

ACTIVITY REPORT, IQAC

Professional Development Programme

Workshop on ICT/Computing Skills

Organized by

**Internal Quality Assurance Cell (IQAC)
LALBABA COLLEGE**

Date: 26 August, 2023

Time: 11 a.m.

Venue: Computer Laboratory

The Professional Development Programme for Teachers at Lalbaba College commenced with great enthusiasm as Dr. Sanjay Kumar, the esteemed Principal, inaugurated the training program. His visionary leadership and commitment to academic excellence set the tone for the transformative journey ahead. Dr. Chhatradhar Das, the IQAC Coordinator, elaborated on the objectives of the workshop and delineated the meticulously crafted program planning aimed at maximizing the learning outcomes for the participating educators.

In the rapidly evolving landscape of education, the integration of Information and Communication Technology (ICT) has become indispensable for preparing students for the challenges of the digital age. Recognizing the pivotal role of educators in this transformative journey, Lalbaba College organized a Professional Development Programme aimed at enhancing the ICT/Computing skills of its teaching faculty. This report encapsulates the proceedings of the workshop on ICT/Computing Skills organized by the Internal Quality Assurance Cell (IQAC) of Lalbaba College, with a focus on the theme "Basics of Computing."

The workshop served as a platform for educators to delve into the fundamental aspects of computing, equipping them with essential knowledge and skills to harness the power of technology in their teaching practices. Through a combination



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of theoretical insights, hands-on activities, and collaborative discussions, participants embarked on a journey to explore the intricacies of hardware, software, operating systems, and productivity tools. The overarching objective was to empower teachers with the confidence and proficiency to integrate ICT seamlessly into their curriculum, thereby enhancing student learning outcomes and fostering a dynamic educational environment.

This introduction sets the stage for a detailed exploration of the Professional Development Programme, highlighting its objectives, outcomes, and the significance of equipping educators with ICT/Computing skills in the pursuit of academic excellence and innovation.

Objectives:

The primary objective of the Professional Development Programme for Teachers at Lalbaba College was to enhance the ICT/Computing skills of educators, empowering them to integrate technology effectively into their teaching practices. By focusing on the following basics of computing, the workshop aimed to equip teachers with essential knowledge and skills to navigate digital tools, thereby improving their pedagogical strategies and fostering an enriched learning environment for students.

1. **Enhancing ICT/Computing Skills:** The primary objective of the workshop was to enhance the ICT/Computing skills of teachers, enabling them to leverage technology effectively in their teaching practices.
2. **Integration into Curriculum:** The workshop aimed to facilitate the seamless integration of ICT/Computing skills into the curriculum, thereby enriching the teaching-learning process and promoting student engagement.
3. **Skill Development:** Through hands-on training and interactive sessions, the workshop aimed to equip teachers with practical skills in utilizing computing tools and applications relevant to their subject areas.
4. **Collaboration and Networking:** The workshop provided a platform for educators to collaborate, share best practices, and build a supportive network focused on integrating technology in education.

Program Agenda:

- **Introduction to Computing:** Overview of basics of hardware, software, and peripherals.
- **Basics of Operating Systems:** Understanding Windows environments.



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- **Productivity Software:** Hands-on sessions on Microsoft Office applications (Word, Excel, PowerPoint).
- **Internet and Communication Tools:** Introduction to web browsers, email, and online collaboration platforms.
- **Educational Applications:** Exploration of educational software and online resources for teaching and learning.
- **Integration Strategies:** Group discussions and case studies on integrating ICT/Computing skills into the curriculum.
- **Q&A and Hands-on Practice:** Interactive sessions for clarifying doubts and practicing newly acquired skills.

Inaugurated by the Principal and meticulously planned under the guidance of the IQAC Coordinator, the Professional Development Programme for Teachers at Lalbaba College embarked on a journey to empower educators with essential ICT/Computing skills, laying the foundation for a technologically enriched teaching-learning environment.



Training Coordinators: Dr. Barnali Naskar, Dr. Mala Aditya, Dr. Chhatradhar Das, and Prof. Kartick Chandra Nayek served as the training coordinators, actively guiding and supporting the participating teachers throughout the hands-on training sessions. Their expertise and dedication played a pivotal role in facilitating an



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enriching learning experience for all participants, ensuring that the objectives of the workshop were met effectively.

Program Outcome:

1. **Enhanced Understanding:** Through interactive sessions and hands-on activities, participants gained a comprehensive understanding of fundamental computing concepts, including hardware, software, operating systems, and basic troubleshooting techniques.
2. **Skill Development:** Teachers developed practical skills in utilizing productivity software such as Microsoft Office suite (Word, Excel, and PowerPoint) and familiarized themselves with educational applications relevant to their subject areas.
3. **Integration into Curriculum:** The workshop encouraged participants to explore ways to integrate ICT/Computing skills into their curriculum, enabling them to create engaging multimedia content, interactive presentations, and online assessments to enhance student learning experiences.
4. **Confidence Building:** By providing a supportive learning environment and ample opportunities for practice, teachers developed confidence in utilizing technology tools effectively, enabling them to adapt to the evolving educational landscape.
5. **Networking and Collaboration:** The workshop facilitated networking among educators, fostering collaboration and knowledge sharing, thereby creating a community of practice focused on integrating technology in education.

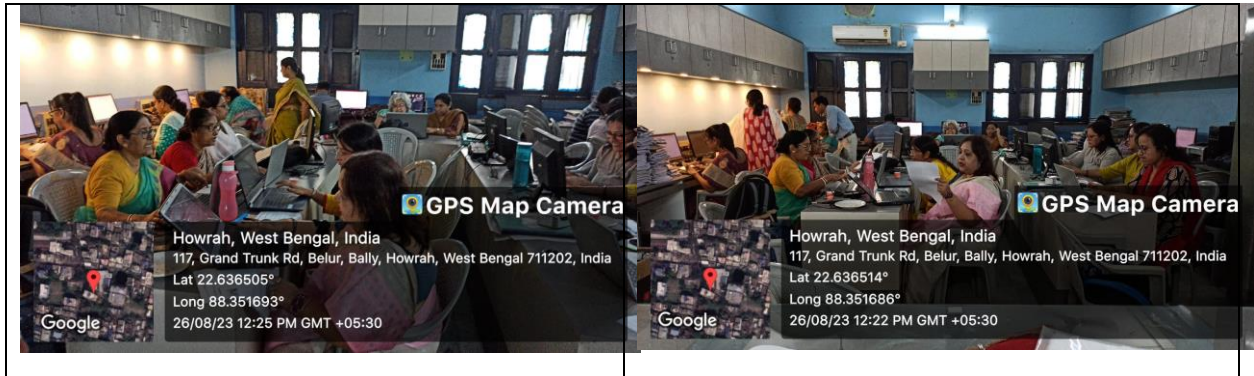
Overall, the Professional Development Programme for Teachers at Lalbaba College provided an enriching learning experience, empowering educators with essential ICT/Computing skills to meet the challenges of 21st-century education effectively. Through a combination of theoretical knowledge, practical skills development, and collaborative activities, the workshop equipped teachers with the tools and confidence to enhance their teaching practices and foster student engagement and achievement.

Participation Status:

Faculty Members	24
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LALBABA COLLEGE (Affiliated to The University of Calcutta)



Professional Development Programme for Teachers Workshop on ICT/Computing Skills Theme: Basics of Computing

Organized by
INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE

CERTIFICATE OF PARTICIPATION

This is to certify that Prof./Dr./Sri./Smt.
has attended the Workshop on ICT/Computer Skills in the Professional Development Programme for Teachers on the theme “Basics of Computing” organized by IQAC, Lalbaba College on 26.08.2023.

Dr. Sanjay Kumar,
Principal, Lalbaba College

Dr. Chhatradhar Das,
IQAC Coordinator, Lalbaba College

Signature Sheet



Professional Development Programme for Teachers

Workshop on ICT/Computing Skills

Theme: Basics of Computing

Organized by

INTERNAL QUALITY ASSURANCE CELL (IQAC)


LALBABA COLLEGE

26th August, 2023

Signature Sheet for Participants

Sl. No.	Name	Department	Signature
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1.	DR. JAYANTI CHAKRABORTY	BENGALI	Chakraborty 26.8.23
2.	DR. INDRANI DEY		Indrani Dey 26.8.23
3.	DR. SOMA DAS		Soma Das. 26.08.2023
4.	SRI KARTICK CHANDRA NAYEK	CHEMISTRY	Kartick Chandra Nayek
5.	DR. BARNALI NASKAR		Dr. Barnali Naskar 26.08.2023
6.	SMT. MITALI MUKHERJEE	COMMERCE	Mitali Mukherji 26/8/23
7.	SRI RASH KUMAR DEY		R. Dey 26/08/2023
8.	SRI PRADYUT KR MAJUMDER		Pradyut Kumar Majumder 26/08/2023
9.	SRI SOUMIK KANTI GHOSH	ECONOMICS	Soumik Kanti Ghosh 26/8/23
10.	SMT. KUHELIKA BAG	EDUCATION	Kuhelika Bag 26/8/23
11.	SMT. SOMA PAL		Soma Pal 26/8/23
12.	SMT. ASOKA BHATTACHARYA	ENGLISH	—
13.	DR. SUNITA CHANDRA	GEOGRAPHY	Sunita Chandra 26/8/23
14.	DR. SANJAY KUMAR	HINDI	Sanjay Kumar 26/8/2023
15.	DR. LALIT KUMAR JHA		


Principal
Lalbaba College
117, G. T. Road, Belurmath
Howrah - 711202




Coordinator
Internal Quality Assurance Cell
Lalbaba College

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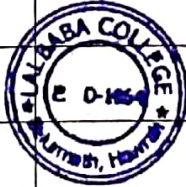
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LALBABA COLLEGE

26th August, 2023

Signature Sheet for Participants

Sl. No.	Name	Department	Signature
16.	SMT. JAYASREE BOLER	HISTORY	Jayaser 26/8/2023
17.	SRI ANANDA KUMAR DAS		Ananda K Das 26.8.23
18.	SMT. SOMA SARKAR (JR)		Soma Sarkar 26/8/23
19.	DR. MALA ADITYA	LIBRARY	Mala Aditya 26/8/23
20.	SMT. BINGSHATI SARKAR	PHILOSOPHY	Bingshati Sarkar 26/08/23
21.	SMT. SOMA PARUI		Soma Parui 26/8/2023
22.	SMT. SUMITA CHAKRABORTY (PAL)		Sumita Chakraborty (PAL) 26/8/23
23.	SMT. ARUNDHATI GANGULY		Arundhati Ganguly 26/8/23
24.	DR. CHHATRADHAR DAS	PHYSICS	Chhatradhar Das 26/8/23
25.	SMT. SUMITA BHARATI (CHATTERJEE)	POLITICAL SCIENCE	Sumita Bharati 26/08/23
26.	SMT. ISANI CHAKRABARTI	SANSKRIT	Isani Chakrabarti 26/08/23
27.			
28.			
29.	<p>Principal Lalbaba College 117, G. T. Road, Belurmath Howrah - 711202</p>		<p>Coordinator Internal Quality Assurance Cell Lalbaba College</p>
30.			