

Literacy Workshop 17th to 21st December 2018

A Literacy Workshop for Support Staff was organized by the IQAC from 17th to 21st December 2018 in Room number 305 of the College. Students from the Department of Elementary Education Participated in the same. The following was the module of the Workshop:

Day	Topics
1. LANGUAGE	<ul style="list-style-type: none"> • Varnamala and Matras • Naming (self, family members and institutions around us) • Signing •
2. LANGUAGE	<ul style="list-style-type: none"> • Letter drafts (medical, extension, joining, bank related letters, Travel and transport form) • Identification of names of major medicines and related necessary details.
3. Maths	<ul style="list-style-type: none"> • Number (1-100) • Number Names • Place Value and digits • Addition and Subtraction
4. Maths	<ul style="list-style-type: none"> • Time (12 and 24 hour clock reading, concept of A.M. and P.M.) • Currency • Banking :- Account opening and closing, Filling of withdrawal and deposit slip, cheque reading and filling, ATM transactions, reading passbooks, awareness about fraud and other banking matters
5. General awareness	<ul style="list-style-type: none"> • Continuation of the previous session on Banking :- Account opening and closing, Filling of withdrawal and deposit slip, cheque reading and filling, ATM transactions, reading passbooks, awareness about fraud and other banking matters • Reading road signs • Mapping through the use of Google map • Basic components of newspaper

The Workshop saw participation of 20 *safai karamcharis*. On the last day a component on how to read road signs was also included. It was a highly successful and much appreciated effort of the IQAC.