

E.M.GOPALAKRISHNA KONE YADAVA WOMEN'S COLLEGE



CELL : IQAC
ACTIVITY : FACULTY DEVELOPMENT PROGRAM
YEAR : 2023-2024

INTERNAL QUALITY ASSURANCE CELL

DATE	TIME	VENUE	MODE
27.05.2024 & 29.05.2024	10:00 a.m. to 01:00 p.m.	IT Lab, EMG Yadava Women's College	Offline
Theme	Empowering Knowledge Through Digital Proficiency		
Nature of the Activity	FDP - Hands-on Training		
Title	Digital Skills and Professional Development Programme Day 1: Word & Excel Day 2: Google Apps Day 3 : Google Classroom		
Convener	Dr.Mrs.V.Pushpalatha Principal i/c Head & Assistant Professor of Commerce EMGYWC		
Organisers	Dr.V.Vijaya IQAC Co-ordinator Assistant Professor of Botany Dr.P.Vidhya IQAC Co-ordinator Head & Associate Professor of Mathematics EMGYWC		
Coordinators	Mrs.S.Chitradevi Mrs.A.Kavitha Assistant Professors of Commerce EMGYWC		
No. of Beneficiaries	Teaching Faculty - 25 Non-Teaching Staff- 10		

DIGITAL SKILLS AND PROFESSIONAL DEVELOPMENT PROGRAMME

Objectives:

The primary objective of the programme was to equip participants with essential digital skills that are crucial in today's academic and professional environment. Specifically, the programme aimed to:

1. Familiarize participants with widely-used tools such as Microsoft Word and Excel for documentation and data analysis.
2. Introduce Google Apps for effective communication and collaboration.
3. Provide training on Google Classroom for the facilitation of online learning.
4. Enhance knowledge in E-Content Development to enable participants to create educational resources.
5. Impart an understanding of Research Ethics and the principles of content writing to ensure integrity and quality in academic and professional writing.

Session:

1. **Day 1: Word & Excel** participants were introduced to the fundamentals and advanced features of Microsoft Word and Excel, focusing on document formatting, data management, and basic analytics. Hands-on exercises included creating professional reports and spreadsheets, utilizing functions and charts for data visualization.
2. **Day 2: Google Apps** the session provided an overview of Google Apps such as Gmail, Google Drive, and Google Docs. Participants learned how to collaborate in real time, manage shared resources, and utilize cloud-based tools for project management.
3. **Day 3: Google Classroom** the focus was on creating and managing virtual classrooms using Google Classroom. Participants were trained in setting up assignments, managing student progress, and integrating other Google tools to enhance the learning experience.

Programme Outcome:

1. Participants gained a solid understanding of essential digital tools and how to apply them in academic and professional settings.
2. Improved confidence in utilizing Word and Excel for documentation and data analysis.
3. Enhanced collaboration and communication through Google Apps, leading to more efficient teamwork.

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4. Participants became proficient in using Google Classroom, enabling them to manage online education effectively.
5. A clear understanding of the ethical aspects of research and content writing, ensuring that participants can produce high-quality, reliable academic and professional work.

Overall, the programme was highly beneficial in empowering participants with the skills necessary to thrive in a digitally driven world.

Photographs :



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The IQAC of EMGYWC organized a Digital Skills and Professional Development Programme for Teaching & Non-teaching Faculty - 27.05.2024-29.05.2024

Enclosures:

a. Invitation:



E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI - 14
(An Autonomous Institution - Affiliated to Madurai Kamaraj University)
Re-accredited (3rd Cycle) with Grade A⁺ and CGPA 3.51 by NAAC

IQAC Organizes

3-day Faculty Development Program
from 27.05.2024 to 29.05.2024

Mode : Offline

Day 1: *Word & Excel*
Day 2: *Google Apps*
Day 3 : *Google Classroom*


Resource Person
Mrs.S.Chitradevi
Mrs.A.Kavitha
Assistant Professor of Commerce

IQAC Coordinators
Dr.V.Vijaya
Assistant Professor of Botany
Dr.P.Vidhya
Head & Associate Professor of Mathematics

Convenor
Dr.V.Pushpalatha
Principal i/c.

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Participants List:

 E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI – 625 014. (An Autonomous Institution – Affiliated to Madurai Kamaraj University) Re-accredited (3 rd Cycle) with Grade A' and CGPA 3.51 by NAAC		
Digital Skills and Professional Development Programme 27.05.2024 – 29.05.2024		
SL.NO.	NAME	DESIGNATION WITH DEPARTMENT
1.	Dr.P.Vidya	Head & Assistant Professor of Mathematics
2.	Dr.(Mrs.)T.Hema	Head & Assistant Professor of History
3.	Dr.(Mrs.)S.P.Sugapriya	Assistant Professor of History
4.	Mrs. B Panimalar	Head & Assistant Professor of Tamil
5.	Dr.(Mrs.)V.Nambithai	Assistant Professor of Tamil
6.	Mrs.M.Murugeswari	Assistant Professor of Tamil
7.	Ms.K.Kaleeswari	Assistant Professor of Tamil
8.	Mrs.V.Mareeswari	Assistant Professor of Tamil
9.	Ms.S.Priyadharshini	Assistant Professor of English
10.	Mrs.N.Umamaheswari	Assistant Professor of Mathematics
11.	Dr.Mrs. T. Sathya Sheela	Head & Assistant Professor of BBA
12.	Mrs.P.Ruba Rani	Assistant Professor of N&D
13.	Mrs.V.Gokilaa	Assistant Professor of Chemistry
14.	Mrs.C.Jothi	Assistant Professor of Tamil
15.	Ms.C.Gayathri	Assistant Professor of Tamil
16.	Ms.S.Divya	Assistant Professor of History
17.	Ms.R.Sarumathi	Assistant Professor of History
18.	Mrs.M.PinkyPriyadharshini	Assistant Professor of Commerce
19.	Mrs.A.Sumithra	Assistant Professor of Commerce
20.	Ms.A.Amala Ancy	Assistant Professor of Commerce
21.	Mrs.R.Santhiya	Assistant Professor of Commerce
22.	Mrs.C.Jayashree Vinayaki	Assistant Professor of Commerce
23.	Mrs.Sowmiya	Assistant Professor of Commerce

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24.	Mrs.M.Hemalatha	Assistant Professor of Physics
25.	Mrs.R.Gurulakshmi	Assistant Professor of Physics
26.	Mrs. S. Mookkammal	Clerk
27.	Mrs. P. Vidhya	Clerk
28.	Mrs.G. Uma Rani	Clerk
29.	Mrs. T. Ganga	Lab Assistant
30.	Mrs. S. Uma Maheswari	Lab Assistant
31.	Mrs. N. Nithya	Computer Operator
32.	Mrs.G.Suganya	Computer Operator
33.	Mrs.Gowri	Lab Assistant
34.	Mrs. R. Manonmani	Lab Assistant
35.	Mrs. M. Usha	Clerk

Coordinators:





Principal
PRINCIPAL NC
E.M.G. YADAVA WOMEN'S COLLEGE
MADURAI-625014