A CERTICATE COURSE ON GENDER SENSITIZATION – A REPORT

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

Date : 18-12-2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Gender Sensitization" is being organized from 21-12-2020 to 22-03-2021. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

Principal
Ghulam Ahmed College of
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

CERTIFICATE COURSE

"Gender Sensitization"

Date: 21st December 2020 to 22nd March 2021

Course Duration: 30 Hours

Course Learning Outcomes:

At the end of the course, student will be able to:

- Understand the different areas of gender sensitization and its importance.
- Learn how to understand the concept of gender.
- Learn gender roles standards and stereotypes.
- Identify with parents and forming gender preferences.

Course Content:

UNIT 1: GENDER IDENTITY:

- Introduction to gender identity.
- Conceptual basis of personal sense of one's own gender.
- Males and females, a gender binary system includes expectations.

UNIT 2: FACTORS INFLUENCING GENDER IDENTITES:

- Biological factors: including genes and hormones.
- Social and environmental factors: gender role, learn from environment they live in.
- Include attitude of parents and culture affect.
- Nature vs. nature: include ideas, authority figures, mass media and other influential.

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UNIT 3: COMMON ISSUES REGARDING THE GENDER ROLES AND FAMILY:

- Role of family and functions of family: in protection and material support.
- In education and physical and emotional needs and in spiritual guidance.
- Issues of equality in family: modern social structures both men and women as equal partners.
- Clash in family responsibilities: union of minded and mutual bound with duties and responsibilities

UNIT 4: GENDER ROLES AND DISPARITY IN MEDIA CAREERS:

- Gender equality and women empowerment.
- Media professions: film, television, journalism, and video games.
- Participation and influence of women in India: female journalists, news, politics, economy, covered by women.

UNIT 5: GENDER STEROTYPES AND GENDER ROLES:

- Gender identity and roles: basic types (personality trait, domestic trait, occupational trait, physical appearance).
- Gender stereotypes in social roles: men and women, provides financially and traditionally stereotypic roles.
- Gender stereotypes in traits and characteristics: independent and dependent roles.
- Gender stereotypes capacities and health impact: physically active and passive possessed.
- Firm decision making and gender expansion environment: attributes, differences, roles of individual and groups.
- Gender role traits :(boys or girls) provides physical and emotional safety.{nurtures academic achievement and common goals to all educators.}

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GHULAM AHMED COLLEGE OF EDUCATION

Established by: **Sultan-ul-Uloom Education Society**

Accredited by NAAC, Affiliated to Osmania University

Website: www.gacoe.ac.in, **Email:** gacoehyd@gmail.com

A CERTIFICATE COURSE ON
"Gender Sensitization"
Date: (21st December 2020 to 22nd March 2021)

THEME AREAS:

- Gender Identity
- Factors Influencing Gender Identities
- Common Issues Regarding The Gender Roles And Family
- Gender Roles And Disparity In Media Careers
- Gender Stereotypes And Gender Roles

Learning Outcomes:

- Understand the different areas of gender sensitization and its importance.
- Learn how to understand the concept of gender.
- Learn gender roles standards and stereotypes.
- Identify with parents and forming gender preferences.

Resourse Person:

Dr. Anila V.
Assistant Professor
SUCL

Incharge:

Dr. Afshan A Karim

ORGANIZING COMMITTEE
Mrs. Rafia Sultana
Mrs. Syeda Tauqeer

ADVISORY COMMITTEE
PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM
FOR THE CERTIFICATE COURSE

****

Name:

Course:

Email ID:

Mobile No:

Signature:

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Atiya Parveen**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

Gender Sensitization

Held from 21st December 2020 to 22nd March 2021.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Ayesha Iffath**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

Gender Sensitization

Held from 21st December 2020 to 22nd March 2021.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
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Principal, GACE

Gender Sensitization

GHULAM AHMED COLLEGE OF EDUCATION

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FEEDBACK FORM

Name: Atiya Parveen
B.Ed.

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically		✓	
2	Course material was aligned with the course and was useful.		✓	
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.			✓
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

Satisfied

Suggestions to improve the course, if any-

Gender Sensitization.

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FEEDBACK FORM

Name: Ayesha Iffath.
B.Ed.

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.			✓
6	Time duration of the course was sufficient.			✓
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

More Satisfied

Suggestions to improve the course, if any-

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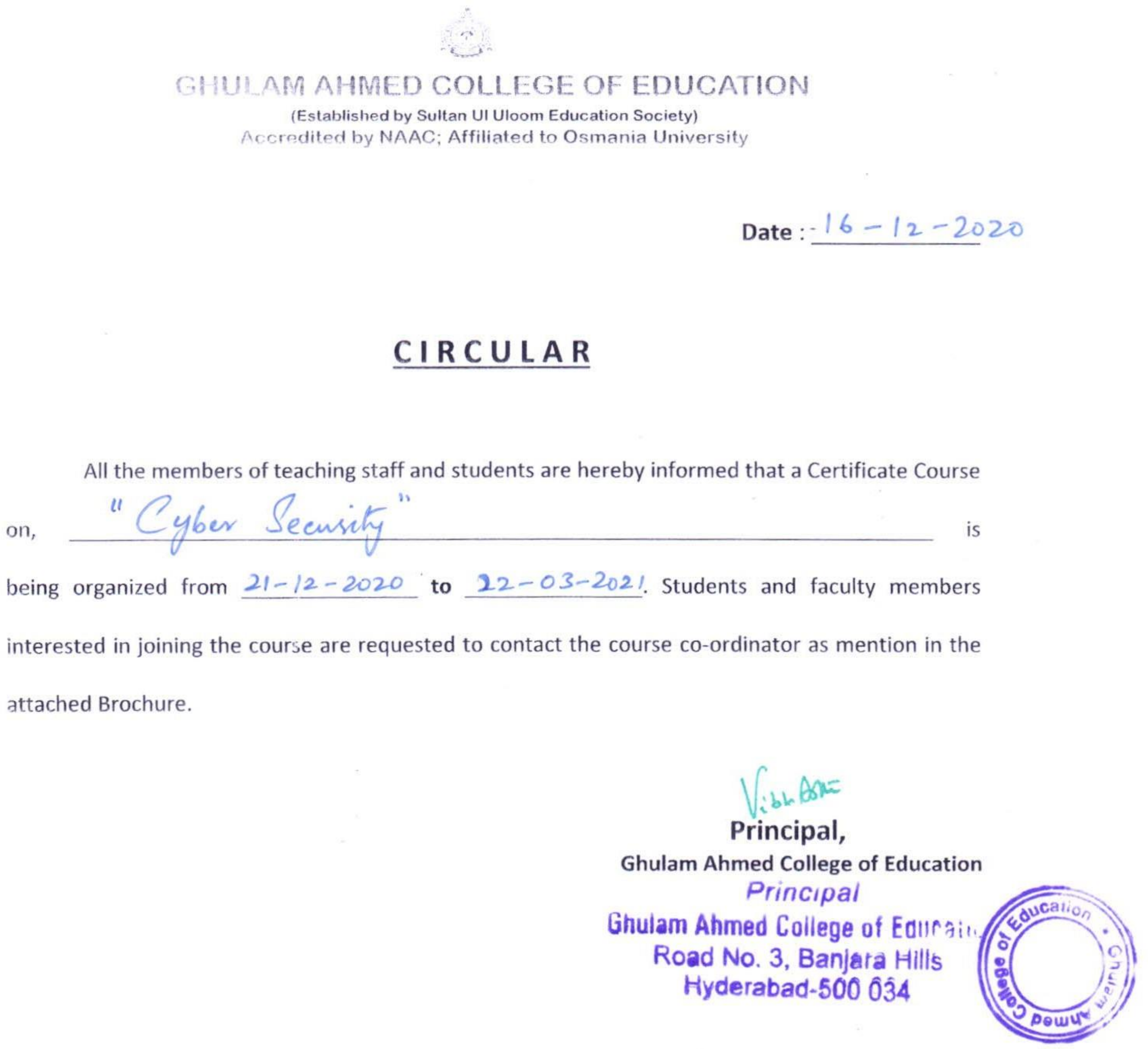
Number of students who attended the course: 32

Resource Person: Ms. Suman Roy

Photographs:

A CERTIFICATE COURSE ON CYBER SECURITY – A REPORT



GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

Date :- 16-12-2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Cyber Security" is being organized from 21-12-2020 to 22-03-2021. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

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CERTIFICATE COURSE

"Cyber Security"

Date: 21st December 2020 to 22nd March 2021

COURSE DURATION: 30 HOURS

COURSE LEARNING OUTCOMES:

At the end of the course, student will be able to:

- Analyze and resolve security issues in networks and computer systems.
- Design, develop, test and evaluate secure software.
- Develop policies and procedures to manage enterprise security risks.
- Evaluate and communicate the human role in security systems with an emphasis on ethics, social engineering vulnerabilities and training.
- Interpret and forensically investigate security incidents.

COURSE CONTENT:

UNIT-I: Introduction to Cyber Security

- Cyber Security

Unit 2: CYBER SECURITY FUNDAMENTALS.

- Fundamentals of Cyber Security.
- Threat Actors, Attacks, and Mitigation.
- Security Policies and Procedures.
- Cyber security Mitigation Methods.
- Takeaways

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UNIT 3: Enterprise Architecture and Components

- Secure Architecture.
- Wireless Networks.
- Network Security Controls.
- Cloud, Virtualization, BYOD, and IoT Security.
- Security Testing.
- Key Takeaways

UNIT 4: Information System Governance and Risk Assessment

- Information Security.
- Governance Risk Management.
- Information Security Programs.
- Key Takeaways

UNIT 5: Incident Management

- Developing an Incident Management and Response System.
- Digital Forensics
- Business Continuity and Disaster Recovery
- Key Takeaways

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A CERTIFICATE COURSE ON
"Cyber Security"
Date: (21st December 2020 - 22nd March 2021)

THEME AREAS:

- Introduction To Cyber Security
- Cyber Security Fundamentals.
- Enterprise Architecture And Components
- Information System Governance And Risk Assessment
- Incident Management

Resourse Person:
Mrs. Padmaja
Assistant Professor
SUCL

Learning Outcomes:

- Analyze and resolve security issues in networks and computer systems.
- Design, develop, test and evaluate secure software.
- Develop policies and procedures to manage enterprise security risks.
- Evaluate and communicate the human role in security systems with an emphasis on ethics, social engineering vulnerabilities and training.
- Interpret and forensically investigate security incidents.

ORGANIZING COMMITTEE
Dr. Pauleen
Mrs. Shruti Bhargava

ADVISORY COMMITTEE
PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM
FOR THE CERTIFICATE COURSE
****

Name:
Course:
Email ID:
Mobile No:
Signature:

Advisor-cum-Director
Ghulam Ahmed College of Educati
Road No. 3, [illegible]

Incharge:
Dr. Afshan A Karim

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Afshan Jabeen**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

Cyber Security

Held from 21st December 2020 to 22nd March 2021.

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Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Naveed Afreen**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

Cyber Security

Held from 21st December 2020 to 22nd March 2021.

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Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

Group. II B.Ed 19-21 1-36

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

Certificate course on - "Cyber Security"

S.No.	Roll No.	Name of the Student	21/12	22/12	23/12	24/12	28/12	29/12	30/12	31/12	12/1	15/1	16/1	18/1	19/1	20/1	21/1	22/1	15/2	16/2	17/2	18/2	19/2	20/2	27/2	15/3	16/3	17/3	18/3	19/3	20/3	22/3
1	162619701026	Asna Haleem	1	2	3	A	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27
2	162619701027	Syeda Tama Ali Taj	1	2	A	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
3	162619701028	Afshan Jabeen	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
4	162619701029	Sufia Sultana	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	A	27
5	162619701030	Kubra Fatima	1	2	3	4	5	6	7	A	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	A	22	23	24	A	25	26
6	162619701031	Tanveer Begum	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28
7	162619701032	Sumera Buthul	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	A	17	18	19	20	21	22	23	24	A	25	26	27
8	162619701033	Sara Fatima	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28
9	162619701034	Shariya Quaiser	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
10	162619701035	Ayesha Rasheed	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28
11	162619701056	Havva Ali	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	28
12	162619701057	Juhaina sabreen	1	2	3	A	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
13	162619701058	Ruman Tabassum	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
14	162619701059	Mohammed Osman	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
15	162619701060	Md Taiseen	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
16	162619701061	Khansa Fatima •	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
17	162619701062	Sukaina Fatima	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
18	162619701063	Asma Sharia	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28	29
19	162619701064	Afiya Rehman	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
20	162619701065	Asiya Rehman	1	A	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
21	162619701021	Zeba Sheereen	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
22	162619701022	Maryam	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
23	162619701023	Naveed Afreen	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
24	162619701024	Haleema Sadia	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	A
25	162619701025	Sayeda Ainee Fatima	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
26	162619701036	Fazal Fatima Zaidi	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
27	162619701037	Khairunnisa Khan	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
28	162619701038	Rubeena Jabeen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	A
29	162619701039	Noorjahan	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
30	162619701040	Summaiyya Fathima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	A
31	162619701041	Nadira Muskan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28	29
32	162619701042	Farhaunnisa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	A
33	162619701043	Uzma Anjum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	26	27	28	29
34	162619701044	Sahema Siddiqui	A	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
35	162619701045	Amal Mohsin Mohammed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	A
36	162619701046	Shamshad Begum	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

Principal
Ghulam Ahmed College of Education
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Hyderabad-500 034.

Cyber Security

GHULAM AHMED COLLEGE OF EDUCATION

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FEEDBACK FORM Name : Naveed Afreen
B.Ed.

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.			✓
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

Good

Suggestions to improve the course, if any-

More time needed.

Advisor-cum-Director
Ghulam Ahmed College of Education
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Hyderabad - 34.

Cyber Security

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FEEDBACK FORM

Name : Afshan Jabeen
B.Ed.

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

Interesting.

Suggestions to improve the course, if any-

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Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
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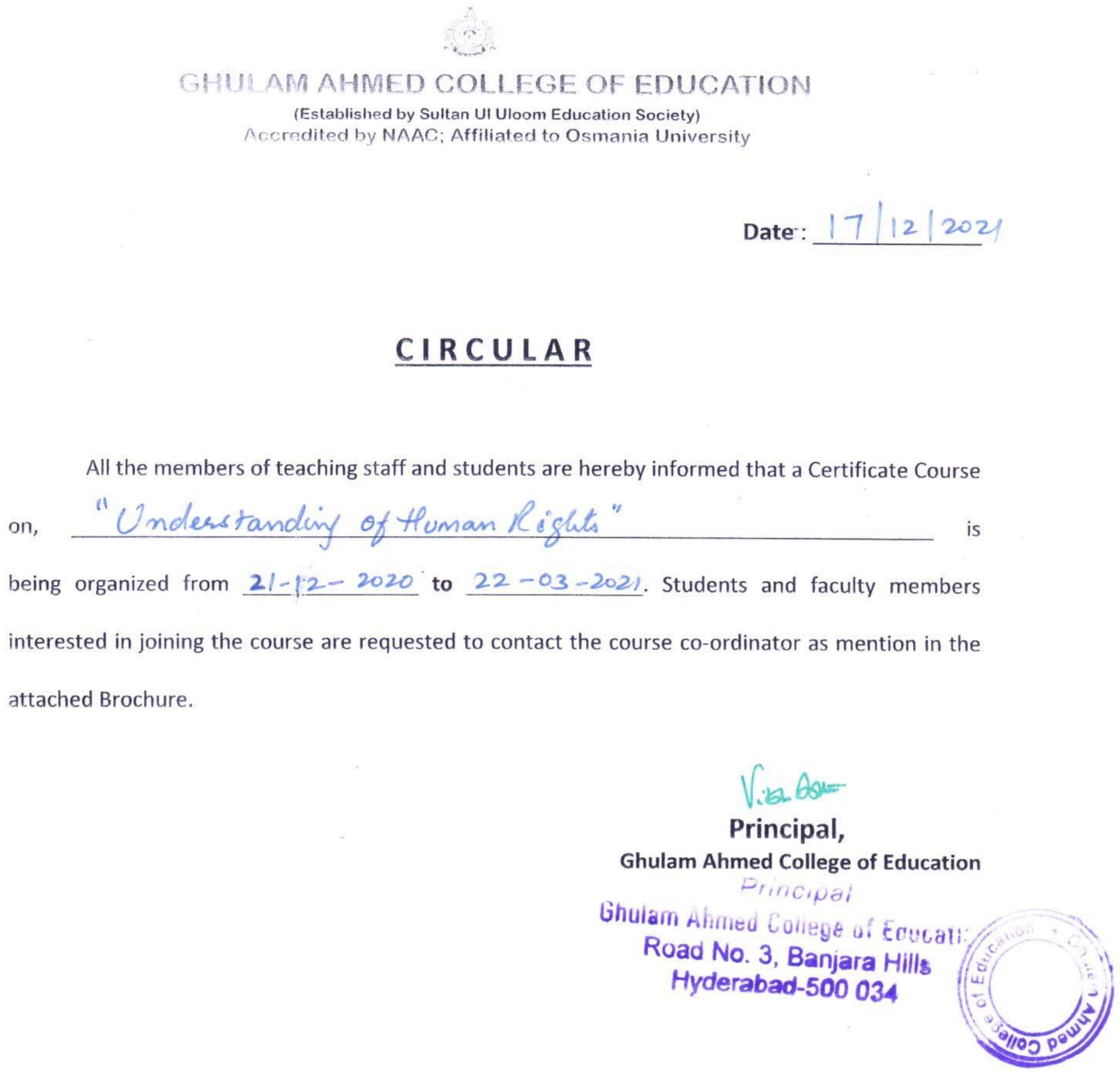
Number of students who attended the course: 36

Resource Person: Mrs. Padmaja, Assistant Prof. SUCL

Photographs:

A CERTIFICATE COURSE ON UNDERSTANDING HUMAN RIGHTS – A REPORT



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Date: 17/12/2021

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Understanding of Human Rights" is being organized from 21-12-2020 to 22-03-2021. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

Principal
Ghulam Ahmed College of Educati
Road No. 3, Banjara Hills
Hyderabad-500 034

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CERTIFICATE COURSE

"Understanding of Human Rights"

Date: 21st December 2020 to 22nd March 2021

Course Learning Outcomes:

At the end of the course, student will be able to:

- Understand the historical growth of the idea of human rights.
- Demonstrate an awareness of the international context of human rights.
- Demonstrate a good understanding of the practical application of human rights law to specific human rights problems in India.
- To identify issues and problems relating to the realization of human rights.

Course Duration: 30 Hours

Course Content:

UNIT-I: Understanding Human Rights

i. Human Values: Individual dignity, Justice and Equality
ii. Interrelationship between Human Rights, Law and Social Sciences
iii. Universalism and Cultural Relativism

UNIT-II: Concept of Human Rights

i. Meaning, Nature and Classification: Hohfeldian Analysis
ii. Non-Western Perspectives on Human Rights: Hindu, Buddhist, Confucian and Islamic
iii. Evolution of the concept: From Magna Carta to the International Bill of Rights

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Ghulam Ahmed College of Education
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Hyderabad - 34.

UNIT-III: Theory of Rights and the Developing World

i. Natural Rights Theory, Liberal, Positivist and the Marxist Theories of Rights
ii. The Rawlsian Theory of Justice
iii. Reconciling the concerns of Development and Human Rights

UNIT-IV: Empowerment Through Human Rights

i. Freedom of Thought
ii.Freedom of Expression
iii.Freedom of Education
iv.Freedom of Gender Equality

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Ghulam Ahmed College of Education
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Accredited by NAAC, Affiliated to Osmania University

Website: www.gacoe.ac.in, **Email:** gacoehyd@gmail.com

A CERTIFICATE COURSE ON
"Understanding of Human Rights"
Date: (21st December 2020-22nd March 2021)

THEME AREAS:

- **Understanding Human Rights**
- **Concept of Human Rights**
- **Theory of Rights and the Developing World**
- **Empowerment Through Human Rights**

Resourse Person:

Ms. Razia Begum
Assistant Professor
SUCL

Learning Outcomes:

- To understand the historical growth of the idea of human rights.
- To demonstrate an awareness of the international context of human rights.
- To demonstrate a good understanding of the practical application of human rights law to specific human rights problems in India.
- To identify issues and problems relating to the realization of human rights.

ORGANIZING COMMITTEE
Ms. Huda
Mr. Raziuddin

ADVISORY COMMITTEE
PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM
FOR THE CERTIFICATE COURSE
****

Name:

Course:

Email ID:

Mobile No:

Signature:

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Incharge:
Dr. Afshan A Karim

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that P Sreelatha

a student of Ghulam Ahmed College of Education

has successfully completed a course on

Understanding Human Rights

Held from 21st December 2020 to 22nd March 2021.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Maria Mubashar**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

Understanding Human Rights

Held from 21st December 2020 to 22nd March 2021.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

Group-16 M.Ed 19-21 . 1-35

Road # 3, Banjara Hills, Hyderabad - 34

Certificate Course on - "Understanding of human Rights."

Rajia begum

S.#	Roll No.	Name of the Student	21/12	22/12	23/12	24/12	28/12	29/12	30/12	31/12	12/1	15/1	16/1	18/1	19/1	20/1	21/1	22/1	15/2	16/2	17/2	18/2	19/2	21/2	27/2	15/3	16/3	17/3	18/3	19/3	20/3	22/3
1	162619709001	Afreen Begum	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28
2	162619709002	Shazia Fatima	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
3	162619709003	Zarren Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
4	162619709004	Ayesha Siddiqua	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
5	162619709005	Arshiya Sultana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	A	28
6	162619709006	Khadija Anjum	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28
7	162619709007	Mohd.Abdul Bari	1	2	3	A	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
8	162619709008	Fahmeena Mahreen	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	28
9	162619709009	Ameena Zunera	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28
10	162619709010	V.Sandhya Rani	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
11	162619709011	Zainab Sultana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28	29
12	162619709012	Shabana Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	A	25	26	27	28
13	162619709013	Syed Abdul Kaleem	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28
14	162619709014	Nazish Moiz	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
15	162619709030	Anjum Khan	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28
16	162619709031	Juveria Khanam	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28
17	162619709032	Shariqua Ali Omer	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28
18	162619709033	Yasmeen Sultana	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28
19	162619709034	Ameena Shaik	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	28	29
20	162619709040	Mohd Abid Khan	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28
21	162619709041	Amtul Amina Fatima	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28
22	162619709042	E Jaya Sree	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28
23	162619709043	Salma	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
24	162619709044	Faheem Sultana	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	26	27	28
25	162619709045	Mohd.Shafiuddin	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	27	28
26	162619709046	Iman Fatima	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28
27	162619709047	Sidra Siddiqui	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
28	162619709048	Sameena Hussain Shaik	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
29	162619709049	Nousheen Sultana Zahid	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28
30	162619709050	Tasmeena Banu	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	A	28
31	162619709037	Sumayya Sultana	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
32	162619709038	Syeda Rafia Sultana	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
33	162619709039	Sumaiyyah Afreen	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
34	162619709028	B.Mahesh Kumar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
35	162619709029	Nishath Ilyas	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28
			Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf	Rf

Principal

Ghulam Ahmed College of Education

Road No. 3, Banjara Hills

Hyderabad-500 034.

understanding Human Rights

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

FEEDBACK FORM Name : Maria Mubashar

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

Interesting

Suggestions to improve the course, if any-

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Understanding Human Rights

GHULAM AHMED COLLEGE OF EDUCATION

(Established by Sultan Ul Uloom Education Society)

Accredited by NAAC; Affiliated to Osmania University

FEEDBACK FORM Name : P. Sreelatha M.Ed.

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

Finished Successfully.

Suggestions to improve the course, if any-

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34,

Number of students who attended the course: 35

Resource Person: Ms. Rizwana , Assistant Prof. SUCL

Photographs:

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

Date : 27-11-2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Right to information - practical Approach" is being organized from 02-12-2020 to 10-02-2021. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

Principal
Ghulam Ahmed College of Edu
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
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CERTIFICATE COURSE

"Right to Information- Practical Approach"

Date: 2nd December 2020 to 10th February, 2021

Course Duration: 30 Hours

Course Learning Outcome:

At the end of the course, student will be able to:

- Study the effective implementation of RTI with public participation in the Department of collegiate Education and Revenue Department.
- Find out the new methods for effective implementation and enforcement of RTI Act in administration.
- Understand the living conditions after the RTI implementation, working process and problems in private aided colleges.

Course Content:

UNIT - I General Background

1. Introduction to Right to Information
2. Enactment of Right to Information
3. Features of Right to Information and working process
4. Right to information act example the following organizations
5. Impact of Right to Information on Administration
6. Reduces in corruption in the Government departments

UNIT-II

Progress and Performance of RTI in Department Collegiate Education

1. College Administration and RTI Performance
2. Problems and failures in the Department
3. Problems and finding in the Department
4. Filling of criminal case against RTI applicant harassment to PIO
5. Computerization of RTI application process
6. Automatic Registration to first and second appeal
7. The HLC meeting should be headed by SIC of the state
8. Management of Public Distribution system

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

UNIT- III Progress and Performance of RTI in Revenue Department

1. No Objective Certificate (land tax, water tax, the other collection)
2. Caste and income certificate
3. Settlers Certificate
4. The certificate of residence
5. Birth and death Certificate
6. Agriculture Certificate
7. Rural settler's certificate
8. Acceptance of land right change

UNIT-IV Findings and Recommendations

1. Appointment of RTI Co-coordinator compulsory in the head office/ secretariat
2. An e-Mail channel to PIO's, Appellate authority and co-coordinator.
3. Declare RTI hour in particular time in a day
4. Integrated information toll free call centre
5. Declaration of RTI day

UNIT-V Limitations of RTI application to a particular PIO

1. High Level committee (HLC) meeting should be held regularly once in six months in the state
2. Black List
3. Prohibit the withdrawal of RTI applications.

Advisor-cum-Director
Ghulam Ahmed College of Educa
Road No. 3, Banjara Hills,
Hyderabad - 34.

GHULAM AHMED COLLEGE OF EDUCATION

Established by: **Sultan-ul-Uloom Education Society**
Accredited by NAAC, Affiliated to Osmania University
Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com

A CERTIFICATE COURSE ON
"Right To Information-Practical Approach"
Date: (02nd December 2020-10th February 2021)

THEME AREAS:

- Introduction to Right to Information.
- Impact of Right to Information on Administration.
- Problems and failures .
- Computerization of RTI application process
- Management of Public Distribution system
- Declaration of RTI day
- Prohibiting the with drawl of RTI applications

Resourse Person:

Dr. Anila V. Menon
Assistant Professor
SUCL

Learning Outcomes:

- For effective implementation of RTI with public participation
- To find out the new methods for effective implementation and enforcement of RTI Act in administration.
- To understand the living conditions after the RTI implementation, working process and problems in private aided colleges.
- To find out the best practices of RTI and study the changing role of PIO's in Revenue department and colleges with respective regular work.
- To find out the new routes to RTI process for smooth running with Utilization of Science and Information Technology to effective working of RTI.

ORGANIZING COMMITTEE
Dr. Pauleen
Mr. Raziuddin

ADVISORY COMMITTEE
PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM
FOR THE CERTIFICATE COURSE

****

Name:

Course:

Email ID:

Mobile No:

Signature:

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Incharge:
Dr. Afshan A Karim

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that Neha Bushra

a student of Ghulam Ahmed College of Education

has successfully completed a course on

Right to Information - Practical Approach

Held from 2nd December 2020 to 10th February 2021.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Mehreen Fatima**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

Right to Information - Practical Approach

Held from 2nd December 2020 to 10th February 2021.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

Group-15 - B.Ed - 19-21 - 1-33

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

CERTIFICATE COURSE ON - "RIGHT TO INFORMATION - PRACTICAL APPROACH"

S.#	Roll No.	Name of the Student	2/12	3/12	4/12	7/12	8/12	9/12	10/12	11/12	14/12	15/12	14/12	17/12	18/12	19/12	2/1	4/1	5/1	6/1	7/1	8/1	11/1	1/2	2/2	3/2	4/2	5/2	6/2	8/2	9/2	10/2
1	162619701001	Neha Bushra	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
2	162619701002	A Jaibunisha	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	27	28
3	162619701003	Rafiya Mohammadi	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
4	162619701004	Mohammed Javeed	1	2	3	4	A	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
5	162619701005	Iffath Begum	1	2	A	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
6	162619701006	M Ashita	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
7	162619701007	Nabeela Nusrath	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28	29
8	162619701008	Syeeda Shenaz Begum	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
9	162619701009	Ashfiya Yazdani	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
10	162619701010	Rukshar Naaz	1	2	3	4	5	A	6	7	8	9	10	11	A	12	13	A	14	15	16	17	18	19	20	21	22	A	23	24	25	26
11	162619701011	Ayesha Sultana	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
12	162619701012	Shahedunnisa	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28
13	162619701013	Hamada Parveen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	26	27	28	29
14	162619701014	Ameena Begum	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
15	162619701015	Naseha Fazl'	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28
16	162619701016	Mahreen Fathima	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
17	162619701017	Shainaz Sulthana	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28
18	162619701018	Samrin Zia	1	2	3	4	5	A	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
19	162619701019	Md Apsana	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	A	16	17	18	19	20	21	A	22	23	24	25	26	27
20	162619701020	Syeeda Nazneen	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
21	162619701032	Sumera Buthul	1	A	2	3	4	5	6	7	8	9	10	11	A	13	14	15	16	17	A	18	19	A	20	21	22	23	24	25	26	27
22	162619701033	Sara Fatima	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
23	162619701040	Summaiyya Fathima	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28
24	162619701041	Nadira Muskan	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28
25	162619701042	Farhaunnisa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28	29
26	162619701043	Uzma Anjum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
27	162619701044	Sahema Siddiqui	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28
28	162619701045	Amal Mohsin Mohammed	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
29	162619701046	Shamshad Begum	1	2	3	4	5	6	7	8	A	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
30	162619701047	Farheena Raheem	1	A	2	3	4	5	6	7	8	9	10	11	A	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27
31	162619701048	Ayesha Iffath	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	27	28
32	162619701049	Sanaunnisa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28	29
33	162619701050	Arshia Jabeen	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

Principal

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Road No. 3, Banjara Hills

Hyderabad-500 034

Right to Information - Practical Approach.

GHULAM AHMED COLLEGE OF EDUCATION
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FEEDBACK FORM

Name - Neha Bushra.
B Ed.

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.		✓	
5	The course was useful to me as a teacher.		✓	
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting		✓	
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.		✓	

What is your opinion about the course?

Satisfactory

Suggestions to improve the course, if any-

Advisor-cum-Director
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Hyderabad - 34.

Right to Information - Practical Approach.

GHULAM AHMED COLLEGE OF EDUCATION

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FEEDBACK FORM

Name - Mehreen Fatima
B.Ed.

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.		✓	
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

Satisfactory

Suggestions to improve the course, if any-

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Hyderabad - 34.

Number of students who attended the course: 33

Resource Person: Dr. Anita Menon, Assistant Prof. SUCL

Photographs:

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Date : 28 - 11 - 2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Research Methodology and Spss" is being organized from 02-12-2020 **to** 10-02-2021. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

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GHULAM AHMED COLLEGE OF EDUCATION
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CERTIFICATE COURSE

'RESEARCH METHODOLOGY AND SPSS'

2 December 2020 -10 February,2021

COURSE OUTCOMES

After pursuing the course the student will be able to:

- Learn about research
- Understand research methodologies
- Describe and classify data using statistical terminology
- Understand the main features of SPSS
- Use the SPSS GUI effectively
- Perform descriptive analyses and graphical analysis with SPSS
- define the null hypothesis and the alternative hypothesis
- interpret P values and confidence intervals
  Understand different measures of effect (e.g. mean difference)
- know when to use basic statistical hypothesis tests (t-tests, chi-squared tests, correlation) and how to carry out these tests using SPSS
- learn how to present and interpret these results in scientific reports

COURSEOUTLINE

UNIT 1: Understanding Research

- Academic Research: Meaning and role
- Principles, concepts and regulations in research
- Philosophical basis for research
- Characteristics of research and types of research
- Ethics in research

UNIT 2: Research Methodology

- Research problem and its importance
- Steps in formulating a research problem

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- Qualitative vs Quantitative
- Variables and their types
- What is a hypothesis and its types
- Constructing a hypothesis
- Research design
- Sampling
- Data collection methods
- Research proposal

UNIT 3: Introduction to SPSS

- Introduction to SPSS
- Data analysis with SPSS: general aspects, workflow,critical issues
- SPSS: general description, functions, menus, commands
- SPSS file management

UNIT 4: Input and Data Cleaning

- Defining Variables
- Manual input of data
- Automated input of data and file import.
- Data transformation
- Syntax files and scripts
- Output management

UNIT 5: Descriptive Analysis of Data

- Frequencies
- Descriptives
- Explore c
- Crosstabs
- Charts

UNIT 6: Statistical Tests

- Average
- T-test
- One way Anova
- Non Parametric tests
- Normality Tests
- Linear correlation and Regression
- Multiple regression

UNIT 7: Multivariate Analysis

- Factor analysis
- Cluster Analysis

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Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

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Accredited by NAAC, Affiliated to Osmania University

Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com

A CERTIFICATE COURSE ON
'Research Methodologies and SPSS'
Date: 02 December 2020-20 February 2021)

THEME AREAS:

UNIT 1:Understanding Research
Unit 2:Research Methodology
Unit 3: Introduction to SPSS

Unit 4:Input and Data Cleaning
Unit 5:Descriptive Analysis of Data
UNIT 6: Statistical Tests
UNIT 7: Multivariate analysis

Learning Outcomes:

Learn about research
Understand research methodologies
Describe and classify data using statistical terminology
Understand the main features of SPSS
Use the SPSS GUI effectively
Perform descriptive analyses and graphical analysis with SPSS
define the null hypothesis and the alternative hypothesis

interpret P values and confidence intervals
Understand different measures of effect (e.g. mean difference)
know when to use basic statistical hypothesis tests (t-tests, chi-squared tests, correlation) and how to carry out these tests using SPSS

learn how to present and interpret these results in scientific reports

Persons to contact :
Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana

ORGANIZING COMMITTEE
Syeda Tauqeer Fatima
Dr Pauleen

ADVISORY COMMITTEE
PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM
FOR THE CERTIFICATE COURSE
****

Name:

Course:

Email ID:

Mobile No:

Signature:

Vibha Ast
Principal
Ghulam Ahmed College of Educati
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that Tasleema Sultana

a student of Ghulam Ahmed College of Education

has successfully completed a course on

'Research Methodology and SPSS'

Held from 2 December,2020 – 10 February,2021

Principal
Ghulam Ahmed College of Educa
Road No. 3, Banjara Hills
Hyderabad-500 034

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that Nida shereen

a student of Ghulam Ahmed College of Education

has successfully completed a course on

'Research Methodology and SPSS'

Held from 2 December,2020 – 10 February,2021

Principal
Ghulam Ahmed College of Educa
Road No. 3, Banjara Hills
Hyderabad-500 034

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

Group-14 B.Ed 19-21 1-36

Certificate Course on - "Research Methodology and Spss

S.#	Roll No.	Name of the Student	2/12	3/12	4/12	7/12	8/12	9/12	10/12	11/12	14/12	15/12	16/12	17/12	18/12	19/12	2/1	4/1	5/1	6/1	7/1	8/1	11/1	1/2	2/2	3/2	4/2	5/2	6/2	8/2	9/2	10/2
1	162619701096	Nida Shereen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
2	162619701097	Tasleema Sultana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	A	20	21	22	23	24	25	26	27	28
3	162619701098	Asma	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28
4	162619701099	Afreena Azam	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
5	162619701100	Kainat Hasan Khan	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	A	27
6	162619709015	Hajera Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	A	22	23	24	25	26	27	28
7	162619709016	Musferah	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28
8	162619709017	Faria Naaz	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	26	27	28	29
9	162619709018	Insha Farheen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	A	28
10	162619709019	Alekya Pratap	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
11	162619709020	Aijaz Mohiuddin	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28
12	162619709021	Afser Unisa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	A	22	23	A	24	25	26	27
13	162619709022	Safiya Banu	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	A	27	28
14	162619709023	Siddique Tahseen Fatima	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	A	16	17	18	19	20	21	22	23	24	25	26	27	28
15	162619709024	Aroosa Md Layeak	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28
16	162619709025	S Irene Neeraja Rani	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	A	26	27
17	162619709026	V Vasantha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	A	23	24	25	26	A	27
18	162619709027	B Sree Latha	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
19	162619709028	B Mahesh Kumar	1	2	3	4	5	6	7	8	9	10	A	V	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
20	162619709029	Nishath Ilyas	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	A	22	23	24	25	26	27	28
21	162619709030	Anjum Khan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28	29
22	162619709031	Juveria Khanam	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
23	162619709032	Shanqua Ali Omer	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	A	22	23	24	25	26	A	27
24	162619709033	Yasmeen Sultana	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28
25	162619709034	Ameena Shaik	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28
26	162619709040	Mohd Abid Khan	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
27	162619709041	Amtul Amina Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28
28	162619709042	E Jaya Sree	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	A	26	27	28
29	162619709043	Salma	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
30	162619709044	Faheem Sultana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	162619709045	Mohd Shafiuddin	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	A	27
32	162619709046	Iman Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	A	20	21	22	23	24	25	26	27	28
33	162619709047	Sidra Siddiqui	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	A	27	28
34	162619709037	Sumayya Sultana	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
35	162619709038	Syeda Rafia Sultana	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28
36	162619709039	Sumaiyyah Afreen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Principal

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FEEDBACK FORM

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically		✓	
2	Course material was aligned with the course and was useful.		✓	
3	Assignments were given at regular intervals.		✓	
4	Evaluation was done in a timely manner.		✓	
5	The course was useful to me as a teacher.		✓	
6	Time duration of the course was sufficient.		✓	
7	The course coordinator was co operative.		✓	
8	The course was interesting		✓	
9	New skills were learnt by me after attending the course		✓	
10	Are you satisfied with the course.		✓	

What is your opinion about the course?

It is good

Suggestions to improve the course, if any-

Time can change

T. Sultana

Principal
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Hyderabad-500 034.

GHULAM AHMED COLLEGE OF EDUCATION
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FEEDBACK FORM 'Research Methodology & SPSS'

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

It was very useful

Suggestions to improve the course, if any-

Non

Nida. S.

Principal
Ghulam Ahmed College of Education
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Hyderabad-500 034.

A certificate course on 'Research Methodology and SPSS'

No of Students: 38

Resource person: Dr. Afshan Karim

A Certificate Course in
Research Methodology and SPSS'
From 7 December 2020 to 10 February 2021
Resource person- Dr. Afshan Abdul Karim
Offered by

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Ghulam Ahmed College of Education
Road No: 3, Banjara Hills,
HYDERABAD-500 034

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Date : 28 - 11 - 2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, " Website Designing" is being organized from 02 -12 - 2020 to 10 - 02 - 2021. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

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CERTIFICATE COURSE

WEBSITE DESIGNING

2 December,2020 -10 February 2021

COURSE OUTCOMES

The student will be able to:

- Understand what a website is, its functions and usage
- The student will learn the basics of web design.
- The student learns various techniques, tools and programming languages to create and maintain web pages.
- The student learns layout designing, coding and testing.
- The student can implement basic Java Script
- Develop a fully functioning website and deploy on a web server.

COURSE OUTLINE

UNIT 1: Basics of Web Designing

- Introduction to web site development
- How to design a website
- Creating different themes for different layouts
- How to create and design banners, advertisements.
- Tools and techniques of web design using software applications

UNIT 2: Web Technologies

- Web standards and W3C elements
- Domain and Hosting
- Clients and Server Scripting Languages
- Responsive web Designing

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UNIT 3: Mathematical structure for computer science

- HTML
- CSS
- Java Script
- Bootstrap
- Adobe Dreamweaver.
- Adobe Flash
- Animation techniques

UNIT 4: Graphic Designing

- Photoshop
- CorelDraw
- Illustrator
- Semantic elements review, Flex box
- Grid layout
- Modeling a Professional site

UNIT 5: Writing for the Web

- SEO/Documentation (WSG Editorial Style)
- Needs analysis User Research Personas/archetypes
- Google Analytics/Telemet + security.

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GHULAM AHMED COLLEGE OF EDUCATION

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Website: www.gacoe.ac.in, **Email:** gacoehyd@gmail.com

A CERTIFICATE COURSE ON
'Website Designing'
Date: 02 December 2020-10 February 2021

THEME AREAS:

UNIT 1: Introduction to
UNIT 1:Basics of Web Designing

UNIT 2: Web Technologies

UNIT 3: Mathematical structure for computer science
UNIT 4: Graphic Designing

UNIT 5: Writing for the Web

Learning Outcomes:

The student will be able to:
Understand what a website is, its functions and usage
The student will learn the basics of web design.
The student learns various techniques, tools and programming languages to create and maintain web pages.
The student learns layout designing, coding and testing.
The student can implement basic Java Script
Develop a fully functioning website and deploy on a web server

Persons to contact :
Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana

ORGANIZING COMMITTEE
Mrs Shruti Bhargava
Dr Pauleen

ADVISORY COMMITTEE
PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM
FOR THE CERTIFICATE COURSE
****

Name:

Course:

Email ID:

Mobile No:

Signature:

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Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that Afserunnisa

a student of Ghulam Ahmed College of Education

has successfully completed a course on

'Website Designing"

Held from 2 December,2020-10 February,2021

Principal
Ghulam Ahmed College of Educati
Road No. 3, Banjara Hills
Hyderabad-500 034.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Aijaz Mohiuddin**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

'Website Designing"

Held from 2 December,2020-10 February,2021

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad-500 034.

Principal, GACE

Group-13 B.Ed 19-21 - 1-31

Parveen

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

CERTIFICATE COURSE ON - "WEBSITE DESIGNING

S.#	Roll No.	Name of the Student	2/12	3/12	4/12	7/12	8/12	9/12	10/12	11/12	14/12	15/12	16/12	17/12	18/12	19/12	2/1	4/1	5/1	6/1	7/1	8/1	11/1	1/2	2/2	3/2	4/2	5/2	6/2	8/2	9/2	10/2
1	162619709020	Aijaz Mohiuddin	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
2	162619709021	Afser Unisa	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
3	162619709022	Safiya Banu	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28
4	162619709023	Siddique Tahseen Fatima	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
5	162619709024	Aroosa Md Layeak	1	2	3	4	5	6	7	A	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
6	162619709025	S.Irene Neeraja Rani	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	A	26	27
7	162619709026	V.Vasantha	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
8	162619709027	B Sree Latha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28	29
9	162619709028	B.Mahesh Kumar	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28
10	162619709029	Nishath Ilyas	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	28
11	162619709030	Anjum Khan	1	2	3	4	5	6	7	A	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
12	162619709031	Juveria Khanam	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
13	162619709032	Shariqua Ali Omer	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
14	162619709033	Yasmeen Sultana	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28
15	162619709034	Ameena Shaik	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	29
16	162619709045	Mohd.Shafiuddin	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28
17	162619709046	Iman Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
18	162619709047	Sidra Siddiqui	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
19	162619709048	Sameena Hussain Shaik	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
20	162619709049	Nousheen Sultana Zahid	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
21	162619709050	Tasmeena Banu	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
22	162619709015	Hajera Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
23	162619709016	Musferah	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28
24	162619709017	Faria Naaz	1	2	3	4	5	6	7	8	9	10	11	12	13	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
25	162619709018	Insha Farheen	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
26	162619709019	Alekya Pratap	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
27	162619709036	M.Sheeba Pritika Uday	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
28	162619709037	Sumayya Sultana	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28
29	162619709038	Syeda Rafia Sultana	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
30	162619709039	Sumaiyyah Afreen	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28
31	162619709040	Mohd.Abid Khan	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	27	28

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FEEDBACK FORM 'Web Designing'

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically		✓	
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.		✓	
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.		✓	
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

Good

Suggestions to improve the course, if any-

conduct in Morning .

Mr. Ayaz Mohiuddin

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FEEDBACK FORM Website Designing

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.		✓	
8	The course was interesting		✓	
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

It was very informative

Suggestions to improve the course, if any-

NONE

Afsarunisa

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A certificate course on Web Designing

No of Students: 31

Resource person: Mrs. Rashida Shams

A Certificate Course on
"WEBSITE DESIGNING"
9 PRINCIPLES OF GOOD WEB DESIGN
WEBSITE PURPOSE. YOUR WEBSITE NEEDS TO
ACCOMMODATE THE NEEDS OF THE USER. ...
SIMPLICITY. SIMPLICITY IS THE BEST WAY TO GO WHEN
CON ING THE USER EXPERIENCE AND THE USABILITY
OF YOUR WEBSITE. ...
NAVIGATION. ...
F-SHAPED PATTERN READING. ...
VISUAL HIERARCHY. ...
CONTENT. ...
ID BASED LAYOUT. ...
LOAD TIME.
HCI
① Ease
②
UI
UX

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Date : 03 - 09 - 2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "E - content Development" is being organized from 05 -09- 2020 to 28 - 11 - 2020. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

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CERTIFICATE COURSE

E-CONTENT DEVELOPEMNT

5 September – 28 November,2020

COURSE OUTCOMES

After pursuing the course the student will be able to:

- To understand the basic of E-content development
- To appreciate the need for E- content
- To prepare E-content for all subjects
- To develop teachers and experts resources in E-content creation.
- To use content authoring tools
- To use graphics and animation
- To make available the E-content to educators and students through various delivery models.

COURSE OUTLINE

UNIT 1: E-Learning

- Introduction to E-learning
- Meaning and Concept of E-Learning
- Types of E-learning
- Benefits of E-learning
- Importance of e-learning

UNIT 2: Pedagogical Issues in E-Content Development

- Cognitive Perspective
- Emotional Perspective
- Behavioral Perspective
- Contextual Perspective

UNIT 3: Models of E-Content Development

- Instructional Design Model
- Teaching of media in a systematic approach model

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- A Systematic Design of Instruction Model
- Systems Reusable Information Object Strategy Model
- Content Based Model

UNIT 4: Phases of E-Content Development

- Analysis Phase
- The Design Phase
- The Development Phase
- The Testing Phase
- The Implementation Phase
- The Evaluation Phase

UNIT 5: Content Authoring Tools

- Cloud based E-learning Authoring tools
- Multimedia E-learning Authoring tools
- PowerPoint Ribbon E –learning Authoring tools
- Screen capturing and Recording E-learning Authoring Tools.
- SCORM (Sharable Courseware Object Reference Model)
- Graphics
- Animation

UNIT 6: E-Content development Course

- Home
- Objectives
- Subject mapping
- Summary
- Text with pictures and Animations
- Video and Audio
- Assignments, quiz, tutorial.
- Reference, glossary and links
- Case studies
- FAQ's
- Download
- Blog
- Contact information

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GHULAM AHMED COLLEGE OF EDUCATION

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Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com

A CERTIFICATE COURSE ON
'E-Content Development'
Date: 05 September-20 November 2020

THEME AREAS:

UNIT 1: E-Learning

Unit 2: Pedagogical Issues in E-Content Development

Unit 3: Models of E-Content Development

Unit 4: Phases of E-Content Development

Unit 5: Content Authoring Tools

Unit 6:E-Content development Course

Learning Outcomes:

After pursuing the course the student will be able to:

To understand the basic of E-content development

To appreciate the need for E- content

To prepare E-content for all subjects

To develop teachers and experts resources in E-content creation.

To use content authoring tools

To use graphics and animation

To make available the E-content to educators and students through various delivery models.

Persons to contact :

Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana

ORGANIZING COMMITTEE
Ms Noor ul Huda
Dr Pauleen

ADVISORY COMMITTEE
PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM
FOR THE CERTIFICATE COURSE

****

Name:

Course:

Email ID:

Mobile No:

Signature:

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Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Ayesha Rasheed**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

'E-Content Development'

Held from 5 September – 28 November, 2020

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Ghulam Ahmed College of Education
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Hyderabad-500 034

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Shariya Quaiser**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

‘E-Content Development’

Held from 5 September – 28 November,2020

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Hyderabad-500 034

Principal, GACE

Group - 12   B.Ed 19-21   1-36

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

Certificate course on - "E - Content Development"

S.#	Roll No.	Name of the Student	5/9	7/9	9/9	10/9	11/9	19/9	21/9	22/9	23/9	24/9	25/9	26/9	28/9	29/9	30/9	5/10	6/10	7/10	8/10	9/10	16/10	19/10	20/10	21/10	22/10	4/11	10/11	11/10	23/11	28/11
1	162619701034	Shariya Quaiser	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
2	162619701035	Ayesha Rasheed	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28
3	162619701036	Fazal Fatima Zaidi	1	A	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
4	162619701037	Khairunnisa Khan	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28
5	162619701038	Rubeena Jabeen	1	2	A	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27
6	162619701039	Noorjahan	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
7	162619701040	Summaiyya Fathima	1	A	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
8	162619701041	Nadira Muskan	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28
9	162619701042	Farhaunnisa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
10	162619701043	Uzma Anjum	1	A	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27
11	162619701044	Sahema Siddiqui	1	2	A	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
12	162619701045	Amal Mohsin Mohammed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	A	29
13	162619701046	Shamshad Begum	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	27	28
14	162619701047	Farheena Raheem	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28
15	162619701048	Ayesha Iffath	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
16	162619701049	Sanaunnisa	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	26	27	28
17	162619701050	Arshia Jabeen	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	26	27	28
18	162619701051	Arheen Zaheer	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
19	162619701052	Mehmooda Begum T	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28
20	162619701053	Sidra Tarranum	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	A	26	27
21	162619701054	Bushra Fatima	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28
22	162619701055	Adiba Fatima	A	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
23	162619701056	Havva Ali	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28
24	162619701057	Juhaina sabreen	1	A	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27
25	162619701058	Ruman Tabassum	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28
26	162619701083	Nudrath Nazneen	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28
27	162619701084	Arshia Tahreen	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28
28	162619701085	Syeda Maryam Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	A	29
29	162619701086	Nida Sahrish	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28
30	162619701087	Ayesha Fatima	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28
31	162619701088	Fatima Md Abdul Majeed	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	A	26	26	27	28
32	162619701089	Nandini Mathur	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	A	25	26	27
33	162619701090	Maryam Zafar	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	28
34	162619701091	Adeeba Mehnaaz	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28
35	162619701092	Rausheena Shehreen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
36	162619701093	Humera Ali Kaldi	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

Vibl Asif

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FEEDBACK FORM E-Content Developement

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.		✓	
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.		✓	
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course		✓	
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

Helpful and Useful

Suggestions to improve the course, if any-

None

Ayesha R.

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034.

GHULAM AHMED COLLEGE OF EDUCATION

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Accredited by NAAC; Affiliated to Osmania University

FEEDBACK FORM 'E-content Dvlpmt'

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

Nice, would like to attend one more time to polish our skills.

Suggestions to improve the course, if any-

-

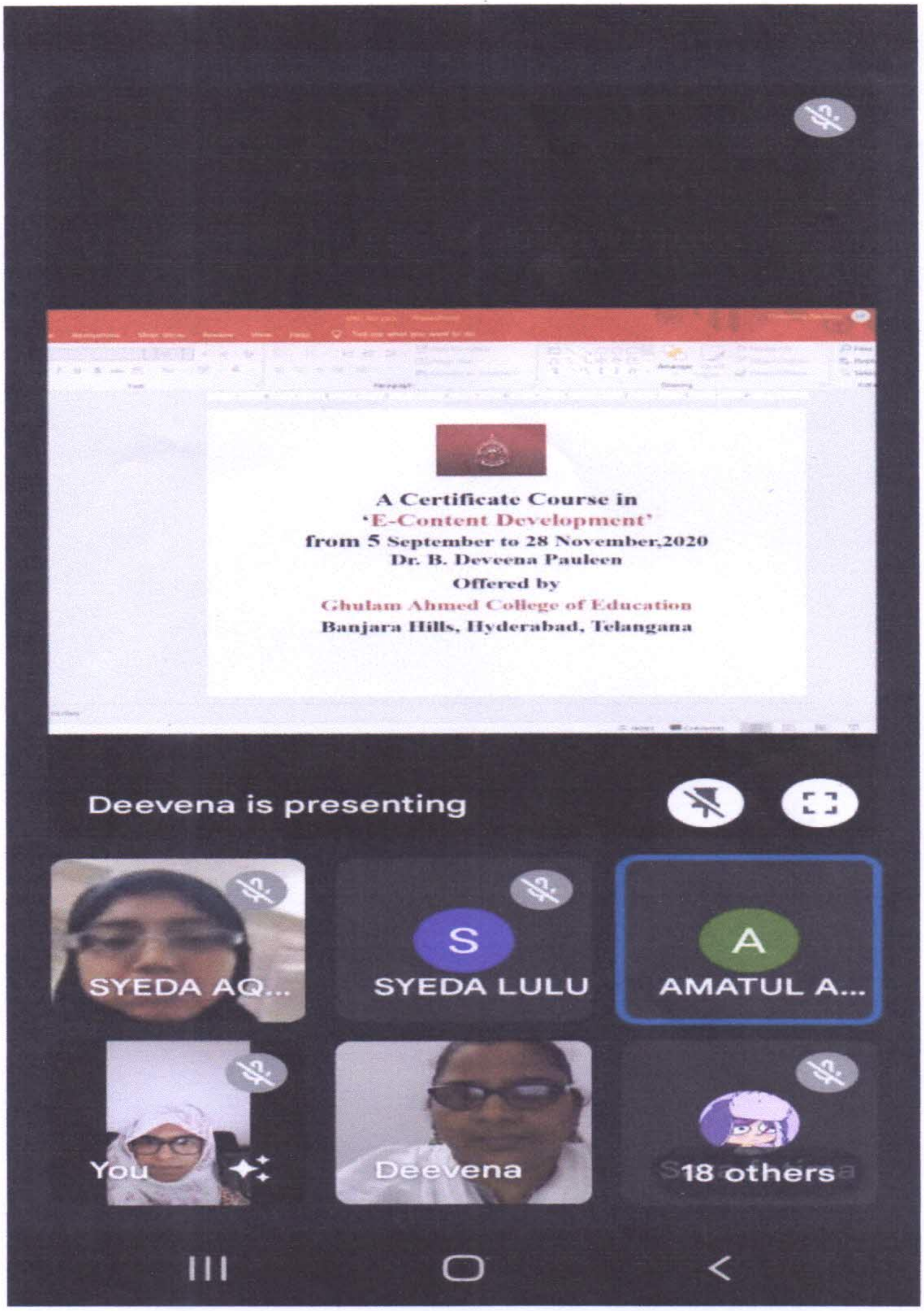
Shazya Anam.

Principal
Ghulam Ahmed College of Educati
Road No. 3, Banjara Hills
Hyderabad-500 034.

A certificate course on ‘E- Content Development’

No of Students: 36

Resource person: Dr Deveena Pauleen



A Certificate Course in
‘E-Content Development’
from 5 September to 28 November,2020
Dr. B. Deveena Pauleen
Offered by
Ghulam Ahmed College of Education
Banjara Hills, Hyderabad, Telangana

Principal
Ghulam Ahmed College of Education
Road No: 3, Banjara Hills,
HYDERABAD-500 034

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

Date : 03-09-2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Computer Proficiency" is being organized from 05-09-2020 **to** 28-11-2020. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

(Established by Sultan Ul Uloom Education Society)
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CERTIFICATE COURSE

Computer Proficiency

5 September – 28 November 2020

COURSE OUTCOMES

On completing this course,

- The student will improve their knowledge of computers and the ability to use them.

- The student will be able to increase their understanding of fundamental technology concepts such as Internet, Software, Hardware, Applications, Programs, Tools and more.

- Improve upon basic computer skills (Word processing, Managing computer files& creating presentations); Advanced computer skills (Managing databases and running calculations in spreadsheets)

- Identify the function of computer hardware components
- Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded
- Identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited
- Identify fundamental concepts relating to database applications

- Identify what an operating system is and how it works, and solve common problems related to operating systems
- Manipulate and control the Windows desktop, files and disks
- Identify how to change system settings, install and remove

COURSE OUTLINE

Unit 1: Familiarity with computer systems

- Awareness about different aspects regarding computer hardware such as generations and types of computers, printers, input and output devices and hardware components such as Central Processing Unit (CPU) like arithmetic logic unit, control unit, memory unit.
- Input Devices such keyboard, mouse, light pen, touch screens, graphics tablets, joystick, Microphone, Optical Character Reader, MICR, Scanner, digital or web camera, card reader, barcode reader, biometric sensor
- Output Devices such as Monitor or visual display unit, printer (impact or non-impact), speaker, plotter; and Secondary Storage Devices such as USB Pen Drives, floppy disks, Compact Disk (CD), Digital Video Disk (DVD) etc.

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Unit 2: Knowledge of Basic Computer Operations

- Awareness of generic steps required for setting up a computer, booting and shutting down, logging on and off.
  Installing and uninstalling software packages
  Customising desktop background, resizing windows, volume controls of computer, setting up a new printer or webcam or scanner or other peripheral devices.
- Awareness of System Administration and Security concepts such as keeping personal data private and secure; creating strong passwords; changing passwords.
- Awareness of concepts and processes related to file management functions such as copying files to memory disk, undoing mistakes, using default help modules, connecting to the Internet and downloading and uploading files, setup and printing of documents, compressing files, identifying and selecting suitable file formats and using them for transferring data.

Unit 3: Proficiency in Internet Skills

- Internet skills such as using search engine effectively to get the best desired result within short time
- Uploading and downloading information from the Internet
- Usage of Internet applications such as web sites, browsers, blogs
- Internet services such as Email, video conferencing, Online Collaboration etc.

Unit 4: Proficiency in using Microsoft Word

- Create a new document, enter text, and save it.
- Open and edit existing documents.
- Navigate in a document and perform a search.
- Format characters and paragraphs; work with tabs, indents, margins, lists, breaks, spacing.
- Print documents.
- Insert graphic elements. Use graphic effects such as clip art, WordArt.
  Work with documents that require a table of contents, Header & Footer.

Unit 5: Proficiency in using Microsoft Excel

- Create new workbooks and worksheets. Open files.
  Enter, correct, and save data.
- Use the menu commands.
- Format cells, rows, and columns.
- Understand navigation and movement techniques.
- Use simple arithmetic functions in the formulas.
- Print worksheets and workbooks
- Create, modify, and format charts.
- Filter data and manage a filtered list.

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- Sorting data in an order
- Use advanced functions (Names, VLOOKUP, IF, IS).
- Work with Pivot Tables.

Unit 6: Proficiency in using Microsoft Access

- Create, save, manage, and maintain a database.
- Modify a database structure.
- Create tables with Table Wizard and in Design View and work with them.
- Find, edit, filter, and sort records.
- Create and use Select Queries to view specific records and to perform calculations.

Unit 7: Proficiency in using Microsoft Power Point

- Create title and bullet slides.
- Modify slide text and check spelling.
- Select a template, Insert a table.
- Work with text, drawn objects, and drawing tools.
- Use ClipArt and WordArt.
- Use Slide Show options; add transitions and animation.
- Run a manual and an animated Slide Show.
- Print a presentation.
- Build interactive presentations, using hyperlinks
- Creating interactive objects, working with Slide Show options
- Explore online meetings and broadcast presentations.

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GHULAM AHMED COLLEGE OF EDUCATION

Established by: **Sultan-ul-Uloom Education Society**

Accredited by NAAC, Affiliated to Osmania University

Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com

A CERTIFICATE COURSE ON
'Computer Proficiency"
Date: 5 September -28 November 2020

THEME AREAS:

UNIT 1:Unit 1: Familiarity with computer systems

Unit 2:Knowledge of Basic Computer Operations

Unit 3:Proficiency in Internet Skills

Unit 4:Proficiency in using Microsoft Word

Unit 5:Proficiency in using Microsoft Excel

Unit 6: Proficiency in using Microsoft Access

Unit 7: Proficiency in using Microsoft Power Point

Learning Outcomes:

On completing this course,
The student will improve their knowledge of computers and the ability to use them.
The student will be able to increase their understanding of fundamental technology concepts such as Internet, Software, Hardware, Applications, Programs, Tools and more.
Improve upon basic computer skills (Word processing, Managing computer files& creating presentations); Advanced computer skills (Managing databases and running calculations in spreadsheets)
Identify the function of computer hardware components
Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded
Identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited
Identify fundamental concepts relating to database applications

ORGANIZING COMMITTEE
Ms Noor ul Huda
Dr Pauleen

ADVISORY COMMITTEE
PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM
FOR THE CERTIFICATE COURSE

Name:

Course:

Email ID:

Mobile No:

Signature:

Vibha Ask

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

Persons to contact:
Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana
04023280282/284

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Musferah**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

'Computer Proficiency'

Held from 5 September -28 November,2020

Principal
Ghulam Ahmed College of Educat
Road No. 3, Banjara Hills
Hyderabad-500 034

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Hajera Begum**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

'Computer Proficiency'

Held from 5 September -28 November,2020

Principal
Ghulam Ahmed College of Educat
Road No. 3, Banjara Hills
Hyderabad-500 034

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

Group - II M.Ed 19-21 1-34.

CERTIFICATE COURSE ON - COMPUTER PROFICIENCY

S.#	Roll No.	Name of the Student	5/9	7/9	9/9	10/9	11/9	19/9	21/9	22/9	23/9	24/9	25/9	26/9	28/9	29/9	30/9	5/10	6/10	7/10	8/10	9/10	16/10	19/10	20/10	21/10	22/10	4/11	10/11	11/11	23/11	28/11
1	162619709015	Hajera Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
2	162619709016	Musferah	1	2	3	4	A	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27
3	162619709017	Faria Naaz	1	2	A	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27
4	162619709018	Insha Farheen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	28	29
5	162619709019	Alekya Pratap	1	2	A	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27
6	162619709020	Aijaz Mohiuddin	1	2	3	4	5	6	A	7	8	9	10	11	12	A	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27
7	162619709021	Afser Unisa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28	29
8	162619709022	Safiya Banu	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
9	162619709023	Siddique Tahseen Fatima	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
10	162619709024	Aroosa Md Layeak	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
11	162619709025	S.Irene Neeraja Rani	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	A	25	26	27
12	162619709026	V.Vasantha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	A	29
13	162619709027	B.Sree Latha	1	2	3	4	A	5	6	7	8	9	10	11	12	A	13	14	15	16	17	A	18	19	20	21	22	23	24	25	A	26
14	162619709028	B.Mahesh Kumar	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
15	162619709029	Nishath Ilyas	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28	29
16	162619709030	Anjum Khan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
17	162619709031	Juveria Khanam	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
18	162619709032	Shariqua Ali Omer	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28
19	162619709033	Yasmeen Sultana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
20	162619709034	Ameena Shaik	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28	29
21	162619709040	Mohd.Abid Khan	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28
22	162619709041	Amtul Amina Fatima	1	2	3	A	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
23	162619709042	E.Jaya Sree	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
24	162619709043	Salma	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28
25	162619709044	Faheem Sultana	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
26	162619709045	Mohd.Shafiuddin	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	A	23	24	25	26	27
27	162619709046	Iman Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	26	27	28	29
28	162619709047	Sidra Siddiqui	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28	29
29	162619709048	Sameena Hussain Shaik	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
30	162619709049	Nousheen Sultana Zahid	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	28	29
31	162619709050	Tasmeena Banu	1	2	3	A	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	27
32	162619709037	Sumayya Sultana	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
33	162619709038	Syeda Rafia Sultana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
34	162619709039	Sumaiyyah Afreen	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
			AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA

Principal
Ghulam Ahmed College of Education
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Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

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FEEDBACK FORM 'Computer Proficiency'

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.		✓	
5	The course was useful to me as a teacher.		✓	
6	Time duration of the course was sufficient.		✓	
7	The course coordinator was co operative.		✓	
8	The course was interesting		✓	
9	New skills were learnt by me after attending the course		✓	
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

It was interesting

Suggestions to improve the course, if any-

Timing of the course

H. Begum

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

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FEEDBACK FORM Computer Proficiency .

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

well organised and beneficial

Suggestions to improve the course, if any-

Its Good .

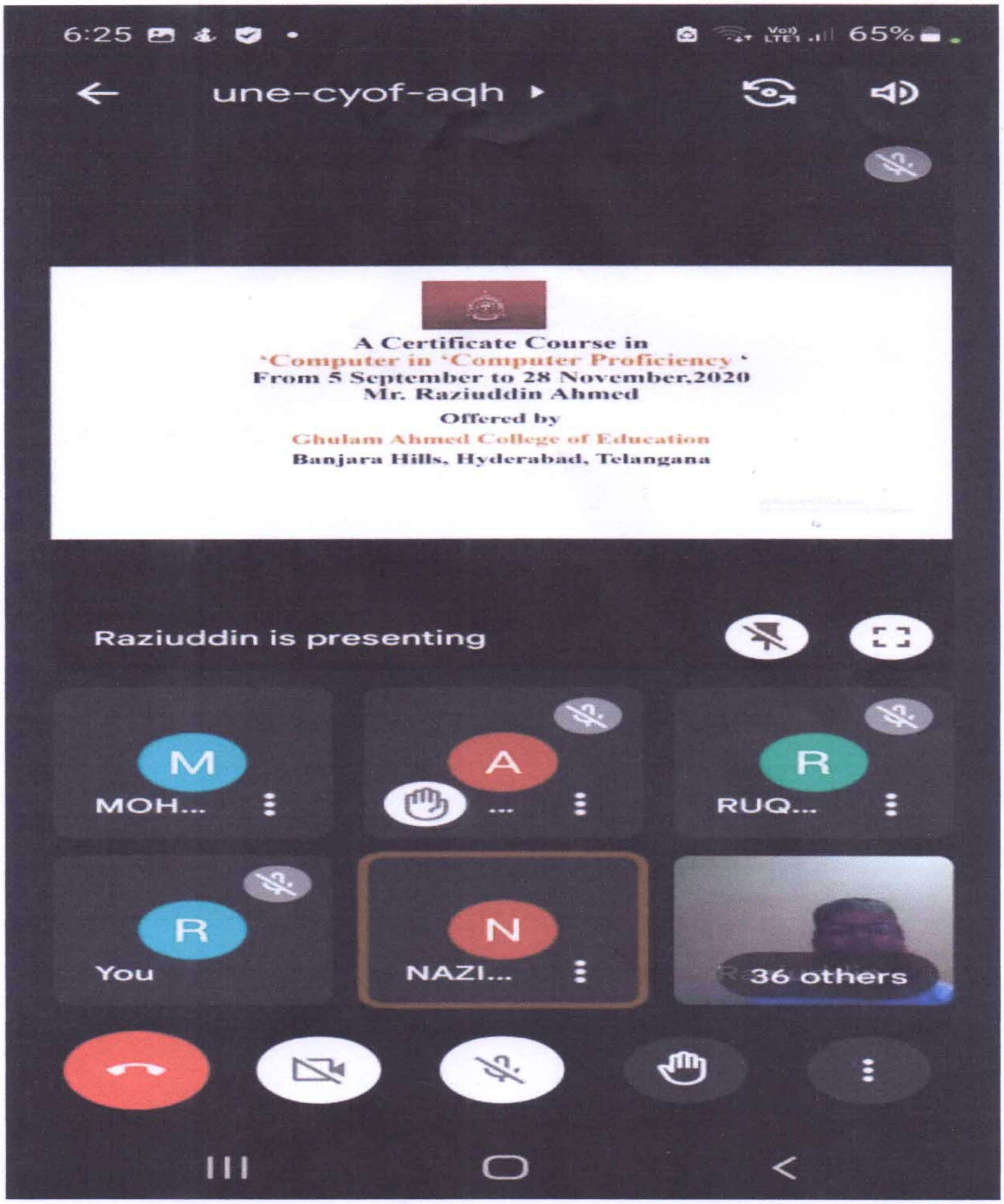
Mueefqah .

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034.

A certificate course on 'Computer Proficiency'

No of Students: 34

Resource person: Mr.Raziuddin Ahmed



A Certificate Course in
'Computer in 'Computer Proficiency '
From 5 September to 28 November,2020
Mr. Raziuddin Ahmed
Offered by
Ghulam Ahmed College of Education
Banjara Hills, Hyderabad, Telangana

Principal
Ghulam Ahmed College of Education
Road No: 3, Banjara Hills,
HYDERABAD-500 034

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

Date : 02-09-2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Computer fundamentals" is being organized from 05-09-2020 to 28-11-2020. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

Principal
Ghulam Ahmed College of Educat
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CERTIFICATE COURSE

COMPUTER FUNDAMENTALS

5 September -28 November.2020

COURSE OUTCOMES:

After successfully completing this course, a student will be able to:

- Identify basic terms, concepts, and functions of computer system components
- Select and use the appropriate software application to complete a particular task such as word Processing skills to create, save, and modify documents.
- Identify basic concepts and procedures for creating, viewing, and managing files, and folders for different operating systems.
- Possess the knowledge of basic hardware peripherals
- Compare and contrast various types of computers
- Explain the purpose of CPU and how it works
- Describe how information is stored in memory
- Know about various types of software's and its applications
- Detailed Study of Windows Operating

COURSE OUTLINE:

UNIT 1: Introduction to Computers:

- Computer Characteristics
- Concept of Hardware, Software

- Evolution of the Computer and Generations
- Types of Computer – Analog and Digital computers, Hybrid Computers
- General Purpose and Special Purpose Computer
- Limitations of Computer Applications in Various Fields.

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UNIT 2: Structure and Working of Computer:

- Functional Block Diagram of Computer.
- CPU, ALU, Memory Unit.
- Basic Structure of Digital Computer – Address, Data and Control Bus.

UNIT 3: Input / Output Devices:

- Input Device – Keyboard, Mouse, Scanner, MICR, OMR.
- Output Devices – VDU, Printers – Dot Matrix, Daisy-wheel, Inkjet, Laser, Line Printers and Plotters.

UNIT 4: Computer Memory:

- Memory Concept
- Memory Cell
- Memory Organization
- Semiconductor Memory – RAM, ROM, PROM, EPROM.
- Secondary Storage Devices – Magnetic Tape, Magnetic Disk (Floppy Disk and Hard Disk.), Compact Disk.

UNIT 5: Computer Language and Software:

- Algorithm, Flowcharts, Machine Language, Assembly Language, High Level Language, Assembler, Compiler, Interpreter.
- Characteristics of Good Language.
- Software – System and Application Software.

UNIT 6: Operating System:

- Operating System, Evolution of Operating System.
- Functions of Operating System.
- Types of Operating Systems.
- Detailed Study of Windows Operating System.
- Introduction and Features of LINUX OS.

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GHULAM AHMED COLLEGE OF EDUCATION

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Accredited by NAAC, Affiliated to Osmania University

Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com

A CERTIFICATE COURSE ON
"COMPUTER FUNDAMENTALS"

Date: 5 September-28 November,2020.

THEME AREAS:

UNIT 1:Introduction to Computers

Unit 2:Structure and Working of Computer

Unit 3:Input / Output Devices

Unit 4:Computer Memory

Unit 5:Computer Language and Software

UNIT 6:Operating System:

Learning Outcomes:

- Converse in basic computer terminology
- Formulate opinions about the impact of computers on society
- Possess the knowledge of basic hardware peripherals
- Compare and contrast various types of computers
- Explain the purpose of CPU and how it works
- Describe how information is stored in memory
- Know about various types of software's and its applications
- Detailed Study of Windows Operating System

ORGANIZING COMMITTEE
Ms Noor ul Huda
Dr Pauleen

ADVISORY COMMITTEE
PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM
FOR THE CERTIFICATE COURSE

****

Name:

Course:

Email ID:

Mobile No:

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Sara Fatima**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

'Computer Fundamentals'

Held from5 September-28 November,2020

Principal
Ghulam Ahmed College of Educat
Road No. 3, Banjara Hills
Hyderabad-500 034.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Sumera Buthul**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

'Computer Fundamentals'

Held from5 September-28 November,2020

Principal
Ghulam Ahmed College of Educat
Road No. 3, Banjara Hills
Hyderabad-500 034

Principal, GACE

Group-10 B.Ed 19-21 1-36.

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

Certificate Course on - Computer Fundamentals

S.#	Roll No.	Name of the Student	5/9	7/9	9/9	10/9	11/9	19/9	21/9	22/9	23/9	24/9	25/9	26/9	28/9	29/9	30/9	5/10	6/10	7/10	8/10	9/10	16/10	19/10	20/10	21/10	24/10	4/11	10/11	11/11	23/11	27/11
1	162619701032	Sumera Buthul	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
2	162619701033	Sara Fatima	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
3	162619701040	Summaiyya Fathima	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
4	162619701041	Nadira Muskan	1	2	A	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
5	162619701042	Farhaunnisa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
6	162619701043	Uzma Anjum	1	2	3	A	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27
7	162619701044	Sahema Siddiqui	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
8	162619701045	Amal Mohsin Mohammed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28	29
9	162619701046	Shamshad Begum	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28	29
10	162619701047	Farheena Raheem	1	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
11	162619701048	Ayesha Iffath	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
12	162619701049	Sanaunnisa	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
13	162619701050	Arshia Jabeen	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28
14	162619701051	Arheen Zaheer	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28	29
15	162619701052	Mehmooda Begum T	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	A	23	24	26	27	28	29
16	162619701053	Sidra Tarranum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28	29
17	162619701054	Bushra Fatima	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
18	162619701055	Adiba Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28	29
19	162619701056	Havva Ali	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	A	27	28
20	162619701057	Juhaina sabreen	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	A	27
21	162619701058	Ruman Tabassum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	A	28
22	162619701059	Mohammed Osman	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	28	29
23	162619701060	Md. Taiseen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
24	162619701061	Khansa Fatima	1	2	3	4	5	A	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	A	24	25	26	27	28
25	162619701062	Sukaina Fatima	1	2	3	4	5	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	A	28
26	162619701063	Asma Shana	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28
27	162619701086	Nida Sahrish	A	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27
28	162619701087	Ayesha Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28	29
29	162619701088	Fatima Md Abdul Majeed	1	2	3	4	5	A	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
30	162619701089	Nandini Mathur	1	2	3	4	5	6	A	7	8	A	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	A	23	24	25	26
31	162619701090	Maryam Zafar	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	A	22	23	24	A	25	26
32	162619701091	Adeeba Mehnaaz	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	A	23	24	25	26	27
33	162619701092	Rausheena Shehreen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28	29
34	162619701093	Humera Ali Kaldi	1	2	3	4	A	5	6	7	A	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	A	22	23	A	24	25
35	162619701094	Sumiah khanam	1	2	3	4	5	6	7	A	8	9	10	11	12	13	A	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27
36	162619701095	Fatima Begum	A	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	A	26
			AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK

Principal
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Road No. 3, Banjara Hills

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Hyderabad-500 034.

GHULAM AHMED COLLEGE OF EDUCATION

(Established by Sultan Ul Uloom Education Society)
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FEEDBACK FORM 'Computer Fundamentals'

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	●		
2	Course material was aligned with the course and was useful.	●		
3	Assignments were given at regular intervals.	●		
4	Evaluation was done in a timely manner.	●		
5	The course was useful to me as a teacher.	●		
6	Time duration of the course was sufficient.		●	
7	The course coordinator was co operative.		●	
8	The course was interesting	●		
9	New skills were learnt by me after attending the course	●		
10	Are you satisfied with the course.		●	

What is your opinion about the course?

Alright.

Suggestions to improve the course, if any-

None.

Sumera . B .

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FEEDBACK FORM 'Computer Fundamentals

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.		✓	
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

Satisfying

Suggestions to improve the course, if any-

None

Sara Fatima.

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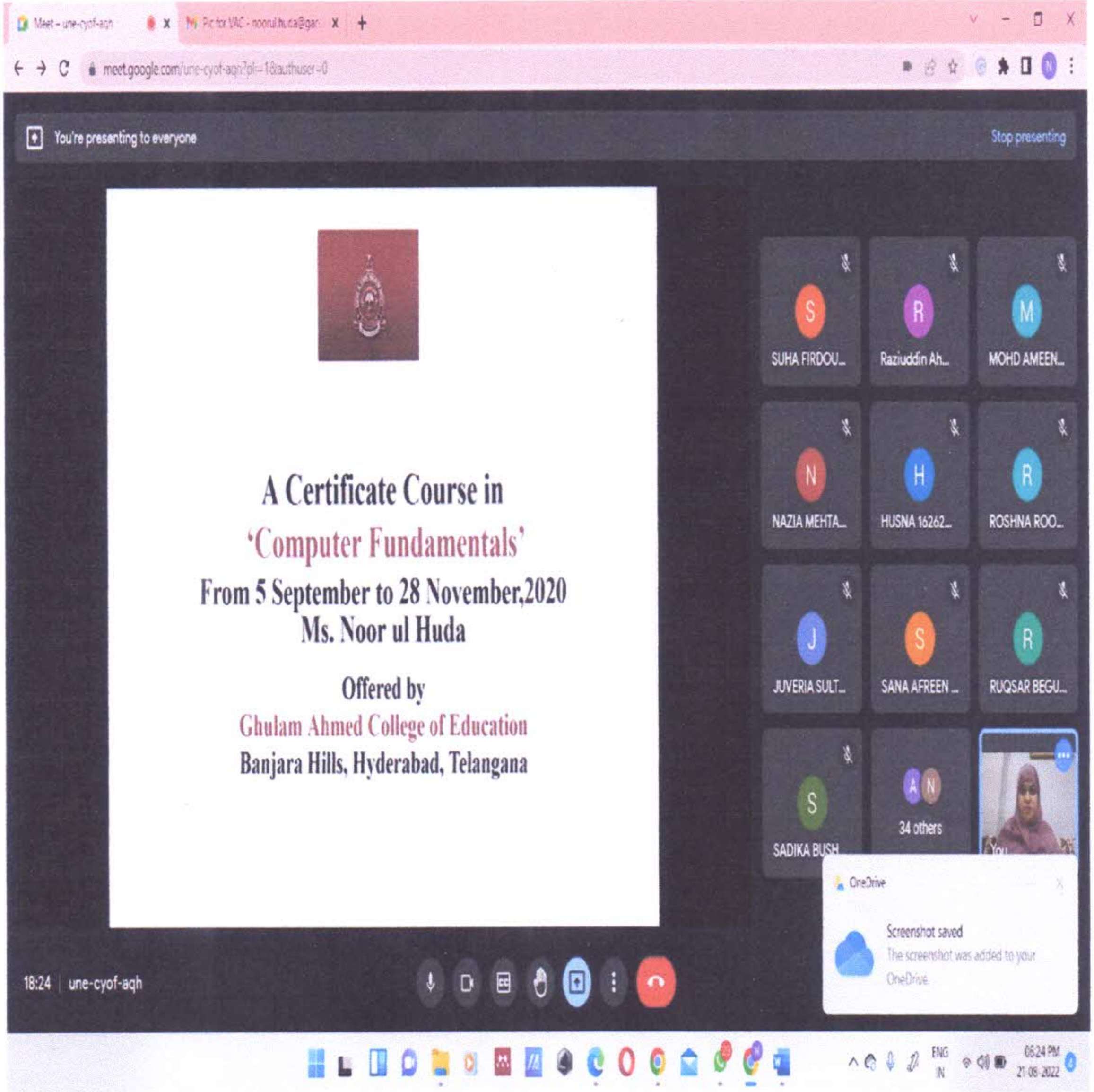
Hyderabad-500 034.

A certificate course on ‘Computer Fundamentals’

No of Students: 36

Resource person: Ms. Noor ul Huda



A Certificate Course in

‘Computer Fundamentals’

From 5 September to 28 November,2020

Ms. Noor ul Huda

Offered by

Ghulam Ahmed College of Education

Banjara Hills, Hyderabad, Telangana

Screenshot saved

The screenshot was added to your OneDrive.

Principal

Ghulam Ahmed College of Education

Road No: 3, Banjara Hills,

HYDERABAD-500 034

GHULAM AHMED COLLEGE OF EDUCATION
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Date : 06 - 07 - 2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Integrating ICT in Education" is being organized from 10-07-2020 to 15-10-2020. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

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CERTIFICATE COURSE
'INTEGRATING ICT IN EDUCATION'
10 July-15 October,2020

COURSE OBJECTIVE:-

- To help students to become competent and confident users whocan use the basic knowledge and skills acquired to assist them in their daily teaching duties.
- It helps students in attaining basic digital literacy; develop their analytical skills, through computational environments based on their age.
- It helps students develop information and communication technologies, knowledge and skills to
- It helps the student develop critical analysis of the function and power of information search, processing, production and communication skills.
- The student understands the vast applications available to make their lessons interesting and visually appealing.
- It helps students to use various digital technologies (hardware and software) for creating resources andproviding learning experiences for all types of learners (including differently abled), use various ICTs for project based/problem based constructivist learning environment
- It helps explain the role of ICT in authentic and alternative assessment

COURSE OUTLINE

UNIT 1: Introduction to Information and Communication Technology

1. Use of Technology in Education: In Retrospect.
2. Information and Communication Technology: Meaning, Nature and Advantages
3. Hardware and Software Fundamentals
    - Computer hardware fundamentals (anatomy, input devices, output devices, storage devices, display devices), types of computers and Computer Network-LAN,WAN.
    - Use of digital camera, recorder, scanner, printer, interactive white board,visualize, and multimedia projector for creating and using multimedia resources
4. Software Fundamentals
    - Software – Meaning and types; System software and Application software
5. Introduction to Office applications (Word processing, Spreadsheet Presentations,Databases, Drawing tools, Multimedia tools, File formats and conversion, util

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Unit 2: ICT and Pedagogy

1. Approaches to integrating ICT in teaching and learning: Technological Pedagogical Content Knowledge (TPCK)
2. Subject specific ICT tools for creating and facilitating learning
3. Subject specific online resources and their use
4. Designing technology integrated learning experiences
5. ICT integrated Unit plan – Use of Web 2.0 for creating constructivist learning environment
6. Assistive technology for children with special needs: Tools and processes; Universal Designfor Learning (UDL)
7. ICT for Pedagogical Project/problem based learning (PBL): Role of ICT in developing technology integrated PBL unit
8. Web Quest and virtual field trips: Concept, process, and use in the classroom
9. Multiple intelligences in classroom: ICT tools and applications
10. Mobile learning and related applications
11. Open Educational Resources – Meaning and importance, various OER initiatives
12. Massive Open Online Courses (MOOC)-Concept and use
13. Flipped classrooms: Meaning and possibilities

Unit 3: ICT for Assessment and Management

1. ICT and Management

ICT initiatives and standards

ICT for personal management: e-mail, task, events, diary, networking

ICT for educational administration: Scheduling, record keeping, student information, electronic grade book, connecting with parents and community

Computer security: Privacy, hacking, virus, spy ware, misuse, abuse, antivirus, firewall and safe practices

Unit 4: The Learning Strands

1. Connecting with the World
2. Connecting with Each Other
3. Creating with ICT
4. Interacting with ICT
5. Possibilities in Education
6. Reaching Out and Bridging Divides

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Unit 5: ICT in Education Curriculum for Students

1. Class I to V
    - Objective Assessment
    - List of Games
2. Class VI to VIII
    - Objectives
    - Course Structure
    - Assessment
    - Certification
3. Class IX to XII
    - Objectives
    - Courses
4. ICT integration across Class I to XII

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GHULAM AHMED COLLEGE OF EDUCATION

Established by: **Sultan-ul-Uloom Education Society**
Accredited by NAAC, Affiliated to Osmania University
Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com

A CERTIFICATE COURSE ON
'Integrating ICT in Education'
Date:10 July 2020-15 October 2020

THEME AREAS:

Unit 1: Information and Communication Technology
Unit 2: ICT and Pedagogy
Unit 3 ICT for Assessment and Management
Unit 4: The Learning Strands
Unit 5: ICT in Education Curriculum for Students

Learning Outcomes:

- To help students to become competent and confident users of ICT.
- It helps students in attaining basic digital literacy; develop their analytical skills.
- It helps the student develop critical analysis of the function and power of information search, processing, production and communication skills.
- It helps students to use various digital technologies
- It helps explain the role of ICT in authentic and alternative

Persons to contact:
Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana : 04023280282/284

ORGANIZING COMMITTEE
Ms Noor ul Huda
Dr Pauleen

ADVISORY COMMITTEE
PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM
FOR THE CERTIFICATE COURSE
****

Name:

Course:

Email ID:

Mobile No:

Signature:

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that Shainaz Sultana

a student of Ghulam Ahmed College of Education

has successfully completed a course on

'Integrating ICT in Education'

Held from 7th June, 2021 to 14th July 2021.

Principal
Ghulam Ahmed College of Educatior
Road No. 3, Banjara Hills
Hyderabad-500 034

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that Mahreen Fathima

a student of Ghulam Ahmed College of Education

has successfully completed a course on

'Integrating ICT in Education'

Held from 7th June, 2021 to 14th July 2021.

Principal
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Road No. 3, Banjara Hills
Hyderabad-500 034

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

Group- 9 - 19-21 B.Ed 1-31.

Road # 3, Banjara Hills, Hyderabad - 34

Certificate Course on - Integrating ICT in Education.

S.#	Roll No.	Name of the Student	10/7	11/7	13/7	14/7	15/7	16/7	17/7	18/7	6/8	7/8	8/8	10/8	11/8	18/8	20/8	21/8	25/8	26/8	27/8	28/8	29/8	14/9	15/9	16/9	17/9	18/9	1/10	3/10	12/10	13/10
1	162619701016	Mahreen Fathima	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
2	162619701017	Shainaz Sulthana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
3	162619701018	Samrin Zia	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	A	29
4	162619701019	Md Apsana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
5	162619701020	Syeeda Nazneen	1	1	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
6	162619701021	Zeba Sheereen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
7	162619701022	Maryam	1	2	3	4	5	6	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
8	162619701023	Naveed Afreen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
9	162619701024	Haleema Sadia	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28
10	162619701025	Sayeda Ameen Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	29	26	27	28	29	30
11	162619701026	Asna Haleem	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28	29
12	162619701027	Syeda Tama Ali Taj	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	27	28	29
13	162619701028	Afshan Jabeen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
14	162619701029	Sufia Sultana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
15	162619701030	Kubra Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28	29
16	162619701031	Tanveer Begum	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
17	162619701032	Sumera Buthul	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
18	162619701033	Sara Fatima	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	28
19	162619701034	Shariya Quaiser	1	2	3	4	5	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
20	162619701035	Ayesha Rasheed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
21	162619701036	Fazal Fatima Zaidi	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28	29
22	162619701037	Khairunnisa Khan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	A	22	23	24	25	26	27	28
23	162619701038	Rubeena Jabeen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	25	29	30
24	162619701039	Noorjahan	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
25	162619701040	Summaiyya Fathima	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
26	162619701041	Nadira Muskan	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28
27	162619701042	Farhaunnisa	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
28	162619701043	Uzma Anjum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
29	162619701044	Sahema Siddiqui	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
30	162619701045	Amal Mohsin Mohammed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	A	29
31	162619701046	Shamshad Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28	29

Principal

Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034.

GHULAM AHMED COLLEGE OF EDUCATION

(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

FEEDBACK FORM 'Integrating ICT in Education'

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.		✓	
6	Time duration of the course was sufficient.		✓	
7	The course coordinator was co operative.		✓	
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.		✓	

What is your opinion about the course?

Good.

Suggestions to improve the course, if any-

conduct in
morning hours.

Principal
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GHULAM AHMED COLLEGE OF EDUCATION

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FEEDBACK FORM 'INTEGRATING ICT IN EDUCATION'

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.		✓	
4	Evaluation was done in a timely manner.		✓	
5	The course was useful to me as a teacher.		✓	
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting		✓	
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

Good

Suggestions to improve the course, if any-

Timings of the course.

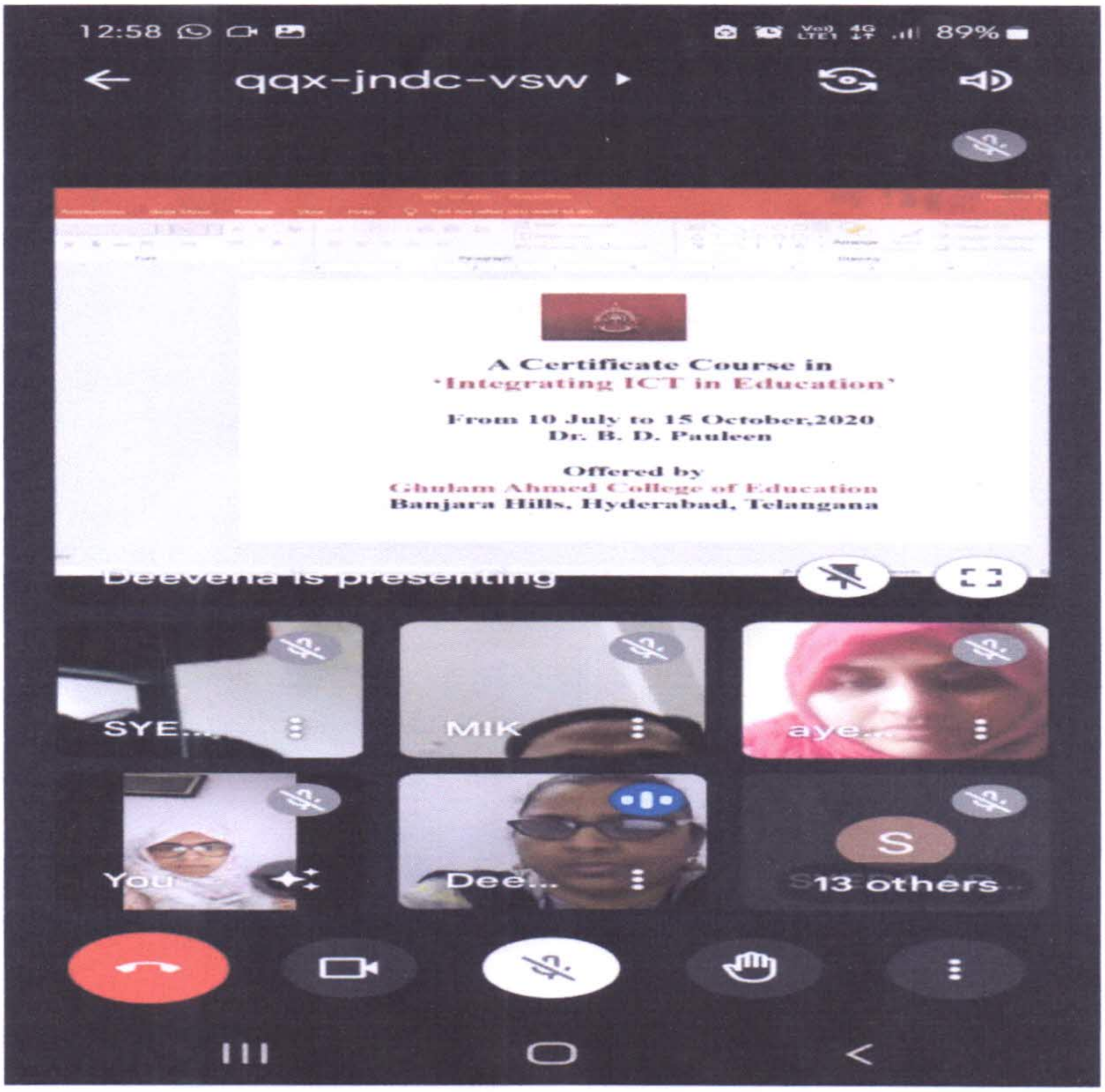
Shanaz B..

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

A certificate course on 'Integrating ICT in Education'

No of Students: 31

Resource person: Dr. Deveena Pauleen



A Certificate Course in
'Integrating ICT in Education'

From 10 July to 15 October,2020
Dr. B. D. Pauleen

Offered by
Ghulam Ahmed College of Education
Banjara Hills, Hyderabad, Telangana

Principal
Ghulam Ahmed College of Education
Road No: 3, Banjara Hills,
HYDERABAD-500 034

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
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Date : 07-07-2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Essentials of Educational Technology" is being organized from 10-07-2020 to 15-10-2020. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

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CERTIFICATE COURSE
'ESSENTIALS OF EDUCATIONAL TECHNOLOGY'
10 July-15 October,2020

COURSE OUTCOMES

Subsequent to pursuing thus course the student will be able to:

- Understand the integration of technology with education to facilitate a better learning process.
- Comprehend the evolution of educational technology
- Know the uses of educational technology.
- Learn about the characteristics of educational technology
- Understand the components of educational technology: Hardware and Software
- Use Educational Technology while teaching.

COURSE OUTLINE

UNIT 1: Educational Technology-Concept, Objectives and Scope

- Evolution of education technology.
- Meaning of educational technology
- Definitions of educational technology
- Characteristics of educational technology.
- Components of Educational Technology: Hardware and Software
- Use of Sensory Organs in the process of Learning and Remembering,
- Advantages of Educational technology..

UNIT 2: Nature of Educational Technology

- Effect of science & technology upon education.
- Continuous dynamic, progressive and effect producing method.
- System Approach, Multi –Media Approach in Educational Technology, Communication, Classroom Communication: Verbal and Non-Verbal Communication, Factors affecting Classroom Communication,
- Programmed learning
- micro-teaching
- simulated teaching
- Interaction analysis.
- Videotape, tape-recorder, projector & computer.

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UNIT 3: Scope of Educational Technology

- Analyze the teaching learning process
- Identify the educational goals or objectives
- Development of curriculum
- Development of teaching-learning material
- Teaching preparation or teaching-training
- Development and selection of the teaching-learning strategies
- Effective utilization of the hardware and mass media
- Essential feedback and control through evaluation

UNIT 4: Implementing Educational Technology

- Teaching aids, Description of selected Teaching Aids, Effectiveness of Edgar Dale's Cone of Classification
- Mass instructional techniques, Personalized Instructional Techniques, Programmed Instruction, Simulation Teaching

Teaching machines, Team Teaching, Micro Teaching,

- Computers and its Role in Educational Instruction: Computer Assisted Instruction (CAI)
  Methods of Teaching, Teachers of yesterday and today, Principles of Teaching, Phases of Teaching: Pre-Active and Post-Active, Levels of Teaching: Memory, Understanding and Reflective.
- Models of teaching: Concept, Components and Families, Glaser's Basic Teaching Model, Bruner's Concept Attainment Model, Ausubel's Advance Organizer Model

UNIT 5: Forms of Educational Technology

- teaching technology
- instructional technology
- behavioral technology
- instructional design technology

Principal
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GHULAM AHMED COLLEGE OF EDUCATION

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Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com

A CERTIFICATE COURSE ON
'Essentials of Educational technology'
Date: 10 July-15 October,2020

THEME AREAS:

UNIT 1:Educational Technology- Concept, Objectives and Scope

UNIT 2:Nature of Educational Technology

UNIT 3:Scope of Educational Technology

UNIT 4: Implementing Educational technology

UNIT 5: Forms of educational technology

Learning Outcomes:

Understand the integration of technology with education to facilitate a better learning process.
Comprehend the evolution of educational technology
Know the uses of educational technology.
Learn about the characteristics of educational technology
Understand the components of educational technology: Hardware and Software
Use Educational Technology while teaching.

Persons to contact:
Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana
04023280282/284

ORGANIZING COMMITTEE
Ms Noor ul Huda
Mrs Rafia Sultana
ADVISORY COMMITTEE
PROF VIBHA ASTHANA, PRINCIPAL, GACE
DR. N. SAROJA, ASSOC PROF, GACE

REGISTRATION FORM
FOR THE CERTIFICATE COURSE

Name:

Course:

Email ID:

Mobile No:

Signature:

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **Sumayya Sultana**

a student of Ghulam Ahmed College of Education

has successfully completed a course on

'Essentials of Educational Technology'

Held from 10 July-15 October,2020

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that M. Sheeba Uday

a student of Ghulam Ahmed College of Education

has successfully completed a course on

'Essentials of Educational Technology'

Held from 10 July-15 October,2020

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034.

Principal, GACE

Group-8 · M.Ed 19-21 · 1-35

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

Certificate course on – "Essentials of Educational Technology"

S.#	Roll No.	Name of the Student	10/7	11/7	13/7	14/7	15/7	16/7	17/7	18/7	6/8	7/8	8/8	9/8	11/8	13/8	20/8	21/8	25/8	26/8	27/8	28/8	29/8	14/9	15/9	16/9	17/9	18/9	1/10	3/10	12/10	13/10
1	162619709036	M Sheeba Pritika Uday	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
2	162619709037	Sumaiyya Sultana	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	27	28
3	162619709038	Syeda Rafia Sultana	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28
4	162619709039	Sumaiyyah Afreen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28	29
5	162619709040	Mohd Abid Khan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
6	162619709041	Amtul Amina Fatima	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	22	27	28
7	162619709042	E Jaya Sree	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28
8	162619709043	Salma	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28	29
9	162619709044	Faheem Sultana	1	2	3	4	5	6	A	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
10	162619709045	Mohd Shafiuddin	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
11	162619709046	Iman Fatima	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	28
12	162619709047	Sidra Siddiqui	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28
13	162619709048	Sameena Hussain Shaik	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
14	162619709049	Nousheen Sultana Zahid	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28
15	162619709050	Tasmeena Banu	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
16	162619709015	Hajera Begum	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28
17	162619709016	Musferah	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	26	26	27	28
18	162619709017	Faria Naaz	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
19	162619709018	Insha Fameen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28	29
20	162619709019	Alekya Pratap	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28
21	162619709020	Aijaz Mohiuddin	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28
22	162619709021	Afser Unisa	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28
23	162619709022	Safiya Banu	1	2	3	4	5	6	7	8	9	10	A	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
24	162619709023	Siddique Tahseen Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
25	162619709024	Aroosa Md Layeak	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28
26	162619709025	S Irene Neeraja Rani	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28
27	162619709026	V Vasantha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28	29
28	162619709027	B Sree Latha	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	27	28
29	162619709028	B Mahesh Kumar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28	29
30	162619709029	Nishath Ilyas	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	A	29
31	162619709030	Anjum Khan	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28
32	162619709031	Juvena Khanam	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28
33	162619709032	Shariqua Ali Omer	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28
34	162619709033	Yasmeen Sultana	1	2	3	4	5	6	7	8	9	A	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
35	162619709034	Ameena Shaik	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Principal
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Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

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FEEDBACK FORM 'Essentials of Educational Technology'

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.		✓	
5	The course was useful to me as a teacher.		✓	
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting		✓	
9	New skills were learnt by me after attending the course		✓	
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

Necessary

Suggestions to improve the course, if any-

None

S. Sultana.

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Ghulam Ahmed College of Educatio
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FEEDBACK FORM 'Essentials of Educational Technology'

Please state your opinion about the Certificate course on the 3 point scale given below:

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2	Course material was aligned with the course and was useful	✓		
3	Assignments were given at regular intervals		✓	
4	Evaluation was done in a timely manner		✓	
5	The course was useful to me as a teacher.		✓	
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co-operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

Good.

Suggestions to improve the course, if any-

- ^ -

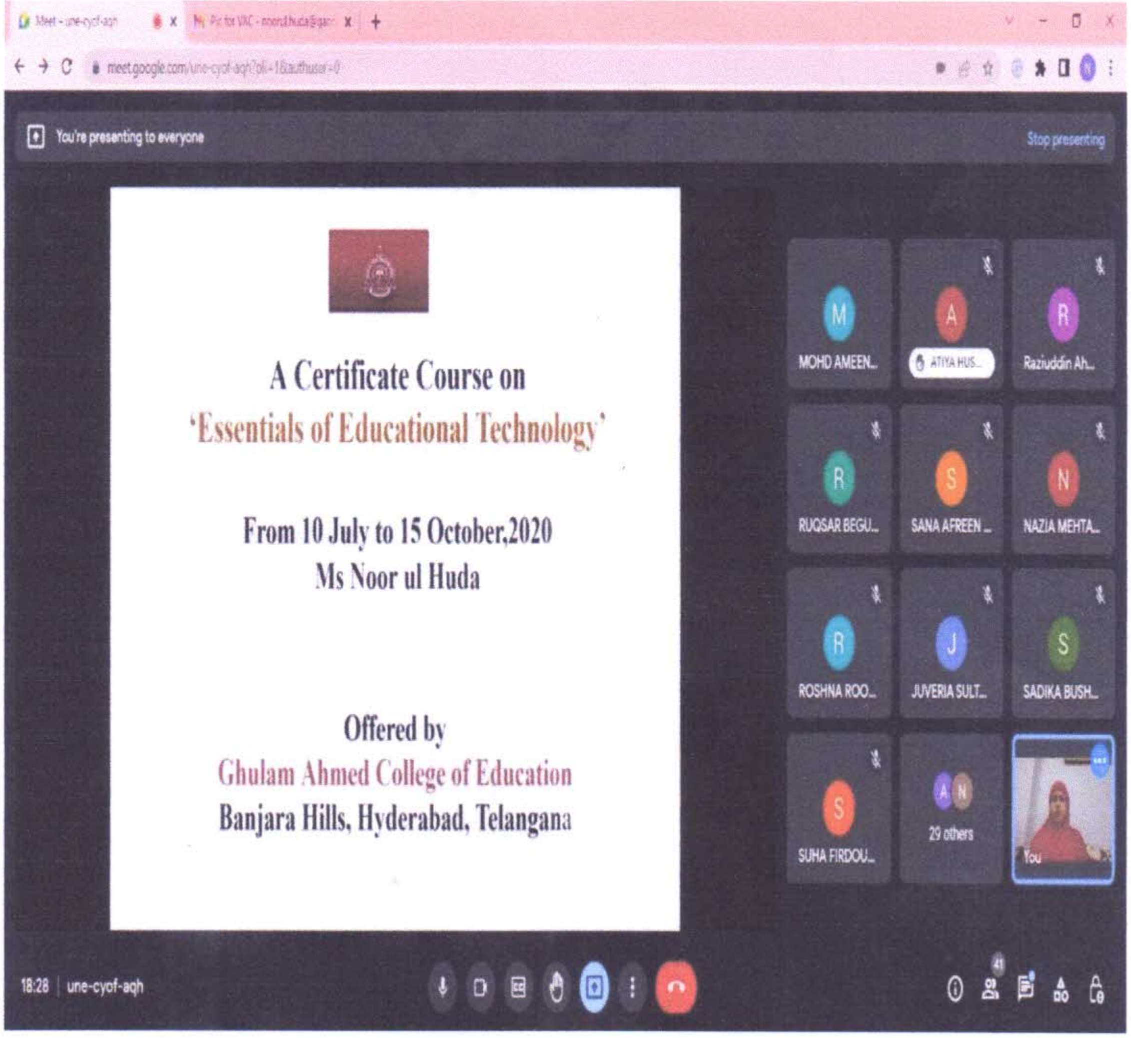
M. Sheba.

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034.

A certificate course on ‘Essentials of Educational Technology’

No of Students: 35

Resource person: Ms. Noor ul Huda



A Certificate Course on
‘Essentials of Educational Technology’

From 10 July to 15 October,2020
Ms Noor ul Huda

Offered by
Ghulam Ahmed College of Education
Banjara Hills, Hyderabad, Telangana

Principal
Ghulam Ahmed College of Education
Road No: 3, Banjara Hills,
HYDERABAD-500 034

GHULAM AHMED COLLEGE OF EDUCATION
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Date: 01-06-2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Presentation Skills" is being organized from 02-06-2020 to 08-09-2020. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

Principal
Ghulam Ahmed College of Education
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GHULAM AHMED COLLEGE OF EDUCATION
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CERTIFICATE COURSE On "PRESENTATION SKILLS"

2nd June to 8th September, 2020

Course Objectives: -

- Communicate complex information in simple and interesting ways to keep the audience engaged.
- Communicate thoughts and feelings effectively.
- Develop self-confidence.
- Gain real-world skills, such as the ability to present accomplishments and skills during a job interview.

Course Learning outcomes

At the end of the program, student will be able to -

- ☐ Prepare and deliver advanced high impact presentations
- ☐ logically prepare and structure presentation to different levels of understanding
- ☐ Use effective and creative visual aids to support the presentation
- ☐ Use voice and body to bring life to the presentation.
- ☐ Use relaxation techniques to overcome nervousness
- ☐ Using persuasive strategies
- ☐ Expertly handle difficult questions and situations

Course Content:

Unit 1 -PRESENTATION AND ITS TYPES

- What is a presentation?
- What are presentation skills?
- What are different types of presentations?

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Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

- 5 W's of presentation

Unit 2 -DEVELOP AND ORGANISE PRESENTATION CONTENT

- Create an audience profile and set presentation parameters
- Condense a speech outline into notes you can speak from

Unit 3-MANAGE THE PRESENTATION ENVIRONMENT

- Be able to anticipate, avoid and handle equipment problems
- Describe the advantages and disadvantages of different room setups

Unit 4 PREPARE TO GIVE THE PRESENTATION

- Learn the benefits of rehearsing, adhering to a time frame and speaking from notes
- Reduce stress and speakers' anxiety

Unit 5 -BALANCE VERBAL AND NONVERBAL MESSAGES

- The impact of Body Language on your Messages
- Practice nonverbal impact skills to reduce nervousness and to engage the attention of your listeners
- Make your content clearer and more memorable
- Building and Enhancing Credibility through Language

Unit 6 -USE VISUAL AIDS AND SUPPORT MATERIALS

- Describe the purpose of visual aids and support materials
- Identify tips for effective composition of visual content and speaker aids
- Handle questions from audience
- Explain the importance of the questions and answers session
- Respond professionally to questions from Audience

Advisor-cum-Director
Ghulam Ahmed College of Education
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Hyderabad - 34.

GHULAM AHMED COLLEGE OF EDUCATION

Established by: **Sultan-ul-Uloom Education Society**

Accredited by NAAC, Affiliated to Osmania University

Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com

A CERTIFICATE COURSE ON "PRESENTATION SKILLS"

Date: 2nd JUN – 8th SEP-2020

THEME AREAS:

- PRESENTATION AND ITS TYPES
- DEVELOP AND ORGANISE PRESENTATION CONTENT
- MANAGE THE PRESENTATION ENVIRONMENT
- PREPARE TO GIVE THE PRESENTATION
- BALANCE VERBAL AND NONVERBAL MESSAGES
- USE VISUAL AIDS AND SUPPORT MATERIALS

Learning Outcomes:

- Prepare and deliver advanced high impact presentations
- logically prepare and structure presentation to different levels of understanding
- Use effective and creative visual aids to support the presentation
- Use voice and body to bring life to the presentation.
- Use relaxation techniques to overcome nervousness
- Using persuasive strategies
- Expertly handle difficult questions and situations

RESOURCE PERSON:

Mr.Waseem Khan

ORGANIZING COMMITTEE

Dr.Pauleen,Asst Prof & Ms.Rafiya Sultana,Asst Prof

ADVISORY COMMITTEE

PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM

FOR THE CERTIFICATE COURSE

****

Name:

Course:

Email ID:

Mobile No:

Signature:

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Persons to contact:
Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana 04023280282/284

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **MOHAMMED RIZWAN**

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Presentation Skills

Held from 2nd June, 2020 to 8th September 2020.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **AFIYA REHMAN**

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Presentation Skills

Held from 2nd June, 2020 to 8th September 2020.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

Certificate course on - Presentation skills

S.#	Roll No.	Name of the Student	2/6	3/6	4/6	5/6	6/6	8/6	9/6	10/6	11/6	12/6	13/6	15/6	16/6	17/6	18/6	19/6	20/6	1/7	2/7	3/7	4/7	3/8	4/8	8/8	22/8	24/8	2/9	3/9	4/9	8/9
1	162619701064	Afiya Rehman	1	2	3	4	5	A	6	7	8	A	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
2	162619701065	Asiya Rehman	1	2	A	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
3	162619701066	Atiya Parveen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
4	162619701067	Saida Hussain	1	2	3	4	5	6	7	8	9	A	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
5	162619701068	Mohammed Rizwan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	26	27	28	29
6	162619701069	Ayesha Banu	1	A	2	3	4	5	6	7	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
7	162619701070	Aksana Moohammed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
8	162619701071	R Sangeetha	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
9	162619701072	Juveria Hamid	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
10	162619701073	Sameera Gauher	1	2	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28	29
11	162619701074	Ayesha Sultana	1	2	3	4	5	6	7	8	9	10	11	12	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
12	162619701075	Ummeiama Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28	29
13	162619701076	Qudsia Tasneem	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	A	21	22	23	24	25	26	27	28
14	162619701077	Romana Aman	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
15	162619701078	Tabassum Sultana	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
16	162619701079	Shaik Akram Hussain	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
17	162619701080	G. Aparna	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
18	162619701081	Mohammed Numanullah	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
19	162619701082	Mohammed Shujaat Ali	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
20	162619701083	Nudrath Nazneen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
21	162619701084	Arshia Tahreen	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
22	162619701085	Syeda Maryam Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
23	162619701086	Nida Sahrish	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
24	162619701087	Ayesha Fatima	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
25	162619701088	Fatima Md Abdul Majeed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
26	162619701089	Nandini Mathur	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	26	28	29
27	162619701090	Maryam Zafar	1	2	3	4	5	6	7	8	9	10	11	12	13	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
28	162619701091	Adeeba Mehnaaz	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
29	162619701092	Rausheena Shehreen	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28
30	162619701093	Humera Ali Kaldi	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28	29
31	162619701094	Sumiah khanam	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
32	162619701095	Fatima Begum	1	2	3	4	5	6	7.	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

②

GHULAM AHMED COLLEGE OF EDUCATION

(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

FEEDBACK FORM

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.		✓	
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.		✓	
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course		✓	
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

The course was good.

Suggestions to improve the course, if any-

Afiya Rehman

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION
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FEEDBACK FORM

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4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.		✓	
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

course was good.

Suggestions to improve the course, if any-

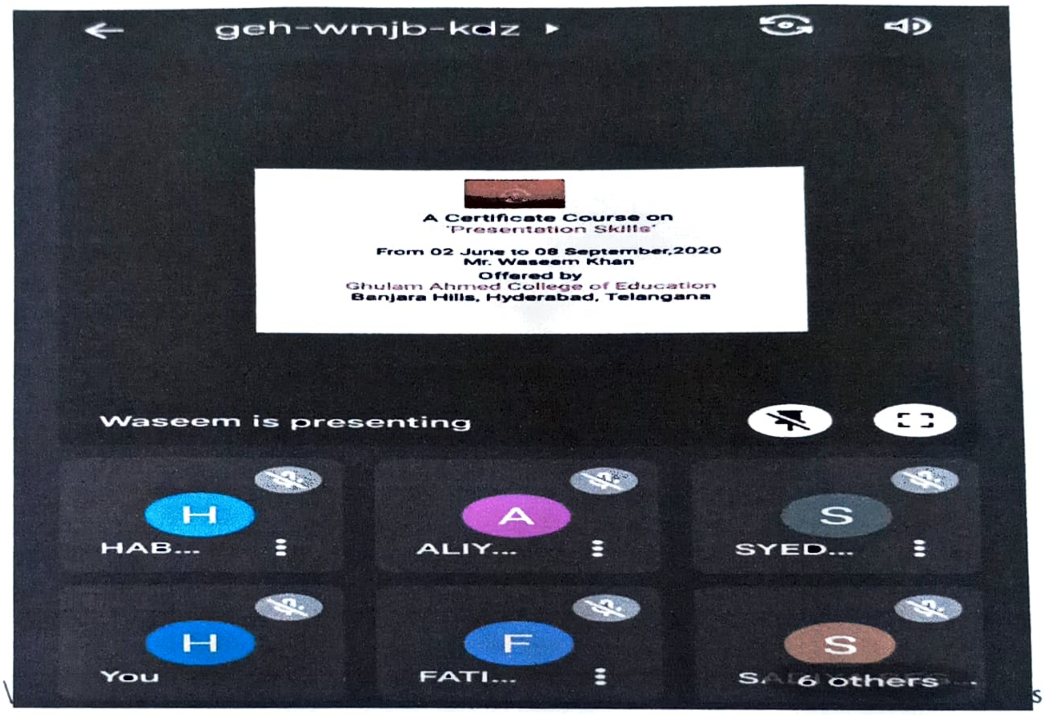
Mohammed Rizwan

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034.

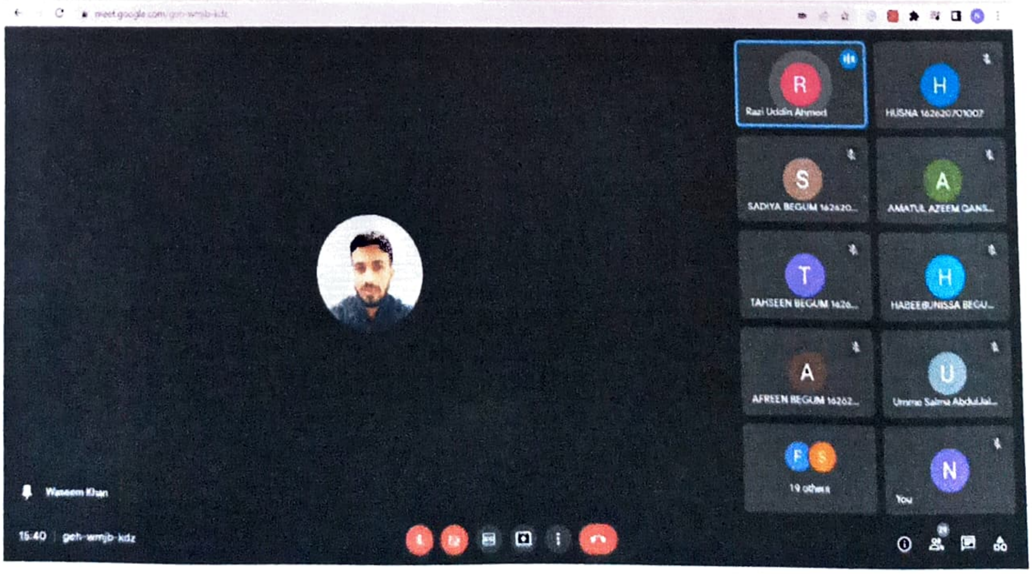
Number of students who attended the course: 32

Resource Person: Mr. Waseem Khan

Photograph



A Certificate Course on
'Presentation Skills'
From 02 June to 08 September,2020
Mr. Waseem Khan
Offered by
Ghulam Ahmed College of Education
Banjara Hills, Hyderabad, Telangana



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GHULAM AHMED COLLEGE OF EDUCATION
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Date : 01-06-2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Interpersonal Skills" is being organized from 02-06-2020 to 08-09-2020. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

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Ghulam Ahmed College of Educat.
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Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

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CERTIFICATE COURSE ON

"INTERPERSONAL SKILLS"

2nd June to 8th September, 2020.

Objectives of the course: -

Developing interpersonal skills is really important for students for a better learning, expressing themselves to others, personality development and improving academics too. It is considered that students who have good interpersonal skills have a successful career and personal life too.

COURSE LEARNING OUTCOMES

On completing this course, students will be able to:

- Improve their knowledge and ability.
- Develop Leadership qualities,
- Increase work performance and improve communication.
- Develop team spirit and collaborative attitude.
- Develop friendly nature with others.
- It will be a facilitator in Career Development.

COURSE CONTENT:

Unit 1: INTRODUCTION TO INTERPERSONAL SKILLS

- Communication skills- the importance of good communication skills.
- Verbal communication- what we say and how we say it.
- Non-Verbal communications-what we communicate without words.
- listening skills- how we interpret both verbal and non-verbal messages sent by others.
- emotional intelligence.
- team working, negotiation persuasion and influencing skills, conflict resolution and meditation, problem solving and decision making.

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Hyderabad - 34.

Unit 2: IMPORTANCE OF INTERPERSONAL SKILLS

- Foster effective communication, feedback loop, expand the opportunities,
- Demonstrate social awareness
- Effective leadership
- Encourage empathy

Unit 3: WAYS OF IMPROVING INTERPERSONAL SKILLS

- Establish goals, observe successful interactions, identify ways to practice.
- Solicit feedback, reflect and modify
- Focused interactions, importance of eye contact, positivity
- Importance of posture, body language and values.
- Being an active listener.

Unit 4: RELATING INTERPERSONAL SKILLS TO EDUCATION

For teachers

- To communicate the message.
- To understand the student individually.
- To interact with parents.
- To make the concept clear.
- To improve the listening skills.
- To keep the class lively.

For students

- To clear the doubts.
- To gain more knowledge.
- To have good bonding with the teacher.
- To diminish the communication gap.
- To solve conflicts.

Unit 5: INTERPERSONAL COMMUNICATION STRATEGIES

- Self-actualization.
- Interpersonal skills and mental health.
- Interpersonal skills and examples.

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Hyderabad - 34.

GHULAM AHMED COLLEGE OF EDUCATION

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Accredited by NAAC, Affiliated to Osmania University

Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com

A CERTIFICATE COURSE ON "INTERPERSONAL SKILLS"

Date: 2nd JUN – 8th SEP-2020

THEME AREAS:

- ☐ INTRODUCTION TO INTERPERSONAL SKILLS
- ☐ IMPORTANCE OF INTERPERSONAL SKILLS
- ☐ WAYS OF IMPROVING INTERPERSONAL SKILLS
- ☐ RELATING INTERPERSONAL SKILLS TO EDUCATION
- ☐ INTERPERSONAL COMMUNICATION STRATEGIES

RESOURCE PERSON:

Dr.N Saroja

Learning Outcomes:

- •Improve their knowledge and ability.
- •Develop Leadership qualities,
- •Increase work performance and improve communication.
- •develop team spirit and collaborative attitude.
- •develop friendly nature with others.
- •It will be a facilitator in Career Development.

Persons to contact:
Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana 04023280282/284

ORGANIZING COMMITTEE

Dr.Pauleen,Asst Prof & Ms.Rafiya Sultana,Asst Prof

ADVISORY COMMITTEE

PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM

FOR THE CERTIFICATE COURSE

****

Name:

Course:

Email ID:

Mobile No:

Signature:

Advisor-cum-Director
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Hyderabad - 34.

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **AYESHA RASHEED**

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Interpersonal skills

Held from 2nd June, 2020 to 8th September 2020.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **SHARIYA QUAISER**

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Interpersonal skills

Held from 2nd June, 2020 to 8th September 2020.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

Certificate Course on " Interpersonal Skills"

S.#	Roll No.	Name of the Student	2/6	3/6	4/6	5/6	6/6	8/6	9/6	10/6	11/6	12/6	13/6	15/6	16/6	17/6	18/6	19/6	20/6	1/7	2/7	3/7	4/7	3/8	4/8	5/8	22/8	24/8	2/9	3/9	4/9	8/9
1	162619701034	Shariya Quaiser	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28
2	162619701035	Ayesha Rasheed	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28
3	162619701036	Fazal Fatima Zaidi	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	27	28
4	162619701037	Khairunnisa Khan	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28
5	162619701038	Rubeena Jabeen	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
6	162619701039	Noorjahan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
7	162619701040	Summaiyya Fathima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28	29
8	162619701041	Nadira Muskan	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
9	162619701042	Farhaunnisa	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
10	162619701043	Uzma Anjum	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
11	162619701044	Sahema Siddiqui	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28	29
12	162619701045	Amal Mohsin Mohammed	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
13	162619701046	Shamshad Begum	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
14	162619701047	Farheena Raheem	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28	29
15	162619701048	Ayesha Iffath	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28	29
16	162619701049	Sanaunnisa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	A	25	26	27	28
17	162619701050	Arshia Jabeen	1	A	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	A	18	19	H	20	21	22	23	24	25	26	27
18	162619701051	Arheen Zaheer	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	A	18	19	20	21	22	23	24	25	26	A	27	28
19	162619701052	Mehmooda Begum T	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	120	21	22	23	24	25	26	27	28	29
20	162619701053	Sidra Tarranum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
21	162619701054	Bushra Fatima	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28
22	162619701055	Adiba Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	28	29
23	162619701056	Havva Ali	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28
24	162619701057	Juhaina sabreen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28	29
25	162619701058	Ruman Tabassum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28	29
26	162619701059	Mohammed Osman	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28	29
27	162619701060	Md. Taiseen	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28
28	162619701061	Khansa Fatima	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28
29	162619701062	Sukaina Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28	29
30	162619701063	Asma Sharia	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034.

GHULAM AHMED COLLEGE OF EDUCATION
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FEEDBACK FORM

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.		✓	
4	Evaluation was done in a timely manner.			
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

The course was good.

Suggestions to improve the course, if any-

class should be in morning hours.

Shariya Quaiser

Principal
Ghulam Ahmed College of Edu
Road No. 3, Banjara Hills
Hyderabad-500 03

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7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.		✓	

What is your opinion about the course?

The course was useful

Suggestions to improve the course, if any-

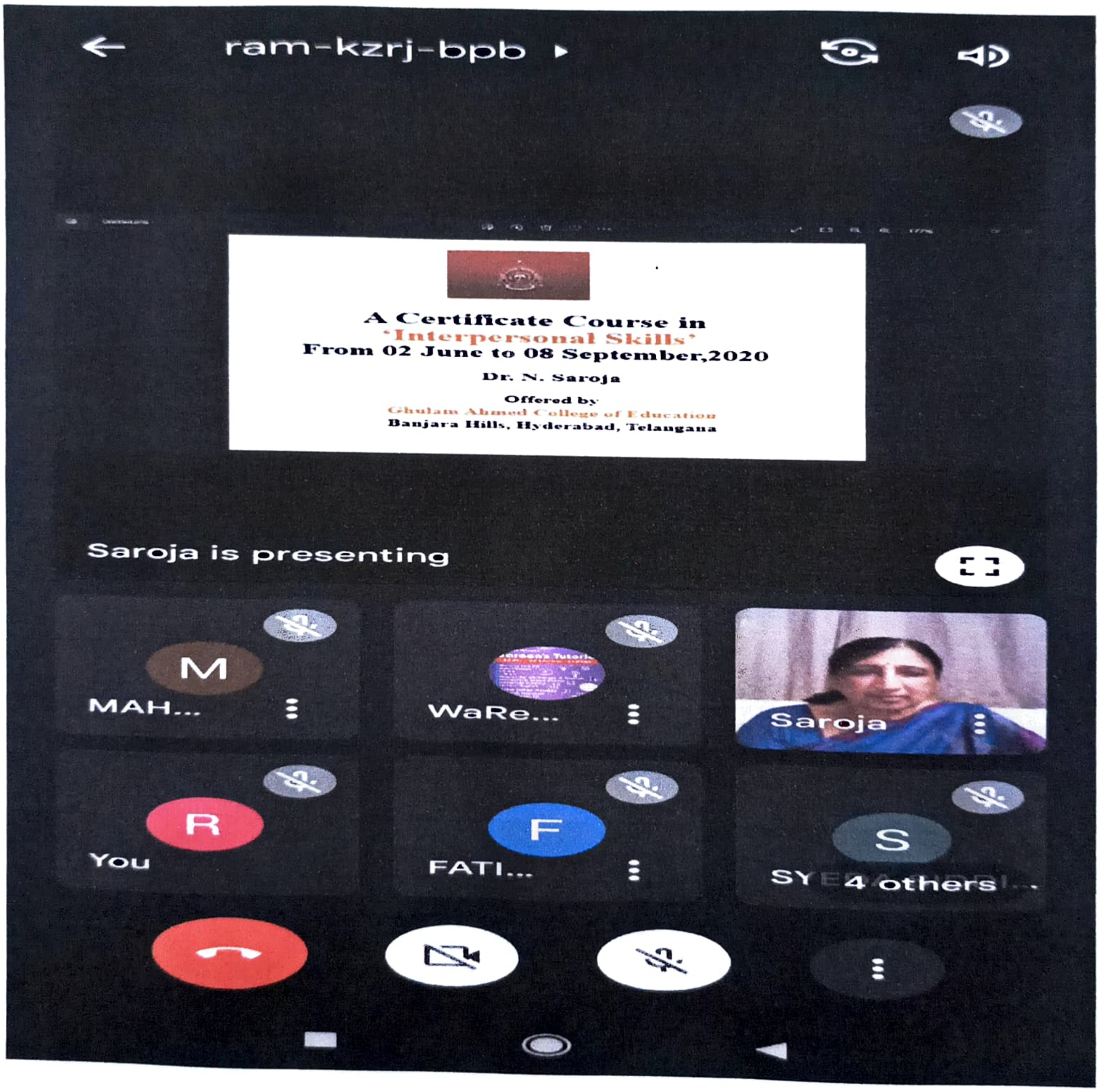
Ayesha Rasheed

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

Number of students who attended the course: 30

Resource Person: Dr. Saroja

Photographs:



A Certificate Course in
'Interpersonal Skills'
From 02 June to 08 September,2020

Dr. N. Saroja

Offered by
Ghulam Ahmed College of Education
Banjara Hills, Hyderabad, Telangana

Principal
Ghulam Ahmed College of Education
Road No: 3, Banjara Hills,
HYDERABAD-500 034

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

Date : 01-06-2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "English Language Lab training" is being organized from 02-06-2020 to 08-09-2020. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

Principal
Ghulam Ahmed College of Educatir
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
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A Certificate Course on
ENGLISH LANGUAGE LAB.TRAINING
2nd June to 8th September, 2020

Course Objectives: -

The main objectives of the Language Laboratory are to equip the students with good communication skills and emphasize the need of English in the technical world. To prepare them for interviews and future job environments.

COURSE LEARNING OUTCOMES:

On completing this course, the students will be able to: -

- Better Understanding of nuances of language through audio- visual experience and group activities
- Speaking with clarity and confidence thereby enhancing employability skills of the students
- Speak English with proper pronunciation and intonation
- Make effective oral presentation by interpreting and analyzing data, pictures and videos and participate in Group Discussion on general topics
- Make meaningful conversation s and follow logical flow of thought
- Be able to answer questions on key concepts after listening to extended passage

COURSE CONTENT:

UNIT: -1 Introduction to Phonetics

- Speech Sounds – Vowels and Consonants
- Ice-Breaking activities and JAM sessions
- Articles, Prepositions, Word formation- Prefixes & Suffixes, Synonyms & Antonyms

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

UNIT: -2 STRUCTURE

Structure of Syllables - Past Tense Marker and Plural Marker – Weak Forms and Strong Forms -Consonant Clusters.

Situational Dialogues – Role-Play- Expressions in Various Situations – Self- introduction and Introducing Others – Greetings – Apologies – Requests – Social and Professional Etiquette - Telephone Etiquette. Concord (Subject in agreement with verb) and Words often misspelt-confused/misused

UNIT: - 3 Minimal Pairs

- Word accent and Stress Shifts- Listening Comprehension.
- Descriptions- Narrations- Giving Directions and guidelines.
- Sequence of Tenses, Question Tags and One word substitutes.

UNIT: - 4 Common errors in Pronunciation

Intonation and Common errors in Pronunciation.

Extempore- Public Speaking

Active and Passive Voice, –Common Errors in English, Idioms and Phrases

UNIT: 5 CONVERSATION PRACTICES

Neutralization of Mother Tongue Influence and Conversation Practice

Information Transfer- Oral Presentation Skills

Reading Comprehension and Job Application with Resume preparation.

GHULAM AHMED COLLEGE OF EDUCATION

Established by: **Sultan-ul-Uloom Education Society**

Accredited by NAAC, Affiliated to Osmania University

Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com

A CERTIFICATE COURSE ON "ENGLISH LANGUAGE LAB TRAINING"

Date: 2nd JUN – 8th SEP-2020

THEME AREAS:

- ☐ Introduction to Phonetics – Speech Sounds – Vowels and Consonants
- ☐ Structure of Syllables
- ☐ Minimal Pairs- Word accent and Stress Shifts- Listening Comprehension.
- ☐ Intonation and Common errors in Pronunciation.
- ☐ Neutralization of Mother Tongue Influence and Conversation Practice

Learning Outcomes:

- •Better Understanding of nuances of language through audio- visual experience and group activities
- •Speaking with clarity and confidence thereby enhancing employability skills of the students
- •Speak English with proper pronunciation and intonation
- •Make effective oral presentation by interpreting and analyzing data, pictures and videos

RESOURCE PERSON:

Mrs.Rafiya Sultana

ORGANIZING COMMITTEE

Dr.Pauleen,Asst Prof & Ms.Rafiya Sultana,Asst Prof

ADVISORY COMMITTEE

PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM

FOR THE CERTIFICATE COURSE

****

Name:

Course:

Email ID:

Mobile No:

Signature:

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Persons to contact:
Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana 04023280282/284

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **NEHA BUSHRA**

a student of Ghulam Ahmed College of Education has

successfully completed a course on

English Language Lab Training

Held from 2nd June, 2020 to 8th September 2020.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **MOHAMMED JAVEED**

a student of Ghulam Ahmed College of Education has

successfully completed a course on

English Language Lab Training

Held from 2nd June, 2020 to 8th September 2020.

Advisor-cum-Director
Ghulam Ahmed College of Educatio
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

Certificate Course On "English Language Lab training"

S.#	Roll No.	Name of the Student	2/6	3/6	4/6	5/6	6/6	8/6	9/6	10/6	11/6	12/6	13/6	15/6	16/6	17/6	18/6	19/6	20/6	1/7	2/7	3/7	4/7	3/8	4/8	5/8	22/8	24/8	2/9	3/9	4/9	8/9
1	162619701001	Neha Bushra	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
2	162619701002	A.Jaibunisha	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28
3	162619701003	Rafiya Mohammadi	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28
4	162619701004	Mohammed Javeed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
5	162619701005	Iffath Begum	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28
6	162619701006	M.Ashita	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	A	21	22	23	24	25	26	27	28
7	162619701007	Nabeela Nusrath	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
8	162619701008	Syeeda Shenaz Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28	29
9	162619701009	Ashfiya Yazdani	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
10	162619701010	Rukshar Naaz	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
11	162619701011	Ayesha Sultana	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
12	162619701012	Shahedunnisa	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
13	162619701013	Hamada Parveen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
14	162619701014	Ameena Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	A	28
15	162619701015	Naseha Fazl	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
16	162619701016	Mahreen Fathima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	28	29
17	162619701017	Shainaz Sulthana	1	2	3	4	5	6	7	8	9	A	10	11	12	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28	29
18	162619701018	Samrin Zia	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28	29
19	162619701019	Md.Apsana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
20	162619701020	Syeeda Nazneen	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28
21	162619701021	Zeba Sheereen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
22	162619701022	Maryam	1	2	A	3	4	5	6	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	A	29
23	162619701023	Naveed Afreen	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
24	162619701024	Haleema Sadia	1	2	3	4	5	A	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
25	162619701025	Sayeda Ainee Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
26	162619701026	Asna Haleem	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28
27	162619701027	Syeda Tama Ali Taj	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
28	162619701028	Afshan Jabeen	1	2	3	4	5	6	7	8	9	10	11	12	13	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	162619701029	Sufia Sultana	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28
30	162619701030	Kubra Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	162619701031	Tanveer Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28	29
32	162619701032	Sumera Buthul	1	2	3	A	3	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
33	162619701033	Sara Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	A	29

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

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GHULAM AHMED COLLEGE OF EDUCATION

(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

FEEDBACK FORM

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.		✓	
6	Time duration of the course was sufficient.			
7	The course coordinator was co operative.	✓		
8	The course was interesting		✓	
9	New skills were learnt by me after attending the course		✓	
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

course was interacting

Suggestions to improve the course, if any-

Neha Bushra

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
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FEEDBACK FORM

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.		✓	
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course		✓	
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

The Course was good.

Suggestions to improve the course, if any-

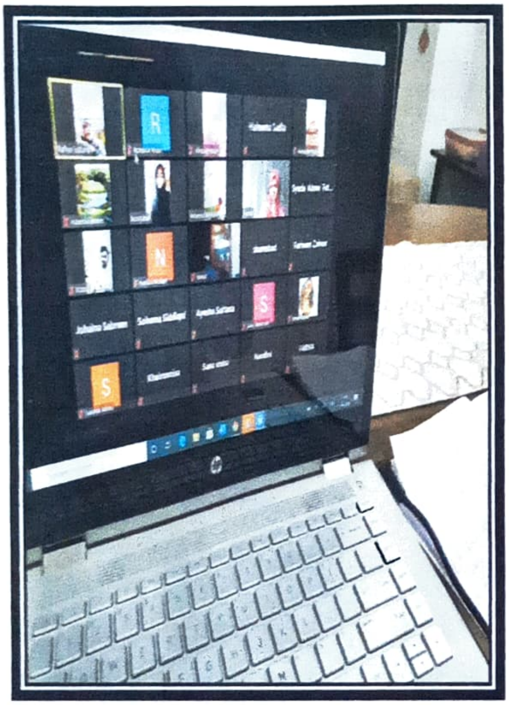
Mohammed Javeed

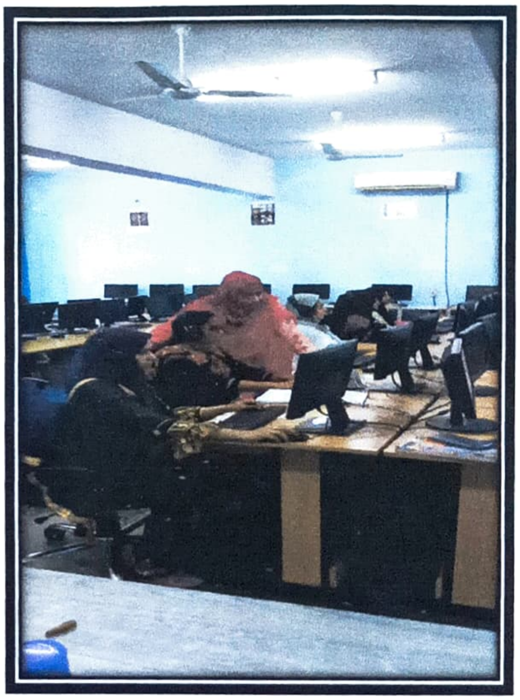
Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

Number of students who attended the course: 33

Resource Person: Mrs. Rafiya Sultana

Photographs:





Principal
Ghulam Ahmed College of Education
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HYDERABAD-500 034

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
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Date : 04-02-2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Yoga and Meditation" is being organized from 07-02-2020 **to** 17-04-2020. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

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CERTIFICATE COURSE ON

"YOGA AND MEDITATION"

7th February to 17th April, 2020

Course Objectives: -

- To enable the student to have good health.
- To practice mental hygiene.
- To possess emotional stability.
- To integrate moral values.
- To attain higher level of consciousness

COURSE OUTCOMES:

On completing this course, the students will be able to:

- Have good physical health and practice proper mental hygiene.
- Possess emotional stability.
- Integrate moral values and attain a higher level of consciousness.
- Demonstrate proficiency in achieving psychomotor outcomes.
- Develop a greater sense of body self-esteem and appreciation for the art of yoga.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

COURSE OUTLINE:

UNIT-1: YOGA

- Definition and Meaning of Yoga
- Origin and History of yoga
- Development Benefits,
- Physical Benefits and Mental Benefits.

UNIT-2: MEDITATION:

- Definition and Meaning of Meditation,
- Origin and History of meditation,
- Development Benefits,
- Physical Benefits, Emotional Benefits, Spiritual Benefits.
- Practical classes.

UNIT-3: YOGIC PRACTICES:

- Yoga and Training of the Body.
- Six Stages of Yogic Practices.
- Classification of Yoga asanas.
- Concept of Pranayama.
- Practical classes.

UNIT: -4 DIFFERENT POSITIONS AND PERFORMANCES OF ASANAS:

- ***Tadasana***: Demonstration and Explanation of Mountain pose
- ***Vrikshasana***: Demonstration and Explanation of Tree pose
- ***Trikonasana***: Demonstration and Explanation of Triangle pose
- ***Virabhadraasana***: Demonstration and Explanation of Warrior pose
- ***Adho mukha svanaasana***: Demonstration and Explanation of Downward Facing pose
- ***Urdhva mukha svanaasana***: Demonstration and Explanation of Upward Facing pose

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

  - ***Paschimottanasana***: Demonstration and Explanation of Seated Forward Fold pose
  - ***Setu bandha sarvangasana***: Demonstration and Explanation of Bridge pose
  - ***Balasana***: Demonstration and Explanation of Child pose
  - ***Shavasana***: Demonstration and Explanation of Corpse pose

- Meditation: Types and Techniques
- Science Based Benefits of Different Postures and Meditation, Stress Management, Impact of long-term Yoga Practice.
- Practical classes.

UNIT-5: SELF INTEGRATION AND SELF DISCOVERY:

- The method of Self Integration,
- Self-Discovery as the Essential Focus of the Yoga Practice,
- Yoga: A System of Self Discovery.
- International Acknowledgement and Acceptance of Yoga and Meditation
- Conclusion on Yoga and Meditation.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad - 34.

GHULAM AHMED COLLEGE OF EDUCATION

Established by: **Sultan-ul-Uloom Education Society**

Accredited by NAAC, Affiliated to Osmania University

Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com

A CERTIFICATE COURSE ON "YOGA AND MEDITATION"

Date: 7th FEB – 17th APR-2020

THEME AREAS:

- ☐ **Definition and meaning of yoga, origin and history, development benefits, physical benefits and mental benefits**
- ☐ **Definition and meaning of meditation, origin and history, development benefits, physical benefits, emotional benefits, spiritual benefits.**
- ☐ **Yogic practices:**
- ☐ **Different positions and performances of Asana:**
- ☐ **Self integration and self discovery:**

RESOURCE PERSON
MR SHAIK MASTAN VALI

Learning Outcomes:

- Have a good physical health and practice proper mental hygiene.
- Possess emotional stability.
- Integrate moral values and attain a higher level of consciousness.
- Demonstrate proficiency in achieving psychomotor outcomes.
- Develop a greater sense of body self esteem and appreciation for the art of yoga.

ORGANIZING COMMITTEE

Dr.Pauleen, Asst Prof and Noor-ul-Huda, , Asst Prof

ADVISORY COMMITTEE

PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM

FOR THE CERTIFICATE COURSE

****

Name:

Course:

Email ID:

Mobile No:

Signature:

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 3

Persons to contact:
Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana 04023280282/284

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **AFREEN BEGUM**

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Yoga and Meditation

Held from 7th February, 2020 to 17th April 2020.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION
CERTIFICATE

This is to certify that SHAZIA FATIMA

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Yoga and Meditation

Held from 7th February, 2020 to 17th April 2020.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

CERTIFICATE COURSE ON - YOGA AND MEDITATION

S.#	Roll No.	Name of the Student	7/2	10/2	11/2	12/2	13/2	14/2	15/2	26/2	27/2	28/2	29/2	4/3	5/3	6/3	10/3	11/3	12/3	13/3	16/3	17/3	18/3	29/3	7/4	10/4	11/4	13/4	14/4	15/4	16/4	17/4
1	162619709001	Afreen Begum	1	2	3	4	A	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
2	162619709002	Shazia Fatima	1	2	3	4	5	6	7	8	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	A
3	162619709003	Zarren Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	A	28
4	162619709004	Ayesha Siddiqua	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
5	162619709005	Arshiya Sultana	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
6	162619709006	Khadija Anjum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28	29
7	162619709007	Mohd.Abdul Bari	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
8	162619709008	Fahmeena Mahreen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	26	27	28	29
9	162619709009	Ameena Zunera	1	A	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
10	162619709010	V.Sandhya Rani	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
11	162619709011	Zainab Sultana	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
12	162619709012	Shabana Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28
13	162619709013	Syed Abdul Kaleem	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
14	162619709014	Nazish Moiz	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28	29
15	162619709015	Hajera Begum	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
16	162619709016	Musferah	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	26	27	28	29
17	162619709017	Faria Naaz	1	2	3	4	5	6	7	A	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
18	162619709018	Insha Farheen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28	29
19	162619709019	Alekya Pratap	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	A	27
20	162619709020	Aijaz Mohiuddin	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
21	162619709021	Afser Unisa	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
22	162619709022	Safiya Banu	1	2	3	4	5	6	7	8	9	A	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
23	162619709023	Siddique Tahseen Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28	29
24	162619709024	Aroosa Md Layeak	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28	29
25	162619709025	S.Irene Neeraja Rani	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28
26	162619709026	V.Vasantha	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
27	162619709027	B.Sree Latha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	A	28
28	162619709028	B.Mahesh Kumar	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
29	162619709029	Nishath Ilyas	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
30	162619709030	Anjum Khan	A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
31	162619709031	Juveria Khanam	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
32	162619709032	Shariqua Ali Omer	1	2	3	4	5	A	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
33	162619709033	Yasmeen Sultana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
34	162619709034	Ameena Shaik	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
35	162619709035	Parveen Suraiya	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
			Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv	Mv

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

FEEDBACK FORM

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically		✓	
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.		✓	
4	Evaluation was done in a timely manner.			
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

The course was Interesting

Suggestions to improve the course, if any-

Afreen Begum

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills

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FEEDBACK FORM

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.		✓	
3	Assignments were given at regular intervals.		✓	
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.		✓	
7	The course coordinator was co operative.	✓		
8	The course was interesting		✓	
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.		✓	

What is your opinion about the course?

Good Course!

Suggestions to improve the course, if any-

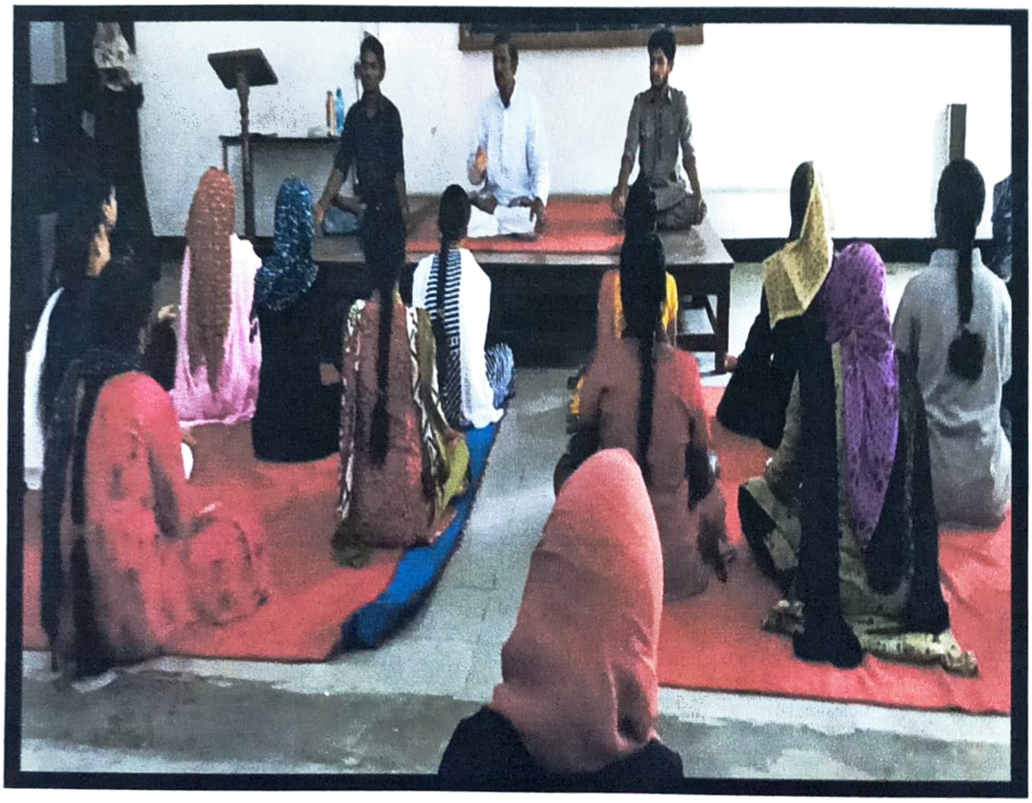
Shazia Fatima

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034.

Number of students who attended the course: 35

Resource Person: Mr. Mastan vali

Photographs:



Principal
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HYDERABAD-500 034

GHULAM AHMED COLLEGE OF EDUCATION
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Date : 04-02-2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Personality Development" is being organized from 07-02-2020 **to** 17-04-2020. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

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Ghulam Ahmed College of Educat
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Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

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CERTIFICATE COURSE ON

"PERSONALITY DEVELOPMENT"

7th FEB – 17th APR-2020

Course Objective:

The course intends to develop talent, facilitate employability enabling the incumbent to excel and sustain in a highly competitive world. The programme aims to bring about personality development with regard to the different behavioural dimensions that have far reaching significance in the direction of organisational effectiveness. To make students know about self-awareness, life skills, soft skills, need for personal development etc.

Course Duration: *30 hours*

Course Outcomes:

On completion of this course, students will be able to:

- The student will be able to understand, analyse, develop and exhibit an accurate sense of self.
- Develop and nurture a deep understanding of personal motivation.
- Demonstrate knowledge of personal beliefs and values
- A commitment to continuing personal reflection and reassessment.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Course Outline:

Unit-1: Introduction to Personality Development - 7 hours

1. Personality traits and theories,
2. Self-Image and Self-Concept.
3. Dressing Sense and Table Mannerisms, Diet, Exercise and Mental Health, Body Language.
4. Attitude – Concept -Significance -Factors affecting attitudes – Positive attitude–Advantages –Negative Attitude-Disadvantages
5. Ways to develop a positive attitude.

Unit -2: Self-Grooming – 8 hours

1. Self-Grooming: Group Dynamics,
2. Team Building,
3. Positive Attitude,
4. Self-esteem,
5. Self-confidence, Assertiveness,

Unit – 3: Interpersonal Relations - 5 hours

1. Interpersonal Relationship, Personality – Spiritual journey beyond the management of change, Good manners & Etiquettes,
2. Effective Speech, Understanding Body language, projective positive body language Communication in organizations, Personal Branding,
3. Leadership Skills, Presentation Skills,

Unit – 4 Stress Management - 7 hours

1. Introduction, Causes,
2. stress management techniques,
3. Negotiation skills,
4. Conflict Management, Anger Management.

Unit -5: Time Management: - 3 hours

1. Importance of time management,
2. Techniques of time management,
3. Time management styles.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

GHULAM AHMED COLLEGE OF EDUCATION

Established by: **Sultan-ul-Uloom Education Society**

Accredited by NAAC, Affiliated to Osmania University

Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com

A CERTIFICATE COURSE ON "PERSONALITY DEVELOPMENT"

Date: 7th FEB – 17th APR-2020

THEME AREAS:

- ☐ **Introduction to Personality Development**
- ☐ **Self-Grooming**
- ☐ **Interpersonal Relations**
- ☐ **Stress Management**
- ☐ **Time Management**

RESOURCE PERSON:

MS.Noor Ul Huda

Learning Outcomes:

- The student will be able to understand, analyse develop and exhibit accurate sense of self.
- Develop and nurture a deep understanding of personal motivation.
- Demonstrate knowledge of personal beliefs and values
- A commitment to continuing personal reflection and reassessment.

Persons to contact:
Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana 04023280282/284

ORGANIZING COMMITTEE
Dr.Pauleen, Asst Prof and Noor-ul-Huda, , Asst Prof

ADVISORY COMMITTEE
PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM

FOR THE CERTIFICATE COURSE

****

Name:

Course:

Email ID:

Mobile No:

Signature:

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that FIRDOUS FATHIMA

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Personality Development

Held from 7th February, 2020 to 17th April 2020.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **NAIMATH FATIMA**

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Personality Development

Held from 7th February, 2020 to 17th April 2020.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

Certificate course on - Personality Development.

S.#	Roll No.	Name of the	7/2	10/2	11/2	12/2	13/2	14/2	15/2	26/2	27/2	28/2	29/2	4/3	5/3	6/3	10/3	11/3	12/3	13/3	14/3	17/3	18/3	24/3	9/4	10/4	11/4	13/4	14/4	15/4	16/4	17/4
1	162618701036	Firdous Fathima	1	2	3	4	A	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
2	162618701037	Naimath Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
3	162618701038	SakinaFatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
4	162618701039	Mahia Iram Khan	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	27	28
5	162618701040	Kaneez Fatima	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
6	162618701041	Safura	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28	29
7	162618701042	Faiza Hameed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
8	162618701043	Gulnaz Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
9	162618701044	Asiya Jahan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
10	162618701045	Sameera Fatima	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
11	162618701046	Amina Abdul Aziz	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
12	162618701047	Rakshanda Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
13	162618701048	Naser UllahKhan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
14	162618701049	Mariam Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
15	162618701050	Sabaa Zafarul Hasan	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
16	162618701051	Nasreen Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	A	28
17	162618701052	Fouzia Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
18	162618701053	Syeda Sadia Tarannum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
19	162618701054	Arshiya Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
20	162618701055	Atufa Kareem Khatoon	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
21	162618701056	Adeeba Afreen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
22	162618701057	Injela Shaheen Ansari	1	2	A	3	4	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
23	162618701058	Raisa Rizwana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28	29
24	162618701059	Zeenath Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
25	162618701060	Ayesha Riyaz	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	A	26	27	28
26	162618701061	Shaik Sherazia Apsha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
27	162618701062	Hajira Fatima	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
28	162618701063	Juveria	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
29	162618701064	Shaziya Tahoor	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
30	162618701065	Bushra Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	162618701066	Mohd Maqbool	1	2	A	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28	29
32	162618701067	Mahenoor	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION

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FEEDBACK FORM

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.		✓	
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.		✓	
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting		✓	
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

The course was good

Suggestions to improve the course, if any-

class should be in morning hours.

Firdous Fatima

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034.

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FEEDBACK FORM

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.		✓	
5	The course was useful to me as a teacher.		✓	
6	Time duration of the course was sufficient.		✓	
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course		✓	
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

The course was informative.

Suggestions to improve the course, if any-

Naumath fatima

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

Number of students who attended the course: 32

Resource Person: Ms. Noor Ul Huda

Photographs:

7.02.2020

Ghulam Ahmed College of Education
Road No: 3, Banjara Hills,
HYDERABAD-500 034

GHULAM AHMED COLLEGE OF EDUCATION
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Date : 13-01-2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Educational Institution Management" is being organized from 16-01-2020 to 08-04-2020. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal,
Ghulam Ahmed College of Education

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GHULAM AHMED COLLEGE OF EDUCATION
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A CERTIFICATE COURSE ON

"EDUCATIONAL INSTITUTION MANAGEMENT"

16th JAN – 8th APR-2020

Course objectives: -

- To reflect and conserver basic values.
- To carry out educational futures.
- To manage social change.
- To profit by experience.
- To carry out modernization.

Course Learning Outcomes: At the end of the course, students will be able to:

- Analyse and identify the critical areas of management of an educational institution;
- Explain the inter-relationship between and among various areas of management of an institution;
- Identify the challenges in the management of institutions;
- Explore the ways of meeting those challenges;
- Demonstrate proficiency in critical and analytical thinking.

COURSE CONTENT:

UNIT: – 1 Educational Institution Management

1.1Educational Institution Management - types

1.2 Educational Administration at the Central and State Level, Role and Functions

1.3Governance- types

1.4 Importance of having a Mission and Goals

UNIT: – 2 Institutional Management

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Hyderabad - 34.

2.1 Educational Supervision

2.2 Social Systems Theory

2.3 The Educational Community

UNIT: -3 Academic Management

3.1 Programmes and Curricula

3.2 Student Services

3.3 Linkages and Interface

UNIT: - 4 The Administrative Support Systems

4.1 Personnel Management

4.2 Infrastructure Management

4.3Financial Management

4.4 Financing of education

4.5 Methods and Procedures

Unit - 5 Institution Building

5.1 Education and Its Environment

5.2 Organisational Diagnosis, Evaluation and Renewal

5.3 Institutional Leadership

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GHULAM AHMED COLLEGE OF EDUCATION

Established by: **Sultan-ul-Uloom Education Society**

Accredited by NAAC, Affiliated to Osmania University

Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com

A CERTIFICATE COURSE ON "EDUCATIONAL INSTITUTION MANAGEMENT"

Date: 16th JAN – 8th APR-2020

THEME AREAS:

- Introduction to Educational Institutions Management concept, definitions, need and importance
- Institutional Management
- Academic Management
- The Administrative Support Systems
- Institution Building

Resource Person:
Dr. N. Saroja

Learning Outcomes:

- Analyse and identify the critical areas of management of an educational institution;
- explain the inter-relationship between and among various areas of management of an institution;
- identify the challenges in the management of institutions;
- explore the ways of meeting those challenges;
- demonstrate proficiency in critical and analytical thinking.

ORGANIZING COMMITTEE
Dr.Pauleen, Asst Prof and Noor-ul-Huda, , Asst Prof

ADVISORY COMMITTEE
PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM
FOR THE CERTIFICATE COURSE

****

Name:

Course:

Email ID:

Mobile No:

Signature:

Advisor-cum Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad - 34.

Persons to contact:
Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana 04023280282/284

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **AJMAL HASSAAN**

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Educational Institution Management

Held from 16th January, 2020 to 8th April 2020.

Advisor-cum-Director
Ghulam Ahmed College of Educatio
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that **QUDSIYA TABASSUM**

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Educational Institution Management

Held from 16th January, 2020 to 8th April 2020.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

Certificate Course: Educational Institutional Management

S.#	Roll No.	Name of the	16/1	17/1	18/1	20/1	21/1	22/1	23/1	24/1	25/1	27/1	28/1	29/1	30/1	31/1	1/2	17/2	18/2	19/2	20/2	24/2	25/2	2/3	3/3	1/4	2/4	3/4	4/4	6/4	7/4	8/4
1	162618701001	Qudsiya Tabassum	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28
2	162618701002	Ajmal Hassaan	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	27	28
3	162618701003	Sadiya Samreen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
4	162618701004	Kouser Begum	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
5	162618701005	Neha Begum	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28
6	162618701006	Meher Unissa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28
7	162618701007	Samreen Anjum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
8	162618701008	Asfiya Zareen Rahman	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
9	162618701009	Shayestha Samreen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
10	162618701010	Nazreen Sultana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	28	29
11	162618701011	Tahura Iffath	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28	29
12	162618701012	Syeda Asfiya sultana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
13	162618701013	Afreeen Maryam	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28	29
14	162618701014	Syeda Mahejabeeen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28	29
15	162618701015	Shagufta Samreen	1	2	3	4	5	6	7	8	A	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
16	162618701016	Sana Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	A	24	25	26	27	28
17	162618701017	Sufi	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
18	162618701018	Fahmida Begum	1	2	3	4	5	6	7	8	9	10	A	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
19	162618701019	Farheen Banu	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
20	162618701020	Nazia Naaz	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	A	21	22	A	23	24	25	26	27	28
21	162618701021	Ameena Masroor	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
22	162618701022	Anees Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
23	162618701023	Ruqiya Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28	29
24	162618701024	Hajera Farooqui	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
25	162618701025	Sana Fatima	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28
26	162618701026	Juvaria Azmath	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
27	162618701027	Safoora Rafeeq	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
28	162618701028	Zoha Anjum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25	26	27	28	29
29	162618701029	Amatul Raheem Habeeba	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
30	162618701030	Masrath Jabeen	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28
31	162618701031	Saba Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
32	162618701032	Samreen Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	A	22	23	24	25	26	27	28
33	162618701033	Khansa Shaima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
34	162618701034	Juveria Afreen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28	29
35	162618701035	Afeefa Begum	1	2	A	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	A

Principal

Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034.

GHULAM AHMED COLLEGE OF EDUCATION
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FEEDBACK FORM

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically		✓	
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.			
4	Evaluation was done in a timely manner.		✓	
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.	✓		
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

The Course was Informative

Suggestions to improve the course, if any-

Qudsiya Tabassum

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

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FEEDBACK FORM

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.		✓	
3	Assignments were given at regular intervals.		✓	
4	Evaluation was done in a timely manner.	✓		
5	The course was useful to me as a teacher.	✓		
6	Time duration of the course was sufficient.		✓	
7	The course coordinator was co operative.	✓	✓	
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

The course was Interesting & Informative.

Suggestions to improve the course, if any-

Ajmal Hassaan

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

Number of students who attended the course: 35

Resource Person: Dr. Saroja

Photographs:

Ghulam Ahmed College of Education

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HYDERABAD-500 034

GHULAM AHMED COLLEGE OF EDUCATION
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Date: 13-01-2020

CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Human values and professional Ethics" is being organized from 16-01-2020 **to** -08-04-2020. Students and faculty members interested in joining the course are requested to contact the course co-ordinator as mention in the attached Brochure.

Principal
Ghulam Ahmed College Of Education

Principal
Ghulam Ahmed College of Education
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Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION
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CERTIFICATE COURSE ON

"HUMAN VALUES and PROFESSIONAL ETHICS"

16th JAN – 8th APR-2022

Course Objective:

To impart the basic concepts of human values and ethical matters in professional life in order to make the student more effective in assessing humanitarian issues and making appropriate decisions.

Course Duration: *30 hours*

Course Outcomes:

On completion of this course, students will be able to:

- Understand various concepts of ethics and ethical issues
- Demonstrate respecting others and developing civic virtue
- Describe various theories relating to professional ethics at workplace
- Determine time management
- Describe human values and environment in the era of digitisation and globalisation of work place
- Describe ethical values in research

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Course Outline:

Unit-1: Human Values - 7 hours

1. Morals, values and ethics
2. Integrity – Work ethics, service learning
3. Civic Virtue – Respect for others, living peacefully

   Caring – Sharing – Honesty – Courage – Cooperation – Commitment – Empathy
4. Self Confidence and character
5. Spirituality

Unit -2: Engineering Ethics – 8 hours

1. Senses of Engineering Ethics – Variety of Moral Issues
2. Types of Inquiries – Moral Dilemmas – Moral autonomy
3. Kohlberg's theory, Gilligan's theory – Consensus and controversy
4. Models of professional roles, Theories about right actions
5. Self – Interest, Customs and Religion, Uses of ethical theories
6. Value of Time – Cooperation – Commitment

Unit – 3: Code of Ethics and Social Experimentation - 5 hours

1. Social Experimentation – Framing the problem - Determining the facts
2. Code of Ethics – Clarifying Concepts – Application Issues
3. Common Ground – General principles
4. Utilitarian Thinking – respect for everyone

Unit – 4: Global Issues - 7 hours

1. Globalization, Cross-cultural Issues, Environmental Ethics
2. Computer Ethics, Computers as an instrument of unethical behaviour/ act
3. Autonomous computers, Computer – code of ethics
4. Weapon development – ethical issues related to weapon development
5. Case Study - Challenges for Ethics in a Global Context

Unit -5: Ethics and Research - 3 hours

1. Ethics and research and why it is important
2. Analysing ethical problems in research
3. Principles of ethical research

Vibha

Advisor-cum-Director
Ghulam Ahmed College of Educatio
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Hyderabad - 34.

GHULAM AHMED COLLEGE OF EDUCATION
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Accredited by NAAC, Affiliated to Osmania University
Website: www.gacoe.ac.in, **Email:** gacoehyd@gmail.com

A CERTIFICATE COURSE ON "HUMAN VALUES AND PROFESSIONAL ETHICS"

Date: 16^{TH} JAN - 8^{TH} APR-2020

THEME AREAS:

- ☐ Human Values
- ☐ Engineering Ethics
- ☐ Code Of Ethics And Social Experimentation
- ☐ Global Issues
- ☐ Ethics And Research

Resource Person:
Dr. N. Saroja

Learning Outcomes:

- Understand various concepts of ethics and ethical issues
- Demonstrate respecting others and developing civic virtue
- Describe various theories relating to professional ethics at workplace
- Determine time management
- Describe human values and environment in the era of digitisation and globalisation of work place
- Describe ethical values in research

ORGANIZING COMMITTEE
Dr.Pauleen,Asst Prof and Raziuddin Ahmed, Asst Prof

ADVISORY COMMITTEE
PROF.VIBHA ASTHANA, PRINCIPAL, GACE.
DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORM
FOR THE CERTIFICATE COURSE

****

Name:

Course:

Email ID:

Mobile No:

Signature:

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.

Persons to contact:
Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana 04023280282/284

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that OME ASIM

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Human Values & Professional Ethics

Held from 16th January, 2020 to 8th April 2020.

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

COURSE COMPLETION CERTIFICATE

This is to certify that V.KALAVATHY

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Human Values & Professional Ethics

Held from 16th January, 2020 to 8th April 2020.

Advisor-cum-Director
Ghulam Ahmed College of Educatic
Road No. 3, Banjara Hills,
Hyderabad - 34.

Principal, GACE

GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

Certificate course: Human Values and Professional Ethics -

S.No.	Roll No.	Name of the Student	16/1	17/1	18/1	20/1	21/1	22/1	23/1	24/1	25/1	27/1	28/1	29/1	30/1	31/1	1/2	17/2	18/2	19/2	20/2	24/2	25/2	2/3	3/3	1/4	2/4	3/4	4/4	6/4	7/4	8/4
1	162618709001	Ome Asim	1	2	3	A	4	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28
2	162618709002	V.Kalavathy	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	16	17	18	19	20	21	A	22	23	24	25	26	27	28
3	162618709003	Nabiya Quddus	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
4	162618709004	Saleha Anjum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	24	25	26	27	A	28
5	162618709005	Syed Saifur Rahman	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	24	25	26	27	28	29
6	162618709006	Sayeeda begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
7	162618709007	Khaja Salahuddin	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A	A	20	21	22	23	24	25	26	27	28
8	162618709008	Amreen Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
9	162618709009	Ummay Aiman	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
10	162618709010	Verma Priya G	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	A	17	18	19	20	21	22	23	24	25	26	27	28
11	162618709011	Sahaik Saber Mohiuddin	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	A	25	26	27	28	29
12	162618709012	Rahath Sultana	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
13	162618709013	Azra Jabeen	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25	26	27	28
14	162618709014	Asra Tabassum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
15	162618709015	Humera Nausheen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	24	25	26	A	27	28
16	162618709016	Shumaila Parveen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	A	29
17	162618709017	Syeda Tasheem Fatima	1	A	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
18	162618709018	Sobia Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A	20	21	22	23	24	25	26	27	28	29
19	162618709019	Sana Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
20	162618709020	Nousheen Gouhar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
21	162618709021	Shabana Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	A	23	24	25	26	27	28
22	162618709022	Kareem Unnisa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	A
23	162618709023	Farheen Seher	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
24	162618709024	Azima Sultana	1	2	3	4	5	A	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
25	162618709025	Asra Yasmeen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	A	18	A	19	20	21	22	23	24	25	26	27	28
26	162618709026	Fouzia Jabeen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	A	A	25	26	27	28
27	162618709027	Zareena Begum	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
28	162618709028	Farhana Siddiqua	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	A	28
29	162618709029	Asma Ishrath	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28	29
30	162618709030	Syeda Ashrafunnissa	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

GHULAM AHMED COLLEGE OF EDUCATION
(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

FEEDBACK FORM

Please state your opinion about the Certificate course on the 3-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	✓		
2	Course material was aligned with the course and was useful.	✓		
3	Assignments were given at regular intervals.	✓		
4	Evaluation was done in a timely manner.		✓	
5	The course was useful to me as a teacher.		✓	
6	Time duration of the course was sufficient.		✓	
7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

The course was good & informative

Suggestions to improve the course, if any-

Ome Asim

Principal
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7	The course coordinator was co operative.	✓		
8	The course was interesting	✓		
9	New skills were learnt by me after attending the course	✓		
10	Are you satisfied with the course.	✓		

What is your opinion about the course?

The course was good.

Suggestions to improve the course, if any-

V. Kalavathy

Principal
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034

Number of students who attended the course: 30

Resource Person: Mrs. Padmaja, Assistant Prof. SUCL

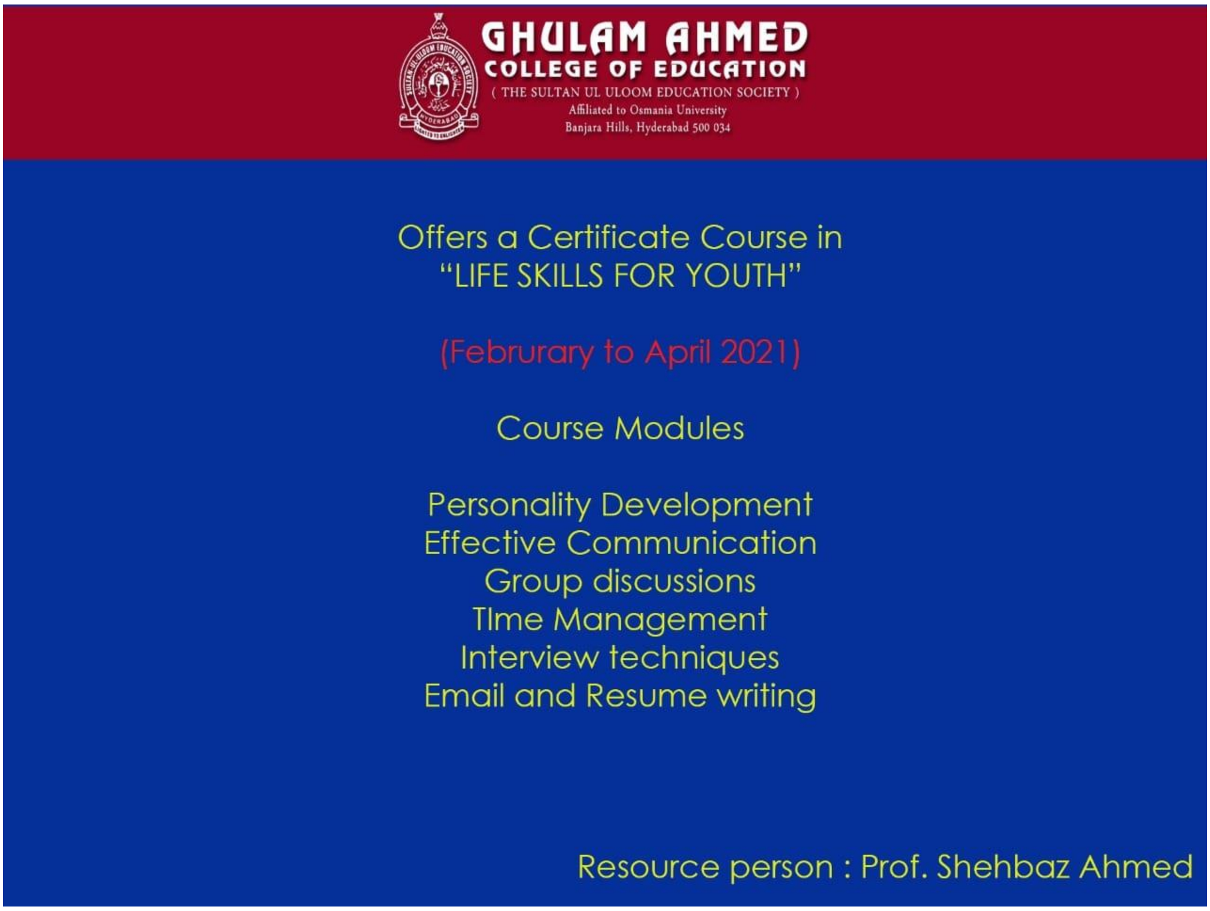
Photographs:

Principal
Ghulam Ahmed College of Education
Road No: 3, Banjara Hills,
HYDERABAD-500 034

VALUE ADDED COURSES OFFERED IN THE COLLEGE

Course-1

on "LIFE SKILLS FOR YOUTH"



GHULAM AHMED
COLLEGE OF EDUCATION
(THE SULTAN UL ULOOM EDUCATION SOCIETY)
Affiliated to Osmania University
Banjara Hills, Hyderabad 500 034

Offers a Certificate Course in
"LIFE SKILLS FOR YOUTH"

(Februrary to April 2021)

Course Modules

Personality Development
Effective Communication
Group discussions
TIme Management
Interview techniques
Email and Resume writing

Resource person : Prof. Shehbaz Ahmed

SYLLABUS

"LIFE SKILLS FOR YOUTH"

Unit 1: Concept of Life Skills

- Introduction to Life Skills
- Conceptual Basis of Life Skills: Definition, Need and significance.
- Life Skills Approach in Education and Training

Unit 2: Skills of Self-Management and Empathy

- Self-Awareness (Self Concept, Self Esteem, Self-Image, Techniques for enhancing Self Awareness) and Empathy (Meaning and techniques to enhanceempathy)

- Coping with emotions (Meaning of emotions, Expressing emotions, Coping withnegative emotions, Cultivating positive emotions)
- Coping with stress (Types of stress, signs and symptoms, strategies to managestress)

Unit 3: Social skills

- Communication skills (Types of communication,Barriers in communication, Strategies for effective communication, Group Discussion)
- Communication as a skill for career building (Preparing a CV/Resume, Email writing, Interview techniques)
- Interpersonal Skills (Stages of development, Determinants, Maintaining, sustaining and ending a relationship, conflict resolution)

Unit 4: Thinking Skill

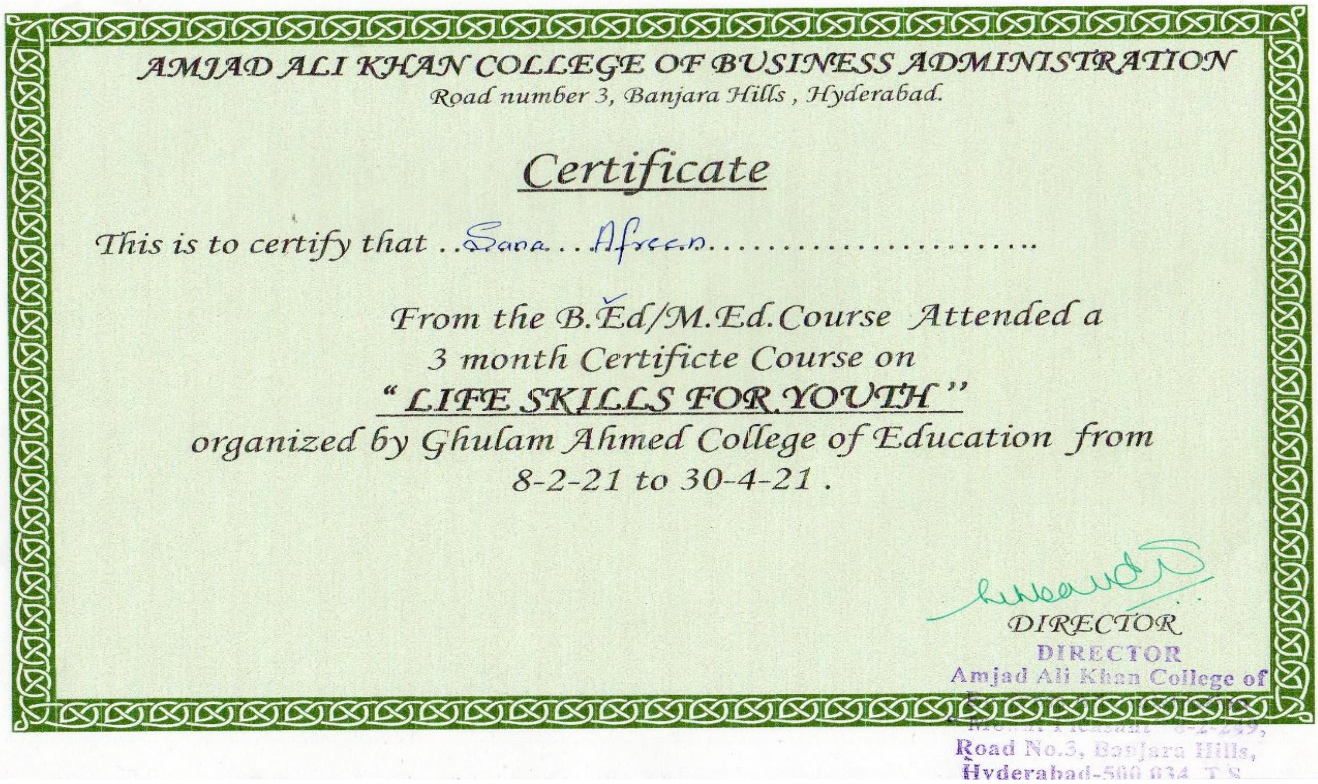
- Creative thinking (Process and Strategies for enhancing Creative thinking)
- Critical thinking (Process and Strategies for enhancing Critical thinking)
- Problem Solving (Stages of problem solving, Models of problem solving, Enhancing problem solving skills)
- Decision making (Process, Barriers, Techniques, Decision making in a group)

Unit 5:Life Skills Education in Contemporary times

- Media and Life Skills Development (Influence of Media in Life SkillDevelopment,Use of social media for Life Skill Development)
- Application of Life Skills in day - to- day life
- Life Skills for Adolescents and Youth
- Life skill Education for Teachers

HULAM AHMED COLLEGE OF EDUCATION
INAUGURATION OF A CERTIFICATE COURSE ON
'LIFE SKILLS FOR YOUTH'
Resource person : Prof.Shehbaz Ahmed
On Monday, the 8th of February, 2021

PROF SHEHBAZ AHMED TAKING THE SESSION ON 'LIFE SKILLS FOR YOUTH'



AMJAD ALI KHAN COLLEGE OF BUSINESS ADMINISTRATION
Road number 3, Banjara Hills , Hyderabad.

Certificate

This is to certify that ..Sana...Afreen......................

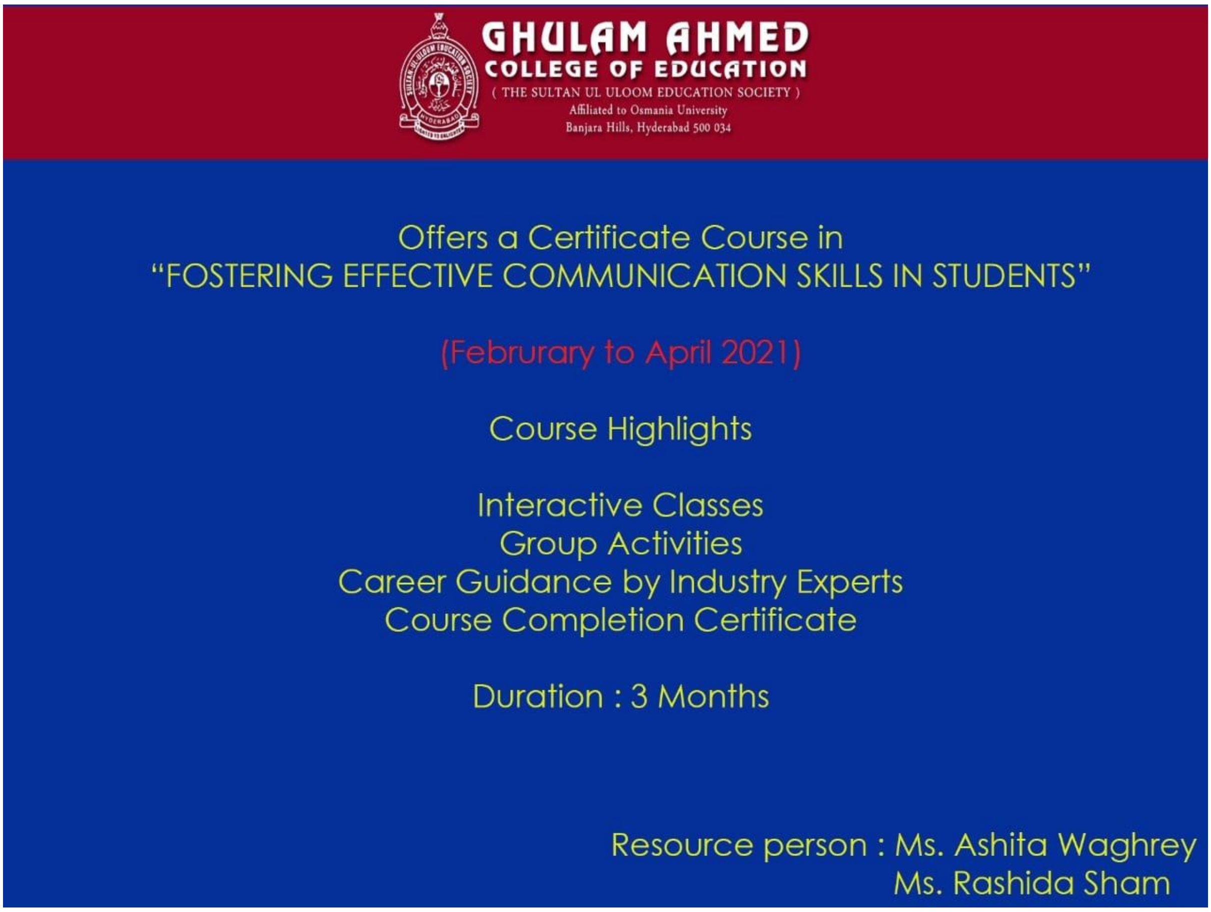
From the B.Ed/M.Ed.Course Attended a
3 month Certificte Course on
" LIFE SKILLS FOR YOUTH "
organized by Ghulam Ahmed College of Education from
8-2-21 to 30-4-21 .

DIRECTOR

DIRECTOR
Amjad Ali Khan College of
Mount Pleasant 8-2-249,
Road No.3, Banjara Hills,
Hyderabad-500 034, T.S.

Course-2

on “FOSTERING EFFECTIVE COMMUNICATION SKILLS IN STUDENTS”



GHULAM AHMED
COLLEGE OF EDUCATION
(THE SULTAN UL ULOOM EDUCATION SOCIETY)
Affiliated to Osmania University
Banjara Hills, Hyderabad 500 034

Offers a Certificate Course in
“FOSTERING EFFECTIVE COMMUNICATION SKILLS IN STUDENTS”

(Februrary to April 2021)

Course Highlights

Interactive Classes
Group Activities
Career Guidance by Industry Experts
Course Completion Certificate

Duration : 3 Months

Resource person : Ms. Ashita Waghrey
Ms. Rashida Sham

SYLLABUS

“FOSTERING EFFECTIVE COMMUNICATION SKILLS IN STDENTS”

Unit-1: Communication: An Introduction
- Definition, Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication

Unit-2: Non-Verbal Communication
- Personal Appearance
- Gestures
- Postures
- Facial Expression
- Eye Contacts

- Body Language
- Tips for Improving Non-Verbal Communication

Unit-3: Effective Communication

- Essentials of Effective Communication
- Communication Techniques
- Barriers to Communication
- Age of Globalization and the Need for Communicating in English
- Uses of English in academic and non-academic situations in India

Unit-4: Oral Communication Skills

- Asking for and giving information
- Offering and responding to offers
- Requesting and responding to requests
- Congratulating people on their success
- Expressing condolences
- Asking questions and responding politely
- Apologizing and forgiving

Unit-5: Effective Writing Skills

- Main Forms of Written Communication
- Paragraph Writing (Linkage and Cohesion)
- Letter Writing (formal and informal)
- Essay writing
- Notices

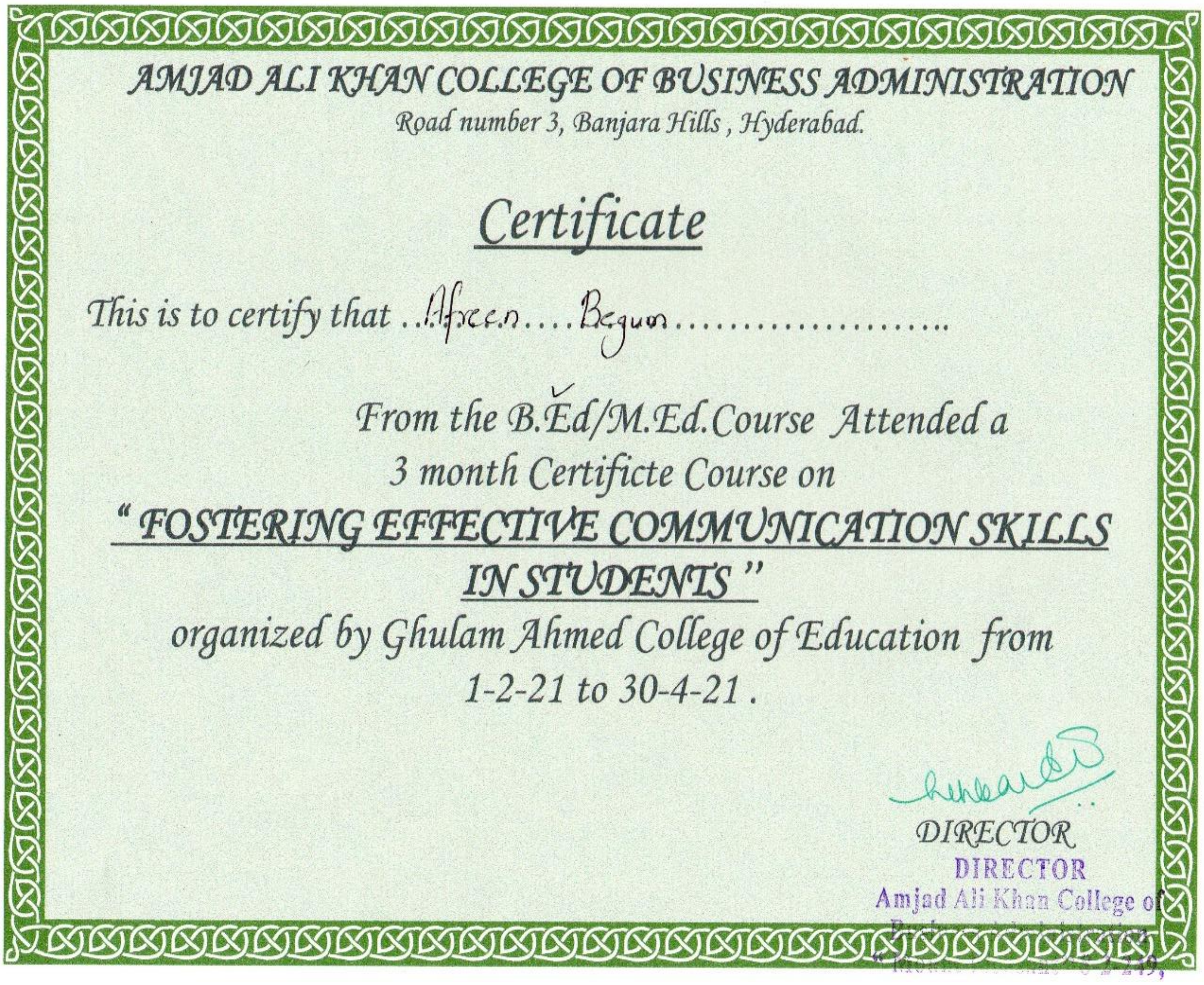
Unit-6: Communication as a skill for career building

- Applying for a job
- Preparing Cover letters
- Preparing a CV/Resume and Effective Profiling

Unit-7: Presentation Skills

- Preparing a PowerPoint Presentation
- Greeting and introducing
- Presenting a Paper
- Group Discussions
- Preparing for and Facing a Job Interview

Ms. Rashida Shams seen taking the session for the students.



AMJAD ALI KHAN COLLEGE OF BUSINESS ADMINISTRATION
Road number 3, Banjara Hills , Hyderabad.

Certificate

This is to certify that ..Afreen.... Begum....................

From the B.Ed/M.Ed.Course Attended a
3 month Certificte Course on
" FOSTERING EFFECTIVE COMMUNICATION SKILLS IN STUDENTS "
organized by Ghulam Ahmed College of Education from
1-2-21 to 30-4-21 .

DIRECTOR

DIRECTOR
Amjad Ali Khan College of