

Report of the **One Week Online Student Development Programme (SDP)**
on
Essential Productivity Applications 2.0
conducted by **IQAC Cell, St. Teresa's College (Autonomous), Ernakulam**
29th June to 5th July 2020

The Teresian Teaching-Learning Centre (An IQAC initiative), St. Teresa's College (Autonomous), Ernakulam initiated an Online Student Development Programme SDP on **Essential Productivity Applications 2.0** for the Undergraduate and Post Graduate Students of various Colleges in India in May 2020. The present global situations of Covid 19 pandemic and the understanding of an urgent need to teach students online demanded online courses.

After the initial programme proposed for students across the country, it was decided to offer the programme internally for the students of the College from 29th June to 5th July 2020. This is the report of the SDP offered for the final year students of UG during the academic year 2020-2021 which includes applications facilitating their degree group projects, its documentation and presentation. The topics covered in the programme are Google forms, Google docs, Google Sheets, Live charts, GUI's of MS Word and Power point hacks.

Recorded classes were prepared by the course coordinators, Dr. Saritha Chandra A-Dept. of Chemistry, Dr. Soja Louis-Dept. of Zoology and Dr. Jeena Ann Joseph-Dept. of English, to enhance the learning experience of the students and these handy sessions were given for a week. This student centric programme was structured including a class, its quiz and an assignment and extended to 10 days to ensure learning along with their regular online classes. The assignments were designed to give them hands on training and assess their practical experience while the quiz was to evaluate their theoretical knowhow of the topics taught in each session.

CO's :

1. Apply their knowledge of these applications for preparing their projects.
2. Draft a Project report using MS word.
3. Calculate the values for Statistical Analysis.
4. Draw and present the data in the form of graphs using Live charts.
5. Prepare a questionnaire using Google forms.
6. Share the prepared project reports among their group for easy editing and corrections.
7. Prepare slides to present the project for viva-voce.
8. Prepare a biodata for future applications in career.

Brochure

TERESIAN TEACHING LEARNING CENTRE (TLC)
ST. TERESA'S COLLEGE
 (AUTONOMOUS), ERNAKULAM



College with Potential for Excellence
 Re-accredited by NAAC with A++Grade and
 CGPA 3.57 in 4th Cycle
 Organises
One Week Online
STUDENT DEVELOPMENT PROGRAM
 ON
ESSENTIAL PRODUCTIVITY APPLICATIONS 2.0
 For III year UG Students of St. Teresa's College
 29 June 2020 - 05 July 2020

REGISTRATION INFORMATION

- [Register Here](#)
- Registration Free
- It is mandatory for all registered participants to complete the course. Hence register only if you are really interested. Registered participants will receive the confirmation on their registered email ID.
- E certificate will be provided for students who successfully complete the course.

REQUIREMENTS

- A computer with net connection
- A working gmail account

TOPICS COVERED

- Google forms
- Google docs
- Google sheets
- Live Charts
- Graphical user interfaces of MS Word
- PowerPoint hacks

Patrons
 Dr. Sr. Vinitha, Director
 Dr. Lizzy Mathew, Principal

Convenor
 Dr. Kala M.S, IQAC Coordinator

Course Coordinators
 Dr. Saritha Chandran A
 Dr. Jeena Ann Joseph
 Dr. Soja Louis

For queries: coursestc@teresas.ac.in
 AN IQAC INITIATIVE

Registration

Registration Fees

: The online programme was offered to the interested students and was free of cost.

Duration of the Programme

: 1 week duration and 3 days extra for completing assignments and test

Target Group

: Final year Undergraduate Students

No. of students registered

: 120 applied from all streams (**B.A.Economics-6; English- 1; Comm.Eng.-1; French- 3; History- 14; BMS-5; BCA- 16; B.Com (Reg.)-11; B.Com.(SF)-9; B.Sc. Botany-9; Chemistry-2; HomeScience-16; Maths-12; Physics-6; Zoology-2; Fashion Designing-3; B. Voc- 2; M.sc FD-1**)

No. of students who completed the course : 100

Results

No. of students who cleared the exams	: 73
No. Students who secured A+ Grade	: 23
No. Students who secured A Grade	: 36
No. Students who secured B+ Grade	: 11
No. Students who secured B Grade	: 03

Toppers and their scores (out of 160)

1. Bhavana Purohit (B.Com.Tax.)	: 157.5
2. Shradha T R (B. Com.Tax.)	: 157
3. Devika Nair (B. Com. Tax.)	: 156.5
4. Priyanka patel (BMS)	: 156.5
5. Annapurna A Kamath (B.A.Eco.)	: 156
6. Aleena Reju (B. Com. Fin.&Tax.)	: 154

Feedback analysis

Question	Responses	
	Highly	Moderately
The session was informative	86 %	14 %
The content delivery was effective	87 %	13 %
Doubts and clarifications were effectively resolved	95 %	05 %
The session improved skills for using the tool	91 %	9 %
I'm able to apply the learning for fulfilling my academic tasks	88 %	12 %

Certificate Model



ST. TERESA'S COLLEGE (AUTONOMOUS), ERNAKULAM
RE-ACCREDITED BY NAAC WITH A++ GRADE AND CGPA 3.57 IN THE FOURTH CYCLE
COLLEGE WITH POTENTIAL FOR EXCELLENCE

**One-week Online Student Development Program on
ESSENTIAL PRODUCTIVITY APPLICATIONS**

Organised by the
TERESIAN TEACHING LEARNING CENTRE
An IQAC Initiative

CERTIFICATE

This is to certify that **Kripa Pious**
has attended the Student Development Program on *Essential Productivity Applications* from **29th June to
5th July 2020** and secured the grade **B**.


Dr. Lizzy Mathew
Principal


Dr. Kala M. S.
IQAC Coordinator


Dr. Saritha Chandran
Course Coordinator