



CAPACITY BUILDING PROGRAM

For teaching staff



DECEMBER 13, 2024
BY DEPARTMENT OF COMPUTER APPLICATIONS
GDC RAMPACHODAVARAM



GOVERNMENT DEGREE COLLEGE RAMPACHODAVARAM

(Affiliated to Adikavi Nannaya University)

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Accredited by NAAC with "B" Grade



REPORT ON CAPACITY BUILDING PROGRAM FOR FACULTY ON GOOGLE APPS& ChatGPT

Organized by: Department of Computer Applications
M.Siva kumara, Lecturer in Computer Applications

Date: 13-12-2024

Venue: COMPUTER LAB

Participants: Faculty Members from Various Departments

Introduction

The Department of Computer Applications successfully conducted a Capacity Building Program aimed at enhancing the technical skills of faculty members from various departments. The program focused on various Google Apps and AI tools such as ChatGPT, Gamma, and other AI-powered applications, which are essential for productivity, automation, and innovation in academic and professional settings.

Objectives of the Program

1. To familiarize faculty members with Google Apps and their applications in academic and administrative tasks.
2. To introduce AI tools like ChatGPT, Gamma, and other AI-based technologies for content generation and decision-making.
3. To enhance digital literacy and empower educators with technological proficiency.
4. To provide hands-on experience through interactive sessions and demonstrations.

Program Overview

The program was structured into multiple sessions covering different aspects of Google Apps and AI tools.

Session 1: Google Apps for Productivity

- Overview of Google Drive, Docs, Sheets, and Slides.
- Efficient email management using Gmail.
- Google Calendar for scheduling and collaboration.
- Hands-on exercises on Google Forms for surveys and assessments.

- **Creating a Google Form for Online Examinations:**

- Open Google Forms and select a blank form.
- Add a title and description for the exam.
- Use the "Multiple Choice," "Checkboxes," and "Short Answer" question types as needed.
- Enable the "Quiz" mode under settings to assign point values and enable automatic grading.
- Set up required fields and configure response settings.
- Share the form link with students and monitor responses through Google Sheets.

Session 3: Exploring Gamma and Other AI Tools for Interactive Presentations

- Introduction to **GAMMA** as an AI-powered presentation tool.
- Hands-on demonstration of content structuring and automation.
- Exploration of additional AI tools for data analysis, research assistance, and automation.
- Comparison of traditional presentation tools with Gamma.

Key Takeaways

- Faculty members gained practical knowledge of various Google applications, improving their efficiency in academic and administrative tasks.
- AI tools like **ChatGPT**, Gamma, and others were explored, demonstrating their potential in content creation and automation.
- Faculty learned how to integrate AI-driven solutions into their workflow for enhanced productivity and innovation.
- The interactive sessions and real-time demonstrations provided hands-on experience to all attendees.

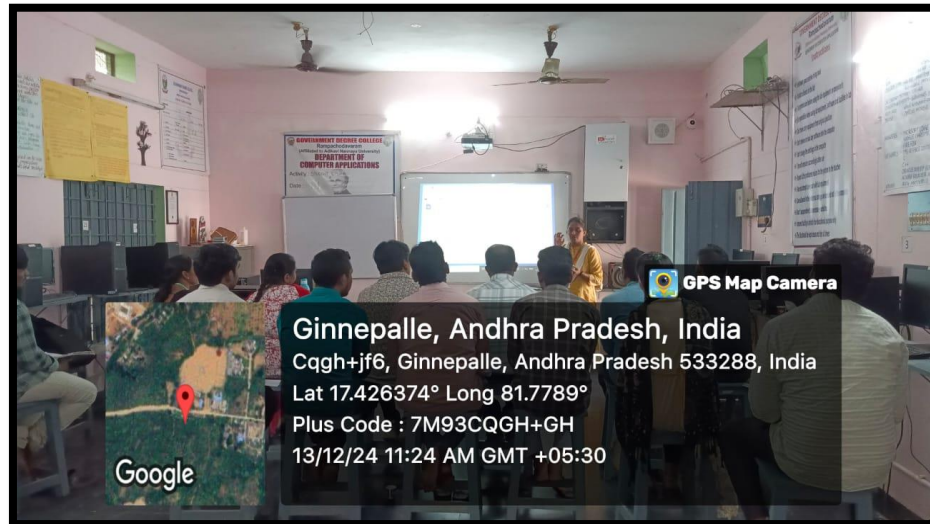
Feedback and Conclusion

The program received positive feedback from faculty members, who appreciated the in-depth demonstrations and interactive learning experience. Many expressed interest in further workshops to explore AI applications in greater detail. The Department of Computer Applications plans to conduct similar programs in the future to continue enhancing digital and AI literacy among educators.

Acknowledgment

The Department extends its gratitude to the Principal, Dr. K. Vasudha, of Government Degree College, Rampachodavaram, for her support and encouragement in facilitating this initiative. The Department extends its gratitude to the resource persons, organizers, and participants who contributed to the success of the program. Special thanks to the institution's management for their support in facilitating this initiative.

PHOTOGRAPHS OF THE SESSION





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