RASHTRIYA UCHCHATTAR SHIKSHA ABHIYAN (RUSA)

SPONSORED STATE LEVEL WORKSHOP

PROCEEDINGS

ON

FINANCIAL MANAGEMENT

&

DIGITAL TEACHING METHODS

Date: 5-12 April 2017

Venue: Auditorium, GZRSC

Organized
by
Website Committee & Innovation Club
Govt. Zirtiri Residential Science College
Ramthar Veng, Aizawl

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1. INTRODUCTION

Our college **"Govt. Zirtiri Residential Science College"** is the only Model Science College under RUSA, Govt. of India. With RUSA funding, our college received many new developments such as All classrooms are now equipped with Projectors. It is now possible to take class using these projectors. It was felt that training or workshop was necessary for the teaching faculties because it was believed that all faculties are not well verse in using this digital teaching devices.

Different types of digital payment systems were launched by Govt. of India recently. Digital Payments Awareness Campaign were held in several places in Mizoram. But in our college, no campaign was organized for digital payments. Therefore, we felt that it was necessary to held Digital Payment Awareness campaign or financial management in digital age.

Several rounds of joint meeting between Innovation Club & Website Committee was held to discuss the above matters. Different portfolio such as Organizing Chairman, Organizing Secretary were appointed including organizing members. It was also agreed that Reception Committee and Refreshment Committee should be requested and to make them in-charge of various reception and refreshment related activities.

The joint meeting finally concluded that the title of the workshop will be **"Financial Management & Digital Teaching Methods"** and programmes were frame for one week. Several rounds of consultation with our respected Principal and RUSA Committee were held and finally the programme sheet was finalised.

The organizing committee also agreed upon inviting experts from several organizations in the different selected topics. Principal issued letter of invitations or call for papers for this state level workshop. The final programme sheet was prepared as per the responses received from expert resource persons from outside as well as within our college community.

The organizers were from Innovation Club & Website Committee of Govt. Zirtiri Residential Science College, which are given below:

Mr. H. Thangkhanhau
Organizing Chairman

He is the Chairman of Website Committee and Assistant Professor, Department of Computer Science, Govt. Zirtiri Residential Science College. As a chairman of the organizing team, he was involved in almost all items.

Mr. Lawrence Zonunmawia
Organizing Secretary

He is a member of Website Committee and Associate Professor, Department of Physics, Govt. Zirtiri Residential Science College. He is the main Photographer for this workshop.

Mr. Lalrinawma
Organizing Member

He is the member of Innovation Club and member of Website Committee. He is also Procurement Officer in RUSA. He is currently holding the post of Associate Professor, Department of Zoology, Govt. Zirtiri Residential Science College.

Mrs. Lalmalsawmi
Organizing Member

Associate Professor in Department of English, GZRSC and member of Innovation Club, Govt. Zirtiri Residential Science College. Being an expert in English, she played major role in preparing reports about the workshop.

Mrs. Mary Lalthansangi
Organizing Member

She is Associate Professor in Department of Botany, GZRSC and member of Innovation Club. She was in charge of Refreshment during the entire workshop which she carried out efficiently and successfully.

Mr. Lalhruaitluanga
Organizing Member

Assistant Professor in Department of Computer Science, GZRSC and Chairman of Innovation Club. He is also one of the resource person of this workshop.

Mr. Jonathan Lalrinmawia
Organizing Member

Assistant Professor in Department of Electronics, GZRSC and Member of Website Committee. He is in charge of purchasing and printing all stationery items such as Notebooks, Pen & File Covers and were distributed in this workshop free of cost.

Mrs. R. Lalmawipuii
Organizing Member

Assistant Professor in Department of Computer Science, Govt. Zirtiri Residential Science College and member of Website Committee. She played important role in feedback form distribution and collection.

Mr. Laldingliana Sailo
Organizing Member

Assistant Professor in Department of Computer Science and Secretary of Website Committee, Govt. Zirtiri Residential Science College. He played important role in analysing participants feedback and preparing the result of feedback.

Miss. Lalhmunmawii
Organizing Member

Assistant Professor in Department of Computer Science and member of Website Committee, Govt. Zirtiri Residential Science College. She played important roles in distributions forms, program sheets and resource persons' papers.

2. ABOUT THE RESOURCE PERSONS

The organizing team try its best to find the best trainers or resource persons for this State Level Workshop on Financial Management & Digital Teaching Methods. Several invitations or call for papers were sent out to different reputed trainers of different organizations. The organizers were happy to have the following qualified resources persons for the workshop.

1) Mr. Lalrinmawia

He is holding Master Degree of Science in Zoology and Diploma in Computer Applications (DCA). Associate Professor in Department of Zoology. His topic in this workshop is *"Modern Digital Teaching Methods"*. He demonstrated the different software and hardware for teaching theoretically as well as practically.

2) Mr. Gospel Ramdinmawia

He is BE (Computer Science & Engineering) from Coimbatore Institute of Technology. He is currently working in Mizoram State e-Governance Society (MSeGS) as Data Recovery Administrator. He is one of the campaigner for Digital Payment Systems. Therefore, he was invited for the topic *"Unified Payment Systems"*.

3) Mr. Lalhmingliana Hnamte

He is holding Master Degree of Science in Chemistry and Associate Professor in Department of Chemistry having more than 10 years of teaching experience. His topic in this workshop is *"Technology Enhanced Science Learning"*. Where he demonstrate and show videos of different computational sciences especially computational chemistry.

4) Mr. Zorempuia Pachuau

He is holding Master of Computer Applications degree and working in Mizoram State e-Governance Society (MSeGS) as Junior System Engineer. He topic for this workshop is *"Online Electric Bill Payment System"*. Online Electric Bill Payment software belongs to Power & Electricity Department, Govt. of Mizoram. But he was invited for this topic because is the main software engineer or developer of this Online Electric Bill Payment System for P&E Dept. Govt. of Mizoram.

5) Mr. Lalhruaitluanga

He is holding Master of Science in Information Technology and M.Phil in Computer Science. Having more than 8 years of experience in teaching as Assistant Professor, Department of Computer Science, GZRSC. His topic was *"Effective Use of Internet for Teaching"* where he demonstrated different skills of internet necessary for teaching.

6) Mr. RL Pachuau

Mr. Revise Lianhmingthanga Pachuau is a Resource Office in State Bank of India, Regional Business Office, Aizawl. He is one of the main trainer in in SBI RBO giving training at several places. His topic in this workshop was *"SBI Digital Payment Systems"* where he talked about the different digital payment systems offered by State Bank of India.

7) Mr. H. Thangkhanhau

He is having degree of Master of Computer Applications (MCA) and M.Tech(Software Systems) from Birla Institute of Technology & Sciences (BITS). He is having more than 10 years of teaching experiences in various IT training institutes and different colleges. His topic is *"Making Effective Presentation for Teaching"* where he talked and demonstrated Microsoft PowerPoint both theoretically and practically.

4. INAUGURAL FUNCTION

Inaugural function of this State Level Workshop on Financial Management and Digital Teaching Methods was held exactly at the specified time as per the Programme Sheet i.e. 5th April 2017 11:00AM. This inaugural function was chaired and hosted by Mrs. Lalmalsawmi, Associate Professor, Department of English and Member of the Organizing Team. After having introduction to the workshop and introducing the Organizing Teams and Resource Persons, he invited the Chief Guest, our respected Principal Mr. Laltanpuia to deliver a speech.

The Chief Guest delivered a speech about the importance of this State Level Workshop and gave his best wishes to the participants to gain maximum knowledge out of this workshop. He also talked about the importance of taking classes for students. He therefore asked all faculties members not to neglect their classes because of this workshop. Our Chief Guest concluded his speech by giving his wishes for the organizing team, the participants as well as for the expert resource persons.

Photo of Principal Inauguring the Workshop.

This session 1 is chaired by Mr. H. Thangkhanhau, Organizing Chairman. First session was started at 12:00 Noon on the first day i.e. 5th April 2017. After giving brief introductory speech, he called upon the expert Resource Person Mr. Gospel Ramdinmawia, Data Recovery Administrator, MSeGS to give presentation on the topic *"Unified Payment Systems"*.

Mr. Gospel Ramdinmawia giving Presentation on Unified Payment Systems

The resource person introduced the recently introduced *"Unified Payment Interface"* and then started presentation on UPI which are followed practical sessions. Unified Payments Interface (UPI) is a payment system launched by National Payments Corporation of India and regulated by the Reserve Bank of India which facilitates the instant fund transfer between two bank accounts on the mobile platform. UPI is built over Immediate Payment Service (IMPS) for transferring funds.
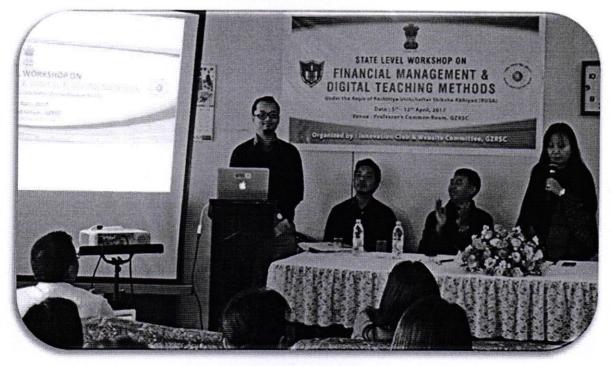
After giving presentation on the various digital payment methods or options available, he conducted practical demonstration on BHIM. Bharat Interface for Money (BHIM) is an app that lets you make simple, easy and quick payment transactions using Unified Payments Interface (UPI). You can make instant bank-

to-bank payments and Pay and collect money using just Mobile number or Virtual Payment Address (VPA).

Those participants having access to the internet and using Android mobile phones, install BHIM application from Google Playstore. Guidance was given by the Resource Person. Thus, this session become very interactive and participants as well as the resource person feel the pleasant and informal type of interactions. Questions and answers sessions were also held where the participants asked several questions related to BHIM and Digital Payment Systems in general where the expert tried its best to give theoretical answer as well as practical answers.

The second session of the first day was about the recently launched Online Electric Bill Payment System presented by Mr. Zorempuia Chuauhang, Junior System Engineer from Mizoram State e-Governance Society. This second session is also hosted by Mrs. Lalmalsawmi, Organizing Member.

Before giving practical demonstration of Online Electric Bill Payment System, he explained about some of the prerequisites that those customers need to know before paying the bills. He explained different safely tips while paying any fees online or while performing online transactions. He also explained from the first step of developing Online Electric Bill Payment software for Power & Electricity Department, Govt. of Mizoram. He clarified that he is not an employee of P&E but developed software for them.

Mr. Zorempuia Chuauhang about to give lecture on Online Electric Bill Payment Systems.

After explaining the different preliminaries, he demonstrated Online Electric Bill Payment system practically which gains lots of attentions from the participants. The topic is one of the hot topic during the entire workshop. It may be because the system is newly introduced and easily applicable to the normal citizens. Not only that by paying online, customers can avoid the long queues in different cash counter of Power & Electricity Department, Govt. of Mizoram. It was hope that the knowledge gained during this presentation will be very useful for busy

teachers like us, who do not have enough time to stand in long queue for paying electric bills at Cash Counter in P&E Office.

The percentage of attendance in the first day is 98.33% It is not 100% because some of the participants needs to take classes and only those participants who were not engaged in classes can only attend the session.

After the programme is over, refreshment was served followed by photo session of the participants, organizers and resource persons as shown below:

Group photo of State Leve Workshop on Financial Management & Digital Teaching Methods.

Second day i.e. 6th April 2017 (Thu) was hosted by Mr. Lalhruaitluanga, Chairman of Innovation Club and Organizing Member. Resource person in this second day was Mr. Lalrinmawia and his topic was "**Modern Digital Teaching Methods**". With few introductory speech, the host called upon Resource Person to present his paper.

The resource person starts with introduction to the different devices that can be used in Digital Teaching such as Projects, Wireless Wi-Fi Display Dongle, different types of cables which were useful in digital teaching. His introduction of different devices was accompanied by practical demonstrations of how to use those devices. He even introduced some software applications that will be very helpful in digital teaching methods such as EasyCast, TeamViewer, Vysor, etc. He even showed the participants practically.

Mr. Lalrinmawia giving presentation on Modern Digital Teaching Methods

This second session was one of the most interactive session in the entire duration of workshop. There were lots of questions from the participants which were answered by the resource person. Since, there were many questions and answers, the duration allotted was not even enough for the resource person to complete whatever he prepared for. The resource person preparation for this workshop was great.

At the last part of his presentation, he talked about different websites or resources which will be very useful for the teachers as well as for students. He demonstrated many skills which can be directly apply to teachers' day to day activities in the college. He also pointed out some resources which will be of great help to researchers. All the devices, applications and methods showcase by the resource person was very relevant to Modern Digital Teaching and all of them might be very useful for digital teaching in the class rooms.

The session was ended with some homework because the resource person wanted to make sure that most of the participants must be well versed in the digital teaching methods which he presented both in theory as well as in practical. The session was great and the interactions were so beneficial for the participants.
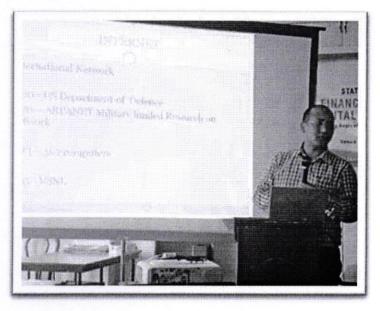

Some of the happy participants taking photo with Resource Person.

The overall percentage of this second day attendance was 69.49% and most of the participants were happy with the presentation.

8. DAY 3: EFFECTIVE USE OF INTERNET FOR TEACHING

Member of the organizing committee, Mr. Laldingliana Sailo hosted the third day session and the resource person was Mr. Lalhruaitluanga. Without any delay, the host called upon the resource person to give presentation and demonstration as he like.

The resource person starts with basic of internet such as brief history of internet, explained clearly few terms related to internet such as Domain Names, Hyperlinks, etc. He progressed his presentation with some tips and tricks of using Google Search, Web Browsers including copying text from internet, downloading images, videos, from the internet and using it in our teaching. The author demonstrated whatever he explained using live internet connection. It may be because of live practical demonstration; the participants were very attentive with lots of questions including the topics which the resource person was about to explained in the next slide.
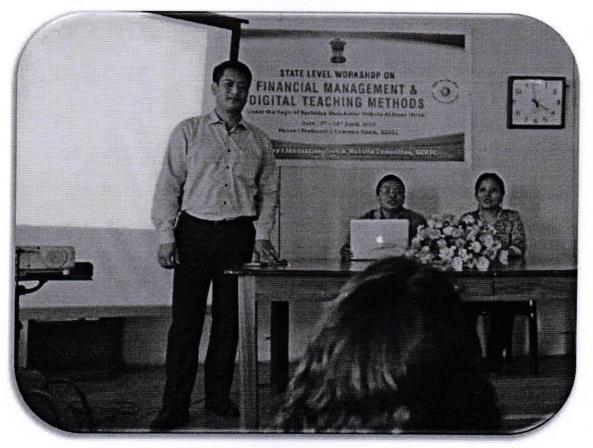
The resource person explained many things which appears to be simple yet very useful for teachers especially at the time of preparing presentation for class room teachings. He demonstrated ways to utilized some websites to print, save or copy important things from the internet such as www.printfriendly.com and many other websites. He briefly talked about some materials which will be of great help for Researchers and also explained a little bit of blogging. Everything went smoothly and there were lots of praises for the presentation.

The overall attendance of this third day presentation was 73.34% which did not include some participants who were having their classes and some who went to attend important meetings.

Fourth day i.e. 10th April 2017 was hosted by Mrs. Mary Lalthansangi, organizing member and resource person was Mr. Lalhmingliana Hnamte, Associate Professor, Department of Chemistry. The topic for the 4th day was "*Technology Enhanced Science Learning*" and the programme was started at the scheduled time.

The Resource Person talked about different advancements in almost every field of Science with the help of technology. He even belief that almost everything is possible with technology. He explained briefly the different areas where technology played important roles in Science for research as well as for conducting different types of experiments which are not possible without technology.

Mr. Lalhmingliana Hnamte talking about Technology Enhanced Science Learning

After giving introduction, he progressed his presentation towards Computational Biology. Then he showed and explained the different machines and technology available for Computational Chemistry. He explained the different machines or

laboratory equipment used in Computational Chemistry including the detail specifications, prices, where it is applicable. His presentation was so advanced that some of his presentation as little difficult to understand by participants who are not well versed in Chemistry. But he showed the audiences different videos about Computational Chemistry which got the participants attentions.

The final part of his presentation was about Docking of medicines to the desired part of the body to fight diseases. He talked about the recent advancement in the field treating cancerous cells in our body where docking played very important role. He said that docking mechanism is also one of the most important things in treating patients. Without proper docking, medicines will not be effective. Questions and answer session followed his presentation and few questions were asked from the participants which were answer immediately by the Resource Person.

The percentage of attendance as per attendance sheet was 75% which did not include some participants who were having their classes and some who went to attend important meetings.

This session was hosted by Mr. Lalrinmawia, Organizing Member. After having few words about the workshop, he called upon the Resource Person Mr. H. Thangkhanhau to have presentation on the topic "*Making Effective Presentation for Teaching*". The meeting was started as per the scheduled programme.

Mr. H. Thangkhanhau giving presentation on the topic
"*Making Effective Presentation for Teaching*".

The speaker quickly explained about PowerPoint Basic such as history, file extensions, different formatting tools and standard tools. How to create slides, design themes, animations, etc. This was followed by Practical Demonstrations of the different things explained earlier. During the presentation and demonstration, several questions from participants and answers from the resource persons were held. Participants were very attentive with different types of questions.

The resource person stressed the importance of creating effective PowerPoint presentation. It was cleared from the presentation that all PowerPoint presentation are not effective. To make effective presentation, the number of text, graphics, sounds, and videos must be limited appropriately. The colouring schemes of the presentation should be consistent and easily readable. Animation schemes should be chosen carefully depending on the number of minutes the presenter have.

The last part of presentation was a combination of both basic and advanced tips and tricks where he explained the different exports options including embedding fonts, files, etc. He also talked about the different screen options available while giving presentation. The use of Presenter View, Slide Sorter Views and many things useful for teaching were explained.
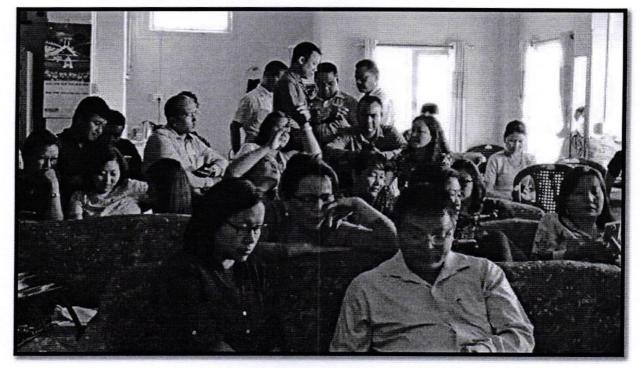
The presentation went smoothly and there were lots of feedback from the participants that they want more practical class on the same topic. The presentation was mainly PowerPoint Basic for those participants who were not expert in PowerPoint. But there were also some important tips which will be beneficial for advance users of PowerPoint.

The percentage of attendance in the 5th day is 70%. Some of the participants are busy with having classes while others are busy with preparing internal marks, attendance, etc. Therefore, attendance percentage of is satisfactory for that day.

Last day of the workshop was chaired by Mr. H. Thangkhanhau. As it was the last day, he briefly said vote of thanks in few words. He then called upon the resource person Mr. RL Pachuau, Resource Officer, State Bank of India, Regional Business Office, Aizawl to give presentation on "*SBI Digital Payment Systems*".

The resource person started his presentation with introduction to different payment gateway or payment systems that State Bank of India is offering to the public such as SBI Buddy, SBI Collect, etc. He also talked about the different products which will be appropriate for the participants. His introductory speech was followed by several rounds of questions regarding the fines and penalties imposed by SBI to cash transactions as per instructions from the Govt. of India to move towards digital currency.

Mr. RL Pachuau giving practical training

After explaining the different products offered by SBI, he then moved to the recently launch digital payment systems. He said that the recently launched digital payment systems are so good that all the Banks including SBI were using it. He talked about BHIM which was already presented in the first day of the workshop. But the way he conducted the workshop or training is different, it's a

one to one solution where he explained and demonstrate it first. He then asked the participants to do the same. He approached and helped those participants having problems in doing whatever he explained. It is like an informal way of training but very beneficial for the participants.

Most of the participants like the way the Resource Person conducted the session, they have enough free time to asked whatever they want to asked him personally. It may be because of this an informal way of teaching, many participants indicated in their feedback form that they like the informal atmosphere the most. There was full participation of the trainee in this session and it seems that most the participants were happy with the informal way of training.

The percentage of attendance in the last day was 76.67% excluding those participants who were busy with their normal schedule of classes for the students.

12. FEEDBACK

Getting feedback from the participants is very important because feedback form is the only way organizers of any workshop can see their performance or result and learn from it. Feedback form was prepared well in advanced with some criteria. The feedback rating was in the scale of 4 (Poor, Fair, Good and Excellent).

The different criteria in the feedback form are:

i)   Rating for all 7 resource persons.
ii)   Rating for workshop contents such as usefulness, organization and level of the content.
iii) Question was asked about the most enjoy or best about workshop.
iv)   Question was also asked how could the workshop be improved.
v)   The last criteria is about overall rating for the workshop.

Feedback form was distributed at the end of the last session before the closing function. Out of 60 participants, only 35 submitted feedback forms. In overall rating, nobody rated the workshop Poor or Fair. These rating forms were distributed and collected by Mrs. Lalmawipuii, Organizing Member and analysed by Mr. Laldingliana Sailo, member of the organizing committee.

Overall ratings were given only to Good and Excellent. Among respondents of the feedback, **62.86% rate the workshop was Good and only 37.14% rate the workshop was Excellent**. The result of the feedback is given below:

SlNo	Name of resource person / Criteria	Poor	Fair	Good	Excellent
1	Mr. Gospel Ramdinmawia		2.86%	**80.00%**	17.14%
2	Mr. Zorempuia Chuauhang		2.94%	**76.47%**	20.59%
3	Mr. Lalrinmawia			**58.82%**	41.18%
4	Mr. Lalhruaitluanga			**61.11%**	38.89%
5	Mr. Lalhmingliana Hnamte		3.13%	**68.75%**	28.13%
6	Mr. H. Thangkhanhau		5.71%	40.00%	**54.29%**
7	Mr. RL Pachuau		5.71%	**65.71%**	28.57%
8	Usefulness of the topics			47.22%	**52.78%**
9	Well organized / paced		2.86%	**60.00%**	37.14%
10	Presented at the right level		11.43%	**54.29%**	34.29%
11	**Overall Feedback of the workshop**			**62.86%**	37.14%

13. CLOSING FUNCTION

Closing function was held at 1:30PM of the last day i.e. 12th April 2017 (Wednesday). As per the programme sheet, Mr. Lalrinmawia was the chairman for this closing function. But there was slight changed in the programme and Mr. H. Thangkhanhau, Organizing Chairman hosted the programme. Organizers expressed their gratitude to Principal Mr. Laltanpuia due to his kind presence in the closing function.

The chairman gave reports of the entire workshop briefly. Which was followed by vote of thanks. He thanks to the Almighty God for giving us this wonderful time. He then gave thanks to our Respected Principal, Mr. Laltanpuia, and also to RUSA who sponsored the workshop. He also expressed his gratitude to all the participants who make the workshop successful.

Some participants also expressed short speech about the workshop. In general, they enjoyed the workshop and they want more time or longer duration of this type of workshop. After short speeches from the participants, certificate distribution and distribution of pendrives (8GB) followed the programme. This distribution of certificates and pendrives were conducted by Mrs. Lalmalsawmi, Member of the organizing committee.

Distribution of certificates and pendrives were carried in the order of attendance during the entire workshop. Those participants having the highest attendance were given first till the last participants. The programme was ended with photo session of the organizers.

Photo of Workshop Organizers

14. THE EXIT MEETING OF THE ORGANIZERS

Exit meeting may not be important but it can be used by the organizers to review and learn from feedback of the workshop. Exit meeting was held at Language Lab. in the last day. In this meeting, review of the workshop was held. Different important things which happened during the workshop was shared and discussed among the organizers. The areas in which we need improvements if we were going to organized the same type of workshops or seminars or training in the future.

The most important matter discussed in the exit meeting was about the financial expenditures during the entire workshop was discussed transparently. The final expenditure statement of the workshop reviewed in this meeting. The final expenditure statement was as given below:

SlNo	Particulars	Rate	Qnty	Amount
1	Printing cost of Banner	450	1	450
2	Honorarium for Resource Persons	1000	7	7000
3	Honorarium for organizers on duty	1000	10	10000
4	Pen & Notebooks & File Cover			4320
5	Printing charge on Notebook			700
6	Refreshments			21330
7	Certificate Printing	25	80	2000
8	Printing of Programme Sheet & Forms			420
9	Pendrive Sandisk 8GB	450	60	27000
			TOTAL	**73220**

(Rupees Seventy-Two Thousand Two Hundred Twenty Only)
Note: Resource Person Honorarium is as per UGC guideline

The exit meeting adopted and passed a resolution that State Level Workshop on Financial Management & Digital Teaching Methods was satisfactory and hope to meet the demands of digital knowledges or IT knowledges of faculties to some extent.

16. CONCLUSION

The organizing team was satisfied with the overall feedback of the participants which indicated the overall performance of the workshop. It was found that workshop, seminar or training of this type is necessary for faculty development as well as for the student. Training of faculties is important because they will be the master trainer who is giving to train or influence their students.

There was general agreement among the participants and organizers that this State Level Workshop on Financial Management & Digital Teaching Methods organized by Website Committee & Innovation Club, sponsored by RUSA, Govt. Zirtiri Residential Science College was very helpful and give many useful knowledges that can be practically used by the participants in their day to day teaching activities.

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This report is prepared and compiled by

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