

REPORT ON
One Day Workshop on
Assignment Preparation, Evaluation and Record Keeping

6/03/2019



Organized

By

IQAC

Govt. P. G. College Berinag, Pithoragarh

**One Day Workshop on
Assignment Preparation, Evaluation and Record Keeping**

Date: 06/03/2019

Main Speaker – Prof. C.D. Suntha, Principal G.D.C. Ganai Gangoli

IQAC assistant Coordinator : Dr. Dheeraj Singh Khati

Workshop For faculty members and office staff

A one day workshop on assignment preparation, evaluation and record keeping was held on 06/03/2019 at Govt. P.G. College Berinag. The workshop was organized by the IQAC of the college and was attended by faculty members and office staff from various departments. The main speaker of the workshop was Prof. C.D. Suntha, the principal of G.D.C. Ganai Gangoli, who has extensive experience and expertise in academic administration and quality assurance. The IQAC assistant coordinator, Dr. Dheeraj Singh Khati, facilitated the workshop and introduced the objectives and outcomes of the session.

The workshop aimed to enhance the skills and knowledge of the participants in preparing, evaluating and maintaining assignments for different courses and programs offered by the college. The workshop also intended to promote a culture of quality and excellence in teaching and learning among the staff members. The workshop covered various topics such as:

The importance and benefits of assignments for students' learning outcomes and academic performance

The criteria and guidelines for designing effective and relevant assignments that align with the course objectives and learning outcomes

The methods and tools for assessing and grading assignments according to the standards and expectations of the college and the affiliating university

The best practices and challenges in providing constructive feedback and feed-forward to students on their assignments

The strategies and techniques for managing and organizing assignment records in a systematic and secure manner

The ethical and legal issues related to assignment preparation, evaluation and record keeping

The workshop was conducted in an interactive and participatory manner, with a mix of lectures, discussions, group activities, case studies, demonstrations and hands-on exercises. The participants were actively engaged in sharing their experiences, opinions, queries and suggestions throughout the workshop. The speaker provided clear explanations, examples, tips and recommendations on each topic. The speaker also addressed the doubts and concerns raised by the participants and clarified their queries.

The workshop was well-received by the participants, who expressed their appreciation and satisfaction with the content, delivery and outcome of the session. The participants reported that they learned new concepts, skills and techniques that would help them improve their assignment preparation, evaluation and record keeping practices. They also stated that they gained more confidence and motivation to implement the learnings from the workshop in their respective departments. The participants thanked the speaker, the IQAC coordinator and the college management for organizing such a useful and informative workshop.

आज दिनांक 06-03-2019 को महाविद्यालय में

"Assignment Preparation, Evaluation and Record Keeping" विषय पर एक निवृत्तीय प्रशिक्षण कार्यशाला का आयोजन IQAC द्वारा किया गया, जिसमें मुख्य वक्ता डॉ० सी. डी. सुंढा, प्राचार्य राजकीय महाविद्यालय, गार्ड रंगोली रोड। कार्यशाला में निम्नलिखित प्राध्यापक उपस्थित रहे।

प्रथम सत्र (मुख्य वक्ता डॉ० सी. डी. सुंढा)
(10.30 बजे)

नाम प्राध्यापक	पद	हस्ताक्षर
1. डॉ० दीपक सिंह खत्री	अधी. जे. रंगविमान	
2. डॉ० प्रभोद मोहरी	अधि. प्रो० इलायत	
3. Dr. Pawam Tamta	Asst Professor Maths	
4. Ashwari Kumar	Asst. Prof. Botany	
5. Manoj Kumar	Lecturer	
6. Arun Kumar Yadav	Asst. Soc. Science	
7. Mr. K. D. Toshi	Guest Faculty S. Sci.	
8. Mr. Chandrabhaskar Singh	Asst Prof. Zoology	
9. Dr. Sundar Singh Pandey	Asst Prof. B. Ed	
10. Pritty Singh	Asst Prof. Chemistry	
11. M. S. Jaitlyal	Asst Prof. History	
12. K. C. Mishra	Physics	
13. Dr. Roena Verma	Asst Prof Botany	
14. डॉ. दीप पंत	अधी. प्रो. (ए. ई. ई.)	
15. श्रीमती चार्ली रस्तोगी	अधी. प्रो. (ए. ई. ई.)	
16. Dr. Dilip Kumar Mishra	Asst Prof. Botany	
17. Dr. Karshan Bhandari	Zoology	