



# Govt. P.G. College Una H.P.

## IQAC

Dated: 4<sup>th</sup> April, 2023

### FACULTY DEVELOPMENT PROGRAMME ON ICT

A two-day Faculty Development Program on ICT was organized by IQAC in collaboration with MCA department on 1<sup>st</sup> April and 3<sup>rd</sup> April 2023. Principal of the college Sh. Satdev Bhardwaj was invited as Chief Guest. A total of 58 members of the teaching and non-teaching staff participated in the program. At the end of FDP, Quiz test was conducted and Feedback was also obtained.



## GOVT. COLLEGE UNA ( H.P.)

**2 DAYS**

**FACULTY DEVELOPMENT PROGRAMME**

on

### "ICT in Education "

*Organized*

*by*

### IQAC Cell

*in Collaboration with*

### MCA Department



**Date: 1st April & 3rd April , 2023**

**Venue: MCA LAB**

### Details of Resource persons

1. Mr. Yash Paul (Assistant Professor in Computer Science)---Cyber Security & Introduction to CHATGPT
2. Ms. Upasna Sharma (Assistant Professor MCA)-----Practical implementation of MS word & MS Excel
3. Mr. Love Jaswal (Assistant Professor MCA) -----Report designing and Graphic designs with Canva & Google forms
4. Ms. Rajni (Assistant Professor MCA) -----Introduction to Open office & Libre Office, Practical Implementation of MS power point
5. Mr. Manav (Assistant Professor MCA)-----Google Docs
6. Mr. Satish Kumar (Lab Assistant BBA)-----Examination System & Different portals of HP University.
7. Mr. Sohan Singh (Lab Assistant BCA) -----Examination System & Different portals of HP University.

## Brochure

### -: Schedule :-

*Day-1*

<b>Inaugural ceremony</b>	<b>10:30AM</b>
Sarswati Mata Garland ceremony Welcome Speech by Sh. Darshan Dhiman Speech by Chief Guest	
<b>Session-1</b>	<b>11:00 AM-12:00 PM</b>
Introduction to Cyber Security , Introduction on ChatGPT By: Mr. Yashpal Asst. Prof. Computer Sci.	
	<b>12:00 PM-12:15 PM</b>
<b>Tea Break</b>	
<b>Session-2</b>	<b>12:15 PM-01:15 PM</b>
Practical Implementation on MS Word & MS excel By: Ms. Upasna Asst. Prof. MCA	
<b>Session-3</b>	<b>02:00 PM-03:00 PM</b>
Introduction to Open Office & Libre Office ,Practical implementation of MS Power Point & Conversion & compression of PDF files. By : Ms. Rajni Asst. Prof. MCA	

*Day-2*

<b>Session-1</b>	<b>11:00 AM-12:00 PM</b>
Google Doc By: Mr. Manav Asst. Prof. MCA	
	<b>12:00 PM- 12:15 PM</b>
<b>Tea Break</b>	
<b>Session-2</b>	<b>12:15 PM-01:15 PM</b>
Designing of Reports & Graphics design using Canva and Google Forms . By: Mr. Love Jaswal Asst. Prof. MCA	
<b>Session-3</b>	<b>02:00 PM-03:00 PM</b>
Examination system of HPU & Different Portals of HPU examination By: Mr. Sohan Singh & Mr. Satish Kumar	

## INTERNAL QUALITY ASSURANCE CELL



*Organizing*

**Two Days**

**Faculty Development Programme**

**ON**

**ICT in Education**



**1st April & 3rd April, 2023**

**Sh. Satdev Bhardhwaj** Patron  
(Principal)

**Organizing Committee**

**Sh. Darshan Kumar** Convenor  
Coordinator IQAC

Dr. Sumiksha  
Dr. Ashwani Patel  
Dr. Suresh Kumar  
Sh. Sumit Kumar  
Dr. Shweta Sharma  
Dr. Bhagwan Dass

Sh. Madan Lal  
Sh. Karan Kumar  
Dr. K.K.Pandey Organizing Secretary  
Ms. Anita Saini Organizing Secretary

## The list of participants who registered for FDP through Google form

S.No.	Name	Designation	Gender	Mobile No.	Name of Institution	Department	Email address
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15	Bandna	A.p	Female	8627961300	Govt pg college una	Bca	bandnasharmab@gmail.com
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40	Jag Mohan	Assistant professor	Male	9805405966	Government College Una (HP)	Higher educatio	ikaushal@gmail.com
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43	Dr. Kaushal Kumar Pandey	Assistant Professor	Male	9805341011	Government Degree College Un	Journalism and	kkpmbmbai@gmail.com
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56	Dr.Sanjay Verma	Associate Professor	Male	9418477736	G.C.Una	Music Vocal	sanjay16verma@gmail.com
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### ❖ Link of Registration Form

[https://docs.google.com/forms/d/1LI5dXtOnwQgLF4JONjvuOpiyFzr8\\_X\\_Zmr66AFPkRnU/edit#responses](https://docs.google.com/forms/d/1LI5dXtOnwQgLF4JONjvuOpiyFzr8_X_Zmr66AFPkRnU/edit#responses)



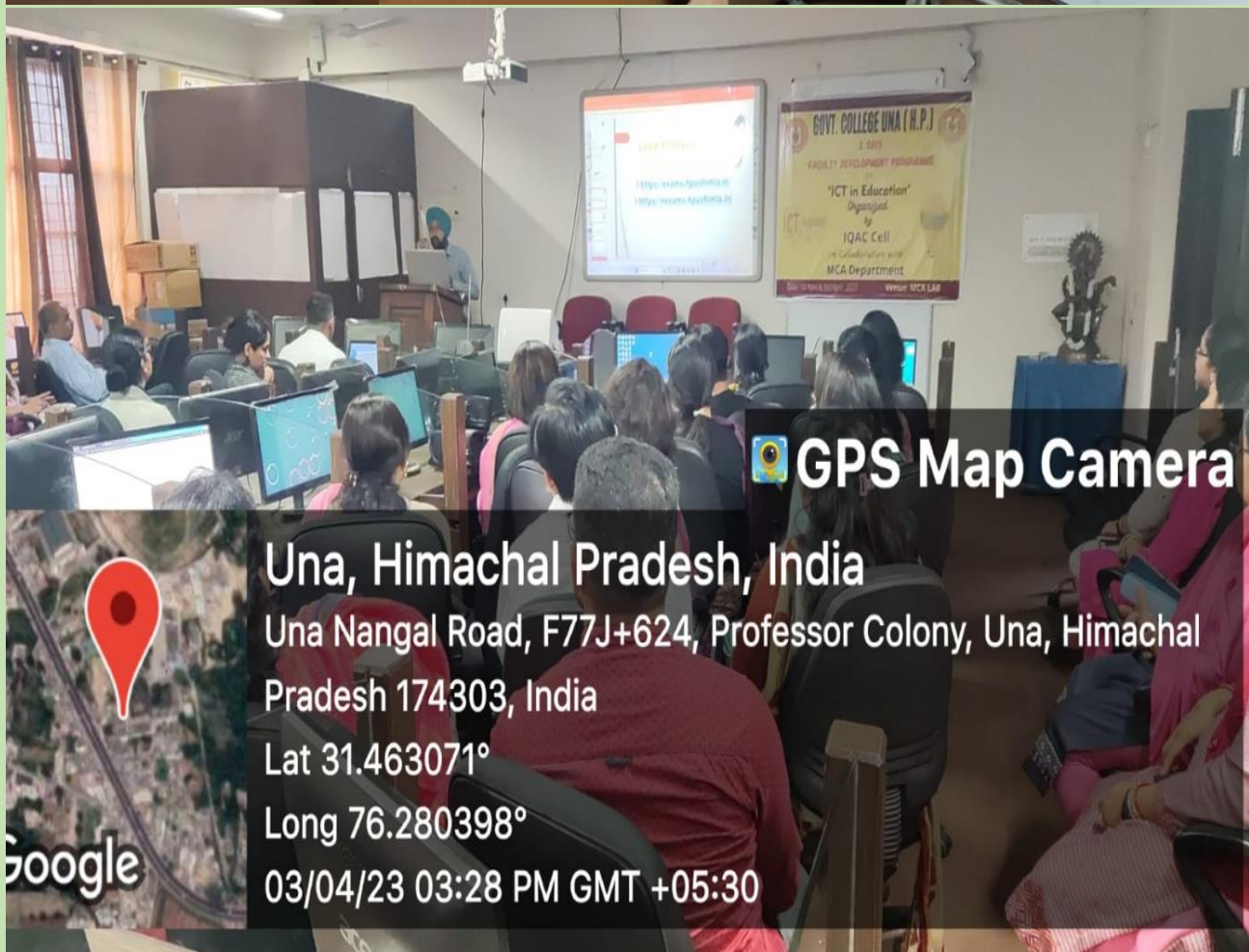
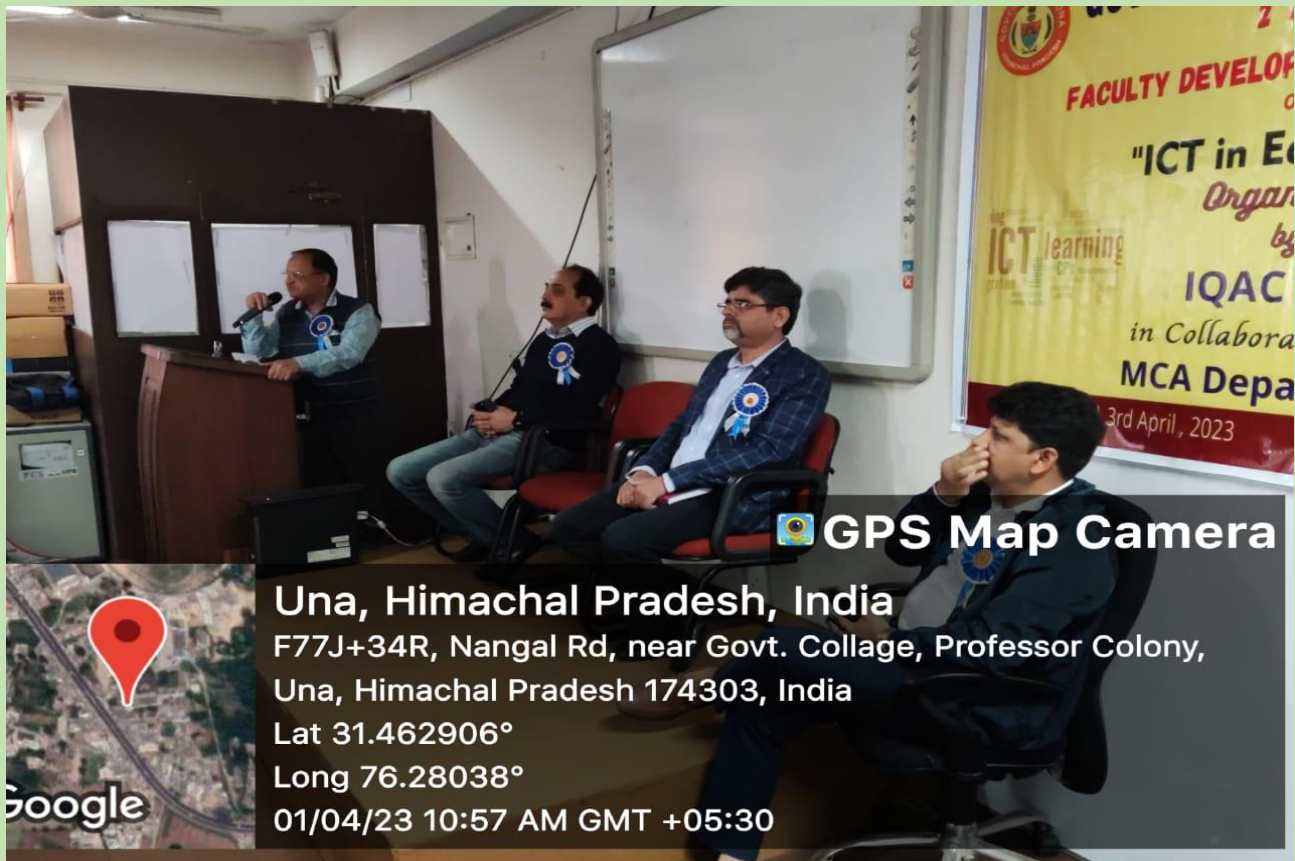
## The List of participants who attended the FDP and were awarded e-Certificates

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32	Nisha Sharma	Assistant Professor	Female	9417744974	Government PG College, Una	MBA	nisha20sharma@ymail.com
33	Pooja Thakur	A.P.	Female	8219100626	Pg college una	Bca	thakurp899@gmail.com
34	Promila	Assistant Professor	Female	9816891976	Govt. College Una (H.P.)	Mathematics	promilamaths@gmail.com
35	Puneet Prem Kanwar	Asso. Prof.	Male	9418025946	Govt. College Una	Chemistry	puneet_prem@rediffmail.com
36	Rakesh Kumar	Assistant Professor	Male	9418305313	Govt P G College Una	History	rakeshkoundal81@gmail.com
37	Rash pal	Assistant professor	Male	7018426686	Rash pal	MBA	rashpaluna@gmail.com
38	Renu Narula	Asstt. Librarian	Female	8219723671	GPGC UNA	Library	checkervartirenu@gmail.com
39	Richa Sharma	Assistant professor	Female	9736270345	Govt P.G College Una	BBA	richaasharma83@gmail.com
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41	Ritu	AP	Female	7888417442	GPGC	BCA	ritupuri2009@rediffmail.com
42	Sanjay Kumar Sharma	Assistant Professor	Male	7018308638	Govt PG College Una H.P.	Botany	sanjaybotany14@gmail.com
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44	Shamli Sharma	Assistant Professor	Female	9736747921	Govt P.G. College, Una	MBA	shamli.msn@gmail.com
45	Shashi Kanwar	Associate. Prof.	Female	9418015945	Govt. College Una	Botany	shashikanwar1969@gmail.com
46	Shiv kumar	Assistant Professor	Male	8894161318	G C Una	Sociology	shivkumarbadehar@gmail.com
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49	Vijay kumar	Asstt.prof.	Male	9816386758	Govt. College una	BBA.	vijaythakur361979@gmail.com
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## Glimpses of FDP on ICT

















## प्रतिभागियों को साइबर सुरक्षा बारे बताया

ऊना, 1 अप्रैल (सुरेन्द्र): राजकीय उत्कृष्ट महाविद्यालय ऊना के आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ और एम.सी.ए. विभाग ने अध्यापकों व गैर-शिक्षण कर्मचारियों को सूचना संचार प्रौद्योगिकी कम्प्यूटर और इंटरनेट तक पहुंच और उसका प्रशिक्षण प्रदान करने के उद्देश्य से 2 दिवसीय फैकल्टी डिवैलपमेंट कार्यशाला का आयोजन किया। 3 अप्रैल तक होने वाली कार्यशाला में कुल 61 प्रतिभागियों ने भाग लिया। कार्यशाला का शुभारंभ प्राचार्य प्रो. सतदेव भारद्वाज ने किया।

पहले दिन के प्रथम तकनीकी सत्र में सभी प्रतिभागियों को साइबर सुरक्षा तथा चैट जी.पी.टी. के बारे में कम्प्यूटर विभाग के सहायक प्रो. यशपाल शर्मा ने जानकारी दी। दूसरे तकनीकी सत्र में माइक्रोसॉफ्ट ऑफिस और माइक्रोसॉफ्ट एक्सल साफ्टवेयर की कार्य प्रणाली से एम.सी.ए. विभाग की प्राध्यापक उपासना ने प्रायोगिक तौर पर अवगत करवाया।

तीसरे तकनीकी सत्र में एम.सी.ए. विभाग की सहायक प्राध्यापक रजनी ने ओपन ऑफिस, लिबरा, माइक्रोसॉफ्ट पावर प्वाइंट साफ्टवेयर के बारे में प्रायोगिक जानकारी दी।

## प्रतिभागियों को गूगल डाक सॉफ्टवेयर बारे दी जानकारी

### ऊना कालेज में 2 दिवसीय फैकल्टी डिवैलपमेंट प्रोग्राम कार्यशाला सम्पन्न

ऊना, 3 अप्रैल (सुरेन्द्र): राजकीय उत्कृष्ट महाविद्यालय ऊना के आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ और एम.सी.ए. विभाग के संयुक्त तत्वावधान में अध्यापकों व गैर-शिक्षण कर्मचारियों के लिए आयोजित 2 दिवसीय फैकल्टी डिवैलपमेंट प्रोग्राम कार्यशाला का समापन हो गया।

आयोजन सचिव डॉ. कौशल कुमार पांडेय ने बताया कि कार्यशाला में कुल 61 प्रतिभागियों ने भाग लिया। समापन समारोह के मुख्यातिथि महाविद्यालय के प्राचार्य प्रो. सतदेव भारद्वाज रहे। मुख्यातिथि प्रो. भारद्वाज ने सभी सत्रों के रिसोर्स पर्सन को प्रमाण पत्र देकर सम्मानित किया।

कार्यशाला के अंतिम दिवस के प्रथम तकनीकी सत्र में सभी प्रतिभागियों को गूगल डाक सॉफ्टवेयर के बारे में महाविद्यालय के कम्प्यूटर विभाग के प्राध्यापक मानव ने जानकारी दी। दूसरे तकनीकी सत्र में गूगल

फार्म सॉफ्टवेयर के माध्यम से छात्रों के लिए प्राध्यापक द्वारा असाइनमेंट, प्रश्नोत्तरी कैसे तैयार की जाती है तथा केन्वा सॉफ्टवेयर के माध्यम से रिपोर्ट डिजाइन करने की प्रक्रिया को एम.सी.ए. विभाग के प्राध्यापक लव जसवाल ने प्रायोगिक तौर पर अवगत करवाया।

तीसरे तकनीकी सत्र में एम.सी.ए. विभाग के सहायक सतीश कुमार तथा सोहन सिंह ने हिमाचल प्रदेश विश्वविद्यालय के परीक्षा विभाग के पोर्टल के बारे में प्रायोगिक जानकारी दी। इस फैकल्टी डिवैलपमेंट प्रोग्राम कार्यशाला के समन्वयक आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ के अध्यक्ष डॉ. दर्शन धीमान ने सभी प्रतियोगियों का धन्यवाद किया।

### मार्च में 120 लोगों की

ऊना, 3 अप्रैल (सुरेन्द्र): चौहान व वीरवार को डा. चमन सिंह चौहान हैं। सभी आप्रेशन वाले मरीजों को 2

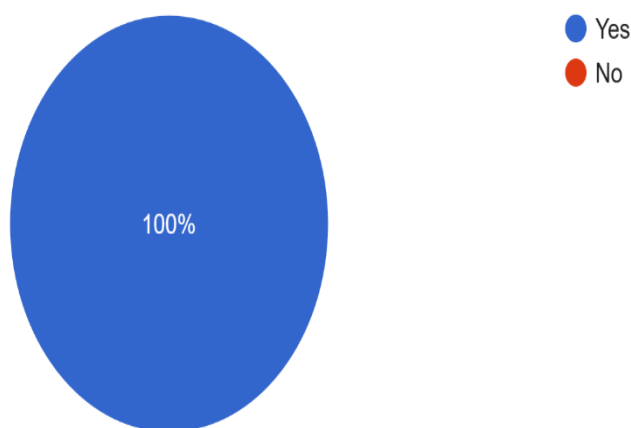
अस्पताल की प्रवक्ता मोनिका च माह में 120 लोगों की आंखों में प्र हिमाचल, 47 मरीज पंजाब और ए



## Feedback obtained

Did the FDP help you with new learnings or knowledge?

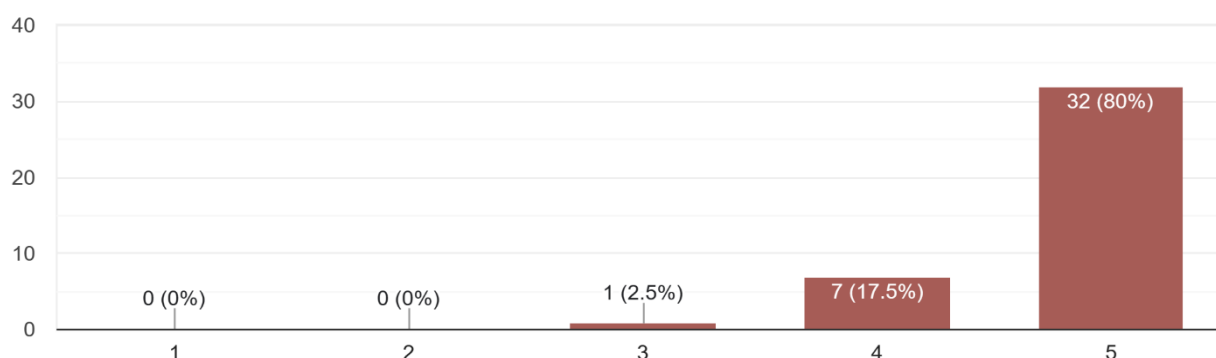
40 responses



**All the participants were of the view that the FDP helped them with new learnings and knowledge.**

Overall, how do you rate this FDP on ICT in education you attended in terms of usefulness and effectiveness? on a scale. (1 being lowest)

40 responses



**80% of the participants gave the highest rating of 5 to the FDP, 17.5 % gave a rating of 4, and 2,5% gave a rating of 3 on a scale of 5.**

### ❖ Link of FDP Feedback

<https://docs.google.com/forms/d/1JqnWpG3cn5BwQbIPcYoQWRsC793U3WXQmcBVxUoGupY/edit#responses>

## Comments by the Participants

### ❖ The three things you liked most about this FDP.

- New learning about Canva, Google forms and cyber security
- Canva, google doc, and google form details
- Well organized, well explained and most relevant
- How to be familiar with new Technology.
- Content, presentation, and practicality
- Well organised, relevant things discussed
- It was learning experience, informative and well organized
- Get new information about computer software
- As such kind of Familiar to latest technology
- Content, Discipline, faculty members presentation with practicals
- New learning about Ms Word, Ms Excel, effective report writing etc.
- Content... presentation and practicality
- New concept of learning, effective presentation, most imp cyber security
- Content, Method of delivery and commitment
- well organized, practical orientation, nice topics
- Conducive, effective and helpful learning
- Content presentation and practical hand on experience
- Content, way of delivery and knowledge
- ChatGPT, use of canva and information about cyber security
- Presentation, Delivery of lecture, Content
- Learning Canva Designing, Designing of Report, Ms-Excel
- 1. Very well organized 2. The topics of this programme were very knowledgeable 3. how we can use these techniques in our professions that was very interesting
- Knowledgeable Content, Practically Taught, vast areas covered
- Speakers, lecture on Canva, cyber security
- Very Informative Should be For 7 Days
- The theme, Resource persons and organization
- To make Google form, Google Docs and work on Canva
- Well organized 2- Content very useful 3- Resources person very good
- Well-organized, Informative and wide coverage



## ❖ The three things you disliked most about this FDP

- Time constraint and too much content in single session
- Some lectures did not conform to time limit.
- Time period was short to learn such practical things
- Organised very late.
- Shortage of time to do practice

## ❖ Do you have any comments/Suggestions that would help us make future events better?

- Such events must be organized time to time
- FDP may be organized for 6 days for more detailed knowledge
- Topics related to new advancements in technology which are useful in education must be covered
- Such kind of programs should be also organized in the future also.
- Less content should be delivered in a single session
- FDP is very knowledgeable and meaningful
- One session one content and practicals in the second session
- FDP should be for at least five days to learn more practical work.
- Time management
- Arrange more such FDPs
- Enhance the no.of days of this program. Refreshment or working lunch could have been added.
- More such FDPs should be conducted
- More time should be devoted and more practical application
- Well planned FDP. More number of such FDPs must be conducted in future.
- This two days' FDP was very well organized. I learnt many new things from this development program.
- Number of Days can be increased for the next FDP.
- It was quite knowledgeable. It should be with the practical and with some little long time
- Yes. For future it should be for minimum 6 days. It should be multidisciplinary.
- Yes. For future it should be for minimum 6 days.
- Every 6 month FDP should be held
- Very useful FDP, In future organized minimum 5 days FDP
- It could have been spread over a week
- May be organise in extended form with collaboration
- It should be a one week workshop
- More focus on practical session

## ❖ Link of FDP Quiz

[https://docs.google.com/forms/d/1C0U2KFP6fI9oQ\\_jlvXM7XRePCBUcRGQmoOK-bOlRQYo/edit#responses](https://docs.google.com/forms/d/1C0U2KFP6fI9oQ_jlvXM7XRePCBUcRGQmoOK-bOlRQYo/edit#responses)