SUPPORTING DOCUMENTS FOR 6.3.3

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

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REPORT of

One Week On-line In-house

Faculty Empowerment Program

on

"e-Tools for Online Teaching"

6th – 13th July 2020

Conducted by Training Team,

Aryabhatta College, University of Delhi

Abstract

A Faculty Empowerment Program on e-Tools for Online Teaching was organized to help enrich the teaching-learning process. The FEP received an enthusiastic response from participants.

ARYABHATTA COLLEGE

Online In-house
FACULTY EMPOWERMENT PROGRAM

WORKSHOP ON "E-TOOLS FOR ONLINE TEACHING"
6th – 13th JULY 2020

Introduction

A Faculty Empowerment Program on "eTools for Online Teaching" was conducted from 6th -13th July, 2020, as an in-house workshop to facilitate teaching using ICT tools.

A significant milestone has been achieved in the form of the first FEP conducted by Aryabhatta College, University of Delhi.

The workshop aimed to help facilitate the faculty in the use of ICT tools for teaching. Seven resource persons from amongst the college faculty, imparted the skills to their fellow colleagues. In the workshop, 58 faculty members, spanning all the departments of the college, actively participated in 8 sessions, spanning over 24 active hours of hands-on sessions. These included doubt sessions to ensure the effectiveness of the workshop.

Objective of the workshop

The main objective of the workshop was to facilitate and contribute to the teaching process during this unprecedented time of COVID19. It also introduced the faculty to the shift in the teaching pedagogy towards use of ICT tools.

Learning Objectives

1. Address online learning styles and use some of the current technologies available.
2. Understand effective management of online classes.
3. Learn to create online courses and course material using a learning management system.
4. Exercise various options available for assessment and evaluation.
5. Understand the fair use policy of content available on the internet.

Prerequisites

Participants did not require any prerequisite knowledge or skills in the tools taught during the workshop.

Target Audience

This in-house workshop was for the faculty of Aryabhatta College, University of Delhi.

Further sessions would be organized once the faculty are comfortable with the tools discussed. The future sessions will include advance features of Google Classroom and other tools.

Topics Covered

Google Meet, GSuite products, Google Drive and its shortcuts, Google Classroom, Online assessment tools (Kahoot, Mentimeter, Google Forms, etc.), Open Education Resources

FEP Organising Team Members

Dr. Prirt Jagwani, Ms. Mona Adlakha, Ms. Neha Kumari. Ms. Ruchika Aggarwal, Mr. Raj Kumar Sharma, Mr. Pradeep Singh, Dr. Halley Thokchom.

Suggestion from FEP Team

Maximum features from the G-Suite products can be availed when the faculty and students use the institutional G-Suite IDs for the online classes and Google Classroom.

DETAILS OF THE ONLINE SESSIONS

Day 1: 6th July 2020

The workshop started with the inauguration of the FEP by respected Principal Dr. Manoj Sinha. The team shared the Learning Objectives of the week long workshop.

Topic - **Google Meet and Introduction to G-Suite features**
Time -10:30 am – 1 : 30 pm
Resource person - DR. Priti Jagwani
Supporting Faculty - Mrs. Ruchika Aggarwal
Moderator - Dr. Halley Thokchom and Mrs. Neha Kumari

The hands-on session started with a demo on how to conduct online meetings/ classes using Google Meet. All the meeting controls were explained.
A use of Google Chat as a tool for collaborative work between team members was discussed.
The use of Jamboard, a collaborative digital whiteboard, was shown.
Hands-on work was encouraged and doubts were cleared.

Day 2: 7th July 2020 (Morning)

The day started with a doubt clearing session (from the previous days topics) by Dr Priti Jagwani.

Topic – Google Classroom Part 1 (Introduction and orientation to Classroom basics)
Time -10:30 am – 1 : 30 pm
Resource person - Mrs. Neha Kumari
Supporting Faculty - Mrs. Mona Adlakha
Moderator – Mr. Pradeep Singh and DR. Priti Jagwani

The use of Google Classroom as an LMS was explained. Creation of Google Classroom, inviting People to the classroom, creation and evaluation of an assignment was demonstrated. For better understanding, the view of the Classroom, from the student's perspective, was also shown. Hands-on work was encouraged and doubts were cleared.

Day 2: 7th July 2020 (Evening)

Topic: Google Drive and Use of Pen and Tablet in Paintbrush application
Time – 4 : 00 – 6 : 15 pm
Resource person - Mrs. Ruchika Aggarwal And Mr. Raj Kumar Sharma
Supporting Faculty - DR. Priti Jagwani
Moderator – Mr. Pradeep Singh

Important features of Google drive – creating folders, uploading and downloading files, etc., were demonstrated. Few important short cut keys in Google Drive were taught. Hands-on work in Google Drive was encouraged and doubts were cleared.
To explain how one can have a smooth writing experience during online classes, a demo of using a pen and tablet with the Paintbrush application was given.

Day 3: 8th July 2020

The day started with a doubt clearing session (from the previous days topics) by Ms. Neha Kumari

Topic: Google Classroom Part 2 (Creation of Material, Assignments and Test in Google Classroom)
Time -10:30 am – 1 : 30 pm
Resource person - Mrs. Mona Adlakha
Supporting Faculty - Mrs. Neha Kumari
Moderator – Mr. Raj Kumar Sharma and Dr. Halley Thokchom

The session started with emphasizing the importance of online teaching in the current scenario. How to plan a course, using the syllabus given by the University, was shown with an example. The use of Classwork (in Google Classroom) to plan the course structure, share course content, and give assignments and tests, was explained in detail. Hands-on work was encouraged and doubts were cleared.

Managing Notifications, changing Classroom Setting and methods to Mute Students in Google Classrooms was taught.

Day 4: 9th July 2020

The day started with a doubt clearing session (from the previous days topics) by Ms. Mona Adlakha

Topic: Assessment Tools – Kahoot & Mentimeter
Time -10:30 am – 1 : 30 pm
Resource person – Mr. Pradeep Singh
Supporting Faculty - Mrs. Neha Kumari
Moderator – Mr. Raj Kumar Sharma
Topic – Assessment Tools – Kahoot & Mentimeter

At the start of the session, the participants enthusiastically participated in two quizzes made using tools - Kahoot and Mentimeter. Importance of assessment tools in the teachi,ng learning process and as an important engagement strategy, was briefly discussed. Step-by-step method to create a quiz using both these tools was demonstrated. Hands-on work was encouraged and doubts were cleared.

Day 5: 10th July 2020

Topic: Assessment Tool - Google Forms
Time -10:30 am – 1 : 30 pm
Resource person – Mr. Pradeep Singh
Supporting Faculty - Mrs. Mona Adlakha
Moderator – Mr. Ruchika Aggarwal

In this session, creation of a Google Forms was discussed in detail. Each type of question and its corresponding features were explained. How to make a quiz in Google Forms, along with its grading was demonstrated. Manual and automatic grading of quizzes was shown. Hands-on work was encouraged and doubts were cleared.

Day 6: 11th July 2020

Topic – Google Classroom (continued) and GMail label
Time -10:30 am – 12 : 30 pm
Resource person – Mrs. Mona Adlakha
Supporting Faculty - Mrs. Neha Kumari
Moderator – Mr. Raj Kumar Sharma

Few more important features of Google Classroom were emphasized in this session. The use of To Do List to view work submitted by the students, was demonstrated. The method of managing the assignments was explained in detail. Grading of assignments was also discussed.A demo of creating labels in a Gmail account was given. The demo showed how to create multiple GMail Contacts using a CSV file.

Day 7: 13th July 2020

Topic – Open Educational Resources (OERs)
Time -11 : 00 am – 12 : 30 pm
Resource person – Dr. Halley Thokchom
Supporting Faculty – Mrs. Mona Adlakha
Moderator – Mr. Raj Kumar Sharma and Mrs. Neha Kumari

The importance of OERs as consumers and creators in the academic setup was highlighted.
As creators, the importance of licensing one's work so as to make it available globally and extensively was also discussed. Hands-on exercises were done to gain practical knowledge on how to search for OERs online (using Google and YouTube platforms) and use them. Initiatives of the Government of India and other organisations in India and across the globe to promote and propagate Open Educational Resources were a part of the training session.

Valedictory Session
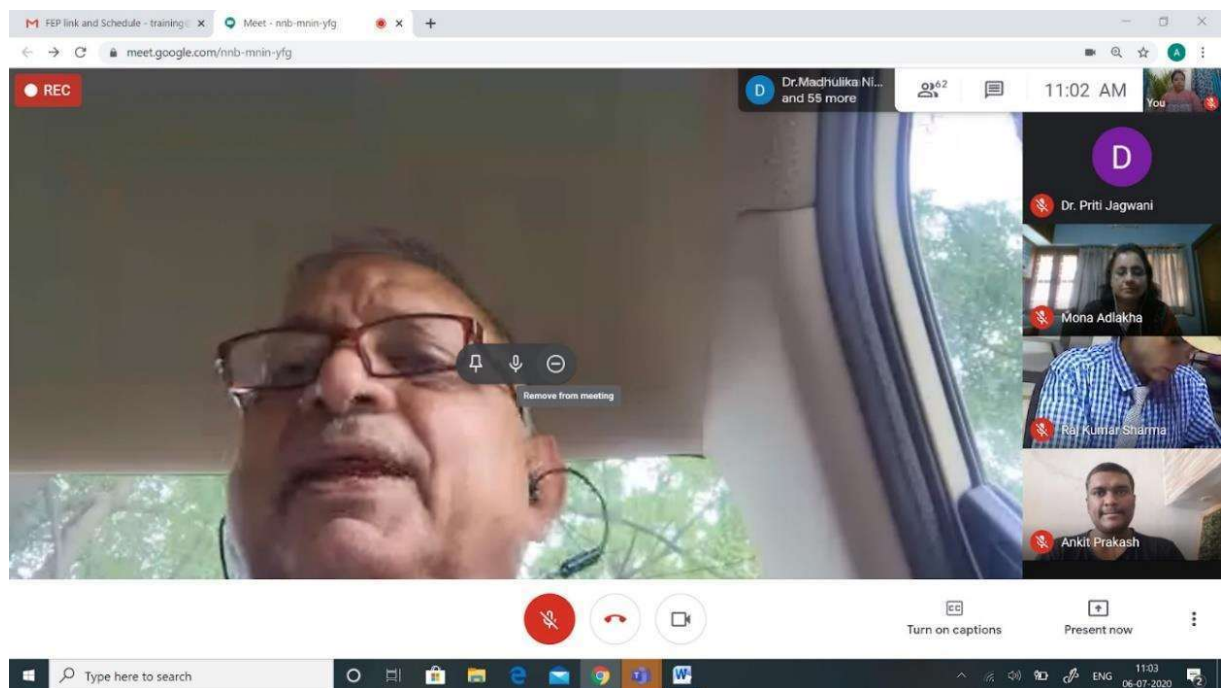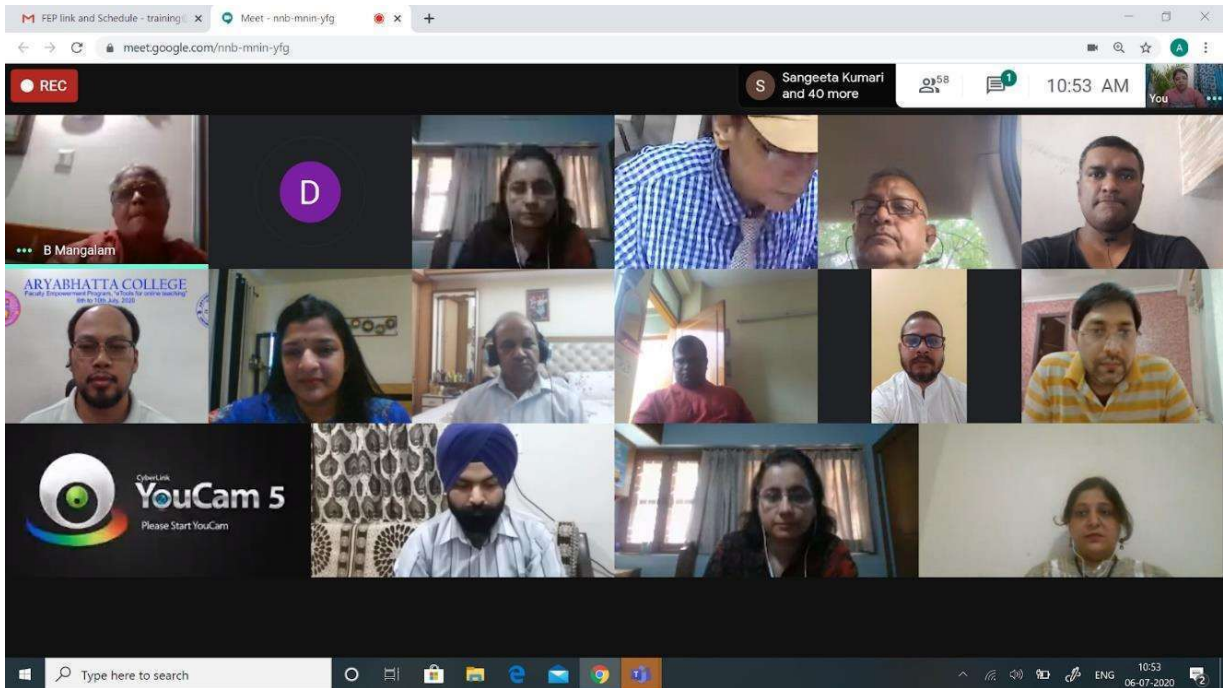
Time -12 : 30 pm – 1 : 15 pm
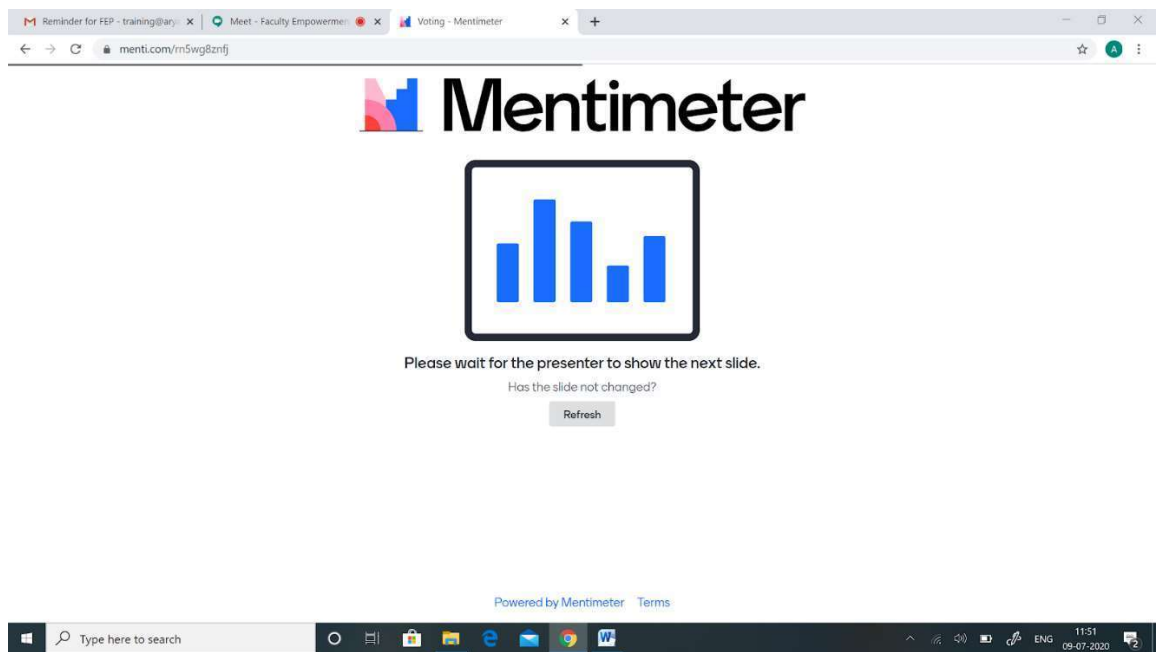Feedback (from the participants) session conducted by Mrs. Mona Adlakha.
Vote of Thanks by DR. Priti Jagwani.

At the end of the workshop, feedback of the participants was taken. The participants were satisfied with the pace, content and delivery of topics during the workshop. Everyone appreciated the effort put in by the FEP Team. Participants also filled a feedback form using Google Forms.

The session concluded with the Vote of Thanks.

SOME GLIMPSES FROM THE FEP

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Participants List - One Week Faculty Empowerment Program on
E-Tools for Online Teaching (6 July 2020 to 13 July 2020)

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Photographs of One Week Faculty Empowerment Program on "E-Tools for Online Teaching" organized by Aryabhatta College from 6 July 2020 to 13 July 2020
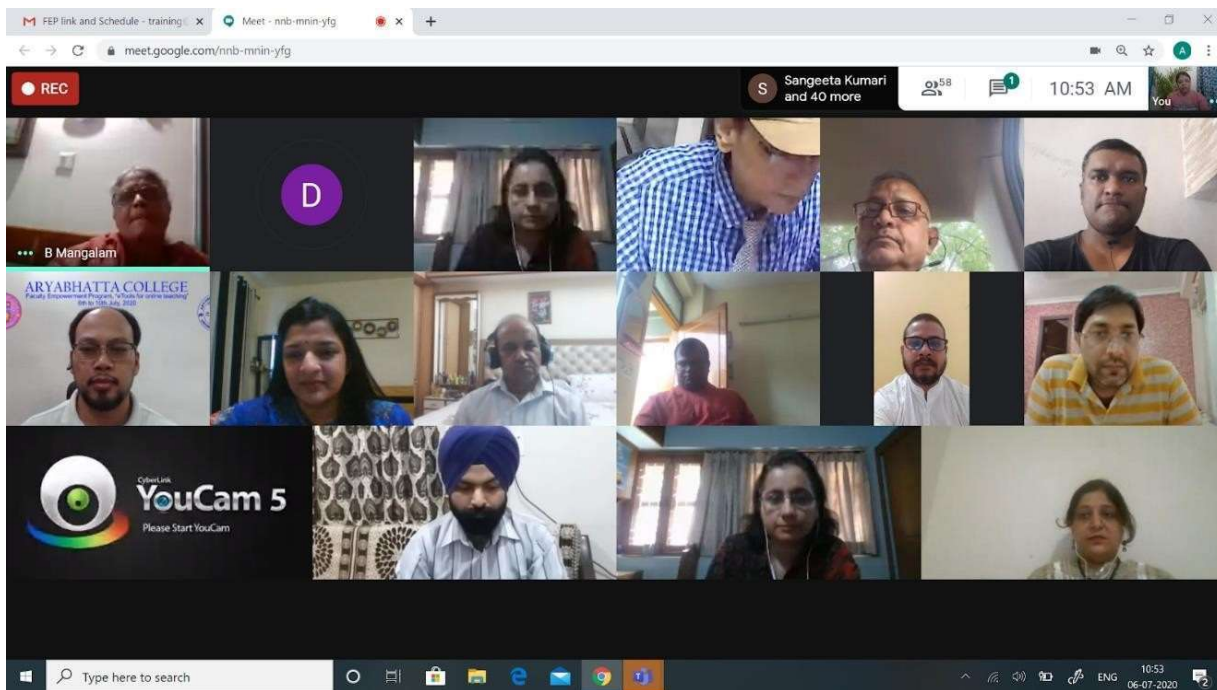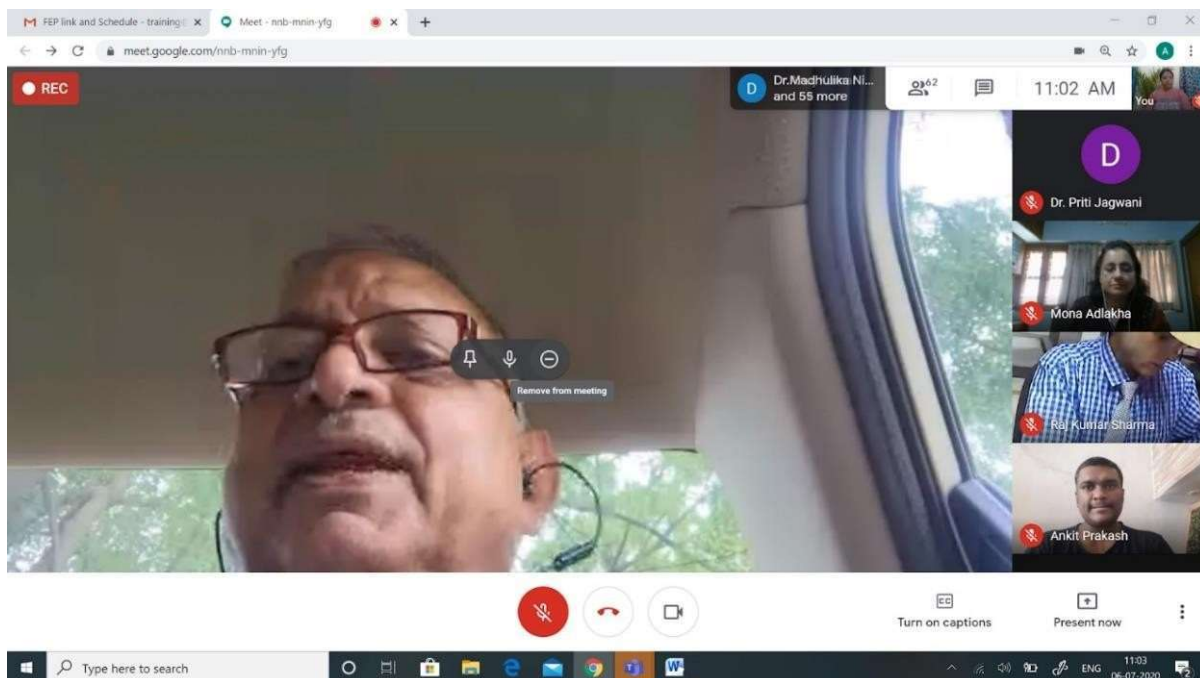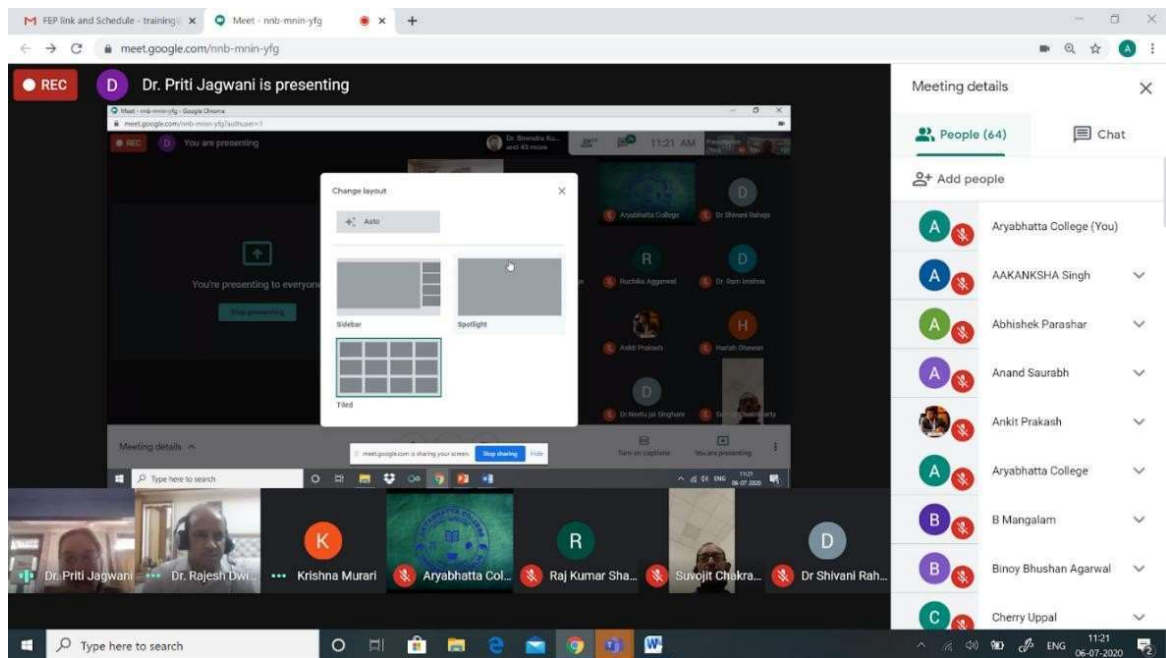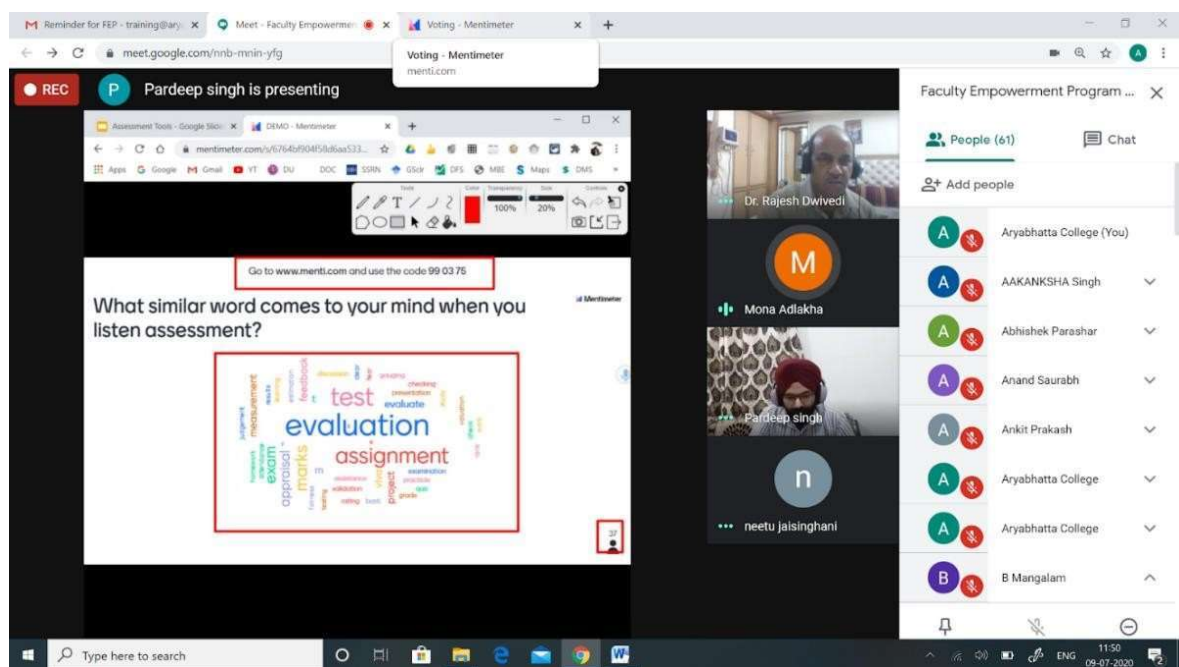

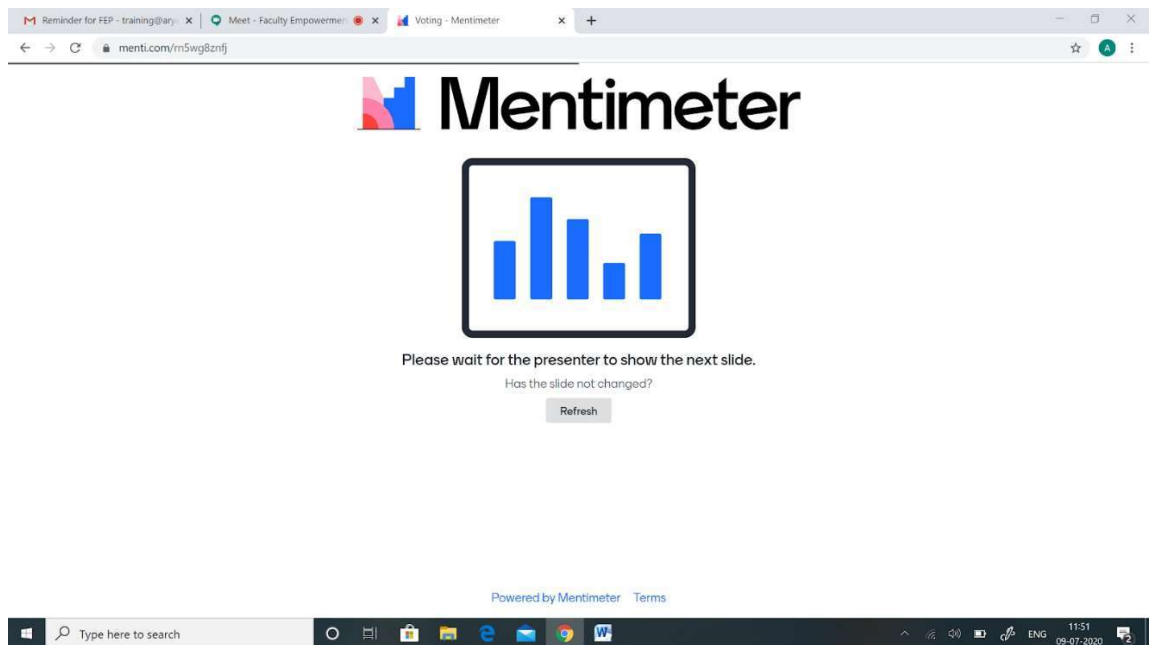Image:1

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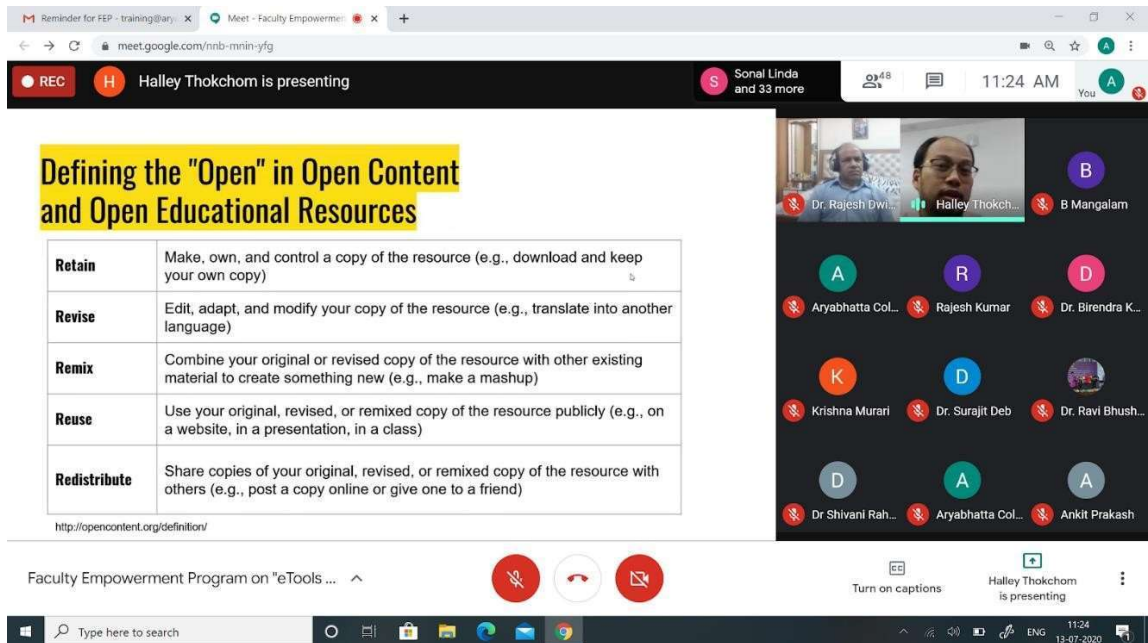**Image:4**

Image:5

Image:6

Annual Report Link on College Website Supporting Faculty Empowerment Programme on "E-Tools for Online Teaching"

https://aryabhattacollege.ac.in/annualreports/3fqlsn55rh3ilb45j1cuhje47TH%20ANNUAL%20REPORT%202021.pdf

Description of The Programme in Annual Report

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