



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

IQAC

Dated: 4th 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 1st April and 3rd 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 wih 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

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

Session-1	11:00 AM-12:00 PM
Google Doc By: Mr. Manav Asst. Prof. MCA	
12:00 PM- 12:15 PM <i>Tea Break</i>	
Session-2	12:15 PM-01:15 PM
Designing of Reports & Graphics design using Canva and Google Forms . By: Mr. Love Jaswal Asst. Prof. MCA	
Session-3	02:00 PM-03:00 PM
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 Convener
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
1	Mehak Rana	MIS Assistant	Female	9816885319	Govt college Una	B.voc	mehakranamahi2004@gmail.com
2	Akshay Kumar	Vocational Trainer Tourism	Male	7508048950	Govt Degree college Una	B.Voc	akshaykumar1244@gmail.com
3	Ruchika puri	LA (Retail Management)	Female	8580648399	Govt college Una	B.voc	ruchi08puri@gmail.com
4	Tarun Singh Thakur	Vocational Trainer	Male	9888102907	GDC Una	B.Voc	thakurtarunlv@gmail.com
5	GAURAV SANKHYAN	Vocational Trainer RM L7	Male	8261827364	Govt college UNA	B.voc.	gauravsankhyan508@gmail.com
6	Sachin Rana	LA	Male	9882990432	Govt. College Una	B.Voc.	sachinrana1644@gmail.com
7	Richa Sharma	Assistant professor	Female	9736270345	Govt P.G College Una	BBA	richaasharma83@gmail.com
8	Anjali kaundal	Assistant professor BBA	Female	9418897343	Govt College Una	BBA	anjaliKaundal22@gmail.com
9	Monika Raizada	Asstt prof	Female	8580779042	Govt pg college una	BBA	monika.raizada455@gmail.com
10	Kiran Bala	Assistant professor	Female	8894193951	Govt pg college una Himachal	BBA	kritikadhrv47@gmail.com
11	Vijay kumar	Asstt.prof.	Male	9816386758	Govt. College una	BBA.	vijaythakur361979@gmail.com
12	Ritu	AP	Female	7888417442	GPGC	BCA	ritupuri2009@rediffmail.com
13	Vikas Sharma	Assistant professor	Male	9816311172	Govt college Una	BCA	vikas.vashisht1885@gmail.com
14	Pooja Thakur	A.P.	Female	8219100626	Pg college una	Bca	thakurp899@gmail.com
15	Bandna	A.p	Female	8627961300	Govt pg college una	Bca	bandnasharmab@gmail.com
16	Anu sharma	AP	Female	9501774209	Gc una	BCA	anu.11283@gmail.com
17	Sanjay Kumar Sharma	Assistant Professor	Male	7018308638	Govt PG College Una H.P.	Botany	sarjaybotany14@gmail.com
18	Shashi Kanwar	Associate. Prof.	Female	9418015945	Govt. College Una	Botany	shashikanwar1969@gmail.com
19	Sumiksha	Associate professor	Female	7018477830	Govt degree College UNA	Botany	sumiksha666@gmail.com
20	Dinesh Kumar	VT Retail Management	Male	9882154939	GPGC Una	BVoc	dinesh843khajuria@gmail.com
21	Darshan Kumar	Associate Professor	Male	9418015414	Govt. Degree College Una	Chemistry	kdarshan288@gmail.com
22	Shveta Sharma	Assistant Professor	Female	8627006444	Govt. College Una	Chemistry	shveta1chem@gmail.com
23	Dr Suresh Kumar	Associate Professor	Male	9418945590	Govt PG College Una	Chemistry	sureshchemistry2013@gmail.com
24	Puneet Prem Kanwar	Asso. Prof.	Male	9418025946	Govt. College Una	Chemistry	puneet_prem@rediffmail.com
25	Dr. Sunil Dutt	Assistant Professor	Male	9418181919	GC Una, HP	Chemistry	sunildutt.iiitmandi@gmail.com
26	Richa Sharma	Assistant Professor	Female	09805889230	Govt. P. G. College Una(H.P.)	Chemistry Depa	rschem87@gmail.com
27	Dr Alka Rani	Assistant professor	Female	9816784541	Govt. P. G. College, Una, H. P.	Commerce	mrityunjayvashisht@gmail.com
28	Parveen Saini	Assistant Professor	Male		GDC Una	Commerce	parveensaini513@gmail.com
29	Dr Gagan Deep	Assistant professor	Male	9418505903	Govt college Una HP	Commerce	ppgagandeepsingh@gmail.com
30	Yash Paul	Assistant Professor	Male	9805757129	Govt. PG college una HP	Computer Scier	yash.sharma881@gmail.com
31	DR.RUCHYSHARMA	Assistant Professor	Female	9816364977	Govt.College Una	Department of C	Ruchy4sidh@rediffmail.com
32	Karan Kumar	Assistant Professor	Male	9418539629	Govt. College Una	Department of E	sharman.karan@gmail.com
33	Manjeet Singh	Assistant Professor	Male	9817461291	Govt. College Una	Economics	manjeetsingheco@gmail.com
34	Dr Bhagwan Dass	Assistant Professor	Male	9418233463	Government College Una	Economics	drdbass121976@gmail.com
35	Dr. Sham Singh Bains	Assistant Professor	Male	9816754117	Govt.P.G. College Una H.P.	Economics	ssdrbains@gmail.com
36	Shashi Sharma	Assistant Professor	Female	7807332988	Govt College Kullu Himachal Pra	Economics	shashisharma179@gmail.com
37	PAWAN KUMAR	JOA-IT	Male	7696938224	Govt College Una	Education	rana6128@gmail.com
38	Anita Kumari	Assistant Professor	Female	9882581828	Govt Degree College Una	English	iamanitaksaini@gmail.com
39	Dr. Navita Sharma	Assistant professor	Female	9805791043	Government College, Una	Geography	navita228@gmail.com
40	Jag Mohan	Assistant professor	Male	9805405966	Government College Una (HP)	Higher educatio	ikaulash@gmail.com
41	Meeta Sharma	Associate Professor	Female	9418026705	Government College Una	Higher Eduy	meetath@gmail.com
42	Rakesh Kumar	Assistant Professor	Male	9418305313	Govt P G College Una	History	rakeshkoundal81@gmail.com
43	Dr. Kaushal Kumar Pandey	Assistant Professor	Male	9805341011	Government Degree College Ur	Journalism and	kkpmbai@gmail.com
44	Renu Narula	Asstt. Librarian	Female	8219723671	GPGC UNA	Library	checkervartirenu@gmail.com
45	Meena kumari Soni	Librarian	Female	9463824157	Govt.college Una	Library	meena.soni1969@gmail.com
46	Promila	Assistant Professor	Female	9816891976	Govt. College Una (H.P.)	Mathematics	promilamaths@gmail.com
47	Dr.Monika Khanna	Asstt.Prof	Female	8894556265	Govt.College Una	mathematics	khannamonika1501@gmail.com
48	Dr. Ranju Banota	Assistant Professor	Female	9418076178	Govt. College Una (H. P.)	Mathematics	banotadranju@gmail.com
49	Nisha Sharma	Assistant Professor	Female	9417744974	Government PG College, Una	MBA	nisha20sharma@ymail.com
50	Aarushi	Assistant Professor	Female	8968146489	Govt. PG College Una	MBA	aarushisharma3235@gmail.com
51	Ashok kumar kapila	Assistant professor	Male	9816082418	govt. College Una	MBA	ashokkapil@gmail.com
52	Rash pal	Assistant professor	Male	7018426686	Rash pal	MBA	rashpaluna@gmail.com
53	Shamli Sharma	Assistant Professor	Female	9736747921	Govt P.G. College, Una	MBA	shamli.msn@gmail.com
54	AMIT SHARMA	CLERK	Male	9736717280	Government College Una	MCA & MBA	amitsandal2015@gmail.com
55	Dr. Monika Thakur	Assistant Professor	Female	9878124828	Govt College Una Himachal Pra	Music Instrumen	d.monika1011@gmail.com
56	Dr.Sanjay Verma	Associate Professor	Male	9418477736	G.C.Una	Music Vocal	sanjay16verma@gmail.com
57	Sumit Kumar	Assistant Professor	Male	7876277115	Govt College Una	Physics	sumhep@gmail.com
58	Dr. Madan Lal	Assistant Professor	Male	9418066250	Govt Degree College Una	Physics	gera_phy_hpu@yahoo.co.in
59	Dr.pawitar dulari	Assist.prof	Female	9805643957	Government p.g.college una him	Physics	pawitar.ibs@gmail.com
60	Sat Dev	Officiating Principal	Male	9418015181	Govt college Una	Physics	satdev1965@gmail.com
61	DrBalvinder Singh Rana	Associate Professor, Politic	Male	8894213939	Govt college, Una, HP-174303.	Political Science	bsrana1310@gmail.com
62	Dr. Rajender Kumar	Associate Professor	Male	9418339279	Government College Una, Hima	Sanskrit	rajender3047@gmail.com
63	Shiv kumar	Assistant Professor	Male	8894161318	G C Una	Sociology	shivkumarbadehar@gmail.com
64	VIPUL KUMAR GAUTAM	ASSISTANT PROFESSOR	Male	7018005834	GOVERNMENT COLLEGE UN	TOUR AND TR	vipaditya@gmail.com
65	Dr Ashwani Kumar Patel	Associate Professor	Male	9418047628	Govt College Una Himachal Pra	Zoology	drashwanipatel3589@gmail.com

❖ Link of Registration Form

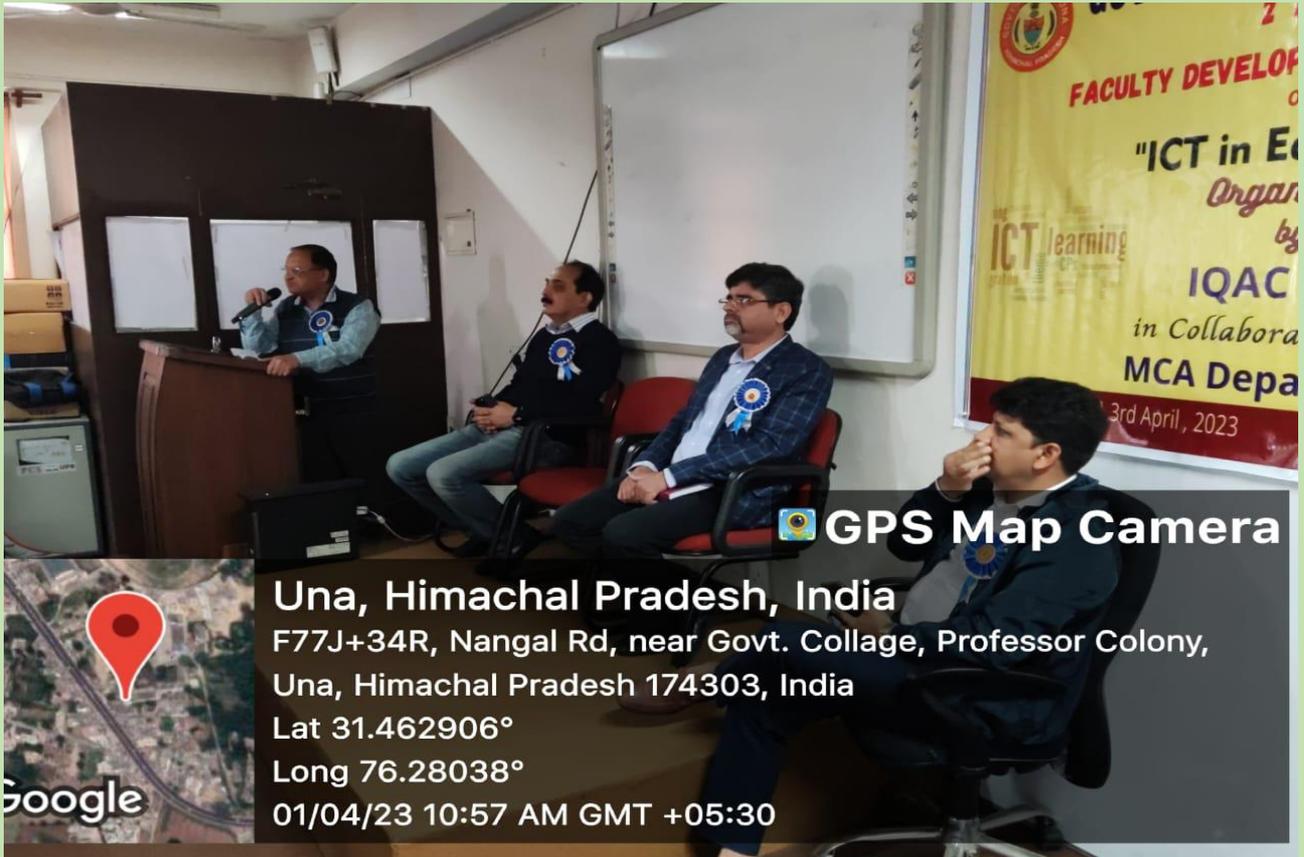
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The List of participants who attended the FDP and were awarded e-Certificates

S.No.	Name	Designation	Gender	Mobile No.	Name of Institution	Department	Email address
1	Aarushi	Assistant Professor	Female	8968146489	Govt. PG College Una	MBA	aarushisharma3235@gmail.com
2	Anita Kumari	Assistant Professor	Female	9882581828	Govt Degree College Una	English	iamanitaksaini@gmail.com
3	Anjali kaundal	Assistant professor BBA	Female	9418897343	Govt College Una	BBA	anjalkaundal22@gmail.com
4	Anu sharma	AP	Female	9501774209	Gc una	BCA	anu.111283@gmail.com
5	Ashok kumar kapila	Assistant professor	Male	9816082418	govt. College Una	MBA	ashokkapol@gmail.com
6	Bandna	A.p	Female	8627961300	Govt pg college una	Bca	bandnasharmab@gmail.com
7	Darshan Kumar	Associate Professor	Male	9418015414	Govt. Degree College Una	Chemistry	kdarshan288@gmail.com
8	Dr Alka Rani	Assistant professor	Female	9816784541	Govt. P. G. College, Una, H. P.	Commerce	mrityunjayvashisht@gmail.com
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40	Richa Sharma	Assistant Professor	Female	09805889230	Govt. P. G. College Una(H.P.)	Chemistry Depa	rschem87@gmail.com
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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
47	Shveta Sharma	Assistant Professor	Female	8627006444	Govt. College Una	Chemistry	shveta1chem@gmail.com
48	Sumit Kumar	Assistant Professor	Male	7876277115	Govt College Una	Physics	sumnep@gmail.com
49	Vijay kumar	Asstt.prof.	Male	9816386758	Govt. College una	BBA.	vijaythakur361979@gmail.com
50	Vikas Sharma	Assistant professor	Male	9816311172	Govt college Una	BCA	vikas.vashisht1885@gmail.com
51	VIPUL KUMAR GAUTAM	ASSISTANT PROFESSOR	Male	7018005834	GOVERNMENT COLLEGE UNA	TOUR AND TR	vipaditya@gmail.com
52	Yash Paul	Assistant Professor	Male	9805757129	Govt. PG college una HP	Computer Scier	yash.sharma881@gmail.com
53	Sunita Devi	Lab Assistant	Female		Govt. PG college una HP	Physics	
54	Sohan Singh	Lab Assistant	Male	8219160347	Govt. PG college una HP	BCA	
55	Sushil Kumar	Lab Assistant	Male	9805452952	Govt. PG college una HP	MCA	
56	Satish Kumar	Lab Assistant	Male	8988447919	Govt. PG college una HP	BBA	
57	Sachin Kumar	JOA(IT)	Male	9882990432	Govt. PG college una HP	Office	
58	Satinder Kumar	Sen. Assistant	Male	7876143288	Govt. PG college una HP	Office	

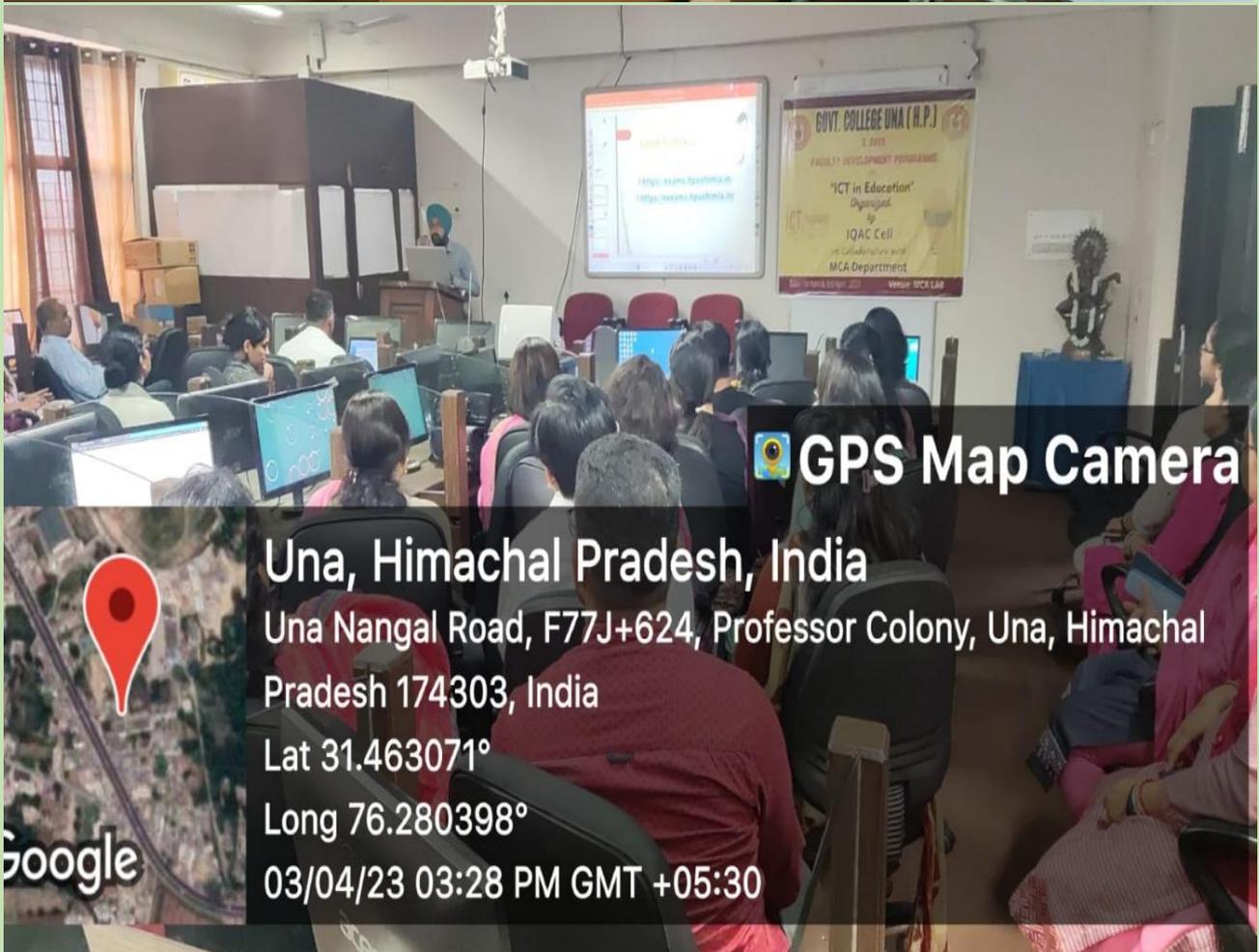
Glimpses of FDP on ICT





 **GPS Map Camera**

Una, Himachal Pradesh, India
F77J+34R, Nangal Rd, near Govt. Collage, Professor Colony,
Una, Himachal Pradesh 174303, India
Lat 31.462906°
Long 76.28038°
01/04/23 10:57 AM GMT +05:30



 **GPS Map Camera**

Una, Himachal Pradesh, India
Una Nangal Road, F77J+624, Professor Colony, Una, Himachal
Pradesh 174303, India
Lat 31.463071°
Long 76.280398°
03/04/23 03:28 PM GMT +05:30







 **GPS Map Camera**

Una, Himachal Pradesh, India

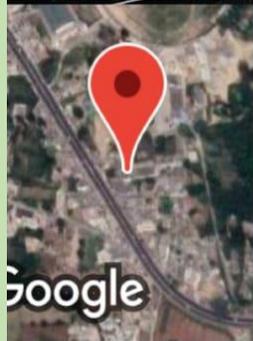
F77J+34R, Nangal Rd, near Govt. Collage, Professor Colony,

Una, Himachal Pradesh 174303, India

Lat 31.46296°

Long 76.28041°

01/04/23 12:29 PM GMT +05:30



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 डिवैल्पमेंट कार्यक्रम 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 डक साँफ्टवेयर बारे दी जानकारी

ऊना कालेज में 2 दिवसीय फैकल्टी डिवैल्पमेंट 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 डिवैल्पमेंट 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 डक साँफ्टवेयर के बारे में महाविद्यालय के कम्प्यूटर विभाग के प्राध्यापक मानव ने जानकारी दी। दूसरे तकनीकी सत्र में गूगल

फार्म साँफ्टवेयर के माध्यम से छात्रों के लिए प्राध्यापक द्वारा असाइनमेंट, प्रश्नोत्तरी कैसे तैयार की जाती है तथा केन्वा साँफ्टवेयर 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 डिवैल्पमेंट प्रोग्राम कार्यशाला के समन्वयक आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ के अध्यक्ष डॉ. दर्शन धीमान ने सभी प्रतियोगियों का धन्यवाद किया।

मार्च में 120 लोगों की

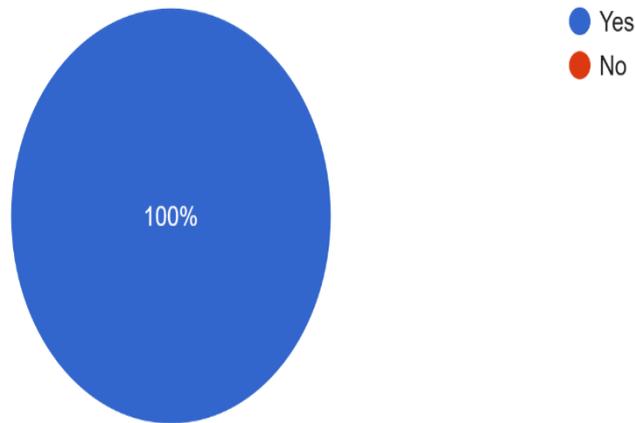
ऊना, 3 अप्रैल (सुरेन्द्र): चौहान व वीरवार को डा. चमन सिंह चौहा हैं। सभी आप्रेशन वाले मरीजों को 2

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?

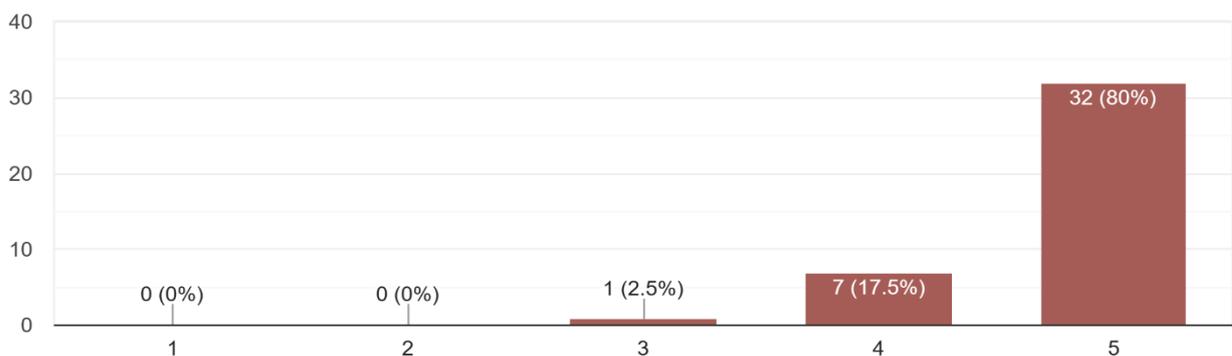
40 responses



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 weak workshop
- More focus on practical session

❖ Link of FDP Quiz

https://docs.google.com/forms/d/1C0U2KFP6fI9oQ_jlvXM7XRePCBUcRGQmoOK-b0lrQYo/edit#responses