



Internal Quality Assurance Cell of Vivekananda College

(NAAC "A" GRADE)

University of Delhi

in collaboration with

CATCH A CLOUD LLP



Organizes

5 DAYS FACULTY DEVELOPMENT PROGRAM (FDP)

ON

" Microsoft Tools for Creating Effective Teaching and Learning Environment"

[7th June - 11th June 2021, 09:00 am onwards]

PLATFORM: MS TEAMS

FEES: 1500 / - INR

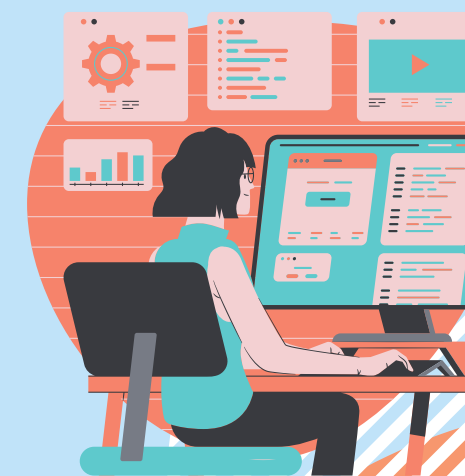
[Includes attending sessions, reference material, videos, assessments and E-Certificate]

Registration link : <https://forms.gle/JHR4aijqMRiDCQxC8>

Date	Days	Time Slot [IST]	Session Theme
7.06.2021	Monday	9:00 am-5:00 pm	Overview of G Suite
8.06.2021	Tuesday	9:00 am-5:00 pm	Microsoft Word and PowerPoint
9.06.2021	Wednesday	9:00 am-5:00 pm	Microsoft Office Excel
10.06.2021	Thursday	9:00 am-5:00 pm	Microsoft Office Excel
11.06.2021	Friday	9:00 am-5:00 pm	Office365 Overview Cloud

FDP HIGHLIGHTS

- Working with Gmail/ Google Drive/Forms
- Mastering Animation using PowerPoint
- Dx·Format documents using Word Styles
- Working with Teams, Office365 and OneDrive
- Understand advanced Excel functions
- V-LookUp, HlookUp and Index and Match
- Preparing documents using One Note Microsoft Word and PowerPoint



This one-week training program will cover Important aspect of Excel, Word and PowerPoint, G-Suite, MS Teams, One Drive along with Office 365 Apps. No prior knowledge of any tool is needed. Key takeaway is to learn and implement Microsoft tools for hands on tool usage and application in teaching and learning. Inputs by industry and Academic stalwarts in opening and closing addresses for the blend of industry inputs, academic inputs and training Interactive training sessions, Reference Material, Session Videos available for future reference.

Faculty members and research scholars from universities and colleges worldwide must utilize this opportunity to learn crucial Microsoft Tools from this intensive FDP.

Bank Details for Payment: (Fees will be collected through Online Transaction)

Beneficiary Name: Vivekananda College

Fee: 1500/-INR

Bank Name: Canara Bank

Account Number: 1300101200532

IFSC Code: CNRB0001300

After paying the fees, register at the link: <https://forms.gle/JHR4aijqMFDQxqC>

- Note:**
1. Non- Refundable and Limited seats, On first come, first serve basis.
 2. Course completion certificate will be awarded after completing final assessment.
 3. Last date for Registration: 31st May 2021.

RESOURCE PERSON

Mr. Dheeraj Juneja, Founder-Catch A Cloud, Microsoft Certified Trainer and Microsoft Subject Matter Expert (MIS and Data Analytics)

About Vivekananda College



The college started in a school building with approximately 300 students admitted to B.A. (Pass) in 1970. Since then the college has witnessed a meteoric rise in the number of students seeking admission in the different offered by it. It is one of the most sought after college in the Trans-Yamuna area for women education. The dedication, commitment and loyalty of the teaching and non-teaching staff, along with the enthusiasm and of the students over the years, have contributed largely to bring the college to its present position. At present the number of students is around 2265.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) of the College was formed as a post-accreditation quality sustenance measure to internalize and quality assurance measures and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. In this context, the IQAC monitors academic performances and evaluation systems, augments the teaching-learning process, monitors feedback process and assures adequate infrastructural facilities.

ORGANIZER OF THE FACULTY DEVELOPMENT PROGRAM

Vivekanada College

Dr. Hina Nandrajog (Officiating Principal)
Dr. Vanita Sondhi (Convenor, IQAC)
Dr. Salma Seth (Co-Convenor, IQAC)
Dr. Shafaq Zareen (Coordinator)

Catch A Cloud LLP

Dheeraj Juneja (Founder and Trainer)
Tarun Pratap Singh (Strategic Business Partner)



Feel Free to Contact via Email, If you have query or concern

vnfdp2021@gmail.com

