

## Web Based Induction Training for DIET/CTE Faculty

Schedule of work		First Phase	Day-1
Date	Session & Time	Topics to be covered.	
<b>1<sup>st</sup> Day</b>	<b>Session 1</b> Registration-9:30 to 10:30	Creation Of Email IDs  Opening the mail box  Responding to the mail received  Creating/ Writing email- attaching files	
	10:30 to 11:30	Inauguration and Introduction of programme by Co ordinator.	
	11:30 to 11:45	Tea Break	
	<b>Session 2</b> 11:45 to 1: 15	Introduction by the Online Facilitator, To Browse internet and Web Programme  Introducing the <b>KOER / OER</b> website	
	1: 15 to 2: 15	Lunch Break.	
	<b>Session 3</b> 2: 15 to 3: 45	Introduction to e-MEDIA- The Topics to be covered. Precaution to be taken while using different Versions of Programmes.  Basic Computer knowledge . hands on experience. <ul style="list-style-type: none"> <li>• Using Kannada Unicode fonts</li> <li>• Using Office Tools &amp; other programmes</li> <li>• Creating Files , Folders , saving Files.</li> <li>• Mail merge</li> </ul>	
	3: 45to 4:00	Tea Break	
	<b>Session 4</b> 4:00 to 5:30	Immediate task to be taken up in the next days  hands on experience. <ul style="list-style-type: none"> <li>• Practice session, Distribution of worksheets/ Work out one for them on the screen.</li> <li>• Editing file/attaching file to an email.</li> <li>• Clarifying doubts on the practice session</li> <li>• Instructions for the next day.</li> </ul>	

Date	Session & Time	Topics to be covered.
2 <sup>nd</sup> Day	10:00 to 11:30	Familiarising with the computer and the internet Opening files, creating files. creating folders Save & Save as options.
	11:30 to 11:45	Tea Break
	<b>Session 2</b> 11:45 to 1: 15	Browsing continues Familiarising with the Web site on Induction Programme. Opening and Navigation ,following links Different chapters ,Task expectations Assignments
	1: 15 to 2: 15	Lunch Break.
	<b>Session 3</b> 2: 15 to 3: 45	<ul style="list-style-type: none"> <li>• Opening the mail box</li> <li>• Responding to the mail received</li> <li>• Creating email ,attaching files</li> <li>• Using Office Tools &amp; other programmes</li> <li>• Creating Files , Folders , saving Files.</li> </ul>
	3: 45 to 4:00	Tea Break
	<b>Session 4</b> 4:00 to 5:30	Precautions to be taken while using computers More practice in browsing and using the email Using the address list in the mailbox Sending more than one file at a time. creating compressed files . Introduction of pendrive and its use.

Date	Session & Time	Topics to be covered.
<b>3<sup>rd</sup> Day</b>	10:00 to 11:30	Hands on experience session. Practice regarding previous day .
	11:30 to 11:45	Tea Break
	<b>Session 2</b> 11:45 to 1: 15	Browsing continues Familiarising with the Web site on Induction Programme. Opening and Navigation ,following links Different chapters ,Task expectations Assignments for completion
	1: 15 to 2: 15	Lunch Break.
	<b>Session 3</b> 2: 15 to 3: 45	Online testing - Emedia. & Discussion
	3: 45 to 4:00	Tea Break
	<b>Session 4</b> 4:00 to 5:00	Information and guidelines for completing Assignments at DIETs/CTES Announcing on line Facilitators.
	5:00 to 5:30	Valediction.



**Web Based Induction Training for DIET/CTE Faculty**  
**Schedule of Work Final Phase**

Day	Session & Time	Topics to be covered
Day-1	9:30 j Azl 10-30	F vgn AwUe , ASACi zA aE t vA t a EMB «AQe , PAAiAö a EMB YAgA©i, A a AZA.
	10-30 j Azl 11-30	YBw Yj zA©EE Practice session, Clarifying doubts on the practice session.
	11-30 j Azl 11-45	ZPA «gA a A
	11-45 j Azl 1-30	Action Research & Research in general , ASACi zA vE z©gAyöUkA a AAqEE ZIzö
	1-30 j Azl 2-15	HTI zA «gA a A
	2-15 j Azl 3-45	Action Research & Research in general , ASACi zA vE z©gAyöUkA a AAqEE ZIzö
	3-45 j Azl 4-00	ZPA «gA a A
	4-00 j Azl 5-30	Practice session, Clarifying doubts on the practice session.
Day-2	9:30 j Azl 10-30	"AQ G½zA aA iKEAfvA zA A a A PUMKEAB a AAZNA a GE, A a AZA. YKE t öUKE½, A a AZA.
	10-30 j Azl 11-30	PAAiAö a a ö°LiA Yj APe / Online examination
	11-30 j Azl 11-45	ZPA «gA a A
	11-45 j Azl 1-30	PAAiAö a a ö°LiA Yj APe / Online examination
	1-30 j Azl 2-15	HTI zA «gA a A
	2-15 j Azl 3-45	Planning Ue , ASACi zA vE z©gAyöUkA a AAqEE ZIzö
	3-45 j Azl 4-00	ZPA «gA a A
	4-00 j Azl 5-30	Planning Ue , ASACi zA vE z©gAyöUkA a AAqEE ZIzö
Day-3	9:30 j Azl 10-30	General Topics for awareness Ue , ASACi zA vE z©gAyöUkA a AAqEE ZIzö
	10-30 j Azl 11-30	General Topics for awareness Ue , ASACi zA vE z©gAyöUkA a AAqEE ZIzö
	11-30 j Azl 11-45	ZPA «gA a A
	11-45 j Azl 1-30	General Topics for awareness Ue , ASACi zA vE z©gAyöUkA a AAqEE ZIzö
	1-30 j Azl 2-15	HTI zA «gA a A
	2-15 j Azl 3-45	Discussions regarding online Exam & grades
	3-45 j Azl 4-00	ZPA «gA a A
	4-00 j Azl 5-00	CERTIFICATION
	5.00 j Azl 5.30	Validictory