

Government Degree College for Women, Begumpet. Hyderabad
Autonomous; Accredited with A+ Grade by NAAC
Affiliated to Osmania University

Two-day FDP (Faculty Development Program) on
SOFT SKILLS & ICT TOOLS FOR TEACHERS
11th & 12th January 2023

Organized by

DEPARTMENT OF ENGLISH, UGC & IQAC
GDCW Begumpet

Report on
Two-day FDP (Faculty Development Program)
on SOFT SKILLS & ICT TOOLS FOR TEACHERS
11th & 12th January 2023

Introduction: Department of English, Government Degree College for Women, Begumpet in collaboration with UGC and IQAC has conducted a **two-day Faculty Development Program** on “**SOFT SKILLS & ICT TOOLS FOR TEACHERS**” on 11th & 12th January 2023. All the faculty members of the college (including Regular, Contract and Guest Faculty) from UG & PG from all the departments, approximately 120 members have participated in the two day program, which certainly helped them to improve their skills regarding classroom interaction and ICT Tools usage. The program was sponsored by UGC/Autonomy Funds of the college.

Inaugural Session: The program started with invocation and lighting of the lamp. Dr. K. Padmavathi, Principal of the Institution has presided over the Inaugural Session, where she reiterated the importance of conducting such capacity building programs often to enhance the efficiency of the faculty members, which would help to sustain the qualitative aspects of the Institution. Professor J. Savithri, Head, Department of English & Dean, College Development Council, Osmania University was the Chief Guest, wherein she appreciated all the efforts put in by the Principal & faculty members in acquiring A+ Grade to the Institution and in maintaining high performance levels in organizing various activities pertaining to Curricular & Extra-Curricular aspects. Dr. Konda Nageshwara Rao, Asst. Professor of English & Director, Ambedkar Research Centre, Osmania University, who was the Guest of Honor for the session congratulated the Institution for being a role model to many other government and private Degree Colleges in the state. Dr. M. Nancy Serena, Head, Department of English initiated the program by giving a brief profile of the Department, which was followed by Dr. M. Nirmala, Convener & Organizing Secretary for the FDP giving an outline of the objectives of the program and the components that are to be discussed in the sessions. At the end of the Inaugural session, all the dignitaries have unveiled the Special Issue of the UGC Journal copy “Madhya Bharathi” ISSN: 0974-0066, Vol.82 No.16, JULY 2022, where all the research articles were edited by the faculty members of the Department of English. Dr. M. Vasudha, Vice Principal and Dr. T. Annie Sheron, IQAC Coordinator also have participated in the event and congratulated the Department of English, for their contribution to the growth of the Institution.



Lighting of the Lamp by the dignitaries



Inaugural Session & Release of UGC Journal Special Issue



Session on ICT Learning Tools

**FDP on “SOFT SKILLS & ICT TOOLS FOR TEACHERS”
Program Schedule**

Day 1

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|--------------------------|---|
| 10.00 am | Inaugural Session |
| 10.15 to 11.30 am | Session I (ICT Learning Tools) Resource Person: Prof. J.Savithri, Dean, CDC, Osmania University. |
| 11.45 to 1.15 pm | Session II (Enhancement of Employability Skills: The Role of Teachers) Resource Person: Dr.Konda Nageshwara Rao, Assistant Professor Dept. of English, Osmania University. |
| 1.15 to 2.00 pm | Lunch Break |
| 2.00 to 3.15 pm | Session III (ICT Tools for Teachers-Theory) Resource Person: Prof. Suvarna Lakshmi, Head, Dept. of English School of Distance Education, EFLU, Hyderabad. |
| 3.30 to 5.00 pm | Session IV (ICT Tools for Teachers-Practical) Resource Person: Prof. Suvarna Lakshmi, Head, Dept.of English School of Distance Education, EFLU, Hyderabad. |

Day 2

| | |
|-------------------------|---|
| 10.00 to 11.30am | Session I (Soft Skills for Curricular Development) Resource Person: Dr.Parimala Kulkarni, Associate Professor & Head, Dept. of English, Nizam College, Osmania University. |
| 11.45 to 1.15 pm | Session II (Creativity in Teaching & Learning) Resource Person: Prof. C. Murali Krishna Dean, Faculty of Arts, Osmania University. |
| 1.15 to 1.45 pm | Lunch Break |
| 1.45 to 3.00 pm | Session III (ICT Tools for Teachers-Theory) Resource Person: Prof. Suvarna Lakshmi, Head, Dept. of English School of Distance Education, EFLU, Hyderabad. |
| 3.15 to 4.30 pm | Session IV (ICT Tools for Teachers-Practical) Resource Person: Prof. Suvarna Lakshmi, Head, Dept. of English School of Distance Education, EFLU, Hyderabad. |
| 4.30 to 5.00 pm | Valedictory Session |

Technical Sessions:

ICT Learning Tools: The session focused on elaborating the significance of “ICT Learning Tools” in improving the quality of teaching-learning process and ICT tools can either be used in offline or online mode, in order to create an interesting classroom. Some of the examples of ICT Tools are online teaching platforms such as Zoom and Google Meet, where Teachers have a facility to interact with students who are in far off places. These platforms have transformed the entire educational system during the pandemic. Educational channels on You Tube are another useful resource for the learners, which facilitates teaching and learning across the globe. Digital library and Kindle App are other online resources, which provide the learners with access to unlimited resources for acquisition of knowledge. The presentation also covered a list of online sites and library resources which can be beneficial for attainment of knowledge, research or for upskilling oneself. Some of them are Shodhganga, Inflibnet, National Digital Library (NDL), Archive.org, Library Genesis, Harvard Library, Oxford Library, University of Michigan Library, Harvard Digital Collections etc.

The sessions also discussed about certain tools which enhance English language learning skills and the details are as follows-

- i speaker - helps in improving English pronunciation
- i writer- helps to plan write and review one’s own writing in English
- Cambridge advanced dictionary with exercises
- Rhino speaker beneficial for recording of passages. It also functions as online community service where one can record and upload.
- Audacity- an audio editing app which helps in changing the pace of the recording.
- Visual thesaurus- an online thesaurus with 145000 words, which helps in vocabulary building
- Visuwords- is a dictionary combined with thesaurus which visualizes group of words related to each term.
- Hemmingway Editor- This app highlights lengthy and complex sentences and common errors in yellow colour which can be shortened or split.
- Grammarly- online tool used to avoid grammatical errors.
- Podcasts and vodcasts- Podcast is an audio program made available in digital format for download over the Internet and vodcast is a video program.
- Blog writing-is an informational website published on the World Wide Web consisting of discrete, often informal diary-style text entries (posts)
- Edublogs – is a blog created for educational purposes.

Employability skills: The session focused on enunciating the significance of Employability skills and explained how they play a crucial role in enabling the students for a better performance in the process of selection for employment. Every student who aims for employment must improve certain qualities like honesty, sincerity, integrity, commitment, dedication towards the work assigned, loyalty for the organization, reliability and motivation for better performance. Apart

from the subject proficiency and technical knowledge, these are the qualities which an employer looks for; hence it is important for the students to enhance these skills through observation and practice.

Employability skills are also called as workplace skills or enterprise skills, which enables a person to communicate well with the employer and helps in acquiring a job and also helps in exhibiting the patience and resilience in times of difficulty. One can improve these skills by community or group activities, and also by volunteering or by doing some unpaid work. The session highlighted some important aspects of acquiring and improving the employability skills.

Soft Skills: Apart from the hard skills such as subject proficiency and technical knowledge, there are certain other skills required in a work place, which enable a person for better performance in personal and professional life, called as Soft Skills. The umbrella term Soft Skills includes many aspects such as Interpersonal skills, Leadership skills, Oral and written Communication skills, Time Management, Stress Management, Adaptability, emotional intelligence for team work and collaboration, Critical thinking and Problem solving skills, positive attitude are some of the soft skills which helps in smooth conduct of activities in a professional environment. They enable a person to interact freely and effectively in an ever changing world.

Hard skills can be learnt by reading a book or by learning process of an individual, but improvement in soft skills involves interaction with other people and society, which makes the process more difficult and unpredictable. However, the current education system focuses more on this aspect, because improvement of these soft skills or social skills automatically results in better productivity, in any field. The presentation elaborated on the importance of each of these skills and how to improve them for the betterment of any individual or an organization.

Creativity in Teaching and Learning: Creativity in Teaching is mandatory for any teacher, because learning happens only in a positive environment where the learner is enthusiastic and active; hence in order to engage the learners in a productive way, teachers adopt many techniques in the classroom. The session elaborated on various anecdotes, and explained how creativity and innovation led to many scientific discoveries and inventions.

The presentation dealt with some of the aspects of creativity such as Self transformation, Spontaneity, Thinking out of the box etc. The importance of each was explained with examples. An interesting illustration on *changing inner self* was of Jean Nidetich and her approach on losing weight by thinking differently about herself. The ability of having *spontaneity* was well described with an example of Arnold Fornachou, an ice cream vendor whose quick thinking led to the birth of an ice cream cone. The third, focused on the coming together of intuition and logical thinking i.e., new ideas which was explained by taking the example of Leonardo da Vinci, the creator of Mona Lisa's smile and how his brilliant idea led to the invention of contact lens. The presentation also discussed some of the factors that block creativity such as fear, anger and guilt, stress, lack of imagination etc. and it concluded with a discussion on creating self-awareness using the Johari Window.

ICT Tools for Teachers-Theory & Practical: Session I and II on both the days were related to classroom pedagogy and soft skills. Session III and IV on both the days were practical hands-on training sessions for the faculty members, which were conducted in the computer laboratory. During these sessions, the resource person taught the usage of certain digital apps such as Google Classroom, JAM Board, Padlet, Mentimeter, Canva etc.

Google classroom is a platform which enables the teacher to engage the students in a better learning environment and also helps in catering to the personalized needs of the learners. With the help of Google classroom, a teacher can teach, test, evaluate and assess the learning levels of the students through interactive assignments, online tests with individual feedback.

JAM Board is a digital device which helps the teacher to collaborate with students in real time through the mobile app. JAM Board allows the collaborators to browse the internet and drag images or web pages on to the board, which can be modified or resized while teaching. JAM Board also allows the teacher to present Google docs or Google sheets and slides in the session.

Padlet is a virtual board which can be used by the members as a discussion board. The students in a group project or assignment can post their views or comments on the board, which really allows collaborative group learning. Padlet can also be used as a Classroom Bulletin board for news and announcements.

Mentimeter is an online teaching tool which facilitates remote learning in an interesting way and keeps the learners engaged and connected with the teacher. Teacher can conduct various activities like live polls, quizzes, word games, MCQ tests through Mentimeter, which makes the online class work more interesting.

Canva is another online teaching tool which facilitates visual presentation, where the teachers can present posters, music, videos, animations, info graphics as a part of the teaching learning process. It also facilitates the teacher to allocate group projects or assignments to the students and to monitor the progress.

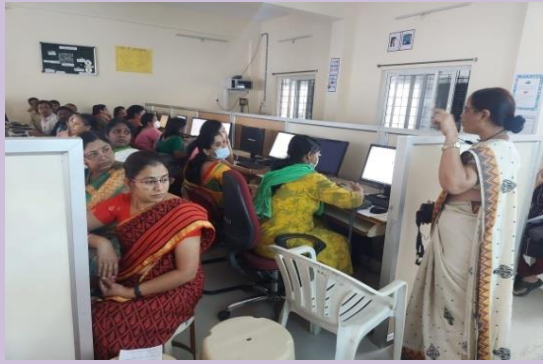
The sessions on “ICT Tools for Teachers” were organized in the computer laboratories, where the theory class was followed by practical session, which helped the teachers to get familiarized with the new teaching tools. Thus the Faculty Development Program has attained its purpose of enhancement of the qualitative aspects of the teaching learning process of the institution.

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Hands-on Experience Sessions on “ICT Tools”



Paper Contributors receiving Journal Copy from Prof. C. Murali Krishna



Session on “Soft Skills for Curricular Development”