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Faculty Development Programme & Staff Orientation & Professional Development Programme

2016-17

RNB GLOBAL UNIVERSITY

RNB Global City, Ganganagar Road,
Bikaner, Rajasthan 334601

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Circular

Date	28 November 2016	Doc ID	201611280002
Subject	**Computer Education**		

All the Staff members of the university required to note that the University has scheduled Seven days Staff Orientation & Professional Development Programme On "**Computer Education**" Programme for enriching skills 2nd December 2016 to 9th December 2016.

The brief itinerary of the sessions is as under:

Timings   -   02:30 PM to 04.30 PM

Venue   -   Seminar Hall, Administrative Block RNB Global university

Date wise Schedule:

Date	Name of Speakers	Topics
02-12-2016	Dr Kiran Pareek	Importance of Computer
03-12-2016	Mr Sunil Bhardwaj	Basic Knowledge and skills to operate computer
05-12-2016	Dr Kiran Pareek	Work with different types of data
06-12-2016	Mr Sunil Bhardwaj	Data Processing
07-12-2016	Mr Sunil Bhardwaj	Computer Education makes Communication Easy
08-12-2016	Mr Sanjay Diddee	How to use MS Word
09-12-2016	Mr Sanjay Diddee	Doubt Session

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All the staff members are requested to join the aforementioned session on time. Moreover, it is expected from each of the members to provide their own inputs for the improvement of the administrative culture and ambiance of the university.

Certificates shall be provided to all participants.

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A Report

On

Staff Orientation & Professional Development Programme

On

"Computer Education"

DOCID 20161290002

(Submitted by: Mr Sunil Bhardwaj, Assistant Professor, RNB Global University)

Date: 02 December 2016 to 9th December 2016

Time: 2:30 PM to 4:30 PM

Venue - Seminar Hall, Administrative Block RNB Global university

Participants: All the Staff Members of RNB Global University

Report Submitted on: 9th December 2016

Signature of Convener

(Mr Sunil Bhardwaj)

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About the SOPDP-

- The Event was started on time in which all the admin Staff were present were Mr Sushil Tomar has explained importance it vital tool for accessing and processing information and data, as it is the first window to access the Internet. It is an important tool for science students, who generally rely on it in preparing their educational reports and projects

- Mr Pradeep Kumar Yadav explained about the Basic computer knowledge is about how computers work and how to use them. This may include typing, learning keyboard commands, powering a computer on and off, knowing how to connect and disconnect the Internet to a computer. It can help you understand different operating systems and application software.

- Mr Sushil Tomar explained about the use and importance of data which are of four different kinds of values in Microsoft Excel. And it is important to understand what to collect and how to manage and classify that data. And you should also be able to interpret the data and turn it into insights you can use to improve your operations.

- Mr Pradeep Kumar Yadav explained about the use of Charts and graphs and explained how it help to express complex data in a simple format. It can add value to your presentations and meetings, improving the clarity and effectiveness of your message and there are many chart and graph formats to choose from Excel.

- Mr Sushil Tomar has briefly explained about computers facilitate audio-visual representation of information, thus making the process of learning interactive and interesting.

- On last day of this Programme doubt session were taken by Mr Sanjay Diddee in which all the doubts were cleared.

- Proper coordination was reflected throughout the programme vote of thanks was extended by Dr Mahendra Kr. Ghadoliya.

Signature of Convener

Mr Sunil Bhardwaj

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Staff Orientation & Professional Development Programme

On

"Computer Education"

List of Participants

SNO	Name
1	Pankaj Swami
2	Banwari Lal Sharma
3	Ms. Barnali Chatterjee
4	Dhruv Dargan
5	Bhavneet Kour
6	Navratan Joshi
7	Bhupender Singh
8	Himanshu Sharma
9	Hans Kr. Verma
10	Rupam Chanda
11	Nishant Parihar
12	Hari Shanker Shakya

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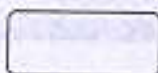**On Computer Education**

02-12-2016 to 09-12-2016

CERTIFICATE

This is to certify that **Mr./Ms. Bhavneet Kour** of **RNB Global University, Bikaner** has participated in **STAFF ORIENTATION AND PROFESSIONAL DEVELOPMENT PROGRAM** On **"Computer Education"** held on **02-12-2016 to 09-12-2016** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy. We wish success in his/her life.

Issued on **09-12-2016**

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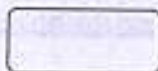**On Computer Education**

02-12-2016 to 09-12-2016

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This is to certify that **Mr./Ms. Navratan Joshi** of **RNB Global University, Bikaner** has participated in **STAFF ORIENTATION AND PROFESSIONAL DEVELOPMENT PROGRAM** On "**Computer Education**" held on **02-12-2016 to 09-12-2016** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy.
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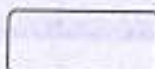
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On Computer Education
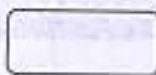
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This is to certify that **Mr./Ms. Bhupender Singh** of **RNB Global University, Bikaner** has participated in **STAFF ORIENTATION AND PROFESSIONAL DEVELOPMENT PROGRAM** On **"Computer Education"** held on **02-12-2016 to 09-12-2016** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy.
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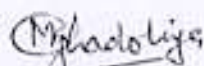
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This is to certify that **Mr./Ms. Himanshu Sharma** of **RNB Global University, Bikaner** has participated in **STAFF ORIENTATION AND PROFESSIONAL DEVELOPMENT PROGRAM** On **"Computer Education"** held on **02-12-2016 to 09-12-2016** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy.
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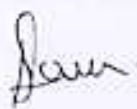## On Computer Education
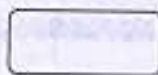
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This is to certify that **Mr./Ms. Hans Kr. Verma** of **RNB Global University, Bikaner** has participated in **STAFF ORIENTATION AND PROFESSIONAL DEVELOPMENT PROGRAM** On "**Computer Education**" held on **02-12-2016 to 09-12-2016** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy.
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This is to certify that **Mr./Ms. Rupam Chanda** of **RNB Global University, Bikaner** has participated in **STAFF ORIENTATION AND PROFESSIONAL DEVELOPMENT PROGRAM** On "**Computer Education**" held on **02-12-2016 to 09-12-2016** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy.
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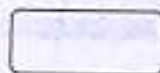
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This is to certify that **Mr./Ms. Nishant Parihar** of **RNB Global University, Bikaner** has participated in **STAFF ORIENTATION AND PROFESSIONAL DEVELOPMENT PROGRAM** On "Computer Education" held on **02-12-2016 to 09-12-2016** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy.
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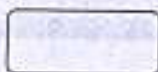
02-12-2016 to 09-12-2016

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This is to certify that **Mr./Ms. Pankaj Swami** of **RNB Global University, Bikaner** has participated in **STAFF ORIENTATION AND PROFESSIONAL DEVELOPMENT PROGRAM** On **"Computer Education"** held on **02-12-2016 to 09-12-2016** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy.
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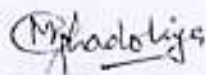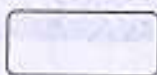### On Computer Education

02-12-2016 to 09-12-2016

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This is to certify that **Mr./Ms. Barnali Chatterjee** of **RNB Global University, Bikaner** has participated in **STAFF ORIENTATION AND PROFESSIONAL DEVELOPMENT PROGRAM** On **"Computer Education"** held on **02-12-2016 to 09-12-2016** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy.
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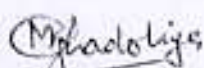Registrar

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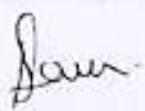### On Computer Education
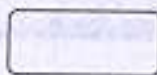
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This is to certify that **Mr./Ms. Dhruv Dargan** of **RNB Global University, Bikaner** has participated in **STAFF ORIENTATION AND PROFESSIONAL DEVELOPMENT PROGRAM** On **"Computer Education"** held on **02-12-2016 to 09-12-2016** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy. We wish success in his/her life.

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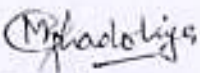
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On Computer Education

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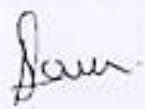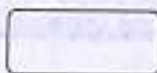# CERTIFICATE

This is to certify that **Mr./Ms. Banwari Lal Sharma** of **RNB Global University, Bikaner** has participated in **STAFF ORIENTATION AND PROFESSIONAL DEVELOPMENT PROGRAM** On **"Computer Education"** held on **02-12-2016 to 09-12-2016** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy.
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On Computer Education

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This is to certify that **Mr./Ms. Hari Shanker Shakya** of **RNB Global University, Bikaner** has participated in **STAFF ORIENTATION AND PROFESSIONAL DEVELOPMENT PROGRAM** On **"Computer Education"** held on **02-12-2016 to 09-12-2016** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy.
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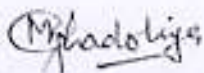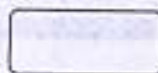
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Circular

Date	24.05.2017	Doc ID	201705240001
Subject	Enhancing Teaching quality with the Faculty File and other Resources		

All the faculty members of the university are to note that the university has scheduled Fifteen days FDP session for enriching **Enhancing Teaching quality with the Faculty File and other Resources,** to the faculty members of all schools from 02.06.2017 to 19.06.2017.

The brief itinerary of the sessions is as under:

Timings   -   03:00 PM to 05:00 PM

Venue   -   Seminar Hall, Administrative Block, RNB Global University, Bikaner

Date wise Schedule:

S. No	Date	Name of the Resource Person	Topic
1	02.06.2017	Dr. Manjoo Saraswat	Inauguration & brief introduction of the theme of FDP
2	03.06.2017	Mr Ashok Prem	Need and Importance of Faculty File
3	05.06.2017	Mr. Ashok Prem	Format of Faculty file
4	06.06.2017	Mr Akhand Pratap Singh	How to prepare Faculty File
5	07.06.2017	Dr. Kumud Sarin	How to Make a lesson Plan
6	08.06.2017	Dr R N Gupta	Key to understanding class diary
7	09.06.2017	Dr. Kumud Sarin	How to plan an assignment
8	10.06.2017	Dr. Sanjoy Kumar Pal	Role of other activities in faculty file

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9	12.06.2017	Mr. Ashok Prem	How to prepare a Power Point Presentation
10	13.06.2017	Mr Sanjay Diddee	How to upload a content on LMS
11	14.06.2017	Dr. Manjoo Saraswat	Way to create an assignment on LMS
12	15.06.2017	Mr Jeetendra Mohan Khare	How to conduct online classes
13	16.06.2017	Dr Chattar Singh	How to evaluate answer sheets and upload the marks
14	17.06.2017	Mr Jeetendra Mohan Khare	How to conduct a webinar
15	19.06.2017	Mr Suhail Tomar	How to conduct an online exam

All the faculty members are requested to join the aforementioned FDP on time. Moreover, it is expected from each of the faculty members to provide their own inputs for the improvement of the research culture of the university.

Certificates shall be provided to all participants.

A Report

On

"Faculty Development Programme
On the
Enhancing teaching quality with the Faculty File and other resources"

DOCID201706190002

(Submitted by: Dr Manjoo Saraswat, Professor, RNB Global University)

Date: 02.06.2017 to 19.06.2017

Submitted on-   19.06.2017

Time: 3:00 PM to 5:00 PM

Venue: Seminar Hall, Administrative Block, RNB Global University, Bikaner

Participants: All the Faculty Members of RNB Global University

Signature of Convener

(Dr. Manjoo Saraswat)

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About the FDP-

- Dr Manjoo Saraswat gave the brief introduction of the theme of FDP. This Faculty development program is based on the basics of Model-based LMS administration and setting up a self-contained learning module which is developed in line with the Outcome-Based Education Pedagogical approach.

- Mr. Ashok Prem has shared his important views on the Value and Need of the Faculty File. A useful teaching tool is Faculty File. It is significant to the teaching and learning process. A teacher must maintain the Faculty File in order to make their instruction effective.

- Mr. Ashok Prem presented the Format of Faculty file & explained all parts of faculty file.
    - Module 1: The nomenclature and importance of the faculty file are explained.
    - Module 2: All the steps are explained such as how to fill the Details of Course / Class Diary / Lesson Plan and Weekly Report.
    - Module 3: Conduct after three days of second module, to ask any query related to 1 & 2 module.
    - Module 4: Provides the faculty file materials like Blank Faculty File/ Filled Faculty File/ Presentation (in which all the steps are mentioned)/ Assignment for UG & PG.
    - Module 5: After seven days of fourth session, takes a review of the faculty file which is designed by the faculty members.

- Mr. Akhand Pratap Singh discussed the importance and value of the faculty file. Faculty File is a beneficial educational tool. It is significant to the teaching and learning process. A teacher must maintain the Faculty File in order to make their instruction effective.

- Dr. Kumud Sarin shared her views on creating a lesson plan. A lesson plan is the teacher's blueprint for what the class will cover and how it will be done efficiently. After that, you may create instructive learning exercises and come up with methods for getting feedback on students' academic progress. Each 3-hour session should include a thoroughly thought-out lesson plan, which will give you greater confidence when you enter the classroom and increase the likelihood that your pupils will learn something valuable.

- Dr R.N Gupta shared her views on the class diary's understanding key. Students' names, addresses, classes, blood groups, and parents' contact information are all found in diaries. The department might utilise this information, and it could also be beneficial in an emergency. A school journal also includes facts on the curriculum, behaviour code, schedule, rules & regulations, extracurricular activities, staff information, school summary, etc.

- Dr. Kumud Sarin explained that How to organise a task. A few small changes to your writing assignments may have a significant impact on the work your students turn in. The best revisions entail laying out exactly what you want students to do for the

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project and offering specific actions they may take to get there.

- Dr. Sanjay Kumar Pal the role of other activities in faculty files were explored. Perform a few academically relevant and unrelated activities. Students that take part in extracurricular activities achieve higher marks. This is a result of the abilities kids acquire via engaging in various activities.

- Mr Sanjay Diddee expressed her opinions about the LMS assignment creation process. A task or piece of (academic) labour is known as an assignment. It gives pupils the chance to study, practise, and show that they have mastered the learning objectives. It gives the teacher proof that the pupils have met their objectives.

- Mr Jeetendra Mohan Khare explained that how to manage classes online. The increase in popularity of internet platforms over the past few years has sparked a broad learning frenzy. Anyone, wherever, may take an online course to brush up on existing abilities or gain new ones. Adding new abilities to your repertory expands your skill set and improves your capacity for job completion.

- Dr Chattar Singh told that How to upload the grades and analyse the answer papers. Students can upload their answer sheets to the LMS, where professors can download them, review them, and change the scores. so that the student may review their grades.

- Mr Jeetendra Mohan Khare explained the process for running a webinar. When done properly, a webinar offers an engaging and educational platform for new and established technologies that will convey really useful material to us.

- At last Mr Suhail Tomar told that How to administer an online test. Online tests have replaced more traditional techniques like pen and paper thanks to technology. Additionally, a traditional exam format left room for human mistake. However, there is little chance of inaccuracy with online exams. We currently have no choice but to use the online assessment technique in schools, universities, and the corporate sector due to the present pandemic scenario.

Outcomes

- Faculty members were made aware about faculty file and importance of faculty file in teaching, and from session faculty members learned about format of faculty file and how to prepare that in prescribed format, preparation of lesson plan, Class diary, how to plan good assignments, how to make good power point presentation, and how to improve outcome of teaching learning activities.

- Proper coordination was reflected in introductory and closing session Vote of thanks was extended by Dr Mahendra Kr. Ghadoliya (Registrar)

Signature of Convener

Dr. Manjoo Saraswat

List of Participants

S.NO	Name	Designation
1	Dr Kiran Pareek	Assistant Professor
2	Mr Sunil Bhardwaj	Assistant Professor
3	Dr. Manjoo Saraswat	Professor & COE
4	Mr Akhand Pratap Singh	Assistant Professor
5	Dr. Kumud Sarin	Professor & Dean
6	Dr Praveen Gupta	Associate Professor
7	Mr Pradip Kumar Yadava	Assistant Professor & Dy COE
9	Dr Manish Pandit	Associate Professor
10	Dr. Sanjoy Kumar Pal	Professor
11	Mr Kshitiz Jangir	Professor
12	Ms Khyati Jain	Assistant Professor
13	Mr Sanjay Diddee	Assistant Professor
14	Dr. Ajoy Kumar Mitra	Professor & Dean
16	Dr Chattar Singh	Professor
17	Dr Hansraj Arora	Professor

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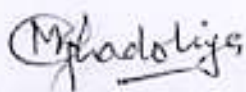
FACULTY DEVELOPMENT PROGRAMME

On Enhancing teaching quality with the Faculty File and other resources

02.06.2017 to 19.06.2017
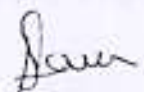
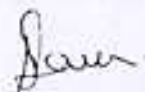# CERTIFICATE

This is to certify that **Mr. Pradip Kumar Yadava,** Assistant Professor & Dy COE of **RNB Global University, Bikaner** has participated in **FACULTY DEVELOPMENT PROGRAMME** On **"Enhancing teaching quality with the Faculty File and Other Resources"** held on **02.06.2017 to 19.06.2017** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy.
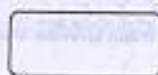We wish success in his/her life.

Issued on **19.06.2017**

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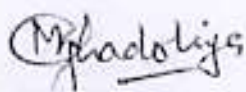
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On Enhancing teaching quality with the Faculty File and other resources
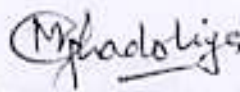
02.06.2017 to 19.06.2017

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This is to certify that **Dr. Manish Pandit**, Associate Professor of **RNB Global University, Bikaner** has participated in **FACULTY DEVELOPMENT PROGRAMME** On "**Enhancing teaching quality with the Faculty File and Other Resources**" held on **02.06.2017 to 19.06.2017** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy.
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Issued on **19.06.2017**

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FACULTY DEVELOPMENT PROGRAMME
On Enhancing teaching quality with the Faculty File and other resources

02.06.2017 to 19.06.2017

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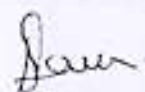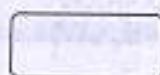
This is to certify that **Dr. Sanjoy Kumar Pal**, Professor of **RNB Global University, Bikaner** has participated in **FACULTY DEVELOPMENT PROGRAMME** On **"Enhancing teaching quality with the Faculty File and Other Resources"** held on **02.06.2017 to 19.06.2017** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy. We wish success in his/her life.

Issued on **19.06.2017**

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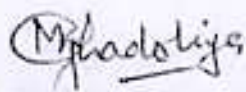
FACULTY DEVELOPMENT PROGRAMME

On Enhancing teaching quality with the Faculty File and other resources

02.06.2017 to 19.06.2017

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This is to certify that **Mr. Kshitiz Jangir,** Professor of **RNB Global University, Bikaner** has participated in **FACULTY DEVELOPMENT PROGRAMME** On **"Enhancing teaching quality with the Faculty File and Other Resources"** held on **02.06.2017 to 19.06.2017** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy. We wish success in his/her life.

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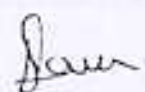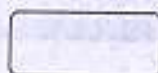
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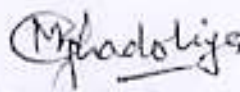### On Enhancing teaching quality with the Faculty File and other resources

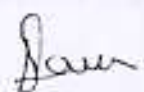## 02.06.2017 to 19.06.2017

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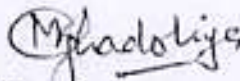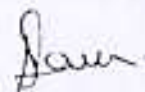
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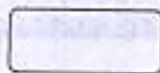
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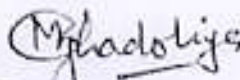## GLOBAL UNIVERSITY

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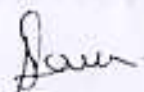
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This is to certify that **Dr. Chattar Singh**, Professor of **RNB Global University, Bikaner** has participated in **FACULTY DEVELOPMENT PROGRAMME** On "**Enhancing teaching quality with the Faculty File and Other Resources**" held on **02.06.2017 to 19.06.2017** at RNB Global University Bikaner His/Her Contribution has been Praiseworthy. We wish success in his/her life.

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