

**Sri Guru Nanak Dev Khalsa College
Dev Nagar-110005**

Notice

Date: 11.01.2024

Nature of Event: FDP

Title of Event (if any): 3- Day FDP on “Presentation Skills in the Classroom”

Organising Body: IQAC in collaboration with ICT Academy

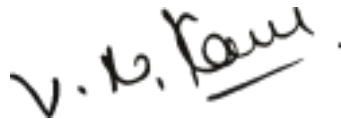
Date: 8th -10th January, 2024

Time: 10am – 5pm

Duration: 7 Hrs.

Venue: College Premises (Lab No. 112)

Link (if any): <https://forms.gle/wmZybkEgWgmMSgYV7>



Signature: _____

Name: Dr. Vinay Neet Kaur

(Convenor)



SRI GURU NANAK DEV KHALSA COLLEGE
(University of Delhi)

Internal Quality Assurance Cell (IQAC)

in collaboration with

ICT ACADEMY

is organising a

3-Day Faculty Development Programme

on

'Presentation Skills in the Classroom'

8th January - 10th January 2024

10:00 AM - 5:00 PM

Sri Guru Nanak Dev Khalsa College
Dev Nagar-110005

Post-Event Report

Event	Faculty Development Programme
Topic	Presentation Skills in the Classroom
Organizer	IQAC
Date	8 th – 10 th January 2023
Time	10am – 5pm
Duration	7 hours
Place/Platform	College Premises (Lab 112)
Number of Participants	25
Keynote Speaker	Mr. Jitender and Mr. Aadil
Welcome Speech	Ms. Herman Kaur
Introduction to the Speaker	Ms. Herman Kaur

Activities

The sessions of the FDP were on the following topics:

- Introduction about MS Powerpoint
- MS Powerpoint tools such as animation, 3D slides, coloured backgrounds, tab operations and recording.
- Stages of learning
- Characteristics of a research learner
- Application of Powerpoint tools in the classroom
- Presentations by the participants

Main Ideas

Inaugural Session

The FDP started with the inaugural session on 8th January 2024. The welcome address was delivered by Ms. Herman Kaur, Assistant Professor, Sri Guru Nanak Dev Khalsa College. It was followed by the introduction to the FDP. The participants were introduced to the vision and content coverage of the FDP over the duration of three days and important aspects related to the completion of FDP by the participants.

Mr. Jitender and Mr. Aadil, ICT were the keynote speakers who shared their insights on “Presentation Skills in the Classroom”. Mr. Jitender was felicitated by Dr. Abhishek Sharma, Associate Professor, Sri Guru Nanak Dev Khalsa College.

Day 1

The first day of the FDP began with a session by Dr. Rajiv Midha, Associate Professor, Sri Guru Nanak Dev Khalsa College. Dr. Midha introduced the participants with the basics of MS Powerpoint. He briefed the participants about the various tools that can be inserted in powerpoint presentation to enhance the presentation. He further elaborated the use of animations, inserting pictures, background images, videos, music and symbols to improve the delivery of content through presentations in the classroom.

Thereafter, Mr. Aadil continued the session and explained the layout of MS Powerpoint and its tool bar. He further illustrated the various tools that can be inserted in the slides to enhance their outlook. He explained the participants about how to create a slide, change its layout and make formatting changes in the slide. He divided the participants into groups and gave them task to generate ideas about powerpoint presentation. He discussed the buddy system, which makes the students speak without directly asking them questions. Towards the end, she also answered various questions that were put forward by the participants.

Day 2

The second of the FDP began with a discussion by Mr. Aadil on stages of learning. He explained the five stages of learning. In the first stage, the learner is inquisitive of what is being taught by the instructor. In the second stage, the learner understands the content. In the third stage, he tries to do himself with the instructor’s guidance while in the fourth stage he tries to do all by himself. The fifth stage makes him capable of teaching to others.

Thereafter, Mr. Aadil discussed the characteristics of a learner and the types of learners. He further elaborated the topics/sub-topics for investigation, scientific approach, helpbooks and journals that can be referred as materials, innovation and brainstorming methods. It was an interactive session which was then followed by queries asked by the participants. All the questions posed by the participants were duly answered.

Day 3

In the third day of the FDP, the speaker concluded his talk by sharing his views on the importance of listening and understanding others followed by communicating. The participants were interactive and put forward their queries which were answered in detail by sir.

Valedictory Session

The valedictory session began with an address by Prof. Gurmohinder Singh, Principal, Sri Guru Nanak Dev Khalsa College. Prof. Singh addressed the audience to have the approach of a learner who always remains a learner and keeps the mind open for the new possibilities.

Thereafter, the session was concluded by Dr. Priyanka Srivastava through her vote of thanks to the resource persons who spared their valuable time for this programme. She expressed her gratitude to the participants for actively participating in this programme and making it a successful event. She also extended her heartfelt thanks to the honourable Principal Prof. Gurmohinder Singh for being the guiding light in the conduct of this FDP.

The three-day FDP finally ended with thanking the participants for their active involvement and perseverance all throughout the FDP.

Vote of thanks

Dr. Priyanka Srivastava, Assistant Professor,
Sri Guru Nanak Dev Khalsa College

Feedback (Link Attached)

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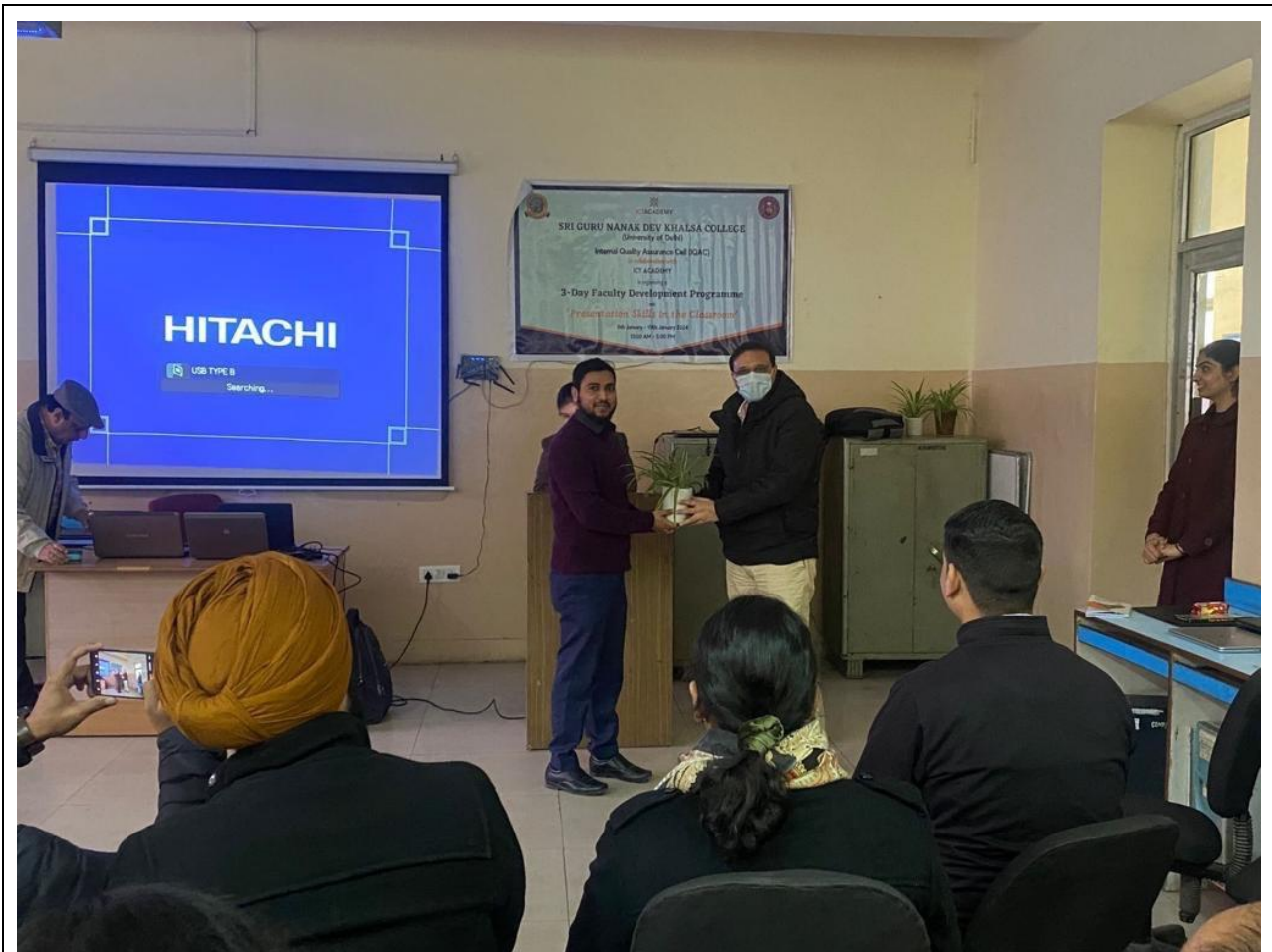
Attendance Sheet (Link Attached)

<https://forms.gle/3teRRVwkT94JGbxUA>

Poster (Attached Below)



Pictures





New Delhi,DL,India

Guru Ravidas Marg, Karol Bagh, New Delhi,
110005, DL, India

Lat 28.655115, Long 77.187488

01/10/2024 01:03 PM GMT+05:30

Note : Captured by GPS Map Camera



New Delhi,DL,India

Guru Ravidas Marg, Karol Bagh, New Delhi,
110005, DL, India

Lat 28.655104, Long 77.187416

01/10/2024 01:33 PM GMT+05:30

Note : Captured by GPS Map Camera



Certificates

Signature: V. N. Kaur

Name: Dr. Vinay Neet Kaur

(Convenor)