

2022-2023

T-TIPS –COMMITTEE MEMBERS

Dr. Sr. P.Mercy ,Principal,President,TTIPS

Sr.P.Suseela-Controller of Examinations, Coordinator,TTIPS

Dr.Mrs.R.Madhavi,H.O.D,English

Dr.Mrs.Nirmala Jyothsna,H.O.D,Physics&Electronics

Dr.Mrs.K.S.V.K.S.Madhavi Rani- Lecturer in Zoology

Dr.P.Ratna Mary,HOD,Social Sciences

Dr.Santosh Jhawar,HOD,Management Studies

T-TIPS-Theresian Teaching Improvement Programme Strategies

Workshop on “Modern tools in Evaluation and Assessment

Report

TTIPS Committee organized a **Workshop on “Modern tools in Evaluation and Assessment”** for newly recruited faculty on 21st October,2022.The resource person was Mr.M.Naga Raju,ELT expert and soft skill trainer,Hyderabad,Telangana.

**CH.S.D.ST.THERESA'S COLLEGE FOR WOMEN (A), ELURU**
Affiliated to Adikavi Nannaya University, Rajamahendravaram
GAVARAVARAM,SANIVARAPU PETA, ELURU - 534003 WEST GODAVARI, ANDHRA PRADESH
Autonomous Since 1987 | College of Excellence | NAAC A+ 3.56/4 (IV Cycle) | Atal Ranking 2021 ★★★★★ | ISO 9001:2015,14001:2015, 50001:2011 Certified

Invitation

TTIPS (Theresian Teacher Improvement Programmes)
&
Department of English
UNDER THE AUSPICES OF IQAC

Invites you to a Workshop On

'MODERN TOOLS IN EVALUATION AND ASSESSMENT'

FOR
NEWLY RECRUITED FACULTY (5 YEARS TEACHING EXPERIENCE AND BELOW)

21 OCTOBER 2022
2-00 TO 4-00 PM
VENUE: MEDIA
CENTRE



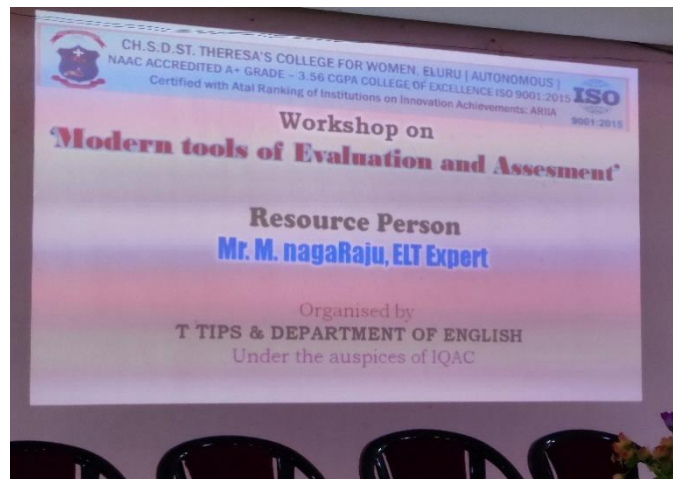
Resource Person
Mr.m nagaRAJU
ELT EXPERT & SOFT SKILL TRAINER,
HYDERABAD, TELANGANA

Dr.Sr.Mercy P,
Principal
CHAIRPERSON

Sr. Suseela. M,
Controller of Examinations
COORDINATOR

TTIPS MEMBERS

Dr.R. Madhavi Head, Dept of English
Dr.A.Nirmala Jyotsna, Head, Dept of Physics
Dr.K.S.V.K.S.Madhavi Rani, Assoc.Prof in Zoology
Dr.P.Ratna Mary, Head, Dept of Humanities
Dr.Santosh Jhawar, Head, Dept of Management Studies



Sr.Mercy gave the introductory remarks. Dr.R.Madhavi,HOD,Dept.of English introduced the guest to the gathering. Dr.K.Madhavi Rani presented the aim and objectives of TTIPS Committee.

Sr.Suseela addressed the gathering. She gave some tips to keep in mind.We have to keep PUSH in mind.P stands for Personality of students,U for Understanding level,S for smartness of student,H for Think in Heart and educate the heart of the student.She suggested “Be a teacher for life”.

Mr.Naga Raju presented his ideas on **Modern tools of Evaluation and Assessment**.He stressed on many important points...What is assessment,fundamentals of assessment,who should assess,who should be assessed,what should be assessed,when to assess,how to assess,why to assess, levels of assessment,types of assessment,question types,features of assessment-validity, reliability, washback, practicability. He also suggested online tools for assessment like kahoot,google forms and so on. Finally,he suggested the teachers to develop the art of asking questions.

Ms.Padmalaatha ,Faculty,Dept.of English compered the programme,Faculty from the Dept.of Applied sciences shared their feedback, Mrs.Santhosh Jhawar proposed vote of thanks.





Report On Faculty Development Programme

Organised by T-TIPS Committee

For Lecturers of below Three years of Experience

5th December- 7th December, 2022

Chairperson: Dr.Sr. Mercy P.
Principal

Co-ordinator: Sr Suseela
Controller of Examinations & PG Director

S.No	Name of the Resource Person	Day	Time	Topic
1.	Sr.Suseela Controller of Examinations	5 th Dec	2-3 pm	“ Know your Student”
2.	Dr. R.Madhavi, Assoc Prof Head, Department of English	5 th Dec	3-4 pm	Effective Communication Skills for Teachers
3.	Dr. A.Nirmala Jyotsna, Assoc Prof Head, Department of Physics & Electronics	6 th Dec	2-3 pm	“ Stress Management for the Teacher& Taught”
4.	Dr.K.S.V.K.S.Madhavi Rani, Assoc Prof Department of Zoology	6 th Dec	3-4 pm	“ Effective Class Room Management”
5.	Dr. P. Ratna Mary Assoc Prof Head, Department of Arts	7 th Dec	2-3 pm	“ Positive Outlook & Professional Ethics in Teaching”
6.	Dr. Santosh Jhavar Assoc Prof Head, Department of Management Studies	7 th Dec	3-4 pm	“ How To Balance Career & Personal Life”

TTIPS Committee organized **Faculty development Programme** from 5th December to 7th December,2022.

Day 1 of FDP for our Junior Faculty was launched successfully by TTIPS committee.Two presentations **Know your student ,Communication skills and Excellence in Teaching** were made by Sr Suseela and Dr.R.Madhavi respectively.The delegates were wonderfully receptive.





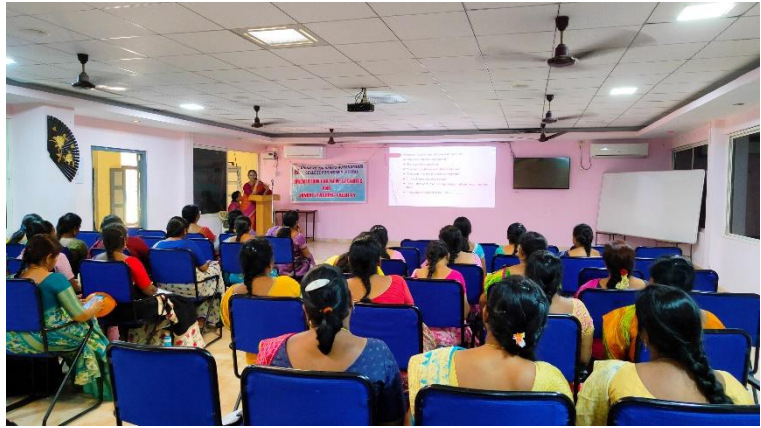


2nd day of FDP organized by TTIPS Committee for Junior faculty conducted successfully. Dr. Nirmala Jyothsna's session on "**Stress Management**" and Dr. Madhavi Rani's session on "**Effective Classroom Management**" were well received by our young faculty members.









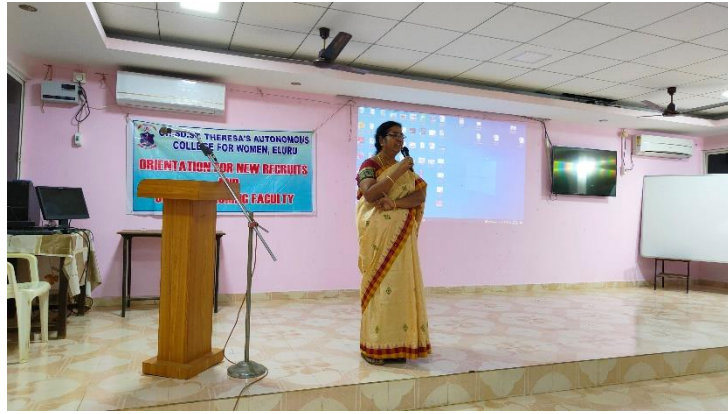


The third day of the TTIPs Faculty Development Programme was conducted successfully . Dr Ratna Mary addressed the faculty on the topic "**Positive Outlook and Professional Ethics** " in teaching.Dr Santhosh Jhavar handled the session " **How to balance Career and Personal Life.**" The co-ordinator Sr Suseela , Secretary Dr Madhavi Rani and members Dr R.Madhavi and Dr Nirmala Jyotsna ,Dr.Ratna Mary,trained the faculty in an excellently interactive session with judicious use of multi-media , activities and games.

Around 45 Junior faculty members were trained in various topics.







Faculty Development Programme 17th March – 31st March 2023

CH.S.D.ST.THERESA'S COLLEGE FOR WOMEN (A), ELURU
AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM
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COLLEGE OF EXCELLENCE, ISO 9001:2015



IN ASSOCIATION WITH IQAC
CORDIALLY INVITES YOU TO

A TWO WEEK FACULTY DEVELOPMENT PROGRAM

ORGANISED BY T-TIPS COMMITTEE
(FOR FACULTY MEMBERS OF JUNIOR COLLEGE)

17TH MARCH- 31ST MARCH 2023

CHAIRPERSON:
DR.SR. MERCY P.
PRINCIPAL

CO-ORDINATOR:
SR.SUSEELA
CONTROLLER OF EXAMINATIONS &
PG DIRECTOR

ORGANISING COMMITTEE

DR. R.MADHAVI
ASSOC PROF
HEAD, DEPARTMENT OF ENGLISH

DR. A.NIRMALA JYOTSNA
ASSOC PROF
HEAD, DEPARTMENT OF PHYSICS & ELECTRONICS

DR.K.S.V.K.S.MADHAVI RANI
ASSOC PROF
DEPARTMENT OF ZOOLOGY

DR. P. RATNA MARY
ASSOC PROF
HEAD, DEPARTMENT OF ARTS

DR. SANTOSH JHAWAR
ASSOC PROF
HEAD, DEPARTMENT OF MANAGEMENT STUDIES

S.No	Name of the Resource Person	Date	Time	Topic
1.	Sr.Suseela Controller of Examinations	18-03-23	10.00 a.m.- 1.00 p.m.	“ Know your Student”
2.	Dr. R.Madhavi, Assoc Prof Head, Department of English	20-03-23	10.00 a.m.- 1.00 p.m.	Effective Communication Skills for Teachers
3.	Dr. A.Nirmala Jyotsna, Assoc Prof Head, Department of Physics & Electronics	21-03-23	10.00 a.m.- 1.00 p.m.	“ Stress Management for the Teacher& Taught”
4.	Dr.K.S.V.K.S.Madhavi Rani, Assoc Prof Department of Zoology	23-03-23	10.00 a.m.- 1.00 p.m.	“ Effective Class Room Management”
5.	Dr. P. Ratna Mary Assoc Prof Head, Department of Arts	24-03-23	10.00 a.m.- 1.00 p.m.	“ Positive Outlook & Professional Ethics in Teaching”
6.	Dr. Santosh Jhavar Assoc Prof Head, Department of Management Studies	25-03-23	10.00 a.m.- 1.00 p.m.	“ How To Balance Career & Personal Life”
7.	Computer Department	27-03-23 to 31-03-23	10.00 a.m.- 1.00 p.m.	“ Teaching Methodologies using ICT”

Schedule for Presentation by Intermediate Faculty

21-03-2023	Dept.of English,Dept.of C.G.T
23-03-2023	Dept.of Paramedical,Dept.of Commerce
24-03-2023	Dept.of Biological Science,Dept.of Mathematics
25-03-2023	Dept.of Chemistry,Dept.of Second languages
26-03-2023	Dept.of Physics,Dept.of Arts

On 17th March, The faculty from Intermediate campus were addressed by Sr.Mercy ,Principal followed by Sr. Suseela,Controller of Examinations,Director for P.G courses. The aim and objectives of the Faculty Development Programme were given to the participants.

On 18th March, the programme was started with a Prayer by Mrs.Philomena. Ms.Sudha, Ms.Sushma and Ms.Ramya Sri, Faculty of Intermediate campus. Sr.Suseela gave a talk on “**Know your Student**”



Sr.Suseela created awareness about knowing our students. She presented various posters to the participants to have a better understanding of various concepts of teaching the students. First pic shows “Dumping of information” to the students. We should know the ability of the student. Second picture shows the “Pulling of the student up” where the student has no interest at all. Third picture is that of a “Candle” which shows that there should not be any partiality in the class. We should accept every student. No student should be left out. Fourth picture shows “Hands up” which indicates that there is no discipline. A teacher should never become an object to be laughed. The fifth picture shows “A teacher should not set unreachable goals to the students.” ,should help to set their goals. Students need motivation, a teacher should create awareness . As teacher, one should try to understand at their level, not what we can ,but what they can. Training of hearts is the purpose of our lives.

On 20th March, the Prayer was conducted by Mrs.Philomena, Ms.Sudha, Ms.Sushma. **“Better Communication Skills and Professionalism - The Pathway to Excellence”** was the topic of Dr. Madhavi, Head of the Department of English, in the Faculty Development Programme for Junior College faculty. The training programme was conducted on from 10 am to 1 pm under the auspices of the TTIPS committee of Ch. S.D. St. Theresa’s College for Women (A).



Dr. Madhavi motivated the delegates to be aware of various factors that inhibit one on becoming an effective teacher. Learner-centric exercises, innovative teaching methods, catering to heterogeneous learners have become a mandatory exercise for each teacher. Furthermore, good communication skills with thrust on good vocabulary, grammar, pronunciation make a teacher clear, perfect for any learner.



She gave tips to the faculty on how to imbibe good skills of communicative English. The whole 3 hours session was interspersed with fun-filled and learning oriented activities such as Oral Presentations, role play, short skits debate and dialogue. Activities such as “How to improve communication skills set” were conducted where the whole group of participants moved around in quest of the appropriated partner who had the right answer. Skits enacted by 5 groups were evaluated on basis of communication skills, vocabulary and clarity of expression.



The training session was successfully completed with feedback from the participants and many of their doubts and queries being clarified by the resource person.



On 21st March, The program started with a prayer by Mrs.Philomena, Ms.Sudha, Ms.Sushma. Dr.A.Nirmala Jyothsna, Head, Department of Physics & Electronics conducted a session on “**Stress Management**” in Media centre.



Group Activity

The first part was **Identification of stressors**.

In this, the participants were divided into five groups and each group was given a balloon and a sketch pen. The balloon was blown and the group members were asked to pass round the balloon and are asked to write down the stressors on the balloon. They were also asked to share about each one's stressor with group members.

As a next step the group leaders were asked to come on to the dais and read out the stressors of their group

and they were asked to push the balloon up in air for one minute... then they were given two balloons each for which they needed the help of other members...and then they shared their experience that **they did not think of any thing else** when they were doing this and **they were relieved of stress when they took the help of others**.



Then the participants were enlightened on different types of stressors...how to identify them...and they were educated on different stress management strategies like relaxation, Yoga, Exercise, Meditation, sharing with friends, Time management, having a positive attitude, taking nutritional diet, seeking a counsellor etc. They were also given the names of free online counseling apps to be visited for stress management like

- The Mindfulness App
- Calm – Meditate, Sleep, Relax
- OmVana – Meditation for Everyone



Exercise:

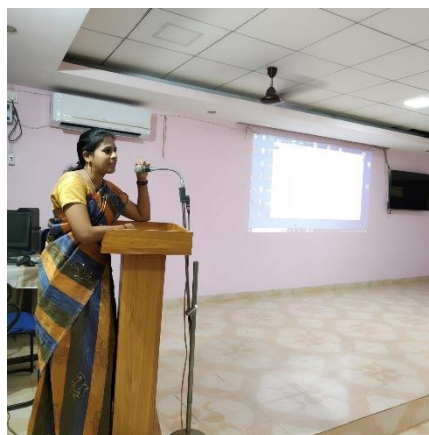
They were given a questionnaire to check their stress level.

Take home Activity :

- Calculation of imbalance in life style.....Tips to have balanced life style
- Maintaining a stress diary—to identify stressors and work towards stress management

Presentations by Faculty:

Faculty of English dept- Mrs.Malathi,Mrs.R.V.V.Lakshmi, Mrs.D.Bhanu Priya, Mrs.P.Madhavi and Mrs.Sirisha, Mrs.Viswa,from the department of Commercial Garment Technology, presented on “**Student centred learning through Communicative centred learning**” with the help of PPT . All the presentations were very informative and useful for teaching fraternity.



On 23rd March, the Prayer was conducted by Mrs.Philomena, Ms.Sudha and Ms.Sushma.



Dr.K.S.V.K.S.Madhavi Rani gave a talk on “**Effective Class Room Management**”. Session was started by saying that teaching is a “special” vocation and this vocation is a “divine call” from God to serve the students. The participants were asked why they chose to be teachers. They interacted enthusiastically. Participants were asked to recollect the qualities of the most memorable teacher who encouraged him/her to teach. A meaningful video on “Because of a teacher”.....was played. Participants were impressed.

Then participants were asked to say about the role of a teacher. Participants gave so many relevant points. A Google link - <https://forms.gle/baLTeK6qAp4fur4F8> was given on Self- assessment for teachers.

Various types of teachers and merits and demerits in each and every type of teacher were mentioned. A student wants a friend, an entertainer, a disciplinarian, an experienced and cool teacher.

Differences between an Organized Classroom & Noisy Classroom were given. A video on “Importance of Classroom management”.... was played.

Suggestions to be followed for an effective class room management were given. The teacher success roadmap was shown. A video on “ Life without Teacher”.... was played, and it was well received by the participants.

Participants were suggested to make Teaching Profession a mission to help the country improve by instilling discipline, integrity, excellence, and passion into the lives of future leaders.



Presentations by Faculty:

Faculty from Paramedical department, Mrs. Pushkala, Mrs. Nirmala, Mrs. Kanaka Durga presented on “**Vitamins & Minerals**”



Mrs. K. Sirisha and Mrs. Sudha from the Department of Commerce gave a presentation on “**Motivation**”



Dr.Santosh Jhavar, Head, Department of Management Studies conducted a session on **“How to Balance Career & Personal Life”- Tips for Teachers** for the Junior faculty of our college at 10 a.m. on 24th March 2023 in Media centre. The program started with a prayer by Mrs. Philomena,Ms.Sudha,Ms.Roja Rani and Mr.Jona Francis. The participants were 30 in number.



The session began with a short story on Work life balance & its importance. A brief history was narrated as how the concept evolved over the years. The participants were asked as why they chose to be teachers. The participants interacted enthusiastically. The aim of the session was to discuss the ways as how to achieve work life balance and reduce the level of stress as teachers. Tips to be a happy teacher were given along with Time Management strategies so as to distinguish between work & life.

Before the session was concluded, the participants were given a Quiz on Work Life to check whether they were in balance. The second activity was to fill the % of time spent in various roles like teacher, friend, spouse, family members etc. & then the preferred % of time you would like in order to balance life roles. This activity enabled the participants to understand as how to create a better life balance by examining the different life roles and making adjustments to the roles that are more important.

Take home Activity:

- Important Tips to balance Career & Personal Life
- Practice reflective writing



Presentations by Faculty:

Three faculty members of Biology Department- Mrs. P. Kusuma Kumari, Ms.D.B.Roja Rani, Mrs. N.Nirmala presented topic on “**Introduction to Biology**”.





Three members from Mathematics Department -Mrs. Hima Bindu, Mr. Prasad & Mrs. Uma Maheswari on “**Vedic Mathematics**” with the help of PPT. All the presentations were very informative and useful for teaching fraternity.





On 25th March, the Prayer was conducted by Mr. Jona Francis and Mrs. Philomena.



A session on “**Positive Outlook & Professional Ethics in Teaching**” was handled by Dr.P.Ratna Mary,HOD, Department of Social Sciences.

She dealt with various topics like Positive outlook and professional ethics in teaching which elaborates on how they will be as teachers. Stand as examples to students with integrity of character, identify the talent in every student, treat and respect all students equally as each one has a talent unidentified and as teacher it’s his/her duty to identify each one’s talent and encourage the student to develop the talent even if he/she does not have academic excellence.

The teacher should also be able to accept that all students will not be able to take 100 percent of the subject we teach and accept how much each will be able to take in. It’s the teacher’s responsibility to persuade them to take each one’s role in Nation Building, playing their role in their own capacity. Topics also covered how they are accountable to their job and work given to them as teachers for the growth of the college and for the development of the students. The teachers also were given assurance of support from the senior teachers when question arises regarding subject or their programmes.



Finally there was an interactive session on what is discipline in their opinion, how do they deal with each of the students in various cases.

Presentations by Faculty:

Faculty from the Department of Chemistry, Mr.Jona Francis, Mrs.Lalitha Kumari, Mrs.Prasanthi gave presentations on **“Pollution”** and **“Chemistry in daily life.”**



Mrs.Sarada, Mrs.Sunitha, Mrs.Rehmathunnisa from the department of second languages gave a presentation on **“Time Management”**



On 27th March, prayer session was taken up by Mrs.Philomena,Mrs.Andal,Ms.Vijaya Ratna,Ms.Sudha.

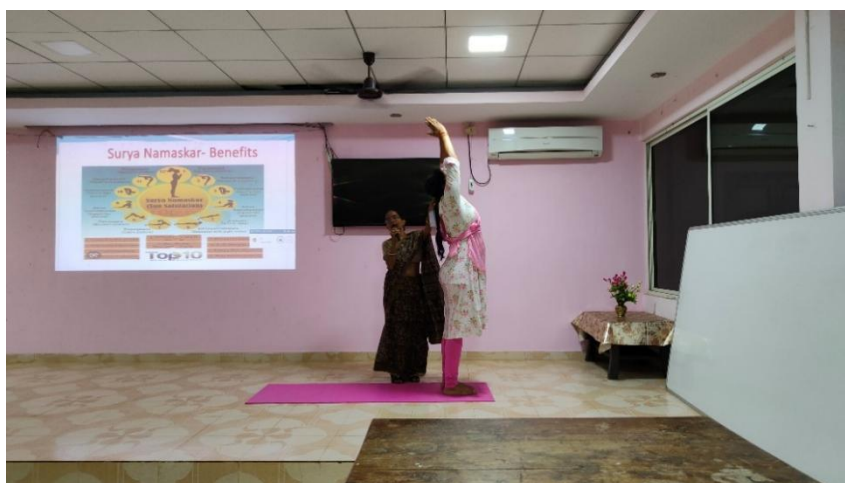


Presentations by Faculty:

Presentations were given by the members. From the department of Arts,Mrs.Philomena, Mrs.Tahera,Ms.Madhavi gave a talk on **“India-A developing Country”**.



Ms.Vijaya Ratna Kumari and Mrs.Dedeepya gave a demonstration on “Yoga-The need of the Day”





From the Department of Physics, Mrs. Nagalakshmi, Mrs. Kalyani, Ms, Sai Lakshmi, Mrs. Venkata Lakshmi, Ms, K, Harika gave a presentation on “**Physics and its importance**”





From the Department of Physical Education, Mrs. S.T.V. Andal gave a presentation on **“Mental Health Programme & How to prevent Suicidal tendency among college students”**



From 27th to 31st March,2023, excellent training was given by Mr.Sharif ,Faculty,Department of Computer Science and Dr .M. Padmaja , H.O.D, Department of Home Science to the faculty on **“Teaching Methodologies using ICT”**

Then Mr.Sharif ,from the Dept.of Computer Science, explained about Google classroom and how to prepare a Google form ,which will be useful for assessment of students.

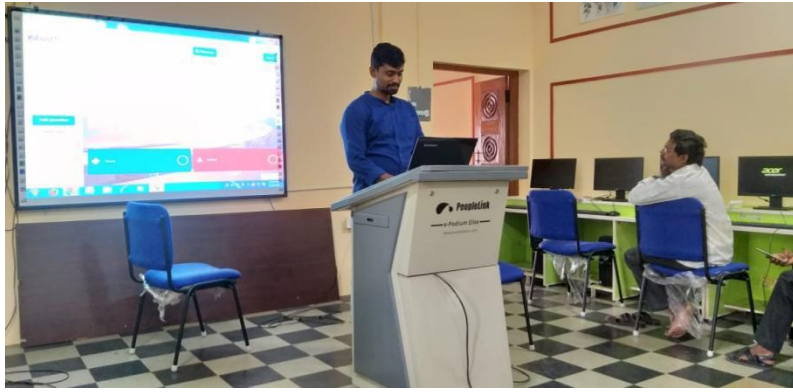
On 28th, Prayer was conducted by Mr.Jona Francis, Ms.Prasanthi. Mr.Sharif ,Faculty, Department of Computer Science and Dr .M. Padmaja , H.O.D, Department of Home Science,

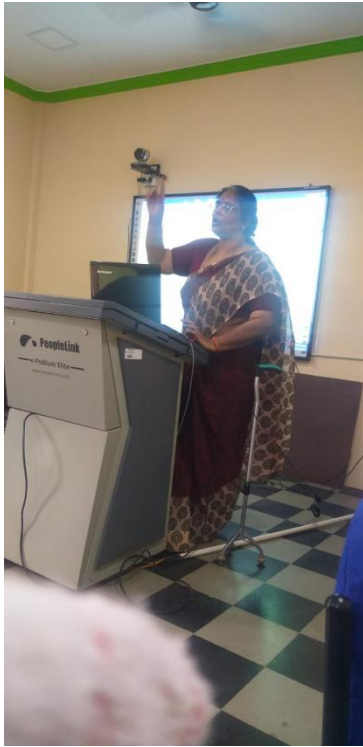
Ms.Bhagya , Mrs.Durga Vyshnavi from the Department of English extended their cooperation in giving hands on training to the faculty.

On 29th, Prayer session was taken up by Ms.Sudha,Ms.Sirisha,Ms.Sushma and Mrs.Philomena.The ICT training was continued .









On 31st March, Prayer was conducted by Mrs.Philomena,Ms.Roja Rani,Ms.Sushma,Mr.Jona Francis. The ICT training was continued.

The programme was concluded by Sr.Suseela,Coordinator of TTIPS Committee. Sister gave one task to all participants-asking them to show their little finger ,by showing Thumb up. This is for assessing their presence of mind. Sister congratulated the participants and also members of TTIPS committee and Resource persons of ICT for sparing their valuable time for the benefit of our own staff. Sr.Rajitha Vice Principal gave the concluding remarks and suggested the faculty to continue learning process throughout their career. Congratulated Sr.Mercy and Sr.Suseela for arranging the programme. Dr.Nirmala Jyothsna narrated a poem on teachers. Ms.Malathi from Inter campus proposed vote of thanks.





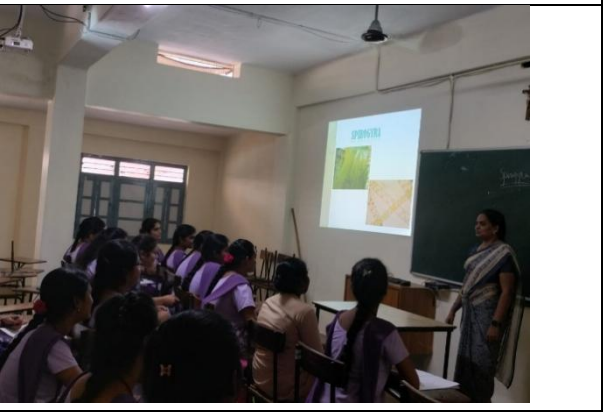
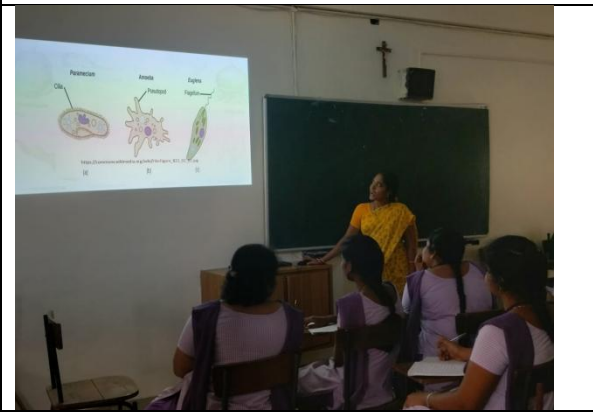
List of YouTube Links /e content – 2022-2023

Topic	Date of Launching	Youtube/e Content
Endemism	15-05-2023	https://drive.google.com/file/d/1Oz2NOA65KM6IPngdsIEpHathg8pVVAog/view?usp=classroom_web&authuser=1
Phytogeography	16-05-2023	https://drive.google.com/file/d/1Z0O2V0KFDKh-JO0aNpOaLTcN5_giHFQx/view?usp=classroom_web&authuser=1
Bacteria	20-12-2022	https://drive.google.com/file/d/1Dxsa4a10DT9BqerweJxs4LPqG9VnNMZ/view?usp=classroom_web&authuser=1
General account of Algae	24-11-2022	https://drive.google.com/file/d/1nowleUmn_g2cpqxdAUe-zJEWswriuSGF/view?usp=classroom_web&authuser=1
Cycas life cycle	06-04-2023	https://drive.google.com/file/d/1reM1i5kxIFMiMkkAmVUYmI2S0og6tfYU/view?usp=classroom_web&authuser=1
Stelar evolution	10-03-2023	https://drive.google.com/file/d/10K7ujr44n6GLKuQYcSHnZqIq2DIRZZ_q/view?usp=classroom_web&authuser=1
Heterospory	10-03-2023	https://drive.google.com/file/d/1QqfZ4jGzmEvxRPq4_skwxde2gwFSr-yA/view?usp=classroom_web&authuser=1
Marselia life history	13-02-2023	https://drive.google.com/file/d/1xEAgFmQVCdhD2TuBaSA_mqo6yXbgsqxB/view?usp=classroom_web&authuser=1
Lycopodium	13-02-2023	https://drive.google.com/file/d/1nowleUmn_g2cpqxdAUe-zJEWswriuSGF/view?usp=classroom_web&authuser=1
mutagens	26-03-2023	https://youtu.be/m0r9Jc8TsAw
News Reading and Anchoring material	20-07-2022	https://docs.google.com/document/d/1vilt0Ynle5JrY-Q2HsaN8Tcnx2mJXvcQ/edit?usp=drive_link&oid=101071643816940007686&rtpof=true&sd=true
Python Material	25-08-2022	https://docs.google.com/document/d/1b7xxFSrhNW4nuxcOh7k2_PIQcv5a1KoQ/edit?usp=drive_link&oid=101071643816940007686&rtpof=true&sd=true
3ds max texturing and lighting material	14-07-2022	https://docs.google.com/document/d/1AteSQXTmtQOPOEMDdjJfJv09BOc2D9Hv/edit?usp=drive_link&oid=10107164381694007686&rtpof=true&sd=true

Medical food service management	2022	https://youtu.be/_O3uC6_Myvw
Arthropoda - General Characters	14.11.2022	https://drive.google.com/file/d/1kvuJP1iN00Wk3vem1VMj9k4HRI3P1HpL/view?usp=sharing
ఆర్థ్రోపోడా - సాధారణ లక్షణాలు	14.11.2022	https://drive.google.com/file/d/1qlwHVpIPGAjsNZnXnm4c5Q8Pd4FgyNrP/view?usp=sharing
Arthropoda - Classification (upto classes with examples)	14.11.2022	https://drive.google.com/file/d/1sVJqZOpeAxR5bjAr_cFNKPyNtDn4BDQ/view?usp=sharing
ఆర్థ్రోపోడా - వర్గీకరణ (తరగతుల వరకు, ఉదాహరణలతో)	14.11.2022	https://drive.google.com/file/d/137tCsXLm9Cn6BWuA3q5Uq8c7xHSje0vE/view?usp=sharing
Debye Huckel theory	08-02-2023	https://youtu.be/HFtA2n4tGw4?si=JwCxebMhWlZ3IyX
Transport number -Hittorf method	19-01-2023	https://youtu.be/cyWbKiVyRT0?si=QU5ePKPiBYTxFOqR
Sodium Chloride - Water system	05-01-2023	https://youtu.be/AjB9OoWRM88?si=EVSkmoncVAwE7RW
Kohlrausch law	05-01-2023	https://youtu.be/qLVdvgWuvSE?si=vkglulb2gF3kSVsf
Introduction of Electrochemistry	03-01-2023	https://youtu.be/npxQ-7Meeyc?si=kA0vSKd3RzdzBx00

ICT Classes



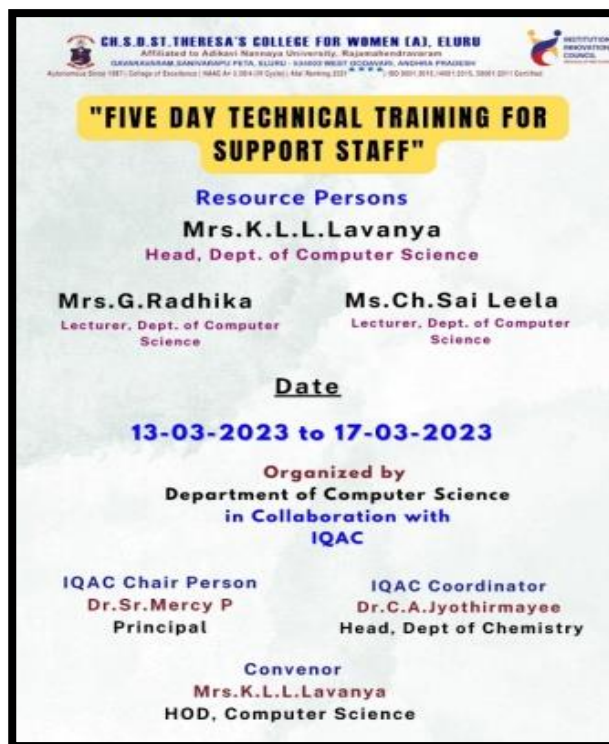


List of MOOCS Courses Completed By Faculty

2022-2023

Name	Title of the Course	Platform	Date
Dr.K.S.V.K.S.Madhavi Rani	Writing Tools-Copy Writing/Blogging/Content Writing	Udemy	Dec.2022
Dr.K.S.V.K.S.Madhavi Rani	MS Office-Advanced Efficiency Training	Udemy	Dec.2022
Dr.K.S.V.K.S.Madhavi Rani	Stress Management	Udemy	Dec.2022
Dr.K.S.V.K.S.Madhavi Rani	Time Management Training with Outlook	Udemy	Dec.2022
Santhosh Jhawar	The digital economy:Selling through customer insight		
Santhosh Jhawar	Global human capital		
m.durga devi	Digital skills:social media		
m.durga devi	Digital skills:web analytics		
M.K.Padma Latha	Digital skills:Grow your career by Accenture through future learn		
G.Fathima	Standford introduction to food and health		

Technical Training for Support Staff From 13th -17th March 2023



REPORT

Department of Computer science in collaboration with IQAC, organized a five day "**Technical Training for support staff**" from 13-03-2023 to 17-03-2023. The main aim of conducting this training program is to enhance and upgrade the skills of support staff and make them ready for the challenges they face in the work environment. The resource persons of the program are Mrs.K.L.L. Lavanya, HOD of computer Science, Mrs.G. Radhika, Lecturer in Computer Science and Ms. Ch. Sai Leela Rani, Lecturer in Computer Science.

The first day of the program started with prayer led by Mrs. G.Radhika. and Ms. Ch. Sai leela Rani. Opening remarks were given by Vice - Principal ,Sr. P. Rajitha where she said these kind of training programs will be a good platform to upgrade the skills and every support staff should unitize this session and these kind of programs must be organized once in a while.

IQAC coordinator Dr. C.A. Jyothirmayee briefed about the whole program and told the gathering to use the session for the fullest.

After formal program the technical session was started by Mrs. K.L.L. Lavanya by giving a brief note on Ms-office Tools. The schedule of the program is as below.

Day	Topics Covered
1	Word basics: starting word, creating a new document, opening – preexisting documents, the parts of a word window, typing text, deleting text, selecting text, undo, redo, repeat, inserting text, replacing text, formatting text, cut, copy, paste, printing, formatting your text and documents: auto format, line spacing, margins, borders and shading. Working with headers and footers: definition of headers and footers creating basic headers and footers, creating different headers and footers for odd and even pages.
2	Tables: creating a simple table, creating a table using the table menu, entering and editing text in a table. Selecting in table, adding rows, changing row heights, deleting rows, inserting columns, deleting columns, changing column width. Graphics: importing graphics, clipart, insert picture, clip art gallery, using word’s drawing features, drawing objects, text in drawing.
3	<p>Excel formatting tips and techniques: Excel page setup, changing column widths and row heights, Auto format, Manual formatting, using styles, Format codes alter a number’s appearance, Format painter speeds up format copying, changing font sizes and attributes, adjusting alignments, Centering text across columns, using border buttons and commands, changing colors and shading, Inserting and removing page breaks, Hiding rows and columns.</p> <p>Using worksheets as databases: Database concept and terms, creating an excel database, working with data forms, Filtering- a better way to find, Sorting excel databases, Cross-tabulating databases, Adding subtotals to databases</p>
4	PowerPoint: basics, terminology, getting started, views Creating presentations: using auto content wizard, using blank presentation option, using design template option, adding slides, deleting a slide, importing images from the outside world, drawing in power point, transition and build effects,

	deleting a slide, numbering a slide, saving presentation, closing presentation, printing presentation.
5	Animations: Add a custom animation from the quick list, more custom animations available with the custom animations button, animation effects like Entrance, Emphasis, Exit, Motion paths, modify an animation effected-order custom animation effects, Other effect options for custom animations.

On the last day of the program Principal Dr.Sr. Mercy attended the session and gave her response. She told that these sessions are very helpful for the support staff and she congratulated IQAC Cell and the Department of Computer Science for organizing the training session successfully.

