

LOK MAHAVIDYALAYA WARDHA

INTERNAL QUALITY ASSURANCE CELL

Teaching Staff Training

REPORT 2013-14

Name of the Training Programme	Organising Agency	Date/Duration	No of Participants
IT Skills Training for Teachers	SAP Infomedia, Nagpur	13 & 14/06/2014	15

Introduction:

The IQAC has envisioned increasing the use of ICT in Teaching-learning process for effective learning outcomes. The teachers are motivated to use ICT in their daily teaching. But the most of the teachers were not well-versed in application of ICT tools. Hence, it was decided to conduct the two days training session for the teachers.

Objectives:

1. To provide information about various ICT applications used in Teaching and Learning process.
2. To acquaint the teacher with the Operation of Computers like MS word, Excel, Notepad, PPTs,
3. To train in the skills of DTP, short keys, use of internet.
4. To promote the use of google in teaching and research.

Findings:

On the request of teachers, Principal Dr. Pushpa Tayde invited, Mr. Salim Khan, Director of SAP Infomedia, Nagpur, to conduct the training on 13th and 14th June 2014 at the beginning of the session. On the first day i.e. 13th June, the resource persons, Mr. Salim Khan and his assistant Mr. Rajesh Dongre conducted the sessions from 10.00 am to 4.00 pm. All the permanent teachers including the Principal Dr. Pushpa Tayde participated in the training session. The resource person introduced the various ICT Devices and applications that used in the teaching -learning process. Then the teachers' preparatory knowledge about the ICT was evoked. The properties of various computer applications like MS Word, MS Excel, Notepad, Power Point Presentations etc. were explained and teachers are involved to practice the use of applications.

On second day i.e. 14th June, the session started at 10.00 am. The resource person, Mr. Salim Khan revised the last day's session. Then Mr. Rajesh Dongre informed about the DTP skill and short keys used in application. He explained the proper method of using Keyboard for correct and efficient DTP. Then in the second session, Mr. Salim Khan showed the proper internet connectivity devices and troubleshooting methods. He asked the teachers to explore the use of google in teaching and research process. The use of google for browsing the subject topics, saving the file/data from internet, various sites providing the subject material/knowledge, use of google scholar, open access journals, impact factor, referencing, compilation of digital bibliography, data authentication etc. procedures and skill were explained by the resource person.

The session was concluded with the vote of thanks proposed by IQAC Co-ordinator, Prof. Mahendra Sahare.

Outcome: The teachers got the information about the various ICT tools, methods and practices applied in teaching –learning process. Most of the teachers prepared the study material and PPTs on the subjects they taught. Online videos in teaching are used.



H. S. J.
Principal
Principal,
Lok Mahavidyalaya
WARDHA.

LOK MAHAVIDYALAYA WARDHA

INTERNAL QUALITY ASSURANCE CELL

Two Days Training for Teachers

REPORT 2015-16

Name of the Training Programme	Organising Agency	Date/Duration	No of Participants
Use of ICT in Teaching	CLERIC Technology, Nagpur	3 -4/09/2016	24

Introduction:

To promote the use of ICT in teaching, IQAC ensures to maintain upgradation of teachers' knowledge and skills in the field. In order to revise the knowledge of teaching using the ICT and to motivate the other teachers to adopt it, the training programme is organised on 3rd and 4th Sept 2016 in the college auditorium.

Objectives:

1. To equip the teachers with ICT skills
2. To update the existing knowledge of teachers.
3. To strengthen the use of ICT in teaching

Findings:

On the first day of the training i.e. 3rd Sept 2016, the resource person was welcomed by Principal, Dr. Pushpa Tayde. Principal appealed all the participants to take full advantage of the training. Total 24 teachers including Teachers on Clock Hour Basis participated in the session. The resource person Mr. Suhas Shinde, a technocrat and director of Cleric Technology acquainted the audience with latest technological advances and its use in teaching-learning process. He explained the various computer applications used in daily teaching. The teachers were given practice modules and practical was undertaken in computer lab.

On second day i.e. 4th Sept 2016, the session started at 10.00 am. The resource person, Mr. Suhas Shinde, explained the use of smart phone and various learning apps and its features. The use of google sheets, preparation of digital marksheet, document camera, OHP operations were explained with practical. The lunch was provided to the participant from 1.30 pm to 2.30 pm.

The session was concluded with the vote of thanks proposed by IQAC Co-ordinator, Prof. Mahendra Sahare.

Outcome: The teachers could use ICT devices and applications in teaching learning. Use of PPT, Online Videos, Smart-phones have been increased during the teaching. Online internal marks submission was done. Teachers on Clock Hour Basis also used ICT in teaching.



PS
Principal
Principal,
Lok Mahavidyalaya
WARDHA.

Date: 15-06-2014

CERTIFICATE OF COMPLETION

This is to certify that 15 Teachers of Lok Mahavidyalaya College, Wardha have successfully completed the Two Days "IT Skills Training" held on 13th & 14th June 2014 organised by SAP INFOMEDIA, Nagpur.

Thanking you for your support.

Sincerely,



Salim Khan
Managing Director

LOK MAHAVIDYALAYA WARDHA
INTERNAL QUALITY ASSURANCE CELL
Professional Training Programme for Teachers
REPORT 2017-18

Name of the Training Programme	Organising Agency	Date/Duration	No of Participants
Use of Google Forms & Blogs in Teaching –Learning Process	CLERIC Technology Nagpur	1/10/2017	19

Introduction:

The implementation of 'Save Paper & Go Green' drive is the need of the time. Hence, it was decided to reduce the use of papers in teaching –learning and evaluation. The IQAC asked teachers to provide the online study material of their subjects and to conduct e-tests for internal evaluation. Therefore, the training for use of Google Forms and Blogs in teaching was conducted by IQAC on Sunday 1st Oct 2017. The resource person Mr. Suhas Shinde from Cleric Technology, Nagpur was invited to conduct the training.

Objectives:

1. To promote the use of Google forms for e-tests
2. Use of google forms for assignments.
3. To create blogs to disseminate the study material and ideas.

Findings:


The resource person, Mr. Suhas Shinde was welcomed by Principal, Dr. Pushpa Tayde. Total 19 teachers including CHB teachers participated in the training. Mr. Suhas Shinde explained the importance of using technology in the teaching learning process. He appreciated the initiative of the institution in promoting the concept paperless education. The teachers were informed about the properties of google. The google apps used daily by the officials and educationists. He explored the functioning and operations of Google Drive. The demonstration on the creation of google forms for quiz, e-tests with multiple choice questions, short answer questions, paragraph answer questions and automated and manual evaluation procedure.

In the second session after lunch, Mr. Shinde demonstrated by exploring the operations of Google Forms for Assignments and Project work. He also demonstrated the procedure of inviting the students and respondents to fill in the questionnaire. Methods of saving and extracting the reports were explained. Some of the teachers were asked to design the questionnaire on google forms. Then creation of blogs and uploading the data was demonstrated. The features of blogs and registration process, free blogs were explored and demonstrated to the participants.

The session was concluded with the vote of thanks proposed by Prof. Sunil Patne

Outcome: Some of the teachers conducted the e-tests using google forms. Online feedback on Curriculum and on Teaching-Learning was conducted using google forms. Some teachers invited the online assignments using google forms.



Principal

Principal,
Lok Mahavidyalaya
WARDHA.



To,
Principal
LokMahavidyalaya, Wardha

Certificate of Completion

This is to certify that 24 teachers of your college have successfully completed the Two Days Training on "USE of ICT in Teaching" on 3rd & 4th September 2016 Organized by Cleric Technology, Nagpur.

Thanking you for your support.

Date: 5th Sept 2016

Yours,

A handwritten signature in blue ink, appearing to read 'Subas Shinde', written over a horizontal line.

(Mr. Subas Shinde)



To,
Dr. Pushpa S. Tayde
Principal
Lok Mahavidyalaya Wardha

CERTIFICATE OF COMPLETION

R/Madam,

I am extremely privileged to have an opportunity to thank you for inviting me for the conduction of the training session on "Use of Blogs and Google Forms in Teaching-Learning Process". Total 19 teachers have been trained successfully on Sunday 1st October, 2017.

Looking forward to see you again.

Date: 01/10/2017

Sincerely,

A handwritten signature in black ink, appearing to be 'Anil', written over a horizontal line.

LOK MAHAVIDYALAYA WARDHA
INTERNAL QUALITY ASSURANCE CELL
Professional Training Programme for Teachers
REPORT 2018-19

Name of the Training Programme	Organising Agency	Date/Duration	No of Participants
Workshop on Use of Computer Applications	Insight Computers, Wardha	28 th & 30 th Dec. 2018	30 +6 (Teachers & Non-teaching staff)

Introduction:

As the most of the regular office staff was retired, the office functioning through online and software was hampered. The newly appointed staff on contract basis was not well-versed in the operations. Therefore, the Workshop on Use of Computer Application was organised on 28th and 30th Dec 2018 for teaching and non-teaching staff. Principal invited Mr. Prashant Hatwar from Insight Computers Wardha to provide the expertise for the workshop. The workshop was conducted from 1. 00 pm to 4 p.m. at college auditorium.

Objectives:

1. To promote digital literacy of staff.
2. To acquaint with the MS Office.
3. To train the staff in various operations of websites.

Findings:

The resource person, Mr. Prashant Hatwar was welcomed by Principal, Dr. Pushpa Tayde. Total 30 teachers and 6 non-teaching staff participated in the workshop. Mr. Prashant Hatwar demonstrated the features and its use in official and general operations. Operations of Office Software (CMS) were explored and demonstrated to the staff. The preparation of admission register, inputs, fees, accounting, record maintenance, backup process, sharing the files, protocols, recovering the data etc. functioning were explained and practiced during the training.

On the second day, the tips for computer maintenance and troubleshooting were given. The handling of the university website, examination portal, DBT website and other various govt websites, storing the data from website and taking the print was explained.

The session was concluded with the vote of thanks proposed by Dr. Anil Surkar.

Outcome: The staff could operate the official functions. The teachers also got the knowledge of office software and teaching modules. The operations of university website, examination portal, data input, storage and backups are performed by the staff.



Principal
[Signature]
Principal,
Lok Mahavidyalaya
WARDHA

इनसाईट कंप्यूटर्स

पावडे नर्सिंग होम जवळ, गोंड प्लॉट, वर्धा.

दिनांक : ३०/१२/२०१८

प्रति,
मा. प्राचार्य,
लोक महाविद्यालय
लॉरी-४४२००१.

विषय : प्राचार्यक ३०नि कर्मचारींमुदता संगणक प्रशिक्षण दिण्याबद्दल

संदर्भ : दि. २१/१२/२०१८ ते ३०/१२/२०१८

माननीय महादेवा,

वरील विषयानुसार आपल्या संस्थेने दि. २८/१२/२०१८ ते ३०/१२/२०१८ पर्यंत आपल्या महाविद्यालयात ३० प्राचार्यक व ६ शिक्षकै क इतर कर्मचारीं, ~~का~~ संगणक प्रशिक्षण कार्यशाळे द्वारे देण्यात आले आहे ते त्यांनी पूर्ण केले आहे.

सहकार्याबद्दल धन्यवाद.



आपला कृतज्ञितारी,
[Signature]
प्रति इतवार

ICT Training to Staff



