



# PTVA'S Institute of Management

(Approved by AICTE, DTE and affiliated to University of Mumbai)

Chitrakar Ketkar Marg, Behind M. L. Dahanukar College of Commerce, Vile Parle (East), Mumbai –400 057.

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ISO 9001:2015 Certified Institute & Accredited by NAAC

## Three-Day National Level FDP on "Online College Management and Online Content Creation Tools"

### Introduction

The Three-Day National Level Faculty Development Program (FDP) on "Online College Management and Online Content Creation Tools," organized by Lala Lajpatrai College of Commerce and Economics and University of Mumbai in collaboration with North Storm Academy, aimed to equip educators with the skills necessary for effective online college management and content creation. The FDP was held from April 30, 2020, to May 2, 2020.

### Sessions Day 1: Online College Management

- **Introduction to Online Management Systems:** Overview of various online college management systems and their benefits.
- **Implementing LMS:** Detailed guidance on setting up and managing Learning Management Systems (LMS) for academic institutions.
- **Data Management and Security:** Best practices for managing student data and ensuring cybersecurity in online platforms.

### Day 2: Online Content Creation Tools

- **Content Creation Basics:** Introduction to the fundamentals of creating engaging online content for educational purposes.
- **Video and Multimedia Tools:** Hands-on training on tools like Screencast-O-Matic, OBS Studio, and Canva for creating video lectures and multimedia presentations.
- **Interactive Content:** Using tools like H5P and Kahoot! to create interactive and engaging learning materials.

### Day 3: Integration and Best Practices

- **Integrating Tools in Curriculum:** Strategies for integrating online management and content creation tools into the existing curriculum.
- **Case Studies and Success Stories:** Discussion on successful implementations of online tools in various educational institutions.



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- **Q&A and Troubleshooting:** Addressing common challenges and solutions in using online tools for college management and content creation.

## Activities

### Hands-on Workshops

- Participants engaged in practical sessions to familiarize themselves with various online management and content creation tools.

### Interactive Q&A Sessions

- Experts provided personalized advice and solutions to specific queries related to online management and content creation.

### Group Discussions

- Discussions on best practices and strategies for effective online education management and content creation.

## Key Takeaways

1. **Enhanced Management Skills:** Gained knowledge on effective online college management systems and their implementation.
2. **Content Creation Proficiency:** Acquired skills in using various tools to create engaging and interactive online content.
3. **Integration Strategies:** Learned how to integrate online tools into the curriculum for enhanced teaching and learning experiences.
4. **Practical Insights:** Received practical advice and solutions for common challenges in online education management and content creation.

## Conclusion

The FDP provided Dr. Aparna Patil with valuable insights and practical skills in online college management and content creation. Equipped with this knowledge, she is better prepared to enhance the online educational experience at her institution.



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