



# Certificate of Achievement

**SUTAPA SEN**

from

**Shri Shikshayatan College**

has completed:

**FACULTY DEVELOPMENT PROGRAMME ON  
TECHNOLOGY MANAGEMENT IN EDUCATION**

This online FDP helped discover modern productivity strategies with hands-on practical implementation with the pace of growing trends in education with interesting facts, trends, and insights.

**07 Days, 1.5 hours per day**

**Roshan Kumar**

Founder and CEO - Scrollwell

Certificate ID: SWCERT20215686  
Date of Issue: December 06, 2021

# SUTAPA SEN

has attended the following workshop:

OVERALL SCORE: 88%

## FACULTY DEVELOPMENT PROGRAMME ON TECHNOLOGY MANAGEMENT IN EDUCATION

This online FDP helped discover modern productivity strategies with hands-on practical implementation with the pace of growing trends in education with interesting facts, trends, and insights.

### STUDY REQUIREMENT

07 days, 1.5 hours per day

### SYLLABUS

- Learn to take Quiz, Registration and any submission you need using Google Forms.
- How to prevent Students/Participants from Cheating in online Quizzes and Tests. (Add-on)
- How to Provide Automatic Certifications to Participants/Students for a test. (Add-on)
- Using Google Classrooms to assign work (Quiz, Assignments, Learning Resources, Questions)to students in an organized manner and evaluate effectively.
- Testmoz and other similar tools for Productivity
- Learning to take Live Classes of Students using Tools like Google Meet | Zoom | Cisco WebEx
- Learning Microsoft Word, it's tools and Add-ons to boost productivity with working on a Project.
- Learning to create 'Effective Presentations using Microsoft PowerPoint' and additional tools that make the Processes easier than ever.
- Essentials to some advanced in the Microsoft Excel/Spreadsheets.
- Organizing Data using tools in Excel
- Creating Charts and Graphs in MS Excel
- Add-on's for Excel/Sheets you will thank off to make your work a lot easier.
- Bulk Report Card and Certificate Generation
- Engaging Poster and Brochure Designing using Microsoft Office and other Additional Tools
- Add-ons and Tricks for Online Teaching Tools to Boost Productivity, take Attendance, use whiteboard and Work Effectively in Online Teaching.