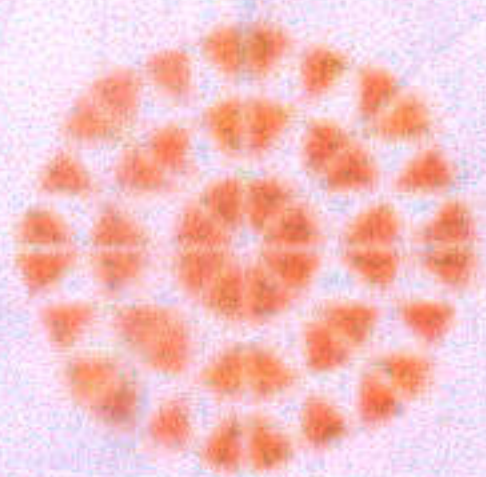




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## **TO WHOM SO EVER IT MAY CONCERN**

This is to certify that the information in the attached document is verified by me and is true to the best of my knowledge.

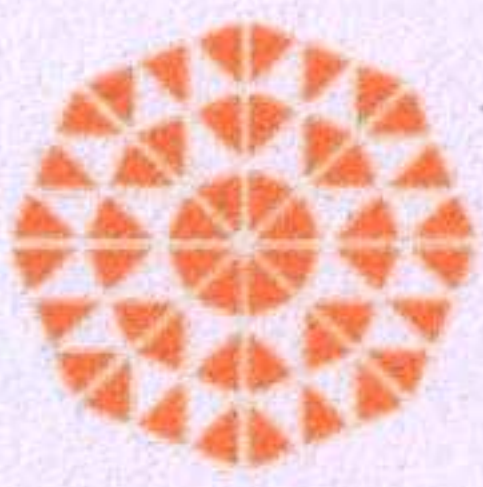


**PRINCIPAL**

**Dr. MANOJ KUMAR. K.P**  
Principal  
KMCT Dental College  
Manassery, Mukkam

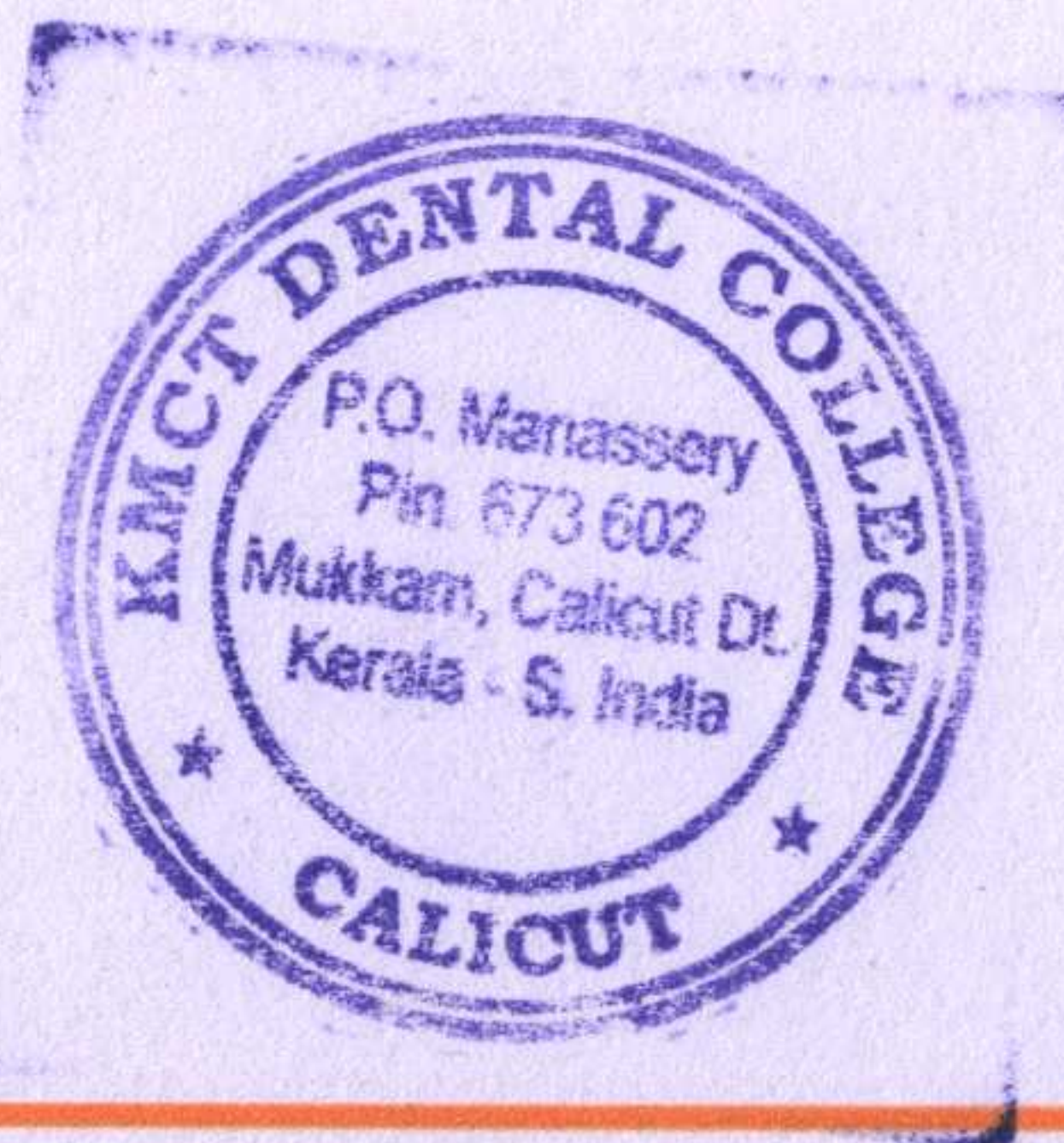
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#### 2.4.4 REPORT OF THE E TRAINING PROGRAM



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Principal  
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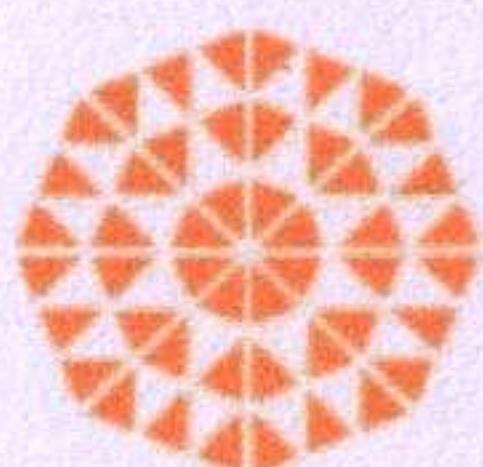
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INNOVATION AND  
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DEVELOPMENT CENTRE





## REPORT OF THE E TRAINING PROGRAM

KMCT Dental College successfully organized a two-day Faculty Development Programme (FDP) on "E-Content Delivery on Mastering Microsoft MS Office and Essential Tools" on the 11th and 12th of January 2024. The event aimed to enhance the digital proficiency of faculty members by equipping them with skills necessary for effective e-content creation and delivery. The programme brought together educators eager to adapt to modern teaching methodologies and leverage digital tools for academic excellence.

### Objectives

The primary objectives of the FDP were:

To familiarize faculty members with advanced features of Microsoft Office (Word, Excel, PowerPoint).

To train participants in using essential tools for e-content creation and delivery.

To promote innovative teaching strategies using digital platforms.

To enhance the technical capabilities of faculty members for a more engaging and interactive learning experience.

### Programme Schedule

Day 1: 11th January 2024

**Inaugural Session** The programme commenced with a welcome address by the Principal of KMCT Dental College, followed by an inaugural speech.

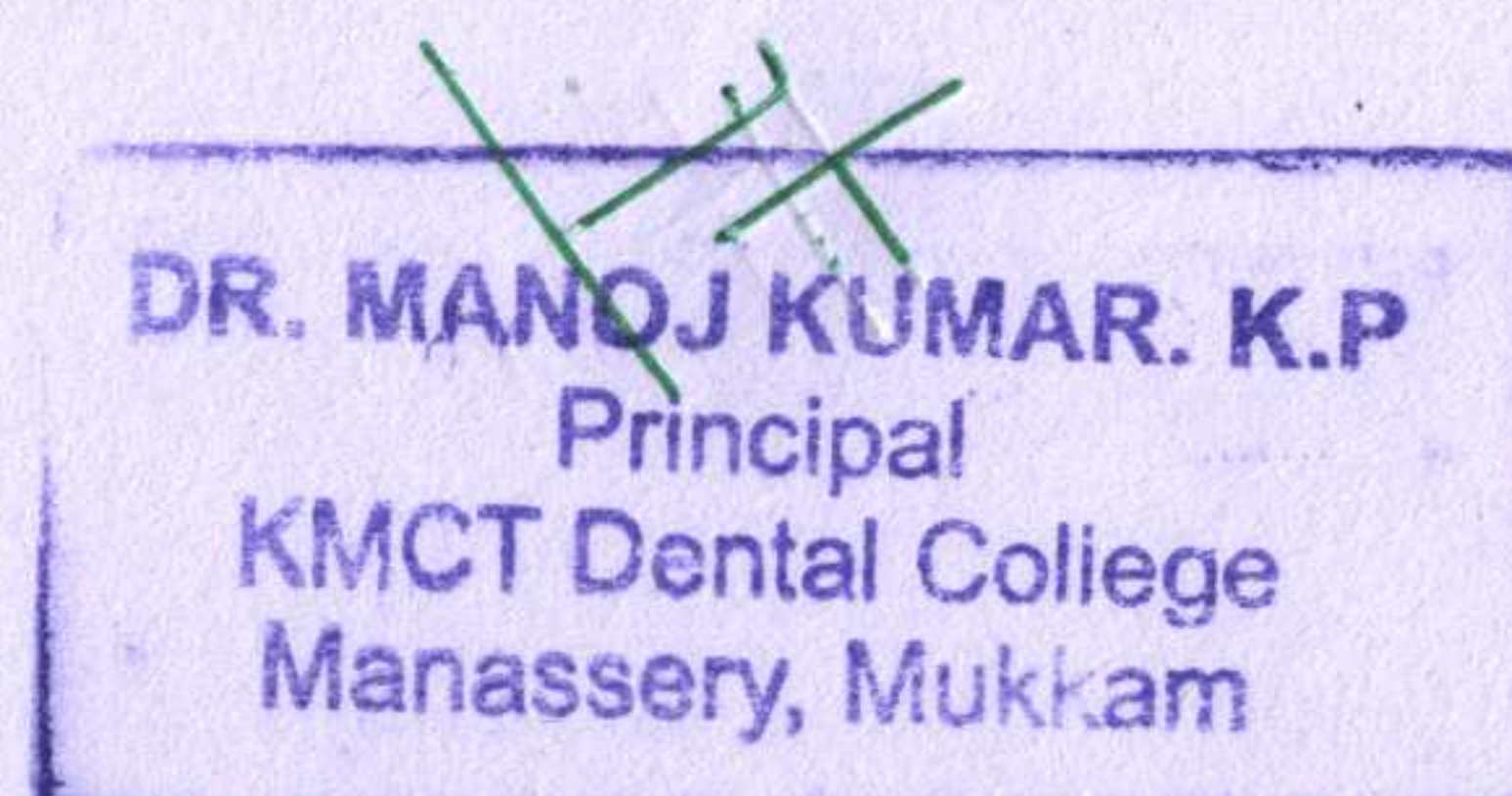
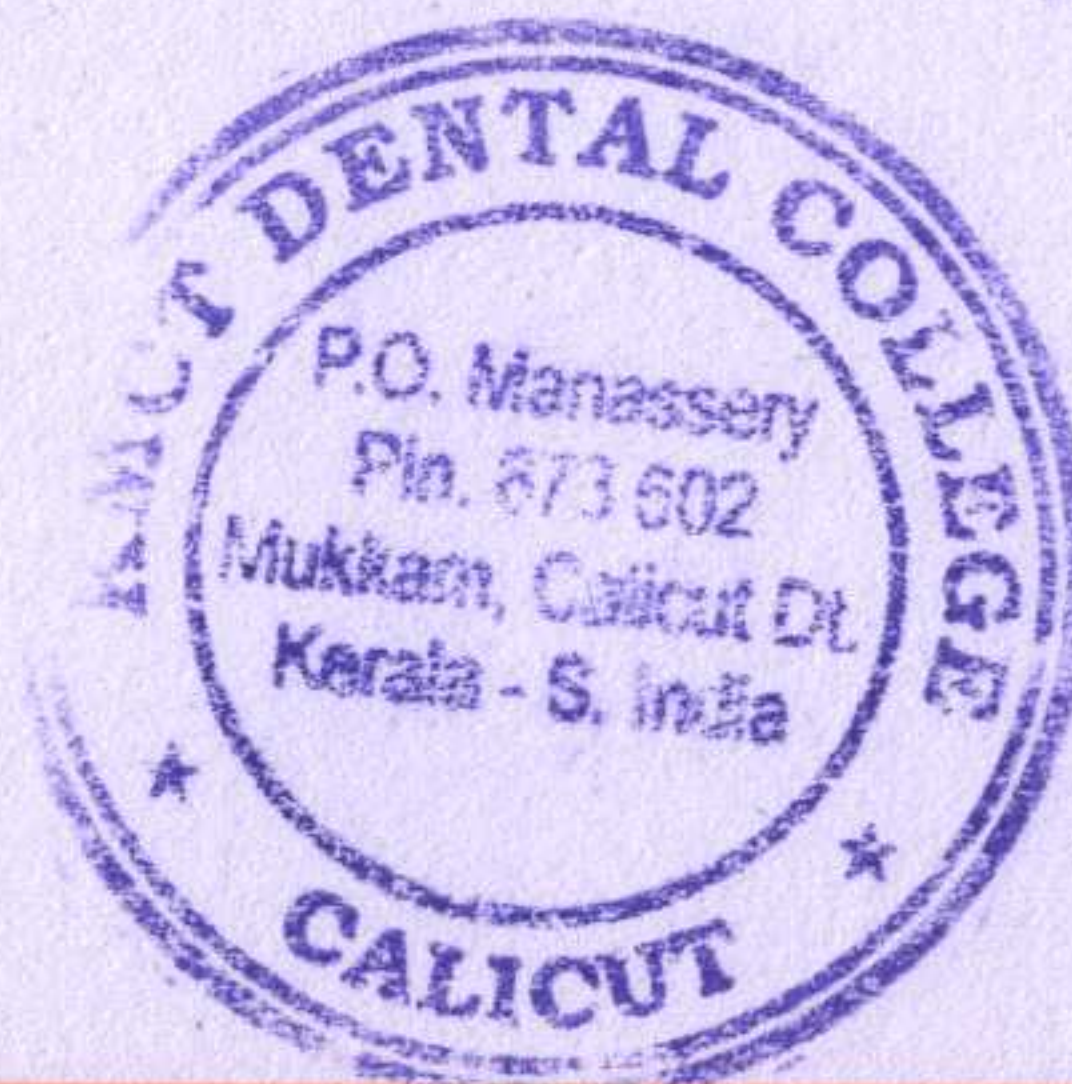
**Session 1: Introduction to Microsoft Office Suite**

**Topics Covered:** Overview of MS Word, formatting tools, template creation, and collaborative editing features.

**Session 2: Advanced Features of MS Excel**

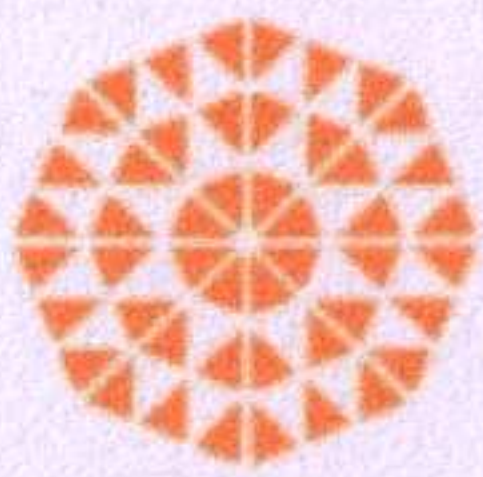
**Topics Covered:** Data analysis tools, pivot tables, charts, and conditional formatting.

**Interactive Workshop: Hands-on Practice** Participants engaged in practical exercises to reinforce the concepts discussed during the sessions.



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Day 2: 12th January 2024

Session 3: Creating Dynamic Presentations with MS PowerPoint

Topics Covered: Slide design, animation, transitions, and integrating multimedia.

Session 4: Exploring Essential Tools for E-Content Delivery

Topics Covered: Tools such as Google Classroom.

Panel Discussion: Best Practices for E-Content Delivery Moderated by senior faculty members, this session allowed participants to share insights and strategies for effective e-teaching.

Valedictory Session The programme concluded with a feedback session, certificate distribution, and a vote of thanks by the organizing committee

### Key Highlights

Active participation from 85 faculty members across various departments.

Insightful and engaging sessions by experienced resource persons.

Hands-on workshops that provided practical exposure to tools and techniques.

Positive feedback from participants, highlighting the relevance and applicability of the training.

### Outcomes

Enhanced digital literacy among faculty members.

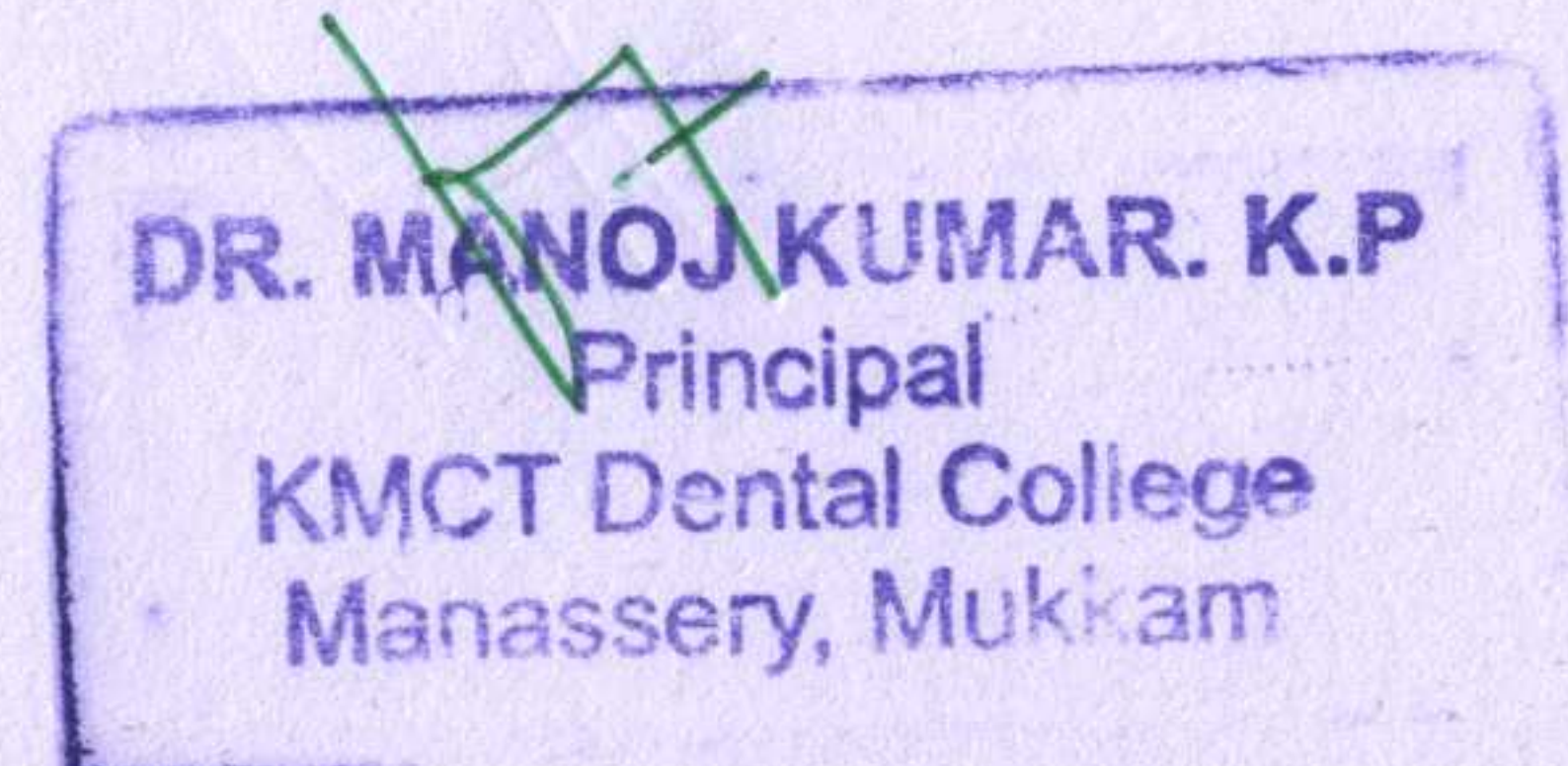
Increased confidence in using Microsoft Office tools for academic purposes.

Adoption of innovative teaching methods to create engaging e-content.

Strengthened collaboration and knowledge-sharing among faculty.

### Conclusion

The Faculty Development Programme on "E-Content Delivery on Mastering Microsoft MS Office and Essential Tools" was a resounding success. It empowered the faculty of KMCT Dental College with the skills and knowledge necessary to adapt to evolving educational demands. The event marked a significant step towards integrating technology in education, ensuring a more dynamic and effective learning environment for students.



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