

A Five Day ICT Based Training Programme was held at Government Girls Higher Secondary School, Kishtwar from October 24, 2017 to October 28, 2017. The programme was organized by Department of Educational Studies, Central University of Jammu under Pandit Madan Mohan Malviya National Mission for Teachers and Teaching (PMMMNTT). Under this mission, various training programmes are scheduled to be organized at each district of the Jammu Region. It was the maiden training programme in Kishtwar District for ZEOs and Teachers on ICT. In this programme, 25 participants including the ZEOs and teachers from 7 Zones of Kishtwar district participated. The programme started with the welcome address by Dr Parmod Kumar, Programme Co-ordinator, and Assistant Professor, Department of Educational Studies, Central University of Jammu. Alongwith his Welcome Note he also discussed about the background and main objectives of this training programme. He explained that this training programme was intended to sensitize the ZEOs and teachers of the target area on ICT and its application at school level. Thereafter, Dr. Yashwant Singh, Associate Professor, Department of Computer Science and I.T., Central University of Jammu, in his Key Note address explained the importance of Information and Communication Technology (ICT) and its different tools in modern era and how a teacher can use these tools in effective teaching learning process for improving the quality of school education.

Mr Angrez Singh Rana, District Development Commissioner, Kistwar, presided over the inaugural session of the training programme as Chief Guest. During his presidential remarks he explained about the recent development in the technology with special reference to ICT. He appreciated the initiatives being taken by Central University of Jammu for capacity building of the teachers of the State. He also encouraged the participants to learn about ongoing programmes for innovative learning related to use of ICT in their profession and improve their skills. He also congratulated the organizers for effectively organizing this training programme and wished a fruitful output of the five days training programme. In the end, Dr Asit Mantry, Assistant Professor, Department of Educational Studies, Central University of Jammu presented the formal vote of thanks.

Day-1 (24.10.2017), Session-II (12:00noon to 1:30 p.m.)

In the second session of day 1 (24.10.2017), Dr. Yashwant Singh, Associate Professor, Department of Computer Science and IT, Central University of Jammu was the resource person and he discussed the concept, importance of ICT in modern era and its tools. He further said that ICT is a process of changeover from teacher-centered to learner-centered instruction in teaching learning process. The potentials of ICT has assisted in creating more interaction between teachers and learners and it also

stimulates the learning environment. By using it, teaching learning is made an easy, interesting, and effective. In addition to that, he also discussed the various tools of ICT such as computer, projector, power point presentation, internet, e-resources, e-mail, e-journals, smart phone, etc. which can be used in teaching-learning process.

Day-1 (24.10.2017), Session-III (2:30.p.m. to 04:00 p.m.)

In the third session of day 1 (24.10.2017), the resource Person, Dr. Yashwant Singh, Associate Professor, Department of Computer Science and IT, Central University of Jammu threw light on cyber security and threats of Internet and Security, various types of cyber threats and how to protect our technological gadgets – computers, laptops, smart phones, etc. He discussed some of the major areas of cyber security such as application security, information security, disaster recovery and network security. He explained the some related definitions of cyber security such as hacking, computer virus, memory corruption, etc. Dr. Yashwant also deliberated on how to protect Personal Computer and ICT gadgets from cyber threats. After his live demonstration, participants could see the uses of all available ICT tools in their own system and everyone made his new email-id. They also learnt how to share the information through email and Google drive.

Day-2 (25.10.2017), Session-I (10:00 a.m. to 11:30 a.m.)

For the second day (25.10.2017) of the ‘Five Days ICT Based Training Programme’, Dr. Rohit Gupta, Assistant Professor, Department of Computer Science & Applications, Govt. Degree College, Kishtwar was the Resource Person. In that session, he gave a detailed introduction about the basic concepts of MS-Word and its usage in teaching learning and administrative activities with live demonstration. He delivered his lecture through live demonstration of various parts of window of MS-Word and provided hands on experience of various functions of MS-word such as creation of new documents, saving, opening of documents, various commands available in formatting and standard tool bars and printing of a file, etc. After that participants wrote a letter in MS-word and also applied various functions/commands of MS-Word on this document.

Day-2 (25.10.2017), Session-II (12:00.noon to 1:30 p.m.)

In the second session of day two of the training programme, the participants practiced how to write applications and letters with the help of MS-word. His lecture was followed by practical activities in which the participants were assisted to practice on the various

applications of MS-word such as page setup, font properties, edit text and spell checker, etc. Adding to these, the participants were given hands on experience on use of mail merger and macros by Dr. Rohit Gupta, Assistant Professor, Department of Computer Science & Applications, Govt. Degree College, Kishtwar, was the Resource Person.

Day-2 (25.10.2017), Session-III (2:00 p.m. to 4:00 p.m.)

In the third session of the second day of the programme, Dr. Parmod Kumar, Co-ordinator of the training programme, trained the participants about the usage of MS-word in creating tabular orders, circulars, etc. He demonstrated how to create tables and text, enter and edit data on tables. The third session was completely devoted to practical. The participants were assigned to make tables on their systems and the resource person assisted them during the session. In addition to this, the participants were also trained to share their documents on Google drive. However, Whatsapp group was also created by Programme Co-ordinator for the participants of this programme to share learning materials among group members through Google drive. The participants were given some assignments by the Programme Co-ordinator through the Whatsapp regularly.

Day-3 (26.10.2017), Session-I (10:00 a.m. to 11:30 a.m.)

In this session, Resource person Dr. Bharat, Assistant Professor, Department of Computer Science & Applications, Govt. Degree College, Kishtwar, discussed the benefit of MS-Excel for academic and administrative purposes. He described through practical session- Introduction to MS-Excel, Components of MS-Excel, Creating and Saving Worksheets and its various components. He also discussed the importance and usages of MS-Excel especially in data feeding such as preparing results, salary, etc.

Day-3 (26.10.2017), Session-II (12:00 noon to 1:30 a.m.)

In the second session of day three, Resource person Dr. Bharat, Assistant Professor, Deptt. of Computer Science & Applications, Govt. Degree College, Kishtwar, delivered lecture on how to enter and edit data on worksheet and it was also followed by practical session. He also demonstrated how to create charts and graphs on Excel sheet. In addition to these, he explained in detail about the types and functions of MS-Excel. Thereafter, the participants practised on MS-Excel. All the participants were given an assignment to prepare results by feeding and editing scores by using MS-Excel.

Day-3 (26.10.2017), Session-III (2:30 p.m. to 04:00 p.m.)

In this session, Dr. Parmod Kumar, discussed the basics of computer through live demonstration about the concept of computer, parts of computer (i.e. CPU, keyboard, monitor etc.), inputs and output devices, memory of computer (internal and external). He also discussed the uses of computer for improving teaching-learning process in modern era. He also talked on history of computer and then various types of computers on different bases-purpose, size, memory, speed etc. He highlighted how computer is helpful to work with greater speed and accuracy such as creating documents, saving & retrieving large amount of data, rewriting, inserting table, producing graphs, etc. It also helps to share information and ideas easily with others. Further, he pointed out that computers make learning process interesting, effective, in simple and efficient manner. After live demonstration, all the participants worked on letter writing, and inserting data in excel sheets and also inserted formulas in excel sheet. All the participants were very happy to learn new formulas in MS-Excel and Mr. Sanjeet Kumar, Teacher, Kishtwar also shared what one learns in MS-Excel through live practice.

Day-4 (27.10.2017), Session-I (10:00 a.m. to 11:30 a.m.)

In the first session of the fourth day of the training programme, the Resource Person, Dr. Rohit Gupta explained briefly about the concept and features of MS-Power Point and its use in teaching-learning. The programme uses inbuilt slides to convey information richly through multimedia. MS-Power Point is commonly used in a variety of ways in business, education and government employees especially it's greater uses in teaching-learning in present days. The basic features of Power Point are design, animation and presentation. Dr. Gupta demonstrated on how to animate, insert table, shape, image, video, etc. on MS-Power Point. This session was followed by practical given to the participants.

Day-4 (27.10.2017), Session-II (12:00noon to 1:30 p.m.)

In this session, the Resource Person Dr. Rohit Gupta explained how to do formatting and modify slides including slider transition and animation and also inserting graphics in slides. This session was completely practical. The participants were assigned tasks to prepare slides on their own by using its various functions and also assisted whenever they required. All the participants prepared their ppts on various aspects of education and also prepared a PPT on what they learned during the last four days in this training programme.

Day-4 (27.10.2017), Session-III (2:30 p.m. to 4:00 p.m.)

In this session, the Resource Person, Dr. Parmod Kumar discussed the concept and importance of Smart Board, and its uses in teaching-learning. He further said that the interactive board turns a typical classroom into an interesting learning environment. It enriches classroom in several ways by providing hands on experience to learn collaboratively and creates appropriate learning setting. He also demonstrated the various components of smart board such as moving ppt by touching the smart board, drawing, saving, smart pen, audio system, connection panel, etc. The speaker also informed about the various Apps like browser, skype, cam scanner, share it, etc. and their application in teaching-learning process.

Day-5 (28.10.2017), Session-I (10:00a.m. to 11:30 a.m.)

In the first session of the fifth day of the training programme, the Resource Person, Prof. Renu Nanda, introduced the concept of internet- its tools, and features. She said that Internet is not only controlled by one person rather a group of persons can use it simultaneously. The various tools of internet are web browsers, notebook, still camera, laptop, CDs, DVDs, digital video, Multimedia PC, etc.

Day-5 (28.10.2017), Session-II (12:00noon to 1:30 p.m.)

In this session, Prof. Renu Nanda, Resource person explained the concept of e-resources and its uses in teaching learning process with practical knowledge/hand on experience. She also said that ‘Digital revolution is bringing in sweeping changes in the Higher Education landscape and every institute is taking various initiatives in promoting digital education’. MHRD has taken up novel initiatives like SWAYAM (India’s own MOOCs), Swayam Prabha, National Digital Library (containing 6.5 million books), and National Academic Depository. She also gave live demonstration of SWAYAM (Study Webs of Active Learning For Young Aspiring Minds). She gave a brief account of e-Shodh Sindhu, Virtual Labs, e-Yantra, Campus Connectivity, Talk to a Teacher, e-Acharya, e-kalpa, e-vidwan and e-Pathsala via online demonstration and the participants had practical experiences with these new online initiatives of the MHRD.

Day-5 (28.10.2017), Session-III, Valedictory Function (2:00p.m to 4:30 p.m.)

Valedictory session began with a welcome address and report reading by Dr. Parmod Kumar, the Co-ordinator of the programme. Sh. Sunil Kumar Sharma, Hon’ble Minister of State for Transport (Independent Charge), Revenue, Public Works (Road & Building), Rural Development & Panchayati Raj, Agricultural Production, Govt. of

Jammu and Kashmir, in his online interaction said that ICT plays a vital role in the modern time particularly to professional development of teachers in the district of Kishtwar. Prof. Ashok Aima, Hon'ble Vice Chancellor, Central University of Jammu by addressing online appreciated the efforts of the Department of Educational Studies for steering this training programme at district level which is directly promoting the capacities of teachers in the area of ICT, languages, mathematics, sciences, etc. He also expressed the vision and mission of the Central University of Jammu to improve the standards and quality of school education in Jammu and Kashmir State. Mr. Abrar Ahmed Choudhary, SSP, Kishtwar, graced the valedictory function as the Chief Guest. In his presidential address, he enlightened the participants (including ZEO's and teachers of 7 zones of Kishtwar District) on the importance of PMMNMMTT scheme, its motto, and voiced the prominence of ICT in teaching-learning process/office work and capacity building of teachers. Prof. Lokesh K. Verma, Dean and Head, Department of Educational Studies, Central University of Jammu conveyed his wishes online to the participants for their support, enthusiasm and cooperation in making the programme very successful. Prof. Renu Nanda, Head, Department of Education, University of Jammu was the key speaker delivered the valedictory note on the latest trends in ICT and also underlined the use of latest technologies in teaching-learning process as well as the initiatives of central government like e-resources, e-pathsala, SWAYAM, MOOC's, etc. Mr. Ajit Kumar Sharma, CEO, Kishtwar, highlighted the importance of training programme for ZEO's and Teachers. The participants also expressed their views on training programme and requested to increase duration of the training programme. Thereafter, the Chief Guest, distributed the certificates to the participants. Mr. Kishor Kumar, Principal, Govt. Girls Higher Secondary School, Kishtwar was also present on this occasion. At the end, Dr. Asit Mantry, Assistant Professor, Department of Educational Studies, Central University of Jammu proposed vote of thanks.