



GHG Harparkash College of Education for Women

Sidhwan Khurd, Ludhiana, Punjab (India)



RE-ACCREDITED WITH GRADE 'A' BY NAAC

Organizes

Faculty Development Programme (For Mentee Institutions)

on

Planning, Preparation and Execution of E-Content/MOOCs

(Under UGC PARAMARSH SCHEME for
Mentoring NAAC Accreditation Aspirant Institutions
to promote Quality Assurance in Higher Education)

May 14-20 ,2021



Resource Person

Mr. Tejinder Singh

Producer, EMRC, Punjabi University, Patiala
and DTH Channel 06 of Swayam Prabha

Thrust Areas of Workshop

- i) Exploring Opportunities in the Digital World: SWAYAM platform
- ii) Various Phases and Components of e-content/MOOC development
- iii) How to Make MOOC Project Proposal
- iv) How to write Script for e-content/MOOC/Television
- v) Camera Presentation Skills
- vi) Post Production- Editing, Incorporation of Insertions.

For Registration Click on following Link:
<https://forms.gle/Mc6bPE5jRG5aZc4g6>



Chief Patron

S. Birindar Singh Sidhu, IPS Retd.
President
SGHGU Hari Trust,
Sidhwan Khurd, Ludhiana



Patron

Principal
Dr. Amandeep Kaur
Accreditation Ambassador
UGC, PARAMARSH Scheme



Convener

Dr. Gurwinder Singh
Assistant Professor
Mob. 9988018190



Organizing Secretary

Dr. Jaspreet Kaur
Assistant Professor
Mob. 94172-36178

E-Certificate Will be given to those participants who will attend all Sessions



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(14th -20th May 2021)

Day-1 (14-05-2021)

Particulars	Timing	Expert	Topic	Nature of Session
Workshop Opening	9.15 am to 9.30 am			Greetings, Welcome Address and Introduction of Expert
Session - I	09.30 am to 11.00 am	Tejinder Singh	Exploring Opportunities in the Digital World: SWAYAM Platform	Theoretical
	11.00 am to 11.20 am	-----Break-----		
Session - II	11.20 am to	Tejinder Singh	Various Phases	

	12.50 pm		of e Content/MOOC Development and Various Components of a MOOC/e Content	
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Day-2 (15-05-2021)

Particulars	Timing	Expert	Topic	Nature of Session
Workshop Opening	9.15 am to 9.30 am			Greetings, Report of Day-1, Introduction of Day-2
Session - I	09.30 am to 11.00 am	Tejinder Singh	How to Make a MOOC Proposal – I: Basic Requirements	Theoretical/Practical
	11:00 am to 11:20 am	-----Break-----		
Session - II	11:20 am to 12:50 pm	Tejinder Singh	How to Make a MOOC Proposal – II: Guidelines	Theoretical/Practical

Day-3 (16-05-2021)

Particulars	Timing	Expert	Topic	Nature of Session
Workshop Opening	9.15 am to 9.30 am			Greetings, Report of Day-2, Introduction of Day-3
Session - I	09.30 am to 11.00 am	Tejinder Singh	How to Write a Script for e Content/ MOOC/ Television	Theoretical /Practical
	11.00 am to 11.20 am	-----Break-----		
Session - II	11.20 am to 12.50 pm	Tejinder Singh	Practical Session – I: Writing a MOOC Script	Each participant shall write a small script followed by a feedback session

Day-4 (17-05-2021)

Particulars	Timing	Expert	Topic	Nature of Session
Workshop Opening	8.45 am to 9.00 pm			Greetings, Report of Day-3, Introduction of Day-4
Session – I	09.00 am to 10.30 am	Tejinder Singh	Camera Presentational Skills – Dressing Sense, Sense of	Theoretical/Practical

			Make up & Framing	
	10.30 am to 10.45 am			Break
Session – II	10.45 am to 12:15 pm	Tejinder Singh	Camera Presentational Skills – Voice Modulation, Body Language, Gestures and Expressions	Theoretical/Practical

Day-5 (18-05-2021)

Particulars	Timing	Expert	Topic	Nature of Session
Workshop Opening	8.45 am to 9.00 pm			Greetings, Report of Day-4, Introduction of Day-5
Session - I	09.00 am to 10.30 am	Tejinder Singh	Practical Session – I: On Camera Presentational Techniques	Each participant shall make a small video presentation followed by a feedback session
	10.30 am to 10.45 am			Break
Session – II	10.45 am to 12:15 pm	Tejinder Singh	Practical Session – II:	Each participant shall make a small

			On Camera Presentational Techniques	video presentation followed by a feedback session
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Day-6 (19-05-2021)

Particulars	Timing	Expert	Topic	Nature of Session
Workshop Opening	8.45 to 9.00 am			Greetings, Report of Day-5, Introduction of Day-6
Session - I	09.00 am to 10.30 am	Tejinder Singh	Post Production – Editing, Incorporation of Insertions i.e. Pictures, Graphics, Music, Video and Bytes	Theoretical/Practical

Day-7 (20-05-2021)

Particulars	Timing	Expert	Topic	Nature of Session
Workshop Opening	8.45 to 9.00 am			Greetings, Report of Day-6, Introduction
Session - I	09.00 am to 10.30 am	Tejinder Singh	How to Make Educational Videos at	

			Home: Planning, Lighting and Editing	
Session - II Valedictory	10:30 am onward			

Convener
Panel

**G.H.G. Harparkash College of Education for Women, Sidhwan Khurd,
Ludhiana, Punjab (India)**

Faculty Development Programme

on

Planning, Preparation and Execution of E-Content/MOOCs

May 14-20, 2021

A Faculty Development Programme (For Mentee Institutions) on 'Planning, Preparation and Execution of E-Content / MOOCs (Under UGC PARAMARSH SCHEME for Mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education) was organised on May 14-20, 2021. The Resource Person for the FDP was Mr. Tejinder Singh, Producer, EMRC, Punjabi University, Patiala and DTH Channel 06 of Swayam Prabha. The Chief Patron of the FDP was S. Birinder Singh Sidhu, IPS Retd. President, SGHGU Hari Trust, Sidhwan Khurd, Ludhiana and Patron was Principal Dr. Amandeep Kaur, Accreditation Ambassador, UGC, PARAMARSH Scheme. Dr. Gurwinder Singh, Assistant Professor was the Convenor of the FDP. The Organising Secretary was Dr. Jaspreet Kaur, Assistant Professor. The activities conducted during the 7-days FDP are presented here as under:

Day- I (Technical Session - 1)

14-05-2021

In session-1, the Resource Person highlighted the genesis of SWAYAM-- a programme initiated by Govt. of India, which is designed to achieve 3 cardinal principles i.e. Access, Equity and Quality. In session-2, the Resource Person elaborated about the various phases of e-content development starting with the research phase. In the blueprint phase, he explicated about script writing in detail. He suggested that before facing the real environment, it is important to plan rehearsals. He also explained the third phase i.e. production phase, where the written script is ready to be recorded. The Resource Person also explained the uploading, execution and assessment phase.

Day- II

15-05-2021

The report of Day-I was presented by Mrs. Pushpinder Kaur, Librarian. The Resource Person Mr. Tejinder Singh started with the introduction of MOOCs where learning content is provided free of cost. He explained that as per the revised guidelines for developing online courses for

SWAYAM, a four quadrant instructional design is followed by MOOCs. In session-II, the Resource Person explained that the development of MOOCs starts with the submission of expression of interest (EOI) and mentioned the guidelines regarding SWAYAM course credits, duration of the course, total hours etc. He also shared a performa for inviting EOI.

Day- III

16-05-2021

In the beginning, Dr. Manjeet Kaur, Assoc. Prof. presented a report of Day-II. The resource person, in a very comprehensive manner touched each and every aspect of Script Writing i.e., Catchy opening, Clarity, Creativity, Lead in & Lead out, Sentence formation, Tricks to grab the attention, Use of figurative language etc. The second session was a Practical session which was fruitful not only for preparing e-content but also revolved around skills required for day to day life and for effective teaching through offline and online platforms.

Day- IV

17-05-2021

The presentation of Report of Day- III was given by Dr. Sarvjeet Kaur, Asst. In the opening session of the day, the resource person started his lecture by emphasizing the need and relevance of voice modulation in any presentation. He stressed upon breathing, phonation, resonance and anatomy of voice. The second session was equally interesting in which the resource person guided the participants on dressing sense, make up and facing the camera. The session was conducted by involving all the participants in the session.

Day- V

18-05-2021

The Report of Day-IV was read by Mrs. Manpreet Kaur, Asst. Prof. the fifth day of the workshop was entirely dedicated to the practical aspect of the FDP. During session 1, the participants presented content on the spot and few of them also used recorded videos. The resource person, Dr. Tejinder Singh observed camera presentations of the participants keenly and provided his expert feedback on various aspects like gestures, voice modulation, camera setting, body language etc. In session 2, a sample video was shared by the resource person as an example. He also shared his knowledge acquired through his rich experiences of life by telling anecdotes which further gave participants deep insight into the topic.

Day- VI

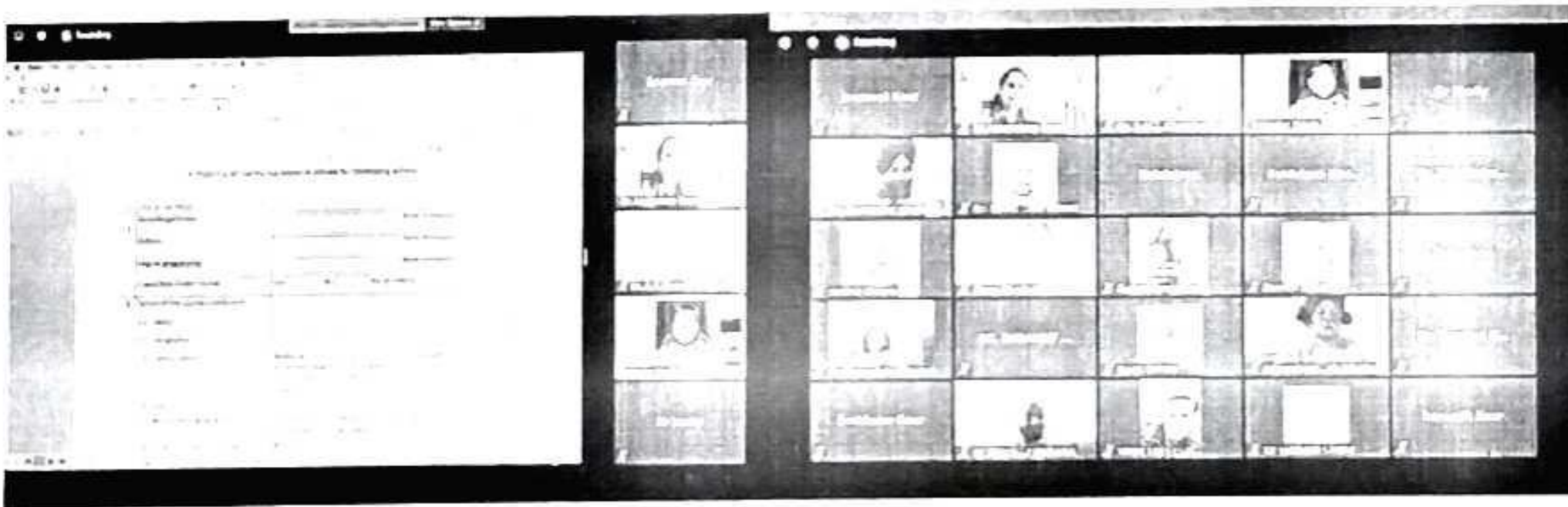
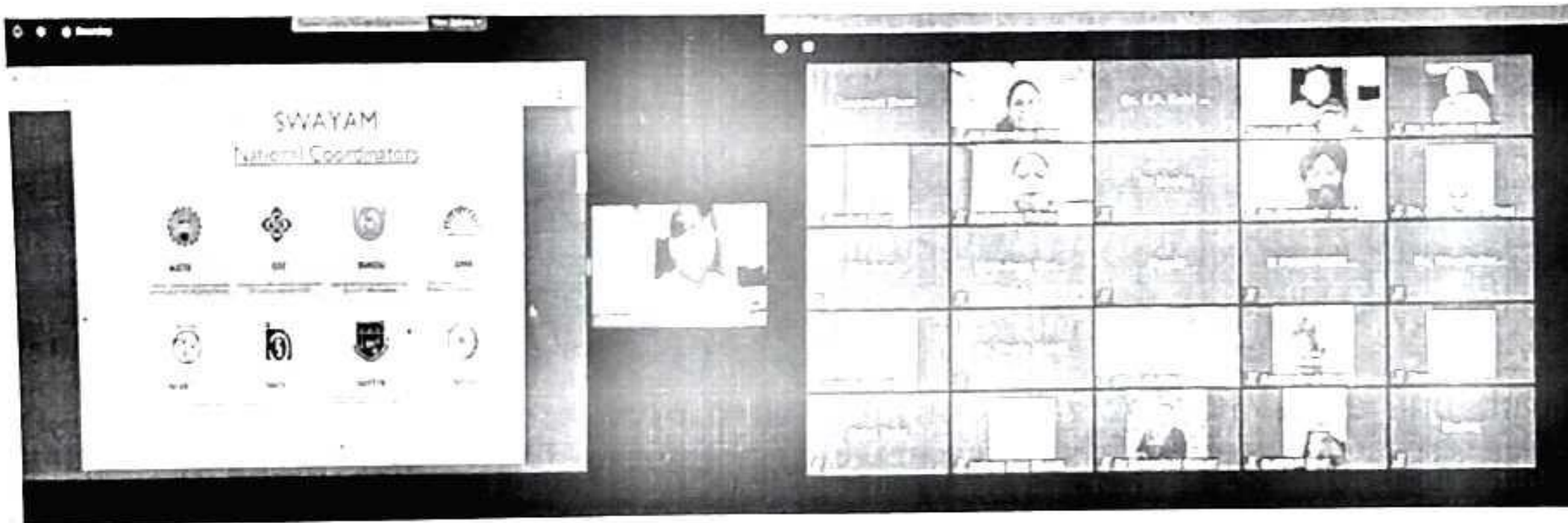
19-05-2021

The session started with a Report of Day-V narrated by Dr. Geeta Kundi, Asst. Prof. The Resource Person talked about Post Production – Editing, Incorporation of Insertions i.e. Pictures, Graphics, Music, Video and Bytes.

Day- VII

20-05-2021

The presentation of Report of Day- VI was given by Dr. Ajay Kumar, Asst. Prof. The Resource Person highlighted on the way to make educational videos at home and discussed planning, lighting and editing aspects of video making. During the valedictory session, the 7-days report was presented by Dr. Jaspreet Kaur, Asst. The Presidential Remarks were given by Principal Dr. Amandeep Kaur. In the end, a Vote of Thanks was delivered by Dr. Kiran Duggal. Assoc. Prof.



Convener

Dr. Gurwinder Singh

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Dr. Jaspreet Kaur

Principal

Dr. Amandeep Kaur

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