



UGC-Human Resource Development Centre  
Devi Ahilya Vishwa Vidhyalaya, Indore (M.P.)



**Complete Report Of**  
**Refresher Course in ICT & Computer Application**  
**18<sup>th</sup> Aug. 2015 to 07<sup>th</sup> Sep. 2015**

Director  
Dr. Namrata Sharma

## Refresher Course in ICT &amp; Computer Application

18/08/2015 to 07/09/2015

## Participants' List

SN	Person Name	Subject	College Name	Mobile no.
1	Dr. Vandana Gupta	Home Science	Govt. MLB PG Girls College, Indore (MP)	9425352510
2	Dr. Mala Dutta	Computer Engineering	IET- DAVV, Indore (MP)	9926082431
3	Dr. Saishwari Kol	Geography	BLP Govt. PG College, Mhow (MP)	9977583302
4	Dr. Yashoda Chouhan	Geography	Govt. P.G. College, Sendhwa (MP)	9755529645
5	Dr. Pramila Shere	History	Govt. Arts & Commerce College, Indore (MP)	8989455722
6	Dr. Rajendra Wakhala	Chemistry	Govt. LBS PG Collge, Sironj (MP)	7692043270
7	Dr. Arun Kumar Bodane	Chemistry	BSN Govt. PG. College, Shajapur (MP)	9926087917
8	Dr. Dheeraj Mandloi	Chemistry	IET- DAVV, Indore (MP)	9407894470
9	Dr. Rupesh Mittal	Computer	PMB Gujrati College, Indore (MP)	9893000464
10	Prof. Ajay Soni	Computer	PMB Gujrati Commerce College, Indore (MP)	9826091253
11	Dr. Saurabh Parikh	Computer	SJHS Gujrati Innovative College	9826089722
12	Dr. Shekhar Maidamwar	Economics	ICSSR PDF (TRF) SOS in Economics, Vikram University, Ujjain (MP)	9425379334
13	Dr. G. L. Khangode	Commerce	Govt. Madhav College, Ujjain (MP)	9827445394
14	Mr. Shubhrangshu Kumar Mistri	Library Science	University of North Bengal, Siliguri (WB)	9433140129
15	Mr. Suban Singh Tagore	Commerce	Govt. College, Dharampuri (MP)	9893862982
16	Mr. Anand Jayantilal Maheshwari	Computer Science	R. C. Patel Arts, Commerce & Science College, Shirpur (MH)	9420373709
17	Dr. Deepak Rawat	Physics	Saifia Science College, Bhopal (MP)	9893544057
18	Mr. Vivek Mishra	Micro Biology	Saifia Science College, Bhopal (MP)	9826587357
19	Dr. Hem Singh Mandloi	Commerce *	Govt. P.G. College, Dhar (MP)	9424886633
20	Dr. Kamal Singh Alawa	Botany	Govt. P.G. Collge, Dhar (MP)	9993130435
21	Dr. Pawan Gupta	Tourism Management	Indian Institute of Tourism & Travel Management, Noida (UP)	9990050707
22	Dr. Gorelal Badole	Chemistry	Govt. P.G. College, Dhar (MP)	9926027076
23	Dr. Rayku Jamra	Commerce	Govt. PG College, Dhar (MP)	9425460537
24	Dr. Anupama A Parate	Pharmacy	School of Pharmacy, DAVV, Indore (MP)	9425011060
25	Mr. Sanjay Kumar Pandagale	ICT	Regional Institute of Education, NCERT, Bhopal (MP)	9826296282
26	Mr. Sitaram Anare	Hindi	Govt. College, Khategaon (MP)	9827839426
27	Mr. Mahesh Mankar	Botany	Govt. College, Khategaon (MP)	9893438556
28	Dr. Rajni Borole	Political Science	KTP College, Hadoti (MH)	9420211093
29	Dr. Rizwana Jamal	Maths	Saifia Science College, Bhopal (MP)	8818878628
30	Dr. Meenakshi T Shrotri	Political Science	Swami Vivekanand Government College, Berasia, Dist. Bhopal (MP)	9893030799

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30	Dr. Meenukshi T Shroti	Political Science	Swami Vivekanand Government College, Berasia, Dist. Bhopal (MP)	9893030799

*UGC- Human Resource Development Centre*  
*Refresher Course in ICT & Computer Application*  
**Resource Person List**  
 18/08/2015 to 07/09/2015

S.N.	Resource Person	Designation	Contact No.	Email Address
1	<b>Mr. Niranjan Shrivastava</b> <i>IMS, DAVV, Indore</i>	Sr. Lecturer Course Coordinator	9424008004	<a href="mailto:nirshri@gmail.com">nirshri@gmail.com</a>
2	<b>Dr. Ajay Tiwari</b> <i>School of Computer Science, DAVV,</i>	Lecturer	9406623754	<a href="mailto:tiwarijay8@gmail.com">tiwarijay8@gmail.com</a>
3	<b>Mr. Varun Kapoor</b> <i>PRTS, Indore</i>	IG		
4	<b>Prof. Priyesh Kanungo</b> <i>School of Computer Science, DAVV,</i>	Professor	9406623744	<a href="mailto:priyeshkanungo@hotmail.com">priyeshkanungo@hotmail.com</a>
5	<b>Dr. Surendra Malviya</b> <i>IIPS, DAVV, Indore</i>	Assistant Professor	8962845173	<a href="mailto:surendra.malviya@gmail.com">surendra.malviya@gmail.com</a>
6	<b>Dr. Santosh Kumar Choube</b> <i>IMS, DAVV, Indore</i>	Lecturer	0425351240	<a href="mailto:santkchoube@gmail.com">santkchoube@gmail.com</a>
7	<b>Dr. Piyush Kendurkar</b> <i>IMS, DAVV, Indore</i>	Sr. Lecturer	9893052677	<a href="mailto:piyushkendorjar@rediffmail.com">piyushkendorjar@rediffmail.com</a>
8	<b>Mr. Deepak Sukheja</b> <i>Oriental University, Indore</i>	Professor	9826435259	<a href="mailto:deepaksukheja@yahoo.com">deepaksukheja@yahoo.com</a>
9	<b>Dr. Deepak Shrivastava</b> <i>IMS, DAVV, Indore</i>	Professor	9425480905	<a href="mailto:dsindore@gmail.com">dsindore@gmail.com</a>
10	<b>Mr. Shaligram Prajapat</b> <i>IIPS, DAVV, Indore</i>	Reader	9826037078	<a href="mailto:shaligram.prajapat@iips.edu.in">shaligram.prajapat@iips.edu.in</a>
11	<b>Mr. Nand Kishor Buwade</b> <i>IT Centre, DAVV, Indore</i>	Web Designer	9165041223	<a href="mailto:nandkishor.buwade@gmail.com">nandkishor.buwade@gmail.com</a>
12	<b>Dr. Nisha Bano Siddiqui</b> <i>IMS, DAVV, Indore</i>	Assistant Professor	9893894622	<a href="mailto:nisha.davv@gmail.com">nisha.davv@gmail.com</a>
13	<b>Dr. A K Singh</b> <i>EMRC, DAVV, Indore</i>	Research Officer	9425032964	<a href="mailto:singhakhils@rediffmail.com">singhakhils@rediffmail.com</a>
14	<b>Dr. Chandan Gupta</b> <i>EMRC, DAVV, Indore</i>	Producer	9425470841	<a href="mailto:cgupta1@rediffmail.com">cgupta1@rediffmail.com</a>
15	<b>Prof. K. Srinivas</b> <i>NUEPA, New Delhi</i>	Professor		<a href="mailto:ksrinivas@nuepa.org">ksrinivas@nuepa.org</a>

**UGC- HUMAN RESOURCE DEVELOPMENT CENTRE, DAVV, Indore**  
**Refresher Course in ICT & Computer Application (18-08-2015 to 07-09-2015)**

TIME TABLE

Day/Date	10.30 am to 12:00 pm	12.00 pm to 1.30 pm	1.30 pm to 2.30 pm	2.30 pm to 4.00 pm	4.00 pm to 5.30 pm
Tuesday 18-08-2015	Registration	Inauguration	BREAK	Over view about the programme ( Niranjani Shrivastava )	Over view about the programme ( Niranjani Shrivastava )
Wednesday 19-08-2015	Dr.Priyesh Kanungoo Basic of Computer	Dr.Priyesh Kanungoo Basic of Windows OS		Computer Lab	Dr Surendra Malviya Overview of MSOffice
Thursday 20-08-2015	Dr.Santosh Choubey MSWORD	Dr.Santosh Choubey MSWORD		Computer Lab	Dr.Piyush Kandulkar MS-Excel
Friday 21-08-2015	Dr.Piyush Kandulkar MS-Excel	Computer Lab		Dr Surendra Malviya MS- Power Point	Dr Surendra Malviya MS- Power Point
Saturday 22-08-2015	Dr.Santosh Choubey MSWORD	Computer Lab		Dr Deepak Sukheja Over View of DBMS Using MS-ACCESS	Dr Deepak Sukheja Over View of DBMS Using MS-ACCESS

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Day/Date	10.30 am to 12:00 pm	12.00 pm to 1.30 pm	1.30 pm to 2.30 pm	2.30 pm to 4.00 pm	4.00 pm to 5.30 pm
Monday 24-08-2015	Dr.Piyush Kandalakar MS-Excel	Computer Lab	BREAK	Dr Deepak Shrivastava Computer Network	Dr Deepak Shrivastava Overview of Internet
Tuesday 25-08-2015	Mr. Nand . IT Center Web Design	Mr. Nand , IT Center Web Design		Mr. S.Prajapati , E-content Design using Web	Mr. S.Prajapati , E-content Design using Web
Wednesday 26-08-2015	Mr. Nand . IT Center Web Design	*Mr. Nand , IT Center Web Design		Computer Lab	Mr. S.Prajapati , E-content Design using Web
Thursday 27-08-2015	Mr. Niranjan Shrivastava Overview of ICT	EMRC		EMRC	EMRC
Friday 28-08-2015	Computer Test #1	EMRC		EMRC	EMRC
Saturday 29-08-2015	Holiday	Holiday		Holiday	Holiday

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Thursday 27-08-2015	Mr. Niranjan Shrivastava Overview of ICT	EMRC		EMRC	EMRC
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**TIME TABLE**

Day/Date	10.30 am to 12:00 pm	12.00 pm to 1.30 pm	1.30 pm to 2.30 pm	2.30 pm to 4.00 pm	4.00 pm to 5.30 pm
<b>Monday</b> 31-08-2015	Dr Nishra Siddique Cyber Law & IT Act	Presentation Valuation Dr.P.Kanungoo Dr.D.Shrivastva	Presentation Valuation Dr.P.Kanungoo Dr.D.Shrivastva	Computer Lab	
<b>Tuesday</b> 01-09-2015	Dr Srinivas , Moodle	Dr Srinivas , Moodle	Lab Moodle	Lab Moodle	
<b>Wednesday</b> 02-09-2015	Dr Srinivas , Moodle	Dr Srinivas , Moodle	Lab Moodle	Lab Moodle	
<b>Thursday</b> 03-09-2015	Mr. S.Prajapati , Web Tools	Mr. Niranjan Shrivastava Programming Life Cycle	<b>B R E A K</b>		
<b>Friday</b> 04-09-2015	Viswas Kushik Microsoft	Viswas Kushik Microsoft	Dr Ajay Tiwari Network & Data Security	Computer Test #2	Computer Lab
<b>Saturday</b> 05-09-2015	Viswas Kushik Microsoft	Viswas Kushik Microsoft		off	off
<b>Sunday</b> 06-09-2015	Holiday	Holiday		Holiday	Holiday
<b>Monday</b> 07-09-2015					

**HUMAN RESOURCE DEVELOPMENT CENTRE  
DEVI AHILYA VISHWAVIDYALAYA, INDORE (M. P)  
Refresher Course in "ICT & Computer Applications"  
(18. 08. 2015 TO 07. 09. 2015)**

**Date:** 19. 08. 2015  
**Class:** 2:30 p. m. to 4:00 p. m.  
**Topic:** Computer Lab

**Resource Person:** Mr. Niranjan Shrivastav  
**Session II**

A lab slot was given to the participants, to visit IT Centre D. A. V.V., for gathering study materials related to till dealt sessions. The participants also were given guest access ID and Password to avail internet facility at IT Centre for future lab sessions and literature and assignment completions.

**Date:** 19. 08. 2015  
**Class:** 4:00 p. m. to 5:30 p. m.

**Resource Person:** Dr. Surendra Malviya  
**Session II**

**Topic: Overview of MS Office**

The session included history and introduction to MS Office. The primary applications like, documentation, calculation, presentation etc. were also covered. The session also comprised of definition as discussed below:

- Service Packs
- Ribbons
- Quick access tool bar
- Editions
- Contextual tab
- Status bar
- Office Button
- Mini-tool bar

**Date:** 20. 08. 2015  
**Class:** 10:30 a. m. to 12:00 p. m.  
**Topic:** MS WORD

**Resource Person:** Dr. Santosh Choubey  
**Session I**

The session was very informative and all the Tabs like "Files", "Home", "Insert", "Page-layout", "References", "Mailing", "Review", "View" and panel functions were elaborated in the entire MS WORD Session. In the first session, Mail Merge, Hyperlink, Encryption and protection of a document, Customisation of MS word and Formatting functions were discussed.

- Home Tab
- Insert Tab
- Page Layout Tab
- Table of Contents
- Mailings

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**Date:** 18. 08. 2015

**Class:** 10:30 a. m. to 11:00 a. m.

**Resource Person:** Mr. NiranjanShrivastav  
**Session I**

**Topic:** Inaugural Session /Registration of the Course

The refresher course program started from 18. 08. 2014 10:30 a. m. Inaugural session was conducted in the presence of Mr. Varun Kapoor, IPS, Director Police Radio Training School, Indore, Dr.Namrata Sharma, Director, Academic Staff College, Mr. NiranjanShrivastava, Co-ordinator, Refresher Course, Dr.Bhoomesh Gupta, Professor, Human Resource Development Centre, Dr.Jayshree Bansal, Senior Lecture, Human Resource Development Centre, Devi AhilyaVishwavidhyalaya, Indore (M. P.)

The program started with Deep Prajwalan and SaraswatiVandana followed by floral welcome of Resource Person Mr. Varun Malik, IPS, Director, PRTS, Indore. The Inaugural Session was accompanied by brief introduction of the program by Mr. NiranjanShrivastava.

**Date:** 18. 08. 2015

**Class:** 11:30 to 1:30p. m.

**Resource Person:** Mr. Varun Kapoor  
**Session I**

**Topic:** Cyber Crime

In the first session the areas which promote the use of internet and cyber is Surfing; Commerce; Communication; Social Networking; Entertainment. Fine light was thrown on the statistical data of Cybercrime. Same time Definition of Cyber-crime was discussed under IT Act 2000 and its amendment 2008. It was also updated that China was ranked first country where maximum number of cyber-crimes are reported across the world.

Various precautionary measures were discussed through which we can secure ourselves from being a victim of cyber-crimes. The key points that were included are listed below:

1. Make your password complex.
2. Do not use a common password.
3. Browser should be disabled for automatic password options.
4. Do not write your password on easily accessible areas.
5. Do not share your password on phone or in messages.
6. Set up your password recovery option.
7. Always switch off the geotagging services.

The session was concluded with a commendation to the points undermentioned:

- Develop a mind-set for safety and security,
- Avoid shortcut
- Avoid greed
- Always try to be responsive rather than being reactive
- Try to have full knowledge of the software of website
- Do not trust strangers.

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**Date:** 18. 08. 2015  
**Class:** 02:30 to 4:00 p. m.

**Resource Person:** Mr. NiranjanShrivastav  
**Session II**

**Topic: Overview of Refresher Course**

In the second session the rules and regulations of attending the course were discussed by the Director, Dr. Namrata Sharma. The details of the program to be dealt were discussed by Mr. NiranjanShrivastav in detail. The participants also discussed their expectations from the course and the relevant portions were kindly adopted by the course coordinator.

**Date:** 19. 08. 2015  
**Class:** 10:30 a. m. to 12:00 p. m.

**Resource Person:** Dr. Preetesh Kanungo  
**Session I**

**Topic: Evolution of Computers**

In this session, the historical perspectives on the development of computers were discussed. Various generations of Computers like:

- Vacuum Tubes
- Transistors
- Integrated Circuits
- LSI, VLSI, ULSI
- Robotics etc.

In the same session, various types of computers based on usage/ size/ operation. The block diagram of Computer was discussed in detail. The Definitions and examples of various storage medias, types of memory, Input and Output devices were covered.

**Date:** 19. 08. 2015  
**Class:** 12:00 p. m. to 1:30 p. m.

**Resource Person:** Dr. Preetesh Kanungo  
**Session I**

**Topic: Basics of Windows**

In this session, the design and development of operating System WINDOWS was discussed. The first operating system introduced by Microsoft Corporation was Windows 3.1. The order of development of Windows is as follows:

- Windows 95 (For personal computers)
- Windows NT (Networking)
- Windows 98
- Windows 2000 (Server)
- Windows XP (Experience)
- Windows 7
- Windows 8 and 8.1 (Touch Screen technology)
- Windows 10 (Echo web browser)

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Date: 20. 08. 2015

Resource Person: Dr. Santosh Choubey

Class: 12:00 a. m. to 01:30 p. m.

Session II

Topic: MS WORD

The MS word session was in continuation and the lecture included:

- Table of Contents Panel of Reference Tab
- Footnotes panel of References Tab
- View Tab - The Macro panel was introduced and light was thrown on the use of Macros function.
- Insert Tab- Various details about the Insert Tab and the use of various functions like Insert Table function, Picture function, Clipart function, Smart Art Function, Chart Function, Insert Footer and Header, page number function, Text box function and Word Art functions were included.

Date: 20. 08. 2015

Resource Person: Mr. Niranjan Shrivastav

Class: 2:30 p. m. to 4:00 p. m.

Session II

Topic: Computer Lab

The lab was given to practice various Tabs, Panels and functions. The participants were allotted Lab Session to practice all the functions and features of MS Word Taught in the previous session.

The participants explored all the and had an overview of all the Tabs and features like File, Home, Insert, Page Layout, Mailings, Review and View tabs in MSWORD Lab Session.

Date: 20. 08. 2015

Resource Person: Dr. Piyush Kendulakar

Class: 4:00 p. m. to 5:30 p. m.

Session II

Topic: MS Excel

This session included Introduction to Microsoft Excel. Microsoft Excel is a commercial spreadsheet application written and distributed by Microsoft for Microsoft Windows and Mac OS X. The current versions at the time of writing this tutorial are 2010 for Microsoft Windows and 2011 for Mac OS X. Microsoft Excel is a spreadsheet tool capable of performing calculations, analyzing data and integrating information from different programs. By default, documents saved in Excel 2010 are saved with the .xlsx extension where as the file extension of the prior Excel versions is .xls. Following points were covered in the first lecture:

- To open an excel file
- To Close an excel file
- To Insert data in MS Excel was by activating the cell type text or number and pressing enter or Navigation key.
- To select and delete data from the cell

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**Date: 21. 08. 2015**

**Resource Person: Dr.PiyushKendulakar**

**Class: 10:30 p. m. to 12:00 p. m.**

**Session II**

**Topic: MS Excel**

The following steps were taught in the session:

- How to Move Data with MS Excel.
  - Select the data you want to Move.Right Click on their. Select the cut option. Select the first cell where you want to move the data. Right click on it and paste the data. You can see the data is moved now.
  - MS Excel is in tabular format consisting of rows and columns.
  - Row runs horizontally while Column runs vertically.
  - Each row is identified by row number which runs vertically at the left of the sheet.
  - Each column is identified by column header which runs horizontally at the top of sheet For MS Excel 2010 Row numbers ranges from 1 to 104857 in total 1048576 rows and Columns ranges from A to XFD in total 16384 columns
  - The Navigation with rows and columns was also taught in this lecture
- 

**Date: 21. 08. 2015**

**Resource Person: Dr.PiyushKendulakar**

**Class: 12:00 p. m. to 1:30 p. m.**

**Session I**

**Topic: Computer Lab**

The lab was given to practice various Tabs, Panels and functions of Microsoft Excel. Most of the participants who were beginners of MS Excel explored the features of Excel.

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**Date: 21. 08. 2015**

**Resource Person: Dr.SurendraMalviya**

**Class: 02:30 p. m. to 4:00 p. m.**

**Session II**

**Topic: Power Point**

An overview on the use and application was given in this session. Power Point 2007 is the presentation graphics software in the Microsoft 2007 Office suite. With PowerPoint, one can use its easy-to-use predefined layouts, themes, and templates to create dynamic and professional presentations.

An introduction to powerpoint was given in which following points were covered:

- Set up your PowerPoint environment
- Key tasks like minimize and maximize the Ribbon
- Configuration of the Quick Access toolbar, switch views, and access of PowerPoint options

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- The tabbed Ribbon menu system is how you access the various PowerPoint commands.
  - Microsoft Office button is located in the in the upper-left corner. One can access important options such as New, Save, Save As, and Print.
  - The Quick Access toolbar is pinned next to the Microsoft Office button and includes commands like Undo and Redo.
  - On the left side of the window, you will see a **task pane** with slides and outline tabs, which appears by default.
  - On the bottom-right of the screen, you'll find view commands (Normal, Slide Sorter, and Slide Show), as well as the zoom tool.
- 

**Date:** 21. 08. 2015

**Resource Person:** Dr.SurendraMalviya

**Class:** 04:00 p. m. to 5:30 p. m.

**Session II**

**Topic:** Power Point

The lecture continued with the customisation of Quick Access Toolbar. Following steps were discussed:

Create a powerpoint presentation- The placeholders are arranged in different layouts you can select when you insert a new slide or that can be applied to existing slides. In the example above, the layout is called Title and Content and includes title and content placeholders.

Insert text into a placeholder:

- Insert a new slide:
  - Change the layout of an existing slide:
  - Copy and paste a slide:
  - Delete a slide
  - Move a slide
  - Save a presentation at a particular destination in a desired format.
  - Exit or Close a presentation
-

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Date: 22. 08. 2015

Class: 10:30 a. m. to 12:00 p. m.

Session I

Topic: MS WORD

Resource Person: Dr. Santosh Choubey

In this session of MS Word the remaining portion of the ribbon, i. e. References Tab and Review Tab was handled in detail.

The key features of the session are as mentioned below:

- How to include a table of contents and further update a table of contents
- Under Citations and Bibliography panel, Insert Citation feature was dealt in detail with a proper example which included, Sources functions and Bibliography also.
- Use of Insert Caption function was covered along with Table of Figures in the Captions panel was thoroughly explained along with the Cross reference function with suitable examples.
- Mark Entry function was also explained with a suitable example along with Index panel.

By the end of this session a proper template preparation of a scientific paper, along with Table of contents, footnote, citations, captions, cross references and Index was created.

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Date: 22. 08. 2015

Class: 12:00 a. m. to 01:30 p. m.

Session I

Topic: Computer Lab

Resource Person: Dr. Niranjan Shrivastava

The lab was given to practice various Tabs, Panels and functions of Microsoft Word.

All the useful functions say for example Reference Tab, Review Tab, View Tab and other important features were practiced during this lab session which can prove to be very helpful in writing a research article or any scientific contribution.

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Date: 22. 08. 2015

Class: 02:30 p. m. to 04:00 p. m.

Session II

Resource Person: Dr. Deepak Sukheja

Topic: Overview of DBMS Using MS Access

This session provided a high level introduction to DBMS technology. It explained why businesses need DBMS software and what it does. It also provides some useful reference



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materials for IT professional and business people wishing to learn more about this important technology and introduces the most widely used DBMS packages. A database management system (DBMS) is system software used to manage the organization, storage, access, security and integrity of data in a structured database. The nature of database management systems has dramatically since the 1960 as the demand for data storage has increased and the technology to store data has plummeted. A database can be a set of flat files stored on computer tape or disk or it could consist of database tables that are managed by a Database Management System (DBMS). There are different types of DBMS products: relational, network and hierarchical. The most widely commonly used type of DBMS today is the Relational Database Management Systems (RDBMS).

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**Date: 22. 08. 2015**

**Resource Person: Dr. Deepak Sukheja**

**Class: 04:00 p. m. to 05:30 p. m.**

**Session II**

**Topic: Overview of DBMS Using MS Access**

In this session, One very important role of a database management system (DBMS) to maintain the data definitions for each table and columns in the database was discussed. Each piece of data was assigned a name, a data type (e.g. date, alphanumeric, numeric) and a mandatory/optional status. It was elaborated that most DBMS packages will enforce these rules when rows are added to the database. DBMS packages can also enforce domain rules. For example, a domains for marital status, state codes or country codes could be defined to ensure that only valid values are stored. Most DBMS software will also enforce cardinality and optionality rules that govern relationships between things of interest (i.e. tables).

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**Date: 24. 08. 2015**

**Resource Person: Dr. Piyush Kendulkar**

**Class: 10:30 a. m. to 12:00 p. m.**

**Session I**

**Topic: MS excel**

Fundamental operations in MS Excel work book were included in this session. When a new blank workbook is opened, the cells, columns, and rows are set to a default size. It has a ability to change the size of each, as well as to insert new columns, rows, and cells as needed. In this lesson, you will learn various methods to modify the column width and row height, as well as how to insert new columns, rows, and cells.

- To modify column width:
  - To modify row height:
  - To insert rows:
  - To insert columns:
  - To delete rows and columns:
-

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Date: 24. 08. 2015

Resource Person: Dr.PiyushKendulkar

Class: 12:00 a. m. to 01:30 p. m.

Session I

Topic: Computer Lab

The lab was given to practice various advance functions of Microsoft Excel.

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Date: 24. 08. 2015

Resource Person: Dr.Deepak Shrivastav

Class: 02:30 a. m. to 04:00 p. m.

Session II

Topic: Networking

The session was started with the definition of Networking. Networking is the practice of linking multiple computing devices together in order to share resources. These networks can be created using several different methods, such as cables, telephone lines, satellites, radio waves, and infrared beams. When it comes to networking, there are two essential pieces of equipment that enable numerous devices to be connected: routers and switches. Various types of networks were discussed. In the session various types of networking topology was studied as mentioned below, Bus, Ring, Star, Tree, Mesh.Countless types of networks available were also discussed in the session, especially as networking technologies continue to advance. Two of the most commonly employed networks are LAN and WAN.

- Local Area Network (LAN)
  - Wide Area Network (WAN)
  - Other Network Types: Various other types of networks exist, including wireless local area networks (WLANs) that are LANs based on wireless network technology and metropolitan area networks (MANs) that cover larger areas than LANs but smaller areas than WANs. These MANs generally span a city and are owned and operated by a government or corporation.
- 

Date: 24. 08. 2015

Resource Person: Dr. Deepak Shrivastav

Class: 04:00 a. m. to 05:30 p. m.

Session II

Topic: Networking

The second session was commenced with the definition of Internet. The features of Internet, Intranet and Extra net were also discussed in the session.Light was thrown on parametric search, web browser, World Wide Web (WWW). The session was concluded with few more definitions as mentioned below:

- |                |             |
|----------------|-------------|
| • Interface    | Web-browser |
| • Proxy server | Firewall    |
| • Domain name  | Url         |
| • DNS service  | IP Address  |
| • TCP          | UDP         |
| • SMTP         | POP         |
-

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**Date: 25. 08. 2015**

**Resource Person: Mr. NandkishorBuwade**

**Class: 10:30 a. m. to 12:00 p. m.**

**Session I**

**Topic: Web-designing**

The session commenced with the Introduction of Dreamviewer software. Dreamweaver is a well-known web editor (a type of computer program) used by both experienced and novice webmasters to design websites. Dreamweaver 8 is a easy to use software that allows you to create professional web Pages. The design edition features of Dreamweaver 8 allow you to quickly add objects and functionality to your pages, without having to program the HTML code manually. It's possible to create tables, edit frames, work with layers, insert JavaScript behaviors, etc., in a very simple and visual way. Any text editor allows you to create web Pages. It's only necessary to create documents with HTML or HTM extensions, there you'll have to include the HTML code that you want. Even the Notepad can be used to do it.

Following codes were covered in detail while working on the software:

- <body> Body
  - <head> Head
  - <title>
  - <p> Paragraph
  - <BG colour>
  - h1 Heading 1
  - h2 Heading 2
  - h3 Heading 3
  - br Line break.
  - An empty element, hr Horizontal rule.
  - An empty element of Ordered list
  - ul Unordered list
  - li List item
  - img Image, src, the image source URL, and alt, the alternate text.
  - a Hyperlink, href,
  - <marquee>
- 

**Date: 25. 08. 2015**

**Resource Person: Mr. NandkishorBuwade**

**Class: 12:30 p. m. to 01:30 p. m.**

**Session I**

**Topic: Computer Lab (Web-designing)**

The lab was given to practice fundamental and advance features of macromedia Dreamweaver. Participants had a practice of various codes as shown below:

- <body> Body
- <head> Head
- <title>
- <p> Paragraph
- <BG colour>

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Date: 25. 08. 2015

Resource Person: Dr. Shaligram Prajapat

Class: 02:30 p. m. to 04:00 p. m.

Session II

**Topic: E content designing using Web**

In this session, introduction to web tools was given. Information about various sites was given. The sites include [www.webscrapper.com](http://www.webscrapper.com), [www.duckduckgo.com](http://www.duckduckgo.com), [www.john\\_the\\_ripper.com](http://www.john_the_ripper.com). The talk also included Google analytics. All the facilities available on web via Google were discussed, Google drive, Google Mail, Google Plus, Google Map and Google Site. Some fundamental aspects of Google analytics were also covered.

The fundamentals of website designing were also covered.

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Date: 25. 08. 2015

Resource Person: Dr. Shaligram Prajapat

Class: 04:00 p. m. to 05:30 p. m.

Session II

**Topic: E content designing using Web**

The [www.sites.google.com](http://www.sites.google.com) was explored and website designing free of cost was taught in the lecture, the steps are summarised as follows:

Once you've signed in to your Google Account, you can start making your Google site. The steps are shown below:

- Click the **Create** button.
- Choose one of the displayed **site templates**, use the default blank template, or click **Browse gallery for more** to review more template choices
- Enter your site name and the URL where it will be located (for example, [sites.google.com/site/your-site](http://sites.google.com/site/your-site)). The name and URL you choose can't be changed after you create your site, or used again if the site is deleted.
- Click "More options" and select the appropriate checkbox if your site contains mature material. You can also add an optional site description in this section.
- If you wish, click "Select a theme" to pick a theme for your site.
- Enter the wavy characters in the word verification section, and click the **Create** button at the top of the page.

Now that you've created your site, you can create a new page by clicking the **New page** button in the top right corner of your window. Then, name the new page and select the type of page you want: webpage, announcement, file cabinet, or list. After you've selected where you want to locate the page, click the **Create** button at the top of the page.

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- Data mining
  - Mathematics
  - Probability
  - Self-learning prediction analysis
  - Data harvesting
  - Experimentation with offline data
- 

**Date: 27. 08. 2015**

**Resource Person: Dr.NiranjanShrivastava**

**Class: 10:30 a. m. to 12:00 p. m.**

**Session I**

**Topic: ICT**

The session was started with the Definition of Data, Information, Communication and Technology. The session included various videos which emphasised the features of ICT as summarised below:

- Advancement of Technology
- Google glasses
- Modalities.
- The Google Apps
- Unlimited learning application
- Learning anywhere, anytime at any device
- Maximum engagement of students
- Increased Communication and Collaboration
- Dynamic learning environment option
- Team based learning approach

The session also included various free tools for ICT, available on Google like Gmail, Calender, Drive, Groups, Talk, Sites, Google Maps, Google plus, etc.

A procedure for preparation for a preparation of Online Quiz and questionnaire was also discussed in detail.

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**Date: 27. 08. 2015**

**Resource Person: Dr.Akhilesh Singh**

**Class: 12:00 p. m. to 01:30 p. m.**

**Session I**

**Topic: E-content**

The lecture started with the Introduction of EMRC and the role of EMRC in design and development of E content. Various characteristics of e-content scheme was discussed giving a promo on the following areas:

- The UGC e-Content scheme aims at developing high quality e-Content, as well as expertise for generating such content over the long term.
- The scheme provides financial assistance and technical support to teachers and other experts based in colleges and universities for the development of e-Content.
- The e-Content development and the associated web based learning described here do not seek to replace traditional teaching and learning, but are expected to supplement them.

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**Date: 26. 08. 2015**

**Resource Person: Dr.NiranjanShrivastav**

**Class: 10:30 a. m. to 01:30 p. m.**

**Session I**

**Topic: Lab (Practical)**

The lab was given to practice various fundamental and advance features of Google sites.

The participants made an attempt to develop their webpage on google sites in the lab session, most of the participants succeeded in developing their own webpages on google sites.

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**Date: 26. 08. 2015**

**Resource Person: Dr.NandKishorBuwade**

**Class: 02:30 a. m. to 04:00 p. m.**

**Session II**

**Topic: Lab (Practical)**

An assignment was allotted to all the participants to design their webpage using Macromedia Dreamweaver. The participants were allotted an assignment to develop their own webpage using MM Dreamweaver, the participants used the code to prepare their own webpages.

Some codes and attributes used by the participants were:

- `img` Image, `src`, the image source URL, and `alt`, the alternate text.
  - a Hyperlink, `href`,
  - `<marquee>`etc.
- 

**Date: 26. 08. 2015**

**Resource Person: Dr.ShaligramPrajapat**

**Class: 04:00 p. m. to 05:30 p. m.**

**Session II**

**Topic: E-content and Machine Learning**

The lecture was dedicated to Machine Learning. Machine learning is the science of getting computers to act without being explicitly programmed. In the past decade, machine learning has given us self-driving cars, practical speech recognition, effective web search, and a vastly improved understanding of the human genome. Machine learning is so pervasive today that you probably use it dozens of times a day without knowing it. Many researchers also think it is the best way to make progress towards human-level.

Apart from Machine learning few below mentioned areas were also discussed during the session:

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- The inclusion of e-Content in learning is now inevitable, and the UGC initiative is designed to meet the new challenges, and to help India take the lead in this newly emerging field.
- 

**Date: 27. 08. 2015**

**Resource Person: Dr.Akhilesh Singh**

**Class: 02:30 p. m. to 04:00 p. m.**

**Session I**

**Topic: E-content**

In this session all the pivotal features of E- content as per UGC requirement and guidelines were discussed.The e-Content, once developed, will be maintained at the mirror sites of the UGC Information Network (UGC INFONET) and will also be available at Consortium for Educational Communication (CEC) Website. The content will be accessible to all teachers and students of the Indian university system throughout the country. The goal of this scheme is to encourage individual teachers, groups of teachers in colleges and universities and experts in the IT industry in content development and multimedia production to develop educational content in electronic format, suitable for use in various teaching and learning programmes. This scheme is opened to teachers in all subjects and disciplines.

Following objectives of the scheme were also discussed:

- Promote generation of e-Content in all subjects;
  - Develop teacher's and expert's resources in e-Content creation;
  - Make available the e-Content to teachers and students through various delivery modes for formal and non-formal education, for supplementing and complementing the process of teaching and learning in higher education;
  - Develop partnerships between educational institutions and the IT industry for the continuous development of new content and methodology taking into account contemporary technology.
- 

**Date: 27. 08. 2015**

**Resource Person: Dr.Chandan Gupta**

**Class: 04:30 p. m. to 05:30 p. m. "**

**Session I**

**Topic: E-content**

The lecture included significance of Videos incorporated in any E-content designed for students. Some documentaries were also shown in this session and interaction was initiated with an objective to define the importance of audio-visuals and script writing in E-content designing. The lecture was emphasised that audio-visual mode instils the principles and thus underlying concepts in the mind of students for greater period as compared to normal pictorial and black-board teaching methods.Few theatrical versions of the E-contents were also shown during the session.

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**Date:** 28. 08. 2015

**Resource Person:** Dr. Akhilesh Singh

**Class:** 12:30 a. m. to 01:30 p. m.

**Session I**

**Topic:** E content

The session included few features of E content module as per UGC schemes. The procedure for monitoring the progress of the scheme was also discussed under following titles:

- **E-Content Module & Content Duration** -Content duration has been estimated on the basis of the number of hours that are required to transact the content in the classroom. For example, a course in the classroom requires one credit and a credit is equivalent to 15 hours. The content of a course will be taken as 15 hours classroom teaching.
- **Procedure for monitoring the progress of the scheme** -Incentives for creation of e-content programme The teachers/subject experts who put their rich experience in the development of e-Content will be given due recognition by considering their work on e-Content development as equivalent to a publication in an international peer reviewed journal/public book, subject to the condition that a notification in this regard is issued by the UGC.

**Date:** 28. 08. 2015

**Resource Person:** Dr. Chandan Gupta

**Class:** 02:30 p. m. to 04:00 p. m.

**Session II**

**Topic:** Video Lecture/Visit to Studio

In this session, participants were taken to E.M.R.C., D.A.V.V., studio where some features of video lecture were discussed.

In the studio, few participants were allowed to read a content and a video recording procedure was demonstrated. The participants also visited recording room where they were shown the recordings, voice modulation, editing procedures etc. which are performed during Video lecture preparations and E content preparations.

**Date:** 28. 08. 2015

**Resource Person:** Dr. Niranjan Shrivastava

**Class:** 04:00 p. m. - 05:30 p. m.

**Session II**

**Topic:** TEST I



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**Date:** 31. 08. 2015

**Resource Person:** Dr.Nisha Siddiqui

**Class:** 10:30 a. m. to 12:00 p. m.

**Session I**

**Topic:** Cyber-laws

The session started with the definition of Cognizable and Non cognizable crimes, which followed by categorisation of various wrongs like Moral wrongs, Civil wrongs and legal wrongs.

Salient features of the below-mentioned sections were elaborated in the session:

- Section 43 – Data Theft
- Section 65 – Computer Source Code
- Section 66 –Hacking
- Section 66A - Section 67 – Pornography
- Section 69 - Decryption
- Section 70 – Protected system

IT Act 2000 was discussed in detail under the following heads:

- Cyber Crime regulated by Cyber Laws or Internet Laws
  - Unauthorized access & Hacking
  - Trojan Attack
  - Virus and Worm attack
  - E-mail & IRC related crimes
  - Denial of Service attacks
  - Pornography
  - Forgery
  - IPR Violations
  - Cyber Terrorism
  - Banking/Credit card Related crimes
  - E-commerce/ Investment Frauds
  - Sale of illegal articles
  - Online gambling
  - Defamation
  - Cyber Stacking
  - Pedophiles
  - Identity Theft
  - Data diddling
  - Theft of Internet Hours
  - Theft of computer system (Hardware)
  - Physically damaging a computer system
  - Breach of Privacy and Confidentiality

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Date: 31. 08. 2015

Resource Person: Dr.PreeteshKanungo

Class: 12:00 p. m. to 5:30

Session I & II

Topic: Power-Point Presentations by the candidates

Every participant was informed prior for preparation of power-point presentations of not more than 20 slides on his subject of expertise.

Each participant was called up on the dais to deliver their presentations for not more than seven minutes followed by a question answer session. In the end the members of the panel also presented their opinion on prepared presentations.

They also threw light on the important points to be considered while preparing and presenting a ppt. lecture. The session was concluded with a vote of thanks delivered by one of the participants of refresher programs.

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Date: 01. 09. 2015

Resource Person: Dr.K. Srinivasan

Class: 10:30 p. m. to 12:00 p. m.

Session I

Topic: Moodles-Online Courses

The session started with an introduction to Open Educational Resources (OER) which are teaching and learning materials that are freely available online for everyone to use, whether you are an instructor, student or self-learner. Examples of OER included: full courses, course modules, syllabi, lectures, homework assignments, quizzes, lab and classroom activities, pedagogical materials, games, simulations, and many more resources contained in digital media collections from around the world.

In this session, various for Preparing Online Courses were discussed. It was also elaborated that, an online course is based on course goals and learning outcomes. The key difference is that students do not need to rely on face-to-face interaction to learn content. This also means the computer communication and feedback are highly important and should be structured accordingly.

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Date: 01. 09. 2015

Resource Person: Dr. K. Srinivasan

Class: 12:00 p. m. to 01:30 p. m.

Session I

Topic: Moodles-Online Courses

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Date: 03. 09. 2015  
Class: 10:30 p. m. to 12:00 p. m.

Resource Person: Dr. Shaligram Prajapati

Session I:

Topic: Experimental Session – Web Tools

The session was introduced by Dr. Namrata Sharma followed by Dr. Shaligram Prajapati. The major emphasis of this session was application of information and technology in taking Feedback for faculty. A demo was given for feedback mechanism, wherein the Url for Feedback form submission, User Id, Password details were given to proceed for the online mechanism.

A facility of google docs, google forms was also explored online. Various applications of google docs were also shown. A demo of Google form was given to the participants.

Date: 03. 09. 2015  
Class: 12:00 p. m. to 01:30 p. m.

Resource Person: Dr. Shaligram Prajapati

Session I:

Topic: Experimental Session – (Does maths really appear in nature)

The session was conducted by Dr. Shaligram Prajapati. Fibonacci number is every-where present in nature. Born in Pisa, Italy in 1175 A. D. Introduced by Leonardo Pisado. Some information was also given for Fibonacci sequence. Examples of numbers in nature were also shown e. g. Lilies and Iries, human skeleton, butterfly etc. The significance of ratio of 1.618 was shown with various examples. The golden ratio is shown by phi can be found in Greek Statues, Dome of St. Paul London England, The Great Wall of China. The lecture was concluded with a definition of beauty.

Date: 03. 09. 2015  
Class: 2:30 p. m. to 05:30 p. m.

Resource Person: Dr. Ajay Tiwari

Session II:

Topic: Network and data security

The session was started with the fundamental definition of security. The necessity for security was conveyed at the inception of session. The significance of data was discussed. The terms like database, data warehousing, datamining were also discussed during the course of session. Significance of WWW World Wide Web was also discussed.

Network and Distributed Computing was also discussed:

Distributed computing is a job submitted to a computer via Operating System.

- Network of workstation (N.O.W.)
- Cluster (Homogenous)
- GRID (Heterogeneous)
- Cloud (All the network system are run on cloud)

The session was concluded with a piece of information on cookies and temporary files.

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In accordance to the previous session, few more features of the online courses were also discussed. A successful online course will reflect the communicative nature of the online environment and incorporate resources from the outside world. Content should be sequenced and structured in a manner that enables learners to achieve the stated goals. Provide detailed and clear instructions for course assignments and instructor notes. Provide ample opportunities for feedback and methods for assessment. While selecting appropriate instructional materials, be aware of the online instruction copyright issues and carefully observe all applicable laws.

An introduction to the Moodle (Modular Object Oriented Dynamic Learning Environment) platform was given, followed by creation of an online course on moodle. Moodle is the open source platform that lets you build the perfect education solution for your needs. Moodle is a modular system based on plugins, which are like lego blocks that are put together to build whatever a teacher want. There are plugins for different kinds of content, and plugins for all kinds of collaborative activities, which is where Moodle really works well example, plugin manages a full peer assessment process, so one can get hundreds of students accurately grading each other's assignments (that can save a lot of time!). Add some tracking and reports and the ability to add more plugins from the community or even ones a teacher or learner writes, and a Facilitator who is a teacher can build some pretty amazing education environments.

**Date:** 01. 09. 2015

**Resource Person:** Dr. K. Srinivasan

**Class:** 02:30 p. m. to 05:30 p. m.

**Session II**

**Topic: Moodles-Online Courses Lab**

At the end of the morning session the participants were given guest Id and passwords to practice on Moodle platform.

In this session, various steps of uploading of E-content wascovered.

- Facilitator/Teacher [role] Users Responsibilities
  - 1. Create online Courses
  - 2. User Creation- Role Assigning - Course Enrollment
  - 3. Embedding a Video in online learning course.
  - 4. Writing a summary for introducing an online course.
-

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**Date:** 02. 09. 2015

**Resource Person:** Dr.K. Srinivasan

**Class:** 10:30 p. m. to 01:30 p. m.

**Session I**

**Topic: Moodles-Online Courses**

In this session some other features and attributes of Moodle platform were demonstrated, which can be categorised under following heads:

- **Planning and design** - list of topics to be covered, student activity/assessment plan tentative course schedule
  - **Development and implementation** - Content Preparation, in this step, convert all your content to Internet-ready format, i.e., gather all the learning resources ( Doc, PDF, Videos, OERs etc). Creating the Course under a Learning Management System (Moodle). Creating a course site on the Moodle. Learning to use the Moodle , Transferring all content materials into the Moodle, Setting up course components in the course site, Setting up class management options in the course site, Making modifications if necessary. Testing the Course. Content accuracy, Content display, Internal and external links, Functionality of individual course component
  - **Course delivery and management**- Communicating with students through announcements and e-mail, Conducting online discussion with students, Monitoring student discussion groups, Collecting, grading, and returning assessments not automatically graded by the CMS, Updating content , Tracking and monitoring student progress, Archiving course and other materials, Collecting and analyzing feedback on the course for future use
- 

**Date:** 02. 09. 2015

**Resource Person:** Dr. K. Srinivasan

**Class:** 02:30 p. m. to 05:30 p. m.

**Session II**

**Topic: Moodles-Online Courses Lab**

In continuation to the previous lab session, various steps of uploading of E-content was covered.

1. Procedure to enrol students who is termed as Learner on the Platform
2. Procedure to Create an Online file Assignment in a Course
3. Procedure to Participate in Online File Assignment in a Course
4. Procedure to Create a Discussion Form in a Course [by Facilitator/ Teacher]
5. Procedure to Participate in a Discussion Form [by Learner / Student]

**HUMAN RESOURCE DEVELOPMENT CENTRE**  
**DEVI AHILYA VISHWAVIDYALAYA, INDORE (M. P)**  
**Refresher Course in "ICT & Computer Applications"**  
**(18. 08. 2015 TO 07. 09. 2015)**

**Date:** 04. 09. 2015  
**Class:** 10:30 p. m. to 01:30 p. m.

**Resource Person:** Mr. Vishwas Kaushik

**Session I:**  
**Topic:** Microsoft

The session started with Introduction to Microsoft. An introduction of Windows 8, 8.1 and 10. A detail working of new browser known as Microsoft Edge. The online editing feature was discussed. Editing features on MS Edge were demonstrated. Online recording feature was discussed.

Microsoft Office outlook feature was also taught where online sharing option was dealt in detail.

Another option Office –Mix was shown to Screenshot, Screen Recording, and Quiz can be made online. This can be a very helpful tool in academics.

[www.educatornetwork.com](http://www.educatornetwork.com), discussing on different issues of same or different fields, find and organisation, find a member, a blog or hot topics, one can participate in any discussion, variety of projects are available, subject related tutorials are there, various free tools are there on this portal.

Auto-collage options can be explored to increase the efficiency of teaching. Microsoft research auto-collage features is available. Minimum 07 images and maximum 50 images can be collaged. Create a collage on your own.

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**Date:** 04. 09. 2015  
**Class:** 02:30 p. m. to 04:00 p. m.

**Resource Person:** Mr. Vishwas Kaushik

**Session II:**  
**Topic:** Microsoft (Lab Practice)

A comprehensive Lab session was given to the participants to practice all the components of Microsoft Office, like MS- Word, MS-Powerpoint, MS-Excel, MS- Mix Office, Educatornetwork, Auto Collage Option, explore Microsoft Edge.

The participants also submitted their assignments in Hard and Soft Copy to the Course Co-ordinator during the lab session.

**Date:** 04. 09. 2015  
**Class:** 04:00 p. m. to 05:00 p. m.  
**Session II:**  
**Topic:** TEST II

**Resource Person:** Mr. Niranjan Shrivastava

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HUMAN RESOURCE DEVELOPMENT CENTRE  
DEVI AHILYA VISHWAVIDYALAYA, INDORE (M. P)  
Refresher Course in "ICT & Computer Applications"  
(18. 08. 2015 TO 07. 09. 2015)

Date: 05. 09. 2015

Resource Person: Mr. Vishwas Kaushik

Class: 10:30 p. m. to 01:30 p. m.

Session I:

Topic: Microsoft

- Difference between MS Office 10 and 13
  - Wrap text image feature MS Office 2013
  - Insert rows and columns in 2013 with a Plus sign directly from the table without right click
  - In case of Powerpoint presentation Insert screen regarding options is available in MS 2013 onwards.
  - In Office-Mix some advance Video tools, Video Skin Change option, trimming option off video is also available.
  - A new explorer option on Microsoft Edge explored was screen clipping option was demonstrated.
  - Some format options were also discussed, picture border, picture effects were also discussed.
  - In Insert Shape Fill, Eyedropper option select the colour from the already available image.
  - Some small tips on Mathematics 4.0 were also furnished during the session.
  - Some features of Microsoft Excel 2013 were also discussed.
  - Flash fill features and Auto fill features will discuss.
-

**ICT & Computer Application Programme Valuation (**  
**18/8/2015 to 7/9/2015)**

Sn	Name	Test#1/30	Test#2/20	Presentation/30	Assignment/20	Total/100
1	Dr. Vandana Gupta	15	18			
2	Dr. Mala Dutta	18	17	28	18	79
3	Dr. Saishwari Kol	22	16	28	17	80
4	Dr. Yashoda Chouhan	22	17	24	18	80
5	Dr. Pramila Shere	18	18	23	17	79
6	Dr. Rajendra Wakhala	18	17	23	17	76
7	Dr. Arun Kumar Bodane	20	17	23	18	76
8	Dr. Dheeraj Mandloi	17	18	28	18	78
9	Dr. Rupesh Mittal	18	18	28	18	81
10	Prof. Ajay Soni	17	17	28	17	81
11	Dr. Saurabh Parikh	20	18	25	18	77
12	Dr. Shekhar Maidamwar	21	18	28	18	84
13	Dr. G. L. Khangode	16	18	25	17	81
14	Mr. Shobhrangshu Kumar Mistri	16	18	28	18	80
15	Mr. Suban Singh Tagore	17	17	25	18	76
16	Mr. Anand Jayantilal Maheshwari	19	18	25	18	76
17	Dr. Deepak Rawat	19	17	25	17	79
18	Mr. Vivek Mishra	19	17	23	17	76
19	Dr. Hem Singh Mandloi	19	18	26	17	79
20	Dr. Kamal Singh Alawa	16	17	25	18	80
21	Dr. Pawan Gupta	20	18	25	18	76
22	Dr. Gorelul Badole	18	16	27	17	82
23	Dr. Rayku Jamra	17	18	24	18	76
24	Dr. Anupama A Parate	22	18	23	18	76
25	Mr. Sanjay Kumar Pandagale	18	19	25	18	83
26	Mr. Sitaram Anare	19	17	26	18	81
27	Mr. Mahesh Mankar	19	17	23	18	77
28	Dr. Rajni Borole	20	17	25	17	78
29	Dr. Rizwana Jamal	18	17	25	17	79
30	Dr. Meenakshi T Shroti	20	17	26	17	78
				26	26	89

*Manu L*  
 07/9/15

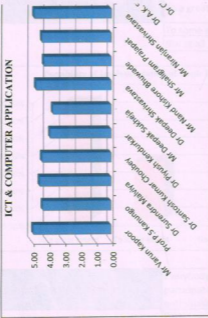
*AS*  
 7/9/2015



HUMAN RESOURCE DEVELOPMENT CENTRE  
 DEVI AHILYA VISHWAVIDYALAYA, INDORE  
 RESOURCE PERSON EVALUATION FORM  
 ICT & COMPUTER APPLICATION

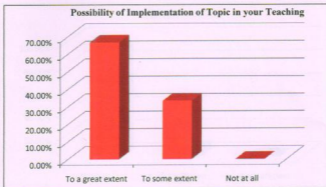
From 18/09/2015 to 07/09/2015

1	Mr Varun Kapoor	4.90	588
2	Prof P.S Kanango	4.30	516
3	Dr Surendra Malviya	4.50	540
4	Dr Santosh Kumar Choubey	4.35	522
5	Dr Piyush Kendurkar	3.84	461
6	Mr Deepak Sukheja	3.67	440
7	Dr Deepak Shrivastava	4.73	568
8	Mr Nand Kishore Bhuwade	4.24	509
9	Mr Shaigram Prajapat	4.38	525
10	Mr Niranjan Shrivastava	4.87	584
11	Dr A.K. Singh	4.58	550
12	Dr Chandan Gupta	4.58	550
13	Dr Nisha Siddique	4.35	522
14	Prof K. Srinivas	4.74	569
15	Mr. Kushik Biswas	3.86	463
15	Dr Ajay Tiwari	3.69	443



**FEEDBACK-1.** Some practicals can be included in the course.  
 2. Increasing computer facility.

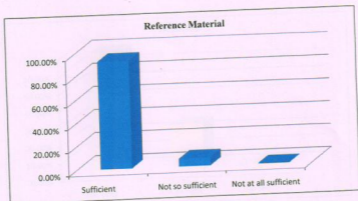
1	Possibility of implementation of topics in your teaching	To a great extent	66.67%
		To some extent	33.33%
		Not at all	0.00%



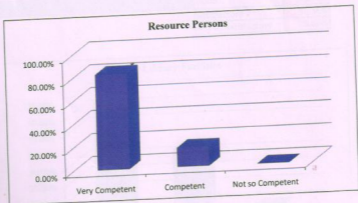
2	Extent of Participation	Everybody participated enthusiastically	83.33%
		Participation was Satisfactory	16.67%
		Participation was not satisfactory	0%



3 Reference Material	Sufficient	93.33%
	Not so sufficient	6.67%
	Not at all sufficient	0%



4 Resource Persons	Very Competent	83.33%
	Competent	16.67%
	Not so Competent	0%



5	Duration	Too Long	70.00%
		Just all right	26.67%
		Too Short	2.78%

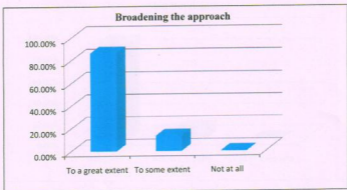


6	Library Facilities	Good	66.67%
		Satisfactory	36.36%
		Not so Satisfactory	0.00%



## 1 Broadening the approach

To a great extent	86.67%
To some extent	13.33%
Not at all	0%



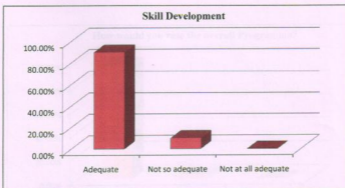
## 2 Inspiring

To a great extent	90.00%
To some extent	10.00%
Not at all	0%



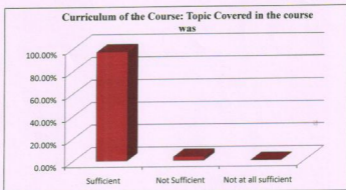
### 3 Skill Development

Adequate	90.00%
Not so adequate	10.00%
Not at all adequate	0%

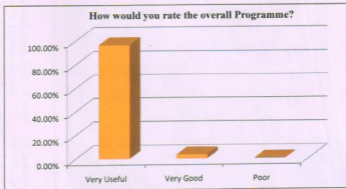


### 4 Curriculum of the Course: Topics Covered in the course was

Sufficient	96.67%
Not Sufficient	3.33%
Not at all sufficient	0%



5	How would you rate the overall programme?	Very Useful	96.67%
		Very Good	3.33%
		Poor	0%



J.G.C. Human Resource Development Centre  
 Davulpet, U.T. & Computer Applications, Bangalore-560075, India

# J.G.C. Human Resource Development Centre

DAW Indore, ICT & Computer Application, 18/08/2015 to 07/09/2015

UGC - Academic Staff College



- n-1 : Dr. Rajni Borole, Dr. Mala Dutta, Dr. G.L.Khangode, Dr. Shaligram Prajapati, Dr. Kanhiya Ahuja, Dr. Bhupesh Gupta, Dr. Namrata Sharma (Director),  
Dr. Kaushik Blewas, Dr. Niranjan Shrivastava (Co-Ordinator), Dr. Anupama Parate, Dr. Rayku Jamra, Dr. Pramila Shere, Dr. Rizwana Jamal, Dr. Vandana Gupta  
n-2 : Dr. Saleshwari Kol, Dr. Meenakshi Shrotri, Dr. Yashoda Chouhan, Dr. Sitaram Anare, Dr. S.S.Tagore, Dr. Mahesh Manekar, Dr. Hemsingh Mandloi, Dr. Pawan Gupta,  
Mr. S.K.Misri, Mr. Anand Maheshwari, Dr. Shekhar Maidamwar, Dr. Sourabh Parikh, Dr. Rajendra Wakla, Dr. Rupesh Mittal  
n-3 : Dr. Kamal Singh Alawa, Dr. Deepak Rawat, Dr. Arun Kumar Bodane, Dr. Dheeraj Mandloi, Dr. Gorelal Baddole, Dr. Vivek Mishra, Dr. Sanjay Pandgale