

2. Session Structure:

Accordingly, a two day workshop and training programme was organized by the Centre for Quality Assurance (CIQA) of the University on 18th and 19th November 2018 for the teaching staff of this university. The workshop dealt with skills required in preparing the Self learning materials (SLM). We shared an Agenda of the Faculty Development Workshop with Prof. Biswas, which is placed at Annexure I.

3. Proceedings of the Faculty Development Workshop:

The workshop began with the inaugural session. The session started with the welcome address by the Director of CIQA. The welcome note was followed by the felicitation of the resource person for the two-day workshop, Professor Prabir Biswas, Professor in Distance Education, Staff Training and Research Institute of Distance Education (STRIDE), IGNOU, New Delhi. The felicitation was followed by an address to the gathering by Dean (Academic) Prof. Umesh Deka and Dean (Study Centre) Dr. Dibya Jyoti Mahanta and then by Professor Prabir Biswas.

The inaugural session was followed by the first session of the workshop which was named as the brain storming session. In this session all the participants were divided into six groups and each group was required to write about the qualities of effective classroom teaching. The participants were further asked to deliberate on the ways in which the aspects of effective classroom teaching can be incorporated into teaching learning through Self learning materials. After the group work a member of each group was required to present the reflections of the group regarding effective teaching in general and effective teaching through SLM in particular.

In the post lunch session of the workshop the resource person taught the participants about various concepts and theoretical tools associated with effective SLM writing. For example the significance of title, objectives of the units, proper usage of words while indicating the objectives of the units, meaning of block introduction and course introduction etc.

The pre lunch session of the workshop was on the 19th of November, 2018. In this session the participants were again divided into groups and they were distributed some of the existing SLMs of the University. On the basis of the theoretical knowledge provided by the resource person on the previous day the participants were required to point out whether they meet the requirements of an effective SLM or not. All throughout the session, practical insights were provided to the participants.

In the next session, the resource person imparted the participants with other important theoretical conception associated with SLMs. This session was followed by the vote of thanks by the organizers of the workshop.

4. Feedback from the participant:

A feedback form was administered, which was collected in the afternoon session on the 2nd day of workshop. Feedback form for the faculty and Feedback datasheet of Faculty Development

Workshop and analysis report are placed at Annexure-II and Annexure-III respectively of this report.

From the data sheet it was found that there was a very positive response on the part of the participants. It can be easily seen that the arrangement made by CIQA for the conduct of workshop has satisfied the faculty members. Most of the participants have found the sessions very interesting, informative, relevant and fruitful and very beneficial. The participants requested CIQA office to organize some relevant workshop at regular intervals on academic and non-academic matters for the benefit of teaching fraternity.

5. Photos of Faculty Development Workshop:



6. Follow up measures prepared:

- a) Conducting workshops/programmes in phased manner
- b) Regarding outcome, the CIQA office initially proposes to take up development of guidelines for SLM writers and content Editors in addition to the programme Guideline. The matter will be placed in the next meeting of CIQA committee to be held in the 3rd week of December, 2018.



Annexure-1
Centre for Internal Quality Assurance (CIQA)
Krishna Kanta Handiqui State Open University
City Office, Housefed Complex, Guwahati- 06

Faculty Development Workshop

Date: 18th & 19th November, 2018

Time: 10:30 AM to 4:30 PM

Venue: Conference Hall, Rubber Board Zonal Office, Housefed Complex, Dispur

Agenda (18/11/18)

TIME	PROGRAMME
10:00 AM - 10:30 AM	Light Refreshment
10:30 AM – 11:00 AM	Inauguration
11:00 AM – 12:00 PM	Core Aspects of SLM Writing
12:00 PM – 12:15 PM	Tea
12:15 PM – 1:15 PM	SLM Writing- Presentation and Style
1:15 PM – 2:00 PM	Lunch
2:00 PM – 4:30 PM	Workshop on SLM Writing- Group Exercise and Experience Sharing

Agenda (19/11/18)

TIME	PROGRAMME
10:00 AM – 10:30 AM	Tea
10:30 AM – 11:45 AM	Creativity and Innovation in SLM Development
11:45 AM – 12:00 PM	Tea
12:00 PM – 1:00 PM	Academic Aspects of Question Paper Setting and Administering Assignments
1:00 PM – 1:45 PM	Lunch
1:45 PM – 2:45 PM	Content Editing
2:45 PM – 3:00 PM	Tea
3:00 PM – 4:15 PM	Summary Discussion, Open House and Valediction

Annexure-II
Centre for Internal Quality Assurance (CIQA)
Krishna Kanta Handiqui State Open University
City Office, Housefed Complex, Guwahati- 06
Feedback Form for Faculty Development Workshop

Date: 18th & 19th November, 2018

Time: 10:30 AM to 4:30 PM

Venue: Conference Hall, Rubber Board, Zonal Office, Housefed Complex, Dispur

1. How would you rate the overall effectiveness of the workshop?
a) Excellent b) Very Good c) Good d) Fair e) Poor
2. How would you rate the overall arrangement made by CIQA for the conduct of the workshop?
a) Excellent b) Very Good c) Good d) Fair e) Poor
3. Would you be able to apply the learning of the workshop in the activities that you do in KKHSOU?
a) Very Highly b) Highly c) To a good extent d) To a fair extent
4. Your comments and suggestions regarding the conduct of faculty development workshop.

Comments:

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Suggestions:

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5. Your comments and suggestions regarding future workshops to be conducted by CIQA.

Comments:

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Suggestions:

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Name & Signature (*optional*)

Annexure-III

Feedback datasheet of Faculty Development Workshop

Q. No	Aspects	Excellent	Very Good	Good	Fair	Poor
1	Rate the overall effectiveness of the workshop	5	18	7	2	0
2	Rate the overall arrangement made by CIQA for the conduct of the workshop	12	16	4	0	0

Q. No	Aspects	Very Highly	Highly	To a good extent	To a fair extent
3	Able to apply the learning of the workshop	10	13	7	2

Q. No	Comments on conduct of faculty development workshop	Suggestions on conduct of faculty development workshop
4	<p>i) Very relevant, Fruitful and refreshing experience, Very much beneficial, Good learning experience, Very important, Nice experience, Enhances knowledge and skills, Satisfactory, Very helpful and it opens the mind towards new ideas to enrich the material, Learnt new concepts, Activities are very effective, Well organized</p> <p>ii) Highlights many aspects on SLM, Help us to adopt and implement policies of SLM writing, CIQA Office should strive hard to maintain the quality of the SLMs, Covered almost all aspects of SLM writing, Learned new things of SLM writing and related works, Outcome of the workshop is fruitful and should be applied in the development of our SLM</p> <p>iii) Good food</p> <p>iv) Motivating initiative taken by CIQA office and Continue this healthy tradition for the well being of teaching community of this university</p> <p>v) Hall should be spacious enough</p> <p>vi) Content of the workshop is not enough, Theoretical lectures was not informative, Some of the topics seems to be repetitive</p>	<p>i) Other Resource person and more than one resource person may be called for such workshop</p> <p>ii) Content writers and editors should be included</p> <p>iii) CIQA office should convince the authority regarding changes to be made in SLMs and Systematic efforts to be made for modification, Outcome of the workshop should be applied in the development of our SLM</p> <p>iv) Duration of the workshop may be increased, but some participants preferred one day workshop</p> <p>v) FDP at regular intervals on academic and non-academic matters</p> <p>vi) Should be more subject specific and separate workshop for UG and PG programme</p> <p>vii) Some important presentation can be made in regard to the development of writing skills</p> <p>viii) Such workshop to be held frequently</p> <p>ix) Some more workshop may be organized such as stress management, time management, personality management</p>
5	Comments regarding future workshops to be	Suggestions regarding future workshops to be

	conducted by CIQA	conducted by CIQA
	<ul style="list-style-type: none"> i) Continue this healthy procedure ii) Workshop on quality improvement of faculty and course materials iii) Request to conduct such workshop for potential writers, outsourced authors, editors etc. iv) Take step for scholarly collaboration between IGNOU and KKHSOU on various subjects v) Follow up activities to be undertaken to make the workshop useful vi) Discussion is necessary on the future of printed materials vii) Steps should be taken for quality improvement of faculty and course materials on different aspects 	<ul style="list-style-type: none"> i) Workshop on Minor and Major research project may be organized ii) Workshop on Research Methodology iii) Workshop on Current Trends and Techniques of ICT iv) Workshop on e-SLM Preparation and Blended Learning v) Programme on Evaluation vi) Workshop with wider scope (more & diverse topics) vii) Workshop on addressing different issues faced by faculties, which have implications on the system viii) Workshop on MOOCs Development ix) Workshop for content writers and editors x) Workshop on assignments and evaluation of assignments for faculty members as well as counselors of the study centres also xi) Workshop on production of audio-video materials on self –learning materials xii) Workshop on question paper setting xiii) Workshop on stress management xiv) Workshop for language editors