2022-2023

St.Joseph's Degree College

Sunkesula Road

Kurnool

Faculty Development Programme

on

"Using ICT tools"

Academic Year

2022-23

Course Co-ordinators:

Mr. P.Siva Kumar

Mr. Viswanath

P.Srujana

Request Letter

Kurnool
4-6-2022

To
The Chairman,
Internal Quality Assurance Cell,
St. Joseph's Degree College,
Kurnool.

Respected Sir/Madam,

Sub: - Request for permission to conduct Faculty Development Program for the school teachers of St.Joseph's to equip them with the required computer knowledge – Reg.

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It is essential for all school teachers to use ICT Tools along with chalk and board in the class.

Keeping the necessity of ICT and the importance of information technology the department of the Department of Computer science has decided to organize computer literacy program for the teachers of all St.Joseph's affiliated schools. The school staff will learn to use technology and ICT tools effectively in their teaching methods and use computers in their daily activities.

So I request to consider the proposal and permit to conduct the FDP.

With Regards,

(S Latha Rani)

Head, Computer Science Department.
Copy to:

1. Copy to Principal
2. Copy to SJQAC Coordinator

St. Joseph's Degree College
Sunkesula Road, Kurnool-518004, AP

Gist

A faculty development program on "**COMPUTER FUNDAMENTALS AND ICT TOOLS**" was conducted by computer science department of St.Joseph's Degree College, Kurnool for (3 days).

Topics covered in FDP are

1. Introduction of computer science- by Viswanath
2. Basics of Computers
   - Ms Word-Viswanath
   - MS Excel- P.Srujana
   - MS Powerpoint- P.Shiva Kumar
   - LMS –P.Shiva Kumar

The program aims is to equip the participants with the basic knowledge of computers, so that they are in a position to do their work seamlessly without any hassles and reduce dependence. This will go a long way in improving efficiency and expedite their day to day works. It also seeks to teach the staff various concepts relating to LMS domain for facilitating better interaction with students.

SYLLABUS FOR FDP

Days	CLASS WORK Timings: 9AM to 12 pm	PRACTICE SESSION Timings:2 to 5pm
Day-1	Definition of Computer Characteristics and Applications of Computers Types of Computer, Input Devices, Output Devices. **Ms-Word : Introduction:** Parts of Ms-Word, Tabs and Ribbons, Document Windows, Office Button and Save **Creating, Editing and Formatting Document:** **Creating Document**, setting Fonts, and Alignment, Cut, Copy, and Paste, Paste Special, Undo & Redo, Moving, Finding, and Replacing a Character	**Practice Session** **(09-06-2022)**
Day-2	**MS EXCEL Introduction:** Tabs and Ribbons, Document Windows, Office Button and Save **Entering, Editing and Formatting Data:** Entering Data, Fonts, Fills, and Alignment, Cut, Copy, and Paste, Paste Special, Undo & Redo, Moving, Finding, and Replacing a Value **Managing Worksheets** :Naming and Moving Worksheets, Adding, Deleting and Hiding Worksheets	**Practice Session** **(10-06-2022)**
Day-3	**MS Power Point**:Creating new presentation, areas of screen, choosing design,Creating title page,adding more slides and layouts, Adding objects (Charts, pictures, Graph, Text Box, Word Art) Adding Transistions and Custom Animations Changing the order and playing the presentation **LMS Basics-** Create online courses in Moodle, add assignments, keeping an eye on students' progress. Conducting online Quiz in Moodle	**Practice Session** **(11-06-2022)**

St.Joseph's Degree College
Sunkesula Road,Kurnool.

Department of Computer Science

TECH PRAVESANA

A 3 Day FDP on ICT Tools & LMS

(09.06.2022 To 11.06.2022)

S.No.	Name of the Teacher	09.06.2022		10.06.2022		11.06.2022	
		F.N.	A.N.	F.N.	A.N.	F.N.	A.N.
1	Gouthami Suguru	S.Gouthami	S.Gouthami	S.Gouthami	S.Gouthami	S.Gouthami	S.Gouthami
2	Eleena Rathna	I.Eleena	Rathna	I.Eleena	I.Eleena	I.Eleena	I.Eleena
3	Padmaja Dondapati	D.Padmaja	D.Padmaja	D.Padmaja	D.Padmaja	D.Padmaja	D.Padmaja
4	Rangabhavani Modi	Bhavani.M	Bhavani.M	Bhavani.M	Bhavani		
5	Shaik Rabia Begum	S.Rabia Begum	S.Rabia Begum	S.Rabia Begum	S.Rabia Begum	S.Rabia Begum	S.Rabia Begum
6	Asia Badenalki	Asia	Asia	Asia	Asia	Asia	Asia
7	Mounika Mopuri	Mounika	Mounika	Mounika	Mounika	Mounika	
8	Himabindu Rupineni	Bindu	Bindu	Bindu	Bindu	Bindu	Bindu
9	Sumithaa Hanumantakaai	Sumithaa	Sumithaa	Sumithaa	Sumithaa	Sumithaa	Sumithaa
10	Farzana Parveen Syeda	Farzana	Farzana	Farzana	Farzana	Farzana	Farzana
11	Shabana Baby Syeda Mohammed	Shabana	Shabana	Shabana	Shabana	Shabana	Shabana
12	Shaik Zeenathunnisa	S.Zeenath	S.Zeenath	S.Zeenath	S.Zeenath	S.Zeenath	S.Zeenath
13	Shaik Mahajabeen Begum	S.Mahajabeen Begum	S.Mahajabeen Begum	S.Mahajabeen Begum	S.Mahajabeen Begum	S.Mahajabeen Begum	S.Mahajabeen Begum
14	Samozai Huma Jahandar Khatoon	S.Huma	S.Huma	S.Huma	S.Huma	S.Huma	S.Huma
15	Sreedevi Chivreddy	C.Sreedevi	C.Sreedevi	C.Sreedevi	C.Sreedevi	C.Sreedevi	C.Sreedevi
16	Boney Prem Angela	Angela	Angela	Angela	Angela	Angela	Angela
17	Subhashini A	A.Subhashini	A.Subhashini	A.Subhashini	A.Subhashini	A.Subhashini	A.Subhashini
18	Prathyusha Chinthala						
19	Sireesha Kottamasum	K.Sireesha	K.Sireesha	K.Sireesha	K.Sireesha	K.Sireesha	K.Sireesha
20	Radhamma Sereddy	S.Radha	S.Radha	S.Radha	S.Radha	S.Radha	S.Radhamma

A.Vijayalakshmi

A.Vijayalakshmi

FACULTY ATTENDANCE SHEETS

S.No.	Name of the Teacher	09.06.2022		10.06.2022		11.06.2022	
		F.N.	A.N.	F.N.	A.N.	F.N.	A.N.
21	Madari Humera Begum						
22	Avula Devaraju						
23	Yedire Vinod Kumar						
24	Noonepalli Karunakara Rao						
25	Alluri Gangaiah						
26	Jama Samuel						
27	Kadudas Suman Chandra						
28	Vangala Someswaraiah						
29	Kolluri Ravi Prem Kumar						
30	Gurrapolu Narasimha						
31	Annepogu Sharon Solomon						
32	Tummulla Jaya Krishna						
33	Mohammed Ariff Basha						
34	Kolli Mallikarjuna Sastry						
35	Uchakkagari Sudhakar						
36	Gurram Sunil						
37	Gopisetty Rasool Royal						
38	Bangaru Rakesh Reddy						
39	Raguru Sreedhara Setty						
40	Silla Satish						
41	Maladakanti Nagapravan Kumar						
42	Thiriveedhi Jaya Prakash Narayana						
43	A. Vijaya Lakshmi						
44	S. Manohar Raju	—	—				

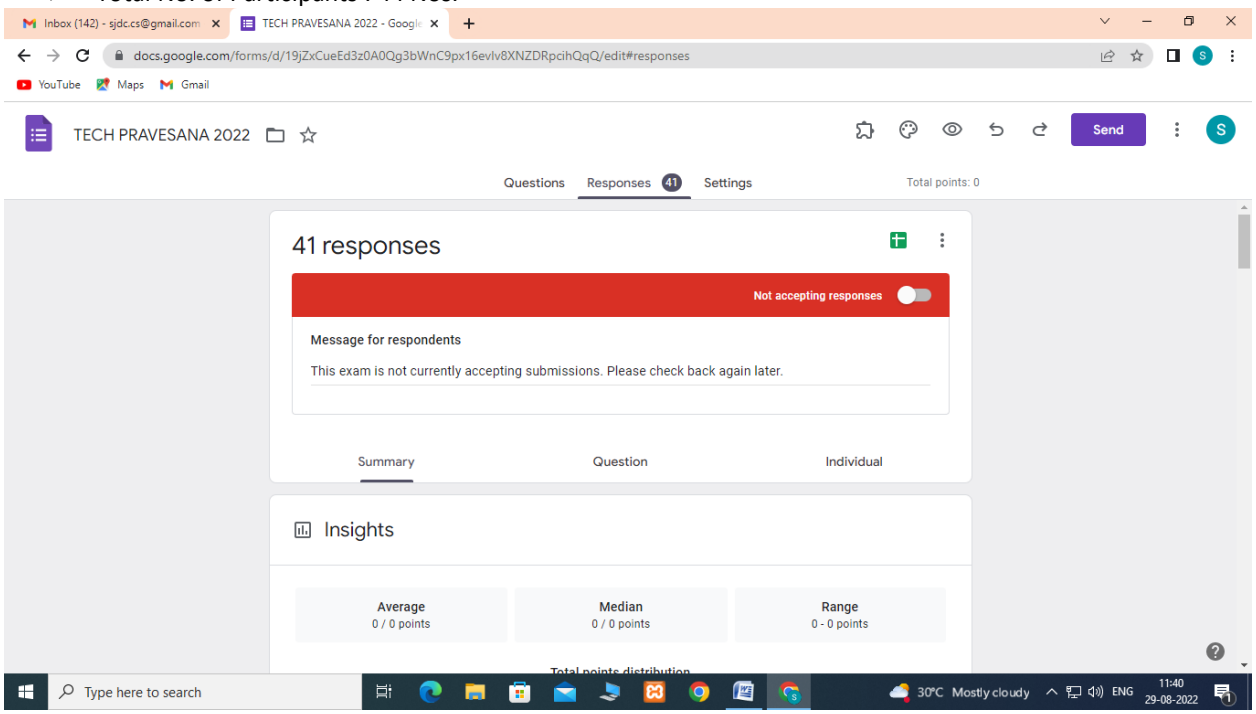
Feedback Link:

https://forms.gle/fP9YjPZy7usvd1H48

No. of Days: 03

Target Participants:

- Teachers of St.Joseph's Institutions
- Total No. of Participants : 44 Nos.



Duration:

The Course was conducted from 09-06-2022 to 11-06-2022

FDP PHOTOS

St.Joseph's Degree College
TECH PRAVESANA
2022
11.06.2022 16:50

11.06.2022 17:01

St.Joseph's Degree College
TECH PRAVESANA
2022
11.06.2022 16:39

TECH PRAVESANA
2022
11.06.2022 16:44

GPS Map Camera
Kurnool, Andhra Pradesh, India
R2VM+3J4, beside sj college, Postal Colony,
Kurnool, Andhra Pradesh 518004, India
Lat 15.842627°
Long 78.033881°
11/06/22 02:19 PM

GPS Map Camera
Kurnool, Andhra Pradesh, India
R2VM+3J4, beside sj college, Postal Colony,
Kurnool, Andhra Pradesh 518004, India
Lat 15.842638°
Long 78.033885°
11/06/22 02:16 PM

Certificate to the Participants