

***Faculty Development Programme***  
***(2024-25)***  
***(Non-Teaching)***  
**12.07.2024- 20.07.2024**

<b>Date</b>	<b>Resource Person</b>	<b>Topic</b>
12.07.2024	<b>Mr. Rajan Bhawar</b> <i>Software Developer</i>	How to access ERP
13.07.2024	<b>Dr. Pargat Singh Garcha</b> <i>Principal, GHG Khalsa College of Education, Gurusar Sadhar, Ludhiana</i>	Tips to Avoid Online Frauds
15.07.2024	<b>Mr. Harpal Singh &amp; Mr. Karanpreet Singh</b> <i>College office superintendent &amp; EPFO Dept.</i>	Manage accounts of EPFO
16.07.2024	<b>Mr. Iqbal Singh</b> <i>Labour Law Consultant, Ludhiana</i>	Benefits of ESIC Scheme
18.07.2024	<b>Dr. Sudhir</b> <i>CHC, Sadhar</i>	First Aid Training
19.07.2024	<b>Mr. Krishan Lal Gupta &amp; Mr. Hoshiar Singh</b> <i>Yog Parivar, Ludhiana</i>	Yoga tips & Herbal Remedies for Health care
19.07.2024	<b>Prof.( Dr.) Mandeep Kaur Kochar</b> <i>Vice Principal ( University Affairs) &amp;</i> <b>Dr.Priya Pillai</b> <i>Librarian BTTC</i>	Professional Ethical Protocols in Educational Setup
20.07.2024	<b>Dr. Manu Chadha</b> <i>Associate Professor, GHG Khalsa College of Education, Gurusar Sadhar, Ludhiana</i>	Awareness programme on Code of Conduct



## **IQAC Cell of G.H.G. Khalsa College of Education Gurur Sadhar, Ludhiana**



**Organizes**  
**Faculty Development Programme**  
**(Supporting Staff of the College))**

**From 12 July 2024- 20 July 2024**

***Blended Mode***



- *How to access ERP*
- *Education and Employability Guidance*
- *Financial and Budgeting Management & Maintaining Office Records*
- *First Aid Training*
- *Awareness programme on Code of Conduct*
- *Yoga & Herbs for Mental Health*
- *Awareness Session on Online Frauds*

***Topics to be covered***

### **ONLINE SESSION THROUGH GOOGLE MEET**

**Patron**

**Dr. Pargat Singh Garcha**  
**Principal**

**Convener**

**Dr. Manu Chadha**

**Organizing Committee**

**Dr. Ramandeep Kaur Sidhu**  
**Dr. Mini Sharma**

**Email ID: ghgkce@gmail.com, www.ghgkce@gmail.com**

**Day I**

**Mr. Rajan**

*Software Developer*

**Topic -How to access ERP**

**Date- July 12, 2024**

A session on the ERP system was organized to familiarize teaching and supporting staff with the functionalities and benefits of the ERP system. The objective was to enhance their understanding and usage of the system to streamline college operations. An introduction to ERP systems was provided, explaining their role in integrating various administrative and academic functions. The key features and benefits of the college ERP system were discussed. The different user roles within the ERP system were explained, detailing the specific permissions and functionalities available to teaching and supporting staff. A live demonstration of the ERP system was conducted, showing the participants how to navigate the interface and perform key tasks.



**Day 2**

**Dr. Pargat Singh Garcha**

*Principal, G.H.G. Khalsa College of Education, Gurusar Sadhar*

**Topic - Tips to Avoid Online Fraud**

**Date- July 13, 2024**

An insightful lecture on "Tips to Avoid Online Fraud" was held during the Day 2 of Faculty development Programme. The session was aimed to educate faculty members about the various types of online fraud and how to protect themselves and their institutions from cyber threats. Dr. Pargat Singh Garcha, Principal of the College conducted the session in which he raised awareness about the different forms of online fraud and provided practical tips and strategies to avoid falling victim to online fraud. He also highlighted the importance of cybersecurity in both personal and professional contexts and discussed some real-life examples of online fraud and their impact. While discussing the protective measures for these frauds, Dr. Garcha highlighted the importance of strong, unique passwords and the use of password managers, enabling two-factor authentication (2FA) for online accounts and regularly updating software and systems to patch security vulnerabilities. The session not only raised awareness about online fraud but also emphasized the importance of proactive measures and vigilance in maintaining cybersecurity.



**Day 3**

**Mr. Harpal Singh & Mr. Karanpreet Singh**

*College office superintendent & EPFO Dept.*

**Topic - Financial and Budgeting Management & Maintaining Office Records**

**Date- July 15, 2024**

The session on Financial and Budgeting Management and Maintaining Office Records was organized as part of the Faculty Development Programme (FDP) to enhance the administrative skills of faculty members as well as supporting staff of the College. The session aimed to provide insights into effective financial management, budgeting practices, and the maintenance of office records to ensure smooth and efficient administrative operations. The session covered the basic principles of budgeting, including:

- Understanding income and expenditure.
- Allocating resources effectively.
- Setting realistic financial goals.
- Monitoring and adjusting budgets as needed

The importance of maintaining accurate and organized office records was emphasized. Key topics included:

- Types of records to maintain (financial records, meeting minutes, correspondence, etc.).
- Methods for organizing and storing records.
- Legal and regulatory requirements for record-keeping.
- Using digital tools for record maintenance.



**Day 4**

**Mr. Iqbal Singh**

*Labour Law Consultant, Ludhiana*

Topic - Benefits of ESIC Scheme

**Date- July 16, 2024**

A lecture on the benefits of the Employees' State Insurance Corporation (ESIC) scheme was organized in the Faculty Development Program (FDP) specifically for non-teaching staff. The session aimed to educate non-teaching staff about the various advantages and provisions of the ESIC scheme. The event saw active participation from non-teaching staff members, including the administrative and supporting staff of the College. Mr. Iqbal Singh Channa, Labour Law Consultant was the resource person on the occasion. Mr. Iqbal Singh informed the non-teaching staff about the ESIC scheme and its benefits. He also explained the eligibility criteria and enrollment process. He provided the insights into the medical, financial, and social security benefits offered by the scheme. Mr. Iqbal also addressed the questions and concerns related to the ESIC scheme asked by the participants.



**Day 5**

**Dr. Sudhir**

*CHC Sadhar*

**Topic - First Aid Training**

**Date- July 18, 2024**

The session on First Aid Training was organized as part of the Faculty Development Programme (FDP) to equip faculty members with essential first aid skills. The goal was to ensure that faculty are prepared to respond effectively to medical emergencies, thereby enhancing the safety and well-being of the college community. Dr. Sudhir from the Community Health center, Sadhar was resource person on the occasion. The trainer discussed the critical role of first aid in emergency situations, highlighting how timely and appropriate interventions can save lives and reduce the severity of injuries. The trainer explained how to respond to various common medical emergencies, such as:

- Cardiac Arrest: Performing CPR (Cardiopulmonary Resuscitation).
- Bleeding: Applying pressure and bandaging wounds.
- Burns: Cooling the burn and covering it with a sterile dressing.
- Fractures: Immobilizing the injured area.

Participants engaged in hands-on training, practicing first aid techniques under the guidance of the trainer. Key activities included:

- CPR practice using mannequins.
- Bandaging techniques for various injuries.
- Methods for safely moving and positioning injured persons.

An interactive Q&A session was held, allowing participants to ask questions and discuss specific scenarios they might encounter. Dr. Sudhir provided detailed explanations and practical advice



**Day 6**

**Mr. Krishan Lal Gupta & Mr. Hoshiar Singh**

*Yoga Parivar, Ludhiana*

**Topic - Yoga tips & Herbal Remedies for Health care**

**Date- July 19, 2024**

The session on Yoga Tips and Herbal Remedies for Health Care was organized as part of the Faculty Development Programme (FDP) to promote holistic health and well-being among faculty members. The goal was to provide practical yoga techniques and knowledge of herbal remedies that can be incorporated into daily routines to enhance physical and mental health.

The facilitator discussed the significance of holistic health care, which encompasses physical, mental, and emotional well-being. The role of yoga and herbal remedies in promoting a balanced and healthy lifestyle was highlighted.

Practical yoga tips for daily practice were shared, including:

- Breathing Techniques (Pranayama):\* Techniques to improve respiratory function and reduce stress.
- Basic Asanas (Postures):\* Simple postures to enhance flexibility, strength, and balance.
- Meditation and Relaxation:\* Techniques to calm the mind and promote mental clarity.



**Day 7**

**Dr. Manu Chadha**

*Associate Professor, GHGKCE, Gurusar Sadhar*

**Topic - Code of Conduct**

**Date- July 20, 2024**

A comprehensive lecture on the Code of Conduct, aimed at enriching the ethical and professional standards among faculty members was conducted on the concluding day of the Faculty Development Program. The session was chaired by Dr. Manu Chadha, Incharge IQAC Cell of the College. The lecture was attended by both academic and administrative staff of the College. Dr. Manu Chadha made the participants familiarize with the institution's Code of Conduct and emphasized the importance of maintaining professional ethics and integrity in academia. She encouraged the participants to maintain a culture of mutual respect and collaboration within the institution. The lecture on the Code of Conduct was a significant component of the Faculty Development Program, reinforcing the importance of ethical behavior and professional integrity. The session not only educated faculty members about the institution's expectations but also inspired them to uphold these values, contributing to a harmonious and productive academic environment.

