Ref. GMGC/ADMIN/22-23/No. 302   **Date: 18/11/2022**

A one day workshop on e-content development in collaboration with the School of Education Technology, Jadavpur University will be held on 23rd November 2022. Kindly see the attached sheet for full progamme schedule. There will be hands on session on various open source software. Sixteen participants (10 assistance professor + 6 SACT) will be accommodated in the program. The names are to be given in the table attendance register. The arrangement will be done on the first-cum-first-serve basis.

Please note the following as prerequisites to attend the workshop :

1. Every participant must have a gmail account for uploading the e-content in YouTube
2. One page write-up on chosen subject topic in .docx format. Each paragraph can have at most 2-3 sentences. The write-up may content images.

One-Day Workshop on Content Development and Authoring

School of Education Technology
Jadavpur University

Date of Workshop: November 23, 2022

Program Schedule

10.00 a. m. – 10.30 a. m.	Welcome Address *by* Prof. Dr. Matangini Chattopadhyay, Director,School of Education Technology
10.30 a. m. – 11.30 a. m.	Talk on Content Development and Authoring *by* Dr. SaswatiMukherjee, School of Education Technology
11.30 a. m. – 11.45 a. m.	Tea Break
11.45 a. m. – 12.45 p. m.	Hands-on for Content Authoring using MS Word and MS Power Point *by* Dr. Saswati Mukherjee, Mr. Joydeep Mukherjee, Mr. SoumenManna, Ms. Ranjita Mookherjee and Mr. Selim Sekh, School of Education Technology
12.45 a. m. – 01.45 p. m.	Hands-on Audio Recording and Editing using Audacity *by* Mr. Joydeep Mukherjee, Mr. Soumen Manna, Ms. Ranjita Mookherjee and Mr. Selim Sekh, School of Education Technology
01.45 p. m. – 02.30 p. m.	Lunch Break
02.30 p. m. – 04.30 p. m.	Hands-on for Content Authoring using Active Presenter *by* Dr. Saswati Mukherjee, Mr. Joydeep Mukherjee, Mr. Soumen Manna, Ms. Ranjita Mookherjee and Mr. Selim Sekh, School of Education Technology