

Faculty Development Program on “Digital Foundations for Academic Excellence”

Duration: One Week (8th May 2025 – 17th May 2025)

Time: 02:00 PM – 04:00 PM

Mode: Offline

Venue: Room No. 01

The Internal Quality Assurance Cell (IQAC) of Government Degree College, Nankhari successfully organized a one-week **Faculty Development Program (FDP)** on the theme “**Digital Foundations for Academic Excellence**” from **8th May to 17th May 2025**. The program was aimed at strengthening the digital competencies of both teaching and non-teaching staff, fostering improved academic performance and administrative efficiency through technology.

Inauguration Session:

The Faculty Development Program commenced with an **Inaugural Session** on **8th May 2025**, led by **Dr. Inder Singh Suryan**, who set the tone for the program by highlighting the importance of digital skills in contemporary higher education. The inauguration was followed by the first technical session on digital literacy.

Objectives of the FDP:

- To enhance digital literacy among faculty and administrative staff
- To introduce essential digital tools and platforms
- To promote cyber safety and efficiency in online processes
- To facilitate better academic and administrative integration through technology

Program Schedule and Resource Persons:

Date	Topic	Resource Person
8th May 2025	Inaugural Session	Dr. Inder Singh Suryan
8th May 2025	Digital Literacy	Assistant Professor Punita Verma
9th May 2025	Online Income Tax Filing	Assistant Professor Dev Kumar
10th May 2025	Cyber Security	Assistant Professor Vijay Kumar
13th May 2025	E-Service Book	Mr. Baldev Singh (Clerk)
15th May 2025	Office Essentials-MS Word	Assistant Professor Lalit Kumar
16th May 2025	Office essentials-MS PowerPoint	Dr. Inder Singh Suryan
17th May 2025	Office Essentials-MS Excel	Assistant Professor Sharmila Nalwa
17th May 2025	Valedictory Session	Dr. Poonam Mehta (Principal)

Day 1: 8th May 2025

Session 1: Inaugural Ceremony

Resource Person: Dr. Inder Singh Suryan

The Faculty Development Program commenced with a formal **Inaugural Session** in Room No. 01 at 2:00 PM. Dr. Inder Singh Suryan addressed the gathering and emphasized the vital role of digital competence in modern-day higher education. He highlighted how digital tools can transform both academic delivery and institutional management. The inauguration set a constructive tone for the week-long sessions ahead.

Session 2: Digital Literacy

Resource Person: Assistant Professor Punita Verma

Following the inauguration, the first technical session began with an introduction to **Digital Literacy**. Assistant Professor Punita Verma provided an overview of fundamental digital skills, including email communication, file handling, cloud storage basics, and an introduction to commonly used educational platforms. The session focused on bridging the digital divide among faculty and staff, ensuring foundational skills are in place.

Day 2: 9th May 2025

Topic: Online Income Tax Filing

Resource Person: Assistant Professor Dev Kumar

This session was dedicated to training participants in **filing income tax returns online**. Assistant Professor Dev Kumar walked the attendees through the latest procedures, government portals, and tools used for filing returns. He also clarified queries related to deductions, exemptions, and digital signature certificates. The session was highly beneficial, especially for non-teaching staff managing personal finances.

Day 3: 10th May 2025

Topic: Cyber Security

Resource Person: Assistant Professor Vijay Kumar

With growing cyber threats in education and administration, **Cyber Security** emerged as a crucial topic. Assistant Professor Vijay Kumar covered key areas such as secure browsing, password management, phishing awareness, malware protection, and safe data sharing practices. Real-life examples and case studies were presented to make participants more vigilant and proactive in digital safety.

Day 4: 13th May 2025

Topic: E-Service Book

Resource Person: Mr. Baldev Singh (Clerk)

This session aimed at streamlining administrative efficiency by introducing the concept of an **E-Service Book**. Mr. Baldev Singh explained how digital service records help maintain transparency, easy access, and error-free documentation. The session included a hands-on

demonstration on how to update entries, manage personal data, and ensure accuracy in digital records.

Day 5: 15th May 2025

Topic: Office Essentials – MS Word

Resource Person: Assistant Professor Lalit Kumar

Focusing on **Microsoft Word**, Assistant Professor Lalit Kumar taught participants how to format academic documents, use templates, create tables, insert references, and manage document design. The session was interactive and participants practiced real-time editing and formatting techniques. Special emphasis was placed on documentation standards useful in academic and administrative contexts.

Day 6: 16th May 2025

Topic: Office Essentials – MS PowerPoint

Resource Person: Dr. Inder Singh Suryan

Dr. Suryan returned to conduct a session on **PowerPoint presentations**. The training included creating impactful slides, inserting multimedia, using transitions and animations, and tailoring content for lectures and seminars. Participants created sample presentations and received feedback, enhancing their ability to deliver visually engaging academic content.

Day 7: 17th May 2025

Session 1: Office Essentials – MS Excel

Resource Person: Assistant Professor Sharmila Nalwa

The final technical session focused on **Microsoft Excel**, with Assistant Professor Sharmila Nalwa guiding participants through spreadsheet basics, formulas, data sorting, creating charts, and using Excel for academic data analysis. Faculty and non-teaching staff found this particularly useful for managing student records, budgets, and administrative reporting.

Session 2: Valedictory Ceremony

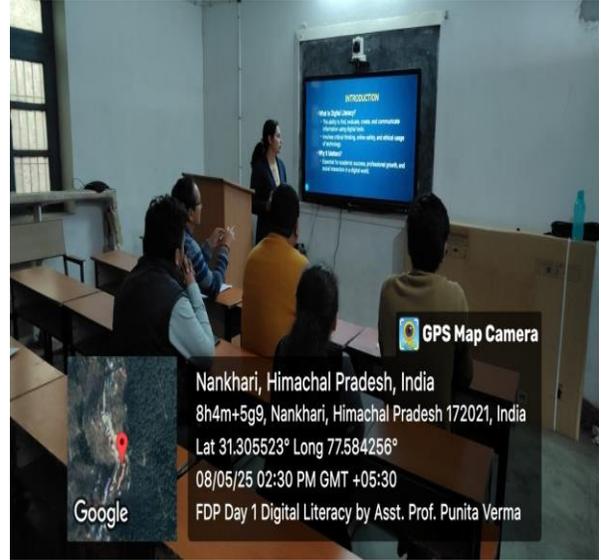
Chief Guest: Dr. Poonam Mehta (Principal, GDC Nankhari)

The **Valedictory Session** marked the successful conclusion of the FDP. Dr. Poonam Mehta appreciated the efforts of IQAC and the active participation of all attendees. She reiterated the significance of such developmental initiatives in ensuring institutional excellence. Certificates of participation were awarded, and feedback was collected, which highlighted the program's relevance and effectiveness.

The week-long FDP achieved its goal of enhancing digital competencies among faculty and administrative staff. The sessions were thoughtfully curated, blending theoretical learning with practical application. The Internal Quality Assurance Cell (IQAC) expresses heartfelt thanks to all resource persons, participants, and college administration for their support and enthusiasm throughout the program. The success of this FDP reinforces the commitment of GDC Nankhari towards fostering a digitally empowered academic environment.

Images:-

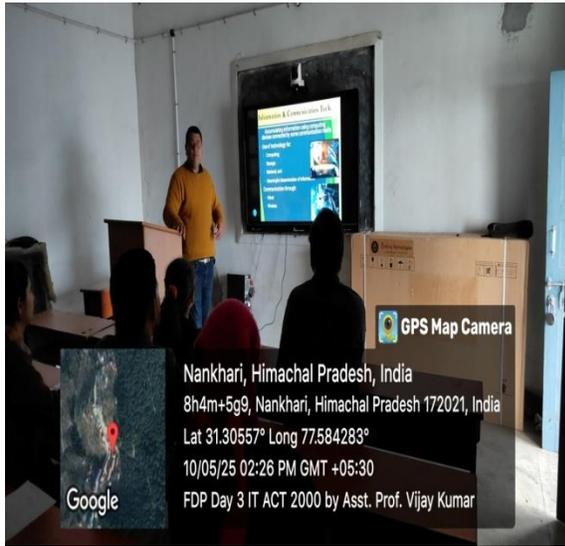
Day-1



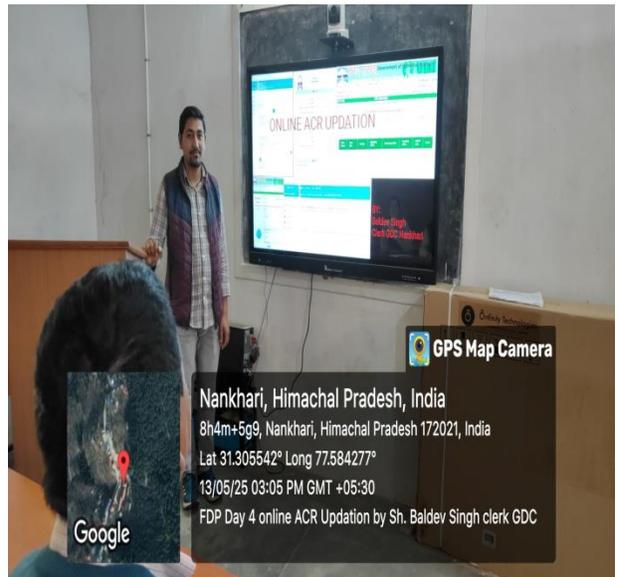
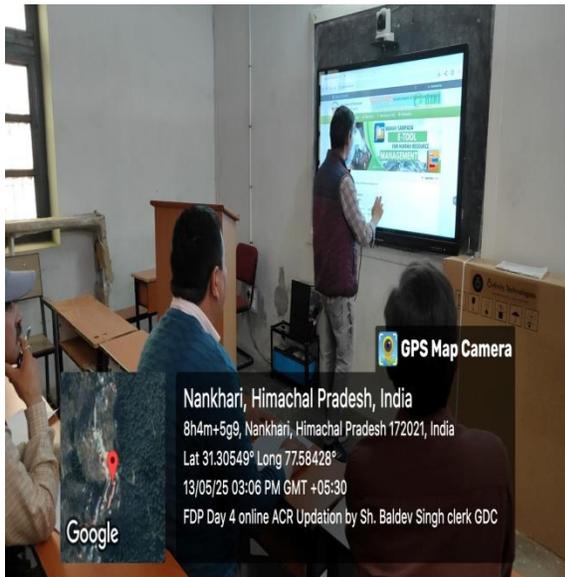
Day-2



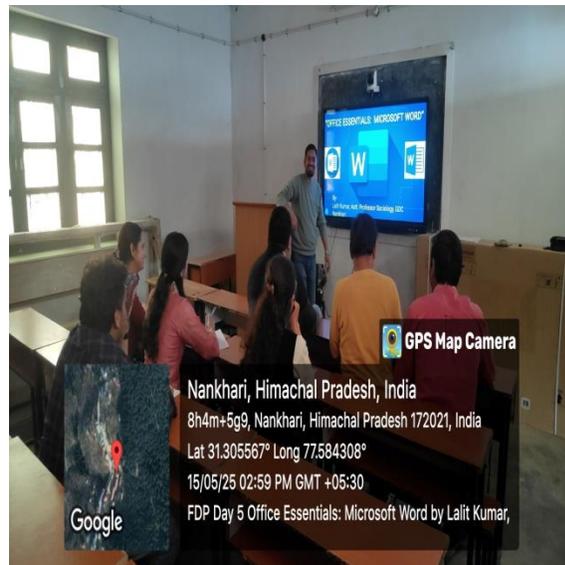
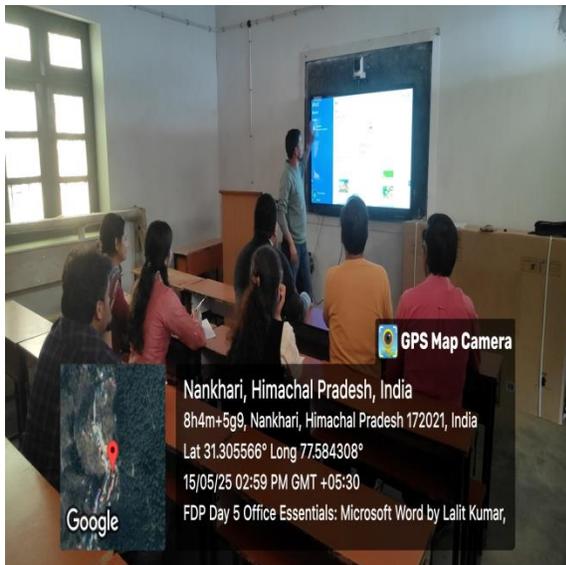
Day-3



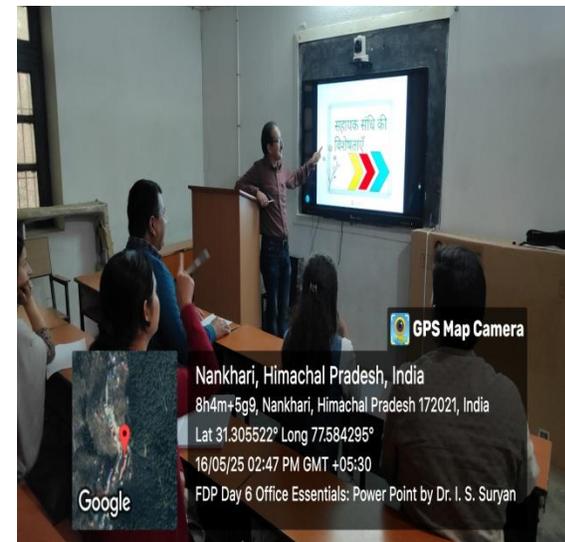
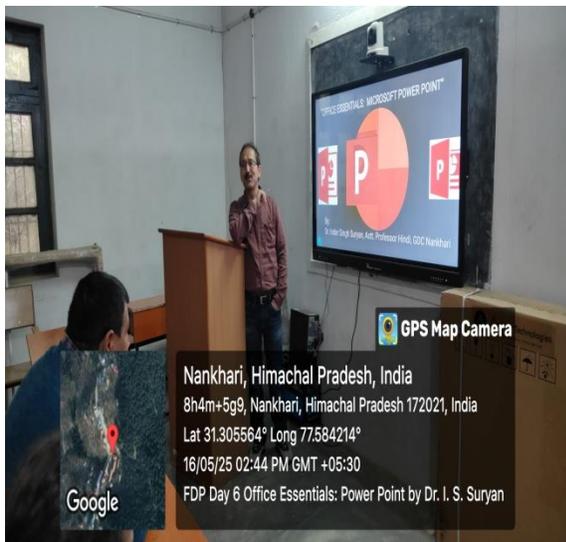
Day-4



Day -5



Day-6



Day-7

