



# SILIGURI B.ED. COLLEGE

Baramohan Singh Jote

P.O. Kadamtala

Dist. Darjeeling

PIN-734011

*Skill Development in Students*  
*for*  
*Effective use of ICT*  
*for*  
*Teaching-Learning*

## Introduction:

Siliguri B.Ed. College is always committed to develop the required updated skill in student trainees. ICT is an indispensable part of our teaching-learning process. One paper namely "Critical Understanding of ICT" is included in the syllabus. In addition initiatives are taken continuously to develop ICT skills in students through involving them in various academic and co-curricular activities using ICT. Faculties also use ICT in teaching, instructing or assigning various works to trainees.

## Various Methods Adopted for Skill Development in Trainees:

### Use of Google Workspace for Education as Learning Management System:

In 2020, the college has created the domain in Google Workspace for Education following which every teacher and student get personal account under it. Faculties have individual Google classrooms for each paper with all trainees. Faculties share resources in g-classrooms, take classes through Google meet (link is given in the G-Classrooms), assign practicum, assignments and also received in the G-classrooms.

### Link to Admin page of College "Google Workspace for Education"

<https://admin.google.com/?pli=1&rapt=AEjHL4OMILCFGdDkoPQddQAbjOdswwdu9XFIZTdr42m-M7NU1KUtGnZ7RBM9EmPaINL1hwrcOqwwSPf1IUcrVnGzeWuIVxSf-2A>

### Assignment submitted in the Google Classroom



*Dr. S. Sengupta*  
Principal  
Siliguri B.Ed. College

### Micro-teaching, Internship, Teaching Practical Examination:

Trainees use ICT extensively in guidance of their mentors in micro-teaching, internship period and teaching practical examination in the following various ways:

- ✚ They collect information, ideas of preparing teaching aids, and online resources to prepare their "learning design".
- ✚ They add ppts, voice recordings, audios and /or videos while teaching.

### Assessment Tools for both Online and Offline Learning:

Assignments and practicums are allotted to trainees that need the mandatory use of ICT. They use internet and other ICT tools simultaneously with the offline resources like books, etc. for the preparation of those.

### Sample of assignment done using ICT (Personal Blog prepared)

NAME	ROLL NO	EMAIL ID	BLOG ID	TITLE OF THE BLOG
SERINA BEGAM	F-23	<a href="mailto:begamserina20@gmail.com">begamserina20@gmail.com</a>	<a href="https://bengalinetcoaching.blogspot.com/2023/07/ugc-net-bengali-coaching.html">https://bengalinetcoaching.blogspot.com/2023/07/ugc-net-bengali-coaching.html</a>	UGC NET Bengali Coaching
RIZWANA FIRDOUS	F-24	<a href="mailto:rizwana123siliguri@gmail.com">rizwana123siliguri@gmail.com</a>	<a href="https://edurizwanablog.blogspot.com/2023/07/history-of-computer.html?m=1">https://edurizwanablog.blogspot.com/2023/07/history-of-computer.html?m=1</a>	History Of Computer
ISHANI CHATTERJEE	F-26	<a href="mailto:ishanimana28@gmail.com">ishanimana28@gmail.com</a>	<a href="https://chatterjeeishani.blogspot.com/2023/07/books-are-our-best-friends.html">https://chatterjeeishani.blogspot.com/2023/07/books-are-our-best-friends.html</a>	Books Are Our Best Friends
SUJATA GHOSH	F-28	<a href="mailto:sujataghosh.slg06@gmail.com">sujataghosh.slg06@gmail.com</a>	<a href="https://atajushohg.blogspot.com/2023/06/a-letter-to-my-future-self.html">https://atajushohg.blogspot.com/2023/06/a-letter-to-my-future-self.html</a>	A Letter To My Future Self
MOULI MAJUMDER	F-29	<a href="mailto:moulimajumder22@gmail.com">moulimajumder22@gmail.com</a>	<a href="https://moulimajumder.blogspot.com/2023/10/importance-of-yoga.html">https://moulimajumder.blogspot.com/2023/10/importance-of-yoga.html</a>	Importance Of Yoga
ARPANA BISWAS	F-30	<a href="mailto:apanabiswas488@gmail.com">apanabiswas488@gmail.com</a>	<a href="https://arpanabiswas.blogspot.com/2023/10/mango-pickle.html">https://arpanabiswas.blogspot.com/2023/10/mango-pickle.html</a>	Mango Pickle
TANUSHREE MAJUMDER	F-31	<a href="mailto:8670871550.tanu@gmail.com">8670871550.tanu@gmail.com</a>	<a href="https://healthybodyleadstohealthymind.blogspot.com/2023/06/how-to-live-stress-free-life.html">https://healthybodyleadstohealthymind.blogspot.com/2023/06/how-to-live-stress-free-life.html</a>	How To Live A Stress Free Life

SUMI KHAWAS	F-32	<a href="mailto:sumikhawas11@gmail.com">sumikhawas11@gmail.com</a>	<a href="http://sumikhawasphotographyblog.blogspot.com/">http://sumikhawasphotographyblog.blogspot.com/</a>	The Brightne ss Of The Moon Comfort The Loneline ss
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### College on Social Media:

We have created College Facebook Page (page ID 107369130864877) on 25 February, 2020; Library YouTube Channel (ID Siliguribedcollegelibrary8219) on 20 February, 2020; another YouTube Channel (ID @siliguribedcollege2926) on 6<sup>th</sup> September, 2020. The Facebook page has one group "Siliguri B.Ed. College Alumni".

Before 2020, The College had active WhatsApp group with the trainees session-wise to communicate with them. The tradition is being continued till date.

E-Mails are also used to communicate with the trainees and provide services including library services.





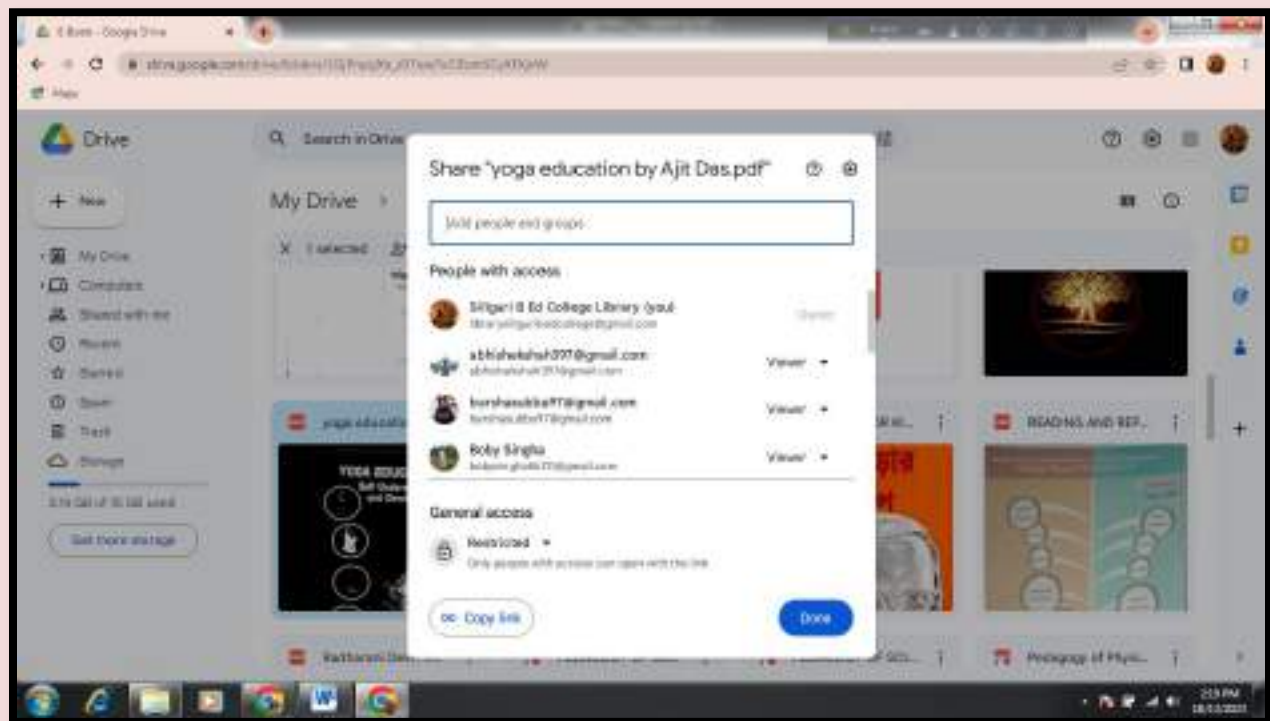
E-Resources are identified, selected, developed and shared through Google classroom. Students can access e-resources subscribed through N-LIST. Link to free e-resources, online newspapers, important links are given on library OPAC.

[illegible][illegible]

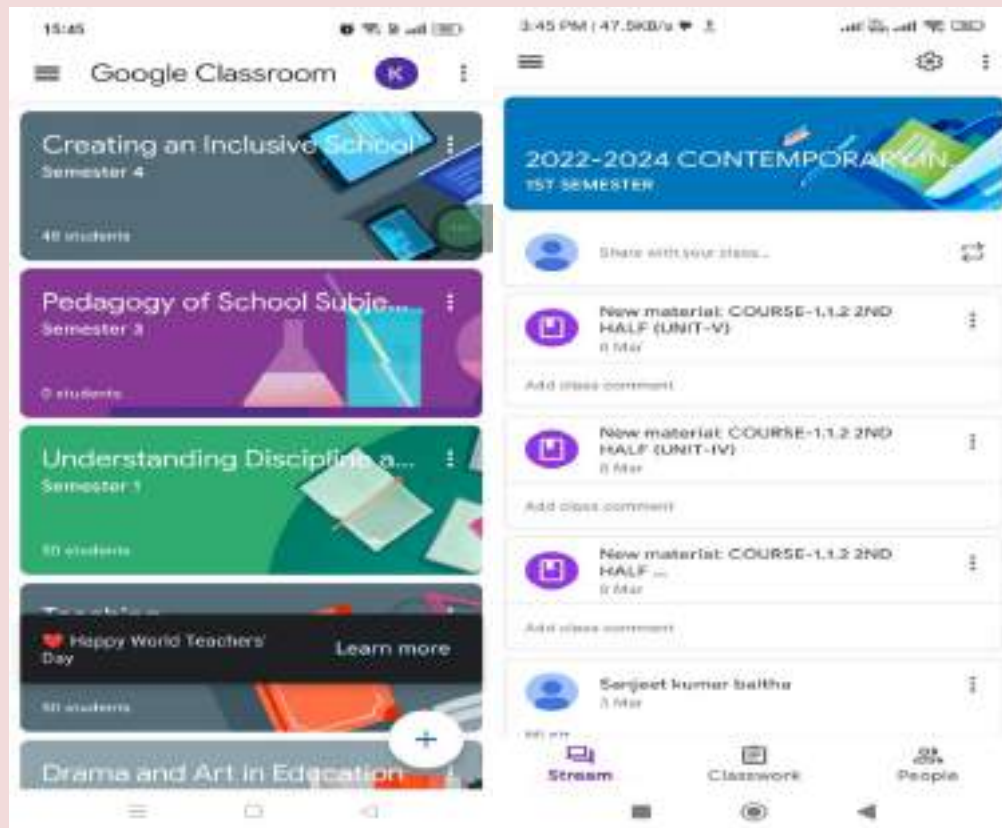
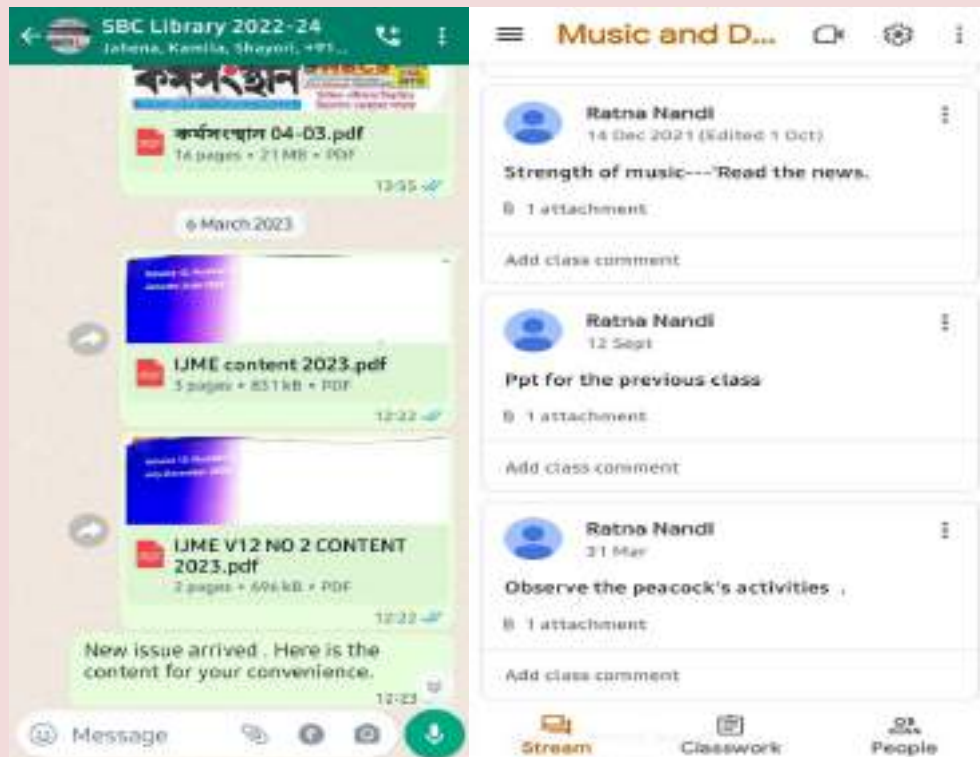
## Link to Online Newspapers



## Resource sharing through Drive



## Resources shared through G-Classroom





### **Offline and Online Academic and Co-curricular activities:**

Online curricular and co-curricular activities are held simultaneously with the offline activities. During Covid period online classes were taken by faculties through Google meet and g-classroom. Webinars, expert talk, training program, online internship, induction program, observation of days like teachers day, etc. were organized through Google meet and YouTube. The tradition of online programs is continued till date after resuming the offline activities.

### **Relevant Links:**

**Training regarding the use of Google Workspace, Swamprava, Nishtha, etc.  
(2:20 h.)**

[https://www.youtube.com/live/D9\\_IZrxMt7Q?si=6ZTXJPE56aQeH2OA](https://www.youtube.com/live/D9_IZrxMt7Q?si=6ZTXJPE56aQeH2OA)

#### **Seminar**

[https://www.youtube.com/live/kWNtIOMp0iU?si=yCKB5R44U0bTe\\_FQ](https://www.youtube.com/live/kWNtIOMp0iU?si=yCKB5R44U0bTe_FQ)

#### **Webinar**

<https://www.youtube.com/live/cYdlodoomXU?si=mG69d20F3SatERhX>

#### **Celebration of Foundation Day**

<https://youtu.be/orfUp2LVD1U?si=NtLGGz--tnOZpVNH>

#### **Celebration of Teachers' Day**

<https://youtu.be/vPgTNKXW2HQ?si=vwARLaLK5PnD2fvD>





## Induction Program



## Online Internship



*Prof. S. S. Maji*

Principal  
Siliguri B.Ed. College



# SILIGURI B. ED. COLLEGE

(Affiliated to the WBUTTEPA/AFFL/B.ED/2017/06110)  
Recognised by the NCTE, Registered under society registration  
act, XXVI of 1961, No. S/87547 of 1997-98)

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e-mail : slg\_bedcig@yahoo.co.in

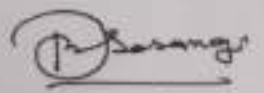
## To whom it may concern

This is to certify that in our two-year B.Ed. Curriculum there is a compulsory course on ICT entitle "Critical Understanding of ICT" (1.4.EPC-3) having credit point-4 (50 marks for theory and 50 marks for practicum (Syllabus enclosed). All the students also are using ICT for their daily teaching learning process.

So, it is a compulsory paper for all trainees to learn and perform the ICT enable practicum like

- i. Installation of Operating system, windows, installation of essential software and utilities.
- ii. Project that may involve hardware like LCD Projector, digital camera etc.
- iii. Creating and using Blogs and google groups, Docs, PPT, excel etc.
- iv. Developing a report on preparing a lesson plan on any topics.
- v. Teaching with a multimedia e-content development etc. (Copy enclosed)

Programme wise list of the student using ICT support enclosed herewith.

  
30-09-2023

Principal  
Siliguri B. Ed. College

Principal  
Siliguri B.Ed. College





**CURRICULUM STRUCTURE FOR**

# **TWO-YEAR BED PROGRAMME IN WEST BENGAL**

**FOLLOWING NCTE REGULATIONS, 2014**



Prepared by the  
**CURRICULUM COMMITTEE**

Constituted by the  
**HIGHER EDUCATION DEPARTMENT**

**GOVERNMENT OF WEST BENGAL**



বিত্তা পাবলিকেশন<sup>TM</sup>

*Signature*  
30-09-2015

Principal  
Siliguri B. Ed. College



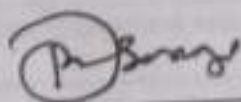
**UNIFORM CURRICULUM STRUCTURE FOR  
TWO YEAR BEd PROGRAMME IN  
WEST BENGAL**

**following  
NCTE Regulations, 2014**

**Prepared by the Curriculum Committee**

**Constituted by the  
Higher Education Department  
Government of West Bengal**

**SPECIMEN COPY  
NOT FOR SALE**



**30.09.2023**

**Principal  
Siliguri B.Ed. College**



**দীপ্ত প্রাচীনিকমণি®**

## REGULATIONS FOR 2 YEAR BEd COURSE IN WEST BENGAL FOLLOWING NCTE REGULATIONS, 2014

In exercise of the powers conferred by the Government of West Bengal (Memo No.329-Edn(CS)/EE/10M-16/15 dated 6th April, 2015), the Curriculum Committee hereby makes the following Regulations:

These regulations shall be called the Regulations (for the BEd Programme), with effect from 2015. They shall apply to every candidate applying for admission, registration, conduct and conferment of the BEd degree within the jurisdiction of this State i.e. West Bengal.

Admissions, registrations, and conferment of BEd Degree shall be guided by these regulations.

### 1. Course Structure:

The duration of this program is two academic years consisting of four semesters. The academic year shall commence from July 1st of every year. Each semester is roughly of 6 months duration including regular classes, assignments, practice teaching, and examinations. The program structure is as follows:

### BEd ACADEMIC CALENDAR

Semester	Duration (Tentative)	Activities
I	1 <sup>st</sup> July to 31 <sup>st</sup> December (1 <sup>st</sup> Year)	
	● 1 <sup>st</sup> July to 30 <sup>th</sup> November	Theory Class, Engagement with Field and EPC-1
	● 1 <sup>st</sup> December to 15 <sup>th</sup> December	<b>Examination:</b> Theory, Engagement with Field and EPC 1 Practical
	● 16 <sup>th</sup> December to 31 <sup>st</sup> December	<b>Evaluation and Publication of Result (Semester Break for the Students)</b>
II	1 <sup>st</sup> January to 30 <sup>th</sup> June (1 <sup>st</sup> Year)	
	● 1 <sup>st</sup> January to 15 <sup>th</sup> April	Theory Class, Engagement with Field and EPC 2
	● 16 <sup>th</sup> April to 15 <sup>th</sup> May	Teaching Internship (No External Evaluation)
	● 16 <sup>th</sup> May to 31 <sup>st</sup> May	Sharing the Experience with the Teacher Educators and engage with other Co-curricular activities
	● 1 <sup>st</sup> June to 15 <sup>th</sup> June	<b>Examination:</b> Theory, Engagement with Field and EPC-2 Practical
	● 16 <sup>th</sup> June to 30 <sup>th</sup> June	<b>Examination and Publication of Result (Semester Break for the Students)</b>

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20-09-2015  
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Semester	Duration (Tentative)	Activities
<b>III</b>		
<b>1<sup>st</sup> July to 31<sup>st</sup> December (2nd Year)</b>		
	• 1 <sup>st</sup> July to 30th July	Theory Class, Orientation in College for Pedagogy files of School subjects and Internship Teaching Skills.
	• 1 <sup>st</sup> August to 30 <sup>th</sup> November	Four months school Internship
	• 1 <sup>st</sup> December to 15 <sup>th</sup> December	Evaluation of School Internship
<b>IV</b>	• 16 <sup>th</sup> December to 31 <sup>st</sup> December	<b>Evaluation and Publication of Result</b> (Semester Break for the Students)
<b>1<sup>st</sup> January to 30<sup>th</sup> June (2nd Year)</b>		
	• 1 <sup>st</sup> January to 31 <sup>st</sup> May	Theory Class including Optional course: EPC 3 and EPC 4, Engagement with Field
	• 1 <sup>st</sup> June to 15 <sup>th</sup> June	<b>Examination:</b> Theory, Engagement with Field and EPC3 & 4 Practical
	• 16 <sup>th</sup> June to 30 <sup>th</sup> June	Evaluation and Publication of Result (Semester Break for the Students)

## 2. Admission criteria for B Ed Programme:

Any candidate who has obtained **50% marks** in Bachelor Degree / Master's Degree in Science/Social Science /Humanities or Bachelor's in Engineering or Technology with specialization in Science and Mathematics with **55% marks are eligible for admission in BEd Programme**. For admission the institution follows the prevalent rules as prescribed by The NCTE Regulations, 2014 (published in The Gazette of India: Extraordinary, Part -III, Sec-4, dated 01.12.2014). Mode of admission is based on the total score obtained from his/her Secondary, H.S. Graduation and Post-Graduation.

Relaxation of the percentage of marks for reserved category candidate will be as per State Govt. rules. Intake capacity is as per NCTE, State Govt. & other statutory bodies.

## 3. Registration:

As per University guidelines.

## AMENDMENTS/ADDENDUM

Regulations relating to Curriculum Structure, Examination Pattern and Guidelines for Two-Year BEd Programme under The West Bengal University of Teachers' Training, Education Planning and Administration

(i) **Marks distribution and assessment pattern of BEd programme will be as per following table:**

### Semester—I: Full Marks 500 (Credit-20)

THEORETICAL						
Course Code	Course Name	Full Marks	Credit	Class Teaching Hours	Internal Assessment (30% weightage)	External Assessment (70% weightage)
1.1.1	Childhood and Growing up 1st Half: Development and its Characteristics	50	2	32	15	35
1.1.2	2nd Half: Aspects of Development Contemporary India and Education	50	2	32	15	35
	1st Half: Education in Post Independent India	50	2	32	15	35
	2nd Half: Policy Framework for Education in India	50	2	32	15	35
1.1.4	Language Across Curriculum	50	2	32	15	35
1.1.5	Understanding Discipline and Subject	50	2	32	15	35
1.1	EPC1 Reading and Reflecting on Text	25	1	16	-	25*
<b>TOTAL</b>		<b>325</b>	<b>13</b>	<b>208</b>	<b>90</b>	<b>235</b>

\*As full marks is 25 only, 100% weightage is given to External Assessment for Course 1.1. EPC 1

### Practicum/Hands on Experience/Students' Activity/Seminar/Workshop etc.

Engagement with the Field						
Course Code	Course Name	Full Marks	Credit	Field Engagement Hours	Internal Assessment (40%)	External Assessment (60%)
1.1.1	Childhood and Growing up	25	1	32	10	15
1.1.2	Contemporary India and Education	25	1	32	10	15
1.1.4	Language across the curriculum	50	2	64	20	30
1.1.5	Understanding Disciplines and Subjects	50	2	64	20	30
1.1	EPC1 Reading and Reflecting on Text	25	1	32	10	15
<b>TOTAL</b>		<b>175</b>	<b>7</b>	<b>224</b>	<b>70</b>	<b>105</b>

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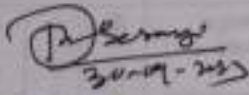
**Note**

1. All practical activities (Practicum)/Engagement with the Field will have both Internal (40%) as well as External (60%) Assessment.
2. The teachers involved with the curriculum transaction of the respective courses will award marks through internal assessment in the specified award lists provided by the University.
3. One External Examiner will be appointed by the University for evaluation of the Practicum (Engagement with the Field) of all the courses. He/she will evaluate one file containing all the items prepared by each student along with the viva-voce and will award the marks for each item in the Award Lists provided by the University.

**Semester—II: Full Marks 500 (Credit-20)**

THEORETICAL						
Course Code	Course Name	Full Marks	Credit	Class Teaching Hours	Internal Assessment (30% weightage)	External Assessment (70% weightage)
1.2.3	Learning and Teaching					
	1st Half: Learning	30	2	32	15	35
	2nd Half: Teaching	30	2	32	15	35
1.2.7A	Pedagogy of School Subject (Part-I)	30	2	32	15	35
1.2.8A	Knowledge and Curriculum (Part-I)	30	2	32	15	35
1.2.9	Assessment for Learning					
	1st Half: Assessment of the Learning Process	30	2	32	15	35
	2nd Half: Assessment of the Learning System	30	2	32	15	35
1.2	Drama and Art in Education	25	1	16	-	25*
EPC 2						
TOTAL		325	13	208	90	235

\*As full marks is 25 only, 100% weightage is given to External Assessment for Course 1.1. EPC 1

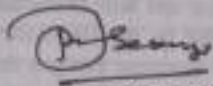
  
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**Practicum/Hands on Experience/Students' Activity/Seminar/Workshop etc.**

Engagement with the Field						
Course Code	Course Name	Full Marks	Credit	Field Engagement Hours	Internal Assessment (40%)	External Assessment (60%)
1.2.3	Learning and Teaching	25	1	32	10	15
1.2.7A	Pedagogy of School Subject (Part-I)	30	2	64	20	30
1.2.8A	Knowledge and Curriculum (Part-I)	25	1	32	10	15
1.2.9	Assessment for Learning	30	2	64	20	30
1.2	Drama and Art in Education	25	1	32	10	15
EPC 2						
TOTAL		175	7	224	70	105

**Note**

1. All practical activities (Practicum)/Engagement with the Field will have both Internal (40%) as well as External (60%) Assessment.
2. The teachers involved with the curriculum transaction of the respective courses will award marks through internal assessment in the specified award lists provided by the University.
3. The students will have to submit the Report of the Internship before the external examiner.
4. One External Examiner will be appointed by the University for evaluation of the Practicum (Engagement with the Field) of all the courses. He/she will evaluate one file containing all the items prepared by each student along with the viva-voce and will award the marks for each item in the Award Lists provided by the University.

  
30-09-2023  
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## Semester—III: Full Marks 500 (Credit-20)

THEORETICAL						
Course Code	Course Name	Full Marks	Credit	Class Teaching Hours	Internal Assessment	External Assessment
1.3.7B	Pedagogy of School Subject (Part-II)	50	2	32	15 (30% weightage)	35 (70% weightage)
	School Internship	350	14	448	175 (50% weightage)	175 (50% weightage)
TOTAL		400	16	32	190	210

## Practicum/Hands on Experience/Students' Activity/Seminar/Workshop etc.

## Engagement with the Field

Course Code	Course Name	Full Marks	Credit	Field Engagement Hours	Internal Assessment (40%)	External Assessment (60%)
1.3.7B	Pedagogy of School Subject (Part-II)	25	1	32	10	15
	Community-based Activities	75	3	96	30	45
TOTAL		100	4	128	40	60

## Note

1. All practical activities (Practicum)/Engagement with the Field will have both Internal (40%) as well as External (60%) Assessment.
2. The teachers involved with the curriculum transaction of the respective courses will award marks through internal assessment in the specified award lists provided by the University.
3. One External Examiner will be appointed by the University for evaluation of Internship and Practicum (Engagement with the Field). He/she will evaluate the following three files prepared by each student along with the viva-voce and will award the marks for each item in the Award Lists provided by the University.
  - (a) File containing 60 Learning Designs delivered during Internship.
  - (b) File for the Practicum of Pedagogy of school subject (Part-II).
  - (c) File for community based activities.

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## Semester—IV: Full Marks 500 (Credit-20)

THEORETICAL						
Course Code	Course Name	Full Marks	Credit	Class Teaching Hours	Internal Assessment (30% weightage)	External Assessment (70% weightage)
1.4.6	Gender, School and Society	50	2	32	15	35
1.4.8B	Knowledge and Curriculum (Part-II)	50	2	32	15	35
1.4.10	Creating and Inclusive School	50	2	32	15	35
1.4.11	Optional Course*	50	2	32	15	35
1.4.						
EPC3	Critical Understanding of ICT	50	2	32	15	35
1.4.						
EPC4	Yoga Education: Self Understanding and Development	50	2	32	15	35
TOTAL		300	12	192	90	210

## Practicum/Hands on Experience/Students' Activity/Seminar/Workshop etc.

## Engagement with the Field

Course Code	Course Name	Full Marks	Credit	Field Engagement Hours	Internal Assessment (40%)	External Assessment (60%)
1.4.6	Gender, School and Society	25	1	32	10	15
1.4.8B	Knowledge and Curriculum (Part-II)	25	1	32	10	15
1.4.10	Creating and Inclusive School	25	1	32	10	15
1.4.11	Optional Course*	25	1	32	10	15
1.4.						
EPC3	Critical Understanding of ICT	50	2	64	20	30
1.4.						
EPC4	Yoga Education: Self Understanding and Development	50	2	64	20	30
TOTAL		200	8	256	60	120

## \*Optional Courses

- (i) Health and Physical Education
- (ii) Peace and Value Education
- (iii) Guidance and Counselling
- (iv) Work and Vocational Education
- (v) Yoga Education
- (vi) Environmental & Population Education

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- To prepare a programme for environmental awareness and to conduct the same, with school children.
- To visit industries and study alternative strategies of Environmental management.
- To prepare a resource material on any of the environmental problems along with a suitable evaluation strategy.
- To prepare quizzes and games on environmental issues.
- To study the contribution of NGOs in improving the environment of the city.

**Mode of Transaction :**

- Lecture, lecture-cum-discussion, observation, debate, field visits, project, lab work, films, etc.

❑ পরিবেশ ও জনসংখ্যা শিক্ষা

ড. সুবীর নাগ • শিঞ্জিনি নাগ

❑ জনসংখ্যা ও পরিবেশ বিদ্যা—ড. রাজীব সরকার

❑ পরিবেশগত ও জনসংখ্যা শিক্ষা

ড. মধুমলা সেনগুপ্ত • ড. পিন্টু কুমার মাজি

❑ ENVIRONMENTAL & POPULATION EDUCATION  
Rajib Sarkar

**Course-EPC-3 (1.4 EPC3) :**  
**CRITICAL UNDERSTANDING OF ICT**

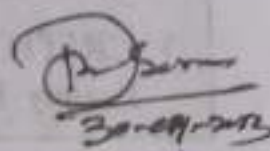
Theory : 50 Engagement with the field : 50 Full Marks :100

**Unit I : Digital Technology and Socio-economic Context :**

- Concepts of information and communication technology; Universal access Vs Digital Divide - issues and initiatives;
- Challenges of Integration of ICT in School; Aims and objectives of National Policy on Information and Communication Technology (ICT) in School Education in India; IT@ School Project;
- Components and Objectives of National Mission on Education through ICT (NMEICT), Spoken Tutorials, Gyan Darshan, Gyanvani, Sakshat Portal, e Gyan Kosh; Virtual laboratory and Haptic technology.

**Unit II : MS office :**

- MS Word
- MS Excel
- MS Publishing
- MS Power Point
- MS Access

  
30-09-2023

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**Unit III : Internet and Educational Resources :**

- Introduction to Internet
- E-mail, Search Engines, Info-Savvy Skills; Digital Age Skills, safe surfing mode;
- Internet resources for different disciplines like natural sciences, social sciences, Humanities and Mathematics.
- General Introduction to E-learning, Mobile-learning, distance learning, On-line learning.
- Virtual University, Wikipedia, Massive Open Online Courses (MOOCs).
- Social networking

**Unit IV : Techno-Pedagogic Skills :**

- Media Message Comprehensibility
- Contiguity of Various Message Forms
- Message Credibility & Media Fidelity
- Message Currency, Communication Speed & Control
- Sender-Message-Medium-Receiver Correspondence

**Engagement with Field / Practicum :**

Any two of the following

- Installation of Operating systems, Windows, installation of essential Software and Utilities;
- Projects that may involve the hardware like LCD Projector, digital camera, camcorder, scanner, Printer, interactive white board and software like word processors (MS Word/Libre Office), spread sheet and Slide Presentation (PPT/Impress); and/or Creating and using Blogs and Google Groups, Google Docs
- Develop a report on preparing a lesson plan on any topic from your methods while using internet resources. They report should mention the details of navigating, searching, selecting, saving and evaluating the authenticity of the material and also mention how it adds or justify the facts, figures(data), graphics, explanation and logic of the topic.
- Teaching with a multimedia e-content developed by the student.

**Mode of Transaction :**

LCD Projection, Demonstration, Lecture, Web Surfing, Designing WBI

৩ তত্ত্ব ও যোগাযোগ প্রযুক্তির ধারণা

প্রশ্ন পাঠে

CRITICAL UNDERSTANDING OF ICT

Pranay Pandey

*Pranay Pandey*  
Principal

Biligiri BEd, Calicut

## Course-EPC-4 (1.4EPC4) YOGA EDUCATION/ SELF UNDERSTANDING AND DEVELOPMENT

Theory : 50 Engagement with the field : 50 Full Marks : 100

**Unit I : Introduction to Yoga and Yogic Practices :**

- Yoga: meaning and initiation
- History of development of yoga
- Astanga Yoga or raja yoga
- The streams of Yoga
- The school of Yoga: Raja Yoga and Hatha Yoga
- Yogic practices for healthy living

**Unit II : Introduction to Yogic Texts :**

- Historicity of yoga as a discipline
- Classification of yoga and yogic texts
- Understanding astanga Yoga of Patanjali
- Hatha yogic practices
- Meditational processes

**Unit III : Yoga and Health :**

- Need of yoga for positive health
- Role of mind in positive health as per ancient yogic literatures
- Concept of health, healing and disease: yogic perspectives
- Potential causes of ill health
- Yogic principles of healthy living
- Integrated approach of yoga for management of health
- Stress management through yoga and yogic dietary considerations

**Unit IV : Self-concept :**

- Meaning and Definition of self-concept
- Importance of self-concept
- Factors influencing self-concept
- Impact of Positive and negative self-concept
- Components of self-concept
- Development of self-concept

**Unit V : Self-esteem :**

- Meaning and concept of self esteem
- Importance of self-esteem
- Types of self esteem
- Strategies for positive behaviour
- Keys to Increasing Self-Esteem

**Engagement with Field / Practicum :**

Any one of the following:

- General guidelines for performance of the practice of yoga for the beginners
- Guidelines for the practice of Kriyas
- Guidelines for the practice of Asanas



# Siliguri B.Ed. College

(Affiliated to WBUTTEPA)

Baramohan Singh Jote

Kadamtala, Darjeeling, West Bengal – 734011



## PRACTICUM

Course EPC-3(1.4EPC3): Critical Understanding of ICT

### TOPIC:

1. PPT/Google Slide: Prepare Presentations on Gyan Darshan, Gyan Vani, Sakshat Portal, SWAYAM, e-Gyankosh and Diksha Portal.
2. Report on Preparing a Learning Design on Any Topic from Your Method Subject with the Help of Internet Resources.
3. Uninstalling a Program.

Guided by:

Dr. Nityagopal Mondal

Subhashish Kundu

Submitted by

Name: SNEHA TALUKDAR

Semester: 4<sup>th</sup>

Roll No: F-22

Roll :060012 No: 21027

Regn No:2106001035

Session: 2021-2023

  
Principal  
02-10-2023

Siliguri B.Ed. College



## Certificate.

This is to certify that Mr./Ms. Sneha Talukdar a trainee 4<sup>th</sup> Semester B.Ed. course (Session 2021-23) trainee of Siliguri B.Ed. College, has completed the practicum work titled-

i) PPT / Google Slide: Prepare Presentations on Gyan Darshan, Gyan Vani, Sakshat Portal, SWAYAM, e-Gyankosh and Diksha Portal.

ii) Report on Preparing a Learning Design on Any Topic from your Method Subject with the Help of Internet Resources.

iii) Uninstalling A Program.

under my supervision.

This is also to certify that the submitted practicum copy is based on his/her genuine and original work.

Date: 1/1/2023

Place: Siliguri B.Ed. College

Signature of Supervisor

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Siliguri B.Ed. College

## Acknowledgement

With deepest gratitude and appreciation, I humbly give thanks to the people who patiently helped me in making this practicum work possible.

To Dr. Nityagopal Mondal and Subhashish Kundu, supervisors of this particular practicum work, for helping me in every step encouraging me and being the advisor whenever I needed it.

To Dr. Bibhuti Bhushan Sarangi, principal of Siliguri B.Ed. College, for giving all the trainees of our batch this opportunity to participate in this kind of practicum.

To all the teachers of our college for helping us whenever needed and being there beside us throughout.

To my fellow trainees for their help and support.

To my parents and family for being my strength.

Date: 7/7/23

Place: Siliguri B.Ed.  
College.

Sneha Tekurda.

Signature of the  
Trainee

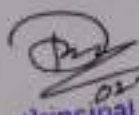
## CONTENTS

Points	Page No.
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Introduction to PowerPoint and Google Slides	4
Microsoft PowerPoint	5
Methodology to Make a PowerPoint Presentation	6-11
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## Names of the Practicums:

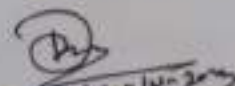
1. PPT / Google Slide: Prepare Presentations on Gyan Darshan, Gyan Vani, Sakshat Portal, SWAYAM, e-Gyankosh and Diksha Portal.
2. Report on Preparing a Learning Design on Any Topic from Your Method Subject with the Help of Internet Resources.
3. Uninstalling a Program

  
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## INTRODUCTION

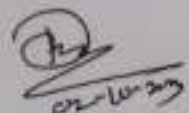
ICT, also known as Information and Communication Technology is the infrastructure that facilitates the communication of people and organizations in the digital world. Generally, it includes applications, devices, systems, and networking components that enable modern computing. It is used in all spheres of life. It has changed the way everything functions. The tools of ICT such as communications, networked computers and media have become crucial for the efficient working of all professions. ICT comprises of two parts - IT (Information Technology) and CT (Communication Technology). ICT as a whole is a combination of these two, where we collect, store, process, and transmit data through wired or wireless methods. Today, it is almost impossible to imagine the functioning of organizations without the tools of ICT. These tools have changed the time and space of learning and working, which has been beneficial for the students as well as the working professionals.

  
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## OBJECTIVES

The objectives of the practicum are as follows -

- ICT facilitates improved modes of communication for the teaching-learning process.
- It is a cost-effective way of imparting knowledge to learners.
- The use of technology eases and improves the overall teaching-learning process.
- Create professional and effective presentations.
- ICT becomes easier for teachers to manage the students effectively.



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## INTRODUCTION TO POWERPOINT & GOOGLE SLIDES

MS Powerpoint is a program that is covered in the Microsoft Office suite and is bundled unitedly with Word, Excel and other office productivity tools. Microsoft Powerpoint is a powerful slide presentation program. It applies slides to communicate information rich in multimedia. It is useful in creating presentation, where one can add animation, photos, videos and sound effects making it more readable.

Slides is the presentation application for Google's office suite. It is available through a web browser on any operating system, and it has versions for Android devices, Chromebooks, iPhone and iPad. It doesn't have all the features that MS PowerPoint for Windows have, but users can apply themes, insert videos into slides, and apply different animations to objects and text when a slide, as well as have control over slide transitions.



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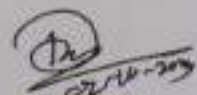
## MICROSOFT POWERPOINT

Microsoft PowerPoint or PPT is a presentation program currently developed by Microsoft for use on both Microsoft Windows and Apple Macintosh operating systems. Microsoft's version of PowerPoint was officially launched on May 22, 1990, as a part of Microsoft Office suite. Originally designed for the Macintosh computer, the initial release was called "Presenter", developed by Thomas Rutkin and Dennis Austin of Forethought, Inc. It is currently one of the most commonly used slide-based presentation programs available.

### Benefits:-

The benefits of PowerPoint are -

- i) PowerPoint is accessible and easy to use.
- ii) It is compatible with most operating systems including Windows and Mac.
- iii) It lets us work with a variety of file formats like - .pdf, .doc, .ppt, .pptx etc.
- iv) It is so easy to learn that a child can easily grasp its concept.

  
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## METHODOLOGY TO MAKE A POWERPOINT PRESENTATION

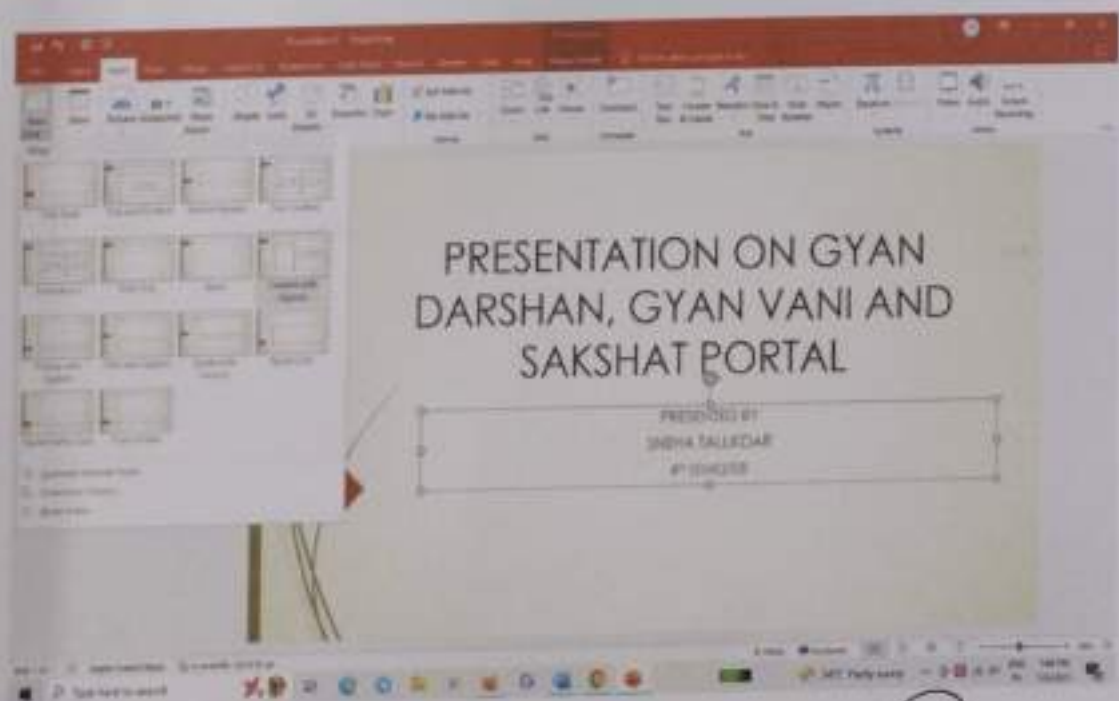
To make a beautiful PowerPoint Presentation, we need to follow some methods. Here are the methods with the steps that I am going to present here along with some pictures.

### 0 Steps to Select Slide :-

o Steps to Select Slide :- To select the preferred slide, we should follow the steps:

Step 1:- Open Microsoft PowerPoint.

Step 2:- Click on the 'Insert' option and then click on 'New Slide'.



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Step 3:- Now, select any slide style from the dialogue box as shown in the picture.

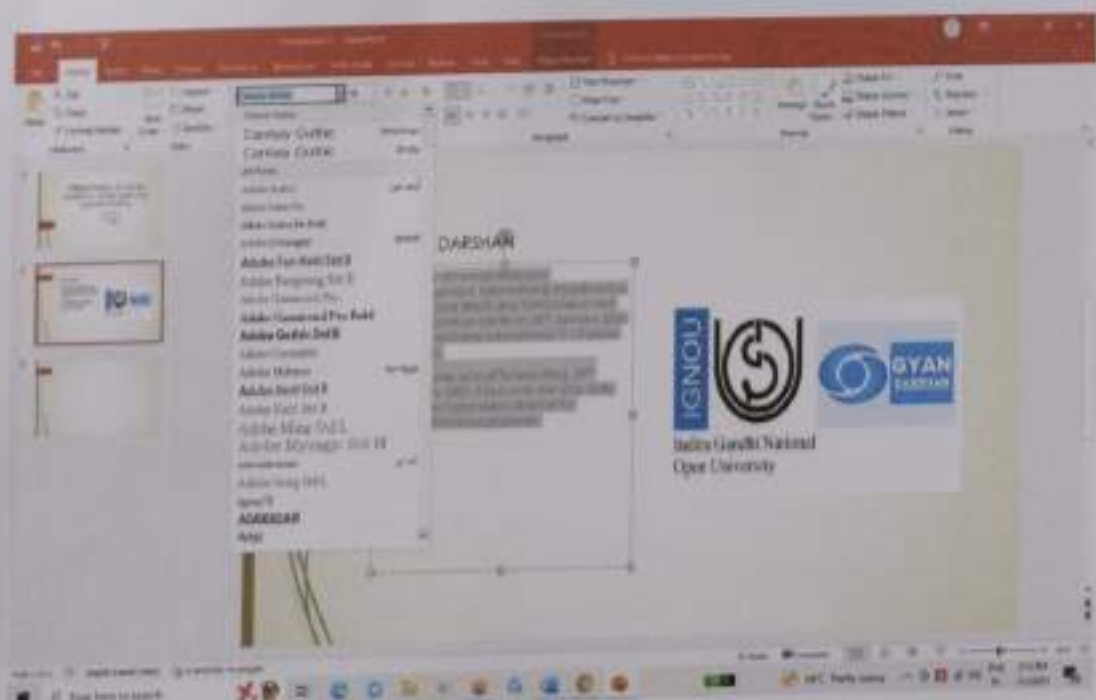
### Steps to change the Font Style:-

To change the font style, we need to do the following steps:-

Step 1:- Select the text, which we want to change according to the preferred font style.

Step 2:- Click on 'Home' button.

Step 3:- Select the font style from the dialogue box and the font style will be changed.





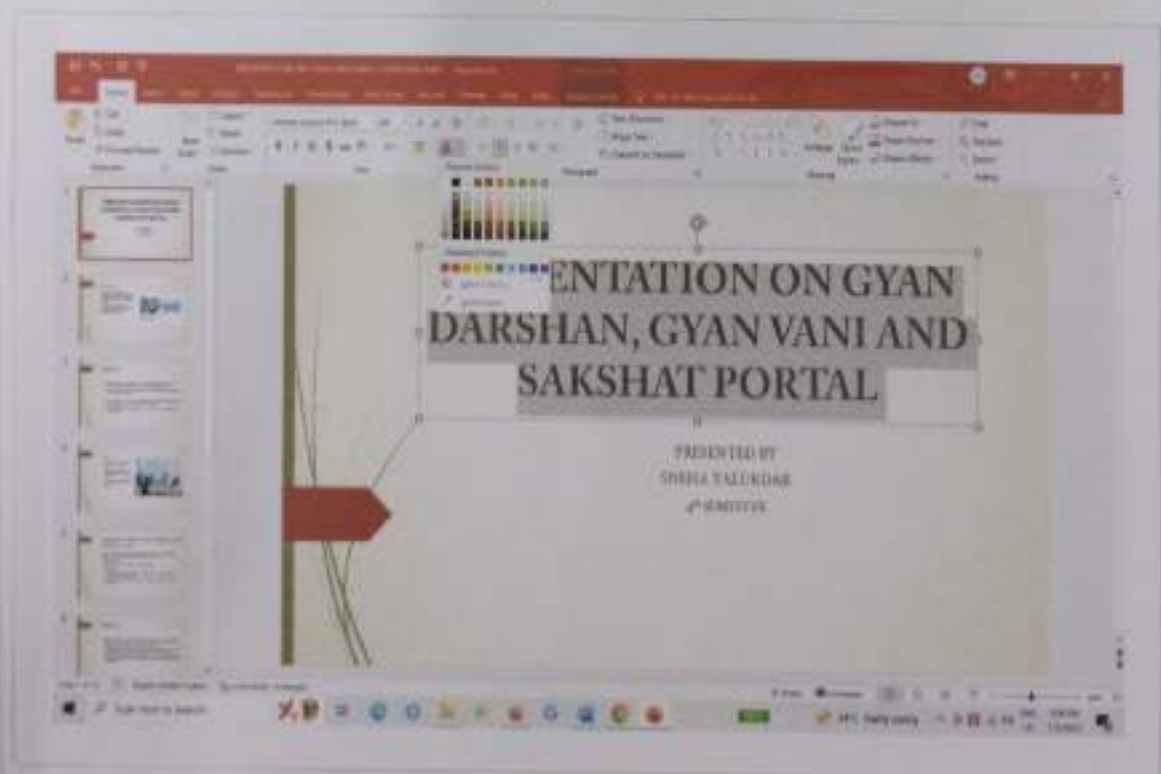
## Steps to change the Font Colour:-

The steps to change the font colour are as follows-

Step 1:- Select the portion of the text we want to change the colour.

Step 2:- Go to 'Home' button.

Step 3:- Then click on the 'Font Color' option and choose the desired colour from the dialogue box. Now, we get the new font colour.



## Steps to change the position of the Font:-

The steps to change the position of the text are as follows-

  
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Step 1 :- Select the text, which we want to change.

Step 2 :- Then click on 'Home' button or we can right click on the text, after selecting it.

Step 3 :- From the 'Paragraph' tab, we have to click on the position as we want, such as - left, right, center or justify.



Steps to set effects on the font :-

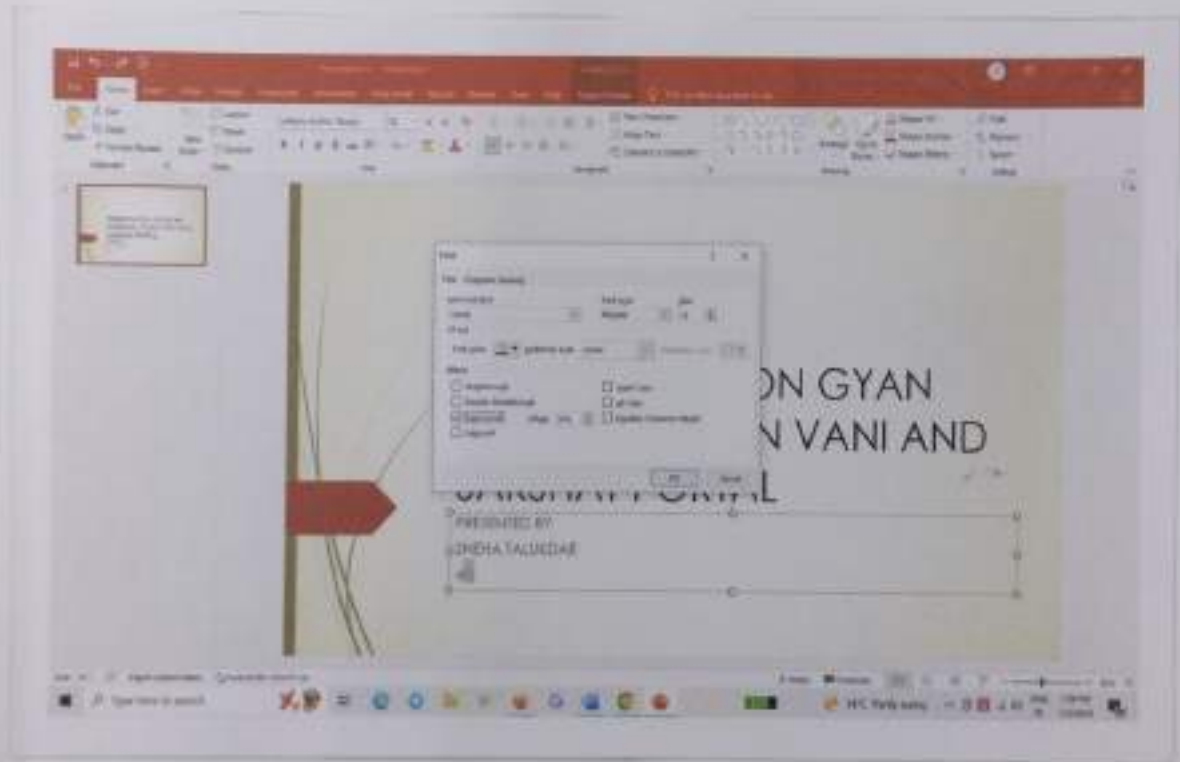
To set effects on the fonts, we need to follow the steps :-

Step 1 :- At first, select the portion of text.

Step 2:- Click on 'Home' button.

Step 3:- From the 'Font' box, we need to click on the small arrow at the lower right side of the box.

Step 4:- Now, we select the type of effects from the pop-up window, according to our choice.



Steps to Insert a photo:-

To insert a picture to our PPT, we need to follow these steps-

Step 1:- Click on 'Insert' button.

Step 2:- Click on 'Pictures' from the box

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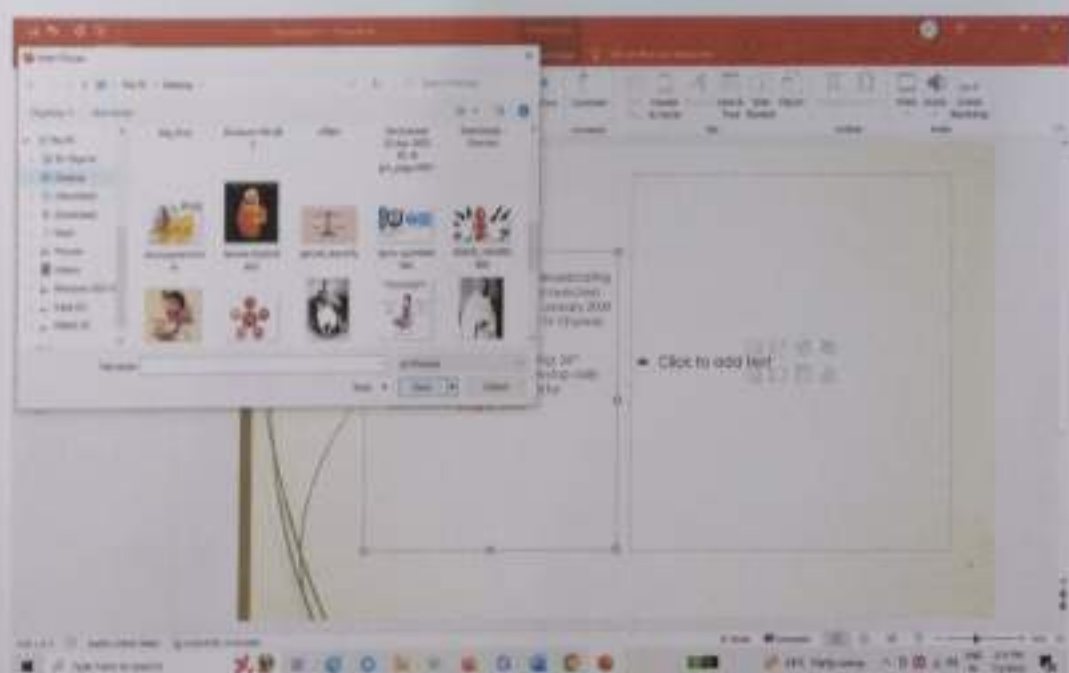


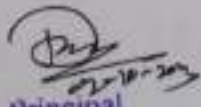
namely 'Images'.

Step 3:- Click on 'The Device' or 'Online Pictures', and browse one picture from online resources or select from the PC.

Step 4:- Select the picture, we want to add and then click on 'Open'.

Step 5:- Now, adjust the picture according to our need.



  
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## GOOGLE SLIDES

Introduced on March 9, 2006, after Google acquired writely, Google Slides (formerly known as Google Presentations) is a free presentation web application. It includes nearly all the capabilities of a traditional program, such as Microsoft PowerPoint. Google Slides offers the benefit of cloud storage, which means that users' documents are saved automatically, and may be retrieved even if their hard drive or SSD fails. It supports the .ppt, .pptx, .pptm, .pps, .ppsx, .ppsm, .pot, .potx and .potm presentation file types.

### Benefits:-

The benefits of Google Slides are as follows -

- I) Google Slides has the capability to auto-save the document after every edit.
- II) It has the ability to track work on a presentation.
- III) In Google Slides, we can create a template and work on it simultaneously with our colleagues at the same time.
- IV) The easy sharing process in Google Slides is a great advantage.



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## METHODOLOGY TO MAKE A GOOGLE SLIDE PRESENTATION

To make a presentation on Google Slides, we have to follow some steps and here are the steps with some pictures.

### 0. Steps to Open Google Slides:-

To open Google Slides, we need to follow these steps.

Step 1:- Open Google search engine and click on the magic box at the top right corner of the window.

Step 2:- Click on the 'Slides' option from the dialogue box as shown below, and Google Slides will open.





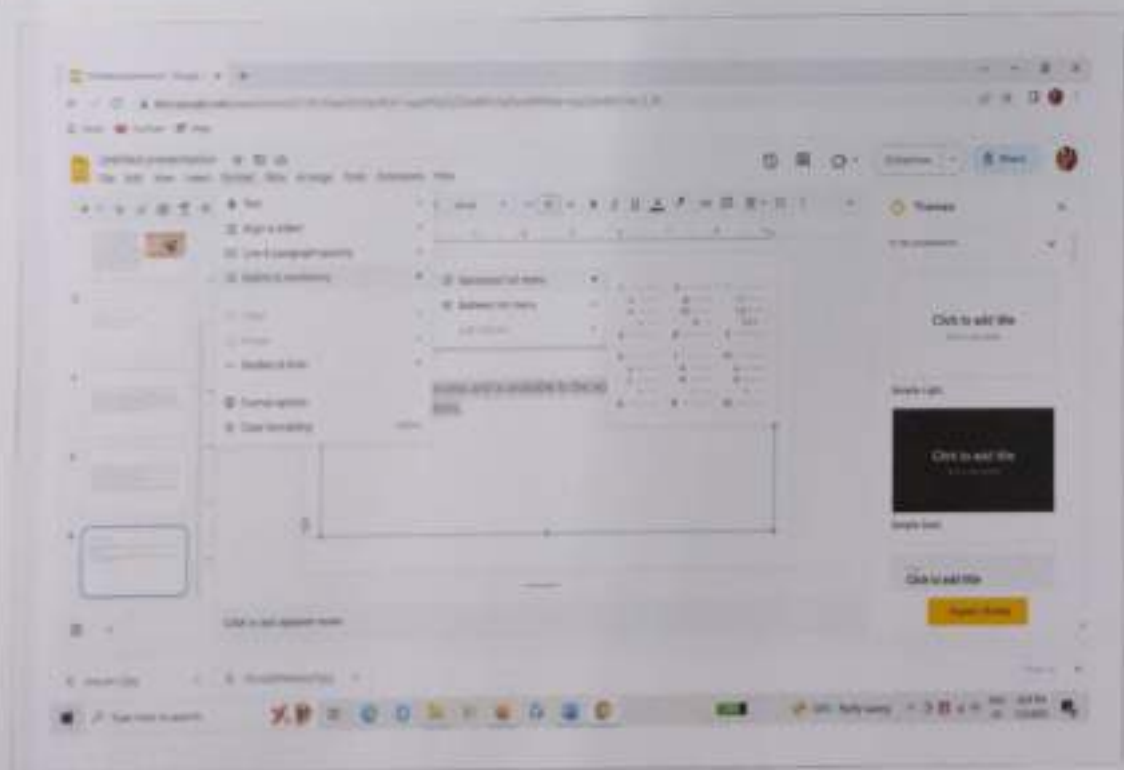
## ◦ Steps to Add Bullets and Numbering:-

The steps to add bullets and numbering are -

Step 1:- Select the text, in which we need to add bullets and numbering.

Step 2:- Click on 'Format' button and then on the 'Bullets and numbering' option.

Step 3:- Select the desired bullet and it will be shown in the slide.



## ◦ Steps to change the Font Style:-

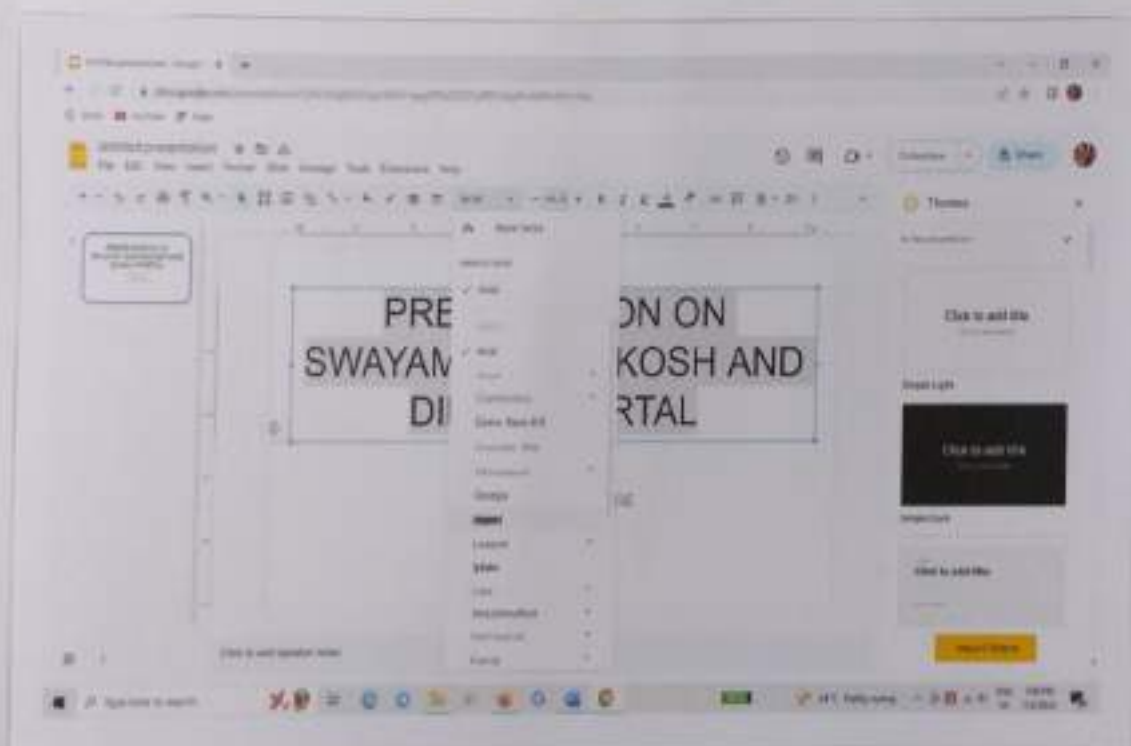
To change the font style, we need to follow these steps -

*Dr. Arun*  
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Step 1:- Select the text, we want to change the style.

Step 2:- Go to the menu bar and click on the right arrow, shown in the box of font style.

Step 3:- Choose the font style from the dialogue box and the style will be changed.



0 Steps to add theme on the slides:-

To add theme we need to-

Step 1:- click on the 'theme' option at the menu bar of the Google Slides

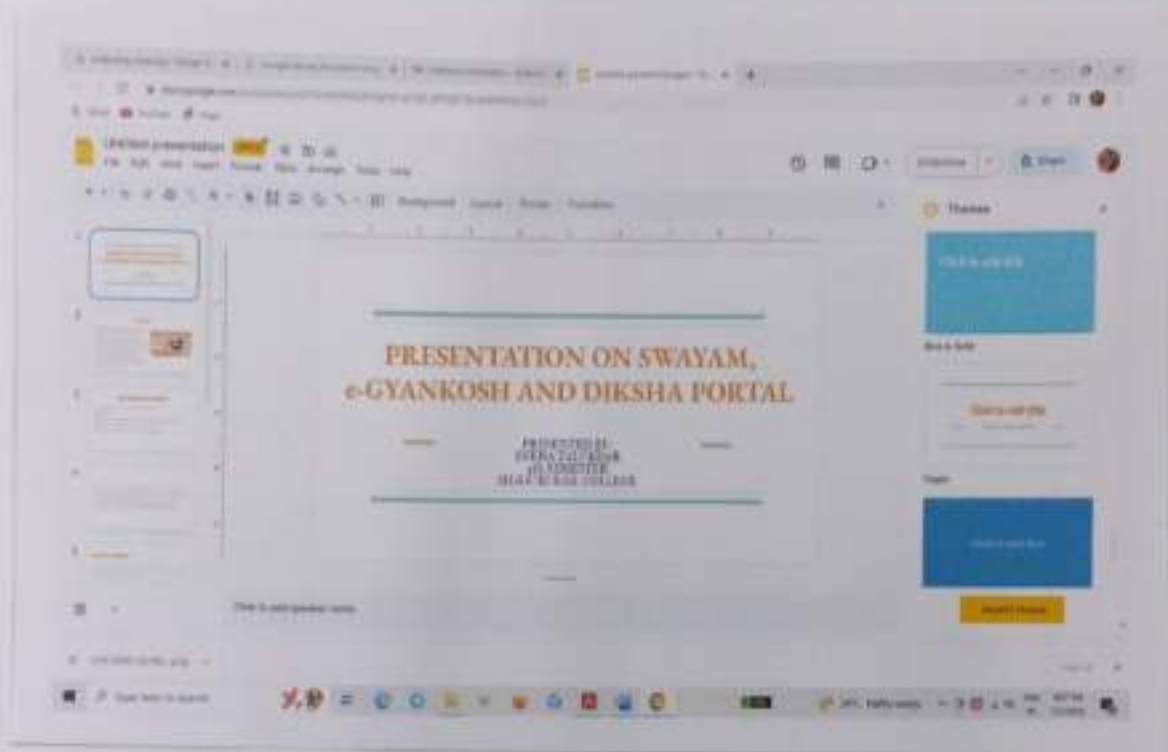
Step 2:- A box filled with various themes

2  
270-279

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will be shown at the right side of the window.

Step-3:- Now, choose any one kind of theme from the box and select it.



### 0 Steps to Change the Font colour:-

To change the font colour we need to follow these steps -

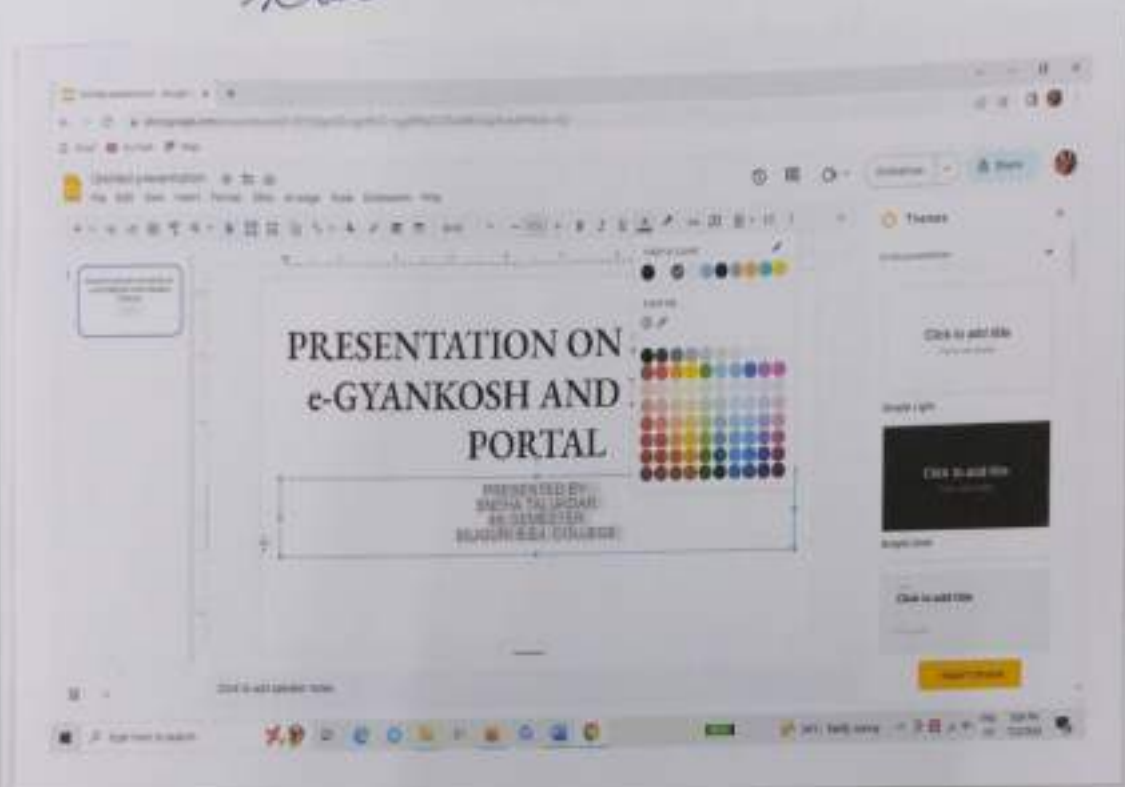
Step 1:- Select the portion of the text, we want to add colour.

Step 2:- Click on the 'Text Colour' option.

Step 3:- A dialogue box will appear with many colours.



Step 4:- Choose one colour which we want to add and it will appear on the screen.



◦ Steps to Insert pictures to the Slides:-

The steps to insert pictures to the slides are as follows -

Step 1:- Click on the 'Insert' button on the menu bar.

Step 2:- Click on the 'Image' option from the appeared dialogue box.

Step 3:- Then click on 'Upload from computer' or 'Search the web' option or we can select other

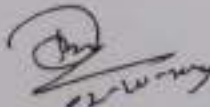
*[Signature]*

options from that dialogue box.

Step 4:- Then, select the picture, that we want to insert on the slide. Or we can search it on google.

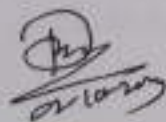
Step 5:- Click the 'Open' option and it will appear on the slide.



  
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## INTRODUCTION TO INTERNET RESOURCES

Internet resources refer to the vast array of digital materials and information available on the Internet. These resources include websites, online databases, e-books, multimedia content, educational platforms, research articles, and much more. Internet resources encompass a wide range of subjects and cover diverse fields, catering to various interests and needs. They provide users with instant access to a wealth of knowledge, enabling research, learning, collaboration and exploration. Internet resources have revolutionized the way we access and consume information, offering a limitless source of data and resources that can be accessed anytime, anywhere, with just a few clicks.



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## LEARNING DESIGN

Name of the School:  
Atharakhai Girls'  
High School. (H.S.)

Class: VII

Duration: 40 minutes.

Date:

Name of the Teacher:  
Sneha Talukdar.

Subject: English.

Lesson Unit: "Mowgli Among  
the Wolves."

Sub-Unit:

\*1. About the author and the  
text.

\*2. "It was seven....ground too."

3. "Father wolf....growling"

4. "Sher Khan....wolf pack."

Today's Lesson: The '\*' marked sub-units.

## LEARNING GOALS/OBJECTIVES:-

REMEMBERING

The students will be able to -

- o Recall the name of the author and the text.
- o Name the original work from where the text is taken.
- o Write or state the meanings of the words used in the text, e.g. 'squealing', 'whined' etc.

UNDERSTANDING

The students will be able to -

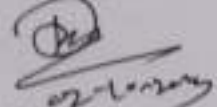
- o Describe the evening in the jungle.
- o State the differences between the human life and animal life.
- o Infer the evening works of the animals.

APPLYING	<p>The students will be able to -</p> <ul style="list-style-type: none"> <li>o Guess the functions of the animals in the evening.</li> <li>o Identify different types of tense.</li> </ul>
ANALYZING	<p>The students will be able to -</p> <ul style="list-style-type: none"> <li>o Transform the degree of adjectives of the sentences.</li> </ul>
EVALUATING	<p>The students will be able to -</p> <ul style="list-style-type: none"> <li>o Describe the life of the animals.</li> <li>o Elucidate the nature of a jackal.</li> </ul>
CREATING	<p>The students will be able to -</p> <ul style="list-style-type: none"> <li>o Describe any experience of their own.</li> <li>o Prepare a scrapbook with pictures of various types of animals and their names.</li> </ul>

### ANALYSE LEARNERS AND CONTEXT

To know about the students' level of proficiency in listening comprehension and speaking and to ascertain their entry level behaviour, the following questions will be asked by the teacher-

- 1) Have you ever heard a story related to a jungle?

  
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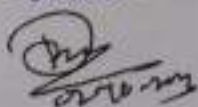
- ii) Which animals are found in forest?
- iii) Which animals are herbivorous?
- iv) Which animals are carnivorous?

## DEVELOP AND SELECT LEARNING MATERIALS

- **Text book:-** "Blossoms", English Text book class VII, published by WBSE - for reading the selected learning unit.
- **Video Clippings:-** A video clipping presenting a tiger attacking a deer will be used to draw students' attention.
- **Placard:-** A placard related to the picture of Mowgli will be shown to the students.

## LEARNING STRATEGIES

The students will read the text silently at the very beginning and then delve into the text gradually in the following way.

Learning Areas	Related Strategies
About the author and the text	<p><u>Individual activity by the Students:-</u></p> <p>The students will read the information about the author and the text given at the top of the text.</p> <p style="text-align: right;">   Principal </p>



Interactive Question - Answer Strategy:-

The following questions will be asked by the teacher to the students -

- 1) What time it was mentioned in the text?
- 2) Who did lay and with whom?
- 3) Who woke up from his day's rest?
- 4) Who was Jabbari?
- 5) Who was Shen Khan?

Use of Instructional Materials:-

A picture containing the story of Mowgli will be shown as placards to the students.

Use of Chalk/White Board:-

Word-notes provided by the students will be written on the board.



*[Signature]*  
22/10/23

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# METHODOLOGY TO USE INTERNET

## RESOURCES

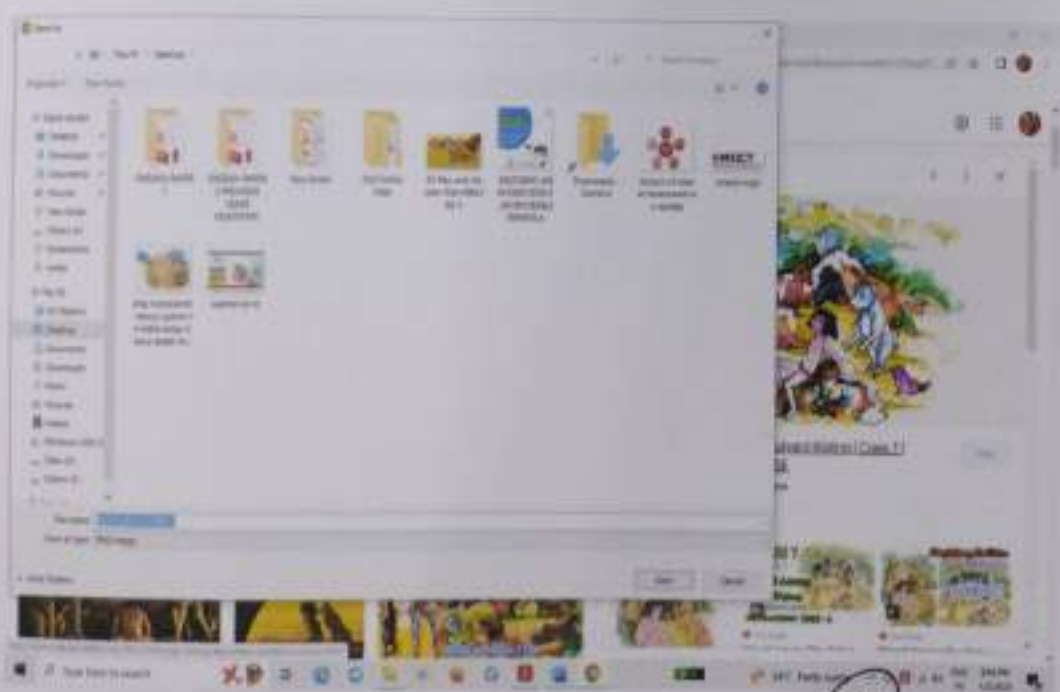
To make the Learning Design I had to add picture to show in the classroom and here how I got it from internet resources.

### Steps to download image:-

To download image I have used Google Chrome and the steps are here -

Step 1:- Open 'Google Chrome' and type Mowgli among the wolves images on the search box.

Step 2:- Select the image we want to download.



Step 3:- Click on the right button of the mouse and click on 'save image as' and save it on the desktop.

Step 4 :- Click on 'save' option from the appeared dialogue box and select the file where we want it to be saved.

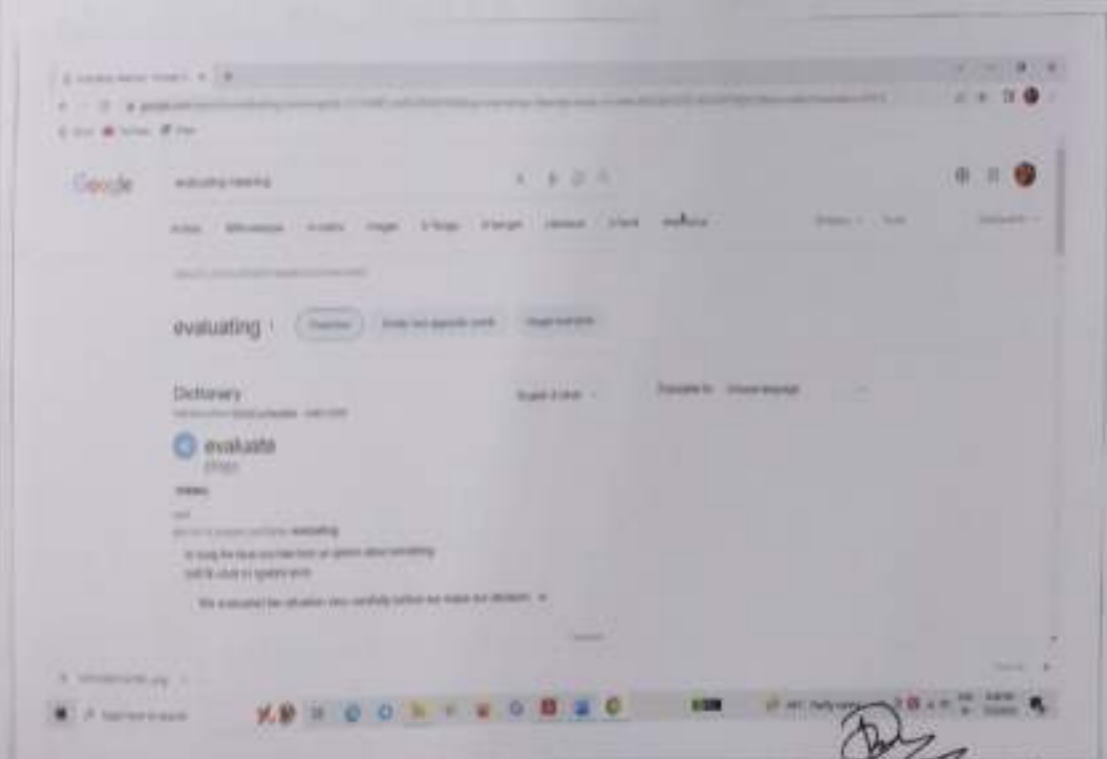
Step 5:- <sup>share it.</sup> Make a print out of the image.

### 5 Steps to find word-meanings:

To find the word meaning of a word, we need to-

Step 1:- Open the Google Chrome.

Step 2:- Type evaluating meaning and click on the search option of the search box.





## INTRODUCTION TO UNINSTALLING A PROGRAM

Uninstall is removing a program and its associated files from a computer hard drive. The uninstall feature differs from the delete function in that it safely and efficiently removes all associated files, whereas delete only removes part of a program or selected file. When uninstalling a program using the uninstaller, all files copied to the computer are removed, and system setting changes are removed or reverted to their defaults. The deleted files are not sent to the Recycle Bin or Trash, and the program would need to be installed again to be used. However, some programs and games may ask to delete the created files or saved games. If we choose to delete these files, they are removed during the uninstall. Basically uninstall is used to remove a program installed on a computer.

## METHODOLOGY To UNINSTALL

## A PROGRAM

To uninstall any program from our PC, we need to follow some steps, and they are as follows -

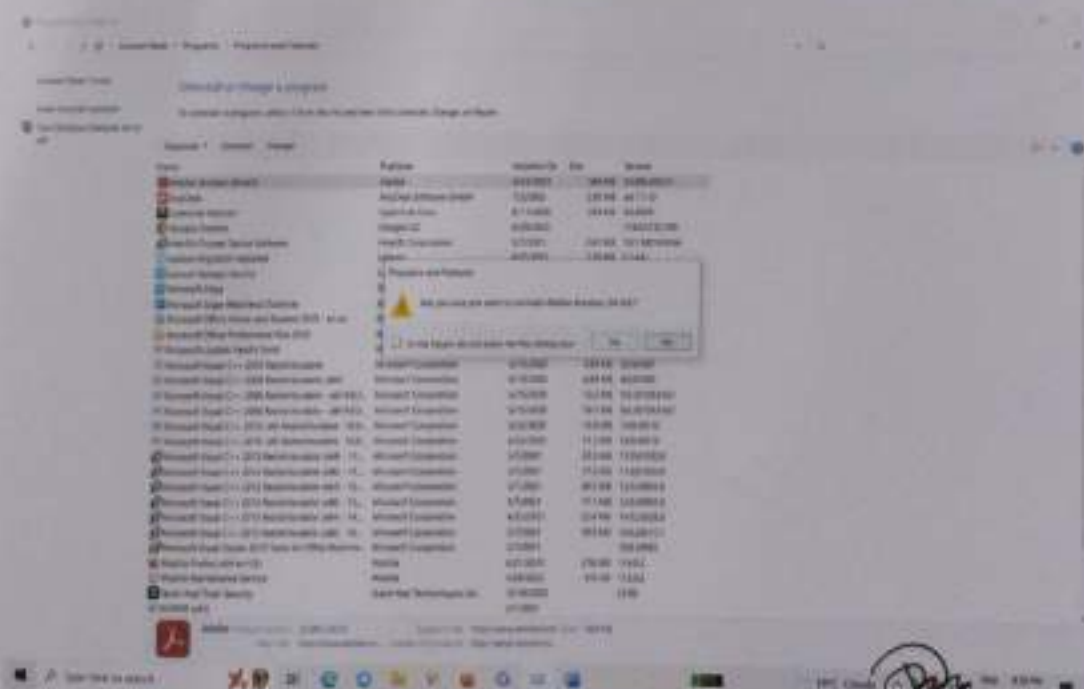
Step 1:- Open 'Control Panel' from Windows SSD (C:) drive.

Step 2:- Then click on 'Programs'.

Step 3:- Select the program, we want to uninstall.

Step 4:- Then do right click on the selected program and click on 'Uninstall'.

Step 5:- Click on 'yes' from the appeared pop-up window and the program will remove from the PC.





## CONCLUSION

To conclude, we can say that, for teaching and learning to succeed in the future, we can't afford to ignore technological and pedagogical change. ICT brings people from different parts of the world together to communicate with one another across the world. ICT gadgets have made people's life simple and entertaining but information, media and technology skills are needed for the use of ICT. In education, it has made a very great change that helps the students and teachers to communicate in a more effective and simple way. Collins suggested that, in order for learning to be meaningful, it should be embedded in the same context that it will be used in later life (1991). Therefore, ICT should become part of all curriculum areas, integrating technology into everyday educational practice, creating authentic learning environments where students can thrive at any skill level.



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## REFERENCE

1. "Critical Understanding of ICT"  
written by Dibesh K. Dey.
2. [byjus.com/govt-exams/microsoft-powerpoint/](http://byjus.com/govt-exams/microsoft-powerpoint/)
3. [presentationgeeks.com/blog/benefits-of-powerpoint-presentation](http://presentationgeeks.com/blog/benefits-of-powerpoint-presentation).
4. [computerhope.com/jargon/g/google-slides.htm](http://computerhope.com/jargon/g/google-slides.htm)
5. [slidesgo.com/slidesgo-school/presentation-tips/5-advantages-of-using-powerpoint-and-google-slides-for-your-presentations/](http://slidesgo.com/slidesgo-school/presentation-tips/5-advantages-of-using-powerpoint-and-google-slides-for-your-presentations/)



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# PRESENTATION ON GYAN DARSHAN, GYAN VANI AND SAKSHAT PORTAL

PRESENTED BY -  
SNEHA TALUKDAR  
4<sup>th</sup> SEMESTER  
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## GYAN DARSHAN

- Ministry of Human Resource Development, Information & Broadcasting, the Prasar Bharti and IGNOU launched Gyan Darshan jointly on 16<sup>th</sup> January 2000 as the exclusive Educational TV Channel of India.
- Within one year of its launching, 16<sup>th</sup> January 2001, it became non-stop daily 24 hours transmission channel for educational programmes.



Indira Gandhi National  
Open University

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## BENEFITS OF GYAN DARSHAN

- Gyan Darshan is a TV channel, which is a combination of sound and picture and comes closer than any other contrived experience.
- Television makes it possible for the talents of the best teachers to be put at the disposal of all schools.
- Pictures, charts, films, micro-slides, graphs, boards, overhead projector can all be employed in the technique of teaching by TV.
- The TV teacher is more real because of his frequent visual appearance in the classroom.

## GYAN VANI

- Gyan Vani is an educational FM radio station in several cities of India.
- Gyan Vani FM radio uses stereophonic FM transmitters, and professionals operate the radio stations.
- The Ministry of Human Resource Development handed the task to IGNOU.



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## THE ORGANIZERS OF THE PROGRAMMES OF GYAN VANI

Gyan Vani stations operate as a media cooperative with the day-to-day programmes being contributed by the following institutions-

- Several NGOs
- Government and semi-government organisations
- UN agencies
- Ministries, such as- Agriculture, Environment, Health, Women and Child Welfare, Science & Technology.
- Some national level institutions, such as - NCERT, NIOS and state open universities.

## BENEFITS OF GYAN VANI

- Gyan Vani deals with a lot of subjects, such as- employment news, career counselling, community development, women's empowerment, adult education, sports, NGOs, mother and child care etc.
- The participation of the students, young people, educational institutes and other bodies related to the field education makes it more exciting.
- The interactive, participatory and educational initiative to bridge the gaps between the educationally privileged and the deprived is also another aim of Gyan Vani.

  
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## SAKSHAT PORTAL

- A One Stop Education Portal launched on October 30, 2006 to facilitate lifelong learning for students, teachers and those in employment or in pursuit of knowledge free of cost to them.
- The program was launched by the President of India of that time, Dr. A.P.J. Abdul Kalam.



## THE TYPES OF REPOSITORY OF SAKSHAT PORTAL

- Consortium for educational communication
- e-PG Pathshala
- National Programme on Technology Enhanced Learning (NPTEL)
- Spoken Tutorial
- Talk to a Teacher
- A - View Virtual Classroom

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## BENEFITS OF SAKSHAT PORTAL

- Sakshat portal provides a barrier-free learning resources uniformly across the country.
- It develops a repository of world class interactive multimedia learning content.
- The portal provides a platform for sharing of knowledge and experience among teachers and learners.
- It facilitates learners to make informed decision on choice of profession through online career counselling facility.

*Thank  
You*



# PRESENTATION ON SWAYAM, e-GYANKOSH AND DIKSHA PORTAL

PRESENTED BY-  
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## SWAYAM

- SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality.
- SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy.



  
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## THE COURSES HOSTED ON SWAYAM

The courses hosted on SWAYAM are in 4 quadrants -

- (1) video lecture,
- (2) specially prepared reading material that can be downloaded/printed
- (3) self-assessment tests through tests and quizzes and
- (4) an online discussion forum for clearing the doubts.

## THE ATTRACTIONS OF SWAYAM COURSES

- One of the main attractions of SWAYAM courses is their cost-effectiveness.
- These courses have been prepared by more than 1,000 faculty members and teachers who were carefully selected from across the nation.
- Audio-video and multimedia tools are used to enhance the learning experiences of the learners. Thus, SWAYAM NPTEL (National Programme on Technology Enhanced Learning) courses open a door of possibilities for all learners.



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## BENEFITS OF SWAYAM

- SWAYAM delivers the best teaching through learning resources to all at free of cost.
- Learners can learn courses that are in demand and can achieve better career opportunities.
- Individuals who are interested in switching to a different career from their current ones can opt for SWAYAM courses.
- Since the study resources are available online, learners can access the study materials anytime from the SWAYAM portal.

## e-GYANKOSH

- e-Gyankosh has emerged as one of the world's largest educational resource repositories.
- It offers free, open access and is available to the world to facilitate self-learners and empower educators.






## BENEFITS OF e-GYANKOSH

- e-Gyankosh compensates for shortages of academic staff.
- It provides administrative support such as registration.
- It also maintains classroom management and evaluation.
- It provides all study materials for free of cost.
- There are 1600 video programmes available on YouTube with the metadata link in the repository.

## DIKSHA PORTAL

- DIKSHA stands for Digital Infrastructure for Knowledge Sharing.
- It is a National Teacher Platform which is currently being used by teachers and students across the nation to provide school education through distance mode.



  
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## BENEFITS OF DIKSHA PORTAL

- Teachers can enjoy personalized development training from any location, professionally and systematically.
- Help the teachers in providing blended training or get prepared for classes.
- Get certified by giving Teacher Eligibility Test (TET).
- Take help of standardized observation tools so that teachers can get need-based coaching support.
- A dashboard or workspace is more personalized and can help teachers plan or track their progress.

Thank  
You



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Examined by  
Satish  
4.9.2023

Examined by  
18/7/2023

# Siliguri B.Ed. College

(Affiliated to WBUTTEPA)  
Baramohan Singh Jote  
Kadamtala, Darjeeling, West Bengal – 734011



## PRACTICUM

Course- EPC- 3 (1.4EPC3)  
Critical understanding of ICT

### TOPIC:

- 1) Excel: Prepare mark sheet of 50 students of class X with percentage, sum total, Grade, maximum, Pass or Fail and remarks
- 2) Creating and using Blogs.

*Under the Supervision of:*  
**Dr.Nityagopal Mondal**  
**Subhashish Kundu**

Submitted by  
**Name: Sumi Khawas**  
**Semester: 4<sup>th</sup>**  
**Roll: 060012 No.: 21032**  
**Registration No.: 2106001021 of 2021-22**  
**Session: 2021-2023**

  
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## Certificate .

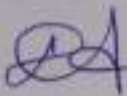
This is to certify that Mr./Ms. SUMI KHAWAS  
a trainee 4<sup>th</sup> Semester B.Ed. course (Session 2021-23) trainee of Siliguri  
B.Ed. College, has completed the practicum work titled-

- 1) Excel: Prepare marksheet of 50 student of  
class X with percentage, sum total, Grade,  
maximum, Pass or Fail and remarks
- 2) Creating and using Blogs.

under my supervision.

This is also to certify that the submitted practicum copy is based on his/her  
genuine and original work.

Date: 08, 7/2023  
Place: Siliguri B.Ed. College

  
Signature of Supervisor

# Acknowledgement

With deepest gratitude and appreciation, I humbly give thanks to the people who patiently helped me in making this practicum work possible.

To Dr. Nityagopal Mandal and Subhashish Kundu Supervisor of this particular practicum work for helping me in every step, encouraging me and being the advisor whenever I needed it.

To Dr. Bibhuti Bhushan Saxangi, Principal of Siliguri B.Ed. College, for giving all the trainees of our batch this opportunity to participate in this kind of practicum.

To all the teachers of our college for helping us whenever needed and being there beside us throughout.

To my fellow trainees for their help & support.

To my parents and family for being my strength.

Date : / / 2023

Place : Siliguri B.Ed.  
College.

Sumi Khawas.

Signature of Trainee

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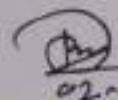


# Introduction

Knowledge has become the prime resource in the development process in recent years. The power of knowledge can be greatly enhanced by ICT, which can be harnessed to improve access and break down barriers.

In today's dynamic era, everything is evolving at a great pace, so is technology. With evolution in technology dependency on it is also increasing. It is becoming significant to be friendly with it. Hence it's critical understanding is also essential.

Information and Communication Technology (ICT) is a diverse set of technological tools and resources used to communicate, store and manage information. These include computers, internet, telephone, broadcasting technologies such as television and radio.

  
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A critical understanding of ICT involves recognizing the socio, economic and political implication of these technologies. The ICT helps in shaping our values, belief and behaviour. The use of ICT in education can influence how individuals learn and think about the world.

Overall, a critical understanding of ICT requires an awareness of the ways in which technology intersects with society, politics and culture. It involves recognizing both the potential benefits and risk of these technologies and working towards a more equitable and just use of ICT.

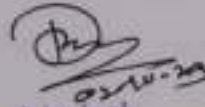


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# Objective of Course Paper


- \* To understand the social, economic, security and ethical issue associated with the use of ICT.
- \* To identify the policy concerns for ICT.
- \* To describe computer system.
- \* To acquire the skill of maintaining the computer system and the skill of trouble shooting with help of Anti-Virus and other tools.
- \* To operate on Internet with safety.
- \* To elucidate the application of ICT for Teaching Learning.
- \* To design, modify and develop appropriate equipment suitable and relevant to educational process.
- \* To determine aim, objective and in general the structure of education.

  
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# Practicum List

- \* Installation of Operating System : Linux, Windows
- \* Installation of essential software, like Antivirus, Browser, etc.
- \* Writing a long Paragraph in MS WORD (3 page) having tables, footnote, figure, reference and translated few lines.
- \* Google Docs : make word file (3 page) having one table, picture, smartart, hyper-link etc.
- \* PPT/Google Slide : Topic → Gyan Darshan, SWAYAM, e Gyankosh, National Digital Library etc.
- \* EXCEL : Marksheet of 60 student (class X) with percentage, sum total, Grade, max, min & Remarks.
- \* Creating and Using Blogs.
- \* Report on preparing Learning Design on any topic from your subject with help of internet resources.
- \* Development of multimedia e-content
- \* Working with Online classroom platforms.
- \* Video conferencing app: zoom, meet & MS team.
- \* Spreadsheet : Prepare marksheet of 60 student of (class X) with %, sum total, Grade, max, min, Pass or Fail & Remarks.



**EXCEL :** Prepare marksheet  
of 50 students of class  
X with percentage, Sum  
total, Grade, maximum,  
minimum, Pass or Fail  
and Remarks . . . .



  
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