VIVEK P.G. COLLEGE
KALWAR, JAIPUR
(Affiliated to University of Rajasthan & Govt. of Rajasthan)

F4(179/60)AAKASHI/ANU/2003/89
Tel: 0141-2589596, 2589665
Mob.: +91-9928144609
E-mail: info@vivekpgcollege.com
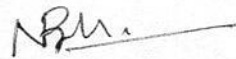
Date- 05 August 2022

Circular

All the non-teaching members are hereby informed that the institute has scheduled FDP on "Technology and Digital Literacy" from 8st August 2022 to 13th August 2022. The brief date wise Schedule of the event is as under:
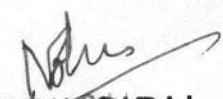
Day	Date	Time	Topic	Resource Person
1	08/08/2022	2 PM to 3:30 PM	Inauguration Introduction to Technology and Digital Literacy	Mr. P S Yadav
2	09/08/2022	2 PM to 3:30 PM	Session on Enhancing Digital Skills	Ms. Simran
3	10/08/2022	2 PM to 3:30 PM	Strategies for Digital Security and Privacy.	Mr. P S Yadav
4	11/08/2022	2 PM to 3:30 PM	Session on Developing an Advance Digital Skill	Ms. Simran
5	12/08/2022	2 PM to 3:30 PM	Strategies for Applying Skills and Future Planning	Mr. P S Yadav
6	13/08/2022	2 PM to 3:30 PM	Closing Remarks and Networking	Ms. Simran

All the non-teaching members are requested to attend the sessions. On the completion of the event, the proper certificate shall be conferred to the participants who have attended all the sessions. It is further to be noted that every day there will be short multiple-question tests to ascertain what you have understood during the session.

All are requested to conform to the instructions.

Principal

Copy to:
Chairman
All non-teaching members
IQAC

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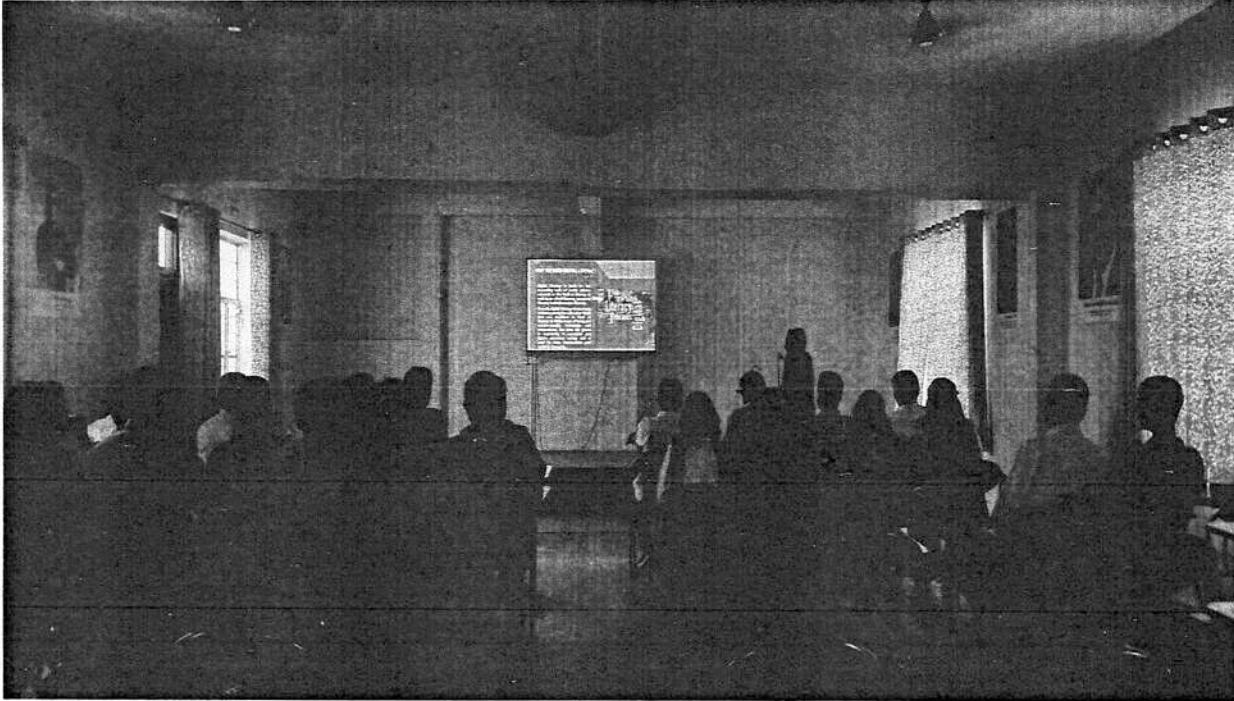
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Report on Faculty Development Program Organized
by
VIVEK P.G. COLLEGE, KALWAR
On
"Technology and Digital Literacy"
(Period- 8th August 2022 to 13th August 2022)

The Technology and Digital Literacy Faculty Development Program aimed at enhancing the technology and digital skills of non-teaching staff. The program was designed to address various aspects of digital literacy, from basic software skills to advanced digital security measures.

The main objective was to improve digital proficiency among non-teaching staff, to equip staff with the skills necessary to navigate institutional software and digital tools effectively and enhance overall productivity and data security within the institution.

This program outlines best practices for emphasized the importance of digital literacy in professional settings, discussing emerging technology trends and future skills, fundamentals of cyber security and data protection by workshop on implementing best practices for digital privacy, enhancing advanced digital skills by introduction to project management tool including basics of coding and automation. This Faculty Development Program on "Technology and Digital Literacy" focus on improving proficiency in institutional software and productivity tools, enhancing digital security practices and to increase confidence in using advanced digital tools and techniques.

The purpose of this program ensures the proficiency with technology, software tool, digital security practice, increase efficiency in administrative tasks, enhanced data security practices and better utilization of digital tools for communication and collaboration.

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Mr. P.S. Yadav Delivering Lecture on Technology and Digital Literacy

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KALWAR, JAIPUR-303706

ATTENDANCE LIST OF THE PARTICIPANTS

S.No.	Name of the Faculty	Signature
1	Sanny Verma	
2	Saitan Singh	सेतान सिंह
3	Imran khan	
4	Babu Lal ji	
5	Kusum Rathore	Kusum
6	Soniya Dhyal	Sonia
7	Sunita Sharma	Sunita
8	Manisha Kalirawana	
9	Neelam Shekhawat	Neelam
10	Archana Mishra	
11	Kishan Lal. Dodwadiya	किशनलाल
12	Hari Singh Meena	हरि सिंह
13	Durga Lal Meena	दुर्गालाल
14	Meena Devi	मीना देवी
15	Kailash Takhar	कैलाश
16	Om Prakash Bagra	ओम प्रकाश
17	Mangal Chand Gora	मंगल चन्द
18	Mahaveer Prasad	महावीर
19	Ratan Lal Sharma	
20	Om Prakash Bagra	ओम प्रकाश
21	Tejpal Singh	तेजपाल सिंह
22	Ramesh Katariya	रमेश
23	Kalu Ram	कालुराम
24	Madan Lal Yadav	मदनलाल
25	Nanda Ram Yadav	नन्दा राम
26	Ramgopal jiP	रामगोपाल
27	Babudin Khan	बुद्धी खान
28	Shankar Lal Gurjar	शंकरलाल गुर्जर

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