#### 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, "Grender 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

V. black

Principal

Road No. 3, Banjara Hills Hyderabad-500 034





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### **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.

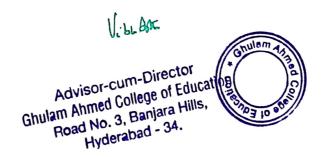
#### **Course Content:**

#### **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:

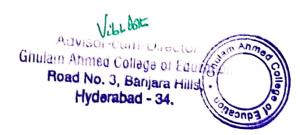
- · Role of family and functions of family: in protection and material support.
- · In education and physical and emotional needs and in spiritual guidance.
- Issues of equality in family: modern social structures both men and women as equal partners.
- Clash in family responsibilities: union of minded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

## **Resourse Person:**

Dr. Anila V.
Assistant Professor
SUCL

## **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.

#### 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

Name:

Course:

Email ID:

Mobile No:

Signatura Advisor-cum-Director
Grupam Ahmed College of Education

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## COURSE COMPLETION CERTIFICATE

This is to certify that Ativa 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





## COURSE COMPLETION CERTIFICATE

This is to certify that Ayesha Istath

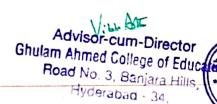
a student of Ghulam Ahmed College of Education

has successfully completed a course on

Gender Sensitization

Held from 21st December 2020 to 22nd March

2021.



Principal, GACE

# Gender Sanistization



### THER AM ARMED COLLEGE OF EDUCATION

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FEEDBACK FORM

Name: Alya Parveon 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?

Salufied

Suggestions to improve the course, if any-

Var Asn

# Gender Sensitization



## CHERLAM ARMED COLLEGE OF EDUCATION

(Established by Sultan UI Uloom Education Society) Accredited by MAAC; Affiliated to Osmania University

FEEDBACK FORM Nom: Ayesha Iffath. B. Ed.

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

S. No	Crîteria	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.		1	
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?

Suggestions to improve the course, if any-

More Satisfied

VibLAN

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



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 UI 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"
being	organized from $\frac{21-12-2020}{}$ to $\frac{12-03-2021}{}$ . Students and faculty members
intere	sted in joining the course are requested to contact the course co-ordinator as mention in the
attach	ed Brochure.

Principal, **Ghulam Ahmed College of Education** Principal

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

Hyderabad-500 034



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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.

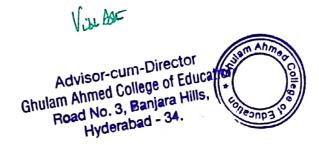
#### **COURSE CONTENT:**

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



## A CERTIFICATE COURSE ON

"Cyber Security"

Date: (21st December 2020 - 22nd March 2021)

## THEME AREAS:

- Introduction To Cyber Security
- Cyber Security Fundamentals.
- And Architecture Enterprise

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. Paulcen Mrs. Shruti Bhargava

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

## **REGISTRATION FORM** FOR THE CERTIFICATE COURSE

Course

Email ID:

Mobile No:

Signature:

Incharge: Dr. Afshan A Karim



## 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.

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

Vibla Me Principal, GACE





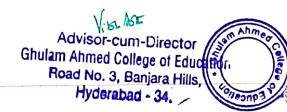
## COURSE COMPLETION CERTIFICATE

This is to certify that Naveed Afreen a student of Ghulam Ahmed College of Education

has successfully completed a course on

Cpher Security

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



Principal, GACE



GHULAM AHMED COLLEGE OF EDUCATION Certificate cause on \_ " Cylo S.N Name of the 22/ Roll No. Ο. Student /12 1/12 /12 /12 /12 162619701026 | Asna Haleem A 162619701027 Syeda Tama Ali Tai A A D 162619701028 Afshan Jabeen 162619701029 Sufia Sultana 162619701030 Kubra Fatima ₼ 162619701031 Tanveer Begum A 162619701032 | Sumera Buthul 162619701033 | Sara Fatima 162619701034 | Shariya Quaiser A 162619701035 Ayesha Rasheed A 162619701056 | Havva Ali 162619701057 | Juhaina sabreen u 162619701058 Ruman Tabassum 162619701059 | Mohammed Osman 162619701060 Md Taiseen 162619701061 | Khansa Fatima • T A 162619701062 | Sukaina Fatima A 162619701063 | Asma Sharia Y 162619701064 Afiya Rehman u A 162619701065 | Asiya Rehman A u A Zeba Sheereen 162619701022 | Maryam 162619701023 | Naveed Afreen u 162619701024 | Haleema Sadia Saveda Ainee Fatima A Fazal Fatıma Zaıdı 162619701037 | Khairunnisa Khan A T 162619701038 | Rubeena Jabeen 3 4 Nooriahan A 162619701040 Summaiyya Fathima 162619701041 Nadira Muskan 162619701042 | Farhaunnisa 162619701043 Uzma Anjum • A 162619701044 | Sahema Siddiqui A A 162619701045 Amai Mohsin Mohammed J コ P 162619701046 | Shamshad Begum 6 A 24 25 24 27 28

Principal

Ghulam Ahmed College of Educate

Road No. 3, Banjara Hills

Hyderabad-500 034.



Cyber Society

## CHIEF AM ARMED 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.		1	
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 Road No. 3, Banjara Hills, Hyderabad - 34.





## UTHER AM ASSMED COLLEGE OF EDUCATION

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FEEDBACK FORM

Name: Aslan Jabeen
3-point scale given by 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?

Suggestions to improve the course, if any-

Interesting.

VibL ASNE Advisor-cum-Director

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

Hyderabad - 34

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



#### GHULAM AHMED COLLEGE OF EDUCATION

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

## CIRCULAR

	All the me	mbers	of teaching	g staff and s	tudents are hereby	informed that	a Certifica	ate Course
on,	"Uno	least	anding	of Hum	an Rights"	*		is
being	organized	from	21-12-	2020 to	22-03-2021	Students and	d faculty	members
intere	sted in joini	ng the	course are	requested	to contact the cour	rse co-ordinato	or as men	tion in the
attach	ed Brochure	2.						

Principal, **Ghulam Ahmed College of Education** 

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

VIBLANC

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



Established by: Sultan-ul-Uloom Education Society

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



## A CERTIFICATE COURSE ON

"Understanding of Human Rights"

Date: (21<sup>st</sup> December 2020-22<sup>nd</sup> 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

Incharge: Hoad No. 3, Banjara Hi

Dr. Afshan A Karim





## 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.

Wibh Are

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



Principal, GACE





## 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.

Vible Are

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

Vi du Aster

Principal, GACE



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

Road # 3, Banjara Hills, Hyderabad - 34 certificate course on - "Understanding of homan Rights."

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18		Yasmeen Sultana	+-	2	3		5	6	1	8	9	10	11	12	13	14	A	15	16	17	18	9	20	2.1	22	7.2	A	24 2	5 2	7.	28
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33	162619709039	Sumaiyyah Afreen	1	2	A	3	4	5	6	7	8	9	10	11	12	13	14	15	16	14	18	a	30	3	22	23 7	-41		26 2	1 28	29
34	162619709028	B.Mahesh Kumar	1	2	3	4	5	Ĝ	7	8	9	(0	11	12	12	14	15	16	17	18	19 2		21	22	72 '	25 2	4		26 2	1 28	29
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Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad-500 034.



understanding Human Rights

## THE AREALMED COLLEGE OF EDUCATION

(Established by Sultan Ul Uloom Education Society) According by MAAC; Affiliated to Osmania University

FEEDBACK FORM

Name:

Maria Phiboshar

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.			
ą	Evaluation was done in a timely manner.			
5	The course was useful to me as a teacher.		and the second state of the second second and the second second second second second	
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-

Vill Box

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

# understanding Human Rights

CHER AM ARMED COLLEGE OF EDUCATION

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

FEEDBACK FORM Name:

P. Sreelatha

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?

Sirusheal Sheery

Suggestions to improve the course, if any-

VibLANE

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

Hyderabad - 34,



Number of students who attended the course: 35

Resource Person: Ms. Rizwana , Assistant Prof. SUCL

Photographs:





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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
intere	sted in joining the course are requested to contact the course co-ordinator as mention in the
attach	ned Brochure.

Principal,
Ghulam Ahmed College of Education

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



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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

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## 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.

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Advisor-cum-Director





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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: (02<sup>nd</sup> December 2020-10<sup>th</sup> 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 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:

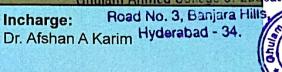
Email ID:

Mobile No

Signature:

Ghulam Ahmed College of Education

Incharge:





## 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 2<sup>nd</sup> December 2020 to 10<sup>th</sup> February 2021.

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

Principal, GACE



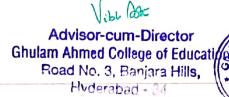


## COURSE COMPLETION CERTIFICATE

This is to certify that Mehreen Fatima a student of Ghulam Ahmed College of Education has successfully completed a course on

Held from 2<sup>nd</sup> December 2020 to 10<sup>th</sup> February 2021.

Right to Information-Practical Approach



Principal, GACE



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

Road # 3, Banjara Hills, Hyderabad - 34

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

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8	162619701008	Syeeda Shenaz Begum	1	2	3	4	14	5	4	7	2	q	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A	27	28
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11	162619701011	Ayesha Sultana	1	2	1	4	5	6	7	8	4	to	(1	Λ	12	13	14	15	16	11	13	17	20	21	22	23	24	25	26	27	28	21
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20		Syeeda Nazneen		2	3	4	3	6	A	7	8	9	10	11	12	13	14	15	16	11	18	19	20	21	22	23	24	25	26	27	28	21
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25	162619701042		1	2	3	4	5	<b>L</b>	7	8	9	10	17	12	13	14	15	16	11	13	19	20	21	22	23	A	24	25	26	27	27	21
26	162619701043		1	2	3	4	5	۷	7	8	7	10	VI	12	13	14	15	14	17	13	19	20	21	22	23	24	25	26	27	22	29	36
27		Sahema Siddiqui	1	2	A	3	4	5	6	7	8	9	(0	11	12	13	14	15	16	A	17	18	19	20	21	12	23	24	25	26	27	28
28		Amal Mohsin Mohammed	1	2	3	ц	5	6	A	7	2	1	10	11	12	15	14	15	14	11	18	19	20	21	22	23	24	25	25	27	2.8	21
29		Shamshad Begum	1	2	3	4	5	6	7	8	A	0	lo	A	11	12	13	14	15	16	17	18	19	20	21	22	25	24	25	26	27	24
30		Farheena Raheem	1	A	2	3	4	5	4	7	2	ч	10	11	A	12	13	14	A	15	16	17	18	14	24	21	11	23	24	25	21	21
31	162619701048		1	2	3	4	5	A	4	7	8	9	10	11	12	13	14	15	14	17	18	19	20	21	22	23	14	A	25	24	27	28
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Ghulam Ahmed College of Educated Road No. 3, Banjara Hills Hyderabad-500 034



## Right to Information - Braclical Approach



#### CHARLAM ARMED COLLEGE OF EDUCATION

(Established by Sultan Ul Uloom Education Society) According by MAAC; Affiliated to Osmania University

FEEDBACK FORM Name - Neha Bushra.

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-

VibL BONE

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



Right to Information - Proclical Approach.

TO READ ASSAULT COLLEGE OF FOUCATION

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

FEEDBACK FORM Name - Mehrcen falimou

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.		Y	
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-

Vibl. Box

Advisor-cum-Director **Ghulam Ahmed College of Education** Road No. 3, Banjara Hills, 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 Cours	e
on,	"Research Methodology and Spss"	is
being	organized from 02-12-2020 to 10-02-2021. Students and faculty member	rs
intere	sted in joining the course are requested to contact the course co-ordinator as mention in th	ie
attach	ned Brochure.	

Principal,
Ghulam Ahmed College of Education

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



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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, chisquared 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

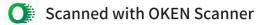
- Research problem and its importance
- Steps in formulating a research problem

Principal

With Ask

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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
- 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

VibLAME Principal

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Hyderabad-500 034



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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:

Principal

Signature:Road No. 3, Banjara Hills 6 Hyderabad-500 034





## 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

VILL ASK

Principal
Chulam Ahmed College of Educa
Road No. 3, Banjara Hills



Vinder
Principal, GACE





## COURSE COMPLETION CERTIFICATE

This is to certify that Aida 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

Jhulam Ahmed College of Education

Road No. 3, Banjara Hills

Hyderabad-500 034

Principal, GACE



Road # 3, Banjara Hills, Hyderabad - 34

Certificate Course on - "Research Methodology and Spss Name of the 9/12 S.# Roll No. /12 /12 /12 Student 162619701096 Nida Shereen A Tasleema Sultana d Asma Afreena Azam q Kainat Hasan Khan TI Haiera Begum Tu Musferah Faria Naaz Insha Farheen u Alekva Pratap U Aijaz Mohiuddin Afser Unisa Safiya Banu A Aroosa Md Layeak A u S trene Neerala Rani A V Vasantha A B Sree Latha B Mahesh Kumar u Nishath Ilyas Anjum Khan Juveria Khanam Shanqua Ali Omei d u Yasmeen Sultana Ameena Shaik u Mohd Abid Khan Amtul Amina Fatima A E. Java Sree A Salma C Faheem Sultana u Mohd Shafiuddin 

 w

LA

A

Iman Fatima

Sidra Siddiqui

Sumayya Sultana

Sumaiyyah Afreen

Syeda Rafia Sultana

Road No. 3, Banjara N

Huderahad-500 034



(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.		V	
3	Assignments were given at regular intervals.		V	
4	Evaluation was done in a timely manner.		V	
5	The course was useful to me as a teacher.	,	· V	
6	Time duration of the course was sufficient.		/	
7	The course coordinator was co operative.		/	
8	The course was interesting		V	
9	New skills were learnt by me after attending the course		V	*
10	Are you satisfied with the course.		V	

What is your opinion about the course?

It is good

Incourse, if any-June carchange Suggestions to improve the course, if any-

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





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FEEDBACK FORM Research Methodology

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	J		
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	V		-
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-

Nida. 8.

Principal

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

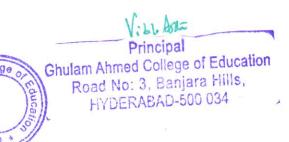
Hyderabad-500 034,

## A certificate course on 'Research Methodology and SPSS'

No of Students: 38

Resource person: Dr. Afshan Karim







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

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

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



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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

V:い。 Principal hulam Ahmed College

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





## 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.

Principal

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Accredited by NAAC, Affiliated to Osmania University

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

COPTION

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:

Principal
Signatur@hulam Ahmed College of Edykana

Road No. 3, Banjara H





## 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

V;s⊾ ASC Principal n Ahmed College of Educ

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



Principal, GACE





## 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

V,Ы. &w Principal

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

Principal, GACE



GHULAM AHMED COLLEGE OF EDUCATION

Road #3, Banjara Hills, Hyderabad - 34

CERTIFICATE COURSE ON - WEBSITE DESIGNING

PARTIE

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4	162619709023	Siddique Tahseen Fatima	1	#	2	3	4	7	4	1	8	9	10	11	12	13	A	14	15	16	17	18	19	20	21	22	23	24	25	A :	26 2	-7_
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7	162619709026	V.Vasantha	1	A	2	3_	4	7	6	1	cl	10	11	12	13	14	15	16	17	13	19	20	21	22	23	23	24	25	A	26	27 2	28
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9	162619709028	B.Mahesh Kumar	1	2	13	4	5	٤	-	3		9	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	_		26	27 2	28
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11	162619709030	Anjum Khan		2	3	4	5	6	7	A	d	10	11	12	13	14	15	16	17	18	19	20	21	22	-	23	24		26	27	28 7	29
12	162619709031	Juveria Khanam		2	3_	4	5	6	1	3	a	A	10	11	12	13	14	15	16	17	18	19	20	21		A	23		25	_	27 3	28
13	162619709032	Shariqua Ali Omer	1	7	3	4	5	ج	-	4	3	d	10	11	12	13	14	15	16	17	18	19	20	21	22	-	25	26	27	28	29 2	19
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15	1020101000	Ameena Shaik	11	2	3	4	5	6	-	7	8	ब	W	11	12	13	14	A	15	16	17	12	19	20	L1	-	25	26		-		30
16	162619709045	Mohd.Shafiuddin	1	7	3_	4	M	5	5	8	a.	10	11	112	13	114	15	16	17	18	19	20	2	22	23	24	24	25	76		28 2	29
17	1020101001	Iman Fatima		2	3	4	5_	6_	1	8	a	(0)	1	12	13	14	A	15	(6	1)	(3	19	20	21	22	-	1	25	26	6	_	29
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19	102013700010	Sameena Hussain Shaik		2	A	3	4	7	7	8	9	10	((	(2	13	14	15	16	(7	(8	19	20	21	22	23	24	25	-	,			29
20	162619709049	Nousheen Sultana Zahid		2	3	4	5	6	1,	7	8	a	(0	111	12	13	14	15	16	17	13	19	20	21	22	23	-	26	27	-	-	30
21	162619709050	Tasmeena Banu	1	H	2	3	4	5	7	3	0	10	10	12	13	14	15	16	17	(8	19	20	21	22	23	24	25	25	H	20	51 2	28
22	162619709015	Hajera Begum		2	3_	4	5	-	1/_	7	8	9	10	ii	12	13	14	15	16	11	18	19	20	21	22	23	24	-	26			29
23	162619709016	Musferah		2	3	4	A	>	7	8	9	10	11	12	13	12	14	15	16	17	13	19	20	21	22	23	24		21		_	29
24	162619709017	Faria Naaz		2	3	4	7	-		0	3	19	10	11	12	in	14	15	16	17	(2)	19	20	21	22	23	24		27	+	20	10
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26	162619709019	Alekya Pratap	1	2	3	4	5	6	7	8	9	10	11	12		liu	15	16	117	18	10	20	21	22	23	29	25	26	27	40		28
27	102010100	M.Sheeba Pritika Uday		2	3	4	>	7	7	14	8	9	(0	11	12	13	14	15	16	()	18	19	A	20	21	22	23	24	26	27	_ /	29
28	162619709037	Sumayya Sultana		2	3	4	4	6	4	7	8	a	w	ii	12	11	14	15	10	17	13	19	20	21	22	23	29	~	-	20		28
29	162619709038	Syeda Rafia Sultana		A	2	3		ح	6	1	3	9	10	11	12	12	14	1UT	(6	(7)	18	A	19	20	21	22	23	29				28
30	162619709039	Sumaiyyah Afreen		2	3	A	4	)	ر ح	8	a	10	11	A	12	13	Tù	15	IC	17	(8)	(0)	20	21	22	23	24	104	25	اجن	چر	
31	162619709040	Mohd.Abid Khan	Ĺ	1	3	4	2	6	$\Box$	0	1	10	0	0	0	0	· Q	7	P	0	P	P	8	P	8.	P	3	1	1	\$	P.	5
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Shulam Ahmed College of Lucatio Road No. 3, Banjara Hyderabad-500 0



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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-

conduit in Hosning

Mr. Ayar Yohundalu

V:LL DOK Principal

Ghulam Ahmed College of Educatiy Road No. 3, Banjara Hills

Hyderabad-500 034



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## FEEDBACK FORM Webste Definy

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.	V		
3	Assignments were given at regular intervals.	V	.1	
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.	V		
7	The course coordinator was co operative.		V	
8	The course was interesting		V	
9	New skills were learnt by me after attending the course	V		,
10	Are you satisfied with the course.	<b>/</b>		

What is your opinion about the course?

It was very Informative

Suggestions to improve the course, if any-NOM

Afservisa

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



## A certificate course on Web Designing

No of Students: 31

Resource person: Mrs. Rashida Shams





Principal

Ghulam Ahmed College of Education

Road No: 3, Banjara Hills,

HYDERABAD-500 034



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Date: 03 - 09 - 2020

### CIRCULAR

	All the members	s of teaching staff and	students are hereby	informed that a	Certifica	te Course
on,	"E - co	ntent Denelo	pment"			is
being	organized from	05-09-2020 to	29-11-2020	Students and	faculty	members
intere	sted in joining the	course are requested	to contact the cou	rse co-ordinator	as ment	ion in the
attach	ed Brochure.					

Principal,
Ghulam Ahmed College of Education

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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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Hyderabad-500 034.

- 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

Principal
Ghulam Ahmed College of Educati
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Hyderabad-500 034





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Accredited by NAAC, Affiliated to Osmania University

Website: www.gacoc.ac.in, Email: gacochyd@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.

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: Shulam Ahmed College of Educati-

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

#### Persons to contact:

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





## 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

Principal

Ghulam Ahmed College of Educa Road No. 3, Banjara Hills

Hyderabad-500 034

Vibl Ast

Principal, GACE





## 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



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

Visu And Principal, GACE



Road # 3, Banjara Hills, Hyderabad - 34 Certificate Corese on - E - Content Development

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S.#	Roll No.	Name of the Student	4	7/4	9/9	10%	11/9	17/9	21/7	22/1	23/	7 24/9	25/	24	28/9	29/9	30/4	5/40	1/10	7/10	8/10	1/10	14/10	19	10/1	0 21/1	0 22/	6 4/11	19,11	#/10	23/11 28/11
1	162619701034	Shariya Quaiser	1,1	2	3	4	15	16		K	0	10	IT	12	11	119	11	17.	77	17	114	10	21	2 2	13	) +	123	56	127	28 2	9 30
2	162619701035	Ayesha Rasheed	1	12.	13	4	A	5	6	7	8	9	170	111	112	13	14.	15	16	177	18	10	120	2	2.3	1 23	A	24	. 25	26	27 28
3	162619701036	Fazal Fatima Zaidi	1	A	2	1.3	4	5	6	7	8	9	110	11	112	A	13	14	15	16	17	18	19	20	21	22	22	20	125	26	27 28
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8	162619701041	Nadira Muskan	1	2-	3	A	14	5	6	7	8	9	10	TIT	12	13	4	15	16	17	A.	18	19	20	21	22	23		25	26 3	II 28
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21		Bushra Fatima	1	12	3	4	A	5	6	7	8	9	10	11	12	_13_	14	A	15	16	17	18	19	21	21	22	23	24	7-2	26 2	27 28
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30		Ayesha Fatima	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	121	C		A	18	19	26	21	22	23	24	15	2C 2	728
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32		Nandini Mathur	1	2	3	4	5		7	7	S	9	10	11	12	13	14	A	15	16	17	18	19	20	21	22	23	24	A	25	26 27
33		Maryam Zafar	1	2	3	4	5	6	7	3	9	A	10	11	12	13	(4)	15	16	17	18	19	20	<u></u>	21	22	23	24	25	26 7	728
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E-content Development

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-

Principal

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

Hyderabad-500 034



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FEEDBACK FORM E- Content Delpoint

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.			٠.
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 allend one more time to polish.

Suggestions to improve the course, if any-

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Principal

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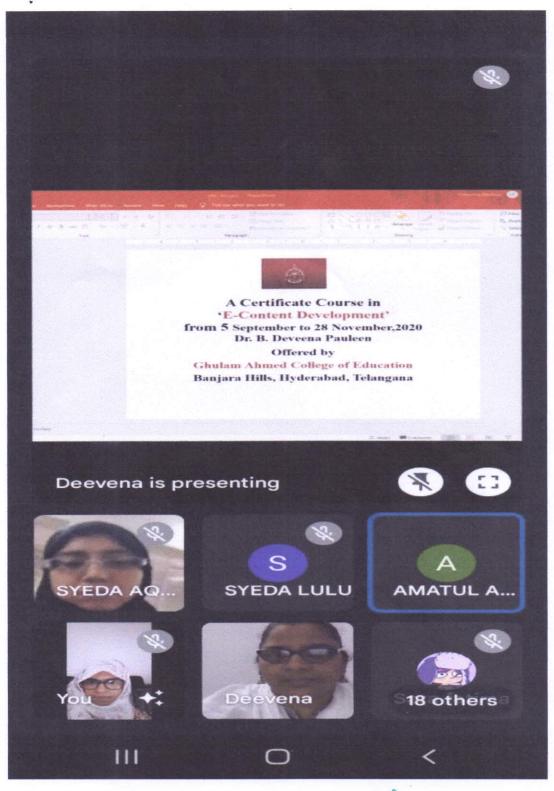
Hyderabad-500 034



### A certificate course on 'E- Content Development'

No of Students: 36

Resource person: Dr Deveena Pauleen







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Date: 03-09-2020

## CIRCULAR

All the members of teaching staff and students are hereby informed that a Certificate Cours			
on, "Computer proficiency"	is		
being organized from $05-09-2020$ to $28-11-2020$ . Students and faculty members	ers		
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

Road No. 3, Banjara Hills Hyderabad-500 034



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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

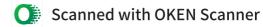
- Awareness about different aspects regarding computer hardware such as generations and types of computers, printers, input and output devices and hardware components such as Central Processing Unit (CPU) like arithmetic logic unit, control unit, memory unit.
- Input Devices such keyboard, mouse, light 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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Principal

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Hyderabad-500 034



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

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. 3, Banjara Hills

ignature: Hyderabad-500 034

Persons to contact:

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

04023280282/284







# 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

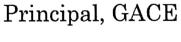
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Principal

Ghulam Ahmed College of Educate Road No. 3, Banjara Hills

Hvderabad-500 034







# 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 Educate
Road No. 3, Banjara Hills
Hyderabad-500 034

Visitor Principal, GACE



Group-11 M.Ed 19-21 1-34.

Road # 3, Banjara Hills, Hyderabad - 34

CERTIFICATE COURSE ON - COMPUTER PROFICIENCY

S.#	Roll No.	Name of the Student	5/9	7/9	9/4	10/a	11)9	19/9	21/9	22/1	23/9	24/9	25/9	24/9	23/9	29/9	30/4	5/10	416	7/10	8/10	9/10	14/10	19/10		,	22/10	4/11	7"	1/11 2	1 1	/11
1	162619709015	Hajera Begum	T	2	3	4		1	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				- 4	29 3	_
2	162619709016	Musferah	1	2	3	4	14	5	6	7	8	9	10	A	11	12	13	14	15	16	17	12	101	4	20		22			25 2		_
3	162619709017	Faria Naaz	1	2	Δ	7	4	1	1	7	8	a	10	(1	12	A	13	14	11	16	A	17	18	19	20	-		_		25 2		
4	162619709018	Insha Farheen	T	2	2	4	(	6	7	3	a	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	25		27 2		$\leftarrow$
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11	162619709025	S.Irene Neeraja Rani	1	2	3	14	(	6	7	2	9	10	A	11	12	13	14	15	16	A	17	13	19	20	21	22	23	-	7		6 2	_
12	162619709026	V.Vasantha	1	2	3	14	6	6	7	Q	d	10	11	12	13	14	15	16	11	18	19	20	21	22	23	24	25	26			A 20	
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16	162619709030	Anjum Khan	1	2	3	4	5	6	17	8	9	(0	11	12	13	14	A.	U	16	13-	13	19	20	21	22	-	24	25	26 2	- 2	28 20	,
17	162619709031	Juveria Khanam	1	2	3	14	5	6	7	3	4	10	11	(2	13	14	15	16	17	18	19	20	21	22	23	24	25	_			29 3	
18	162619709032	Shariqua Ali Omer	i	2	A	3	u	5	2	7	8	9	10	11	12	13	14	5	16	()	18	19	20	21	22	23	A		25	20 6	27 2	
19	162619709033	Yasmeen Sultana	1	2	3	4	5-	4	7	8	9	(0	11	(2	13	14	15	16	17	13	(0)	20	21	22	2)	24	25					0
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21	162619709040	Mohd.Abid Khan	1	2_	3	4	(	6	7	3	9	10	17	11	(2	13	14	15-	16	1)	(8	19	20	21	22	,	21	24	CJ	26 2		23
22	162619709041	Amtul Amina Fatima	1	2	2	A	9	5	Ġ	7	8	9	W	((	(2	13	A	14	15	10	17	(3	13	20	21	22				26 2		3
23	162619709042	E.Jaya Sree	ì	2	2	4	5	6	7	8	4	(0	(1	(2	13	14	(5	15	17	18	19	20	21	22	23	24	25	26	-	28 2	1	30
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25	162619709044	Faheem Sultana	1	2	3	4	5	6	7	8	9	(0)	11	(2	13	A	14	15-	16	17	18	14	20	21	22	23	24	25	26 2		23 2	_7
26	162619709045	Mohd.Shafiuddin	T	)	3	4	5	6	Λ	7	8	9	(0)	11	12	13	14	15	A	16	17	(8	0	20	21	22	A	23	24	25 2	26 2	-7
27	162619709046	Iman Fatima	1	2	1	4	5	4	7	8	1	10	11	(2	13	14	15	1	16	17	18	19	20	21	22	23	24	25	26	27	282	7
28	162619709047	Sidra Siddiqui	T	2	3	4	5	6	7	8	9	10	11	12	13	14	15	(6	A	17	18	19	20	21	22	23	24	25	25		48 6	0
29	162619709048	Sameena Hussain Shalk	1	2	3	4	5	6	7	2	d	w	11	(2	13	14	(5	16	11	18	14	20	21	22	23	24	25	26	27	28 2		0
30	162619709049	Nousheen Sultana Zahid	1	2	3	4	5	6	7	2	9	10	11	12	13	14	11	10	17	18	19	20	A	21	22	23	24	25	26	27 3	27 2	1
31	162619709050	Tasmeena Banu	i	2	3	A	И	5	6	7	8	d	10	A	11	12	113	14	15	16	17	18	10	20	21	22	23	24	17	25 2	26 2	2
32	162619709037	Sumayya Sultana	1	2	3	4	5	6	7	8	d	10	11	12	13	A	14	11	15	17	18	19	20	21	22	23	24	25	26		20 2	29
33		Syeda Rafia Sultana	i	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	13	19	20	21	22	23	24	2	26	27			0
34	162619709039	Sumaiyyah Afreen	1	2	3	4	5	6	A	7	3	d	10	11	12	13	14	15	16	17	18	10	20	21	22	23	29	25	26	27	28 4	27
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MIN VI BL BOKE Principal o systed benda malunc Road No. 3, Banjara



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

FEEDBACK FORM Computer Proficeacy

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

What is your opinion about the course?

It was interesting

Suggestions to improve the course, if any-

Timery of the course

Principal Ghulam Ahmed College of Education

Road No. 3, Banjara Hills Hyderabad-500 034





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FEEDBACK FORM Computer Profinerq

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.		200	
3	Assignments were given at regular intervals.	Commence of the Commence of th		
4	Evaluation was done in a timely manner.			
5	The course was useful to me as a teacher.		1	
6	Time duration of the course was sufficient.			
7	The course coordinator was co operative.	L-		
8	The course was interesting			
9	New skills were learnt by me after attending the course			
10	Are you satisfied with the course.		NAME OF THE PROPERTY OF THE PR	

What is your opinion about the course?

well organised and beneficial

Suggestions to improve the course, if any-

Its Good.

Mulefilar.

VibL BOK Principal

Ghulam Ahmed College of Education

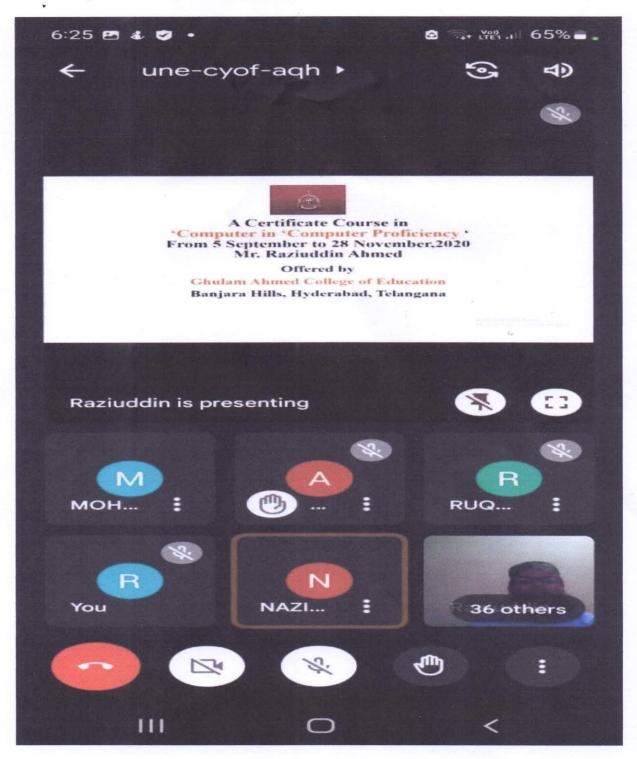
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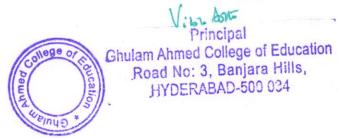


A certificate course on 'Computer Proficiency'

No of Students: 34

Resource person: Mr.Raziuddin Ahmed







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Date : 02 -09 - 2020

#### CIRCULAR

	All the member	s of teac	hing staff and s	tudents are hereb	y informed that a	Certifica	ite Course
on,	"Compn	ter	fundame	ntals"			is
being	organized from	05-0	9 - 2020 to	28-11-2020	. Students and	faculty	members
intere	sted in joining the	course	are requested	to contact the cou	ırse co-ordinator	as ment	ion in the
attach	ed Brochure.						

Principal,
Ghulam Ahmed College of Education

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Ghulam Ahmed College of Education
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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.

V. bl. M= Principal

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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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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:

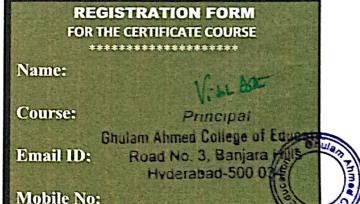
#### **Learning Outcomes:**

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







# 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 from 5 September - 28 November, 2020

V; bl. &F

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



Principal, GACE





# 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 from 5 September - 28 November, 2020

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

Visite Brincipal, GACE



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## GHULAM AHMED COLLEGE OF EDUCATION

Road # 3, Banjara Hills, Hyderabad - 34

Cextificate Course on - Computer Fundamentals

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3	162619701040	Summaiyya Fathima	IA	2	13	14	5	6	17	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	125	26	-	-	27 20
4	162619701041	Nadira Muskan	1	2	A	13	4	5	6	1	8	9	A	10	11	12	_13	14	15	16	17	18	19	20_	21	22	23	24	-		6 8
5	162619701042	Farhaunnisa		2	3	4	5	6	7	8	q	10	11_	12	13_	14	15	16	17	18	19	20	21	22_	23	24	125	126	27	28	26 27
6	162619701043	Uzma Anjum		2	1.3	A	4	5	6	7	A	5	9	10	11	12	13	14	15	16	17	18	A	19	20	21	22	23	124		29 30
7	162619701044	Sahema Siddiqui	1	2	3	1.	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	162619701045	Amai Mohsin Mohammed	1	2	13	4	5	6	7	8	19	(0)	11	12	13	14	15	16	17	18	19	20	21	22	23	24	125	126			
9	162619701046	Shamshad Begum	A	2	3	4	15	6	7	5	9	10	11	12	13	14	15	16	17	A	18	19	20	21	22	23	24	25			29 30
10	162619701047	Farheena Raheem		A	3	L	5	6	7	S	9	10	11	12	13	14	15	16	17_	18	19	20	21	22	23	24	25	26	27	-	
11	162619701048	Ayesha Iffath	1	2	13	4	5	16	7	8	19	10	11	12	13	14	15	16	17	15	19	20	21	22	23	24	25	126	27	_	29 30
12	162619701049	Sanaunnisa		2	3	R	4	5	6	7	S	9	10	11	12	13	14-	15	16	17	18	19	20	21	22	23	24	25	26		25 29
13	162619701050	Arshia Jabeen	1	2	3	14	5	6	17	8	9	10	A	11	12	13	14	15	16	17	4	18	19	20	21	21	23	24	1		
14	162619701051	Arheen Zaheer	1	2	3	L	5	6	1	8	9	10	11	12	13	14	15	16	JZ.	18	19	20	21	_A_	22	23	24	25	26	-	28 29
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16	162619701053	Sidra Tarranum	1	2	3	1	5	G.	7	8	P	10	11	12	13	19	15	16	17	18	19	20	21	22	23	24	25	1			28 29
17	162619701054	Bushra Fatima	1	2	13	4	5	6	7	8	9	10	_A_	11	12	13	14	16	17	18	19	20	21	22	23	24	25	26	27		29 30
18		Adiba Fatima .	1	2.	3	14	5	G	7	8.	9	10	11	12	13	14	12	16	17	18	19	20	21	22	A	23	24	25	26	-	28 29
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20		Juhaina sabreen	1	2.	3	14	5	6	7	_A_	8	9	aL	11	12	13	14	12	16	17	A	18	19	20	21	22	2.3	24	25	26	A 27
21		Ruman Tabassum		2	3	4	5	6	1	8_	9	10	11	12	13	14	12	16	17	18	19	20	21	A	22	23	74	22	26	27	A 23
22		Mohammed Osman	1	2	3	4	5	6	1	_8_	9	10	11	_A_	12	13	14	15	16	17	18	19	20	27	22	23	24	25	76	A	28 29
23		Md. Taiseen	1	2	3	4	5	(a		_8_	9	10	11	12	13	14	15	16	17	18	11	20	21	22	23	24	25	26	27	-	29 30
24		Khansa Fatima		2	3	4	5	A	7	8	q	10	11	12	13	14	15	A	16	17	18	19	20	21	22	23	A	24	22	26	27 28
25		Sukaina Fatima	1	2	3	4	5	1	8	9	A	10	11	12	13	14	15	16	17	18	19	20	A	21	22	23	24	132	26		2 28
26		Asma Sharia	1	2	3	4	5	6	7	8	9	10	11	A	12	13	14	15	16	17	13		20	21	22	23	LA	124	25	26	27 28
27		Nida Sahrish	A	1	2	3	4	5	6	7	8	9	10	u	12	13	A	14	12	16	17	18	19	20	21	22	13	24	25	A D	26 27
28		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	52	26	A	27	28 29
29		Fatima Md Abdul Majeed	1	2	3	4	5	A	6	1	8	9	10	A	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27 2 8
30	162619701089		1	2	3	4	5	6	A	7	8	A	9	10	11	12	13	A	14	15	16	17	18	19	20	21	2.2	A	23	24	25 26
31		Maryam Zafar	1	2	3	4	5	A	6	1	8	9	lo	11	12	13	14	15	16	17	18	A	19	20	21	A	22	23	24	n)	95 55
32		Adeeba Mehnaaz	1	2	3	4	5	6	7	A	8	9	10	11	12	13	14	15	161	17	18	A	19	20	21	22	A	123	241	25	26 27
33		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	29 29
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FEEDBACK FORM 'Computer Fundametrals'

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.	0		
3	Assignments were given at regular intervals.	0		
4	Evaluation was done in a timely manner.	0		
5	The course was useful to me as a teacher.	0		
6	Time duration of the course was sufficient.		<b>6</b>	· ·
7	The course coordinator was co operative.		<b>ø</b>	
8	The course was interesting	60		
9	New skills were learnt by me after attending the course	<b>•</b>		
10	Are you satisfied with the course.		•	

What is your opinion about the course?

Alsight.

Suggestions to improve the course, if any-

None Summa · B ·

VibLAM. Principal

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

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FEEDBACK FORM Compiler Inda mertals

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.	V		
3	Assignments were given at regular intervals.	v		many and all colourer and the particular from the particular and particular and the parti
4	Evaluation was done in a timely manner.	مم		
5	The course was useful to me as a teacher.	V		
6	Time duration of the course was sufficient.	V .		
7	The course coordinator was co operative.		V	
8	The course was interesting	V-		
9	New skills were learnt by me after attending the course	V		
10	Are you satisfied with the course.	/		

What is your opinion about the course?

Satisfyme

Suggestions to improve the course, if any-

None .

Vibl Anc Principal

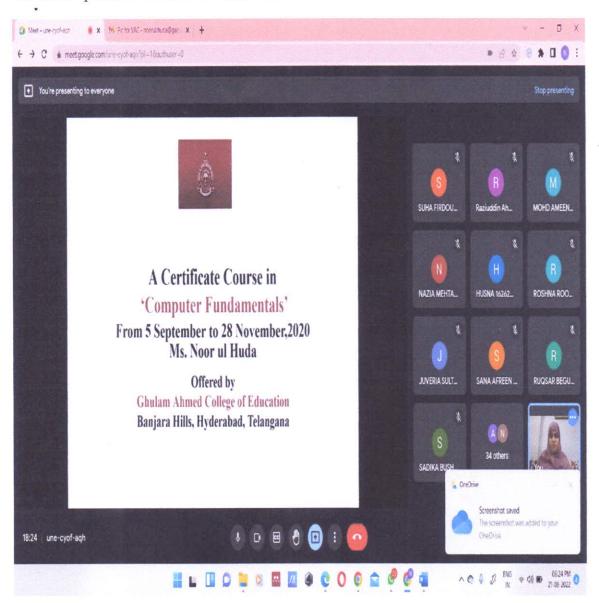
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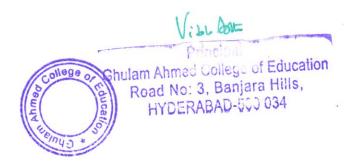
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A certificate course on 'Computer Fundamentals'

No of Students: 36

Resource person: Ms. Noor ul Huda







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Date: -06 -01 - 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
intere	sted in joining the course are requested to contact the course co-ordinator as mention in the
attach	ned Brochure.

Principal,
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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 and providing 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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Road No. 3, Banjara Hills

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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

Vibubok Ghuiam Armed College of Education Road No. 3, Banjara Hills,





# 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 Education
Road No. 3, Banjara Hills
Hyderabad-500 034



Principal, GACE





# 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 7<sup>th</sup> June, 2021 to 14<sup>th</sup> July 2021.



Principal

Chulam Ahmed College of Education

Road No. 3, Banjara Hills

Hyderabad-500 034

Visited Principal, GACE



Certificate Course on - Integrating IcT in Edventure.

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29	162619701044	Sahema Siddiqui		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			30
30	162619701045	Amal Mohsin Mohammed		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		21	22	23.	24	25		27	28		29
31	162619701046	Shamshad Begum	11	2	3	4	5	G	-7	8	19	10	11	12	13	14	15	16	112	18	101	20	21	22	_ 23	124	25	A	20	27	28 2	27
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Principal Ghulam Ahmed College of Edicard Road No. 3, Banjara Hills Hyderabad-500 034,



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FEEDBACK FORM 'Integrating FCT 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	<i>y</i>		
2	Course material was aligned with the course and was useful.	V		
3	Assignments were given at regular intervals.	ν		
4	Evaluation was done in a timely manner.	V		
5	The course was useful to me as a teacher.		V	
6	Time duration of the course was sufficient.		V	
7	The course coordinator was co operative.		V	
8	The course was interesting			
9	New skills were learnt by me after attending the course	V 1		
10	Are you satisfied with the course.		~	

What is your opinion about the course?

Good.

Suggestions to improve the course, if any-

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Principal

Vibudsh

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





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FEEDBACK FORM JINTEGRATING JET 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	V 1		
2	Course material was aligned with the course and was useful.	V		
3	Assignments were given at regular intervals.		V	
4	Evaluation was done in a timely manner.	3	V	
5	The course was useful to me as a teacher.		· V	
6	Time duration of the course was sufficient.	V	,	
7	The course coordinator was co operative.	· <i>V</i>		
8	The course was interesting		V	
9	New skills were learnt by me after attending the course	<i>V</i>		
10	Are you satisfied with the course.	V	,	

What is your opinion about the course?

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Suggestions to improve the course, if any-

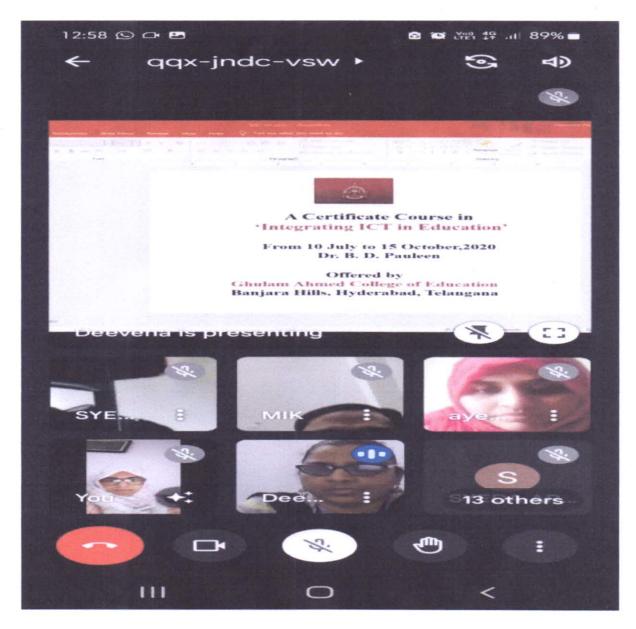
VibL ASK Principal Ghulam Ahmed College of Education

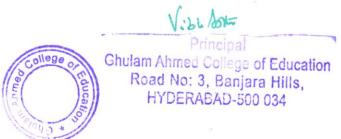
Road No. 3, Banjara Hills Hyderabad-500 034

A certificate course on 'Integrating ICT in Education'

No of Students: 31

Resource person: Dr. Deveena Pauleen







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Date: 07-07-2020

### CIRCULAR

	All the members of teaching staff and students are hereby informed that a Certificate Course	E.
on,	"Essentials of Educational Technology" is	
being	organized from 10-01-2020 to 15-10-2020. Students and faculty members	,
intere	sted in joining the course are requested to contact the course co-ordinator as mention in the	
attach	ned Brochure.	

Principal, **Ghulam Ahmed College of Education** 

Vibl Don

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



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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

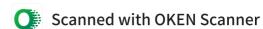
- Evolution of education technology.
- Meaning of educational technology
- Definitions of educational technology
- · Characteristics of educational technology.
- Components of Educational Technology: Hardware and Software
- Use of Sensory Organs in the process of Learning and Remembering,
- Advantages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

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





#### 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

Ghulam Ahmed College of Education

Road No. 3, Banjara Hills

Hyderabad-500 034.



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

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:

Linderstand the integration of technology with education to facilitate a better fearning 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

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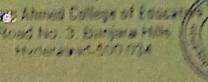
Name:

Course

Email 10

Mobile No:

Signistures At med College of Educaty Road No. 3. Barriara Hills





# 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

V:mpt

Principal

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

VibLAN

Principal, GACE





# 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

Principal

Ghulam Ahmed College of Educ

Road No. 3, Banjara Hills

Hyderabad-500 034.

Vice Mor Principal, GACE



Road # 3, Banjara Hills, Hyderabad - 34

Certificate course on - "Essortials of Educational Technology.

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unulam Ahmed College of Ed Road No. 3, Banjara Hills



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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	Disagree
		Agree		
1	Course content was			
	organized systematically	V		
2	Course material was aligned			
	with the course and was	V		
	useful.			
3	Assignments were given at	V		
	regular intervals.			
4	Evaluation was done in a			
	timely manner.	11		
5	The course was useful to me		· v	
	as a teacher.			
6	Time duration of the course	,	- 1	
	was sufficient.	V		
7	The course coordinator was	·		
	co operative.			
8	The course was interesting			
9	New skills were learnt by me		/	
	after attending the course	4		
10	Are you satisfied with the	✓		
	course.			

What is your opinion about the course?

Necessary

Suggestions to improve the course, if any-

None

L'Sultane.

VibLASK Principal

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





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Please state your opinion about the Certificate course on the 1-point scale given below:

S. No	Criteria	Strongly Agree	Agree	Disagree
1	Course content was organized systematically	VI		
3	Course material was aligned with the course and was useful	r.4.		and the state of t
4	Assignments were given at regular intervals	To all the second secon	V-8	The state of the s
1	Evaluation was done in a timely manner		Van	
	The course was useful to me as a teacher.		1	Commence of the control of the contr
	Time duration of the course was sufficient.	1		
,	the course coordinator was co operative.	V		
13	The course was interesting	V		The second second second second
9	New skills were learnt by me after attending the course	V		the state of the s
10	Are you satisfied with the course.	V		

What is your opinion about the course?

Good .

Suggestions to improve the course, if any-

M. Shaba.

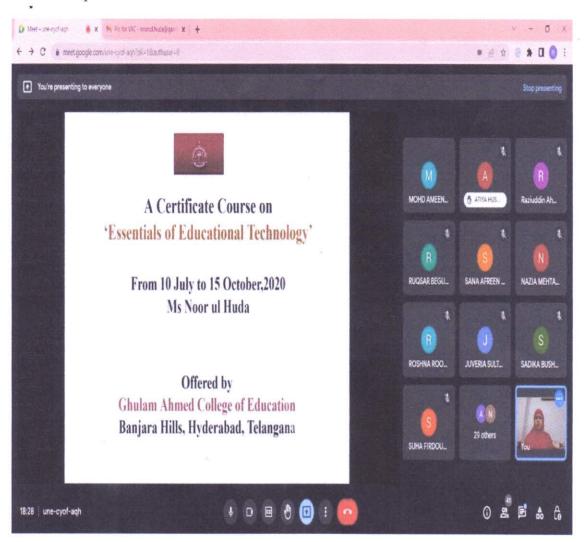
Principal Ghulam Ahmed College of Education Road No. 3, Banjara Hilla Hyderabad-500 034,

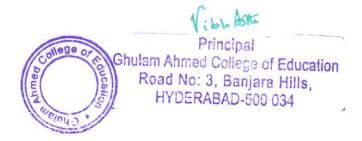


A certificate course on 'Essentials of Educational Technology'

No of Students: 35

Resource person: Ms. Noor ul Huda







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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

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# CERTIFICATE COURSE On "PRESENTATION SKILLS"

2<sup>nd</sup> June to 8<sup>th</sup> 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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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

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Website: www.gacoe.ac.in, Email: gacoehyd@gmail.com Accredited by NAAC, Affiliated to Osmania University



# A CERTIFICATE COURSE ON "PRESENTATION SKILLS" Date: 2<sup>nd</sup> JUN - 8<sup>th</sup> SEP-2020

# THEME AREAS:

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

# Learning Outcomes:

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

# RESOURCE PERSON:

Mr.Waseem Khan

# Dr. Pauleen, Asst Prof & Ms. Rafiya Sultana, Asst Prof ORGANIZING COMMITTEE

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

# OR THE CERTIFICATE COURSE **REGISTRATION FORM**

Name:

Course:

Email ID:

Mobile Noghulam Ahmed College of Education Road No. 3, Banjara Hills, Signature:

Persons to contact:

Dr.Pauleen/Ms.Rafiya Sultana/Ms. Naj

Sultana 04023280282/284



# COURSE COMPLETION CERTIFICATE

a student of Ghulam Ahmed College of Education has This is to certify that MOHAMMED RIFHAL successfully completed a course on

# Presentation Skills

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

Vist Mr Principal, GACE



# COURSE COMPLETION CERTIFICATE

This is to certify that AFIVA REHALL

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.

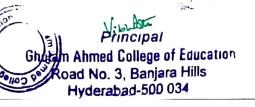
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Principal, GACE

Road # 3, Banjara Hills, Hyderabad - 34

Certificate course on - Presentation skills

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27	162619701090	Maryam Zafar	1	2	3	4	5	4	7	8	9	10	11	12	13	13	14	15	10	17	18	10	20	21	22	23			_	/	
28		Adeeba Mehnaaz	1	2	3	4	5	(	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	_				29 30 A 28
29		Rausheena Shehreen	1	2	3	4	S	6	7	8	9	10	11	12	13	17	14	15	16	17	18	19	20	21	22	23	-	7	26		11
30		Humera Ali Kaldi	1	2	3	4	ِ ل	6	7	8	9	10	ıΊ	12	13	14	15	16	17	18	101	20		22	23	24		26	A	,	
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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.			2
6	Time duration of the course was sufficient.	1		
7	The course coordinator was co operative.			
3	The course was interesting			12
)	New skills were learnt by me		111	
	after attending the course			
.0	Are you satisfied with the	N <sub>0</sub>		
	course.			
Vhat is	Vour opinion about 41			

What is your opinion about the course?

The course was good.

Suggestions to improve the course, if any-

Afiya Rehman

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.	And the second s		
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.	$\sim$		
8	The course was interesting			
9	New skills were learnt by me after attending the course	$\checkmark$		
10	Are you satisfied with the course.	$\checkmark$		

What is your opinion about the course?

Good.

Suggestions to improve the course, if any-

Mohammed Riguran

Principa! Ghulam Ahmed College of Education

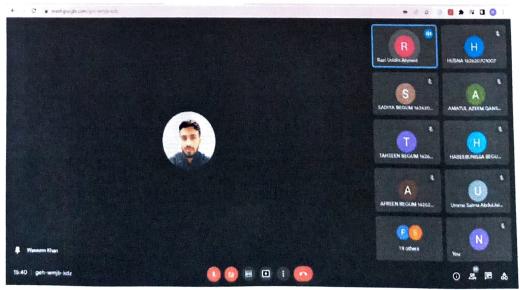
Road No. 3, Banjara Hills Hyderabad-500 034.

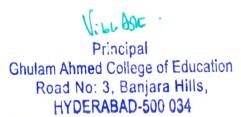
Number of students who attended the course: 32

Resource Person: Mr. Waseem Khan

# Photograph









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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 Skille" is
being	organized from 02-06-2020 to 08-09-2020. Students and faculty members
intere	sted in joining the course are requested to contact the course co-ordinator as mention in the
attach	ed Brochure.

Principal, Ghulam Ahmed College of Education

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# CERTIFICATE COURSE ON "INTERPERSONAL SKILLS" 2<sup>nd</sup> June to 8<sup>th</sup> 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.



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



# A CERTIFICATE COURSE ON "INTERPERSONAL SKILLS" Date: 2nd JUN - 8th SEP-2020

# THEME AREAS:

# • Improv

INTRODUCTION TO INTERPERSONAL SKILLS

- ] IMPORTANCE OF INTERPERSONAL
- ] 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

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

# REGISTRATION FORM FOR THE CERTIFICATE COURSE

Name:

Course:

Email ID:

Mobile No: Advisor-cum-Director

Ghulam Ahmed College of Educatic.
Signature: Road No. 3, Banjara Hills

Hyderabad - 34.



# COURSE COMPLETION CERTIFICATE

This is to certify that AVESHA 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.





Principal, GACE



# COURSE COMPLETION CERTIFICATE

This is to certify that SHARIPA AUGUSTSER

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.



Ghulam Ahmed College of Education

Read No. 3, Banjara Hills,



Road # 3, Banjara Hills, Hyderabad - 34

Cerlificate Course on "Interpressonal Skills"

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1	162610701034	Shariya Quaiser	1	2	3	A	4	5	C	7	8	0	10	U	12	13	14	15	16	17	A	18	19	20	21	22	23	-	-	-6 2.7	- 0
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10		Uzma Anjum	1	1	3	4	5		-	0	9	10	11	12.	13	14	15	16	17	18	19	20	21	A	22	25	24		26 2	7 40	29
11		Sahema Siddiqui	1	12	3	4	5_	6	7	8	_	9	10	111	12	13	14	15	16	17	18	19	20	21	22	23			26 2	7 28	12
12	162619701045	Amal Mohsin Mohammed	1	2	3	ų.	5	A	6	7	8	4	10		12	13	1	15	16	17	18	19	20	21	22	23	24	25	26 2	7 28	29
13	162619701046	Shamshad Begum	1	2	3	¥	5	6	7	8	9	A	10	111	-	-	15	16	17	18	19	20	21	22		24	25	26	A 2-	7 28	29
14	162619701047	Farheena Raheem	1	2	3	4	5	6	7	8	4	10	11	12	13	14	-	_		A	18	19	20		22	2.3	24	25	26 2	28	29
15	162619701048	Ayesha Iffath	1	2	3	4	5	6	7	8	9	10	1.1	12	13	14	15	16	17	18	19	20	21	27	-	Á	24	7	25 26	5 27	28
16	162619701049	Sanaunnisa	1	2	3	4	5	6	7	8	9	10	11	12	1.3	14	15			16	A	18	19	H	20	21	_	23	24 2	5 26	, 27
17	162619701050	Arshia Jabeen	1	A	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15		_	19	20	21	22	7.3		25 7	6 +	2.7	28
18	162619701051	Arheen Zaheer	1	2	3	4	5	6	7	8	9	10	1)	12	13	Δ	14	15	16	H		19	120			23		-		7 28	29
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20	162619701053	Sidra Tarranum	1	2	3	4	5	6	7	8	9	10	[]	12	15	14	A	15	16		18	12	_	20	21	22	2 1	24	2.5 2	.6 27	1 28
21	162619701054	Bushra Fatima	1	2	3	4	5	6	7	A	8	9	10	11)	12	13	14	A	15	16	17	20	^		22	23	24	- /	2.6 2	27 28	29
22	162619701055	Adiba Fatima	1	2	3	4	5	6	7	8	9	10	()	12	13	14	15	16	17	18	14	-		20	21	22.	23)			6 27	- 28
23	162619701056	Havva Ali	1	2	3	4	5	6	7	8	A	9	10	1)	12	15	114	A	15	16	17	1g 20	19	22	_	24	15	- 1		4 28	_
24	162619701057	Juhaina sabreen	1	2	3	4	5	6	7	8	9	10	()	12	13	14	15	16	17		19	20	$\overline{}$		0	24	25		26 2	7 28	29
25	162619701058 F	Ruman Tabassum	1	2	3	4	5	6		8	9	(0)	11	12	13	14	15	16	17	18	a		20	21	-	25	24	•		7 28	29
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27	162619701060 N	/ld. Taiseen	1	2	3	A	4	5	6	7	8	9	(0	ι(	12	13	14	15			18	•		21	_		24	25		6 2-	- m
28		(hansa Fatima	1	2	3	4	5	6	7	8	9	10	(1	12	A	13	14	15	16	17	18		20	21	_	23	24			27 28	1
29	162619701062	Sukaina Fatima	. 1	2	3	4	5	6	7	8	9	.10	17	12	1.3	14	15	16	17		19	A							_	06 27	28
30	162619701063 A		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	23 2	JU 107	



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.	V		
6	Time duration of the course was sufficient.	V		
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 wou good.

Suggestions to improve the course, if any-

clan should be in morning hour.

Shariya Quaiser Visitor

Ghulam Ahmed College of Edu Road No. 3, Banjara Hyderabad-500 0



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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	
7	The course coordinator was co operative.			
8	The course was interesting		i.	
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 Rosheed

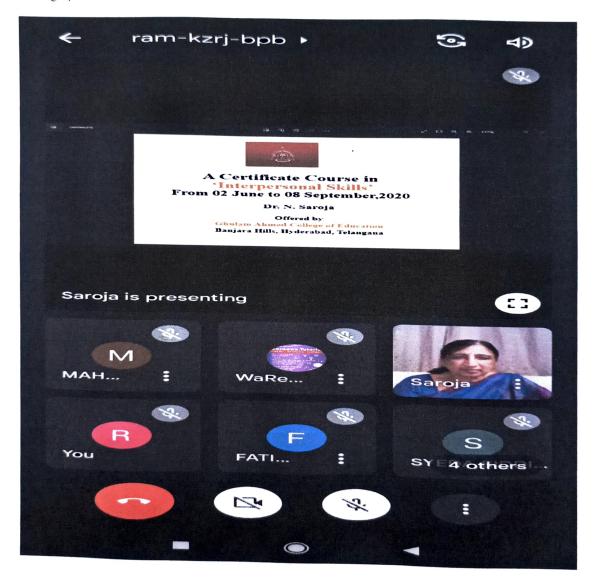
Principal Chulam Ahmed College of Education Road No. 3, Banjara Hills

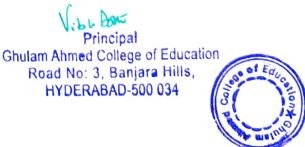
Hyderabad-500 034

Number of students who attended the course: 30

Resource Person: Dr. Saroja

Photographs:







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Date: 01-06-2020

# CIRCULAR

	All the member	ers of teaching	staff and stude	ents are hereby	informed that a	Certificate Course
on,	"English	Langu	rage Lab	training	y ",	is
being	organized fron	02-06-	2020 to 08	?-09-2020	Students and	faculty members
intere	sted in joining t	ne course are	requested to c	ontact the cour	se co-ordinator	as mention in the
attach	ed Brochure.					

Principal, Ghulam Ahmed College of Education

Principal

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





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# A Certificate Course on ENGLISH LANGUAGE LAB.TRAINING

2<sup>nd</sup> June to 8<sup>th</sup> 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.

N. Pr Dor

And No. 3, Banjara Hills,

Hyderabad - 34.



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: 2<sup>nd</sup> JUN - 8<sup>th</sup> SEP-2020

# THEME AREAS:

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

# Learning Outcomes:

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

# RESOURCE PERSON:

Mrs.Rafiya Sultana

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

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

# FOR THE CERTIFICATE COURSE **REGISTRATION FORM**

Course:

Name:

Email ID:

Ghulam Ahmed College of Educativ: Advisor-cum-Director Mobile No:

Road No. 3, Banjara Hills Signature:

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

nmo



# **COURSE COMPLETION** CERTIFICATE

This is to certify that NEHA BURNA

a student of Ghulam Ahmed College of Education has

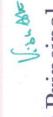
successfully completed a course on

English Language Lab Training

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



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



Principal, GACE



# COURSE COMPLETION CERTIFICATE

This is to certify that MOHAMMED IAVEED

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.

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

ViblAnc

Principal, GACE

Road # 3, Banjara Hills, Hyderabad - 34

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1	162619701001	Neha Bushra	1	2	3	4	5	6	1	8	9	10	11	12	A	13	14	15	16	17	18	<del></del>	19	20			23 24			27 2	8
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8	162619701008	Syeeda Shenaz Begum	1	12	3	4	5	4	7	8	a	lo	u	12_	13	14	15	16	17_	18	19	20	21				24 25		_	28 2	9
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11	162619701011	Ayesha Sultana	1	2	3	4	5	6	7	3	A	9	10	11	12	13	14	12	16	1)	12	19	20	21		13	24 25		27	28 7	19
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13		Hamada Parveen	1	2	3	u	5	c	7	8	9	la	"	12	13	14	15	14	17	13	14	20	· .						27		28
14		Ameena Begum	1	2	3	4	5	4	7	3	9	10	11	12	13	14	15	16	ıγ	A	13	19	20					_			30
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21		Zeba Sheereen	1	2	2	4	5	1	7	8	9	10	11	12	13	14	15	16	1)	1 8	17	_			23	24	25 26			4	
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25	162619701025	Sayeda Ainee Fatima	1	2	3	4	5	C	7	8	9	10	u	12	13	14	15	16	17_	18	19	20			23		25 26	_			28
26	162619701026	Asna Haleem	1	2	A	3	4	5	6	7	8	9	10	t t	12	13	14	15	16	17	18	_		-		23	A 24		_	-	24
27	162619701027	Syeda Tama Ali Taj	1	2	2	u	5	6	7	8	9	10	A	11	12	13_	14	15	16	17	18	19		-	22	-		_			28
28	162619701028	Afshan Jabeen	1	2	3	4	5	6	7	8	9	10	11	12	13	13	14	A	15	16	17_	18	<u> </u>	20	21	12	-	•	_		28
29	162619701029	Sufia Sultana	1	A	2	3	4	5	6	7	8	9	10	ĮΪ	12	13	14	15		17_	18	19	20	21	•••		23 20		_		30
30	162619701030 H	Kubra Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	اد	17	18	19	20			232	-4	-	-			29
31	162619701031	Tanveer Begum	1	2	3	4	5	6	7	0	9	10	U	12	13	14	15	16	17	12	-	20	-	22	-	24		5 26	_		27
32	162619701032	Sumera Buthul		2	3	A	3	5.	6		8	9	10	11	12	13	14	15	16	17	18	19	20	21		23		6 27			29
33	162619701033	Sara Fatima	1	2	3	4	5	6	7	8	9	10	10	12	13	14	15	(4	17	18	19	20	2(	22		24			<del></del>		
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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.	$\checkmark$		
3	Assignments were given at regular intervals.		need all to the control of the contr	
4	Evaluation was done in a timely manner.	~	and we have see that carries and explanation of the second and the	AND AND AND CONTRACTOR OF THE PARTY OF THE P
5	The course was useful to me as a teacher.	A CONTRACTOR OF THE CONTRACTOR		то у такжения очения от потостителя в инвестительного могативного мортору стой выполняющего
6	Time duration of the course was sufficient.	THE REPORT OF THE PROPERTY OF	AND	
7	The course coordinator was co operative.		омалично и посто не остоя выбранал настигана выполнение выполнение выполнение выполнение выполнение выполнение	
3	The course was interesting	BELLE MAN A MAN A LA SANCY LA TRANSPORTO A COLO POR MAN A MAN AND MAN AND AND THE MAN AND AND AND AND AND AND AND AND AND A	THE STREET PLUS AND SHIP CONTRACTOR TO SHIP WHEN THE PARTY OF THE PART	e. Ny faritan'i ao amin'ny faritr'i Austra, ao amin'ny tanàna mandritry ao amin'ny faritr'i Austria ao amin'ny far
	New skills were learnt by me after attending the course	PRES SELECTION OF SELECTION SELECTION OF THE SELECTION OF	\/	
0	Are you satisfied with the course.		P MF # 10 MINUTAL MINUTA MINUTA MINUTA MINUTA	

What is your opinion about the course?

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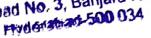
Course was interactedy

Suggestions to improve the course, if any-

Nehr Bushra

Principal

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

What is your opinion about the course?

The Course was good.

Suggestions to improve the course, if any-

Mohammed Javaed

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:





V; bladder

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





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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

Road No. 3, Banjara Hills
Hyderabad-500 034



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

## **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:

- o Tadasana: Demonstration and Explanation of Mountain pose
- o Vrikshasana: Demonstration and Explanation of Tree pose
- o *Trikonasana*: Demonstration and Explanation of Triangle pose
- O 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 \* College And No. 3, Banjara Hills,
Hyderabad - 34,

- Paschimottanasana: Demonstration and Explanation of Seated Forward Fold pose
- Setu bandha sarvangasana: Demonstration and Explanation of Bridge pose
- o 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.

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



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

**MR SHAIK MASTAN VALI** RESOURCE PERSON

## Learning Outcomes:

- health and practice proper Have a good physical 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 appreciation for the art of body self esteem and

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

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

## FOR THE CERTIFICATE COURSE REGISTRATION FORM

Course:

Email ID:

Advisor-cum-Director Mobile No:

Shulam Ahmed College of Ec Road No. 3, Banjara Signature:

Dr.Pauleen/Ms.Rafiya Sultana/Ms. Najma Sultana 04023280282/284





## **COURSE COMPLETION** CERTIFICATE

This is to certify that AIRECH BECOUR

a student of Ghulam Ahmed College of Education has successfully completed a course on

## Voga and Aleditation

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



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



Principal, GACE



## **COURSE COMPLETION** CERTIFICATE

This is to certify that SHAZIA FACIFIA

a student of Ghulam Ahmed College of Education has successfully completed a course on

## Voga and Meditation

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



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

Hyderabad - 34.





Road # 3, Banjara Hills, Hyderabad - 34

CERTIFICATE COURSE ON . YOGA AND MEDITATION

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3	162619709003	Zarren Fatima	1	2	3	4	5	6	7	8	9	10	111	12	13	14	15	16	17	18	19	20		22	23	24	25	26	27 2	28 29	30
4	162619709004	Ayesha Siddiqua	1	2	3	4	5	6	17	8	9	10	11	12	-	14	15	15	16	17	18	19	20	21	22	23	24	25	26 2	7 28	29
5	162619709005		1	12	3	4	5	6	A	7	8	9	10		12	14	19	16	17	18	19	A	20	21	22	23	24	25	26 2	27 28	29
6	162619709006		1	2	3	4	5	6	7	8	9	10	1)	112	13	13	14	15	16	17	18	19	20	21	22	23	24	25	26 2	27 28	29
7	162619709007	Mohd.Abdul Bari	A		2	3	4	5	6	7	8	19	10		+	12	+	A	16	17	18	19	20	21	22	23	243	25	26 2	27 28	29
8	162619709008	Fahmeena Mahreen	11	2	3	14	5	6	7	8	9	ID	1)	12	13	14	15	15	16	17	18	19	20	21	22	23	24	25	26 2	7 28	29
9	162619709009	Ameena Zunera	1	Α	2	3	4	5	6	7	8	9	10	1)	12	13	14	16	19	18	19	20		22	-	24	25	26	21	2827	30
10	162619709010	V.Sandhya Rani	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15	16	17	18	19	20	21	-	23			26 2	7 28	29
11	162619709011	Zainab Sultana	)	12	3	4	5	6	17	8	9	10	11	12	A	13	14	15	16	17	18	A		20	21	22		24		26 27	28
12	162619709012	Shabana Begum	1	2	3	4	5	6	7	8	9	10	17	12	13	A	114	15	10	17	18	19	20	21	22	23		25	26 6	27 28	29
13	162619709013	Syed Abdul Kaleem	1	2	3	4	5	6	7	8	9	10	A	11	12	13	19		16	17	18	19	20	21	22	23	24	25	26 2	7 28	29
14	162619709014	Nazish Moiz	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	A 16	17	18	19	70	21	22	23	24	25	26 2	7 28	29
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17	162619709017	Faria Naaz	11	2	3	4	5	6	7	A	A	8	9	10	17	12	13	14		18	19	20	-	22	23	Δ	24	_		27 28	29
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	24	_	25 2	6 A	27
19	162619709019	Alekya Pratap	1.	12	3	4	5	6	A	7	8	9	10	1)	12	13	14	15	16	17	18	19	20	21	22	23		25	_	7 28	29
20	162619709020	Aijaz Mohiuddin	1	12	3	4	5	6	, <del>7</del>	8	9	10	1)	A	12	13	14	_	_	17	18	19	20	21	22	23			26 2	27 28	29
21	162619709021	Afser Unisa	1	2	A	3	4	5	6	7	8	9	10	11	12	15_	14	15	16	16	17	18	19	20	21	22			25	26 27	28
22	162619709022	Safiya Banu	11	2	3	4	5	6	7	8	9	A	10	()	12	13	15	14	15	10	18	19	20	21	22	23				27 28	_
23	162619709023	Siddique Tahseen Fatima	1	2	3	4	5	6	3	8	9	10	-11	12	13	14		16	17	18	_	20	21	A		23				27 28	29
24	162619709024	Aroosa Md Layeak	1	2	3	4	5	6	+	8	9	10		12	13	14	15	16	_		18	19	20	2.1	22			25		26 27	28
25	162619709025	S.Irene Neeraja Rani	11	2	3	4	5	6	7	8	<u>A</u> _	9	10	()	12	13	14	12	16	17		19	20	21	22	23				27 28	
26	162619709026	V.Vasantha	1	2	3	4	5	6	7		9	10	A	11	12	15	14	15	16	17	18		21	22		24		26		AA	28
27	162619709027	B.Sree Latha	1	12	3	4	5		7	8	9	10	11	12	13	14	15	16	17	18		20 19	20	21		23				27 28	29
28	162619709028	B.Mahesh Kumar	1	2	3	4	5	A	6		8	9	10	U	12	13	14	15	16	17	18	19	20	21		23	24			27 28	_
29	162619709029	Nishath Ilyas	1	2	2	4	5	6		7	8	9	10	11	12	13	14	15	16	13	18	19	20	21	22	23				27 28	
30	162619709030	Anjum Khan	IA	1	2	3	4	5		7	8	9	10	11	12	13	14	15	16	17	18		21	22	23	24		26		28 29	
31	162619709031	Juveria Khanam	1	2	3	4	5	6		8	9	10	<u> </u>	12	13	14	15	16	13	18	19	20	19	20	21	22		24		26 27	
32	162619709032	Shariqua Ali Omer	1	2	3	4	5	A	Α	6	7	8	9	10	.[]	12	13	14	15	16	17	18		22	23	24		26		28 29	30
33	162619709033	Yasmeen Sultana	1	2	3	4	5	6	7	8	7	10	11	12	13	14	1,5	16	17	18	19	20	20	21	22			2.5		27 28	
	162619709034	Ameena Shaik	1	2	3	4	5	6			9	10	A_	11	12	13	14	15	16	17	18	19	21	22	-			26		28 29	
	162619709035	Parveen Suraiya	1	2	3	4	5	6	7	8	9	10	1)	12	13	14	15	16	17	18	19	20			25			20			
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Principal hulam 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	8	_	
	organized systematically			
2	Course material was aligned			
	with the course and was			
	useful.			
3	Assignments were given at			
	regular intervals.	<i>1</i> 0 € 1	✓	
4	Evaluation was done in a			,
	timely manner.			
5	The course was useful to me	1		
	as a teacher.			
6	Time duration of the course			-
	was sufficient.			
	The course coordinator was			
	co operative.			
	The course was interesting	1		
	New skills were learnt by me			
	after attending the course	. /		
0	Are you satisfied with the	~		
	Course.			
	Your opinion about the gave			

our opinion about the course?

Interesting

Suggestions to improve the course, if any-

Green Begun

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.		V	
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-

Shagua Latina

Vibr Br

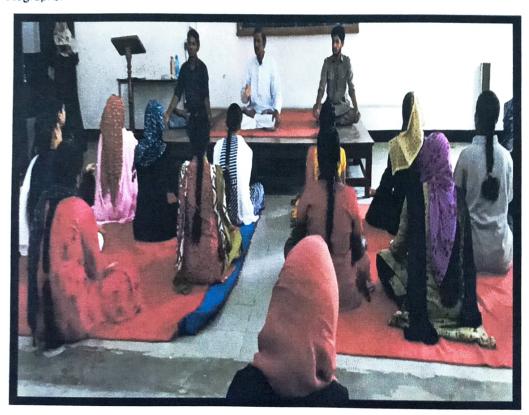
Shulam Ahmed College of Education

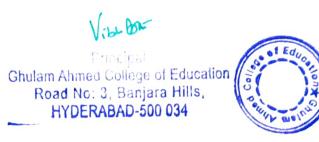
Road No. 3, Banjara Hills Hyderabad-500 034

Number of students who attended the course: 35

Resource Person: Mr. Mastan vali

Photographs:







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Date: 04-02-2020

## CIRCULAR

	All the members of teaching staff and students are hereby informed that a Certificate Cours	se
on,	"Personality Development"	is
being	organized from 07-02-2020 to 17-04-2020. Students and faculty member	rs
intere	sted in joining the course are requested to contact the course co-ordinator as mention in the	ie
attach	ed Brochure.	

Principal,
Ghulam Ahmed College of Education
Principal

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



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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.
- 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,
- Positive Attitude,
- 4. Self-esteem,
- 5. Self-confidence, Assertiveness,

## Unit - 3: Interpersonal Relations - 5 hours

- 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,
- stress management techniques,
- 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.



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Website: www.gacoe.ac.in, Email: gacoehvd@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**

## Learning Outcomes:

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

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

RESOURCE PERSON:

MS.Noor UI Huda

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

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

FOR THE CERTIFICATE COURSE **REGISTRATION FORM** 

Email ID:

Chulam Ahmed College of Education Mobile No: Advisor-cum-Director

Road No. 3, Banjara Hills



## COURSE COMPLETION CERTIFICATE

a student of Ghulam Ahmed College of Education has This is to certify that FIRIOUS FATHA successfully completed a course on

## Personality Development

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

Principal, GACE



## COURSE COMPLETION CERTIFICATE

This is to certify that RAIAMATH FACIFIA

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.

Visu box Principal, GACE

Road #3, Banjara Hills, Hyderabad - 34

Certificate Course on - Dersonality Development.

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1	162618701036	Firdous Fathima	1	2	3	4	A	5	٤	7	8	9	10	11	12	13	A	14	15	16	17	19	20	21	22		_		26		28 29	1
2	162618701037	Naimath Fatima	1	2	3	4	5	6	7	8	9	10	11	12	13	A	14	_15	16	17	18		21	22			-	$\overline{}$	27		29 30	0
3	162618701038	SakinaFatima	1	2	3	9	5	6	7	8	9	10	11	12	13	14	15	16	17_	18	18		10	21			_		25	26	27 28	3
4	162618701039	Mahia Iram Khan	1	2	3	4	5	6	7	A	8	9	10		12	13	19	15	طا	1/	10		20	11				25	26	27 .	28 29	
5	162618701040	Kaneez Fatima	(	2	3	И	5	A	6	T	8	9	10	11_	12	13	14	-15-	12	10	19	20	-	22	23	4	25		26	27	28 2	9
6	162618701041	Safura	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	4	1	10	19	20		22	23		_	26	27	28 1	29 31	0
7	162618701042	Faiza Hameed	1	2	3	4	5	6	17	8	9	10	()	12	13	14	1)	16	-17	13	19	19	-	21	12		24		26	27	28 20	7
8	162618701043	Gulnaz Fatima	1	2	3	4	5	6	1	8	9	10	11	12	13	A	14	12	15	1/	19	20	21	22	23	-				28 2	29 30	
9	162618701044	Asiya Jahan	1	2	3	4	5	6	7	8	9	10	1	12	13	14	13	41	-/-	13	IA	19	20	21	12		24	25	26	27 7	28 29	
10	162618701045	Sameera Fatima	1	2	3	4	5	A	6	7	8	9	10	LŲ.	12	13	14	<i>D</i>	41	1/1	10	19	20		22		24	2.0	26		28 29	
11	162618701046	Amina Abdul Aziz	1	2	3	4	5	6	7	8	9	10		A	12	13	14	16	10	IA	19	20	21	12	23			26	27		29 30	
12		Rakshanda Fatima	1	2	3	4	5	6	7	R	9	10		12	13	14	12	16	17	18	10	20	21	22	23	-		26	27	28	29 31	0
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15	162618701050	Sabaa Zafarul Hasan	4	2	3	4	5	6	7	8	9	10	A		12	13	14	12	Q A	17	18	19	26)	21	-	13	24	25	26	27	A 25	8
16	162618701051	Nasreen Begum	1	2	3	4	5	6		8	9	10	Щ.	12	13	14	13	16	17	18	19	10	2.1	-	23	24	25	26	27	18:	29 30	0
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Vibr Dot Principal ulam 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	/	- 10 m - 10 m - 10 m	
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.	/	1,000	,

What is your opinion about the course?

The course was good

Suggestions to improve the course, if any-

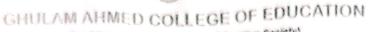
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Principal
Ghulam Ahmed College of Educate
Road No. 3, Banjara Hills
Hyderabad-500 034





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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.	~		
å	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.		/	A Control of the Cont
7	The course coordinator was co operative.	/		
8	The course was interesting			
9	New skills were learnt by me after attending the course			The second secon
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-

Normath fatime

Principal

VibLAR

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 UI Huda

Photographs: 7.02.2020



View Agree

Ghulam Anmed Same of or Education Road No. 3, Banjara Hills, HYDERABAD-500 034





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Date: 13-01-2020

## CIRCULAR

	All the members of teaching staff and students are hereby informed that a Certificate Cours	e
on,	"Educational Institution Management"	is
being	organized from 16-01-2020 to 08-04-2020 Students and faculty member	S
interes	ted in joining the course are requested to contact the course co-ordinator as mention in th	e
attache	ed Brochure.	

Principal,
Ghulam Ahmed College of Education

Principal

Road No. 3, Banjara Hills
Hyderabad-500 034



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



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



## A CERTIFICATE COURSE ON "EDUCATIONAL INSTITUTION MANAGEMENT" Date: 16<sup>th</sup> JAN - 8<sup>th</sup> 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.VIBHA ASTHANA, PRINCIPAL, GACE. DR. N. SAROJA, ASSOC.PROF, GACE

REGISTRATION FORN
FOR THE CERTIFICATE COURS

allic.

ourse:

Email ID:

Tobile No:

Signature: Ghulam Ahmed College of Edu

Persons to contact: Hyderabad - 34.
Dr.Pauleen/Ms.Rafiya Sultana/Ms.
Najma Sultana 04023280282/284





## COURSE COMPLETION CERTIFICATE

This is to certify that AIMAL HASSAAR

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Educational Institution Management

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



Principal, GACE







## COURSE COMPLETION CERTIFICATE

This is to certify that ANASIBA CARASSUM

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Educational Institution Management

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



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

Hyderabad - 34.



## GHULAM AHMED COLLEGE OF EDUCATION Road # 3, Banjara Hills, Hyderabad - 34

Certificate Louise: Educational Institutional Management

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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	-0		
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.	$\checkmark$		
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.	<b>✓</b>		

What is your opinion about the course?

The course was Informative

Suggestions to improve the course, if any-

Qudsoya Tabassum

Ghulam Ahmed College of Education Hyderabad-500 034



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## FEEDBACK FORM

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

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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.	<b>✓</b>	✓	
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 Interesting cy Informative.

Suggestions to improve the course, if any-

Agmal Hassan

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

Number of students who attended the course: 35

Resource Person: Dr. Saroja

Photographs:





Ghulam Aircheo Luucation Road No: 3, Banjara Hills, HYDERABAD-500 034



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Date: |3-0|-2020

## **CIRCULAR**

All the members of teaching staff and students are hereby informed that a Certificate Course on, "Human values and professional Estica"

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

Chulam Ahmed Conege of Educe"
Road No. 3, Banjara Hills

Hyderabad-500 034



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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
- 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

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



## A CERTIFICATE COURSE ON "HUMAN VALUES AND PROFESSIONAL ETHICS" Date: 16TH JAN - 8TH APR-2020

## THEME AREAS:

## **Human Values**

- **Engineering Ethics**
- **Code Of Ethics And Social** Experimentation
- Global Issues
- **Ethics And Research**

## **Learning Outcomes:**

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

**Resource Person:** 

Dr. N. Saroja

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

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

**REGISTRATION FORM** 

Name:

Course:

Email ID:

Ghulam Ahmed College of Educ Advisor-cum-Director

Hoad No. 3, Banjara Hii

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

Najma Sultana 04023280282/284



## **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 Nanuary, 2020 to 8th April 2020.



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



Hyderabad - 34



## COURSE COMPLETION CERTIFICATE

This is to certify that B.RALABATH

a student of Ghulam Ahmed College of Education has

successfully completed a course on

Human Values & Professional Ethics

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

Advisor-cum-Director
Chutam Ahmed College of Educatic
Road No. 3, Banjara Hills,

Vist Bre
Principal, GACE



Hyderabad - 34

Road # 3, Banjara Hills, Hyderabad - 34 Centresicate course: Human Values and Professional Ethics -

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Vibr Box

Principal

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





(Established by Sultan UI 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	1		
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-

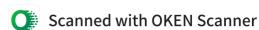
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Principal

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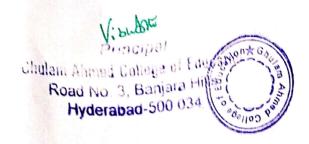
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7	The course coordinator was co operative.	1		
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9	New skills were learnt by me after attending the course			
10	Are you satisfied with the course.	~		

What is your opinion about the course?

The course was

Suggestions to improve the course, if any-

V. Kalavathy



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"



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

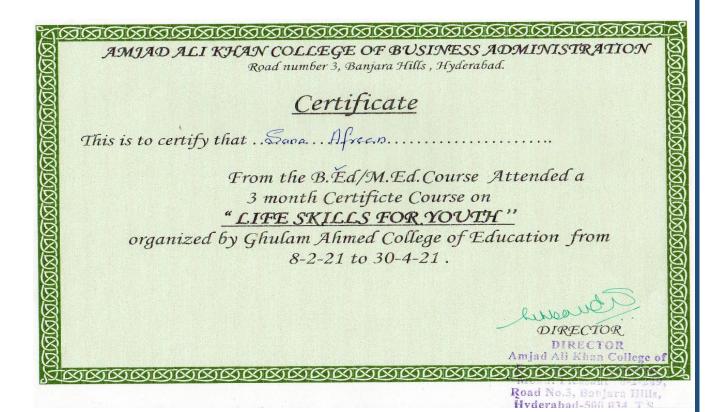
- Creative thinking (Process and Strategies for enhancing Creative thinking)
- Critical thinking (Process and Strategies for enhancing Critical thinking)
- Problem Solving (Stages of problem solving, Models of problem solving, Enhancing problem solving skills)
- Decision making (Process, Barriers, Techniques,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



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



## Course-2

## **ON** "FOSTERING EFFECTIVE COMMUNICATION SKILLS IN STUDENTS"



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.

##