List of participants of Teaching and Administrative Staff in Professional Development Programs

Name of Program	Date	Participants - Teaching	Name of Program	Date	Participants - Administrative
E Station Training	1/11/2019	Dr. Nidatt Barot	Basic Computer Operation	1/11/2019	Kalpesh Raval
		Dr. Jiten Udhas			Zankhana Ashar
		Dr. Rushi Joshi			
		Dr. Mohit Goswami			
		Dr. Nehal Shingala			
		Jyoti Tadvi			
		Dipika Patel			
Computer Awareness	18/1/2020	Dr. Jiten Udhas			
		Dr. Mohit Goswami			
		Dr. Nehal Shingala			
		Jyoti Tadvi			
		Dipika Patel			
Computer Awareness for CCC+	23/4/2021	Dr. Jiten Udhas	Training of Telly Software	23/4/2021	Zankhana Ashar
		Dr. Mohit Goswami			
		Dr. Nehal Shingala			
		Jyoti Tadvi			
		Dipika Patel			
Psychological Testing Equipment	19/12/2021	Dr. Jiten Udhas			
		Dr. Nehal Shingala			
		Jyoti Tadvi			
		Dipika Patel			
Workshop on Education Management	24/3/2022	Dr. Jiten Udhas	File Management	24/3/2022	Zankhana Ashar
		Dr. Nehal Shingala			
		Jyoti Tadvi			
		Dipika Patel			

Basic Hardware in Computers	28/12/2022	Dr. Jiten Udhas			
		Dr. Nehal Shingala			
		Jyoti Tadvi			
		Dipika Patel			
		Dr. Smita Gadhvi			
Affiliation System of University	27/3/2023	Dr. Nehal Shingala	Scholarship Portal Administration	27/3/2023	Zankhana Ashar
		Jyoti Tadvi			
		Dipika Patel			
		Dr. Smita Gadhvi			

Institute of Language Teaching

Dt.5/11/2019

Report on E-Station Training by Bhavisha Vyas:

Bhavisha Vyas from E-Station conducted a comprehensive training session on the software available in the newly developed language lab at ILT. The aim was to equip faculty members with the knowledge and skills needed to effectively integrate technology into language teaching and learning processes. The training covered various aspects, including:

- Overview of E-Station Software: Faculty members were introduced to the functionalities and features of the E-Station software, emphasizing its applications in language education.
- Practical Demonstrations: The training included hands-on sessions, allowing teachers to explore the software's interface and practice incorporating it into their language lessons.
- Customization and Adaptability: Bhavisha Vyas demonstrated the customization options available in the software, enabling teachers to tailor the tools to their specific teaching methodologies and language learning objectives.

This training not only enhanced the technological competence of the faculty but also provided them with innovative tools to create engaging and interactive language learning experiences for students.

Dr. NIDATT P. BAROT
PRINCIPAL,
INSTITUTE OF LANGUAGE TEACHING
(ENGLISH MEDIUM) B.Ed. COLLEGE

Institute of Language Teaching

Dt. 20/01/2022

Report on Computer Awareness Training by Asifkhan Yusufazi:

Asifkhan Yusufazi conducted a training program focused on General Computer Awareness for the teaching staff at ILT. The objective was to enhance the overall computer literacy of faculty members and familiarize them with software applications and websites that could be beneficial in the teaching-learning process. The training covered the following key areas:

- **Essential Computer Skills:** Faculty members received a refresher on fundamental computer skills, ensuring a baseline understanding of essential operations and functionalities.

- **Software Applications:** The training introduced various software applications relevant to educational contexts, emphasizing their potential contributions to effective teaching.

- **Educational Websites:** Asifkhan Yusufazi highlighted educational websites that could serve as valuable resources for lesson planning, content delivery, and student engagement.

This training not only empowered faculty members with technological know-how but also opened avenues for them to explore innovative teaching methods and resources.

Dr. NIDATT P. BAROT
PRINCIPAL,
INSTITUTE OF LANGUAGE TEACHING
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJ...

Dt. 25/04/2021

Report on Computer Awareness for CCC+
Training by Asifkhan Yusufzai:

A specialized training session was organized by Asifkhan Yusufzai to prepare ILT faculties for the CCC+ examination conducted by SPIPA. The training aimed to enhance digital competency and covered specific content relevant to the examination:

- CCC+ Examination Overview: Asifkhan provided an overview of the CCC+ examination, detailing the format, content, and expectations.
- Computer Proficiency Enhancement: The training focused on strengthening the computer proficiency of faculties, ensuring they were well-prepared for the practical aspects of the examination.
- Practice Sessions: Faculties engaged in practice sessions simulating the CCC+ examination environment, allowing them to familiarize themselves with the examination process.

This specialized training not only supported ILT faculties in successfully navigating the CCC+ examination but also contributed to their overall digital literacy.

Dr. NIDATT P. BAROT
PRINCIPAL,
INSTITUTE OF LANGUAGE TEACHING
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJKOT.

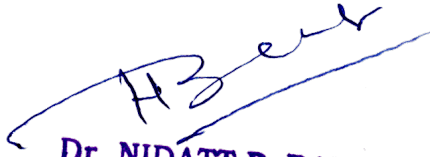Ref :   Date :

Dt. 21/12/2021

Report on Psychological Testing Equipment by Dhara Doshi:

Dhara Doshi, a faculty member from the Department of Psychology at Saurashtra University, visited ILT to conduct a training session on Psychological Testing Equipment. The objective was to familiarize faculty members with the equipment available in the Psychology Lab and discuss various paper-pencil tests. The training encompassed:

- Psychological Testing Demonstrations: Dhara Doshi provided practical demonstrations of the psychological testing equipment available in the lab, explaining their applications in educational psychology.
- Paper-Pencil Tests: Faculty members received insights into the administration, scoring, and interpretation of different paper-pencil tests commonly used in psychological assessments.
- Interactive Discussions: The training included interactive sessions where faculty members could ask questions, seek clarification, and discuss the integration of psychological testing in educational settings.

This training enriched ILT faculties' understanding of psychological assessments and their applications, contributing to a more holistic approach in teaching and student support.

Dr. NIDATT P. BAROT
PRINCIPAL,
INSTITUTE OF LANGUAGE TEACHING
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJKOT.

Report on Workshop on Education Management
by Dr. Nidatt Barot:

A workshop on Education Management was conducted by Principal Dr. Nidatt Barot for ILT faculties. This workshop aimed to equip faculty members with management skills essential for effective leadership in educational institutions. The workshop covered:

- Educational Leadership: Dr. Nidatt Barot shared insights into effective educational leadership, emphasizing the role of faculty members in shaping the academic environment.
- Strategic Planning: The workshop delved into strategic planning processes, enabling faculty members to contribute to institutional development through thoughtful planning and execution.
- Best Practices in Education Management: Dr. Barot highlighted best practices in education management, drawing on his experience as a seasoned academic administrator.

This workshop empowered ILT faculties with the knowledge and skills needed to contribute to the strategic growth and development of the institution.

Dr. NIDATT P. BAROT
PRINCIPAL,
INSTITUTE OF LANGUAGE TEACHING
(ENGLISH MEDIUM) B.Ed. COLLEGE

Institute of Language Teaching

Ref :   **Date :**

Dt. 31/12/2022

Report on Basic Hardware in Computers Training:
By Shubham Rathi

A training session was organized to familiarize ILT faculties with the basics of computer hardware. The objective was to enhance their understanding of the fundamental components of computer systems. The training covered:

- Hardware Components Overview: Faculty members received a comprehensive overview of essential hardware components, including central processing units (CPUs), memory, storage devices, and peripherals.

- Troubleshooting Skills: The training included sessions on basic troubleshooting techniques, enabling faculties to address common hardware-related issues independently.

This training ensured that ILT faculties were well-equipped to handle basic hardware-related aspects, contributing to the smooth functioning of computer systems in academic activities.

Dr. NIDATT P. BAROT
PRINCIPAL,
INSTITUTE OF LANGUAGE TEACHING
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJKOT

Institute of Language Teaching

Dt. 30/03/2023

Report on Affiliation System of University Workshop
by Dr. Hardevsinh Jadeja:

Dr. Hardevsinh Jadeja, a Trustee and Syndicate Member, organized a workshop to familiarize ILT faculties with the affiliation system of the university. The workshop aimed to provide clarity on the university's affiliation procedures, regulations, and compliance requirements. Key components of the workshop included:

- Affiliation Processes: Dr. Hardevsinh Jadeja explained the step-by-step processes involved in obtaining and maintaining university affiliations.
- Regulatory Compliance: The workshop highlighted the importance of adherence to university regulations and compliance standards for affiliated institutions.
- Q&A Sessions: Faculty members had the opportunity to engage in Q&A sessions, seeking clarification on specific aspects of the affiliation system.

This workshop empowered ILT faculties with the knowledge needed to navigate the intricacies of the university affiliation system, ensuring institutional alignment with regulatory standards.

Dr. NIDATT P. BAROT
PRINCIPAL,
INSTITUTE OF LANGUAGE TEACHING
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJ

Institute of Language Teaching

Ref :   Date :

Certificate

This is to certify that the Professional Development Program on **E-Station Training** was conducted at Institute of Language Teaching on **1/11/2019** at 9.00 am. The program was attended by

1. Dr. Nidatt Barot

2. Dr. Jiten Udhas

3. Dr. Rushi Joshi

4. Dr. Mohit Goswami

5. Dr. Nehal Shingala

6. Jyoti Tadvi

7. Dipika Patel

Bhavisha Vyas was present as Expert for Professional Development Program.

Hardevsinh Jadeja
Trustee

Institute of Language Teaching

Ref :   **Date :**

Certificate

This is to certify that the Professional Development Program on **Computer Awareness** was conducted at Institute of Language Teaching on **18/1/2020** at 9.00 am. The program was attended by

Dr. Jiten Udhas

Dr. Rushi Joshi

Dr. Mohit Goswami

Dr. Nehal Shingala

Jyoti Tadvi

Dipika Patel

Asifkhan Yusufzai was present as Expert for Professional Development Program.

Hardevsinh Jadeja

Trustee

Institute of Language Teaching

Ref :   **Date :**

Certificate

This is to certify that the Professional Development Program on **Computer Awareness for CCC+ Training** was conducted at Institute of Language Teaching on **23/4/2020** at 9.00 am. The program was attended by

Dr. Jiten Udhas

Dr. Rushi Joshi

Dr. Mohit Goswami

Dr. Nehal Shingala

Jyoti Tadvi

Dipika Patel

Asifkhan Yusufzai was present as Expert for Professional Development Program.

Hardevsinh Jadeja

Trustee

Institute of Language Teaching

Ref :   **Date :**

Certificate

This is to certify that the Professional Development Program on **Psychological Testing Equipment** was conducted at Institute of Language Teaching on **19/12/2021** at 9.00 am. The program was attended by

Dr. Jiten Udhas

Dr. Nehal Shingala

Jyoti Tadvi

Dipika Patel

Dhara Doshi was present as Expert for Professional Development Program.

Hardevsinh Jadeja

Trustee

Institute of Language Teaching

Ref :   Date :

Certificate

This is to certify that the Professional Development Program on **Workshop on Education Management** was conducted at Institute of Language Teaching on **24/03/2022** at 9.00 am. The program was attended by

Dr. Jiten Udhas

Dr. Nehal Shingala

Jyoti Tadvi

Dipika Patel

Dr. Nidatt Barot was present as Expert for Professional Development Program.

Hardevsinh Jadeja

Trustee

Institute of Language Teaching

Ref :   **Date :**

Certificate

This is to certify that the Professional Development Program on **Basic Hardware in Computers** was conducted at Institute of Language Teaching on **28/12/2022** at 9.00 am. The program was attended by

Dr. Jiten Udhas

Dr. Nehal Shingala

Jyoti Tadvi

Dipika Patel

Dr. Smita Gadhvi

Shubham Rathi was present as Expert for Professional Development Program.

Hardevsinh Jadeja

Trustee

Institute of Language Teaching

Ref :   **Date :**

Certificate

This is to certify that the Professional Development Program on **Affiliation System of University** was conducted at Institute of Language Teaching on **27/03/2023** at 9.00 am. The program was attended by

Dr. Nehal Shingala

Jyoti Tadvi

Dipika Patel

Dr. Smita Gadhvi

Dr. Hardevsinh Jadeja was present as Expert for Professional Development Program.

Hardevsinh Jadeja

Trustee

6.3.3 Number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the last five years.

6.3.3.1:Total number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the last five years

Year	Sl. No.	Proramme for teaching staff			Proramme for Non-teaching staff		
		Title	Date/s	No. of participants	Title	Date/s	No. of participants
2019	1	E Station Training	1/11/2019	7	Basic Computer Operation	1/11/2019	2
2020	2	Computer Awareness	18/1/2020	5			
2021	3	Computer Awareness for CCC+	23/4/2021	5	Training of Telly Software	23/4/2021	1
2021	4	Psychological Testing Equipment	19/12/2021	4			
2022	5	Workshop on Education Management	24/3/2022	4	File Management	24/3/2022	1
2022	6	Basic Hardware in Computers	28/12/2022	5			
2023	7	Affiliation System of University	27/3/2023	4	Scholarship Portal Administration	27/3/2023	1