NARAYANA
COLLEGE OF NURSING

Chinthareddypalem, Nellore - 524003. A.P.

Ph No: 0861-2317969 | Fax: 0861-2311968.
Recognized by Indian Nursing Council and A.P. Nurses & Midwives Council
Affiliated to NTR University of Health Sciences, A.P. Vijayawada.
Accredited by "International Accreditation Organization (IAO)"
website: www.narayananursingcollege.com || e-mail: narayana_nursing@yahoo.co.in

Ref No: Acd/IQAC/FTP/2020-21/004   **Date: 05.12.21**

CIRCULAR

This is for your kind notice that, IQAC found that faculty needs to be trained on e-content development. IQAC in collaboration with Nursing Education Department there will be a **Training Programme for faculty** on **"Development and Delivery of e-content/e-courses"** on **07/12/2021 and 08/12/2021 at DEC from 8:00 am to 05:00 pm.** All the faculty are requested to attend the program without fail.

PRINCIPAL

Principal
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PROGRAMME SCHEDULE FOR *"Development and Delivery of e-content/e-courses"*

Organizer: Technology Center

Day1 (07.12.2021) - Fundamentals of computers, Introduction to MS-Office

Time	Topic
08.00 –08.30	**Welcome & Registration**
08.45-10.10	Introduction to computers
10.10-10.20	**Tea Break**
10.20 - 01.00	LCD Projector - **Monitoring and Controlling the projector**
01.00- 02.00	**Lunch Break**
02.00 - 03.20	Introduction to MS- Office
03.20 - 03.40	**Tea Break**
03.40 – 05.00	Preparing PPT Presentation

Day2 (08.12.2021)

Fundamentals on Internet Surfing & Email, Usage of HMS & Student information, Library Information system, eLearning module

Time	Topic
08.00-09.15	**Review – Preview**
09.15–10.00	**Tips for smarter, more efficient Internet searching**
10.00- 10.45	**Hospital Management System**
10.45-11.00	**Tea Break**
11.00-12.00	**Student Information System**
12.00 – 01.00	**Library Information system**
01.00- 02.00	**Lunch Break**
02.00 –03.00	**eLearning module**
03.00 – 04.00	**Introduction to Gmail**
04.00-04.15	**Tea Break**
4.15 – 05.00	**Discussion, Queries and feedback**

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FACULTY ATTENDANCE FOR

ECOURSE AND ECONTENT DEVELOPMENT AND DELIVERY

DATE : 07.12.2021 & 08.12.2021

S.No	Name Of The Faculty	07.12.2021	08.12.2021
1.	Dr. Indira. A		
2.	Dr. Rajeswari. H		
3.	Dr. P. Mangala Gowri		
4.	Dr. V. Kumari		
5.	Mrs. A. Latha		
6.	Mrs. B. Vanajakumari		
7.	Mrs. E. Kannagi		
8.	Mrs. P. Shanmugavadivu		
9.	Mrs. Viji. A		
10.	Mrs. K. Kantha		
11.	Mrs. Smitha. P.M		
12.	Mrs. Merlingolda. V		
13.	Mrs. C. Megilin Bose		
14.	Dr. S. Elizabeth Jasmine		
15.	Mrs. Sujatha. A		
16.	Mrs. Gomathi. M		
17.	Mrs. Anjani devi		
18.	Mrs. Subashini. N		
19.	Mrs. G. Thejowathi		
20.	Mrs. Rajani. P		
21.	Mrs. Nathiya. K		
22.	Mrs. T. Ushakiran		
23.	Mrs. J. Anusha		
24.	Ms. N. Navya		
25.	Ms. R T Girija Rani		
26.	Ms . Kanimela Deepa		

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No.	Name	Signature	Signature
27.	Ms .CH.Radhika		
28.	Ms .K.Pushpa		
29.	Ms .K.Revathi		
30.	Ms .Y. Prabhavathi		
31.	Ms .H. Kollamma		
32.	Ms .Nandeeswari. B		
33.	Ms .T. Sahithi		
34.	Ms .Sulochana. P		
35.	Ms .T. Bhargavi		
36.	Ms .M. Vasavi		
37.	Ms .V. Srujana		
38.	Ms .K. Hemalatha		
39.	Ms .M. Jyothi		
40.	Ms .V. Pallavi		
41.	Ms .K. Sneha		
42.	Ms .A. Chandana		
43.	Ms .N.Anusha		
44.	Ms .D.Dineesha		
45.	Ms .G.Varalakshmi		
46.	Ms .Y. Lakshmi		
47.	Ms .B. Jyothsnarani		
48.	Ms .CH. Reddikomala		
49.	Ms .K. Lavanya		
50.	Ms .Lavanya K K		
51.	Ms .Lintumol Joseph		
52.	Ms .P. Saritha		
53.	Ms .Rincy Francis		
54.	Ms .Sabitha Varghese		
55.	Ms .SiddySupraja		
56.	Ms .T. Srilakshmi		
57.	Ms .K Reena Grace		
58.	Ms .CH. Yashoda		
59.	Ms .P. Prameela		
60.	Ms .G. SravanthiLahari		
61.	Ms .S Ramanjinamma		
62.	Ms .ArvaNirosha		
63.	Ms .Mounika.Thatithoti		
64.	Ms .KomariRameena		
65.	Ms .GownollaGovindamma		

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66.	Ms .KuppampatiHasmitha		
67.	Ms .Pynam Esther Joel		

PROGRAMME COORDINATOR

PRINCIPAL

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Report on DEVELOPMENT and DELIVERY OF e-content / e-courses

As per the Audit of IQAC (Internal Quality Assurance Cell) Nursing Education Department recognized that there is a need for enhancing skills in developing e-content among faculty. Dr.Indira.A, Principal, Narayana College of Nursing, and Dr.Rajeswari.H, Vice Principal, Narayana College of Nursing, conducted meeting with IQAC coordinator Prof Latha.A, Mrs Vanajakumari.B Prof HOD of Nursing Education Planned to organize training program on "development & delivery of e-content/ e-courses" on 07-12-2021 & 08-12-2021 at DEC, Narayana College of Nursing.

Objectives:

At end of the training program the faculties will be able

- ➢ to know how to login to the portal of website
- ➢ to understand the steps to develop e-content
- ➢ to deliver the prepared content in effective way

This programme is designed to offer the practical guidelines and direct the faculty through all the stages of preparing the lesson plan, questionnaire, mark list and deliver them in effective and appropriate way.

Training programme started with Welcome Address given by Prof P. Shanmugavadivu, followed by formal Inaugural session at 8.00 am by Dr.Indira.A, Principal, Dr. Rajeswari.H, Vice-Principal & HOD of Mental Health Nursing department, and HOD'S of various Departments.

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The training programme was attended by 67 faculties. Pretest was conducted to all participants before 15 min of the session. Dr. Indira.A Principal given the introduction on importance of this training programme.

07/12/2021

On first day the session started with topics on Introduction to computers, Input / Output Devices, System Unit Secondary Storage Devices, Operating System, Internet vs. Intranet, Memory, Central Processing Unit, Installation of new software and configuration. After tea break, Epson Projector Management, Installation of software Select Project Network setting and connection, Monitoring and Controlling the projector. After Lunch Break, session 2 started with Introduction to MS- Office followed by Microsoft Word, Microsoft Excel [Calculations, layouts]. After tea Break session continued with Microsoft Access, Microsoft Outlook and Create Presentation, Add New Slides, Adding Text in

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Boxes, Rearranging Slides, Slide, Adding Header & Footer, Keyboard Shortcuts, Add Pictures to Slide, Arrange Shapes/Images, Sharing Presentation.

08/12/2021

On second day, the session started with Tips for smarter and efficient ways of Internet searching, Hospital Management System. After tea break, the session continued with Student Information System and Library Information system of Narayana Integrated Applications. After lunch break, session started with eLearning module and Introduction to Gmail.

The course ended with clarified doubt and queries and feedback has been given by the faculties, followed by National Anthem.