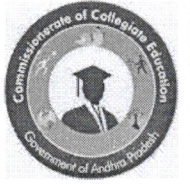


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CIRCULAR

Date: 07.06.2021

We are pleased to inform all faculty members and students that the IQAC, in collaboration with the Department of Computer Science, is organizing a training program on "G Suite for Online Classes". This program is designed to equip participants with the necessary skills to effectively use Google's suite of tools for online teaching and learning.

Schedule:

Dates: 14th June 2021 to 19th June 2021

Time: 10:00 AM to 12:00 PM daily

Program Highlights:

Introduction to G Suite tools (Google Classroom, Google Drive, Google Docs, etc.)

Effective management of online classes

Conducting assessments and feedback using Google Forms

Interactive teaching methods with Google Meet and Jamboard

All teaching faculty and students are encouraged to actively participate in this training program to enhance their online learning and teaching capabilities. A certificate of participation will be awarded upon completion of the program.

Contact Information: For further details or queries, please contact the Department of Computer Science or IQAC Coordinator.

We look forward to your active participation.

Principal

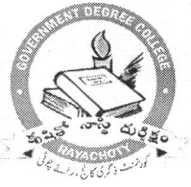
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Copy to:

IQAC Coordinator

Head, Department of Computer Science

All Departments



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This schedule covers essential G Suite tools for teaching and administrative work:

Day 1: Introduction to G Suite & Gmail Essentials

9:00 AM – 10:00 AM – Welcome & Program Overview

Introduction to G Suite (now Google Workspace)

Understanding the importance of G Suite for educators

10:15 AM – 12:00 PM – Gmail Essentials

Setting up and managing Gmail

Organizing emails with labels, filters, and folders

Gmail shortcuts and best practices for communication

12:00 PM – 1:00 PM – Break

1:00 PM – 3:00 PM – Hands on Practice: Gmail Features

Practicing email management and effective communication with students

Task: Organize inbox and create custom labels

Day 2: Google Drive & Google Docs

9:00 AM – 11:00 AM – Google Drive Overview

Storing, organizing, and sharing files

Managing file permissions and collaboration

11:15 AM – 1:00 PM – Google Docs for Teaching

Creating and formatting documents

Collaborating on documents with co teachers and students

1:00 PM – 2:00 PM – Break

2:00 PM – 4:00 PM – Hands on Practice: Google Drive & Docs

Task: Create a shared folder and collaborate on a lesson plan

Day 3: Google Sheets & Google Forms

9:00 AM – 11:00 AM – Google Sheets for Data Management

Basics of spreadsheets: cells, rows, columns

Data entry, formatting, and functions (SUM, AVERAGE, etc.)

Practical use cases: student records, grade tracking

11:15 AM – 1:00 PM – Google Forms for Surveys & Quizzes

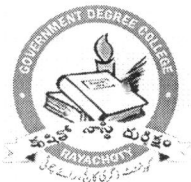
Creating surveys and quizzes

Collecting responses and analyzing data in Sheets

1:00 PM – 2:00 PM – Break

2:00 PM – 4:00 PM – Hands on Practice: Sheets & Forms

Task: Create a quiz in Google Forms and analyze the data in Sheets



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Day 4: Google Slides & Google Classroom Introduction

9:00 AM – 11:00 AM – Google Slides for Presentations

Creating engaging slide presentations

Adding media: images, videos, and charts

11:15 AM – 1:00 PM – Introduction to Google Classroom

Setting up a classroom

Inviting students and managing course content

1:00 PM – 2:00 PM – Break

2:00 PM – 4:00 PM – Hands on Practice: Slides & Classroom

Task: Create a lesson presentation in Slides and upload it to Google Classroom

Day 5: Google Meet & Collaboration Tools

9:00 AM – 11:00 AM – Google Meet for Virtual Classes

Setting up and scheduling Google Meet sessions

Managing attendees, screen sharing, and recording sessions

11:15 AM – 1:00 PM – Google Calendar for Scheduling

Scheduling classes, events, and reminders

Sharing calendars with colleagues and students

1:00 PM – 2:00 PM – Break

2:00 PM – 4:00 PM – Hands on Practice: Meet & Calendar

Task: Schedule a virtual class using Google Meet and Calendar

Day 6: Advanced Classroom Tools & Wrap up

9:00 AM – 11:00 AM – Advanced Google Classroom Features

Assignments, grading, and feedback

Managing class materials and announcements

11:15 AM – 1:00 PM – Google Keep & Jamboard for Interactive Teaching

Using Google Keep for notes and reminders

Introducing Jamboard for interactive lessons and brainstorming

1:00 PM – 2:00 PM – Break

2:00 PM – 4:00 PM – Final Q&A and Wrap up

Review of key concepts

Open Q&A session for troubleshooting

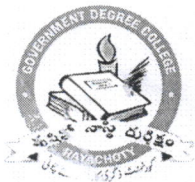
Certificate distribution and feedback collection

Program Objectives:

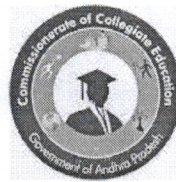
Equip staff with essential G Suite skills for teaching and collaboration.

Enhance productivity and streamline classroom management.

Foster digital literacy and communication within the institution.



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PARTICIPENTS AND ATTENDANCE SHEET

ADMINISTRATIVE TRAINING PROGRAM							
ACADEMIC YEAR 2021-2022							
PROGRAMME NAME : Six-Day Training Program on G-Suit for Teaching Staff from 14-06-2021 TO 19-06-2021		DAY 1 14-06-2021	DAY 2 15-06-2021	DAY 3 16-06-2021	DAY 4 17-06-2021	DAY 5 18-06-2021	DAY 6 19-06-2021
SNO	PARTICIPANTS	DAILY ATTENDANCE					
1	B SIVAMMA	P	P	P	P	P	P
2	Dr. P GAYATHRI	A	P	P	P	P	P
3	Dr. S. VASIULLAH BATHIYARI	P	P	P	A	P	P
4	Dr. S. FAROOQ BASHA	P	P	P	P	P	P
5	N. RAJA SEKHAR REDDY	P	P	P	P	P	P
6	T. VENKATA RAMANA	P	P	P	P	A	A
7	B. RAMA SAGAR	P	P	P	P	P	P
8	SHAIK ABJAL JEELANI BASHA	P	P	P	P	P	P
9	A KHAJA VICE KHIRINI	P	P	P	P	P	P
10	M BHANU PRAKASH REDDY	A	P	P	P	P	P
11	U PRASAD	P	P	P	P	P	P
12	P V VISWA PRASAD	A	P	P	P	A	P
13	N REDDY BASHA	P	P	P	P	A	A
14	MD ISMAIL	P	P	P	P	P	P
15	S SREENIVASULU	P	P	P	P	P	P
16	S MOULA SAHEB	P	P	P	P	A	A
17	M NAGARJUNA	P	P	P	P	P	P
18	B ANNAIAH	P	P	P	P	P	P
19	S FARHANA	P	P	P	P	P	P
20	S RESHMA	P	P	P	P	P	P
21	S MOHAMMAD BASHA	P	P	P	P	P	P

Tracy
IQAC Co - Ordinator
GOVT. DEGREE COLLEGE
RAYACHOTY - 516269

S. A. Subrahmanya
LECTURER
DEPT. Of Computer
Science /Application
Govt .Degree College
Rayachoty



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G-Suite Training Program Report

Event: G-Suite Training Program **Date:** 14.06.2021 to 19.06.2021 **Participants:** 21 Teaching Faculty

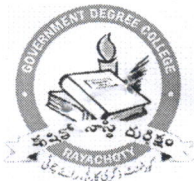
Members Location: Computer Lab GDC, Rayachoty

Overview:

The G-Suite Training Program was conducted to familiarize the teaching faculty with the various tools and applications offered by Google Workspace. The aim was to enhance their digital literacy and empower them to use these tools effectively in their teaching and administrative tasks.

Key Topics Covered:

- **Gmail:**
 - Efficient email management techniques
 - Using labels and filters for organization
 - Creating and managing custom email signatures
 - Calendar integration
- **Google Calendar:**
 - Creating and managing events
 - Time zone settings
 - Google Meet integration
 - Reminders and notifications
- **Google Drive:**
 - File storage and sharing
 - Creating and collaborating on documents, spreadsheets, and presentations
 - Using Google Forms for surveys and quizzes
 - Google My Drive and shared drives
- **Google Docs:**
 - Advanced formatting options
 - Collaboration features (real-time editing, commenting)
 - Using templates and add-ons
- **Google Sheets:**
 - Formulas and functions
 - Data analysis and visualization
 - Creating charts and graphs
- **Google Slides:**



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- Designing effective presentations
- Using themes and templates
- Adding animations and transitions
- **Google Meet:**
 - Scheduling and conducting virtual meetings
 - Using features like screen sharing, chat, and recording
 - Best practices for online meetings

Training Methodology:

- **Hands-on workshops:** Participants actively engaged with the G-Suite tools, practicing the skills learned.
- **Group discussions:** Facilitated discussions to address questions and share experiences.
- **Case studies:** Real-world examples were used to illustrate the practical applications of G-Suite.

Outcomes:

- Increased proficiency in using G-Suite tools among the teaching faculty.
- Improved collaboration and communication among faculty members.
- Enhanced efficiency in teaching and administrative tasks.
- Development of digital skills necessary for the modern educational landscape.

Travvy
IQAC Co-ordinator
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S. A. G. S. S.
LECTURER
DEPT. Of Computer
Science /Application
Govt. Degree College
Rayachoty



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CERTIFICATE OF PARTICIPATION

This certifies that

B. SIVAMMA

has successfully completed **Six-Days Training Program on G-Suit Online Classes** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **14-06-2021 to 19-06-2021**.

S. A. Subhi Basha

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SHAIK ABJAL JEELANI BASHA

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MD. ISMAIL

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M. NAGARJUNA

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S. RESHMA

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