

**FDP ORGANIZED FOR TEACHING AND NON-
TEACHING FACULTY**

2022 - 2023

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Professional Development Programme

Circular



A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

The Internal Quality Assurance Cell

Date: 21.09.2022





Circular

We are pleased to inform you that Internal Quality Assurance Cell will be conducting a Professional Development Programme (PDP) for all faculty members for six days from 23.09.2022 to 30.09.22. We look forward to your active participation in this programme.

A handwritten signature in green ink, likely belonging to the Principal.

PRINCIPAL
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A.P.C. Mahalaxmi College For Women
TUTICORIN - 2.

Invitation

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI - 628002
(Reaccredited with 'B+' Grade by NAAC)


INTERNAL QUALITY ASSURANCE CELL (IQAC)

Organizes a

PROFESSIONAL DEVELOPMENT PROGRAMME


<p>RESOURCE PERSON: 1. Dr. T. LILLY GOLDA (Day-1) Associate Professor PG & Research Department of English A.P.C. Mahalaxmi College For Women</p> <p>TOPIC: Professional Ethics for Teachers</p> <p>RESOURCE PERSON: 3. Dr. SELVAM (Day-3) Assistant Professor of Geology V.O. Chidambaram College, Thoothukudi</p> <p>TOPIC: Nuances of Project Proposal Writing</p> <p>RESOURCE PERSON: 5. Dr. N. RATHNA (Day-5) Assistant Professor of Physics A.P.C. Mahalaxmi College For Women Thoothukudi</p> <p>TOPIC: E-Content Development</p>	<p>RESOURCE PERSON: 2. Dr. V. SHYAMALASUSAN (Day -2) Head & Assistant Professor PG & Research Department of Computer Science A.P.C. Mahalaxmi College For Women Thoothukudi</p> <p>TOPIC: Using Canva Effectively for PPTs and Making Videos</p> <p>RESOURCE PERSON: 4. Dr. A. MUTHURAMAN (Day - 4) Assistant Professor of Zoology Sadakathullah Appa College Tirunelveli</p> <p>TOPIC: PO-CO Mapping & Attainment</p> <p>RESOURCE PERSON: 6. Dr. MONICA RAMRAJ (Day -6) Head & Associate Professor PG & Research Department of English Thoothukudi</p> <p>TOPIC: Framing Questions Based on Bloom's Taxonomy</p>
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VENUE: NEW SEMINAR HALL

 **DATES: 23.09.2022 to 30.09.2022**

PRINCIPAL
Dr. P. BALA SHANMUGA DEVI

ALL ARE CORDIALLY INVITED...



Report

A.P.C. Mahalaxmi College for Women, Thoothukudi

Internal Quality Assurance Cell

Professional Development Programme for Faculty

23.09.2022 to 30.09.2022

Report

A six day Professional Development Programme was organised by the Internal Quality Assurance Cell of our College from 23rd September to 30th September 2022 for the teaching faculty in the Seminar Hall at 2.45 p.m. in order to:

- Impart professional ethics to be followed by faculty at work place.
- Create an awareness about the nuances of writing proposals for minor and major projects.
- Train the faculty on using Canva App in PPTs and videos.
- Enable the faculty to learn PO and CO mapping.
- Facilitate the faculty to set questions based on Bloom's Taxonomy &
- Educate the faculty to create e-content with ease using various apps.

Day 1: Professional Ethics for Teachers – 23.09.2022

An orientation on the topic "Professional Ethics for Teachers" was given by Dr. T. Lilly Golda, Coordinator, IQAC. Dr. T. Lilly Golda who spoke about the importance of being organized in filing documents. She also listed out the criterion-wise documents to be maintained by every department from 2019-2020 till date for the purpose of Internal and External Academic Audit.

Day 2: Using Canva effectively for PPTs and making Videos – 26.09.2022

On 26th September 2022, Dr. V. Shyamala Susan, Head and Assistant Professor, PG Department of Computer Science gave hands on training to the faculty on Using Canva App for creating PPTS and videos in the Computer Science Lab. She explained how to download Canva App for the purpose of designing certificates, invitations, bookmarks and adding videos and images in PPTs.

Report

Day 3: Nuances of Project Proposal Writing – 27.09.2022

Dr. Selvam, Assistant Professor of Geology, V.O. Chidambaram College, Thoothukudi was the resource person for the third day of the programme titled “Nuances of Project Proposal Writing”. The resource person gave detailed information regarding the topics and fields related to which project proposals can be applied. He insisted that the proposal should be novel and quality publications, especially in Scopus is mandatory for our proposals getting sanctioned. Dr. Selvam informed that justification must be given for every expenditure while applying for proposals, He gave adequate details about various funding agencies like TNSCST, DST, DBT, UGC, AICTE, DRDO, Indo-Us Science and Technology Forum, SERB, TARE, SERB-STAR and so on. He further emphasised that only government sanctioned programmes would be considered at the time of recruitment and advised the faculty to select innovative proposals by collaborating with faculty of other disciplines.

Day 4: PO – CO Mapping & Attainment – 28.09.2022

On 28th September 2022, Dr. A. Muthuraman, Assistant Professor of Zoology, Sadakathullah Appa College, Tirunelveli gave a presentation on the topic “PO & CO Mapping and Attainment” in which he elaborated on the concept, the need and usefulness of PO and CO mapping. He explained the three domains of Bloom’s Taxonomy and six metrics of Cognitive level domain which is followed by educational institutions. The resource person also trained the faculty as to how to calculate attainment level with examples and gave an overview of the five steps to be followed in CO and PO mapping and attainment.

Day 5: E-Content Development – 29.09.2022

Dr. N. Rathna, Assistant Professor of Physics, A.P.C. Mahalaxmi College for Women, Thoothukudi trained the faculty on E-Content Development on 29th September 2022 in the Computer Science Lab. The trainer explained various tools for content creation like video recording and streaming, screen/video/audio recording tools, video editing tools, mind map and drawing tools. Participants were asked to download various apps like Screenrec, Screencast-omatic, ITOP, OBS, DRAW.10 and Mindmaster and the resource person trained the participants to create contents using these Apps.

Report

Day 6: Framing Questions Based on Bloom's Taxonomy 30.09.2022

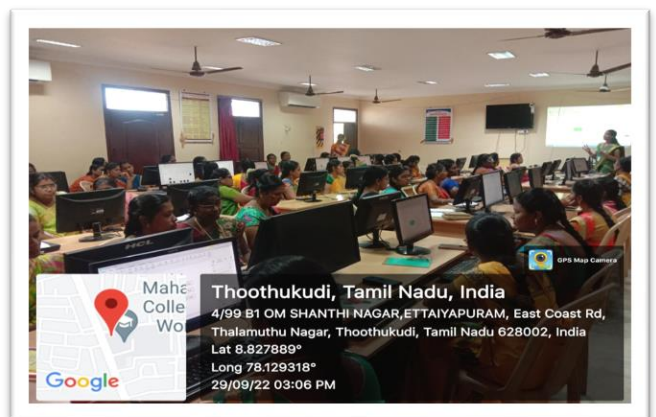
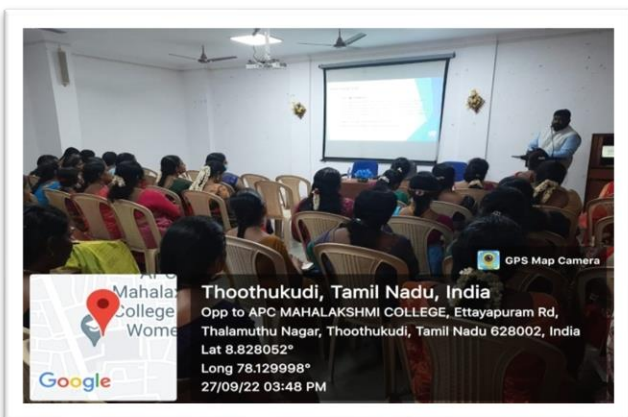
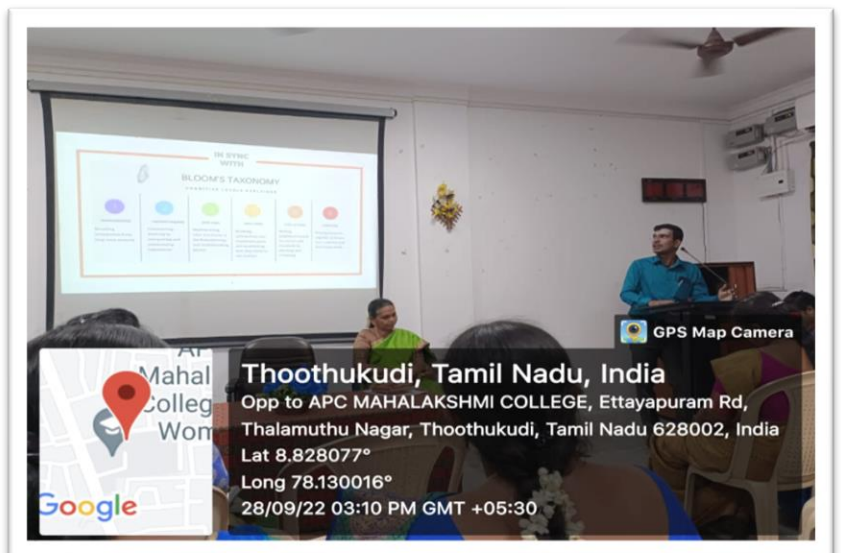
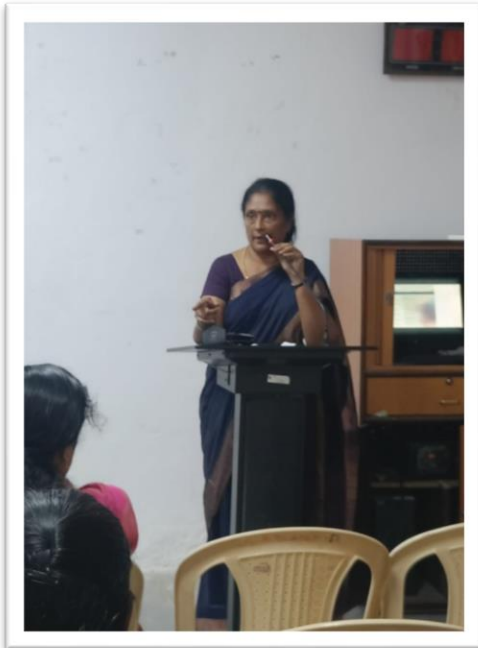
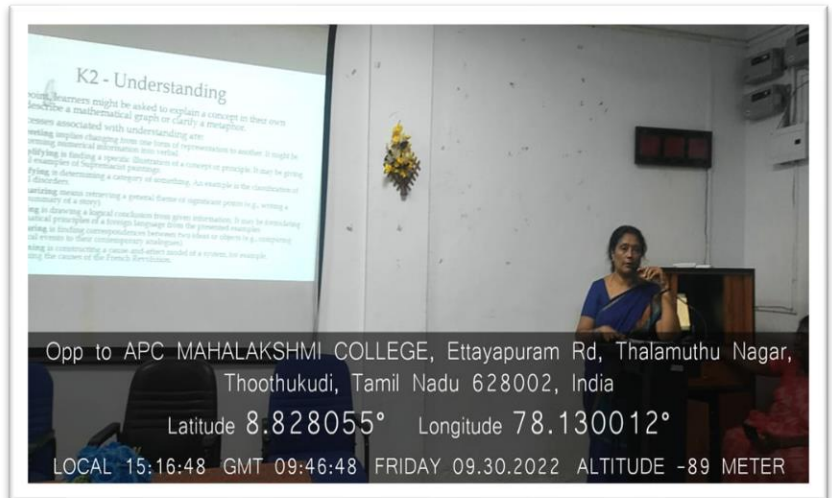
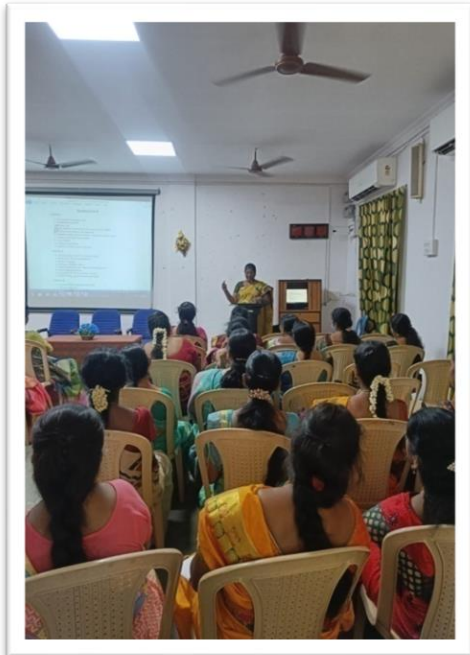
The last day of the Professional Development Programme was handled by Dr. Monica Ramraj, Head and Associate Professor, PG and Research Department of English in the Seminar Hall. The resource person gave an understandable presentation about Bloom's Taxonomy and the six categories of cognitive process, that is, remember, understand, apply, analyse, evaluate and create by quoting examples. She listed out the action verbs and insisted the faculty to use them while framing questions. 96 faculty attended the six-day faculty development programme which came to an end with Dr. T. Lilly Golda, Coordinator, Internal Quality Assurance Cell of our College proposing vote of thanks. The arrangements for the six-day PDP were made by the members of IQAC.



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Photos



Sample Certificate



A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI - 628002
(Reaccredited with 'B+' Grade by NAAC)

PROFESSIONAL DEVELOPMENT PROGRAMME

CERTIFICATE

This is to certify that **Dr. U. VIJI, Assistant Professor of Tamil, A.P.C. Mahalaxmi College for Women, Thoothukudi** participated in the **PROFESSIONAL DEVELOPMENT PROGRAMME** organized by Internal Quality Assurance Cell (IQAC) from **23 - 30 September, 2022.**

T. Lilly Golda
CONVENOR


PRINCIPAL 

Professional Development Programme on Ethics in the Work Place

Circular



A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

The Internal Quality Assurance Cell

Date: 14.11.2022

Circular

We are pleased to inform you that Internal Quality Assurance Cell will be conducting a **Professional Development Programme (PDP)** for all non teaching staff members for one day on 16.11.2022 on **Ethics in the Workplace**. We look forward to your active participation in this programme.

A handwritten signature in green ink, likely of the Principal, A.P.C. Mahalaxmi College For Women, Tuticorin - 2.

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Invitation



A.P.C. Mahalaxmi College for Women
Reaccredited by NACC with B+ Grade
Thoothukudi -2.



The Internal Quality Assurance Cell (IQAC)
organises
PROFESSIONAL DEVELOPMENT PROGRAMME
for Non teaching faculty
ETHICS IN THE WORKPLACE



PROF. B. WILLIAM DHARMA RAJA
CHAIRPERSON
SCHOOL OF EDUCATION
MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI - 12.

Venue : New Seminar Hall
Date : 16th November, 2022

Report

A.P.C. Mahalaxmi College for Women, Thoothukudi

Internal Quality Assurance Cell

Professional Development Programme

for Non-teaching Faculty

Ethics in the Workplace

16.11.2022

Report

The Internal Quality Assurance Cell of the College organised a Professional Development Programme for non-teaching faculty on 16th November 2022 in the Seminar Hall at 3.00 p.m. in order to:

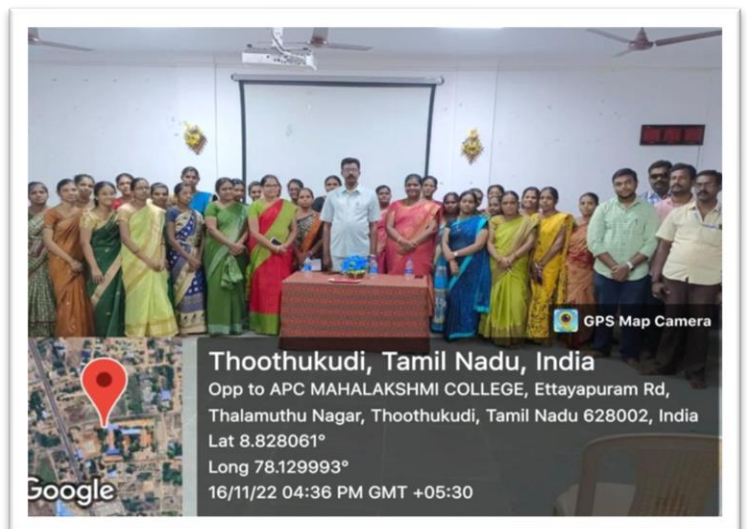
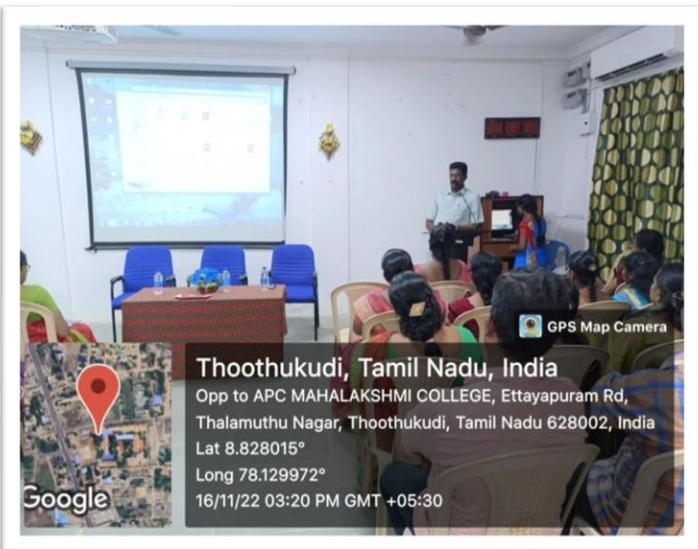
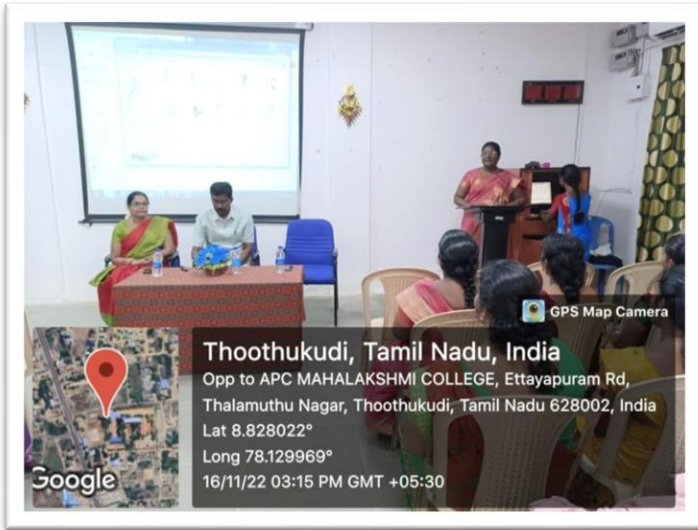
- Instil among the non-teaching faculty the ethical values they should follow at work and while interacting with stakeholders.
- Create a positive ambience at workplace and
- Make the non-teaching faculty abide by the rules and regulations of the Institution.

Prof. B. William Dharmaraj, Chairperson, School of Education, Manonmaniam Sundaranar University, Tirunelveli was the Resource Person. The programme started with the welcome address of Dr.T. Lilly Golda, Coordinator, Internal Quality Assurance Cell. Prof. B. William Dharmaraj gave a thought-provoking presentation about the ethical values that must be followed by every employee at work place. He insisted the participants to follow ten steps such as integrity, impartiality, accountability, transparency, courteous behaviour with the stakeholders including students and parents, use of official language, avoid using social media during working hours and polite behaviour with other employees including teaching faculty to maintain professionalism at work place. The programme came to an end with the vote of thanks proposed by Dr. R. Samundeswari, Member, Internal Quality Assurance Cell.

31 non-teaching faculty attended the programme. The new appointees and the existing employees understood and realised the fact that ethics at workplace would reap huge benefits to both the employees and the Institution as a whole.

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TUTICORIN - 2.

Photos



Sample Certificate



Administrative Training Programme on Basic Computing

Circular



A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

The Internal Quality Assurance Cell

Date: 13.01.2023

Circular

We are pleased to inform you that Internal Quality Assurance Cell will be conducting a comprehensive **one month Administrative Development Programme** for the newly recruited non teaching staff members. We look forward to your active participation in this training programme.


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PRINCIPAL
A.P.C. Mahalaxmi College For Women
TUTICORIN - 2.

Invitation

**A.P.C. MAHALAXMI COLLEGE FOR WOMEN**Reaccredited by NAAC with 'B⁺' Grade

Thoothukudi-628002

Internal Quality Assurance Cell (IQAC)

Organizes a

ADMINISTRATIVE DEVELOPMENT PROGRAMME
*(for Non teaching faculty)***BASIC COMPUTING
SKILL****RESOURCE PERSON****Mrs. M. Maharasi****Office****A.P.C. Mahalaxmi College for Women**
Thoothukudi.**DATE:** 20.01.2023 to
29.03.2023**PRINCIPAL (i/c)**
Dr. K. Subbulakshmi

Report



A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

One-Month Computer Training Programme

Organized by

The Internal Quality Assurance Cell

FDP Report – 27.03.2023

The IQAC of A.P.C. Mahalaxmi College for Women, Thoothukudi, Tamil Nadu organized a one month FDP on Computer Training Programme conducted for the newly recruited non-teaching staff members. The training programme commenced on 20th January 2023 and concluded on 27.03.2023.

Objectives: The primary objectives of the training programme were as follows:

1. To familiarize participants with basic computer skills.
2. To develop proficiency in using commonly utilized software applications, such as word processing, spreadsheets, and presentations and Tamil typewriting.
3. To enhance skills in using email, internet browsing, and online communication tools.

Resource Persons: Mrs. M. Maharasi and Mrs. M. Selvalakshmi Venue: Computer Lab-3.

Training Methodology: The training programme employed a combination of theoretical sessions, hands-on practical exercises, and interactive group activities. Mrs. M. Maharasi and Mrs. M. Selvalakshmi, the resource persons, demonstrated expertise and proficiency in delivering the training content effectively. They provided clear explanations, answered participants' queries, and encouraged active participation throughout the sessions.

Training Highlights:

1. Theoretical Sessions: Participants received in-depth theoretical knowledge regarding computer applications. Topics covered included computer fundamentals, operating systems, word processing, spreadsheets, presentations, Tamil typing and internet usage.
2. Practical Exercises: Participants actively engaged in hands-on practical exercises to reinforce their understanding of the concepts taught. They had the opportunity to apply their newly acquired skills using computers and software applications.

Report

3. Assessments: Regular assessments were conducted to gauge participants' progress and understanding. These assessments allowed trainers to identify areas of improvement and provide targeted support and guidance.

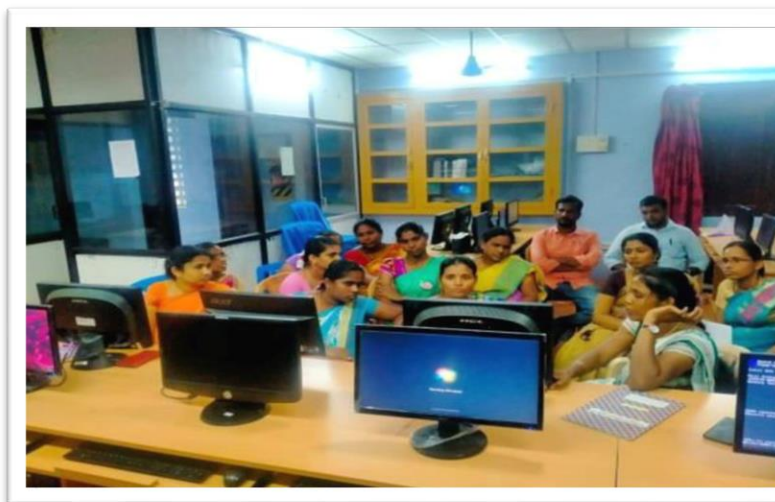
Outcomes and Impact: The one-month computer training programme yielded several positive outcomes and had a significant impact on the participants, including:

1. Improved Computer Literacy: Participants demonstrated enhanced computer literacy and gained confidence in using various software applications, such as word processors, spreadsheets, and presentation tools and Tamil typing.
2. Enhanced Communication: Participants developed proficiency in using email, internet browsing, and online communication tools, improving their communication skills in a digital environment.

Conclusion: The one-month computer training programme for 15 newly recruited non-teaching staff members was a resounding success. It provided participants with essential computer skills and knowledge necessary for their roles within the organization. We express our gratitude to Mrs. M. Maharasi and Mrs. M. Selvalakshmi for their invaluable contribution as resource persons in delivering the training content effectively.


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TUTICORIN - 2.

Photos



Photos



Sample Certificate

		
<p>A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI - 628002 (Reaccredited with 'B+' Grade by NAAC)</p>		
<p>INTERNAL QUALITY ASSURANCE CELL</p>		
<p>ADMINISTRATIVE DEVELOPMENT PROGRAMME</p>		
<p>CERTIFICATE</p>		
<p>This is to certify that Mrs. PACKIAESWARI, A.P.C. Mahalaxmi College for Women, Thoothukudi participated in the <i>Administrative Development Programme</i> organized by Internal Quality Assurance Cell (IQAC) from 20th January to 31st March, 2023.</p>		
<p><i>T. Lilly Golda</i> CONVENOR</p>		<p> PRINCIPAL</p>

Workshop on Professional Development Programme

Circular

A.P.C. Mahalaxmi College for Women, Thoothukudi

P.G. Department of Computer Science

2022-2023

Circular

Date : 11.03.2023

The P.G. Department of Computer Science organizes an one-day workshop on "Professional Development" on March 13th , 2023 at 2:30 p.m.

The goal of this workshop is to provide non-teaching staff with hands-on experience in using online services of the Internet.

All the non teaching staff are cordially welcome.

Venue : P.G. Computer Lab

Monica Ramraj
Principal i/c

Principal
A.P.C. Mahalaxmi College for ...
Thoothukudi

Invitation



A.P.C. MAHALAXMI COLLEGE FOR WOMEN
(REACCREDITED BY NAAC WITH 'B+' GRADE)
THOOTHUKUDI-628 002.



**P.G. DEPARTMENT OF COMPUTER SCIENCE
ORGANIZES A ONE-DAY**

Workshop on
"PROFESSIONAL DEVELOPMENT"

13.03.2023

RESOURCE PERSON

Mrs. J. Arockia Jeyanthi
Assistant Professor
P.G. Dept. of Computer Science
A.P.C. Mahalaxmi College for Women

Venue : P.G. Computer Science Lab
Time : 2:30 p.m to 3:30 p.m

All Non Teaching staff are cordially invited

Report

A.P.C. Mahalaxmi College for Women, Thoothukudi
One-Day Workshop on “Professional Development”
Organized by
P.G. Department of Computer Science
13.03.2023
Report

Type of Programme : Workshop

Title of the Programme : “Professional Development”

Duration : 2:30 p.m. – 4:30 p.m.

Date : 13.03.2023

Resource Person : Mrs. J. Arockia Jeyanthi,
Assistant Professor,
P.G. Dept. of Computer Science,
A.P.C. Mahalaxmi College for Women,
Thoothukudi

Objective : To provide non-teaching staff with hands-on experience in using
the online tools available in the internet

Topics Discussed ☺

- ❖ User-friendly writing and editing tool, InstaText
- ❖ Tools of the web application, Ilovepdf
- ❖ Online PDF editor, PDF2Go.com


Outcome ☺

- Knowing about InstaText helped the non teaching staff to write clearly and concisely and to produce high quality and efficient sentences
- Knowing about Ilovepdf helped in solving the hassle and time associated with converting, editing, and managing PDF documents
- Knowing about PDF2Go.com helped in editing the PDF documents in different ways, as well as to convert many different files to PDF

No. of participants : 24

Platform Used : Offline

J. Jeyanthi
Co-ordinator


Principal
Principal (I/C)
A.P.C. Mahalaxmi College for Women
Thoothukudi

Photos



Sample Certificate

