GOOGLE APPS



Date : 28-Mar-22 to 30-Mar-22 Time: 3 pm- 5 pm

Sri KSN PRASAD
LEC. IN COMP.SCIENCE

Smt V SAILAJA
HOD COMP.SCIENCE

Smt U.Subhashini
IQAC Coordinator
HOD-COMP. APPLICATIONS

Sri Bh.S.V.V.N.S.Murthy
Vice Principal

Dr.C.Krishna
RID(FAC), Principal,
GDC RAVULAPALEM

GOVERNMENT DEGREE COLLEGE, RAVULAPALEM

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E-Mail: jkcrjyec.ravulapalem@gmail.com, Website: www.gdcvpm.ac.in, Tel: 08855-257061

ISO:50001:2011, ISO 14001:2015, ISO 9001:2015 Certified College

Internal Quality Assurance Cell

&

Department of Computer Science & Applications

Organising

FACULTY DEVELOPMENT PROGRAMME

ICT TOOLS

On 28th March 2022 TO 30th March 2022

Attendance Sheet

Time: 03:00pm to 5:00pm

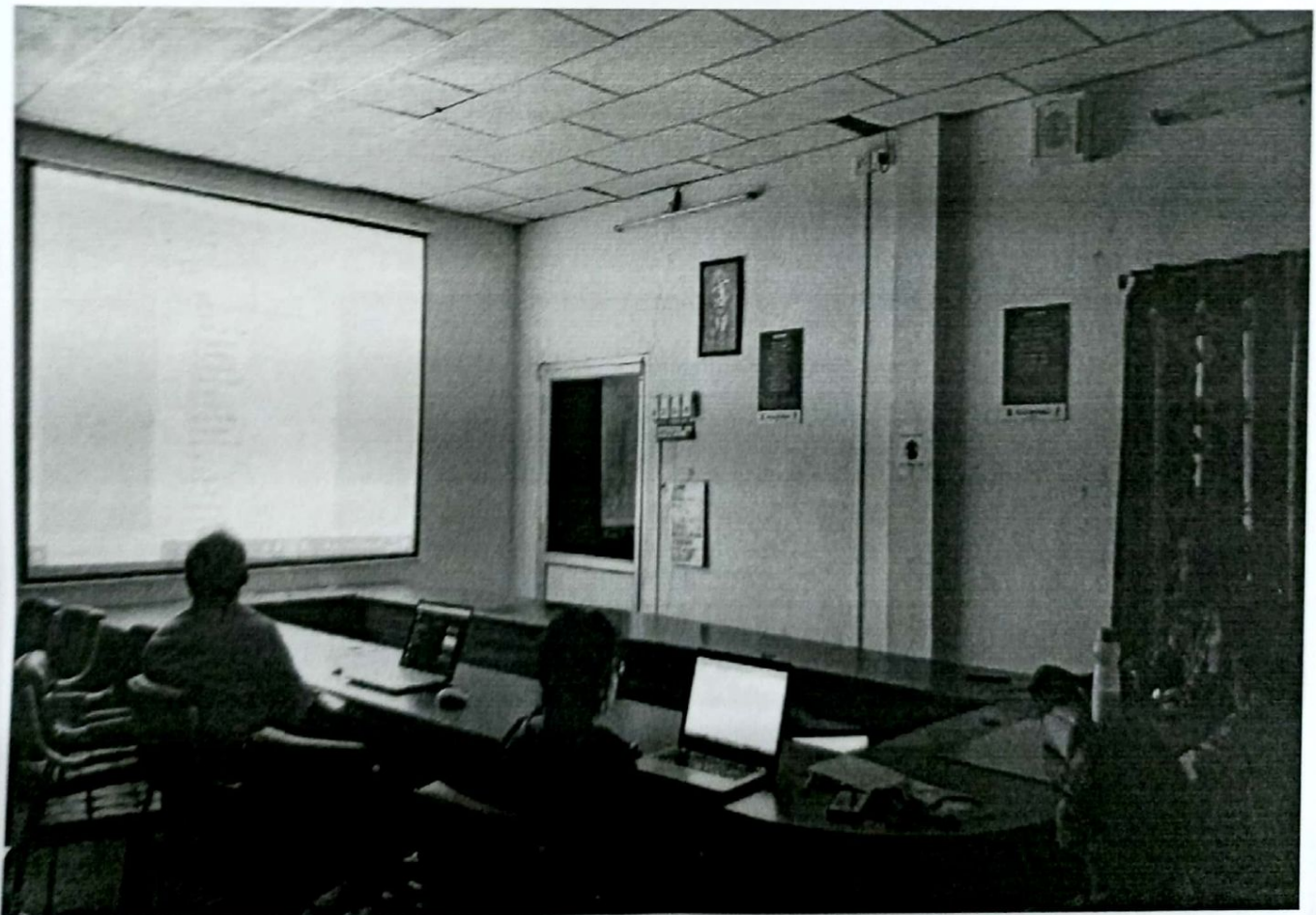
S.No	Name of the Faculty	28.03.2022	29.03.2022	30.03.2022
1	Sri Bh.S.V.V.N.Satya Murthy			
2	Ms.G.Soni			
3	Dr.G.Hari Babu			
4	Sri S.Chinababu			
5	Smt.K.Rajani			
6	Sri.B.Srinivasa Rao			
7	Smt.V.Sailaja			
8	Smt.M.Hemalatha			
9	Smt.K.Parvathidevi			
10	Smt.A.S.S.Sowjanya			
11	Sri.V.Sidharda Kumar			
12	Sri.K.S.N Prasad			
13	Smt.S.Vijaya Lakshmi			
14	Sri.K.Durgababu			
15	Sri.D.Anil Kumar			
16	Smt.K.Sridevi			
17	Smt.M.Lakshmi			
18	Ms.A.Lakshmi Bhavani			
19	Sri P.S.V. Prasad			
20	Sri.Ch.Abinay			
21	Sri.N.V.V.JanakyaRam			
22	Sri.N.Yuvaraju			
23	Smt.S.Swarnalatha			
24	Smt. Sasi Kumari			
25	Sri P.N.Satyanarayana			
26	Sri P.Balaji			
27	Sri P.Ramachandra Rao			

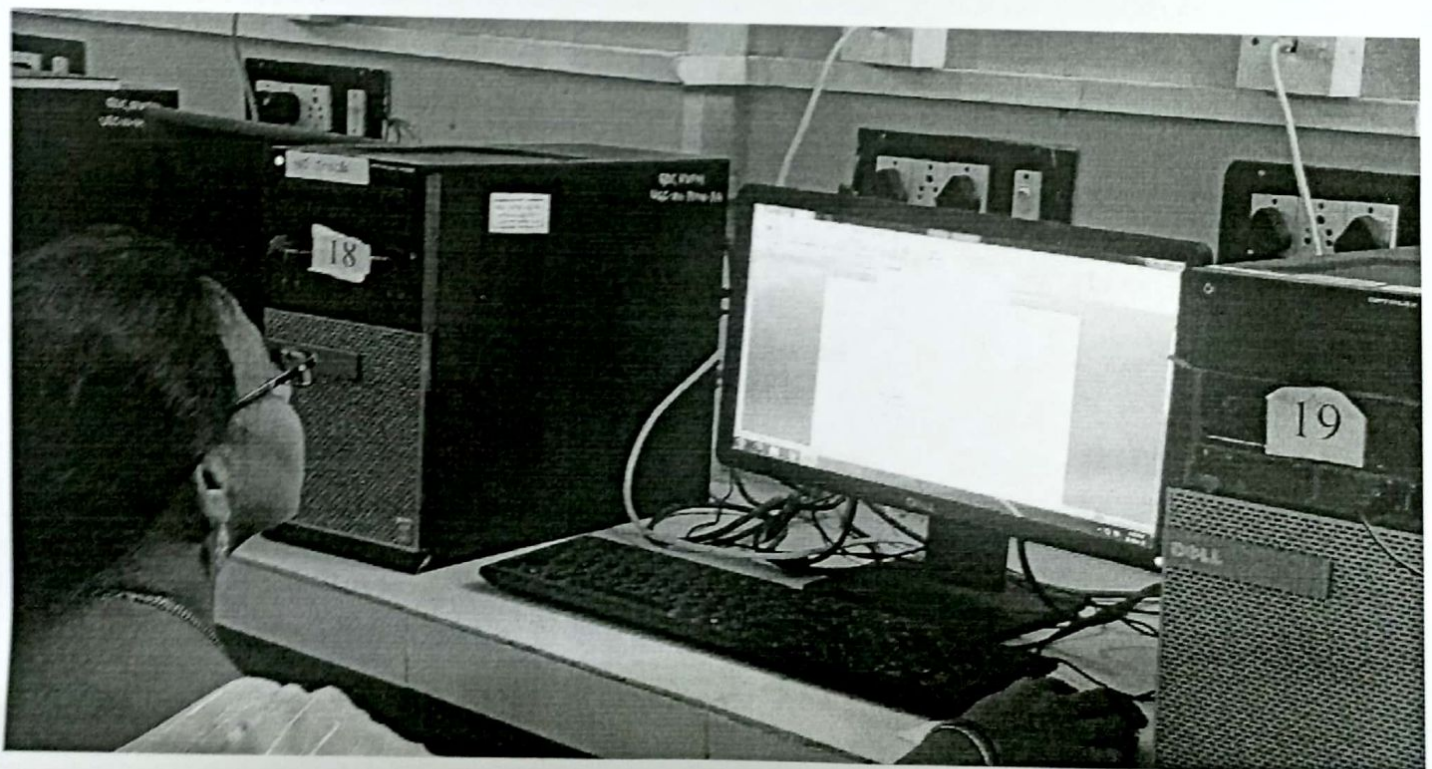
photos



Inaugural Speech by Vice-Principal Sri Bh.S.V.V.N.Satya Murthy







Faculty Practicing After the end of session

Workshop on ICT Tools

Day -1 28.03.2022

Word Exercises

I. Using table option

1. Open New Document
2. Adjust the margins
3. Click on Insert tab
4. Select table of 7 rows and 7 columns
5. Add text in each cell
6. Format as required by setting the design, border, etc for the table
7. Insert picture in a cell
8. Cropping the picture
9. Changing the text wrapping option
10. Setting uniform width and height of the Col and Row
11. Setting varies sizes of col and row
12. Merge cells

II. Using Shapes and preparing brochure

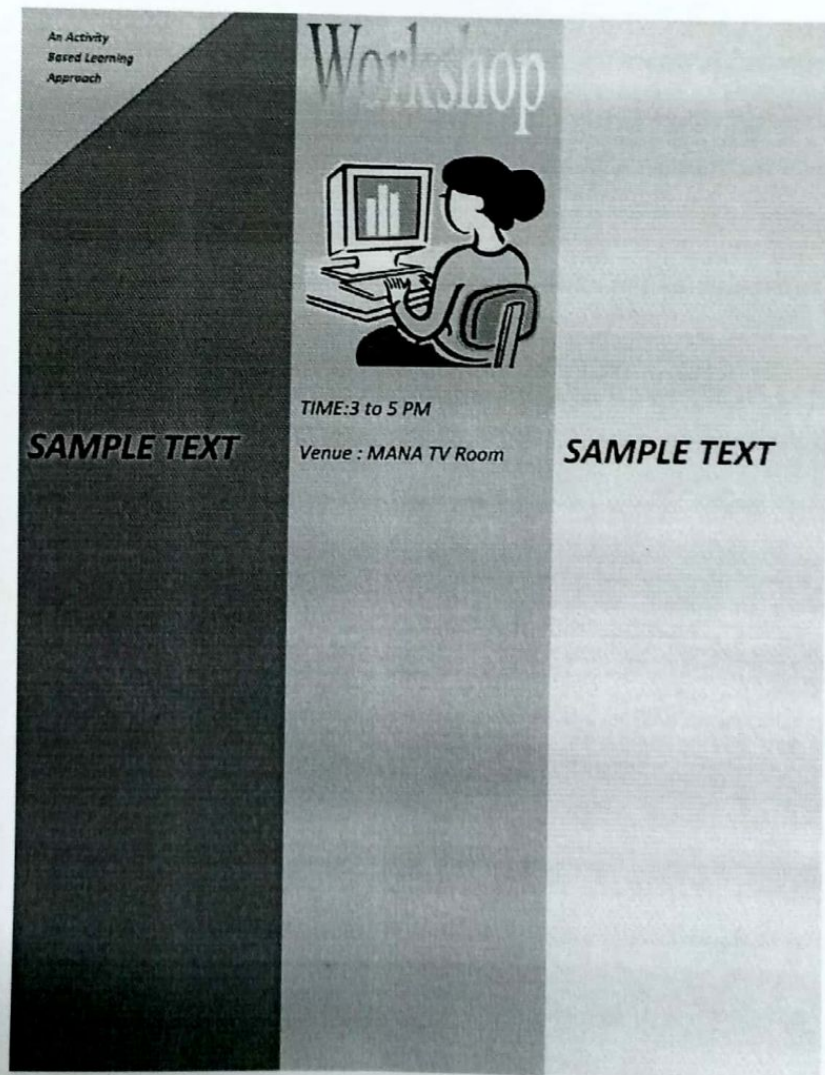
1. Make page into three parts
2. Insert shape and use shape filling options(colors)
3. Insert word art
4. Insert Picture/Clipart
5. Removing the shape outline to hide the borders

III. Using Header/Footer/Page Number for material preparation

1. Choose Header
2. Add Title
3. Choose Page number
4. Home/Bullet and Numbering
5. Page Layout/Watermark
6. Page Layout/ Page Borders
7. Page Layout/Page Color

Assignment-1

1. Prepare a department certificate by incorporating the following components
 - a. Insert a shape of desired length and width.
 - b. Fill the Shape with color.
 - c. Place border to the shape.
 - d. Insert college Logo(can download from internet).
 - e. Make the heading attractive by applying various styles,sizes,color.
 - f. Align the content properly.
2. Prepare a similar brochure with your desired colors for any event organized by your department.



Workshop on ICT Tools

Day -2 29.03.2022

Excel Exercises

1. Usage of Charts
2. Using Formulae
3. Formatting the cells
4. Setting Page Layout
5. Various Types of Views

1. To make all the staff members (Teaching & Non Teaching) comfortable and confident using the office tools.

2. For acquiring skills to do the daily tasks with more efficiency.

Department of Computer Science & Applications in association with IQAC has conducted a 3 Day Faculty Development Program for the Teaching & Non-teaching of the college on three consecutive days i.e., 28th, 29th, 30th of March 2022 with permission from the Principal Dr.C.Krishna garu.

On the first day, Sri Bh. Bh.S.V.V.N.Satya Murthy, Vice principal inaugurated the program with a speech about the use of ICT tools in today's digital world. Smt.V.Sailaja, HoD of Computer Science started the Day 1 Session with use of MS Word through practical exercises.

On Day 2, Sri K.S.N. Prasad, Lecturer in Computer Science demonstrated the various tools of MS Excel through real time examples.

Government Degree College, Ravulapalem
3 Day Faculty Development Program

On
"ICT Tools"

Report

Objective:

1. To make all the staff members (Teaching & Non Teaching) comfortable and confident using the office tools.
2. For acquiring skills to do the daily tasks with more efficiency.

Department of Computer Science & Applications in association with IQAC has conducted a 3 Day Faculty Development Program for the Teaching & Non -teaching of the college on three consecutive days i.e., 28th, 29th, 30th of March 2022 with permission from the Principal Dr.C.Krishna garu.

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On Day 2, Sri.K.S.N. Prasad, Lecturer in Computer Science demonstrated the various tools of MS Excel through real time examples.

On Day 3, Smt. U.Subhashini, HoD of Computer Applications gave an insight of the frequently used Google Apps such as Creating Google forms, Google Sheets, Google Classroom etc.

1. U. Subhashini
2. Sailaja V
3. KSN
4. K. Sridhar

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RAVULAPALEM

