

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

Date	Resource Person	Topic
12.07.2024	<b>Mr. Rajan Bhawar</b> <i>Software Developer</i>	How to access ERP
13.07.2024	<b>Dr. Deepika Kohli</b> <i>Assistant Professor, Khalsa College of Education, GT Road Amritsar</i>	AI Tools in Research
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. Ajay Kholsa</b> <i>Assistant Professor DAVCOE, Abohar</i>	Exploring EQ, SQ and AQ through Psychological Interventions and KOLB Model
18.07.2024	<b>Dr. Mahesh Kotkame</b> <i>Associate Professor, PVDT College of Education for Women, SNDT Women's University, Mumbai</i>	Outcomes Based Education
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; <b>Dr.Priya Pillai</b> <i>Librarian BTTC</i></i>	Professional Ethical Protocols in Educational Setup
20.07.2024	<b>Dr. Manu Chadha</b> <i>Associate Professor, GHG Khalsa College of Education, Guruser Sadhar, Ludhiana</i>	Awareness programme on Code of Conduct



## IQAC Cell of G.H.G. Khalsa College of Education

Gurur Sar Sadhar, Ludhiana

Organizes

Faculty Development Programme

(Faculty)



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

**Blended Mode**



- *How to access ERP*
- *AI Tools in Research*
- *Financial and Budgeting Management & Maintaining Office Records*
- *Exploring EQ, SQ and AQ through Psychological Interventions and KOLB Model*
- *Outcome Based Education*
- *Yoga & Herbs for Mental Health*
- *Professional Ethical Protocols in Educational Setup*
- *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](mailto:ghgkce@gmail.com), [www.ghgkce@gmail.com](http://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. Deepika Kohli

Assistant Professor Khalsa College of Education, GT Road Amritsar

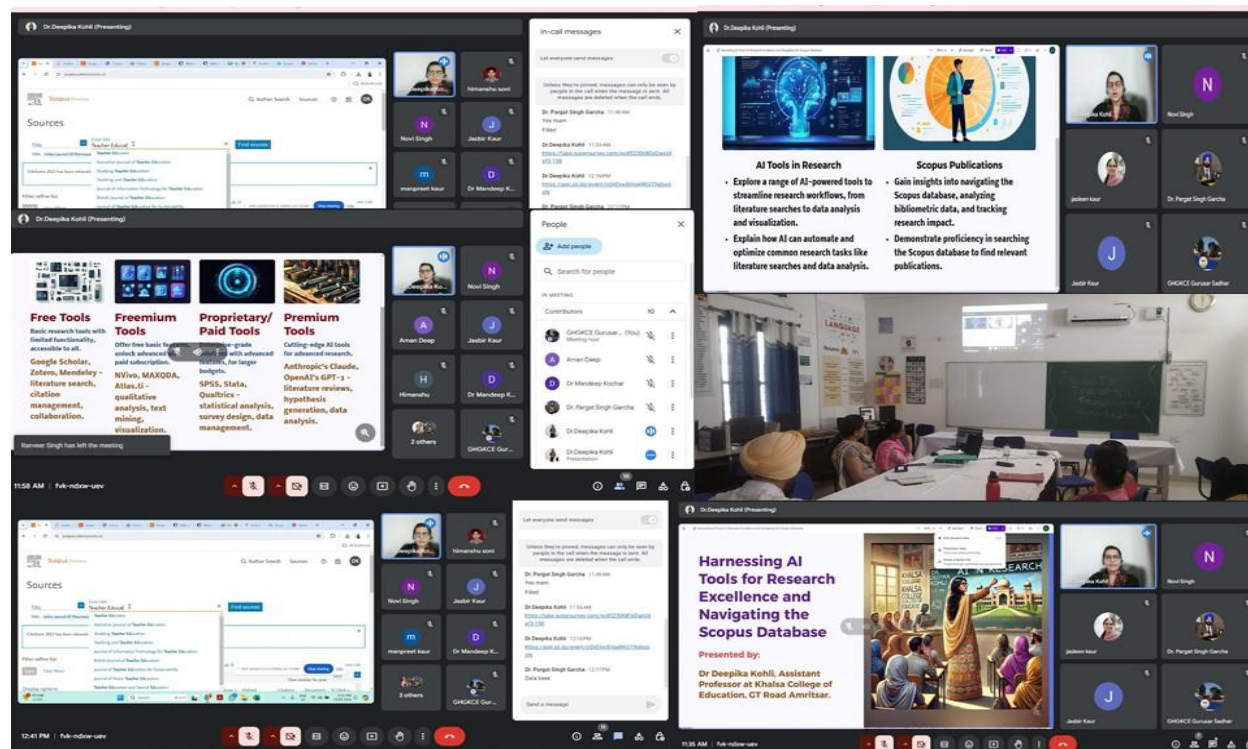
#### Topic - AI Tools in Research

Date- July 13, 2024

A session on AI Tools in Research was organized as part of the Faculty Development Programme (FDP) to equip faculty members with knowledge and skills on leveraging AI technologies in their research activities. The lecture which was aimed to enhance the research capabilities of faculty by introducing them to various AI tools and their applications in academic research was delivered by Dr. Deepika Kohli, Asst. Prof., Khalsa College of Education, Amritsar. An introduction to AI and its growing impact on research was provided by Dr. Deepika. The session introduced several AI tools commonly used in research which include Free Tools (Google scholar, Mendeley- literature Research), Freemium Tools (NVivo, Atlas), Proprietary/ Paid Tools (SPSS, Stata) and Premium Tools (Anthropic's Claude, Open AI's, GPT-3). She further discussed the role of AI technologies in transforming various aspects of research, including data analysis and automated literature reviews. A live demonstration of several AI tools was conducted, showcasing:

- How to set up and use AI tools.
- Practical examples of AI in research projects.
- Step-by-step guidance on implementing AI models and analyzing results.

An interactive Q&A session was held, allowing participants to ask questions and discuss their experiences and challenges with AI tools.



**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. Ajay Khosla

Asst. Prof. D.A.V. College of Education, Abohar

Topic - Exploring EQ, SQ and AQ through Psychological Interventions and KOLB Model

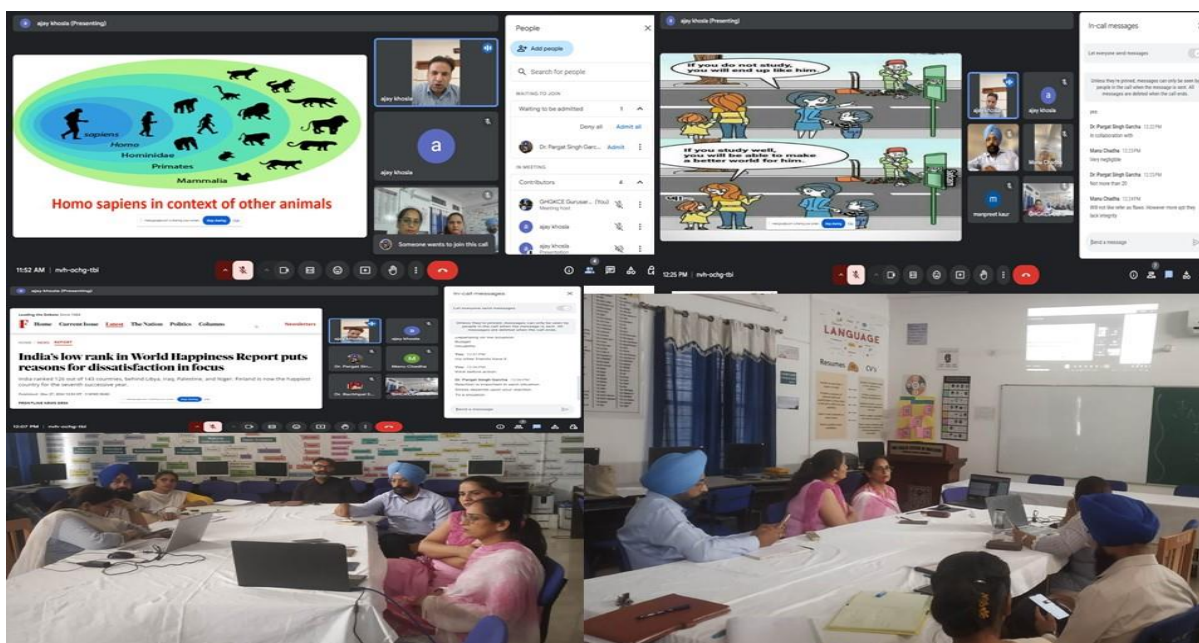
Date- July 16, 2024

The session on Emotional Quotient (EQ), Social Quotient (SQ), and Adversity Quotient (AQ) through psychological interventions and the KOLB model was organized as part of the Faculty Development Programme (FDP). The goal was to enhance the emotional, social, and resilience skills of faculty members, enabling them to better manage themselves and their interactions with others in the academic environment. An overview of EQ, SQ, and AQ was provided by Mr. Ajay Khosla

- Emotional Quotient (EQ):\* The ability to recognize, understand, and manage one's own emotions and the emotions of others.
- Social Quotient (SQ):\* The ability to effectively navigate and manage social relationships and environments.
- Adversity Quotient (AQ):\* The ability to withstand and overcome adversities and challenges.

Various psychological interventions and techniques were discussed to enhance EQ, SQ, and AQ, including:

- Mindfulness and self-awareness practices.
- Empathy training and active listening exercises.
- Stress management and coping strategies.
- Building resilience through positive thinking and problem-solving skills.





## Day 5

### Dr. Mahesh H. Koltame

Associate Professor, PVDT COE for Women, SNDT Women's University, Mumbai

#### Topic - Outcomes Based Education

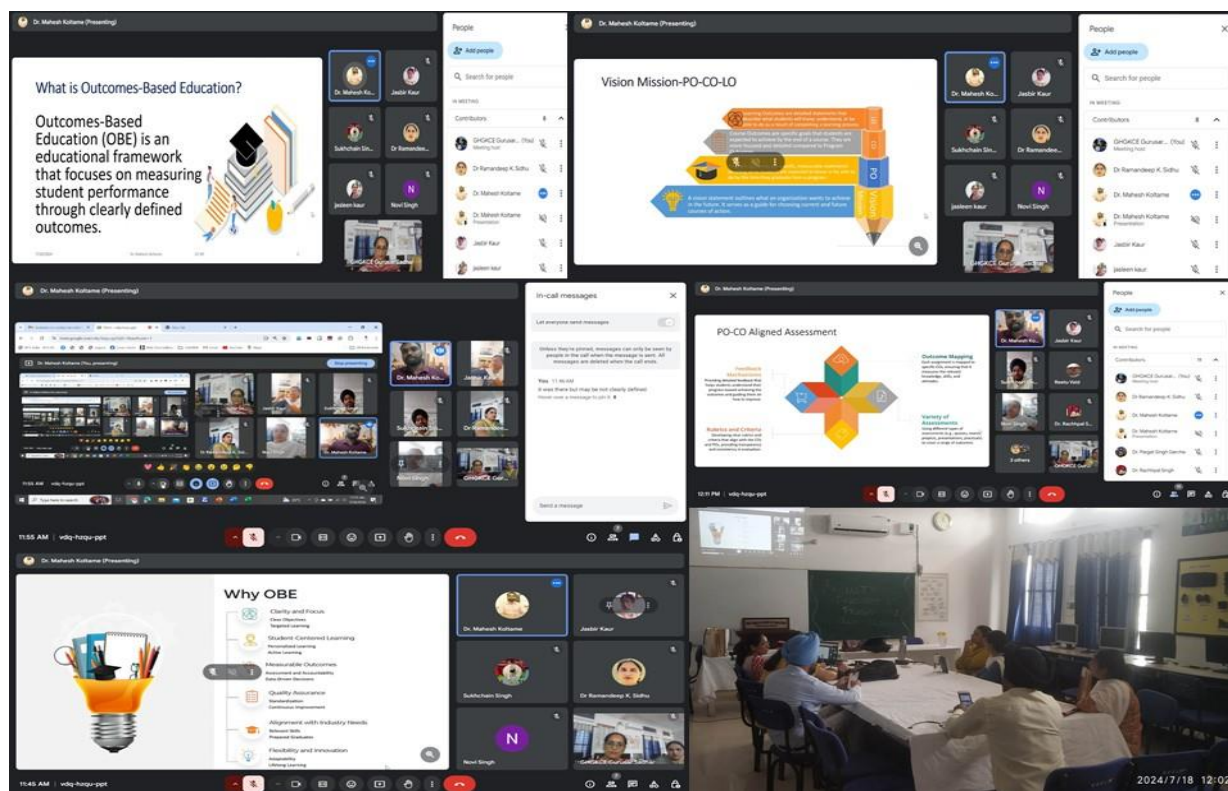
Date- July 18, 2024

The session on Outcomes-Based Education (OBE) was organized as part of the Faculty Development Programme (FDP) to familiarize faculty members with the principles and practices of OBE. The goal was to enhance the teaching and learning process by focusing on achieving specific learning outcomes. An overview of Outcomes-Based Education was provided, explaining its student-centered approach and focus on achieving specific learning outcomes. The facilitator discussed the shift from traditional education methods to OBE and its impact on teaching and learning. The session covered the fundamental principles and framework of OBE, including:

- Defining clear, measurable learning outcomes.
- Aligning curriculum, instruction, and assessment with these outcomes.
- Ensuring that all students have the opportunity to achieve the intended outcomes.

Practical strategies for implementing OBE in the classroom were discussed, such as:

- Active learning techniques to engage students.
- Differentiated instruction to meet diverse learning needs.
- Formative assessments to monitor student progress and provide feedback.



**Day 5**

**Dr. Sudhir**

*CHC Sudhar*

**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 6

**Dr. Mandeep Kaur Kochar & Dr. Priya Pillai**

*Vice- Principal and Librarian, BTTC College, Mumbai*

**Topic - Professional Ethical Protocols in Educational Setup**

**Date- July 19, 2024**

The session on Professional Ethical Protocols in Educational Set-Up was part of the Faculty Development Programme (FDP) aimed at strengthening the understanding and application of ethical practices among faculty members. The session focused on promoting ethical behavior and integrity in the academic environment. The session covered key ethical protocols relevant to educational settings, including:

- Academic Integrity:\* Ensuring honesty in teaching, research, and assessments.
- Confidentiality:\* Protecting sensitive information related to students and colleagues.
- Fairness and Equity:\* Treating all students and colleagues with impartiality and justice.
- Professional Conduct:\* Maintaining professionalism in interactions and decision-making processes.

Practical strategies for implementing ethical practices in daily operations were discussed, including:

- Developing and adhering to institutional codes of conduct.
- Incorporating ethical considerations into decision-making processes.
- Providing training and resources to support ethical behavior.





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.

