



**RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN
SPONSORED
PROCEEDINGS ON
TRAINERS' TRAINING PROGRAMME
FOR
ENHANCING EQUITY AND INCLUSION**

Date: 16th-22nd August 2017

Venue: Govt. Zirtiri Residential Science College



Organized by

Website Committee, GZRSC

in Collaboration with Centre for Social Research, New Delhi

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INTRODUCTION

In the era of technology. IT aids plenty of resources to enhance the teaching skills and learning ability. The pace of change brought about by new technologies has had a significant effect on the way people live, work, and play worldwide. New and emerging technologies challenge the traditional process of teaching and learning, and the way education is managed. Information technology, while an important area of study in its own right, is having a major impact across all curriculum areas. Easy worldwide communication provides instant access to a vast array of data, challenging assimilation and assessment skills. So it is a must that Teachers are also equipped with the knowledge of technology.

Govt. Zirtiri Residential Science college, being the only Model Degree Science College under RUSA, Govt. of Mizoram is blessed with many things in terms of infrastructures etc. In order to provide effective teaching, classrooms are equipped with Projectors and faculties felt the need of using laptops and digital aid in order to achieve effective classroom teachings. Because of this, the thought of enhancing the faculties in IT has come into existence.

The main aim of this training is to teach the teaching faculties how to make use of technology in their class teachings and preparations. And the responsibility goes to the Website Committee. Emergency Website Committee meeting was called on 11th August 2017 (Friday) to discuss about this matter.

After careful planning and speculating about what kind of training should be most effective and helpful, the committee decide upon the duration (i.e. one week (five working days from 16th to 22nd August 2017)), the topic for each day, the trainer (resource persons) and the content for each topic.

It was also decided that Centre for Social Research, New Delhi (who visited Mizoram in the meantime) should be invited to teach us Social Network Security (Social Surfing).

Different responsibilities were assigned among the members and with the consent of our respected principal, the date and program for Inaugural function as well as Closing function was framed and we decided to appoint Prof KL

Pradhan, State Project Director, RUSA, Govt. of Mizoram as the Chief Guest for the Inaugural function and Dr. Zarzoliana, Joint Director, RUSA, Govt. of Mizoram as the Chief Guest for the Closing Ceremony.

It was also agreed that Reception Committee and Refreshment Committee should be requested to be in-charge of various reception and refreshment related activities.

THE ORGANIZING TEAM

The Organizers were from the Website Committee of Govt. Zirtiri Residential Science College, which are given below:



Mr. H. Thangkhanhau
Organizing Chairman

He is the Chairman of the Website Committee and Assistant Professor in the Department of Computer Science, Govt. Zirtiri Residential Science College. He acts as one of the main facilitator for the training.

Mr. Laldingliana Sailo
Organizing Secretary

He is the Secretary of the Website Committee and Assistant Professor in the Department of Computer Science, Govt. Zirtiri Residential Science College. He is one of the main key person for the training.



Mr. Lalrinmawia
Organizing Member

He is one of the member of the Website Committee, a Procurement Officer (PO) in RUSA, and had made many important contributions for conducting the training. He is currently holding the post of Associate Professor, Department of Zoology, Govt. Zirtiri Residential Science College.



Mr. Lawrence Zonunmawia Chhangte
Organizing Member

He is a member of Website Committee and Associate Professor, Department of Physics, Govt. Zirtiri Residential Science College. He is taking many responsibilities such as event planning, organizing the functions etc.





Mr. Jonathan Lalrinmawia
Organizing Member

Assistant Professor in Department of Electronics, GZRSC and Member of Website Committee. He is in charge of purchasing stationeries and also host the functions several times.

Mrs. R. Lalmawipuii
Organizing Member

Assistant Professor in the Department of Computer Science, Govt. Zirtiri Residential Science College and member of Website Committee. She played an important role in taking care of the functions as and when necessary.



Miss. Lalhmunmawii
Organizing Member

Assistant Professor in Department of Computer Science and member of Website Committee, Govt. Zirtiri Residential Science College. She played an important role in distributions forms, program sheets and resource persons' papers etc.

THE RESOURCE PERSONS

Since the college itself has many professional IT faculties from the Department of Computer Science, who are capable of giving this kind of training, the organizing committee felt that it is not necessary to invite resource persons from outside (and also due to the fact that we do not have much time for giving out invitation), the following faculties are appointed as Resource person for the Training:



Mr. H. Thangkhanhau

Master of Computer Applications (MCA)
Master of Technology (MTech) (Software System)

He is an Assistant Professor in the Department of Computer Science and has more than 10 years of teaching experiences in various IT training institutes and different colleges. His topics are:

- a) Introduction to Smart Class & Virtual Lab
- b) PowerPoint Presentation (A Hands-on approach)
- c) Data Analysis using Excel and Graphical representation



Mr. Lalhruaitluanga

Master of Science in Information Technology (MScIT)
Master of Philosophy in IT

He is an Assistant Professor in the Department of Computer Science and has more than 8 years of teaching experience in the field of IT. His topic is:

- a) Preparation of Teaching Materials and Word Processing.



Mr. Laldingliana Sailo

Master of Computer Applications (UGC NET)

He is an Assistant Professor in the Department of Computer Science and has 7 years of teaching experience in the field of IT. His topic is:

- a) Basic Computer maintenance.

16TH AUGUST 2017 || TUESDAY|| 2:00 – 3:00 PM

“THE INAUGURAL FUNCTION”

Inaugural function of the training **“Trainers’ Training Programme for Enhancing Equity and Inclusion”** was held at the College Faculty Common room on the 16th of August 2017 (Wednesday) at 2:00 pm.

According to the program, the Chief Guest was supposed to be Prof. KL Pradhan, SPD, RUSA, Govt. of Mizoram. But late changes were made due to personal health problem of the expected Chief Guest and Dr. Zartzoliana, Joint Director, RUSA, Govt. of Mizoram (who was invited as the Chief Guest for the closing ceremony) came.

The function was chaired and hosted by Mr. Lawrence Zonunmawia Chhangte, Assoc. Professor, Dept. of Physics. After having introduction about the training and introducing the Organizing Teams and Resource Persons, he invited our respected Principal Mr. Laltanpuia to deliver keynote address. The Principal’s speech was followed by a motivational speech from the Chief Guest.

The Chief Guest delivered a speech about the functions of RUSA, the importance of having IT knowledge in the field of teaching, etc and gave his best wishes to the participants to gain maximum knowledge out of this training. He also talked about the importance of taking classes for students. He concluded his speech by giving his wishes for the organizing team, the participants as well as for the expert resource persons. On the first day **48 faculties registered for the training.**

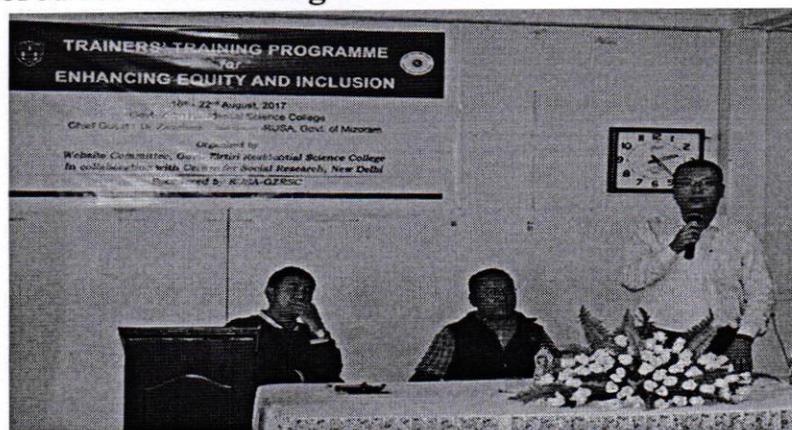


Fig 1 – Inaugurated by Dr. Zartzoliana, Jt. Director, RUSA

DAY 1: 16TH AUGUST 2017 || TUESDAY || 3:00 PM
“INTRODUCTION TO SMART CLASS & VIRTUAL LAB “

The session starts at 3:00 pm as scheduled (after the inaugural function) and Mr. Lalrinmawia and Miss Lalhmunmawii hosted the program. The topic for this session was **“Introduction to Smart Class & Virtual Lab”** and the resource person was Mr. H. Thangkhanhau.

The resource person explains about the meaning of Smart Class and how it works, using Video tutorial he shows the workings and benefits of Smart class and Virtual lab. The Participants are very attentive and curious to learn about the new technology class room.



Fig 2 –Participants with Chief Guest & Principal

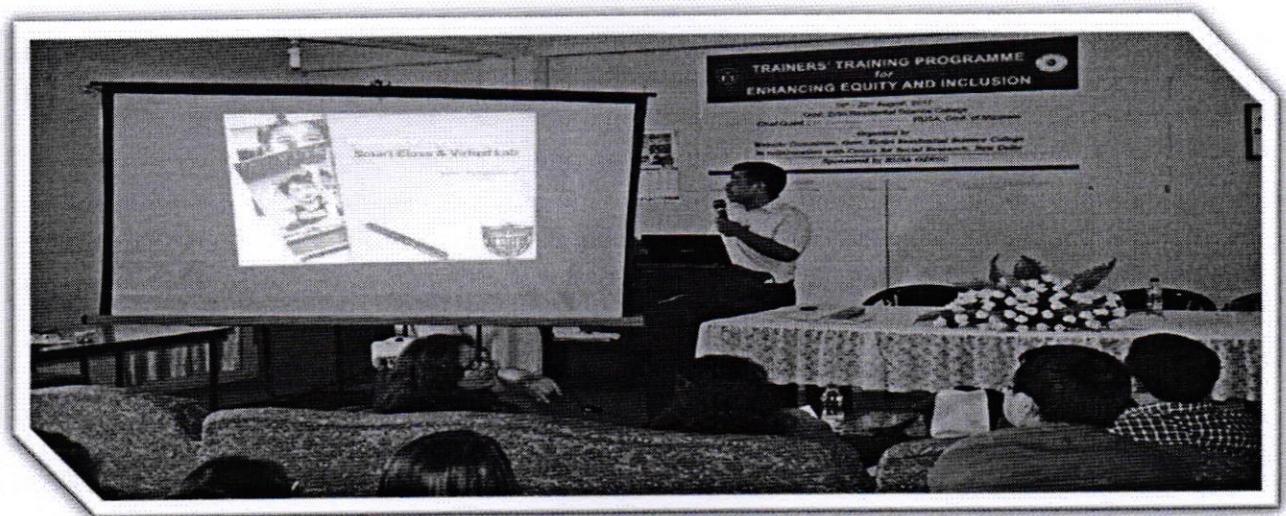


Fig 3 – Introduction to Smart Class & Virtual Lab

**DAY 2: 17TH AUGUST 2017 || WEDNESDAY|| 2:00 PM
FIRST SESSION**

“PREPARATION OF TEACHING MATERIALS AND WORD PROCESSING”

The session starts at 2:00 pm as scheduled and Mr. Lawrence Zonunmawia Chhangte & Miss. Lalhmunmawii hosted the program. The topic for this session was “**Preparation of Teaching Materials and Word Processing**” and the resource person was Mr. Lalhruaitluanga.

The resource person explains about the importance of using technical aid for teaching. He also explains how to grab useful information from the internet and how to prepare teaching materials using Microsoft Words. He also conducted practical demonstration on how to use MS Words which is very useful and effective for the participants. Participants raised so many questions and were asking for another round of practical classes in the future.

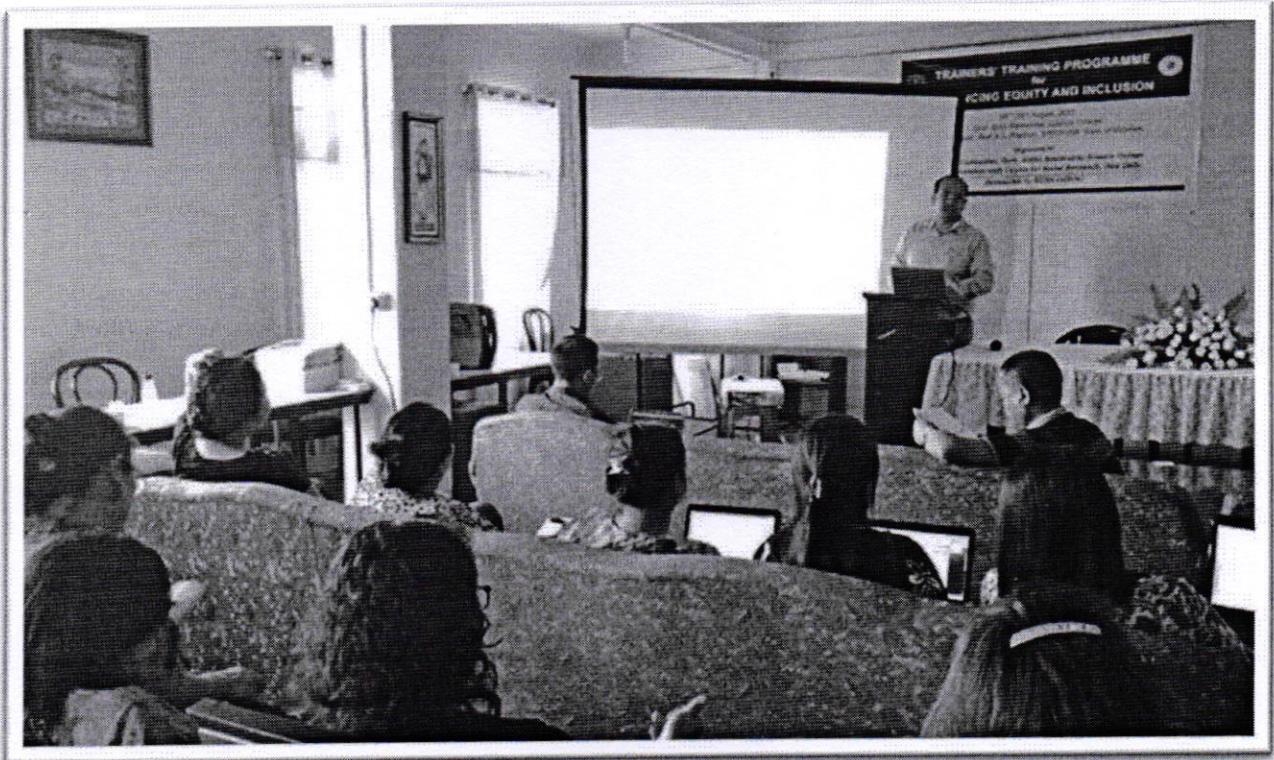


Fig 4 – Preparation of Teaching Materials

DAY 2: 17TH AUGUST 2017 || WEDNESDAY|| 3:00 PM
SECOND SESSION
“BASIC COMPUTER MAINTENANCE”

This session continues after finishing the first session and started at 3:00 pm. Mr. Lawrence Zonunmawia Chhange hosted the program, and the topic for this session was “**Basic PC maintenance**”. The resource person was Mr. Laldingliana Sailo.

This session mainly deals with how to handle and take care of Personal Computers. The resource person teaches them how to deal with minor bugs, windows problems, how to deal with annoying problems which we had encountered many times while using the PC. He demonstrated the procedure and let the participants do it on their own laptop under the proper guidance.

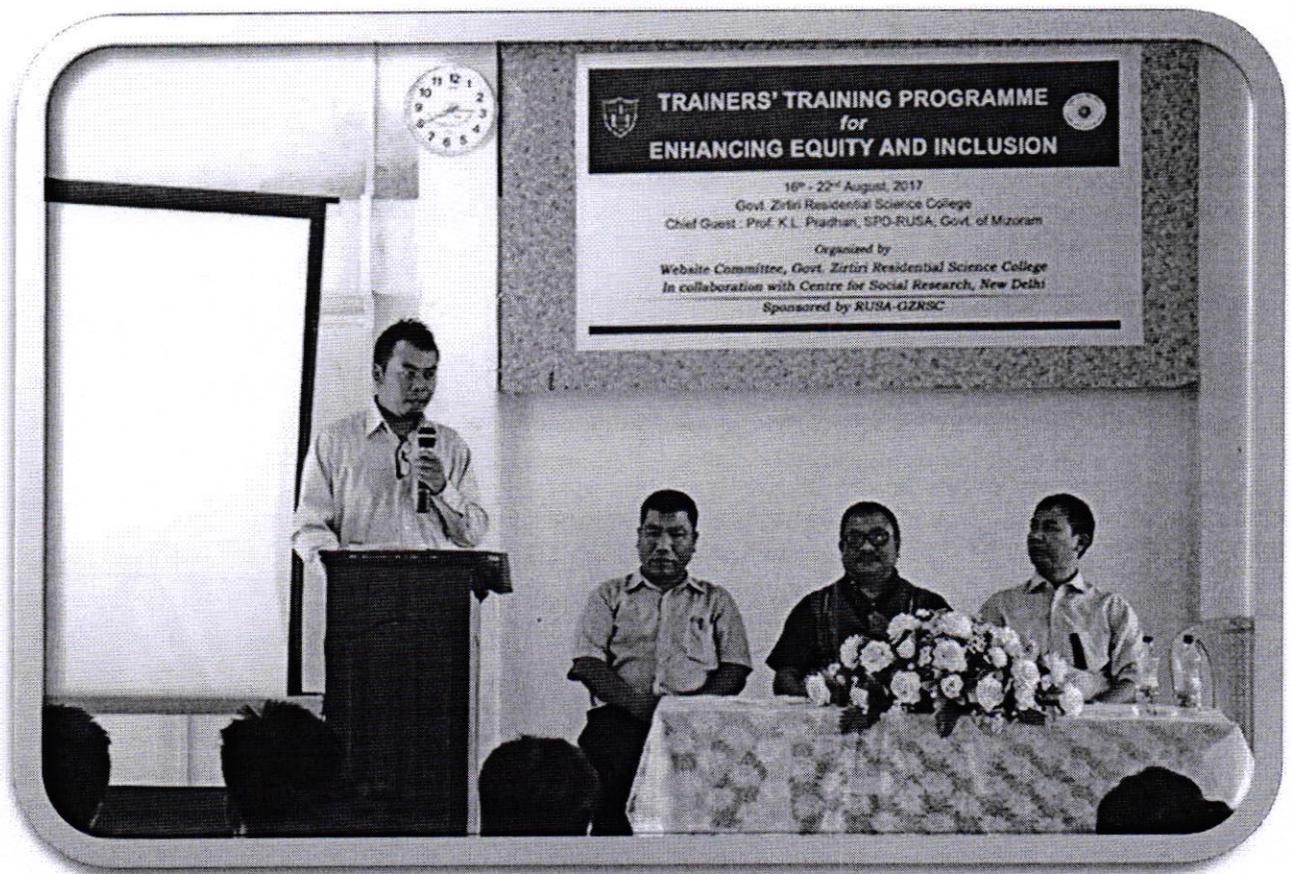


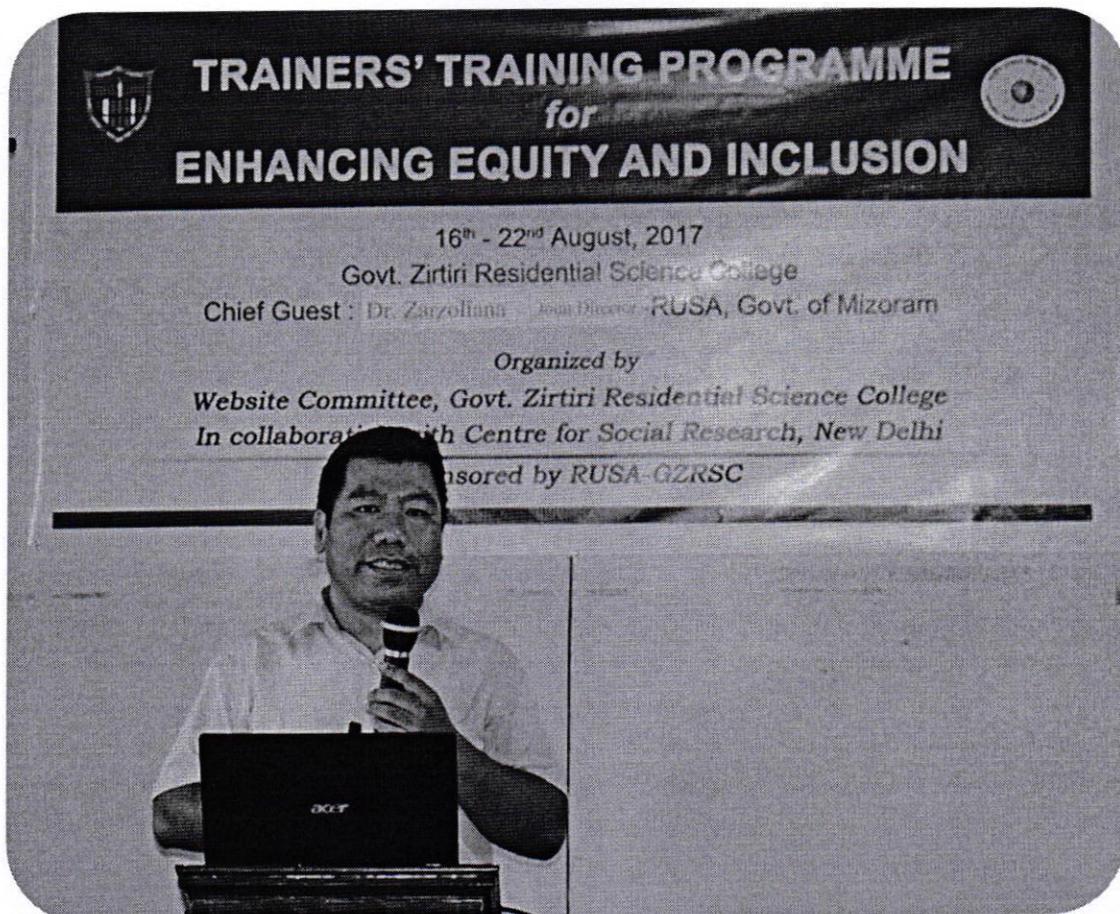
Fig 5 – Basic Computer Maintenance by Mr. Laldingliana Sailo

DAY 3: 18TH AUGUST 2017 || FRIDAY || 2:00 – 4:00 PM
“POWERPOINT PRESENTATION (HANDS ON)”

As technology enters the classroom more and more each year, there are always new innovations being brought into the fold that can help teachers to get their points across better, and help students learn more efficiently. One such tool that has been utilized in the classroom for some time now and continues to be used heavily is the Microsoft PowerPoint program.

Because if these, faculties of different Departments strive to attain the knowledge of PowerPoint more and more. The topic as we called it “PowerPoint presentation (hands on)” is taught by Mr. H Thangkhanhau.

This session mainly deals with how to use PowerPoint for classroom teachings. The resource person teaches them how to make slides, insert images, edit transitions, animations etc. He demonstrated the procedure and let the participants do it on their own laptop which makes the session very interesting.



Fig

6 – PowerPoint Presentation by Mr. H. Thangkhanhau
DAY 4: 21ST AUGUST 2017 || MONDAY || 2:00 – 4:00 PM
“DATA ANALYSIS USING EXCEL AND GRAPHICAL REPRESENTATION “

Microsoft Excel offers a lot of benefits with its functions, formulas, graphs or charts and tables. Excel worksheets are of a great help to almost all professions. So it is for teaching profession. Teachers can extract several benefits from Excel worksheets in the classroom. In the process of teaching and learning, both teachers and students find it easier to make use of excel worksheets. The activities, such as, preparing lesson plans, grading papers, creating graphs or tables and many more can be carried out effectively and efficiently by using excel spreadsheets.

The topic as we called it “Data Analysis using Excel and Graphical representation” is about working with excel to create spreadsheets and graphs and the resource person is Mr. H Thangkhanhau.

The resource person started with a hands on demonstration of Excel. There were lots of questions from the participants which were answered by the resource person. Since there were many questions and answers, the duration allotted was not enough for the resource person to complete whatever he prepared for. The resource person’s preparation for this workshop was great.



Fig 7 – Excel training by Mr. H. Thankghanhau

DAY 5: 22ND AUGUST 2017 || TUESDAY || 1:00 – 2:00 PM

“SOCIAL SURFING AND ONLINE SAFETY”

On this day, our Trainers came all the way from New Delhi who taught about how vulnerable our online accounts are and how to protect them. The name of the topic is “Social Surfing and Online Safety” and our resource person is Miss. Arnika Singh, Project Officer, Centre for Social Research, New Delhi. This session is also attended by all the 5th Semester students.

The resource person describes the different types of network security, and how they work. She mainly concentrated on Facebook security since Facebook is one of the most used and common Social Networking site. The resource person’s preparation for this workshop was great. With a practical demonstration, she points out how security (of Facebook) can be breach. Participants had a great time.



Fig 8 – Social Surfing Workshop by Centre for Social Research, New Delhi

22ND AUGUST 2017 || TUESDAY || 2:00 – 3:00 PM

“THE CLOSING FUNCTION “

After one week of intriguing training, the closing function was held at the college auditorium on the last day of the training. The Chief Guest for this Closing function was Prof KL Pradhan, State Project Director, RUSA, Govt. of Mizoram.

The chairman Mr. H Thangkhanhau deliver a short welcome speech and called up the Organizing Secretary, Mr. Laldingliana Sailo to give reports about the training.

Mr. Laldingliana Sailo gave a brief report about what was going on during the training and after that he requested the Chief Guest to hand over the certificate to the participants. After the certificate distribution, the Chief Guest deliver a short but powerful speech.

After this the “*vote of thanks*” session follows. The Chairman (who deliver a vote of thanks) give thanks to the Almighty God for giving us this wonderful time. He then gave thanks to our respected Principal, Mr. Laltanpuia, and also to RUSA who sponsored the workshop. He also expressed his gratitude to all the participants who for their persistence and their attentiveness. Some participants also gave short speeches about the workshop. In general, they enjoyed the workshop and they want more time or longer duration for this type of workshop. The programme ended with a photo session of the organizers.



Fig 9 – Closing Function

22ND AUGUST 2017 || TUESDAY|| 4:00 PM

“THE EXIT MEETING OF THE ORGANIZERS”

After everything was finished and wind up, an exit meeting was held at the language laboratory to have a review of the training. In this meeting, different important things which happened during the training was shared and discussed among the organizers. The areas in which we need improvements were highlighted if we were going to organize the same type of trainings or seminars in the future.

The most important matter discussed in the exit meeting was about the financial expenditure during the entire training which was discussed transparently. The final expenditure statement of the workshop was reviewed in this meeting. The final expenditure statement is as given below:

SLNO	PARTICULARS	RATE	QNTY	AMOUNT
1	Banner	650	1	650
2	External Resource Persons Honorarium	1000	7	7000
3	Honorarium for Organizers on duty (2 per day)	500	10	5000
4	Stationery items (Notebooks & Pens)			1477
5	Refreshments			19304
6	Certificate Printing (45 teachers + 183 students)	45	228	10260
7	Printing of study materials			8875
8	Report Printing	300	4	1200
9	Gift to CSR Resource Persons (Iptechei)	400	2	800
10	Banquet for Chief Guest	500	2	1000
TOTAL				53766

(Rupees Fifty-Three Thousand Seven Hundred Sixty-Six Only)

* Honorarium for resource persons are as per UGC guideline.

The exit meeting adopted and passed a resolution the training **“Trainers’ Training Programme for Enhancing Equity and Inclusion”** was satisfactory and hope to meet the demands of digital knowledge or IT knowledge of faculties to some extent.

FEEDBACKS

Getting feedback from the participants is very important because feedback form is the only way organizers of any training can see their performance or result and learn from it. Feedback form was prepared well in advance with some criteria. The feedback rating was in the scale of 4 (Poor, Fair, Good and Excellent).

The different criteria in the feedback form are:

- i) Rating for all 4 resource persons.
- ii) Rating for each training contents/topics
- iii) Rating for the standard and management of each training
- iv) Questions about how they enjoyed the training.
- iv) Question about how could the workshop could be improved.
- v) The last criteria are about overall rating for the training.

Feedback form was distributed at the end of the last session before the closing function. Out of 41 participants, only 25 submitted the feedback forms. In overall rating, nobody rated the workshop Poor or Fair.

Overall ratings were given only to Good and Excellent. Among respondents of the feedback, 82.5% rated the workshop as Excellent.

Many participants quoted “

SI No	Name	Poor	Fair	Good	Excellent
1	H.Thangkhanhau			39.8%	60.2%
2	Lalhruaitluanga			48.5%	51.5%
3	Laldingliana Sailo			41.3%	58.7%
4	Arnika Singh	2.2%	10.35%	60.3%	27.15%
5	Management of the Training			45.3%	54.7%
6	Standard or Value of the training			41.6%	58.4%
7	Usefulness of the training			35.8%	64.2%

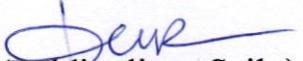
CONCLUSION

The organizing team was satisfied with the overall feedback of the participants which indicated the overall performance of the training. It was found that workshop, seminar or training of this type is necessary for faculty development as well as for the students. Training of faculties is important because they will be the master trainers who will be training and influencing their students.

The participants also found this training to be very useful and will surely help them in their future class teachings.

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