



ST. JOSEPH'S DEGREE & PG COLLEGE
DEPARTMENT OF COMMERCE

NAME OF THE EVENT:

ORIENTATION PROGRAMME ON DIGITAL DOCUMENTATION

OBJECTIVE OF THE EVENT: To orient the Faculty Members on Digital Documentation
- Digital Unit Planners, Digital Teaching Diary and E-Consolidated Attendance Sheets

OUTCOME OF THE EVENT: By the end of the session, the Faculty Members on Digital Documentation i.e., Digital Unit Planners, Digital Teaching Diary and Collaboration for Consolidated Attendance.

DETAILS OF PARTICIPANTS: All the Faculty Members of Dept. of Commerce

- Dr.N.Srilatha
- Mr.Satyanarayana
- Mrs.Mary Vinaya Sheela
- Mrs.SreeLakshmi
- Dr.Geetanjali
- Dr.Sumitra Pujari
- Mr.S.Krishna Moorthy
- Mrs.Radha Kesani
- Mrs.Suguna Sheela
- Dr.A.N.P.P.Anantha Lakshmi
- Miss.M.Debora
- Mrs. Aarati Samala
- Mrs.Archana Singh
- Mrs. Shanthi Kiran
- Mrs.Padmaja
- Mrs.Savita
- Mrs.Srivatsala
- Mrs.Preethi Rathi
- Mrs.Rafat Ahmedi



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- Mr. Bhanu Prakash
- Mr. Vikas
- Mr. T. Krishna
- Miss. Prashanthi
- Miss. Mhelsea
- Miss. Namratha
- Miss. Sai Lakshmi

DATE, TIME & VENUE: 3rd October 2020, 11 AM, Ground Floor Lab

TARGET AUDIENCE: Faculty Members of Dept. of Commerce

NAME AND DESIGNATION OF RESOURCE PERSONS:

- 1.) Mrs. Ritika Waghray, Assistant Professor, Dept. of Commerce – In-House Faculty

A BRIEF REPORT:

An orientation programme was organized for the faculty members of Dept. of Commerce on digital documentation. The resource person was an in-house faculty member, Mrs. Ritika Waghray, Asst. Prof., Dept. of Commerce. She oriented the faculty members on the following aspects of Digital Documentation using Google Drive, Google Sheets & Google Documents:

- 1.) Digital Unit Planners
- 2.) Digital Teaching Diary
- 3.) E-Consolidated Attendance Sheets

The resource person explained how Digital Unit Planners and Digital Teaching Diaries can be prepared by using Google Docs. She also explained in detail on how E-Consolidated Attendance Sheets can be prepared by using Google Sheets and how real time collaboration and sharing can be done with the subject faculty for the purpose of preparing the E-Consolidated Attendance Sheets. The faculty members appreciated the knowledge sharing that happened during the session and were very happy to attend this session.