

JUNE: 17 - 23, 2025

# THE FDP REPORT



## About the Faculty Development Programme

### PROFESSIONAL DEVELOPMENT AND ADMINISTRATIVE TRAINING

This FDP programme was organized by the Internal Quality Assurance Cell (IQAC) of the college in collaboration with Swami Vivekanand College of Education Tarkwari, Borhanj. The objective of this FDP was to enhance the professional competencies and administrative efficiency of faculty and staff by providing structured training programs that promote continuous learning, effective leadership, institutional governance, and improved service delivery. These initiatives aim to foster a culture of accountability, innovation, and excellence in academic and administrative practices, ultimately contributing to the overall quality and growth of the institution. Expert Resource persons from different fields were arranged for this FDP programme. The programme witnessed the participation of more than 60 faculty members from different organizations .





**Sh. Desh Raj Shonkhle**  
**Assist. Controller (HPFAS)**  
**Govt. Medical College Hamirpur**  
**(Resource Person)**

## Brief Report

Two sessions were conducted on the topic "Leave Rules and Service Rules for Indian Employees" to familiarize employees with essential aspects of service regulations and entitlements under government employment. The session covered key provisions of the Central Civil Services (CCS) Rules, including types of leave (earned, casual, medical, maternity/paternity, study, and extraordinary leave), their eligibility, and conditions for availing. The resource person also explained service matters such as probation, promotion, retirement benefits, and disciplinary actions, providing practical insights into day-to-day HR and administrative functioning. Participants were informed about recent updates in policies, especially regarding maternity leave, online leave applications, and inclusion of child care leave.

The sessions concluded with an interactive Q&A round, where employees clarified common concerns related to leave encashment, combining different leaves, and rules during probation. The lecture was informative, promoting better understanding and compliance with service-related norms among employees.





**Sh. Iqwal Singh**  
**Assist. Controller (HPFAS)**  
**HP Rajya Chayan Aayog Hamirpur**  
**(Resource Person)**



## Brief Report

This session on "Conduct Rules for Indian Employees" was organized to create awareness among staff members regarding ethical behavior, professional responsibilities, and discipline as mandated under the Central Civil Services (Conduct) Rules, 1964. The speaker highlighted key aspects such as maintaining integrity, impartiality, and accountability in public service.

The session covered prohibited activities including participation in politics, unauthorized communication of information, acceptance of gifts or bribes, and engagement in private trade. Special emphasis was given to appropriate use of social media, maintaining decorum in public behavior, and avoiding conflicts of interest. The lecture also explained the consequences of misconduct, disciplinary procedures, and the importance of adherence to rules in ensuring a transparent and efficient workplace. An interactive discussion followed, where participants clarified their doubts on real-life ethical dilemmas and workplace conduct. The session was informative and reinforced the significance of upholding ethical standards in public service.





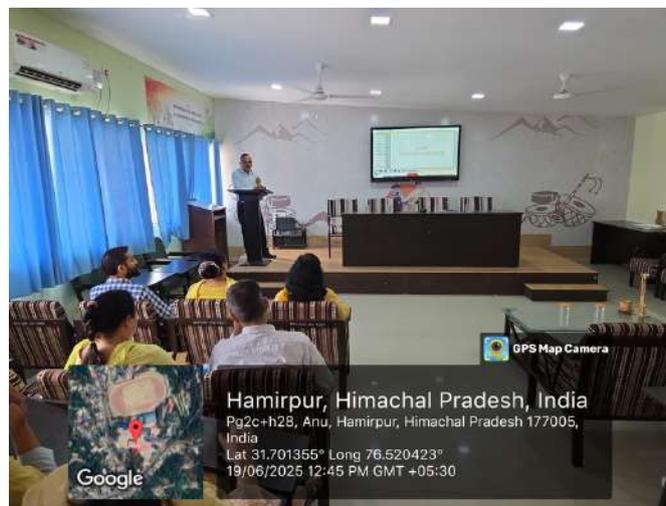
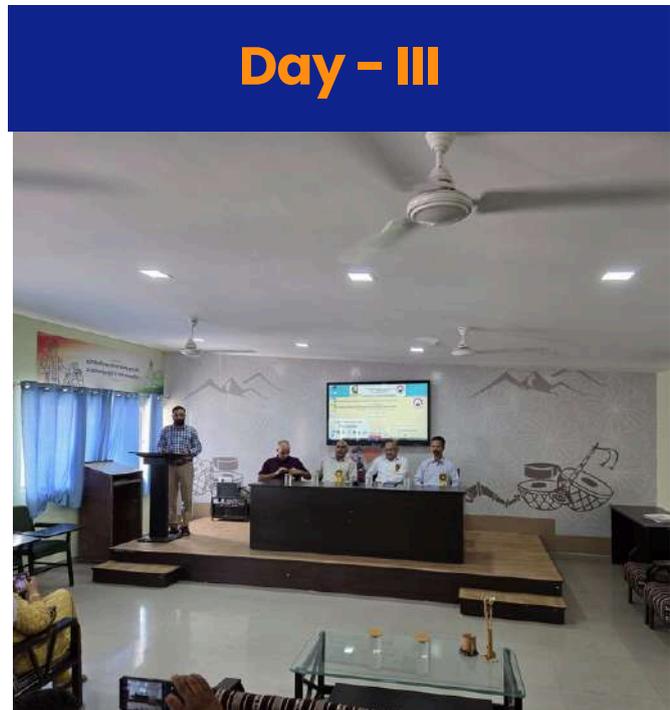
**Sh. Rajeev Kumar Sharma**  
Chartered Accountant  
(Resource Person)

## Brief Report

This session on Financial Administration and Income Tax Return (ITR) was organized to enhance awareness among Indian employees about financial management in public service and compliance with income tax regulations. The session highlighted key aspects of government financial procedures, including budgeting, fund utilization, auditing, and the role of Drawing and Disbursing Officers (DDOs).

The second part of the lecture focused on ITR filing procedures, types of ITR forms, online filing through the Income Tax portal, and deductions under sections 80C, 80D, and HRA. The differences between the old and new tax regimes were also discussed to help employees make informed financial decisions.

The session was highly informative and interactive, offering practical knowledge on both public financial administration and personal tax compliance. Resource person also filled some trial ITRs forms on the Income tax portal for the clarity of all participants. It concluded with a Q&A session where participants received clarity on tax deductions, filing deadlines, and recent changes in income tax rules.





**Sh. Arvind Dhiman**  
PGT (IT)  
GSSS Kot, Hamirpur  
(Resource Person)

## Brief Report

A Session on "Use of IT Tools in Teaching and Office Management" was organized to promote the adoption of digital technologies in academic and administrative settings. The session aimed to enhance the digital competence of faculty members and office staff in Indian colleges and government offices.

The speaker discussed various IT tools that can improve teaching effectiveness, such as smart boards, virtual classrooms, Learning Management Systems (LMS), Google Workspace, and online assessment platforms. Emphasis was placed on using tools like Google Meet, Zoom, MS Teams, and Moodle to create interactive and blended learning environments.

In the context of office management, the lecture covered the use of e-Office, file tracking systems, GeM, SPARROW, PFMS, and online documentation tools to improve efficiency, transparency, and recordkeeping. Automation, paperless workflows, and digital communication methods were highlighted as essential for modern office functioning. The session concluded with practical demonstrations and a Q&A segment, enabling participants to understand the benefits and implementation strategies of digital tools in their respective work areas.





**Sh. Rajesh Dhiman**  
Assistent Controller (HPFAS)  
Govt. Medical College Tanda Kangra  
(Resource Person)

## Brief Report

This session on Audit and Government e-Marketplace (GeM) Purchase was conducted to raise awareness among government employees about financial accountability and transparent procurement practices. The session focused on the importance of audit procedures in public offices, highlighting the types of audits, common audit objections, and the need for proper documentation and compliance with rules.

The lecture also provided a detailed overview of the GeM portal, including its purpose, registration process, procurement workflow, and its role in promoting transparency and efficiency in government purchases. Participants were guided on how to use the portal effectively, in accordance with General Financial Rules (GFR).

The session proved informative and practical, encouraging staff to maintain audit readiness and adopt the GeM platform for secure, rule-based procurement. These sessions concluded with an interactive Q&A round, where employees clarified common concerns related to GEM purchases.





**Dr. Amarjeet Lal Atri**  
Principal College Cadre (Rtd.)  
(Chief Guest)

## Brief Report

The closing ceremony of the One-Week Faculty Development Programme (FDP) was conducted on 23-06-2025 with enthusiasm and a sense of accomplishment. The FDP was aimed at enhancing the professional skills, teaching methodologies, and academic competencies of the participating faculty members.

The ceremony began with a warm welcome address by Dr. Sunil Kumar Sharma, followed by a brief recap of the week-long sessions by Prof. Lavli Rana (Convener of FDP). The FDP featured expert lectures, hands-on sessions, and interactive discussions on topics such as innovative teaching practices, digital tools in education, research methodology, and academic leadership. In the closing remarks, the Chief Guest and Vice-Principal Prof. Neelam Guleria appreciated the active participation of the faculty and emphasized the importance of continuous learning and collaboration for academic excellence. Certificates were distributed to all participants in recognition of their successful completion of the programme. Feedback was collected from the attendees, who expressed appreciation for the well-structured sessions, resource persons, and the overall organization of the programme.

## Day - VI













Jai Himachal

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**Netaji Subhash Chander Bose Memorial  
Govt. College Hamirpur,  
Himachal Pradesh**

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Netaji Subhash Chander Bose Memorial, Government College Hamirpur ,Himachal Pradesh

*in collaboration with*

Swami Vivekanand College of Education Tarkwari Bhoranj ,Hamirpur Himachal Pradesh

**ONE WEEK FACULTY DEVELOPMENT PROGRAM**

**On  
Professional Development  
&  
Administrative Training**



**Professional Development**

## TRAINING



 **June 17-23, 2025**

 **12:00 Noon Onwards**

**Organized by:**



**NSCBM Government College Hamirpur**