

## Use of ICT Tools in Curriculum

ICT Tools are playing an important role in the curriculum delivery. They not only give a good comprehension but also are helpful in the visual perception of the concepts.

Objectives:- The objective of the programme is to give an insight into various ICT tools available for the teachers.

Brief Report:- The programme was conducted in two sessions.

Session I:- In the first session, the speaker Sri Javed, CEO of JB Software Solutions enlightened the latest importance of ICT tools in the effective delivery of curriculum.

Then he emphasised on the proper use of the tools. Latest ICT available are also discussed in detail.

Session II:- In the second session, website maintenance and updating the details in the website are discussed.

Out comes:- The faculty are benefitted with the training workshop. They learned the use of various ICT tools.

The faculty of the college attended the workshop and expressed their satisfaction.

Done



Principal

Govt. Degree College for Women  
Sangareddy- 502 001 (T.S.)

## Basic Computer Knowledge

57

A four week training programme is started on 16th of March 2021 under the guidance of IQAC as per the instruction of the Commissioner of Colleague Education. The non-teaching staff of the college participated and Teaching Staff participated in the e-office - training.

- Objectives:-
- \* To train the participants in the basic computer skills.
  - \* To assist the participants in the use of e-office for office correspondence.
  - \* To use the office softwares & websites in the general administration.

### Brief Report:-

The programme was intended to train the staff of the college in the use of softwares in the administration and other correspondence. CCE has taken initiative to use MIS in administration and to conduct workshops to enhance the technical skills of the employees.

The programme was designed in four weeks as follows.

1 week - MS Word & PDF

2 week - MS Excel

3 week - MS Powerpoint & other internet concepts

4 week - Single google tools & ~~web~~ web applications  
e-office

Resource person:- Smt Lavanya  
Ms Sharanya Madhuri

I week:- Basic concepts of Ms Word and excell  
taught.

II week:- In the second week MS Excell - Basics of  
single applications useful for office administration  
are taught.

III week:- Basics of Power point and other practices  
are taught.

IV week:- All are trained in CAIMS &  
e-office modules.

After every week a practical test  
is conducted and the participants are  
explained their mistakes.

Certificates are issued after completion.

Out comes:- Participants learned how to use  
e-office.

Non teaching staff are trained in  
Basics of computers & MS modules.

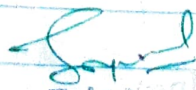
The staff are able to manage simple tasks on  
the computer.

participants :-

All Non teaching staff

All Teaching staff (e-office)

the

  
Principal  
Govt. Degree College, [unclear]  
[unclear]