

Faculty Development Programme (FDP)

ICT for office use

The Academic and Administrative Development Center (AADC), Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur, Chhattisgarh has been established in the year 2022 to organize various workshops related to technology in online, offline, and blended modes for the teachers, employees, and administrative officers of university and colleges. Under this, the First eight days workshop was organized during December 16-24, 2022 on “**ICT for office use**”. This workshop was inaugurated on 16/12/2022 at the Department of Computer Science and Application under the joint aegis of the Association of Indian Universities (AIU), New Delhi, and Atal Bihari Vajpayee Vishwavidyalaya (ABVV), Bilaspur. The workshop was presided over by Hon’ble Vice Chancellor Prof. A.D.N. Bajpai. Dr. Pankaj Mittal, Secretary General of the Association of Indian Universities (AIU) was present online as a chief guest of the function. The head of the computer science and application department Dr. H.S. Hota and the Registrar of the university were also present during the inaugural function.

Inaugural Function, Dr. H.S. Hota, Head of the Department of Computer Science and Application explained the theme and contents of the workshop. While delivering the welcome address, Dr. H.S. Hota, Head of the Department of Computer Science and Application, highlighted the role and purpose of this workshop organized under the joint auspices of both the institution, welcomed all the attendees, and said that this workshop will be helpful in providing practical knowledge of technology so that the college staff associated the administrative staff will be able to do all the work of the college through technology. It is worth mentioning that a series of programs related to Information Communication Technology has been organized under the joint auspices of the University, Association of Indian Universities (AIU), and in the first phase, this 8-day workshop is being organized, in which 26 participants from affiliated colleges of the University had participated in the workshop. Through this workshop, information about various software, online tools, the hardware used in the office, and internet-related information will be done through experiments. The chief guest Dr. Pankaj Mittal has highlighted objectives for setting up an Academic and Administrative Development Center (AADC) by the Association of Indian Universities (AIU). She gave a brief introduction and let the audience know that AADC (Academic and Administrative Development Center) is a pioneering initiative of AIU and ABVV, Bilaspur directed towards training and capacity building of Faculty members and administrative functionaries of universities for dealing with hybrid/blended learning with focus on latest pedagogical reforms. It will offer short-term programmes aimed at continuous capacity building of the key stakeholders through online and in-person modes. She also said that the center will play a leading role in providing information and training to teachers, administrative officers, staff, students, and research scholars on the use of technology in teaching and research, and practical practice. Vice-Chancellor Prof. A.D.N. Bajpai, president of the function said in his address that dissemination of Information Communication Technology (ICT) through this center will help spread awareness of

technology among the students, teachers, research scholars, and administrative staff. He also extended his thanks to the secretary general of the Association of Indian Universities (AIU) for marking Atal Bihari Vajpayee Vishwavidyalaya (ABVV) for this program.

On the 1st day of the workshop, Ms. Purna Verma explained Google Forms and Google Docs. She explained using Google Forms, users can create and analyze surveys right in their mobile or web browser—no special software is required. She also explained how Google form customization should take place. Hands-on practice on creating Google Forms and its options like creating quizzes, changing themes, enabling photo and document uploading options, etc, were discussed and implemented. Later on accessing the response sheet in CSV format, excel format and making its offline copies were discussed.

On the 2nd day of the workshop, Mr. Vivek Tiwari explained the practical use of MS Excel. He gave information about file creation, cell formation, various basic formulas like sum, max, count, and average, and advanced formulas and functions like Index match, If-Then, Choose, Concatnet, etc. in MS Excel. He gave practical knowledge about various types of charts, hyperlinks, object insertion, work with data tools, lookups, references, etc.

On the 3rd day of the workshop, Mrs. Gajala Mumtaz Mollick explained the process of website development and maintenance at the front end using HTML and CSS and various website development tools. She also shared some important information about computer hardware such as RAM, SMPS, Motherboard, CMOS, etc. Further, she explained the problems faced by the computer and how to fix them and provide information related to MS Office and shortcut keys and how to create shortcut buttons to increase typing speed in the computer.

On the 4th day of the workshop, Dr. Richa Handa shared important practical knowledge about MS Word. In her lecture, she explained the basic functions of the word processor such as file creation, file formatting, text formatting, word style, page layout, page setup, page background, etc. She also demonstrated practical implementation by taking a real-life example to develop word documentation for a university. She further explained how the insertion of tables, formulas, and illustrations such as pictures, clip art, charts, hyperlinks, bookmarks, header footers, etc. in the file or document will take place with all these important topics like mail merge, document printing, document protection, and linked notes were also covered. Mail merge is an important tool used to send mass emails. Document printing and its different printing option should be known to the user. All these topics were cleared in her lecture in a demonstrative manner.

On the 5th day of the workshop, Mr. Tiwari began the program by introducing the concept of graphical analysis and its importance in conveying information effectively. He provided an overview of the various types of graphs and charts available in MS Excel, highlighting their specific applications and when to use them. He gave a demonstration for plotting graphs and fitting data, visualizing data with charts, creating combination charts, simple linear plots, etc. in Excel. He also gave information about online graphical analysis tools using which person can create their charts more interactively. He also explained the poster design. He further explained how to install fonts, software installation and uninstallation, antivirus installation,

and updation, create a USB bootable drive of Windows 7 & 10, fixation of memory card with the help of DOS commands to repair it, online word (Unicode to Kritidev), etc. Through his expertise and engaging teaching style, participants gained a deeper understanding of data visualization techniques and the power of graphical analysis in conveying information effectively.

On the 6th day of the workshop, Mr. Negi began the program by introducing Microsoft PowerPoint as a powerful tool for creating visually appealing presentations. He explained the various elements of the PowerPoint interface, including the ribbon, slides, and slide layouts, enabling participants to navigate the software effectively. He explained presentation creation, slide animation, transition, insertion of variable pictures, audio, video, charts, etc., and its important features in PowerPoint and explained how to implement it. Along with it, a doubt session using a practical was implemented by the audience in their systems. He also elaborated on developing animations and slide transition periods, audio and video mergers. He also provided participants with valuable insights and practical guidance on creating engaging and impactful presentations. Through his expertise and interactive teaching style, participants gained a deeper understanding of the software's features and learned techniques to design visually appealing slides.

On the 7th day of the workshop, Mr. Gajendra Choure gave information about the internet and cyber security. He explained basic security features, provided by MS Windows OS, browser security, cookies, cache, etc. He also explained about blocking unwanted sites. He highlighted the rapid growth of the internet and its increasing impact on all aspects of our lives, from personal communication to national security. The interconnected nature of cyberspace necessitates a proactive approach to safeguarding data, infrastructure, and individuals from cyber threats. He provided a comprehensive overview of the current cyber threat landscape. He discussed various types of cyber attacks, including phishing, malware, ransomware, social engineering, and distributed denial-of-service (DDoS) attacks. Mr. Choure stressed the importance of understanding these threats to mitigate risks effectively. During the presentation, Mr. Choure shared several best practices for maintaining internet security.

On the last day of the workshop, practical, and examinations of the participants were taken. The programme has been concluded on 24/12/2022 with the distribution of certificates after the practical and theoretical examinations. It may be noted that various centers have been established in India by the Association of Indian Universities for the use of information communication technology for academic and administrative purposes, but Atal Bihari Vajpayee University is the first center established in Chhattisgarh. The valedictory session was chaired by Hon'ble Vice-Chancellor Prof. A.D.N. Bajpai, Registrar of the university, head of the department Dr. H.S. Hota and other faculty members of the department. Hon'ble Vice-Chancellor inspired the participants. The participants expressed their gratitude for having an opportunity to be a part of the workshop and also shared their experiences. Finally, the Registrar of the university Mr. Shailendra Dubey has proposed vote of thanks.