UGC Faculty Development Program

Report on

Developing IT Skills for New Faculty Members

(29 Jul 2024 - 08 Aug 2024)

Organized By:

Gyan Ganga Institute of Technology & Sciences (GGITS), Jabalpur Hosted at GGITS, Jabalpur

About the Programme

The Faculty Development Program (FDP) on "Developing IT Skills for New Faculty Members" was organized by Gyan Ganga Institute of Technology & Sciences (GGITS) from 29th July to 8th August 2024. The FDP aimed to enhance the technological competencies of newly inducted faculty members, focusing on practical applications relevant to their teaching and administrative duties.

Program Schedule

The FDP was structured over ten days, with each day dedicated to specific IT tools and skills. Key sessions included:

- **Google Workspace Essentials**: Streamlining workflows and enhancing collaboration.
- **MS Office 365**: Advanced features and collaboration tools.
- **Moodle LMS**: Creating and managing courses effectively.
- **Canva for Educators**: Designing engaging visual content.
- **AI Tools in Education**: Practical applications of AI in teaching.
- **MS Excel**: Advanced data analysis and visualization techniques.
- **Digital Assessment Tools**: Exploring modern assessment techniques.
- **Effective Presentation Tips**: Enhancing presentation skills with MS PowerPoint.

Refer to the attached schedule for detailed session timings and topics.

29th July – 9th Aug 2024, Venue – CL14 Lab Day 1: 29th July Monday Orientation and Introduction / Google Workspace		
10:30 - 11:00	Welcome and Overview of the Training Program	
11:00 - 11:30	Orientation About Gyan Ganga Group of Institutions	Dr Ravindra Kshirsagar
11:30 - 12:00	Institute Policies, Code of conduct for Employees	Dr Ruchi Pandey
12:15 - 12:45	Training & Placements	Mr Rajeev Sethi
12:45 - 13:00	Gyan Ganga HR Portal	Registrar Office

14:00 - 16:30	**Google Workspace Essentials** **Streamlining Your Workflow**	*Santosh Vishwakarma* *Siddarth Bhalerao*
Day 2: 30th July Tuesday Google Workspace		
10:30 - 13:00	**Advanced Google Workspace** **Enhancing Collaboration and Productivity** **Hands on Practice**	*Santosh Vishwakarma* *Siddarth Bhalerao*
14:00 - 16:30	**Google Workspace for Communication** **Hands on Practice**	
Day 3: 31th July Wednesday MS Office 365		
10:30 - 13:00	**MS Office 365** **Core Applications and Features**	*Dr Ashok Verma* *Dr Sharda Patel* *Mahesh Tayde*
14:00 - 16:30	**Advanced MS Office 365** **Collaboration and Productivity Tools**	
Day 4: 1st Aug Thursday Canva Design for Office Work		
10:30 - 13:00	**Canva for Educators** **Designing Engaging Visual Content** Hands on Practice	*Santosh Vishwakarma Amit Sahu*
14:00 - 16:30	**Canva for Educators** **Hands-On Practice and Advanced Techniques**	
Day 5: 2nd Aug Friday AI Tools in Education		
10:30 - 13:00	**AI Tools in Education - I** **Enhancing Teaching and Learning** Hands on Practice	*Dr Preeti Rai* *Santosh Vishwakarma*
14:00 - 16:30	**AI Tools in Education - II** **Practical Applications and Best Practices** Hands on Practice	

Participation

The FDP saw active participation from various departments across the institute. Many faculty members attended, representing departments such as Central Library, Chemistry, Civil Engineering, Computer Science Engineering, Electrical Engineering, and more. The diverse participation underscored the universal applicability of the skills being taught.

Topics Covered

Each session was designed to provide hands-on experience with essential IT tools:

- **Google Workspace**: Faculty members learned to optimize their workflow using Google Workspace tools like Gmail, Google Calendar, and Google Drive.
- **MS Office 365**: The sessions on Office 365 focused on using applications like Word, Excel, and PowerPoint for both educational and administrative purposes.
- **Moodle**: Participants were introduced to Moodle, an LMS that facilitates course management, assignments, and student engagement.
- **Canva**: The sessions on Canva emphasized creating visually appealing content for lectures, assignments, and promotional materials.
- **AI Tools**: These sessions covered the integration of AI tools like ChatGPT in education to enhance teaching methods and automate tasks.
- **MS Excel**: Advanced Excel training focused on data analysis, visualization, and automation through macros.
- **Presentation Skills**: The importance of effective presentations was highlighted, with practical tips provided on using MS PowerPoint.

Feedback Summary

The feedback received from participants was overwhelmingly positive:

- **Overall Quality**: Rated "Excellent" by the majority.
- **Relevance**: Topics were considered highly relevant to their teaching roles.

- **Confidence**: Faculty members expressed confidence in implementing the tools and techniques learned.
- **Suggestions**: Some participants requested more in-depth sessions on advanced Excel and AI tools.

Conclusion

The FDP was successful in achieving its objectives, equipping new faculty members with essential IT skills. The program not only enhanced their technical abilities but also provided a platform for cross-departmental collaboration and knowledge sharing.

Recommendations for Future FDPs

- Include more advanced sessions on specific tools like Excel and AI.
- Extend the duration of hands-on practice sessions to reinforce learning.

Participants:

S. No.	Names	Department:
1	Davendra Singh Kushwaha	Central Library
2	Arti Kushwaha	Chemistry
3	Shivani Jain	CE
4	Akhilesh Shukla	CSE
5	Apoorva Choubey	CSE
6	Dr. Sameer Yadav	CSE
7	Kailash Kumar Armo	CSE
8	Mukti Pathak	CSE
9	Pallavi Upadhyay	CSE
10	Sarvada Soni	CSE
11	Sristi Verma	CSE

12	Tanushree Pandya	CSE
13	Madhuri Tiwari	CSE
14	Y. Arunika Rao	ECE
15	Ashima Mishra	ECE
16	Sonam Sahu	ECE
17	Mayanka Roy Mandal	EE
18	Vartika Shrivastava	EE
19	Raman Pathak	English
20	Shalini B. Shivhare	English
21	Smriti Sharma	English
22	Yogeshwari Birha	English
23	Ankita Fouzdar	EX
24	Rohit Vishwakarma	EX
25	Shraddha Tiwari	EX
26	Ruchi Jain	Mathematics
27	Parth Khare	Mathematics
28	Darshan Dubey	MBA
29	Harshit Agrawal	MBA
30	Mohd Danish	MCA
31	Shriyam Mishra	MCA
32	Abha Sharma	ME
33	Ashish Kumar Paharia	ME
34	Himani Verma	ME
35	Sandeep Kumar Awasthi	ME
36	Dr. Poorvi Jain	Pharmacy
37	Dr. Nikhar Vishwakarma	Pharmacy
38	Dr. Sarjana Raikwar	Pharmacy
39	Muskan Prajapati	Pharmacy

40	**Pushpendra Ahirwar**	**Pharmacy**
41	**Sonakshi Soni**	**Pharmacy**
42	**Abhishek Khare**	**Physics**
43	**Bharti Tiwari**	**Physics**
44	**Pradeep Thakur**	**Admin**

Recommendation as per various domains

Google Workspace (Gmail, Calendar, Drive, Sheets)

S. No.	Name of Faculty	Branch
1	Dr. Sameer Yadav	CSE
2	Tanushree Pandya	CSE
3	Smriti Sharma	English
4	Shivani Jain	Civil
5	Mayanka Roy Mandal	EE
6	Rohit Vishwakarma	EX
7	Akhilesh Shukla	CSE
8	Mo Danish	MCA
9	Shriyam Mishra	MCA

Canva Design

S. No.	Name of Faculty	Branch
1	Rohit Vishwakarma	EX
2	Shivani Jain	Civil
3	Tanushree Pandya	CSE
4	Sristi Verma	CSE

5	Mayanka Roy Mandal	EE
6	Yogeshwari Birha	English
7	Darshan Dubey	MBA
8	Dr. Nikhar Vishwakarma	Pharmacy
9	Abhishek Khare	Physics
10	Abha Sharma	ME
11	Shriyam Mishra	MCA

Moodle

S. No.	Name of Faculty	Branch
1	Pallavi Upadhyay	CSE
2	Mayanka Roy Mandal	EE
3	Shalini B. Shivhare	English
4	Yogeshwari Birha	English
5	Rohit Vishwakarma	EX
6	Darshan Dubey	MBA

MS Office 365

S. No.	Name of Faculty	Branch
1	Dr. Nikhar Vishwakarma	Pharmacy
2	Sristi Verma	CSE
3	Dr. Sameer Yadav	CSE
4	Rohit Vishwakarma	EX
5	Darshan Dubey	MBA

6	Mo Danish	MCA
7	Abhishek Khare	Physics
8	Bharti Tiwari	Physics

MS Excel

S. No.	Name of Faculty	Branch
1	Dr. Sameer Yadav	CSE
2	Tanushree Pandya	CSE
3	Y Arunika Rao	EC
4	Mayanka Roy Mandal	EE
5	Shalini B. Shivhare	English
6	Yogeshwari Birha	English
7	Rohit Vishwakarma	EX
8	Mrs. Ruchi Jain	Mathematics
9	Darshan Dubey	MBA
10	Shriyam Mishra	MCA
11	Mo Danish	MCA
12	Sarjana Raikwar	Pharmacy
13	Mukti Pathak	CSE
14	Pallavi Upadhyay	CSE

ChatGPT & AI Tools Usage for Teaching

S. No.	Name of Faculty	Branch
1	Smriti Sharma	English

2	Dr. Sameer Yadav	CSE
3	Tanushree Pandya	CSE
4	Shalini B. Shivhare	English
5	Yogeshwari Birha	English
6	Mrs. Ruchi Jain	Mathematics
7	Darshan Dubey	MBA
8	Abhishek Khare	Physics
9	Bharti Tiwari	Physics
10	Mrs. Ruchi Jain	Mathematics
11	Darshan Dubey	MBA
12	Abhishek Khare	Physics

Brochure or Creative of the Event

Photographs of the Event

Report By:
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Director IQAC