

**Sri Guru Nanak Dev Khalsa College
(University of Delhi)
Dev Nagar-110005**

Permission Form

Date: 3.07.2023

Date of Event: 5th-7th July, 2023

Time of Event: 2 PM – 4:30 PM

Duration of Event: 2.5 Hours

Venue: Zoom Meeting

Organising Body: IQAC

Title of Event (If Any): Training IT Skills of Group B and C Officials

Total Estimated Budget: 17000/-

Fees for Training Programme: ₹ 300

Number of Resource Persons/ Guests/ Speakers:

S. No.	Name	S. No.	Name
1	Dr. Sudhansh Sharma	6	Ms. Ayushi Sethi
2	Dr. Priya Gupta	7	
3	Dr. Manish Kumar	8	
4	Prof. Parmod Kumar Mehra	9	
5	Dr. Manju Khari	10	

Signature: _____

(Convenor)

Signature: _____

(Principal)

**Sri Guru Nanak Dev Khalsa College
(University of Delhi)
Dev Nagar-110005**

Notice

Date: 3.07.2023

Nature of Event: FDP (Training Programme)

Title of Event (if any): Training IT Skills of Group B and C Officials

Organising Body: IQAC

Date: 5th- 7th July, 2023

Time: 2 PM – 4:30 PM

Duration: 2.5 Hrs.

Venue: Zoom Meeting

Link (if any): <https://forms.gle/2Vuvd7qaCkm344DF9>

V. N. Kaur

Signature: _____

Name: Dr. Vinay Neet Kaur

(Convenor)



SRI GURU NANAK DEV KHALSA COLLEGE
(University of Delhi)
NAAC ACCREDITED "A" GRADE



Internal Quality Assurance Cell Presents

Three day Training Programme for Non - teaching Staff
"Training IT Skills of Group B and C Officials"

Date: 5th-7th July, 2023

Venue: Zoom

Timings: 2pm to 4:30pm

Scan for Registration



Dr Vinay Neet Kaur
IQAC Coordinator

Dr Abhishek Sharma
FDP Coordinator

Prof. Gurmohinder Singh
(Principal)

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

Post-Event Report

Event	Faculty Development Programme
Topic	Training IT Skills of Group B and C Officials
Organizer	IQAC
Date	5 th – 7 th July 2023
Time	2pm – 4:30pm
Duration	2.5 hours
Place/Platform	Zoom
Number of Participants	40+
Keynote Speaker	Prof. Sanjeev Singh, Joint Director, SDC, University of Delhi
Welcome Speech	Prof. Gurmohinder Singh, Principal, Sri Guru Nanak Dev Khalsa College
Introduction to the Speakers	Ms. Herman Kaur, Ms. Ashmeet Kaur, Ms. Damanpreet Kaur, Ms. Simarpreet Kaur

Activities

The sessions of the FDP were on the following topics:

- Document Preparation
- Financial Technology
- Spreadsheet and Data Handling
- 'IT in Higher Education
- Role and Significance of Soft Skills
- Safety from Cyber Attacks

Inaugural Session

The Training Programme started with the inaugural session on 5th July 2023. The welcome address was delivered by Prof. Gurmohinder Singh, Principal, Sri Guru Nanak Dev Khalsa College. It was followed by the introduction to the training programme. The participants were familiarized with the vision and content coverage of the programme over the duration of three days and the various important aspects related to the completion of programme by the participants.

Prof. Sanjeev Singh, Joint Director, SDC, University of Delhi was the esteemed keynote speaker who shared his insights on Importance of Training IT Skills for the non-teaching staff. Prof. Singh expressed his views on the importance of conducting such training programs for the non-teaching staff.

Day 1

The topic of the first session of Day 1 was '**Document Preparation**'. The session started with introduction of the resource person, Dr. Sudhansh Sharma, Associate Professor, School of Computer and Information Sciences, IGNOU, to all the participants. Dr. Sharma started the session with the basics of document preparation using MS Word. He demonstrated the short-cuts to functions such as cut, copy, paste, uppercase etc. He elaborated the alpha-numerical combination to insert a symbol. He also discussed the short-cut to insert a table in a document. Towards the end, he answered various questions that were put forward by the participants.

The second session of Day 1 was on the topic "**Financial Technology**". The session started with an introduction to the resource person, Prof. Priya Gupta, Atal Bihari Vajpayee School of Management and Entrepreneurship, Jawahar Lal Nehru University. Prof. Gupta commenced the session with the introduction of financial innovations and evolution in FinTech. She talked about analyzing organizational structures and management processes to recommend improvements to organizational performance through financial technology solutions. She further discussed the ethical and legal guidelines to ensure data security. Towards the end of the session, she answered the queries of the participants.

Day 2

The first session of Day 2 was on the topic '**Spreadsheet and Data Handling**'. The session began with an introduction to the resource person, Ms. Ayushi Sethi, Community Manager, University of Delhi Foundation. Ms. Sethi commenced the session with the introduction of MS Excel to the participants. She continued the session by demonstrating the basic tools in MS Excel. She used a pre-set data to explain the utility of MS Excel functions such as SUM, PRODUCT, AVERAGE. She further explained tools such as data validation, vlookup and hlookup. Towards the end of the session, she answered the queries of the participants.

The second session of Day 2 was on the topic '**IT in Higher Education**'. The session began with an introduction to the resource person, Dr. Manish Kumar, Assistant Professor, Cluster Innovation Centre, University of Delhi. Dr. Kumar commenced the session with an introduction of IT tools to the participants. He also discussed the NEP 2020 by emphasizing on the vision of the policy. He further elaborated the provisions of NEP 2020 and its contribution to higher education. He highlighted the online synchronous tools and various Edtech platforms that grew during Covid-19. 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

The first session of Day 3 was on the topic "**Role and Significance of Soft Skills**". The resource person of the session was Prof. Pramod Kumar Mehra, Professor of English, School of Humanities, Indira Gandhi National Open University. Prof. Mehra commenced the session by highlighting the

importance of soft skills. He emphasized on the lack of soft skills despite access to technology. He elaborated on the concept of soft skills and their relation to technical, physical, or analytical abilities and overall well-being of an individual. He stressed on the role of soft skills in effective communication, team work and active listening. He also talked about emotional intelligence, networking and relationship building. The participants were interactive and put forward their queries which were answered in detail by sir.

The second session of Day 3 was on the topic “**Safety from Cyber Attacks**”. The session began with an introduction to the resource person. Prof. Manju Khari, School of Computer and System Sciences, Jawahar Lal Nehru University. Prof. Khari started the session by explaining the concept of data and personally identifiable information. She discussed the generation of data over internet and the various threats posed to the data. She further explained the concept and categories of Cybersecurity. She talked about Cross-site scripting, SQL injection, Heartland and payment systems, and internet attacks. She concluded the session by elaborating the parameter of defence. Prof. Khari also answered questions and clarified doubts that were put forward by the participants.

Valedictory Session

The valedictory session began with an address by Prof. Gurmohinder Singh, Principal, Sri Guru Nanak Dev Khalsa College. Prof. Singh greeted the audience on successful completion of the programme and expressed his hope to organize more such training programs in future. He expressed gratitude to all the resources persons for sparing their time and sharing their knowledge with the participants throughout the sessions.

Followed by his address, Prof. Singh welcomed the guest speaker for the valedictory session, Ms. Meenakshi Sahay, Joint Registrar, University of Delhi. Ms. Sahay highlighted the relevance of the conduct of this programme by emphasizing the importance of use of IT skills in the present world. She discussed about the growing economy and international of currency. She also mentioned about the power of information in the present scenario which is characterized by greater internet access. She further talked about the significance of digital literacy and protection from cyberattacks.

After his talk, the session was concluded by Dr. Abhishek Sharma through his vote of thanks to the guest speaker for putting everything in prospective and to the resource persons who spared their valuable time for this programme. Dr. Sharma extended his heartfelt thanks to the honorable Principal Prof. Gurmohinder Singh for being the guiding light in the conduct of this training program and for rooting the idea of including non-teaching staff for these training programs. He further stressed that this FDP can be taken as a learning experience for the organizers and the experience can be used further for conducting another FDP in an interactive manner.

The one-week long FDP finally ended with thanking the participants for their active involvement and perseverance all throughout the program and making it a successful event.

Vote of thanks	Dr. Abhishek Sharma, Associate Professor, Sri Guru Nanak Dev Khalsa College
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Feedback (Link Attached)

- <https://forms.gle/iRfobSSG2T898Sni9>

Attendance Sheet (Link Attached)

- <https://forms.gle/iRfobSSG2T898Sni9>

Poster (Attach Below)

SRI GURU NANAK DEV KHALSA COLLEGE
(University of Delhi)
NAAC ACCREDITED "A" GRADE

Internal Quality Assurance Cell
Presents

Three day Training Programme for Non - teaching Staff
"Training IT Skills of Group B and C Officials"

Date: 5th-7th July, 2023 **Venue:** Zoom **Timings:** 2pm to 4:30pm

Scan for Registration

JOIN US!

Dr Vinay Neet Kaur
IQAC Coordinator

Dr Abhishek Sharma
FDP Coordinator

Prof. Gurmohinder Singh
(Principal)

Pictures

Zoom Meeting

Recording...

Arju Sharma

Sri Guru Nanak Dev Khalsa

Jaspreet

Suresh Kumar

Damanpreet Kaur

Vinay Neel Kaur

Yashwant Singh Chauhan

Mrs. Meenakshi Sahay

Participants (56)

Find a participant

- SG Sri Guru Nanak Dev Khalsa (Host, me)
- DK Damanpreet Kaur
- VN Vinay Neel Kaur
- AR A R UNNI KRISHNAN NARAI
- A ADMIN
- AK Alok Kumar Jha

Invite Mute All

Training IT Skills of Group B ...

Dr. Abhishek Sharma left

Maryam Khan left

Who can see your messages? Recording On

Meeting Group Chat

Message Training IT Skills of Group B & C officials

31°C Hiss

Search

ENG IN

15:20 07-07-2023

Zoom Meeting

You are viewing Damanpreet Kaur's screen

View Options

Arju Sharma

Sri Guru Nanak Dev Khalsa

Jaspreet

Suresh Kumar

Damanpreet Kaur

Mrs. Meenakshi Sahay, Joint Registrar

Vinay Neel Kaur

Yashwant Singh Chauhan

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Invite Mute All

Training IT Skills of Group B ...

Dr. Abhishek Sharma left

Maryam Khan left

Who can see your messages? Recording On

Meeting Group Chat

Message Training IT Skills of Group B & C officials

Unmute Stop Video Security Participants Chat Share Screen Pause/Stop Recording Reactions Apps Whiteboards More

16:29 07-07-2023



SRI GURU NANAK DEV KHALSA COLLEGE
(University of Delhi)
NAAC ACCREDITED "A" GRADE



Internal Quality Assurance Cell
organises
3-Day Online Faculty Development Programme
on
Training IT Skills of Group B & C Officials



Day 3
Session 1- 2:00 PM-3:15 PM
Role and Significance of Soft Skills

Prof. Pramod Kumar Mehra
Professor of English,
School of Humanities, IGNOU

upma_

upma_

Damanpreet Kaur

Prof Pramod Mehra (Ind...

Sanjeev Kumar

Sanjeev Kumar

Yashwant Singh...

Yashwant Singh Chau...

Certificates



SRI GURU NANAK DEV KHALSA COLLEGE
(University of Delhi)
Dev Nagar, Karol Bagh, New Delhi - 110005
NAAC Accredited 'A' Grade
Under the Aegis of IQAC



Certificate of Merit

Session _____ 2023-24 _____

Awarded to _____ **Mrs. Jaspreet Kaur** _____ of _____ **Sri Guru Nanak Dev Khalsa College** _____

for _____ **Three-Day Faculty Development Programme on "Training IT Skills of Group B & C Officials"** _____

With Grade - _____ **A** _____

Organized by _____ **IQAC, Sri Guru Nanak Dev Khalsa College, University Of Delhi** _____

IQAC Coordinator

FDP Coordinator

Principal

Date - _____ **5th - 7th July, 2023** _____



SRI GURU NANAK DEV KHALSA COLLEGE

(University of Delhi)
Dev Nagar, Karol Bagh, New Delhi - 110005
NAAC Accredited 'A' Grade
Under the Aegis of IQAC



Certificate of Merit

Session 2023-24

Awarded to Mr. Alok Kumar Jha of Ramjas College

for Three-Day Faculty Development Programme on "Training IT Skills of Group B & C Officials"

With Grade - A

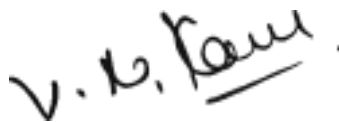
Organized by IQAC, Sri Guru Nanak Dev Khalsa College, University Of Delhi

Date - 5th - 7th July, 2023


IQAC Coordinator


FDP Coordinator


Principal



Signature: _____

Name: Dr. Vinay Neet Kaur

(Convenor)