



SUPPORTING DOCUMENTS

6.3.3.1 Total number of professional development/ administrative training Programmes organized by the institution for teaching and non-teaching staff during the year

Session (2021-2022)



Dr. Maneeta Kahlon
Principal
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Principal
G.N.Kh. College for Women
Gujarkhan Campus, Model Town,
Ludhiana

GURU NANAK KHALSA COLLEGE FOR WOMEN

Gujarkhan Campus, Model Town, Ludhiana



One week Faculty Development Programme on 'Spark your basic computing skills' September 6-12, 2021

Organized by Department of Computer Science and Applications
Under the aegis of Internal Quality Assurance Cell (IQAC)

About the FDP

A one-week FDP on 'Spark your basic computing skills' was Organized by the Department of Computer Science and Applications under the aegis of Internal Quality Assurance Cell (IQAC) from September 6-12, 2021. A total of 39 participants from the teaching and non-teaching staff of the college participated in this FDP. The FDP was designed to include interactive explanatory sessions followed by practical hands-on sessions. The key intention was to keep the FDP rooted in the principle of Learning by Doing. Ms. Harpreet Kaur, Assistant Professor in the Department of Computer Science and Applications was the resource person.

List of participants

Name	Department
Gurarpan Kaur	English
Kritika Gupta	English
Harpreet Kaur	Fine Arts
Punpreet Kaur	Business Management and Commerce
Rajwinder Kaur	Business Management and Commerce
Maninder Kaur	Business management and commerce
Manmeet kaur	Business Management and Commerce
Dr. Kuldeep Kaur	Business Management and Commerce
Dr. Nidhi	Business Management
Dr. Balbir Kaur	Library Science
Dr. Neetu Prakash	Business Management and Commerce

Parveen Verma	Home Science
Seema Dua	Economics
Dr. Anupam Vatsyayan	English
Neha Dawar	Economics
Amarpreet Kaur	Home Science
Kirti Loomba	Journalism and Mass Communication
Dr. Madhu Bala	Sociology
Balwinder Kaur	Fine Arts
Rachna Kanojia	Punjabi
Dr. Shikha Bajaj	Fashion Designing
Seema Devi	Punjabi
Inderjit Kaur	Punjabi
Harvinder Kaur	Library Science
Shikha Kalra	Home Science
Sandeep Kaur	History
Rajveer Kaur	Physical Education
Manpreet Kaur	Business Management and Commerce
Jyoti Verma	Business Management and Commerce
Sarabjeet Kaur	English
Surjit Kaur	Office Management & Secretarial Practice
Meenakshi Devi	Administrative Office
Dr. Pratibha Tyagi	Business Management and Commerce
Gagneet Pal Kaur	English
Dr. Parveen Arora	Public Administration

Pre-Session Survey

As a preparatory step, a survey regarding participant awareness of the technological tools was conducted. The data of the survey formed the basis of the planning and conduction of the sessions.

Schedule of FDP sessions

Day/ Date	Sessions
Day 1 September 6, 2021	Basic Computer Skills
Day 2 September 7, 2021	Gmail Basics
Day 3 September 8, 2021	MS Excel Bootcamp (Part-I)
Day 4 September 9, 2021	MS Excel Bootcamp (Part-II)
Day 5 September 10, 2021	Google Forms: The Basics
Day 6 September 11, 2021	Unlock the power of Google Forms Valedictory Session
Day 7 September 12, 2021	Assignment completion and submission

Day-4

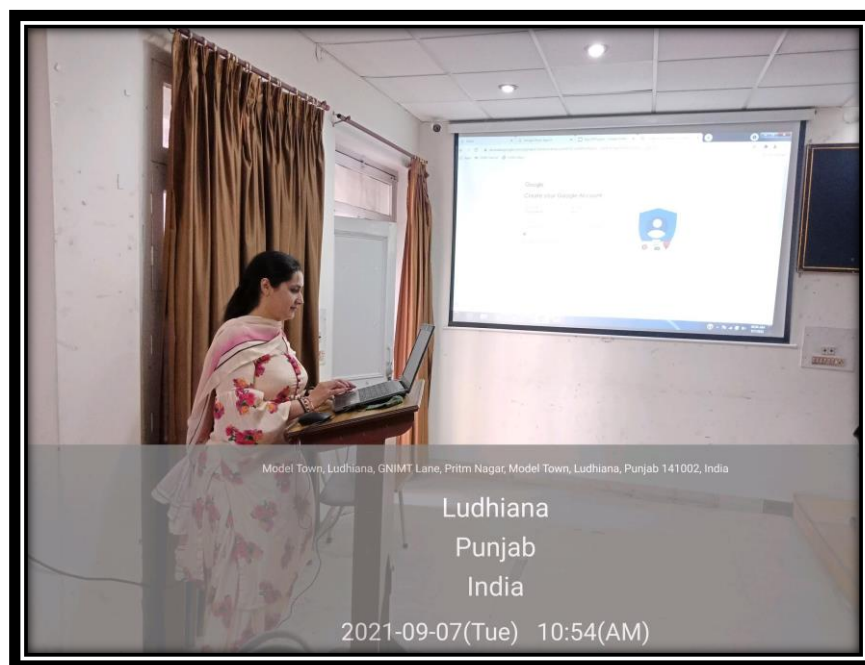
The first day of the FDP started with the inaugural session. The principal of the college, Dr. Maneeta Kahlon, encouraged the participants to enthusiastically participate in the FDP. Ms. Daisy Wadhwa, Head of, Department of Computer Science and Applications shared the FDP plan. Ms. Harpreet Kaur explained the agenda of the day.

On Day 1, the session focused on the topics of working with documents, USB drives, WhatsApp web, as well as taking screenshots and creating zipped files. The lab session that followed provided participants with ample opportunities for hands-on practice.



Day- 5

On Day 2, a demonstration session on how to use the different features of Gmail was conducted. The participants worked on the features explained by the resource person simultaneously on their devices and the session buzzed with doubts and clarifications. The interactions and queries were taken up and resolved during the session by the instructor.



Day- 6

On Day 3, a session was conducted to explain to the participants of the importance and use of spreadsheets. The session saw energetic participation from the participants posing interesting questions.

To mark International Literacy Day a one-hour session on email management was also conducted for Class IV employees of the college.



Day-7

On Day 4, a session on advanced features of the spreadsheet, including, formatting cells, applying formulas, setting up the spreadsheet for printing was conducted. The activities for the lab session were designed based on the spreadsheet utility in education scenarios.



Day- 8

Day 5 focused on the use of Google Drive as cloud storage. A demonstration on the creation and sharing of Google Forms was provided. Participants were also informed about the ways of accessing and analyzing the data collected through the form.



Day-9

Day 6 built upon the previous day's session on Google Forms. The entire session focused on creating a quiz out of a Google Form. This was followed by a review of assignment submissions and clarification of queries.



During the grand finale- valedictory session, the principal of the college, Dr. Maneeta Kahlon congratulated the participants and the Department of Computer Science on the successful completion of the FDP. During her valedictory address, she emphasized that learning is a lifelong process and as educators, it is important to stay updated with the latest in the world of technology. She further highlighted that regular training programs are essential for the professional development of the teachers.



Day- 7

Day 7 was allotted to participants for assignments completion and submission. Doubts of participants were also resolved during the doubts session.

Feedback from participants

Feedback from participants highlighted the interactive and immersive learning strategy of the FDP. Some feedback and reviews shared by the participants are provided below:

- *It was a wonderful experience. I learned a lot. Especially when I created Google form, it gave me immense pleasure.*
- *Better equipped to handle spreadsheets.*
- *It was really satisfying to be part of this creative workshop and learnt many new things such as MS Excel, Google Forms.*
- *This was a very immersive and interesting course. I got to experience different kinds of tools that are useful and effective. The instructor was an expert who explained all the concepts very well. Thank you!!!!*