



**DAULAT RAM COLLEGE**  
**UNIVERSITY OF DELHI**  
Accredited Grade 'A' by NAAC



**IN-HOUSE SKILL DEVELOPMENT PROGRAM**  
**UNDER IQAC ON**  
**"ENHANCING LEARNING THROUGH ICT TOOLS"**  
**24th-25th November, 2021**

**A REPORT**

**Dr. Meetu Khosla**  
Convenor

**Prof. Savita Roy**  
Principal

# MESSAGE FROM THE PRINCIPAL



**Prof Savita Roy**  
**Principal**  
**Daulat Ram College**

A holistic education comprises development of life Skills, learning abilities and healthy development of a student in addition to their academic training. In the Academic Session 2021-22, the Skill Development Program at Daulat Ram College has taken a multidisciplinary approach to expose the students to a variety of soft and hard skills that will increase their capacity paving way for productivity and enhancing competence. It is a matter of great delight that this year multiple In-House Skill Development Programs were organised in our college to upgrade the students with ICT skills and inculcate practical skills to build proficiency that will promote their chances for employability.

I congratulate the entire teaching fraternity of Daulat Ram College who under the able guidance of Prof. Meetu Khosla, Convenor, SDP, organised a two-day ICT SDP from November 24-25, 2021. The aim of the ICT SDP was to train the newly joined First Year students on different ICTs and digital platforms to empower the students to use technology for the hybrid teaching learning process. The SDPs will train the students in requisite skills and bridge the learning gap to ensure maximum participation in the learning and research activities conducted in the classroom. The SDPs conducted by various departments on themes of inculcating life skills and healthy development will ensure the holistic development of all students.

## MESSAGE FROM THE CONVENOR



**Dr Meetu Khosla**  
**Convener**  
**Skill Development Program**  
**Daulat Ram College**

On behalf of Daulat Ram College, I extend a very warm welcome to all our students who have joined our college this year 2021-2022. Daulat Ram College is a pioneer in conducting in-house Skill Development Programs (SDPs) under the esteemed guidance of our Principal, Prof Savita Roy. The Skill development program was launched in 2015 with an intention to bring about constructive changes in paving the pathway to build a strong and progressive skill-based education, integrating knowledge with requisite skills to foster holistic development of the students at Daulat Ram College. This Skill Development Program on Learning ICT tools will provide digital skills in using ICT tools that will facilitate smooth learning through online classes in college, enhance technological knowledge, enable you to interact with your teachers and classmates, provide access to academic content and enable you to utilize the e-resources efficiently. The Skill Development Program committee extends best wishes to all of you.

## **ACKNOWLEDGEMENT**

I would like to express immense gratitude for our Principal Professor Savita Roy, under whose esteemed guidance this program was possible. I would also like to thank our Vice Principal, Dr Sarita Nanda for supporting us and all the course coordinators of the various departments of the college, teacher -in-charges, resource persons who contributed to make this program a success. Thanks to Ms Richa Dawar for the certificates and Rubi Singh for coordinating with the departments. I really appreciate the efforts of Dr Renu Yadav in compiling this report. This report would not have been possible without her sincere efforts and her editorial team who worked endless hours with sheer determination to compile all the reports of various departments together, a big thanks to them.

Dr Meetu Khosla

Convener

# **EDITORIAL TEAM**

## **Teacher coordinator**

Ms. Richa Dawar

Ms. Ruby Singh

Dr. Renu Yadav

## **Students Team**

Disha Bhujel

Gungun Kumari

Riya

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## **B.A. (Program)**

The students of B.A.(Program) were divided into three groups for the SDP. The details of the SDP are as follows:

### **Names of the Collaborating Departments:**

**Group A-** English, History, Political Science

**Group B-** Economics, Maths, Philosophy, Psychology

**Group C-** Hindi, Sanskrit, Music, NHE, Commerce, Physical Education

**Title of the Course:** In-House Skill Development Programme

**Sub-theme:** 2-Days E-SDP, Enhancing Learning Through ICT Tools

**Course Coordinator:** Dr. Moitree Bhattacharya

### **Duration with dates:**

#### **GROUP A**

<b>Sr. No</b>	<b>Date</b>	<b>Time</b>	<b>Module/topic title</b>	<b>Name of the Speaker</b>	<b>Affiliation of the Speaker</b>
1.	24 Nov, 2021.	9:00-10:20 am	Discussion of transition to online mode of teaching	Ms. Smita Yadav	Assistant Professor, Dept. of Political Science
		10:20-11:40 am	Google Meet and Google Classroom	Ms. Sakshi Wason	Assistant Professor, Dept. of English

		11:40-1:00 pm	Accessing resources on GCR	Mr. Pravesh	Assistant Professor, Dept. of History
2	25 Nov, 21	9:00-10:20 am	Discussion of transition to online mode of teaching	Ms. Smita Yadav	Assistant Professor, Dept. of Political Science
		10:20-11:40 am	Familiarization with Zoom	Ms. Sakshi Wason	Assistant Professor, Dept. of English
		11:40-1:00pm	Assignment upload, Feedback Form and Quiz	Mr. Pravesh	Assistant Professor, Dept. of History

### **GROUP B**

S. No.	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1.	24 Nov, 2021.	9:00-11:30 am	Introduction to Online Mode, G-suite Functionalities, Google Jamboard -Collaborative Working (Hands on)	Dr. Kshitija Wason	Assistant Professor, Dept. of Psychology
		11:30- 12:30 pm	G-meet and Google Classroom	Dr. Megha Jain	Assistant Professor, Dept. of Commerce
		12:30 -1:00 pm	Assessment Quiz and Feedback Form	Ms. Binusha Joycell	Assistant Professor, Dept. of Psychology



2	25 Nov, 2021	9:00 am -10:30	E material access and assignment submission online	Dr. Megha Jain	Assistant Professor, Dept. of Commerce
		10:30- 12:30 pm	Microsoft Teams, Google Slides, Interactive apps, E-resources, Adobe	Ms. Binusha Joycell	Assistant Professor, Dept. of Psychology
		12:30 -1:00 pm	Assessment Quiz and Feedback Form	Dr. Kshitija Wason	Assistant Professor, Dept. of Psychology

### **GROUP C**

Sr. no	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1.	24 Nov, 2021.	9:00-11:30 am	G-suite Functionalities, Google meet, Jam board, Google Calendar, Google Classroom	Dr. Poonam Lakhotia	Assistant Professor, Dept. of Mathematics
		11:30-12:00	Adobe Scan and uploading Files	Ms. Kaushambi	Assistant Professor, Dept. of Physical Education
		12:00-1:00 pm	Assessment Form and Feedback Form	Dr. Poonam/ Ms. Kaushambi	
2	25 Nov, 21	9:00-10:30 am	Google Doc and Google Sheets	Ms. Kaushambi	Assistant Professor, Dept. of Physical Education

		10:30-12:00	MS Teams, Google Form, Making Quiz	Ms. Kiran Yadav	Assistant Professor, Dept. of English
		12:00-1:00 pm	Assessment Form and Feedback Form	Ms. Kaushambi/ Ms. Kiran Yadav	

### **Details of the course:**

1) **Description of the course:** A two-day In-House Skill Development program was conducted for the first year's students of B.A (Prog) from Nov 24 to Nov 25 to apprise students of the functionalities of the G- suite Classroom being engaged in online teaching. The program consisted of sessions spread across two days from 9:00 am to 1 :00 pm and involved hands on engagement and familiarisation of the Google Workspace functions to enable smooth transition to online mode of education.

### **2) Objectives:**

A. To assist in the transition of students from physical classroom learning to digital classroom.

B. Skill building in tools and technologies available on Google workspace and its modalities hands on.

C. Interface with Interactive tools which enable digital transition, using the technology available and reassurance to new entrants about the smooth functioning and conduct of online mode of learning.

### **3) Topics covered:**

A. Google Meet, Google Classroom

B. G- Suite Functionalities

C. Google Jamboard, Google Calendar

E. Google Docs, Google Sheets

G. Adobe Scan and uploading files/ assignments on Classroom

H. Google Form and making Quiz

I. MS Teams, Google Slides, Interactive apps, E-resources

J. Tips on avoiding plagiarism and introduction to credible online resources such as JSTOR.

**Speakers in the course:**

Sr. no.	Group	Name	Designation	Department/Affiliation
1.	Group A	Ms. Sakshi Wason	Assistant Professor	Dept. of English, DRC
2.		Mr. Pravesh	Assistant Professor	Dept. of History, DRC
3.		Ms. Smita Yadav	Assistant Professor	Dept. of Political Science, DRC
4	Group B	Dr. Kshitija Wason	Assistant Professor	Dept. of Psychology, DRC
5		Dr. Megha Jain	Assistant Professor	Dept. of Commerce, DRC
6		Ms. Binusha Joycell	Assistant Professor	Dept. of Psychology, DRC
7.	Group C	Dr. Poonam Lakhotia	Assistant Professor	Dept. of Mathematics, DRC
8.		Ms. Kaushambi	Assistant Professor	Dept. of Physical Education, DRC
9.		Ms. Kiran Yadav	Assistant Professor	Dept. of English, DRC

## Number and Profile of Participants:

No. of Students	Department	Group
91	English, History, Physical Education, Political Science	Group A
67	Economics, Mathematics, Philosophy, Psychology	Group B
75	Hindi, Sanskrit, Music, NHE, Commerce, Physical Education	Group C

## **Methods of Assessment of Participants:**

**(Test/Assignment/Project/Quiz/Presentation etc.)**

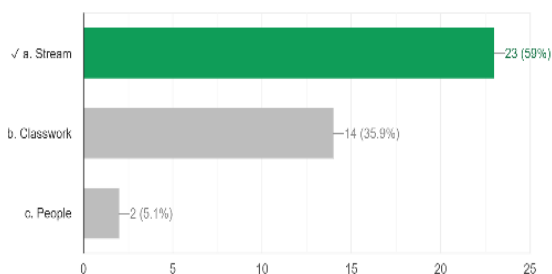
### Group A

1. Practical joining of Google Classroom by students followed by assignment upload on Day 1
2. Quiz through Google Form on Day 2

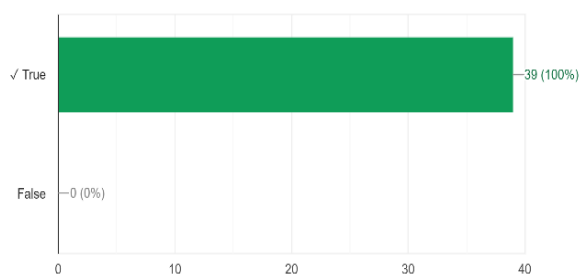
### Group B

1. Quiz to gauge concept application Quiz. Link- <https://forms.gle/McDqjPpriJvJFR6s7>
2. In-session activity on excel sheets(pics)
3. Home based assignment on google jamboard and peardeck-assigned and submitted on Classroom created for SDP for Group B

Students can share/ post information in   
23 / 39 correct responses



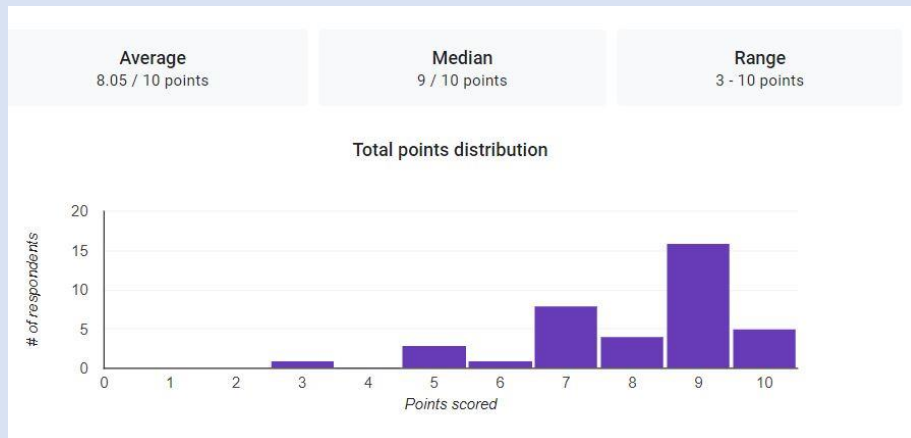
Images can be imported from Internet/Device on Google Jamboard.  
39 / 39 correct responses



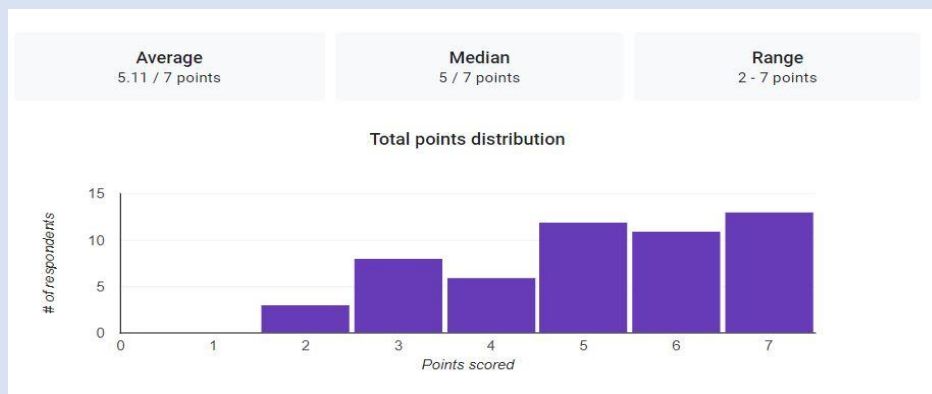
## Group C

Questionnaire via Google Form

### Day 1 Assessment:



### Day 2 Assessment:



### Detailed Learning Outcomes of the Course:

1. The students learned about the basic functionalities of Google Workspace on Day 1. To start with, students were made aware about how to join Google meet via various ways, its new features such as recording by host, using whiteboard and sharing it with others. Scheduling day to day events via Google Calendar and managing assignments and tests due dates using Calender was a feature which students really liked. The students were made aware about various features of Google Classroom such as accessing material uploaded by teacher, uploading assignments and tests, check for Teacher's remarks, using Adobe Scan to scan documents and upload on Classroom. The students were amused to know the interconnection between the various tools such as joining Google Meet from Google Classroom and to be able to access Google Calendar from Google Classroom, generating meet link directly from Calendar.

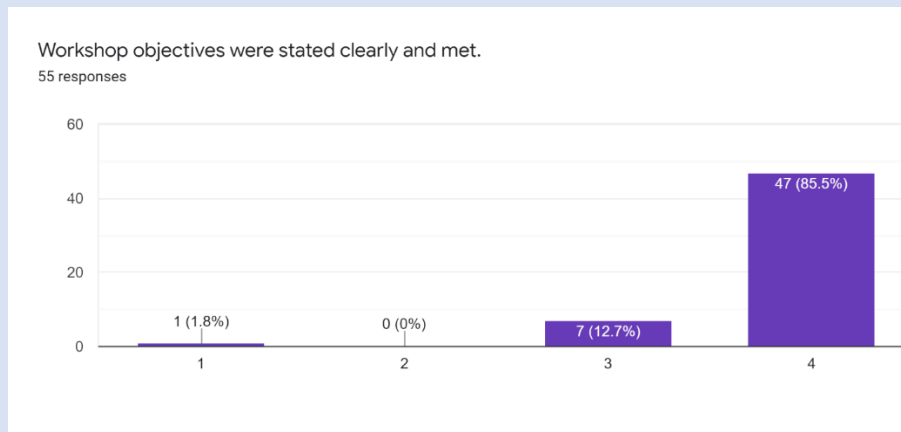
2. On Day 2, students learned about the collaboration aspect of Google using Google docs and sheets. The documents and sheets can be actively shared and worked upon. The voice typing feature in Google docs was liked by one and all. Students were taught how to create Google forms and share it with others. The students were made aware about Cyber Bullying and measures about protecting oneself from it. A short introduction on MS Teams and Zoom was given towards the end of Day 2.

### **Feedback from Participants Regarding the Program:**

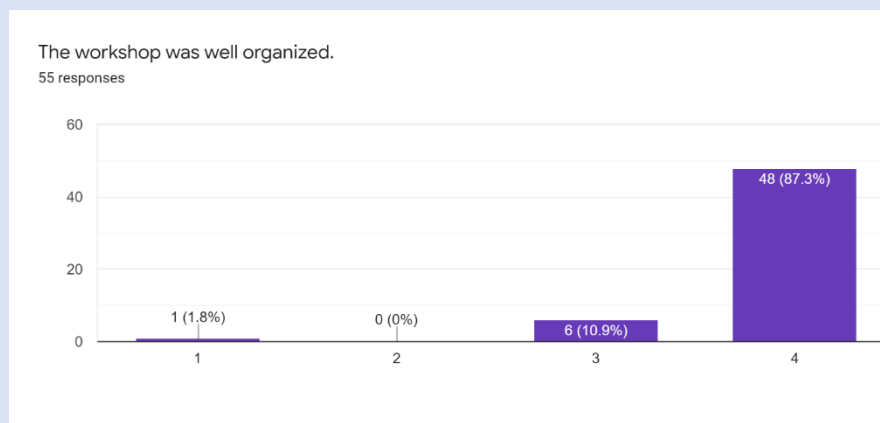
The feedback received was very encouraging and positive, it was a great learning experience for all the students as they wholeheartedly participated and interacted with the resource persons.

#### **GROUP A:**

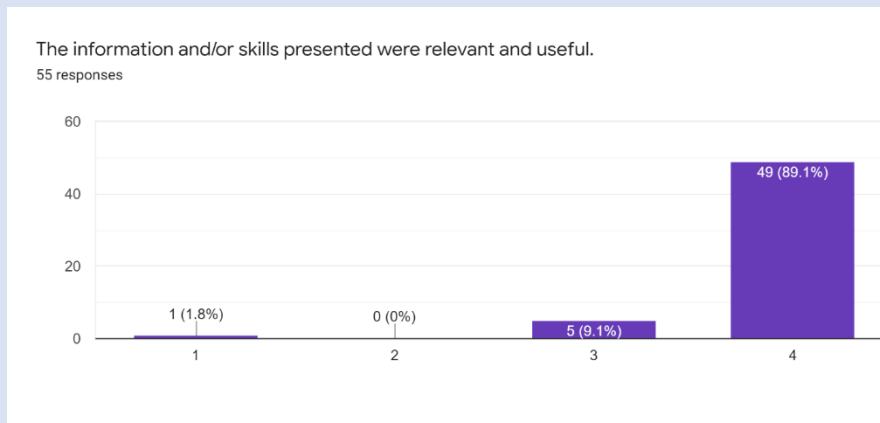
- 1) 85.5% students believed that the workshop clearly stated and met its objectives



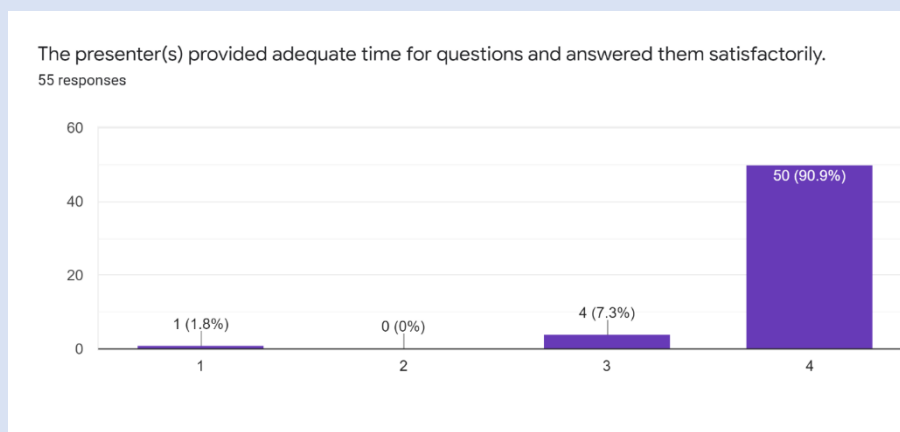
- 2) 87.3% students believed that the workshop was well-organized.



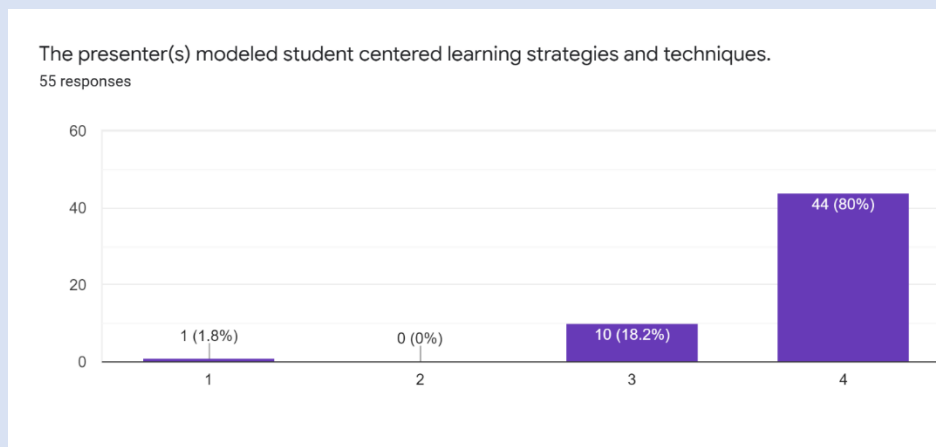
3) 89.1% students believed that the information and/or the skills presented were relevant and useful.



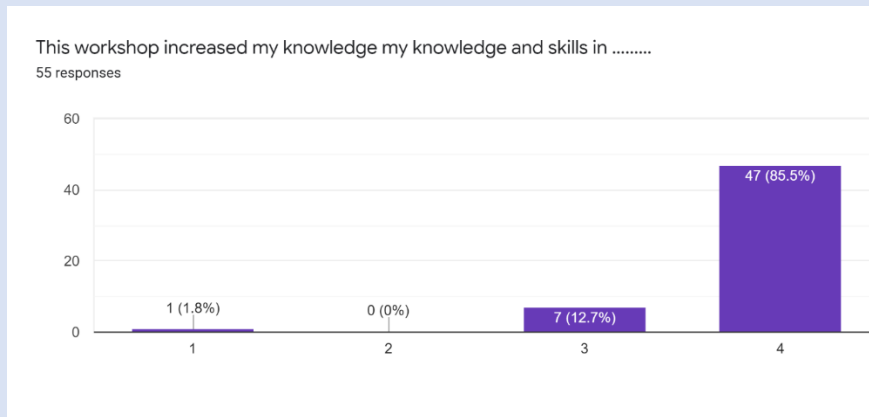
4) 90.9% students believed that the presenters provided adequate time for questions and answered them satisfactorily.



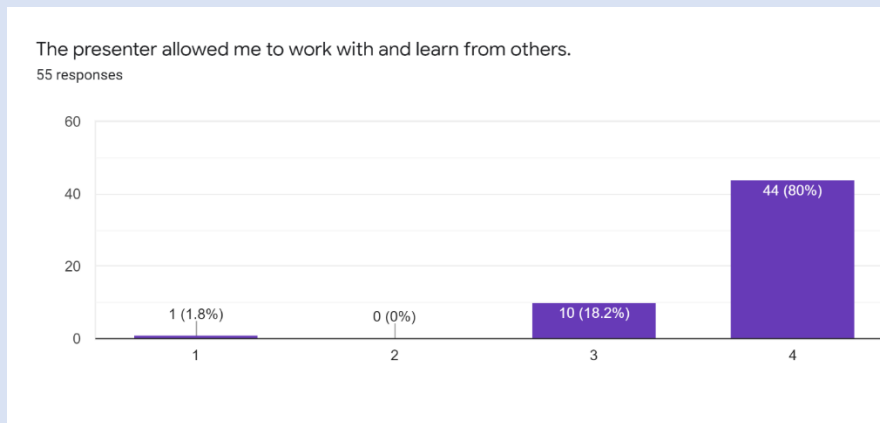
5) 80% students believed that the presenters modeled student-centered learning strategies and techniques



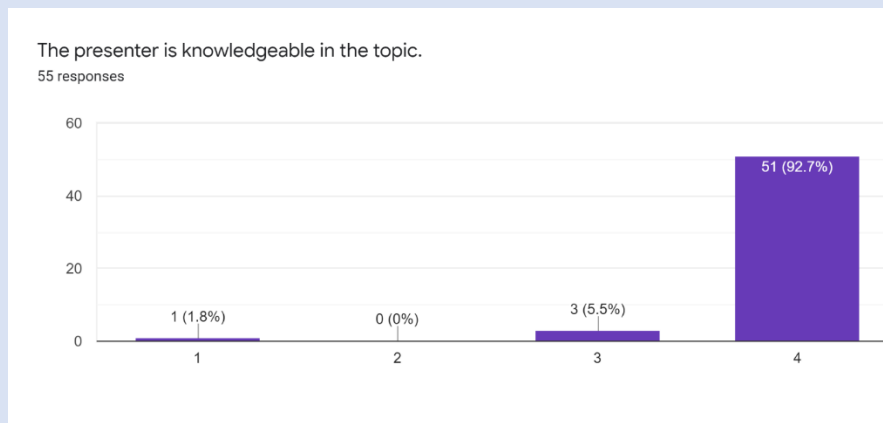
6) 85.5% believed that the workshop enhanced the ICT knowledge and skills of students



7) 80% students believed that the presenters allowed them to work with and learn from the others.



8) 92.7% students believed that the presenters were knowledgeable in the topic.



**GROUP B:**

Feedback Form was shared on both days following are some of the comments and pictures of the responses shared.

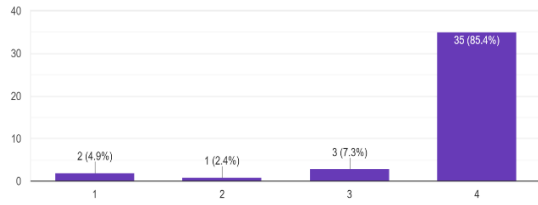
Link





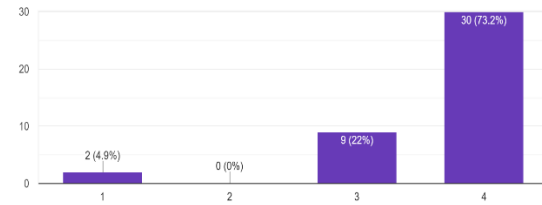
The presenter(s) provided adequate time for questions and answered them satisfactorily.

41 responses



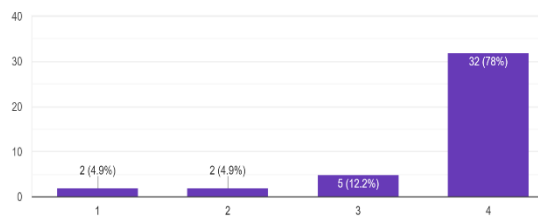
The presenter(s) modeled student centered learning strategies and techniques.

41 responses



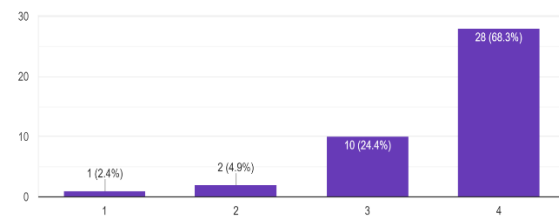
This SDP increased my knowledge and skills in Google Tools.

41 responses



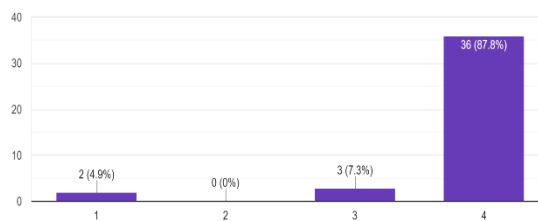
The presenter allowed me to work with and learn from others.

41 responses



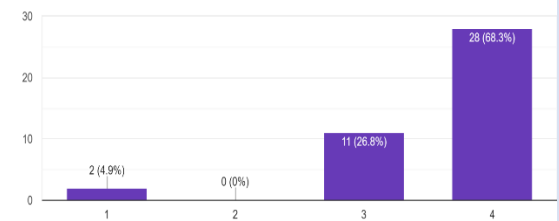
The presenter is knowledgeable in the topic.

41 responses



I would recommend this program to others.

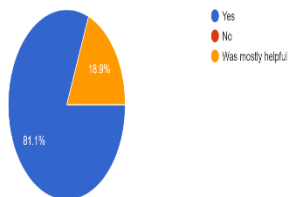
41 responses



## Day 2

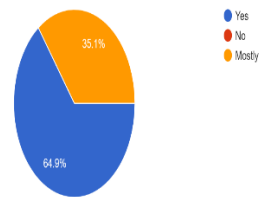
Was the SDP useful?

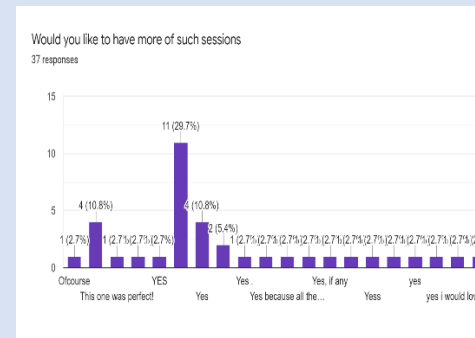
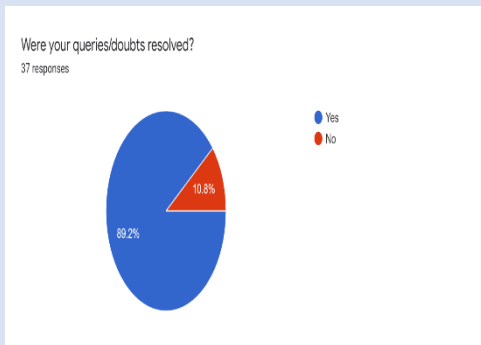
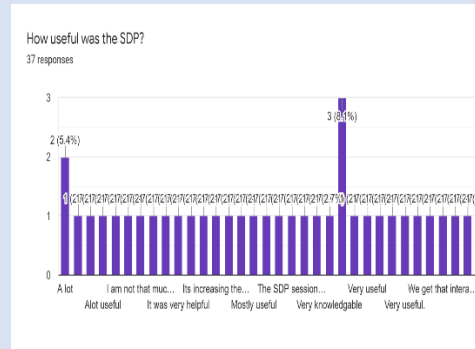
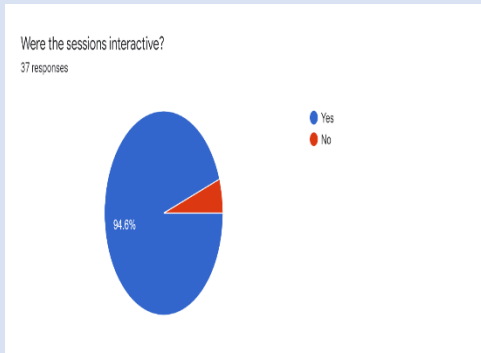
37 responses



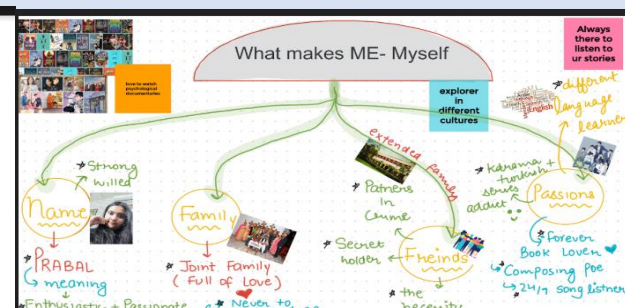
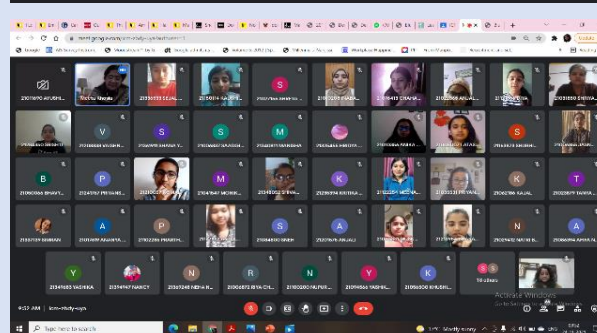
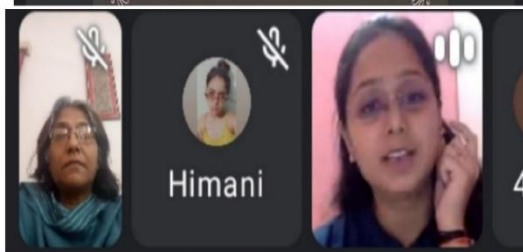
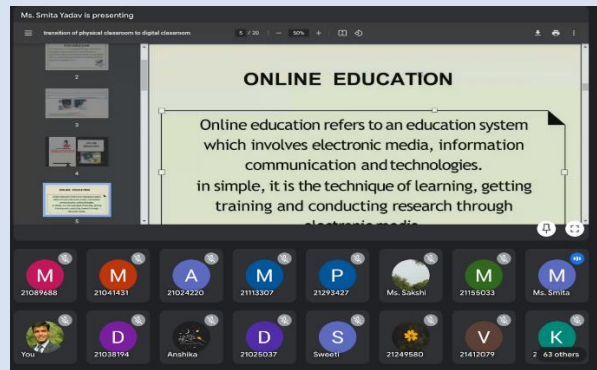
Were the sessions regarding ICT tools clear?

37 responses





**A Few Photographs (student activity-oriented photographs only/activity photos):**



# **BIO-CHEMISTRY DEPARTMENT**

The objective of the SDP was to introduce the latest ICT tools to students as this year due to Covid 19 all the classes are held on the online platform.

**Course coordinator:** Dr Padmshree Mudgal (TIC, biochemistry department)

**Duration with dates:** The SDP was held from 9:00 am to 1:00 pm

**Number and profile of participants:** 52 students from semester I, BSc (Hons)

Biochemistry, Daulat Ram College

## **Program schedule:**

**24<sup>th</sup> November 2021:** Dr. Radhika Gupta (google classroom), Dr. Neeraj Dohare (google slides, powerpoint), Dr. Leena Vig (google sheets, Excel)

**25<sup>th</sup> November 2021:** Dr Anita Goel (google forms) Dr. Neeru Dhamija (Google Docs),  
Dr Anita Garg Mangla (MS word)

The session began with welcoming the students by Dr Padmshree Mudgal, teacher in charge Dept of biochemistry. Dr Sarita Nanda (vice-principal) also encouraged students for participating in the all the sessions.

The first session was by Dr Radhika Gupta on google classroom. Many students had used google classroom but there were still some who had never used it. The key features of google classroom were explained to students including process of submission of assignments, replying and writing comments for any problem and accessing material such as books and power points. They were all asked to turn in assignments on classroom. They were also given a quiz on usage of google classroom.

Second session was on google slide and Microsoft powerpoint presentation (MS PPT) taken by Dr. Neeraj Dohare. Students taught the use of google slide and MS PPT. In this session, we have discussed that how to make a good slide presentation with the use of different useful tools. In google slide, we discussed sharing files, inserting the mathematical or chemical equation, file download, file saving, file converter inserting the video clip or audio clip etc. In the MS PPT, we discussed making a good presentation along with inserting the mathematical or chemical equation, file download, file saving file converter insert the video clip or audio clip etc. Students were also given the assignment to practice what was done during the session.

Third session was on Google sheets taken up by Dr. Leena Vig. Students were taught how to access google sheets and input data into it. They were made aware of the commonly used options from the main tool bar and the shortcut keys for selecting data, aligning the data, creation of multiple sheets and use of built-in functions on the data added to the cells. Facility of sharing of the sheets with multiple users and communication between users via adding comments to the data cells was highlighted as the major convenience of using Google sheets. Ease of analysing data via pie charts, histograms, line charts and others were taught to them which will be useful to them in analysing their experimental results in actual lab sessions. Assignment was given to the students to allow hands on experience with Google sheets.

Fourth session was on Google Forms. Students were taught about the utility of Google forms and how they could be useful to them. They were given hands on, how to create a new Google form, how different questions are added. They were also taught the advanced features of Google forms such as image and video insertion, making sections etc. They were taught how the Google form is shared, responses collected and how they are analyzed. Students were asked to prepare Google forms on various topics and submit them as assignment.

Fifth session on Google docs was taken up by Dr. Neeru Dhamija. Basic differences between Microsoft word and Google docs were taught. Starting from very basics of left, right and centre

alignment etc, Features like watermark, voice typing, share, drawing download in PDF, .docx format and chat feature were introduced to the students. Students were taught various add-ons like docx to form, word cloud generator etc. They were given assignment in groups of five to give them canvas for the practice of the same.

Sixth session was on MS Word, taken up by Dr. Anita Garg Mangla. Students were taught from very basics of MS-word to enable them to prepare reports, documents, experimental write up etc. Features like document writing with formatting features wrt alignments, spacing were dealt in detail, along with symbol insertions, equations writing, superscript, subscript, hyperlink, password protected documents were discussed. Students were also given assignment to practice what was done during the session.

#### **Feedback of participants:**

45 the students from semester I attended the SDP. 75.6% students found the SDP very relevant and 70% were very satisfied by the course content. 95.1% students agreed that all their queries were satisfied by the resource persons.

In the individual sessions, google classroom was found most relevant by all the students google docs and google sheets and google forms was found to be most relevant by 71% students followed by ms word and google slides.

73.2% students would like to have such SDPs again. Most of the students did not provide any suggestion. But the most common suggestion was to have these sessions offline.

# CHEMISTRY DEPARTMENT

**Names of the Collaborating Departments:** CHEMISTRY

**Title of the Course:** ENHANCING LEARNING THROUGH ICT TOOLS

**Sub-theme:** Tools to Enhance Learning in Chemistry

**Course Coordinators:** Dr. Avneet Kaur

**Duration with dates:** 24<sup>th</sup> and 25<sup>th</sup> November, 2021 (9:00 am to 1:00 pm)

Sr. no	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1.	24 <sup>th</sup> November	09:00 am – 11:00 am	Google classroom, Google Form, Google Sheets, Google Docs	Dr. Divya Mathur	ad-hoc Assistant Professor, DRC
2.	24 <sup>th</sup> November	11:00 am – 1:00 pm	Google drive, Keep, Microsoft lens, Adobe Scanner	Dr. Preeti Chadha	ad-hoc Assistant Professor, DRC
3.	25 <sup>th</sup> November	09:00 am – 11:00 am	Google Meet, Jamboard	Dr. Gauri Ahuja	ad-hoc Assistant Professor, DRC
4.	25 <sup>th</sup> November	11:00 am - 1:00 pm	Making graphs using MS-Excel, data manipulation, working with tables and formulae. Writing chemical equations in MS-Word, Preparing power-point presentations. Building molecules using ChemSketch	Dr. Avneet Kaur	ad-hoc Assistant Professor, DRC

## **Details of the course:**

- 1) **Description of the course:** Various Information and Communication Technology (ICT) tools like Google apps (Classroom, Meet etc.), Microsoft Office (Excel, Power-point, Word), ChemsKetch were demonstrated to the participants.

## 2) Objectives:

Today, when teaching-learning process is happening online, it is important for all the learners to be abreast with the ICT tools. This year, students who have taken admission in first year of college are being taught online. Also, they all come from varied backgrounds. Keeping the above points in mind, this course intended to make them aware about the various tools they will be using for taking their classes, for submitting their assignments and doing various activities online.

## 3) Topics covered:

A. Google classroom, Google Form, Google Sheets, Google Docs

B. Google drive, Keep, Microsoft lens, Adobe Scanner

C. Google Meet, Jamboard

D. Making graphs using MS-Excel, data manipulation, working with tables and formulae. Writing chemical equations in MS-Word, preparing power-point presentations. Building molecules using softwares like Chem Sketch.

### Speakers in the course:

Sr. no.	Name	Designation	Department/Affiliation
1.	Dr. Divya Mathur	ad-hoc Assistant Professor, DRC	Chemistry
2.	Dr. Preeti Chadha	ad-hoc Assistant Professor, DRC	Chemistry
3.	Dr. Gauri Ahuja	ad-hoc Assistant Professor, DRC	Chemistry
4.	Dr. Avneet Kaur	ad-hoc Assistant Professor, DRC	Chemistry

### Number and Profile of Participants:

No. of Students	Department	Year
23	Chemistry	First year



**Methods of Assessment of Participants:** (Test/Assignment/Project/Quiz/Presentation etc.)

(Kindly provide a copy of the pre-imposed measures/instruments/scales/questionnaires used for assessment of the learning outcomes):

**Day -1** The students were assigned to create a Google form quiz on chemistry questions and post the link in Google Classroom created for the course.

**Day-2** assignment was to make a powerpoint slide that included a mathematical equation, x-y scatter chart and structure of an organic molecule.

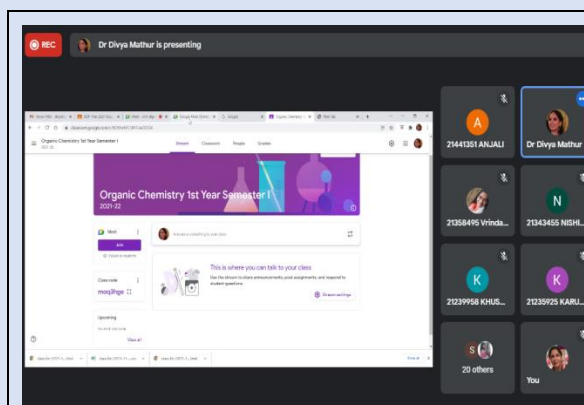
**Detailed Learning Outcomes of the Course:**

1. The participants learnt how to submit assignments in Google classroom.
2. They also learnt how to create a Google form and make it a quiz.
3. The participants learnt to create digital signatures and insert in pdf file.
4. Various tools required for writing a Chemistry research paper including equation typing, plotting graphs and drawing chemical structures were practiced by the participants.

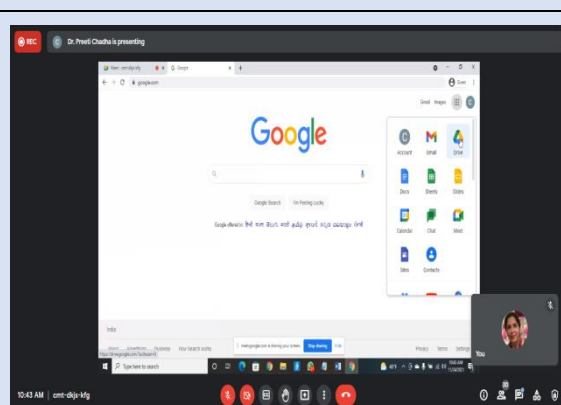
**Feedback from Participants Regarding the Program:**

All the participants strongly agree that the program was well organized with clearly stated objectives. They feel that the skills presented will be useful in their learning.

A Few Photographs (student activity oriented photographs only/activity photos):



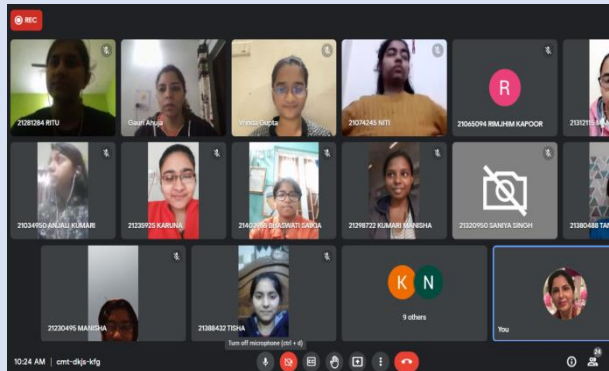
Demonstration of Google classroom by the resource person



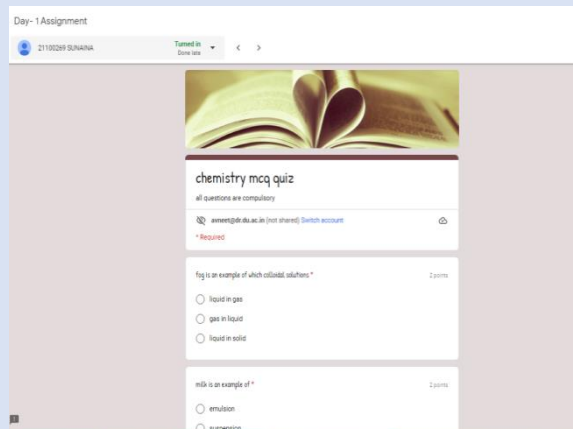
Demonstration of Google Drive by the resource person



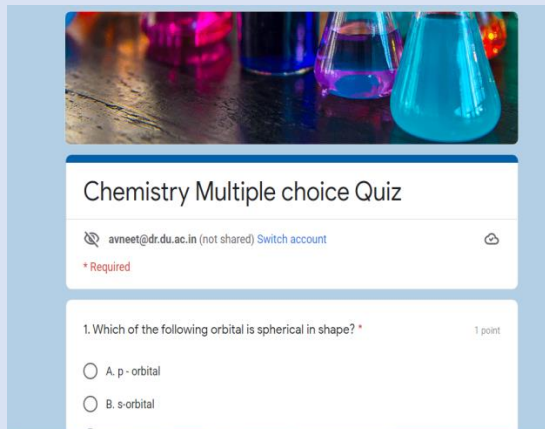
Screenshot of participants



Screenshot of participants



Google form quiz created by a participant



Google form quiz created by a participant

# COMMERCE DEPARTMENT

Names of the Department: **Commerce**

Title of the Course: **Bricks to Clicks: The New Frontier of Blended Learning in Commerce**

Sub-theme: Simplifying and Enhancing Online Learning Through ICT Tools

Course Coordinators: **Dr. Gurmeet Kaur**

Duration with dates: **2 Days; 24<sup>th</sup> & 25<sup>th</sup> November, 2021**

Sr. no	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1.	24.11.21	9:00-11:00 am	How to E-learn Effectively through Google Classroom – A to Z	Dr Sunita	Associate Professor, DRC
				Ms Megha Jain	Assistant Professor, DRC
2	24.11.21	11:00 am - 1:00 pm	Exploring Google features for online blended learning	Dr. Manisha Jaiswal,	Assistant Professor, DRC
				Mrs Richa Kaur	Assistant Professor DRC
3	25.11.21	9:00-11:00 am	Introduction to Tally Accounting Software and MS Excel	Ms. Soumya Sharma	Assistant Professor, DRC
4	25.11.21	11:00 am - 1:00 pm	Effective Assignment preparation using ICT tools	Dr. Isha Goel	Assistant Professor, DRC

## Details of the course:

- 1) **Description of the course:** The Commerce Department, Daulat Ram College organized an In-house Skill Development Programme entitled “**Bricks to Clicks: The New Frontier of Blended Learning in Commerce**” for its newly admitted first year students from 24<sup>th</sup> to 25<sup>th</sup> November 2021. Organized under the leadership of our Principal, Prof. Savita Roy, the SDP Convenor, Dr. Meetu Khosla and the Course

Coordinator, Dr Gurmeet Kaur the two day programme had 6 faculty members as resource persons viz. Dr Sunita, Dr. Manisha Jaiswal, Mrs Richa Kaur, Dr Isha Goel, Ms Megha Jain and Ms. Soumya Sharma. The sessions conducted involved extensive coverage of IT tools to enable students to engage in online classes confidently and maximize their learning using virtual platforms. The sessions were a huge success in reaching out to students and making them comfortable in using these tools. Over 200 participants, enthusiastically not only attended the sessions but also satisfactorily completed their session assessments. The overwhelming positive feedback received from the students confirmed the success of the entire programme.

2) Objectives:

- A. To familiarize the students with online classroom teaching-learning practices to enable them to maximize their learning
- B. To make the students proficient in the use of Google Classroom and Google Meet.
- C. To familiarize audience with the usage and application of Google apps like Google Drive, google forms, google calender, Jamboard
- D. To provide training to the students regarding installation of Tally Software and discuss basics of Ms Excel
- E. To equip the students with required knowledge and skills for creation and submission of good quality assignments in a timely & effective manner.

3) Topics covered:

- A. Google Meet
  - a) Why google meet??
  - b) Important points to note while using google meet
  - c) Steps to start a google meeting
- B. Google Classroom
  - d) Why google classroom???
  - e) How to join google classroom???
  - f) How to access material
  - g) How to submit assignments
  - h) Covert a document into pdf and compress it before sending
- C. Google Apps
  - a) Google Drive

- b) Google Calendar
- c) Google Forms
- d) Google Docs
- e) Google Jam-board.

**D. Practical & Numerical Subject Tools**

- a) Tally Accounting Software: installation procedure, screenshots and practical examination pattern.
- b) MS Excel: basic terminologies, features of Home tab, creation of tables, use of formulae and functions for computation purposes, and exporting excel workings in pdf format.
- c) Scanning and creation of pdf using Adobe Scan mobile application, merging pdf files using online tools available to facilitate submission of assignments.

**E. Effective Assignment preparation**

- a) Designing effective presentations using Ms PowerPoint
- b) Copyright & plagiarism issues
- c) MS Word tools

**Speakers in the course:**

<b>Sr. no.</b>	<b>Name</b>	<b>Designation</b>	<b>Department/Affiliation</b>
1.	Dr Sunita	Associate Professor	Commerce, DRC
2	Dr Manisha Jaiswal	Assistant Professor	Commerce, DRC
3.	Mrs Richa Kaur	Assistant Professor	Commerce, DRC
4.	Dr. Isha Goel	Assistant Professor	Commerce, DRC
5.	Ms Megha Jain	Assistant Professor	Commerce, DRC
6.	Ms. Soumya Sharma	Assistant Professor	Commerce, DRC

**Number and Profile of Participants:**

No. of Students	Department	Year
200+	Commerce	First year

**Methods of Assessment of Participants:** (Test/Assignment/Project/Quiz/Presentation etc.)  
(Kindly provide a copy of the pre-imposed measures/instruments/scales/questionnaires used for assessment of the learning outcomes):

1. Session 1: Quiz on Google classroom and Google Meet
2. Session 2: Creating a Jamboard and Google Form
3. Session 3: Assignment on scanning and saving as pdf, creating table in excel
4. Session 4: Creating a presentation using tools discussed in the session

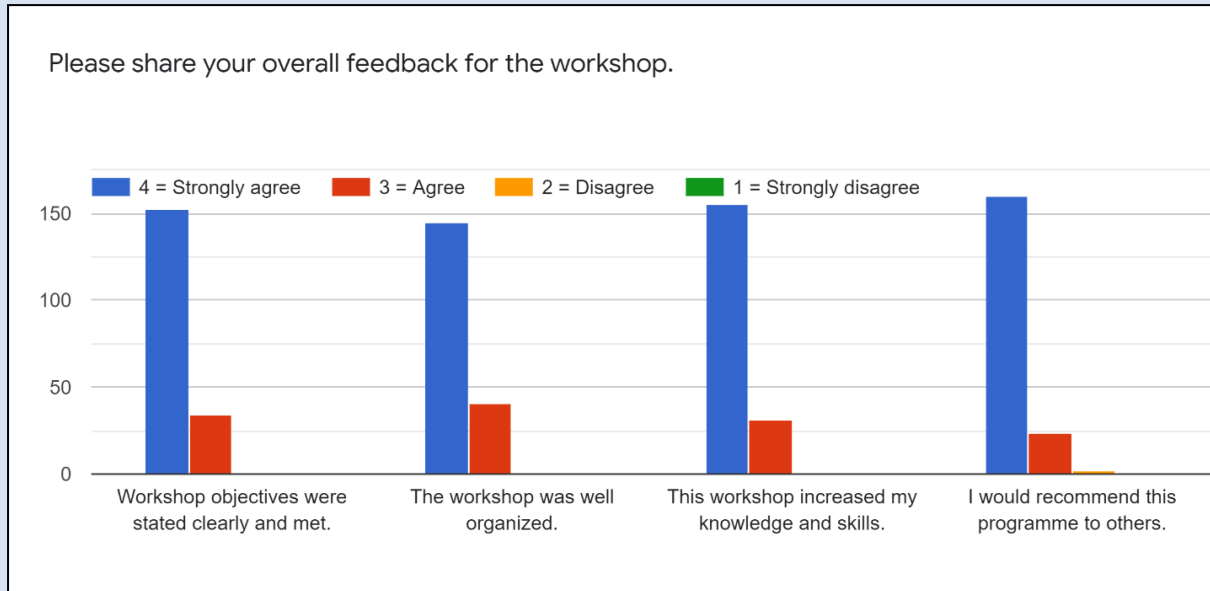
**Detailed Learning Outcomes of the Course:**

1. Students will be able to confidently navigate Google platforms like Google Classroom and Google Meet used in the teaching learning framework.
2. They are equipped with knowledge and skills to effectively design their e-assignments and submit the same in a timely manner.
3. Students can use google apps to save their files in cloud storage, schedule events through google calendar, make google forms to collect data, use Jamboard with the teacher
4. Students were acquainted with software like Tally and Adobe Scan.
5. Students received hands-on exposure of creation and submission of assignments using MS Excel and MS PowerPoint

**Feedback from Participants Regarding the Program.** A well-designed feedback form was circulated among the students and they were asked to submit on mandatory basis. The feedback received for all resource persons individually as well as the combined feedback for the entire SDP showed that students were extremely satisfied with the SDP content and the speakers for all the four sessions

**Figure 1: Overall Student Feedback**

Graphical data analysis of the feedback showed that workshop was well organized and helped



in increasing the knowledge and skills of the students. Students strongly agreed to recommend the programme to others. The students submitted very heartening and encouraging reviews and comments on the SDP and largely found the sessions to be very enriching and informative. The positive sentiments of the students reflected the resounding success of the two day SDP!

Helpful

An amazing workshop , couldn't have been better !

It was an informative and satisfactory workshop. Enjoyed the warm welcome. Thankyou teachers!

The workshop was very informative and easy to understand. The teachers were very cooperative and polite.

Workshop was amazing

It was really helpful for me

As a beginner, a lot of things are new to me and pretty challenging, some plain make no sense. However, you all are very patient. I don't feel like a complete moron when I make a mistake either. You all are very encouraging.

# A Few Photographs:

**DEPARTMENT OF COMMERCE  
DAULAT RAM COLLEGE  
UNIVERSITY OF DELHI**

organizes

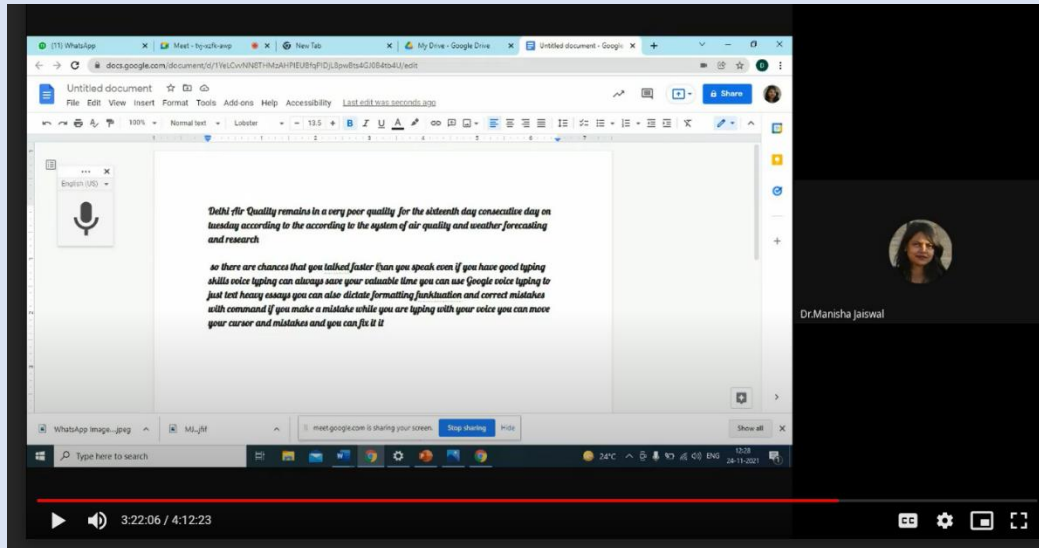
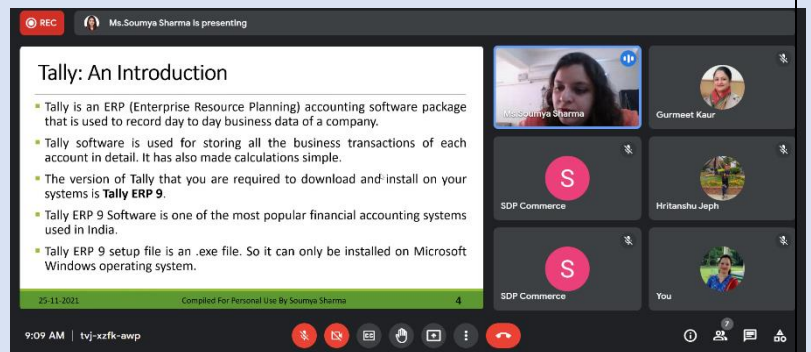
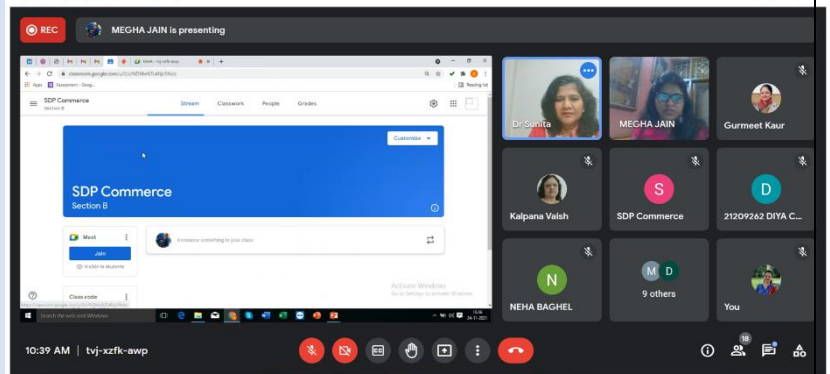
**In-House Skill Development Programme**  
Exclusively for First Year students of B.Com (Hons) and B.Com  
on

**Bricks to Clicks**  
The New Frontier of Blended Learning in Commerce

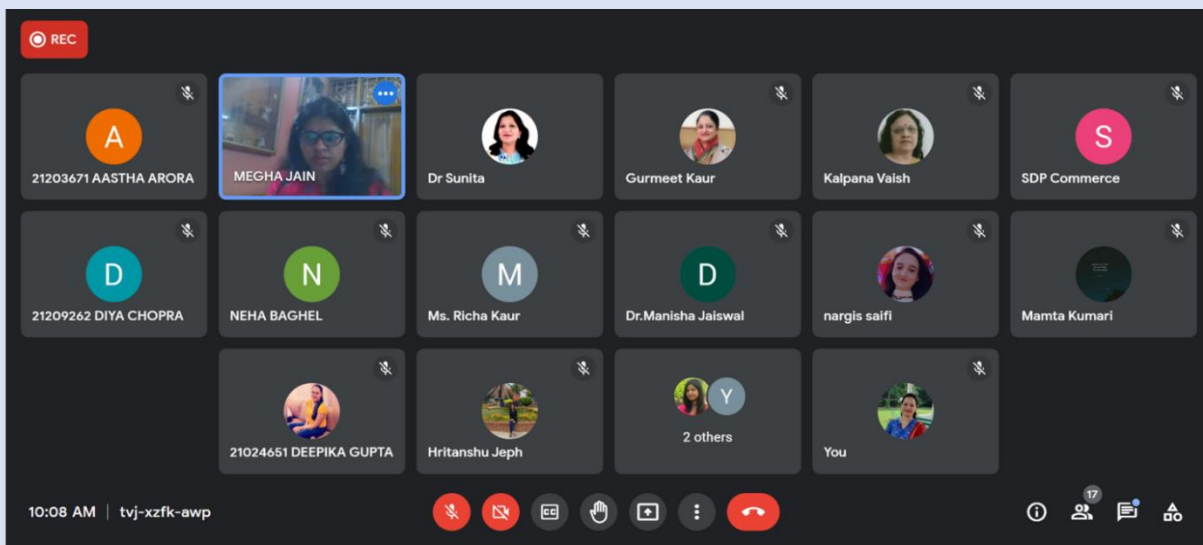
**24<sup>th</sup> & 25<sup>th</sup> November 2021** 9 am to 1 pm **Google Meet**

\*Link will be shared on the day of the event through whatsapp group

Day 1	Day 2
<p><b>Session 1</b> (9am to 11 am) <i>How to e-learn effectively through Google Classroom: A to Z</i> <b>RESOURCE PERSONS</b> Dr. Sunita, Ms. Megha Jain <i>Comper: Ms. Isha Bhatt</i></p> <p><b>Session 2</b> (11 am to 1 pm) <i>Exploring Google features for online blended learning</i> <b>RESOURCE PERSONS</b> Dr. Manisha Jaiswal, Mrs. Richa Kaur <i>Comper: Ms. Shuchita Verma</i></p> <p style="text-align: center;"><b>Dr. Gurmeet Kaur</b> Course Coordinator</p>	<p><b>Session 1</b> (9am to 11 am) <i>Introduction to Tally Accounting Software &amp; MS Excel</i> <b>RESOURCE PERSON</b> Ms. Soumya Sharma <i>Comper: Ms. Isha Bhatt</i></p> <p><b>Session 2</b> (11 am to 1 pm) <i>Effective Assignment preparation using ICT tools</i> <b>RESOURCE PERSON</b> Dr. Isha Goel <i>Comper: Ms. Hritanshu</i></p> <p style="text-align: center;"><b>Dr. Meetu Khosla</b> Convener</p>
<p style="text-align: center;"><b>Prof. Savita Roy</b> Principal</p> <p style="text-align: center;">Organizing Team: Mrs. Richa Kaur, Dr. Isha Goel, Ms. Soumya Sharma</p>	







## Assessment Quiz based on Google Classroom 24112021

Resource persons  
Dr. Sunita  
Ms. Megha Jain

Please answer following questions:

sdpcommerce@dr.du.ac.in [Switch account](#)

Your email will be recorded when you submit this form

\* Required

Assignments and the contents may be shared by the teacher in the classwork tab in Google Classroom in following ways: \*

- YouTube link
- Word file
- PDF
- All of the above

As a student, in a G. class there are 4 tabs namely stream, classwork, people and grades. \*

Instructions Student work

## Assignment for Day 2 Session 1

Ms.Soumya Sharma • Nov 25 (Edited Nov 25)

100 points

- (a) Take a sheet of paper and write down your name, course, semester and section. Scan this sheet and create a pdf of the same.
- (b) Create a table in excel (refer to attached image for presentation ideas). Feel free to be creative, using different fonts and colors and designs. Create a pdf of this excel.
- (c) Now merge the above two PDFs into a SINGLE PDF and submit the same.

IMG-20211125-WA0003.jpg  
Image

14 class comments

- 21098117 PRATIBHA** Nov 25  
Ma'am Done  
Thank you
- 21213088 POOJA JAIN** Nov 25  
ma'am done. thank you for the informative sessions.
- 21009382 DIVYA AGARWAL** Nov 25  
Done ma'am
- 21334109 MANSI YADAV** Nov 25  
Ma'am...I have submitted today's assignment.
- 21230197 PRAMITI VASHISHTH** Nov 25

<b>21009885 ADITI VERMA</b> SDP ASSIGNMENT SESSION 1 Presentation.pdf Turned In	<b>21016985 LIPSIKHA SINGH</b> SDP ASSIGNMENT SE... Turned In	<b>21019478 APOORVA YADAV</b> SDP ASSIGNMENT SE... Turned In	<b>21019970 KAJAL BISHT</b> SDP Assessment Session 1 21019970 Kajal Bisht... Turned In	<b>21022506 TISHA</b> SDP ASSIGNMENT SESSION 1 Presentation (1).pdf Turned In	<b>21161839 MUSKAN</b> SDP ASSIGNMENT SESSION 1 Untitled presentation... Turned In	<b>21179230 NIHARIKA</b> SDP ASSIGNMENT SESSION - 1 niharika assignment.p... Turned In	<b>21184695 SHIVANGI</b> SDP ASSIGNMENT SE... 4 attachments Turned In	<b>21188578 SURABHI YADAV</b> SDP ASSIGNMENT SE... I am sharing 'Assess... Turned In	<b>21192824 AMISHA</b> SDP Assessment Ses... Turned In
<b>21023262 YOGITA KALRA</b> SDP Assignment.pptx Turned In	<b>21024069 DIYA GARG</b> SDP ASSIGNMENT SE... Turned In	<b>21027347 TITHI DAS</b> SDP ASSIGNMENT SE... Turned In	<b>21035819 VISHAKHA GUPTA</b> SDP Assessment SDP ASSIGNMENT BY... Turned In	<b>21046019 DIYA BHARDWAJ</b> SDP ASSIGNMENT SESSION 1 SDP ASSIGNMENT.pptx Turned In	<b>21194219 PRIYA JUJAL</b> SDP ASSIGNMENT SESSION 1 priya.jujal(presentatio... Turned In	<b>21203671 AASTHA ARORA</b> SDP assessment sess... Turned In	<b>21209262 DIYA CHOPRA</b> SDP ASSIGNMENT SE... 21209262 DIYA CHOP... Turned In	<b>21214804 ANSHIKA TOMAR</b> ENVIRONMENTAL POLLUTION SDP Assessment by A... Turned In	<b>21230197 PRAMITI VASHISHTH</b> SDP ASSIGNMENT SE... 21230197_pramiti vas... Turned In
<b>21048022 KHUSHI SONI</b> SDP ASSIGNMENT SE... Presentation 1 (4).pdf	<b>21049302 YUVIKA GUPTA</b> SDP ASSIGNMENT SE... ASSIGNMENT_YUVIK...	<b>21054372 SAKSHI PANWAR</b> SDP assessment by S...	<b>21057009 YASHIKA JANARIA</b> SDP ASSIGNMENT SE... sdp assessment sessi...	<b>21058165 SHRUTI GARG</b> SDP ASSIGNMENT SE... sdp assessment sessi...	<b>21252723 ARPITA BHAGAT</b> SDP ASSIGNMENT SE... ARPITA SDP 4.pptx	<b>21257525 BARNALI DUTTA</b> SDP ASSIGNMENT SE... 21257525_barnalidutt...	<b>21269272 ARCHANA</b> SDP ASSIGNMENT SE... 21269272 ARCHANA ...	<b>21278133 SARA DOOMRA</b> SDP assessment sess... SDP assessment sess...	<b>21280762 VANSHIKA KAPOOR</b> SDP ASSIGNMENT SE... SDP ASSIGNMENT SE...

Student presentations received as part of assessment

Assessments given to students in different sessions

# ECONOMICS DEPARTMENT

Names of the Collaborating Departments **Economics**

Title of the Course: **B.A. (Hons) Economics**

Sub-theme: **ICT Tools**

Course Coordinator: **Dr. Sumeet Goyal**

Duration with dates: **November 24 - 25, 2021 (9am to 1pm)**

<b>Sr. no</b>	<b>Date</b>	<b>Time</b>	<b>Module/topic title</b>	<b>Name of the Speaker</b>	<b>Affiliation of the Speaker</b>
1.	24 November, 2021	9:00 - 11:00	Excel Spreadsheet	Saachi Bhutani	Assistant Professor, DRC
2.	24 November, 2021	11:00 -1:00	Google Slides and Google Form	Ashok Kumar	Assistant Professor, DRC
3.	25 November, 2021	9:00 - 11:00	Google Classroom and Google Meet	Shikha Singh	Assistant Professor, DRC
4.	25 November, 2021	11:00 - 1:00	Word, Practice Exercises and Student Queries	Ashok Kumar	Assistant Professor, DRC

**1. Description of the course:** Skill Development Program on ICT tools

**2. Objectives:**

- a) To assist in the transition from physical classroom to Digital classroom
- b) To equip and familiarize students with various digital platforms such as Google Classroom, Excel Spreadsheet
- c) To enable students to be trained in tools which utilize discipline specific digital courses and build skills in other ICTs

**3. Topics covered:** Excel Spreadsheet, Google Slide, Google Form, Word, Google Classroom, Google Meet

- a) Excel Spreadsheet, Google Slide and Google Form
- b) Google Classroom and Google Meet
- c) Word , Practice Exercises, Student Queries

### Speakers in the course:

Sr. no.	Name	Designation	Department/Affiliation
1	Mrs. Saachi Bhutani	Assistant Professor	Economics
2	Mrs. Shikha Singh	Assistant Professor	Economics
3	Mr. Ashok Kumar	Assistant Professor	Economics

### Number and Profile of Participants:

No. of Students	Department	Year
107	Economics	First year

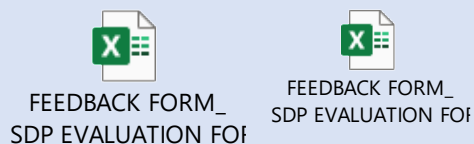
### Methods of Assessment of Participants:

- 1) Test Questions, Exercises and Quiz
- 2) Practice of Google Classroom features was undertaken
- 3) Numerical examples were practiced in Excel Spreadsheet

### Detailed Learning Outcomes of the Course:

- 1) 1. To equip the students with ICT tools for Enriched learning experience.
- 2) 2. To enable smooth transition into Digital learning via platforms such as Google Classroom.
- 3) To instill confidence and clarity amongst new students for technology based learning and familiarization with IT tools and platforms used in Undergraduate Learning.

### Feedback from Participants Regarding the Program:



### Recording

<https://drive.google.com/file/d/1Z->

[b2dXqdSDDT7\\_IqOC8AXQ0KIgX4gevq/view?usp=sharing](https://drive.google.com/file/d/1Z-b2dXqdSDDT7_IqOC8AXQ0KIgX4gevq/view?usp=sharing)

<https://drive.google.com/file/d/15yhgxKZ7fOjJojsyT1oOX4Mh6FhmbHav/view?usp=sharin>

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# ENGLISH DEPARTMENT

Names of the Department: **English**

Title of the Course: **SDP on ICT Tools for Learning**

Course Coordinators: **Dr. Deepshikha Mahanta Bortamuly**

Duration with dates: 24th -25th November, 2021

Sr. no	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1.	24th November, 2021	9:00- 11:00	Activation Process and Accessibility	Ms. <u>Trisha Mitra</u> Ms. Richa Dawar	Assistant Professor, DRC
2.	24th November, 2021	11:00- 1:00	Navigating GCR	Ms. Trisha Mitra Ms. Richa Dawar	Assistant Professor, DRC
3.	25th November, 2021	9:00- 11:00	Using Google Workspace Features and Apps (Mobile Services)	Ms. Trisha Mitra Ms. Richa Dawar	Assistant Professor, DRC
4.	25th November, 2021	11:00- 1:00	Using Google Drive and Netiquette	Ms. Trisha Mitra Ms. Richa Dawar	Assistant Professor, DRC

## 1. Details of the course:

**1. Description of the course:** The course was designed to ensure that Google Workspace and educational applications don't appear daunting for students. Our aim was to ensure that each and every student learnt the basics required to attend lectures and participate in GCR activities.

## **2. Objectives:**

- A. Introducing all students to Google Workspace and relevant applications
- B. Revising and reintroducing GCR and relevant applications to students who've used Google Workspace in school
- C. Ensuring that *all* the participants are adequately prepared to navigate GCR for their undergraduate lectures
- D. Ensuring that students are able to engage and interact with their professors and classmates following appropriate rules of netiquette

## **3. Topics covered:**

- A. Activation Process and Accessibility
- B. Navigating Google Classroom
- C. Using Google Workspace Features and Apps (Mobile Services)
- D. Using Google Drive and Netiquette
- E. Downloading and using applications like Google Classroom, Google Sheets, Google Docs, Google Slides, Google Meet.
- F. Learning how to scan and upload assignments and written work and responding to Professors' comments and observations.

## **Speakers in the course:**

<b>Sr. no.</b>	<b>Name</b>	<b>Designation</b>	<b>Department/Affiliation</b>
1	<b>Ms. Richa Dawar</b>	Assistant Professor, DRC	Department of English
2	<b>Ms. Trisha Mitra</b>	Assistant Professor, DRC	Department of English

## **Number and Profile of Participants:**

No. of Students	Department	Year
71	English	1st year

Methods of Assessment of Participants: (Test/Assignment/Project/Quiz/Presentation etc.)

### **1. Quiz**

Detailed Learning Outcomes of the Course:

1. Ensuring that all participants are familiar with Google Workspace and relevant applications
2. Ensuring that students from all educational backgrounds are equally familiar with the applications required to attend online lectures and submit their assignments, tests etc.
3. Students were introduced to netiquette so that they know how to approach and interact with other students as well as their teachers and mentors

**Feedback** from Participants Regarding the Program:

1. This ICT SDP 2021 is very helpful and knowledgeable. I learnt many more new things. I attended the both day session (1 and 2) , I believe that it enhances our knowledge towards the features of different - different apps, like - Google docs , Google classroom , Google sheets , slides , how to scan and edit our assignment properly and nicely. It also gave knowledge about security and importance of our institutional I'd (only use for college purpose) provided by college. One of the topic "Netiquettes" -Internet etiquette under this topic, I learnt about the many of new features which I feel a very important to know us and I also learn about proper way to write in email. Overall, my experience from the two days session of ICT SDP is great and knowledgeable.
2. The presentations were extremely helpful, audio-visual learning made it easier to understand, especially with interaction in real time with collaboration on google Docs, etc. The teachers hosting the workshop were very approachable and made us comfortable, so no question felt too silly to ask. I thought I was well versed with the applications, but I learnt a few new things during the session.
3. The SDP was very well presented by Richa and Trisha Ma'am with a lot of relevant and useful stuff which taught us how to make the best use of Google workspace. All our queries were answered promptly and satisfactorily. This would enable us to work smoothly further when we start with our online classes and assignments.
4. I loved the session as well as the two teachers (the way they were explaining.) It was an interesting, knowledgeable, lively session throughout. I grabbed and discovered so many new things which I had been unfamiliar with such as the various features inside it, the functioning of those apps (google sheets, slides, docs, drive).In my school days, GCR was not this fun, rather it was boring. GCR involved only attendance or viewing

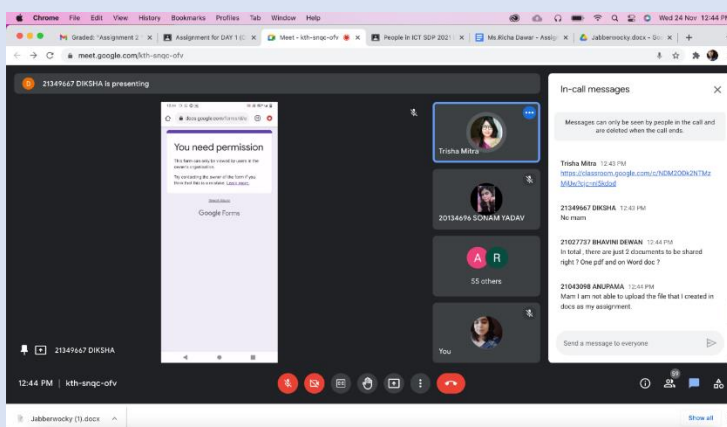
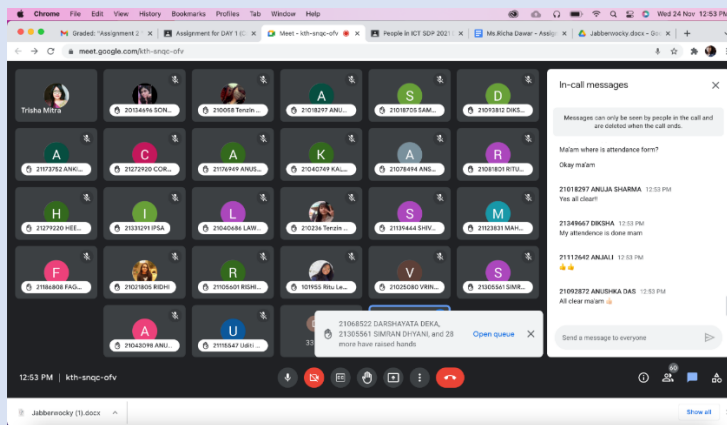
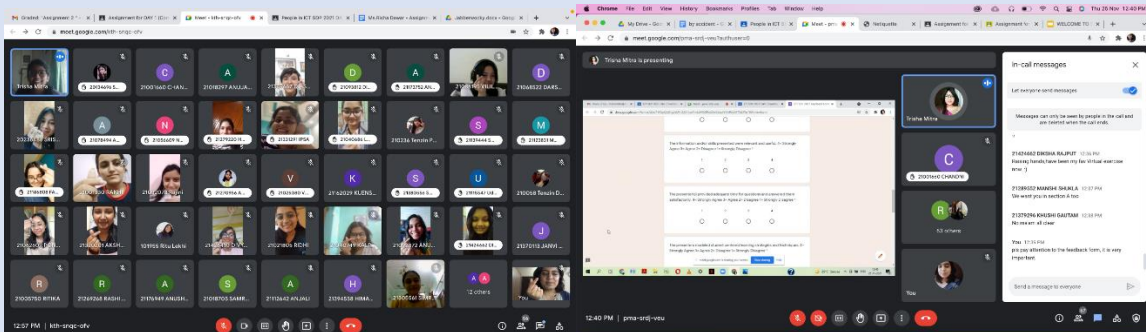
what my teachers posted. Apparently, my teachers were too reluctant to use GCR (we relied on WhatsApp). But after watching the session, I am eager to work on this online platform with Google. Also, I am somewhere getting professional vibes now.

5. Just like yesterday's, today's session, too, was very fun-filled AND informative at the same time. Our 2 resource-people were very knowledgeable on the topics of today's session. They also understood the need of making the session student-friendly and casual, keeping in mind the young age of the average student. They were also very empathetic towards the network or other issues that the students faced during the session. They also made sure to review yesterday's assignments and explain to the students in a friendly manner and in great detail, about what could be improved in theirs.
6. I learnt a lot about these apps. Earlier, I was only knowing the names or the basic works of these apps but in these 2 days session I received detailed information & every aspect about tools which is going to help in my 3 years journey. I hope to use it efficiently with great confidence. I am really satisfied. Thank you from deepest of my Heart 😊( ^ - ^ )♪
7. Everything was taught by Richa Ma'am and Trisha Ma'am very professionally and in a great manner. Gained a lot of important knowledge about the different technological tools which would be very useful in the future. Most importantly, the teachers were very cool and very friendly. Loved the approach.
8. The workshop was very enriching, and it made me self-efficient for using and navigating the google workspace. The detailed explanation of the various options featured in apps like google docs, classrooms, sheets and slides was very informative and it made us ready to enter the workforce.
9. The teachers and sessions were both very great. The session went well, the teachers were calm and telling and teaching step by step and also taking updates from us in between and calmly solving our problems with the ICT tools and the seniors were also amazing. They helped me personally until the end to solve my problem after the session ended. Had a very warm and notable session. It's my pleasure to be a student of DRC.
10. This program was very helpful. I have worked on Google classroom in the past but still there were many new things for me to learn. The professors were very kind and patient. They explained everything in deep detail. After undergoing this program, I believe I



will be much more confident in submitting my assignments.

**A Few Photographs (student activity-oriented photographs only/activity photos):**



# HISTORY DEPARTMENT

**Name of event with organizing Department:** - Two Days In House Skill Development Program organised by Department of History.

**Course Coordinator:** - Snehlata.

**Duration with Dates:** - 24<sup>th</sup>-25<sup>th</sup> November 2021, 10.00am – 1.00pm.

## **Program schedule (with title of sessions and speakers/ resource persons)**

### **Description of the course:**

- 1) Objectives: Enhance Learning Through ICT Tools For Online Classes and Teaching.
- 2) Topics covered: Google meet, Google classroom, Google doc., Google drive, Zoom, e-Resources and Video Recording Tools etc.

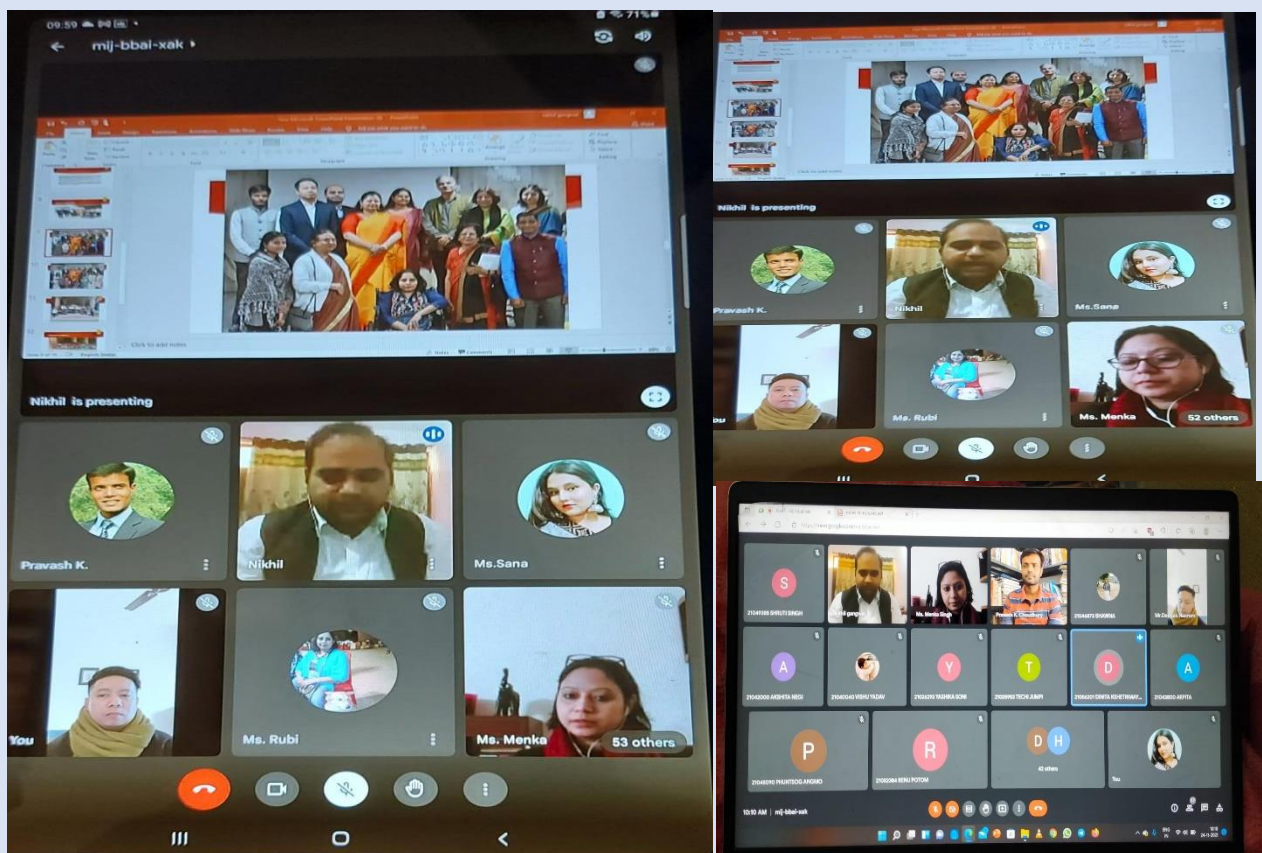
**Method of assessments of participants, if any** :- Quiz and Assignment.

<b>Programme Schedule</b>				
<b>SDP</b>				
<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Topics</b>	<b>Resource Person</b>
Day 1	24-11-2021	10 am to 11 am	Introductory address Google Classroom, Google Meet (Question answer Session)	Ms. Menka Singh
Day 1	24-11-2021	11 am to 12 am	Google Drive, Google Doc. Mind Maps (Question answer Session)	Ms. Sana Bano
Day 2	25-11-2021	10 am to 11 am	E-Resources (Question answer Session)	Dr. Smarika Nawani
Day 2	25-11-2021	11 am to 12 pm	Video Recording Tools	Ms. Ruby Singh
		12 pm to 1 pm	Question answer Session And Assignment	Dr. Nikhil Gangwar

## Feedback from participants regarding the event (compiled and summarized):-

The skill enhancement course was organised by the Department of History on 24<sup>th</sup>-25<sup>th</sup> November 2021. It was very well implemented. For this program a quiz and an assignment session were also conducted by our department. And a feedback form has been also filled by the students who participated in this SDP. It has been very beneficial and informative sessions for the students. And students learned many new and helpful things like E-resources, google meet, zoom, google suit, audio and video recording tools etc.

### A few photographs



# HINDI DEPARTMENT

## (हिंदी विभाग)

**कार्यक्रम**– दो दिवसीय छात्र संवर्द्धन कार्यक्रम) SDP)

**विषय**– “गूगल क्लास रूम द्वारा आई.सी.टी .टूल्स का उपयोग तथा हिन्दी में कंप्युटर कार्य दक्षता”

**विभाग** – हिंदी विभाग

**उद्देश्य**– छात्राओं को गूगल क्लास रूम से सम्बन्धित विभिन्न टूल्स की जानकारी देना जैसे - गूगल क्लासरूम, गूगल मीट, क्लास वर्क मैनेजमेंट, असाइनमेंट स्कैन करके अपलोड करना, वस्तुनिष्ठ प्रश्नोत्तरी के उत्तर अपलोड करना, ट्रांसलेटर एप की जानकारी, हिन्दी टाइपिंग, एम.एस.ऑफिस टूल्स, गूगल फीडबैक फॉर्म भरना आदि।

**पाठ्यक्रम और कार्यशाला समन्वयक** – डॉ .सीमा रानी ) विभागाध्यक्षा(

**समयावधि**– 09 बजे से –मध्याह्न 01 बजे तक

**दिनांक** 24 - 25 नवंबर 2021

**प्रतिभागियों की संख्या** - 98 छात्राएं + 13 शिक्षक= 111

**कार्यक्रम रुपरेखा / सूची :-**

**24-25 नवंबर 2021**

**संसाधक वक्ताओं के नाम और विषय:-**

डॉ .समला देवी

**विषय** -: MS Word, MS Excel, Microsoft Power Point Presentation, Google meet, Google Meeting schedule, jamboard, MS office tools.

डॉ .नीतू गुप्ता

**विषय**:- हिंदी टाइपिंग में दक्षता, गूगल अनुवाद ।

डॉ .नीरा जलक्षत्रि

**विषय** :- Google Form, Google Doc, Google class room) Stream(, Google meet )Classwork, Management, Assignment handling, sharing PDF, Scanning document, you tube videos link and written assignment

### **ई कार्यशाला का सार / रिपोर्ट) 24- 25नवंबर (**

दौलत राम महाविद्यालय के आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ) IQAC) के अंतर्गत हिन्दी विभाग द्वारा आंतरिक कौशल संवर्द्धन कार्यक्रम के तहत प्रथम वर्ष, हिन्दी विशेष की छात्राओं के लिए “गूगल क्लास रूम द्वारा आई.सी.टी .टूल्स का उपयोग तथा हिन्दी में कंप्यूटर कार्य दक्षता” विषय पर दो दिवसीय ई .कार्यशाला का आयोजन किया। हिन्दी विभाग की प्रथम वर्ष की छात्राओं ने ऑनलाइन शिक्षण अधिगम में पूरे उत्साह और मनोयोग के साथ भाग लिया। कोविड - 19महामारी के कारण जहां विश्व भर में जिंदगी की रफ्तार थम सी गई ऐसी स्थिति में दिल्ली विश्वविद्यालय में शिक्षा की रफ्तार को बनाए रखने के लिए ऑनलाइन शिक्षण माध्यम को हथियार के रूप अपनाया। इसीलिए ऑनलाइन शिक्षा को जारी रखते हुए विभिन्न तकनीकियों की जानकारी देने के उद्देश्य से ही ई कार्यशाला का आयोजन कर छात्राओं की तकनीकी संबंधी समस्याओं का समाधान करने का एक प्रयास है।

कार्यशाला के पहले और दूसरे दिन डॉ .संज्ञा उपाध्याय ने कार्यक्रम का संचालन किया। कार्यशाला समन्वयक डॉ .सीमा रानी ने छात्राओं का अपने वक्तव्य द्वारा उत्साहवर्द्धन किया। डॉ .संज्ञा उपाध्याय ने तीनों संसाधक वक्ताओं का परिचय दिया और उनके द्वारा प्रस्तुत किए जाने वाले विषय से संक्षिप्त रूप में सभी छात्राओं को अवगत किया।

कार्यशाला के दोनों दिन में डॉ .समला देवी ने MS Word, MS Excel, पावर पॉइंट प्रेज़न्टेशन )PPT) और गूगल मीट की जानकारी दी। डॉ. समला ने माइक्रोसॉफ्ट के विषय में बात करते हुए MS Word तकनीकी जानकारी दी जैसे पेज सेट करना , स्केल, फॉन्ट को बोल्ड , लाइट करना, टेबल बनाना आदि । MS Excel शीट पर कार्य करना सिखाया । माइक्रोसॉफ्ट पावर पॉइंट एप द्वारा एजुकेशनल या प्रोफेशनल काम के लिए प्रेज़न्टेशन बनाई जा सकती है। पावर पॉइंट में multiple slides में इनफार्मेशन या डाटा को डालकर उन सभी slides को एक प्रेज़न्टेशन के फॉर्मेट में दिखाया जा सकता है। ‘Blank presentation’ थीम के साथ प्रेज़न्टेशन बनाना भी बताया। टाइटल और सबटाइटल के बाद उसी slides में टेक्स्ट जोड़ सकते हैं और टेक्स्ट बॉक्स में जो भी कंटेन्ट ऐड करना हो वो भी कर सकते हैं। इसके साथ ही गूगल मीट एप डाउनलोड करना, गूगल मीट पर वीडियो मीटिंग शुरू या शेड्यूल करना नई मीटिंग शेड्यूल करना या तुरंत मीटिंग का शेड्यूल बनाना, मीटिंग का लिंक जनरेट करना और शेयर करना, गूगल मीट पर गूगल कैलेंडर application का उपयोग भी किया जा सकता है।

डॉ .नीतू गुप्ता ने हिंदी टाइपिंग की अनिवार्यता को समझाया। टाइपिंग के बेसिक नोट्स पर उन्होंने अपनी बात रखी। गूगल पर हिंदी टाइपिंग सर्च करना, तमाम फॉन्ट जैसे यूनिकोड, इजी हिंदी टाइपिंग आदि के माध्यम से विद्यार्थियों को टाइपिंग और वर्तनी को समझाया। इसके बाद उन्होंने विद्यार्थियों को मोबाइल में टाइपिंग के विभिन्न माध्यम समझाए। दूसरे दिन गूगल अनुवाद के विषय में बहुत ही महत्वपूर्ण जानकारी दी। वर्ड फाइल के विषय में बताया। गूगल पर अनुवाद एप पर डिटेक्ट लाइन के कॉलम में 5000 शब्दों के टाइप और अनुवाद की जानकारी दी। अनुवाद के लिए कॉपी पेस्ट के द्वारा भी अनुवाद करने की सुविधा के बारे में बताया। पैराग्राफ कैसे ट्रांसलेट होता है। गूगल की सहायता से आसानी से अनुवाद तो किया जा सकता है लेकिन साथ ही गूगल अनुवाद करते समय अत्यधिक सावधान रहने की जरूरत होती है क्योंकि गूगल शब्दशः अनुवाद करता है ऐसी स्थिति में ज्यों का त्यों नहीं लेना चाहिए। इसकी जानकारी उदाहरण देकर समझाया गया। गूगल अनुवाद एक चुनौती है क्योंकि शब्दशः अनुवाद हास्यास्पद भी हो सकता है।

डॉ .नीरा जलक्षत्रि ने गूगल फॉर्म और गूगल डॉक पर अपनी बात रखी। उन्होंने गूगल फॉर्म में फीडबैक, प्रश्नोत्तरी, मल्टीपल प्रतिक्रिया के इस्तेमाल समझाए । इसके साथ-साथ उन्होंने गूगल डॉक पर रिपोर्ट, एस्से, लेटर, रिज्यूम, टेम्पलेट आदि बनाना सिखाया।दूसरे दिन गूगल क्लासरूम और गूगल ड्राइव के विषय को सरलता से समझाया। गूगल क्लासरूम में छात्राएं आसानी से अध्यापिका से प्रश्न पुछ सकती हैं और टीचर के प्रश्नों का जवाब भी गूगल क्लास पर आसानी से दिया जा सकता है। असाइनमेंट बनाकर गूगल क्लासरूम में सबमिट करना और गूगल कक्षा के माध्यम से गूगल डॉक्स, डिस्क और g mail का एक साथ उपयोग किया जा सकता है। शिक्षक गूगल कक्षा में सूचना दे सकती हैं, उनसे प्रश्न पूछ सकते हैं और टिप्पणी कर सकते हैं। गूगल क्लास को इंस्टॉल करना, g mail अकाउंट में लॉग इन करना, g mail अकाउंट पेज पर गूगल की विभिन्न सर्विसेस की जानकारी दी। क्लासवर्क टैब पर जाकर असाइनमेंट देना या गूगल फॉर्म बनाने की जानकारी दी। टीचर द्वारा दिए ग्रेड की जानकारी notification के माध्यम से स्टूडेंट्स को मिलती है। साथ ही गूगल ड्राइव के उपयोग भी छात्राओं को बताया जिसमें गूगल डॉक्यूमेंट, जी मेल की सहायता से कोई भी फाइल या डॉक्यूमेंट स्टोर कर सकते हैं। इसमें डॉक्यूमेंट्स तैयार कर सकते हैं। गूगल ड्राइव में सेव की गई फाइल हमेशा सेव रहती है। इस फाइल को आप कभी भी कहीं भी डाउनलोड कर सकते हैं। गूगल ड्राइव की स्मार्टफोन, टैबलेट, या कंप्यूटर से आसानी से इक्सेस किया जा सकता है।

कार्यशाला के अंतिम सत्र में छात्राओं से कार्यशाला से सम्बन्धित प्रतिपुष्टि पत्र भरवाया गया। छात्राओं की इस सम्बन्ध में बहुत अच्छी प्रतिक्रिया रही। उनका मानना है कि इस तरह की कार्यशाला के आयोजन द्वारा उन्हें गूगल क्लास रूम के उपयोग आसानी से समझ आए जिससे ऑनलाइन क्लास लेने और वहां कक्षा सम्बन्धी विभिन्न कार्यों को करने में उन्हें आसानी रहेगी। छात्राओं के लिए प्रत्येक सत्र बहुत रोचक और ज्ञानवर्धक रहा। उनका कहना है कि गूगल

क्लास रूम से सम्बन्धित इस तरह की इ कार्यशाला का आयोजन नए गूगल क्लास रूम टूल्स के साथ किया जाना चाहिए उनके लिए एक नया अनुभव रहा जो उनके लिए बेहद ही उपयोगी रहेगा।

इ कार्यशाला के अंतिम दिन विभागाध्यक्षा एवं कार्यशाला समन्वयक डॉ .सीमा रानी ने विधिवत धन्यवाद ज्ञापन करते हुए महाविद्यालय की प्राचार्या डॉ.सविता रॉय, आंतरिक कौशल विकास संवर्द्धन कार्यक्रम की संयोजिका डॉ .मीतू खोसला, संसाधक वक्ताओं डॉ .नीर जलक्षत्रि, डॉ . नीतू गुप्ता, डॉ। समला देवी, हिंदी विभाग की सभी प्रध्यापिकाओ, प्राध्यापक, आयोजन समिति के सदस्यों डॉ .संज्ञा उपाध्याय, डॉ .मीनाक्षी, डॉ .मनीष कुमार चौधरी एवं छात्राओं का आभार व्यक्त किया जिनके सहयोग से इस दो दिवसीय कार्यशाला का सफलतापूर्वक समापन हुआ।

डॉ .सीमा रानी  
हिन्दी विभाग  
(विभागाध्यक्षा एवं कार्यशाला समन्वयक)

# LIFE SCIENCE DEPARTMENT

**Names of the Collaborating Departments:** BSc.(prog )life science

**Title of the Course:** ICT Tools for online classes

**Sub-theme:** ICT tools and MS.Office

**Course Coordinators:** Dr.Ritu Gupta

**Duration with dates:**

Sr. no	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1	24 <sup>th</sup> November,20 21	09:00am- 11:00am	Google classroom and google meet	Dr.Aditi Puri	Assistant Professor, DRC
2	24 <sup>th</sup> November,20 21	11:00am- 1:00pm	Google Sheet, google docs, ,Jam Board	Dr. Anuradha,	Assistant Professor, DRC
3	25 <sup>th</sup> November,20 21	09:00am- 11:00am	Google Form, MS doc,MS excel ,MS Power point	Dr. Anamika Debnath	Assistant Professor, DRC
4	25 <sup>th</sup> November,20 21	11:00am- 1:00pm	Google Drive, Keep, Microsoft lence, adobe scanner, Assessment	Dr. Priti Chadha	Assistant Professor, DRC

**Details of the course:** Convener of BSc.life science, Dr. Ritu Gupta organized two days in house skill development program for BSc. life science students and teachers on “ICT Tools for online classes” from 24<sup>th</sup> to 25<sup>th</sup> November 2021. Due to Covid -19, pandemic colleges are closed so classes are held online. Objective of the program was to enable students to attend online classes comfortably. So that online teaching will go smoothly. Dr.Ritu Gupta was the course co-ordinator for the program .Various ICT tools used in online classes were discussed by experienced faculty of Daulat Ram College.



All the students of BSc. (life science) first year have attended the program with great enthusiasm. I hope they will be able to attend online classes without any problem.

Description of the course: It was two days in-house sdp program. Various ICT tools like Google classroom Google meet Google Sheet, Google docs, Jam Board. Google Form were discussed. MS office (MS Doc. MS Excel and MS. Power Point) was discussed. Google drive and other online software like Keep, Microsoft lence, adobe scanner were discussed. In last session assessment of students were done by floating Google form.

1) **Objectives:**

A. To enable students to attend online classes comfortably. So that online teaching will go smoothly.

B. To give basic knowledge of Microsoft office which enable students to prepare their project work.

2) **Topics covered:**

A. Google classroom and Google meet

B. Google Sheet, Google docs, Jam Board

C. Google Form, MS doc, MS excel, MS Power point

D. Google Drive, Keep, Microsoft lence, adobe scanner, Assessment

**Speakers in the course:**

Sr. no.	Name	Designation	Department/Affiliation
1	Dr. Aditi Puri	Assistant Professor	Chemistry Department, DRC
2	Dr. Anuradha	Assistant Professor	Chemistry Department, DRC
3	Dr. Anamika Debnath	Assistant Professor	Chemistry Department, DRC
4	Dr. Priti Chadha	Assistant Professor	Chemistry Department, DRC

**Number and Profile of Participants:**

No. of Students	Department	Year
68	BSc.life science	First year

**Methods of Assessment of Participants:** (Test/Assignment/Project/Quiz/Presentation etc.) (Kindly provide a copy of the pre-imposed measures/instruments/scales/questionnaires used for assessment of the learning outcomes):

Multiple choice questions were asked in Google form on the basis of tools demonstrated.

**Detailed Learning Outcomes of the Course:**

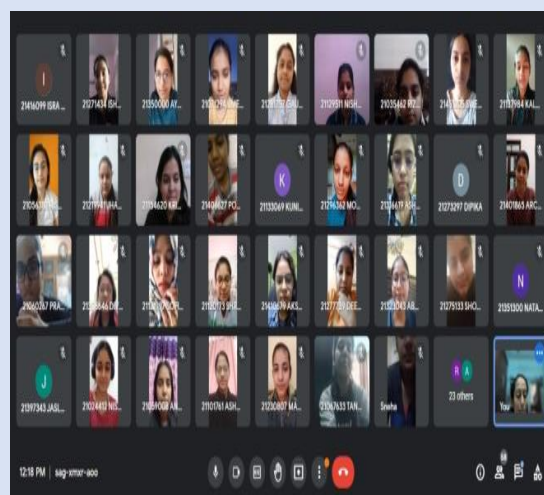
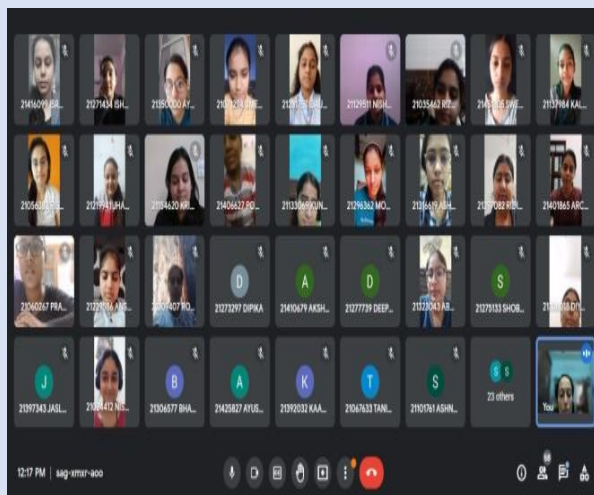
1. Participants learnt how to submit assignment in Google classroom.
2. They learnt how to create and share Google Doc. Google sheet. They learnt how to work on Jam board and collaborate with others.
3. They learnt how to use MS. Office and Create Google form.
4. How to work and save in Google drive. How to convert work in pdf and insert digital signature.

Feedback from Participants Regarding the Program:

(No certificates will be provided till the feedback is submitted by the participants.

Committee will provide the link for the feedback form.)

**A Few Photographs (student activity-oriented photographs only/activity photos):**



# MATHEMATICS DEPARTMENT

**Name of the Department:** Mathematics

**Title of the SDP:** E-SDP ENHANCING LEARNING THROUGH ICT TOOLS

**Sub-theme:** None

**Course Coordinator:** Dr. Seema Khurana

**Duration with dates:** 2 days (November 24, 2021 - November 25, 2021)

Sr no.	Date	Time	Module/Topic Title	Name of the Speaker	Affiliation of the Speaker
1	November 24, 2021	9:00am - 11:00am	Google Workspace (Meet, Word, Form)	Dr. Neha Bhatia	Assistant Professor, Department of Mathematics, Daulat Ram College
2	November 24, 2021	11:30am -1:00pm	Google Workspace (Classroom, Jamboard, Calendar, Sheets, Slides)	Dr. Jyoti Sharma	Assistant Professor, Department of Mathematics, Daulat Ram College
3	November 25, 2021	9:00am - 11:00am	Mathematica Software	Dr. Monu Kumar	Assistant Professor, Department of Mathematics, Daulat Ram College
4	November 25, 2021	11:30am -1:00pm	MS word and MS Excel	Ms. Rekha Meena	Assistant Professor, Department of Mathematics, Daulat Ram College

## **Details of the course:**

**1) Description of the course:** The course was designed as per the present requirements for giving effective and quality online education to students. It broadly consists of Google workspace for Education, Mathematica software, MS Word and MS Excel. Google Workspace for Education that includes Google Meet, Classroom, Jamboard, etc. helps us not only in smooth conducting of online live classes but also in managing everything on one single platform. Wolfram Mathematica software that allows computation, manipulating matrices, plotting functions and various types of data is the main platform for conducting the practical classes.

## 2) Objectives:

- A. To assist in the transition of students from physical classroom learning to digital classroom.
- B. To enable students for online studies through digital medium by exposing them using various ICT tools
- C. To make them comfortable with Mathematica Software which is essential for the hands-on experience for the theoretical mathematical concepts learnt by them.

## 3) Topics covered:

- A. Google Workspace (Google Meet, Google Classroom, Jamboard, Google doc, Google Form, Google Sheet, Google Slides)
- B. Mathematica Software
- C. MS Word and MS Excel

## Speakers in the course:

Sr. no.	Name	Designation	Department/Affiliation
1	Dr. Neha Bhatia	Assistant Professor	Department of Mathematics, Daulat Ram College
2	Dr. Monu Kumar	Assistant Professor	Department of Mathematics, Daulat Ram College
3	Dr. Jyoti Sharma	Assistant Professor	Department of Mathematics, Daulat Ram College
4	Ms. Rekha Meena	Assistant Professor	Department of Mathematics, Daulat Ram College

## Number and Profile of Participants:

Date	No. of Students	Department	Year
24 /11/2021	55	Mathematics	2021
25/11/2021	56	Mathematics	2021

## Methods of Assessment of Participants:

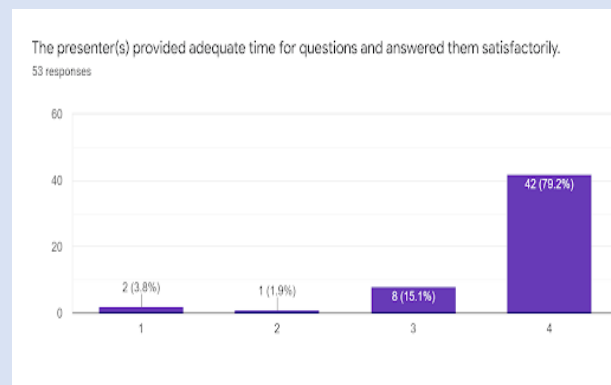
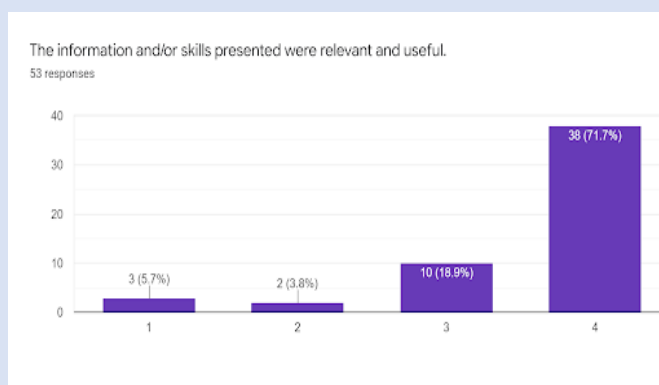
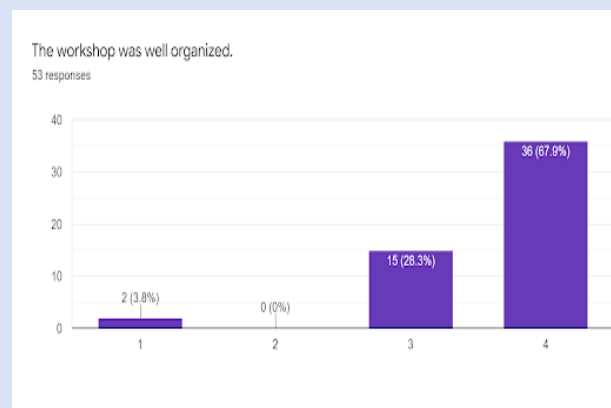
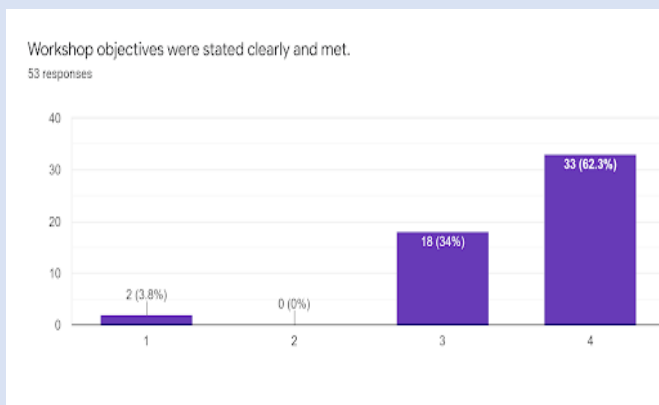
(Test/Assignment/Project/Quiz/Presentation etc.) - Through Questionnaire (MCQ Assessment Sheet) on the training imparted in each session and informally through encouraging interactions

## Detailed Learning Outcomes of the Course:

1. Students will be comfortable in using ICT tools for better interaction amongst each other and among the teaching faculty for an improved learning experience through training on Google Meet and Classroom.
2. Better written communication skills are expected from the students after having been given training on tools like MS Office and Google Docs, Sheets etc.
3. Students will be able to efficiently work on Mathematica Software.

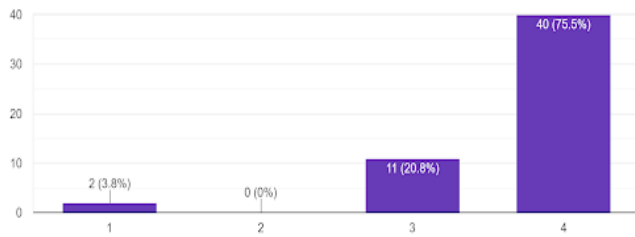
## Feedback from Participants Regarding the Program:

### DAY-1



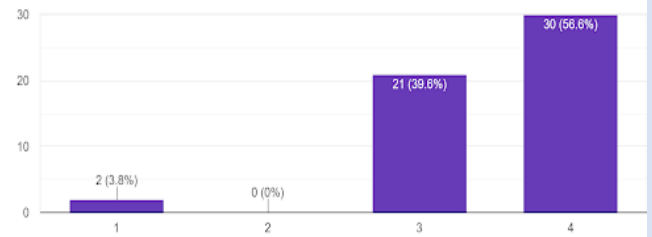
This workshop increased my knowledge and skills in Google Tools.

53 responses



The presenter(s) modeled student centered learning strategies and techniques.

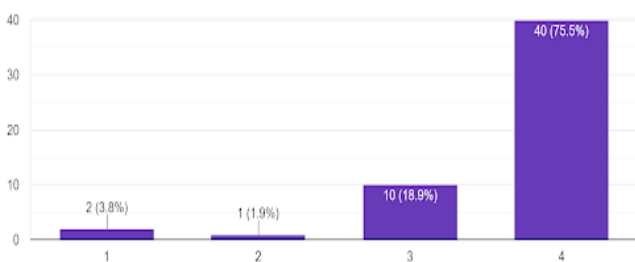
53 responses



## DAY 2

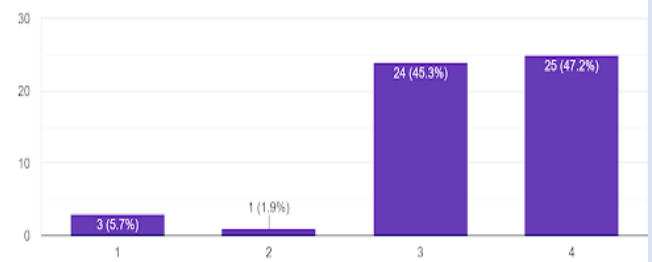
I would recommend this program to others.

53 responses



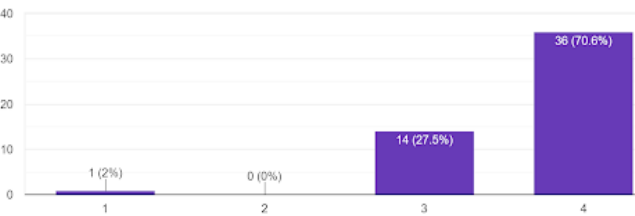
The presenter allowed me to work with and learn from others.

53 responses



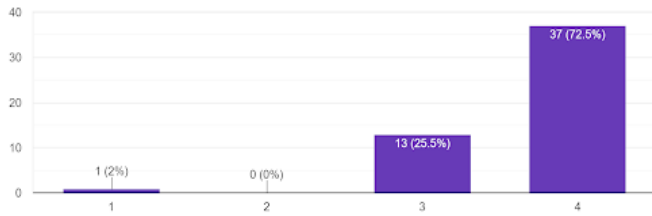
Workshop objectives were stated clearly and met.

51 responses



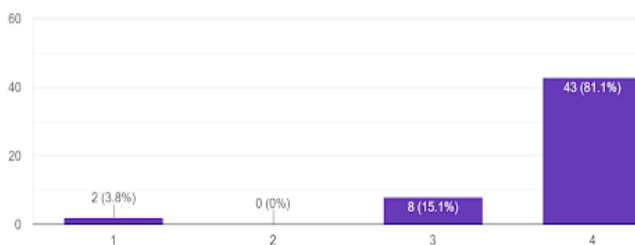
The workshop was well organized.

51 responses



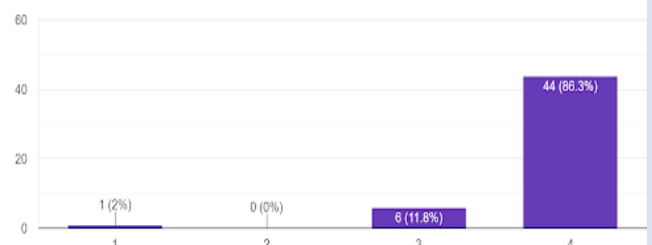
The presenter is knowledgeable in the topic.

53 responses

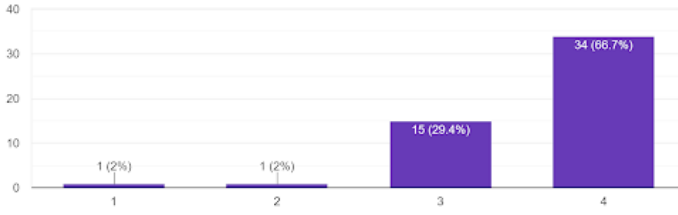


The information and/or skills presented were relevant and useful.

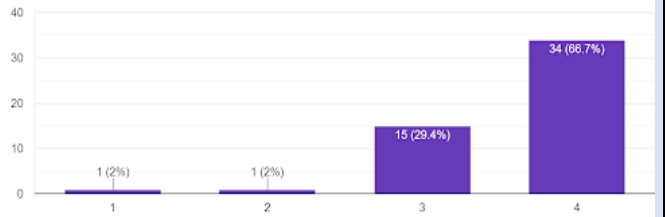
51 responses



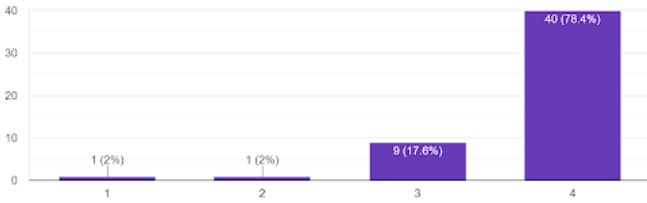
The presenter(s) provided adequate time for questions and answered them satisfactorily.  
51 responses



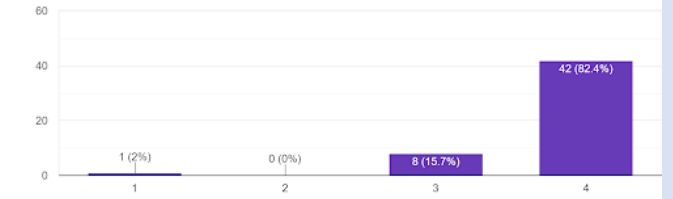
The presenter(s) provided adequate time for questions and answered them satisfactorily.  
51 responses



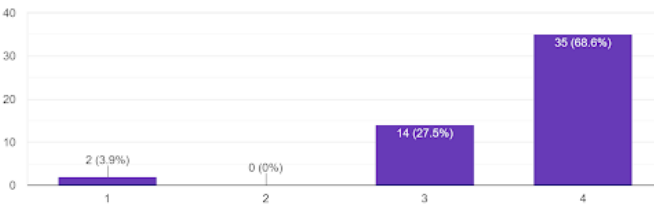
The presenter(s) modeled student centered learning strategies and techniques.  
51 responses



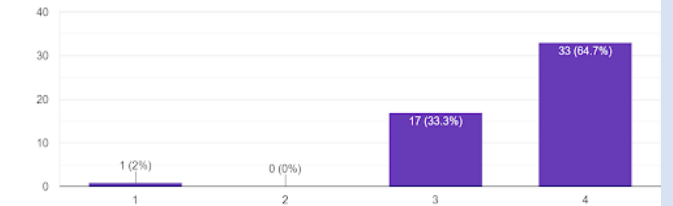
This workshop increased my knowledge and skills in Mathematica.  
51 responses



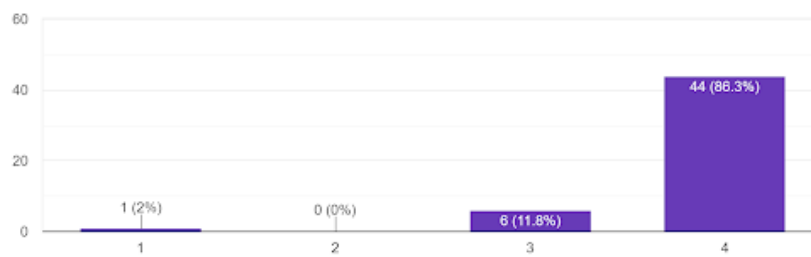
This workshop increased my knowledge and skills in MS Office.  
51 responses



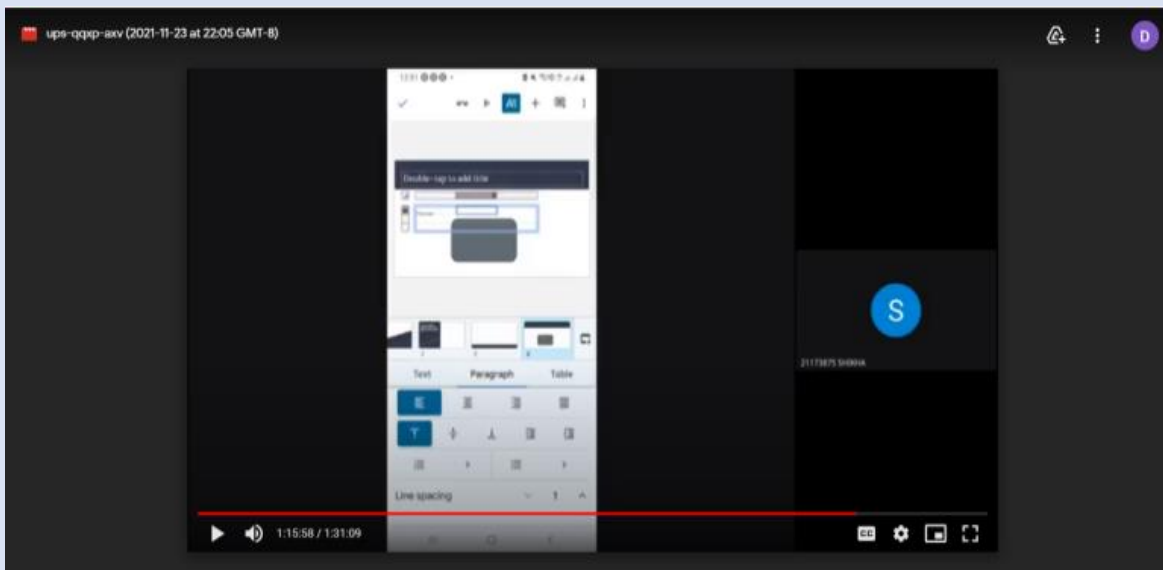
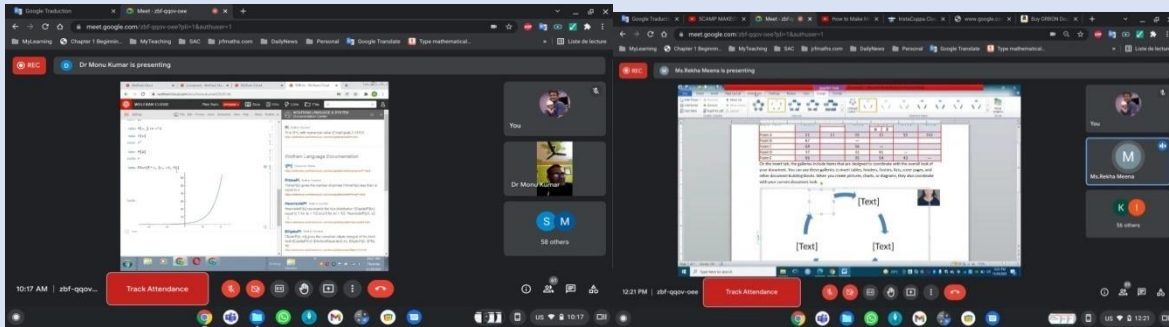
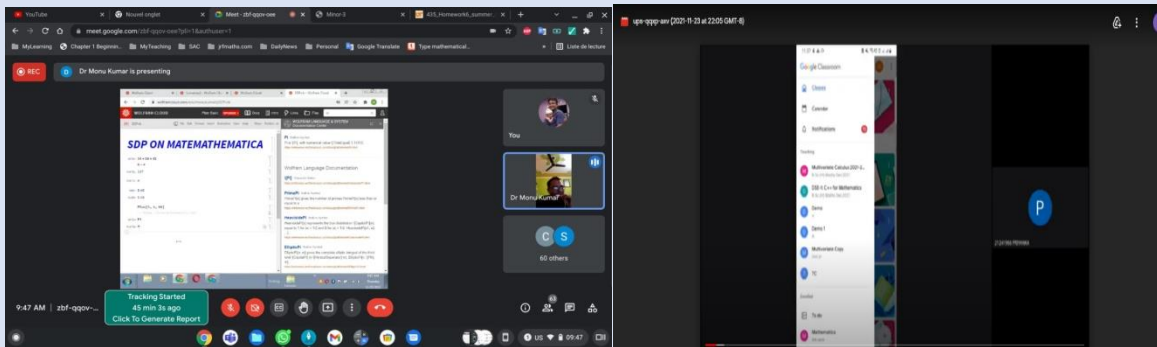
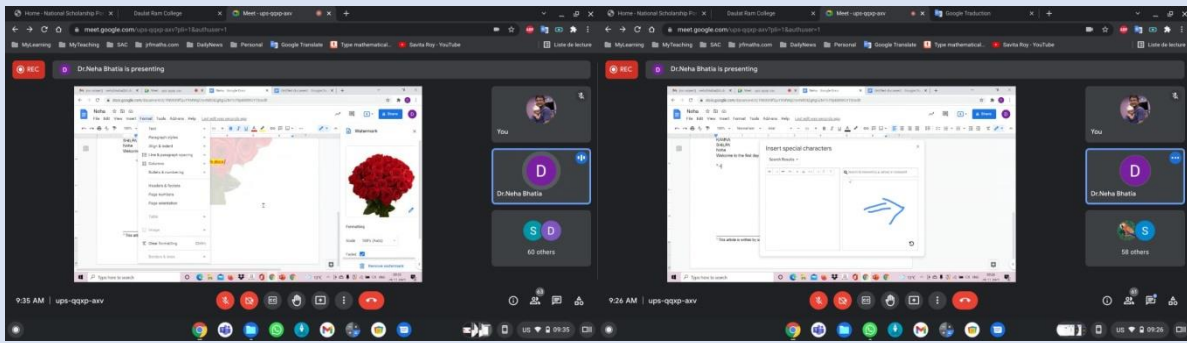
The presenter allowed me to work with and learn from others.  
51 responses



The presenter is knowledgeable in the topic.  
51 responses



# A Few Photographs:





# PHILOSOPHY DEPARTMENT

**Names of the Department:** Philosophy

**Title of the Course:** Enhancing Learning Through ICT Tools

**Course Coordinator:** Dr. Sonia Mehta

**Duration with dates:** 2 days, 24-25 November 2021

Sr. no	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1.	24.11.2021	9:00- 10:00 am	G-Suite, Google Drive, Google Calendar	Dr. Sonia Mehta	Associate Professor, DRC
2.	24.11.2021	10:00- 11:00 am	Google Meet and Google form through templates	Dr. Sonia Mehta	Associate Professor, DRC
3.	24.11.2021	11:00-12:00 pm	E-Resources	Dr. Tarang Kapoor	Assistant Professor, DRC
4.	24.11.2021	12:00-1:00 pm	Copyrights Issues	Dr. Tarang Kapoor	Assistant Professor, DRC
5.	25.11.2021	9:00- 10:00 am	Google Classroom	Dr. Vidhu Jain	Assistant Professor, DRC
6.	25.11.2021	10:00- 11:00 am	Assignment submission and grading in Google Classroom	Dr. Vidhu Jain	Assistant Professor, DRC
7.	25.11.2021	11:00-12:00 pm	Creating Google forms	Ms. Shyamalima Borgohain	Assistant Professor, DRC
8.	25.11.2021	12:00-1:00 pm	Google Docs and its Features, Jam board	Ms. Shyamalima Borgohain	Assistant Professor, DRC

## **Details of the course:**

- 1) **Description of the course:** 2 days In-House Skill Development Program was organised to familiarize first year students with the usage of digital platforms and applications like G Suite and its features, Google classroom, Google Meet, Google calendar, Google docs, forms, etc. E-Resources like Swayam, Delhi University Library System, INFLIBNET, NPTEL, CEC, E-PG Pathshala, Archives.org, Open access books and journals databases, plagiarism, copyright issues, public domain resources etc. were discussed to enhance the learning experience of students. The training program was spread over two days with four sessions each day. Department faculty members were the resource persons.
- 2) **Objectives:**
  - A. To assist in the transition of physical classroom learning to digital classroom.
  - B. To equip, familiarise and acquaint students with various digital platforms available- G Suite and its features, Google Meet, Google classroom, Google calendar etc.
  - C. To enable students to be trained in tools which utilise discipline specific digital resources and build skillsets in other ICTs.
- 3) **Topics covered:**

<b>G-Suite, Google Drive, Google Calendar</b>
<b>Google Meet and Google form through templates</b>
<b>E-Resources</b>
<b>Copyrights Issues</b>
<b>Google Classroom</b>
<b>Assignment submission and grading in Google Classroom</b>
<b>Creating Google forms</b>
<b>Google Docs and its Features, Jam board</b>

**Speakers in the course:**

Sr. no.	Name	Designation	Department/Affiliation
1.	Dr. Sonia Mehta	Associate Professor, DRC	Daulat Ram College, DU
2.	Dr. Tarang Kapoor	Assistant Professor, DRC	Daulat Ram College, DU
3.	Dr. Vidhu Jain	Assistant Professor, DRC	Daulat Ram College, DU
4.	Ms. Shyamalima Borgohain	Assistant Professor, DRC	Daulat Ram College, DU

**Number and Profile of Participants:**

No. of Students	Department	Year
49	Philosophy	First year

**Methods of Assessment of Participants:** (Test/Assignment/Project/Quiz/Presentation etc.)

(Kindly provide a copy of the pre-imposed measures/instruments/scales/questionnaires used for assessment of the learning outcomes):

1. Assignment 1 <https://forms.gle/BezPZZBsPMLckp5T6>
2. Assignment 2 <https://forms.gle/4VtYwYD2bC8Cgvt96>

**Detailed Learning Outcomes of the Course:**

1. students were able to make smooth transition to digital classroom learning.
2. acquired skills to work with G Suite features.
3. were able to familiarise and acquaint themselves with various digital platforms like Google Meet, Google classroom, Google calendar etc.
4. were made aware of the various E-resources available for enhancing their undergraduate learning experience.

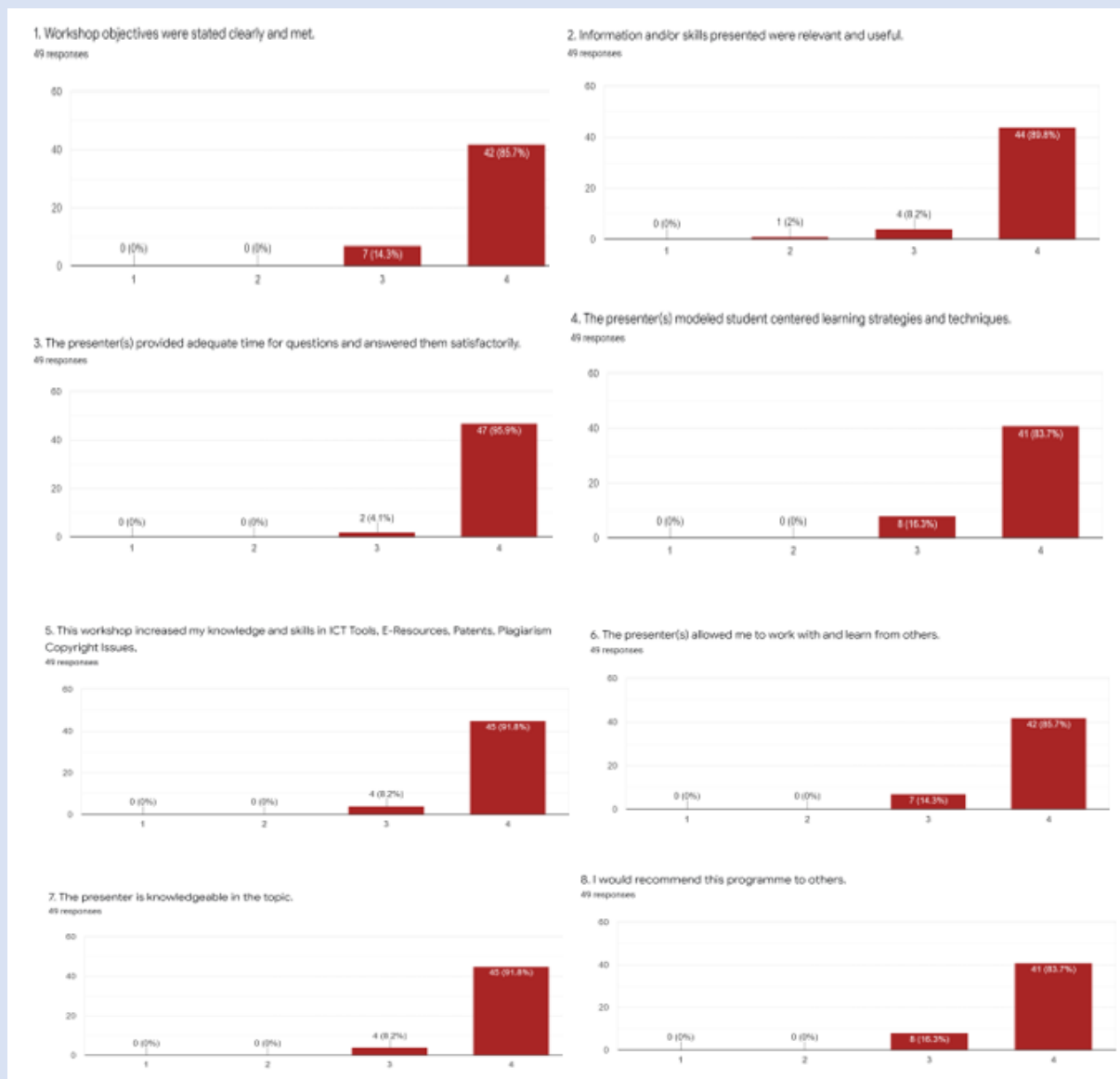
**Feedback from Participants Regarding the Program:**

Feedback form link: <https://forms.gle/EzeAQdgHcjA6s7YL7>

Feedback was received on the following criteria by using the 4-point rating scale to indicate the extent to which they agreed or disagreed with each criteria.

4= Strongly Agree    3= Agree    2= Disagree    1= Strongly Disagree

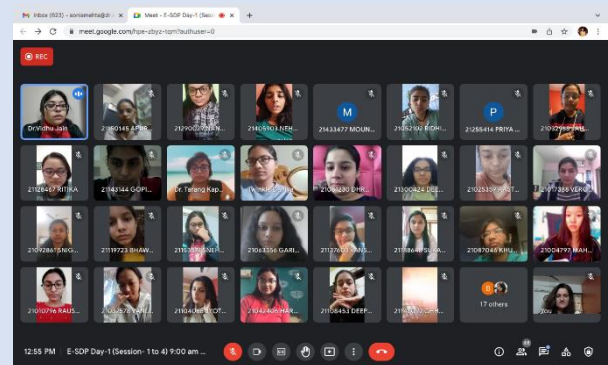
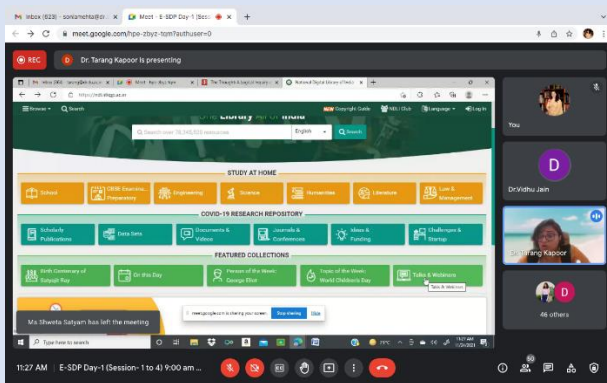
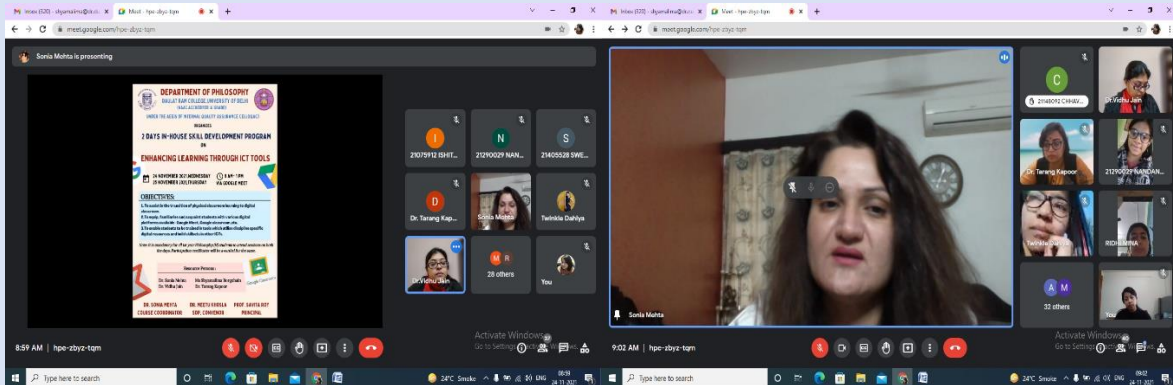
Almost all the first-year students were highly satisfied with the training program. The details are as follows:



# A Few Photographs (student activity-oriented photographs only/activity photos):

Total of 49 participants attended the program.

## Day 1



# PHYSICS DEPARTMENT

**Names of the Collaborating Departments:** Physics Department

**Title of the Course:** 2 Days In-House Skill Development Program (E-SDP) On Enhancing Online Learning Through ICT Tools

**Course Coordinators:** Dr. Neeru Sehdev, Physics Department, Daulat Ram College.

**Duration with dates:** 24th -25th November, 2021 (9:00 AM to 1:00 PM each day)

S.No.	Date	Time	Module/topic title	Name of Speaker	Affiliation of the Speaker
1	24 <sup>th</sup> Nov, 2021	9:15 AM - 11:15 AM	Google Doc Google Classroom Google Meet	Dr. Disha Wadhawan	Physics Department, Daulat Ram College, Delhi University
2	24 <sup>th</sup> Nov, 2021	11:15 AM - 1:00 PM	Google certificate Google forms	Dr. Shefali Jain	Physics Department, Daulat Ram College, Delhi University
3	25 <sup>th</sup> Nov, 2021	9:00 AM - 11:00 PM	Microsoft Office: Word, Excel and Ppt	Dr. Omwati Rana	Physics Department, Daulat Ram College, Delhi University
4	25 <sup>th</sup> Nov, 2021	11:00 AM - 1:00 PM	Google Calendar	Dr. Shefali Jain	Physics Department, Daulat Ram College, Delhi University

## **Details of the course:**

### **1) Description of the course:**

2 days In-House Skill Development Program (e-SDP) “Enhancing Online Learning Through ICT Tools”, under the aegis of IQAC, organized by Physics Department, Daulat Ram College.

### **2) Objectives:**

A. To enable and facilitate the transition of students from physical modalities of learning to the virtual workspace.

B. To develop familiarity and ability with the various options available for technical assistance – G-suite, Google Classroom, Microsoft Excel, Power-point, various add-ons etc.

C. To develop skill and enhance scope of discipline specific resources made available to students.

**3) Topics covered:**

A. Google Doc, Google Classroom and Google Meet

B. Google forms, Google certificate and Google Calendar

C. Microsoft Office: Word, Excel and Ppt

**Speakers in the course:**

S. No.	Name	Designation	Department/Affiliation
1	Dr. Omwati Rana	Assistant Professor	Physics Department, Daulat Ram College, Delhi University
2	Dr. Shefali Jain	Assistant Professor	Physics Department, Daulat Ram College, Delhi University
3	Dr. Disha Wadhawan	Assistant Professor	Physics Department, Daulat Ram College, Delhi University

**Number and Profile of Participants:**

No. of Students	Department	Year
41	Physics Department	First year

**Methods of Assessment of Participants:** (Test/Assignment/Project/Quiz/Presentation etc.) (Kindly provide a copy of the pre-imposed measures/instruments/scales/questionnaires used for assessment of the learning outcomes):

1. Assignment for creating a Google form and a Google calendar link
2. Quiz based on the topics: Google Classroom, Google Meet and Google Docs. Link is provided below:  
<https://forms.gle/sVV0EnvjCrkM6WhH9>
3. Project to prepare an invitation card for Merry Christmas/ New Year using MS

word or Power Point Presentation

## Detailed Learning Outcomes of the Course:

Partake in collaborative discussions with the resource persons in regards to features of Google apps, the students learnt about the overview of Google Apps for Education

- Google Docs and its advantages in typing scientific documents
- Google Sites to create Google Classroom and use them to assign and organize student work.
- Google Forms to create and submit the responses in various formats e.g. quizzes.
- To create and share events like seminars, conferences etc. in Google calendar.
- Linking between Google form and Google excel to generate an email for creating and sending certificates.
- MS Office to make engaging presentations/invitations/excel sheets etc.

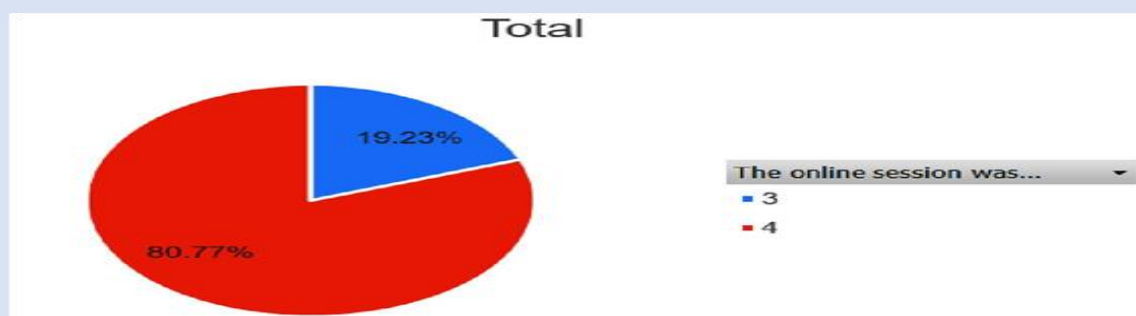
## Feedback from Participants Regarding the Program:

(No certificates will be provided till the feedback is submitted by the participants. Committee will provide the link for the feedback form.)

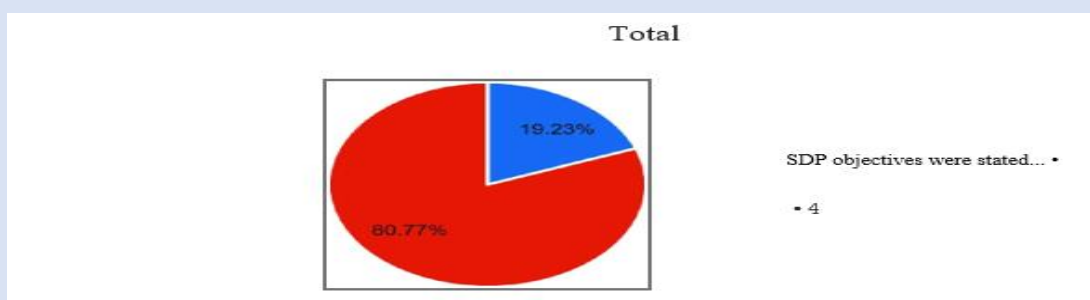
Feedback form was circulated at the end of the concluding session. The e-SDP was very well received by all participants. A summary of feedback from the participants is as attached:

4= Strongly Agree 3= Agree 2= Disagree 1= Strongly Disagree

1. The online session was informative, interactive, involving and helpful in enhancing the knowledge of the subject of SDP.

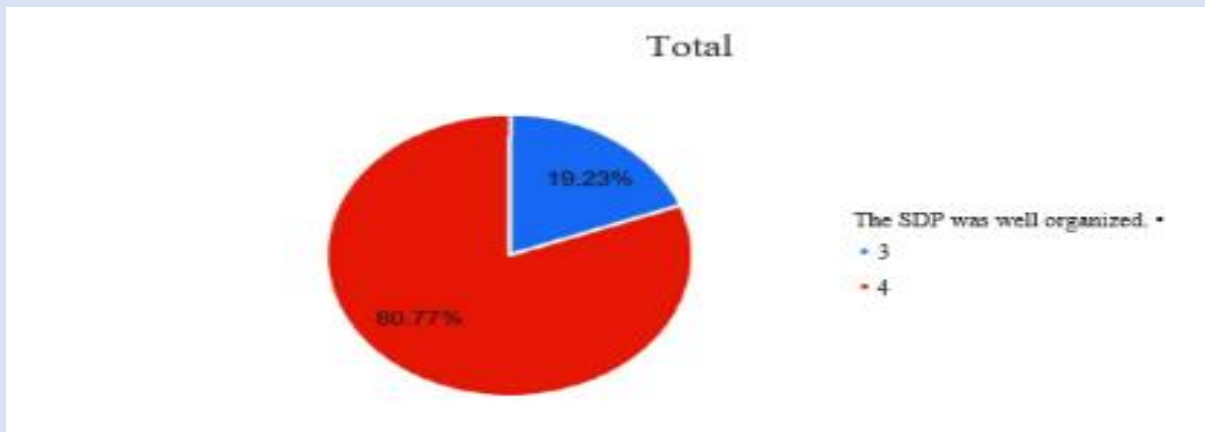


2. SDP objectives were stated clearly and met.

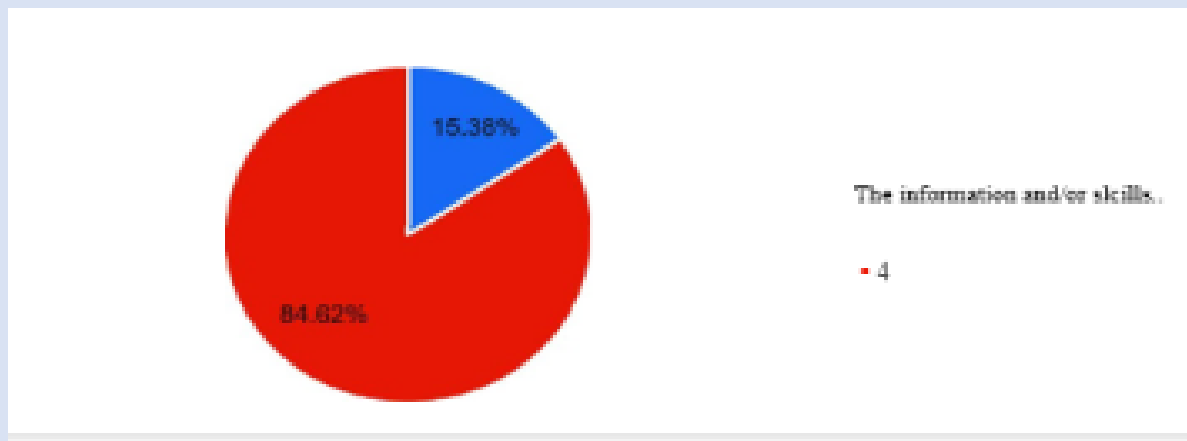




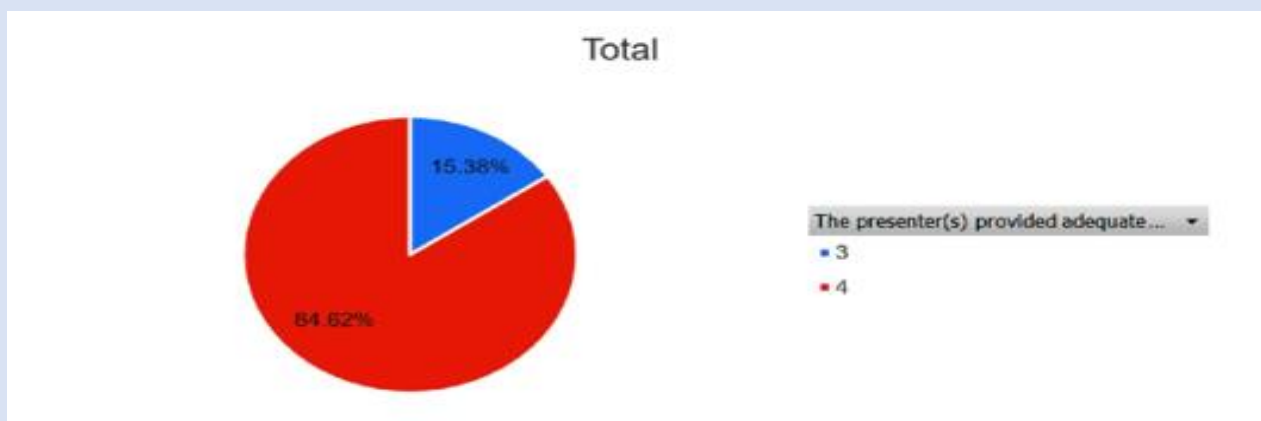
3. The SDP was well organized.



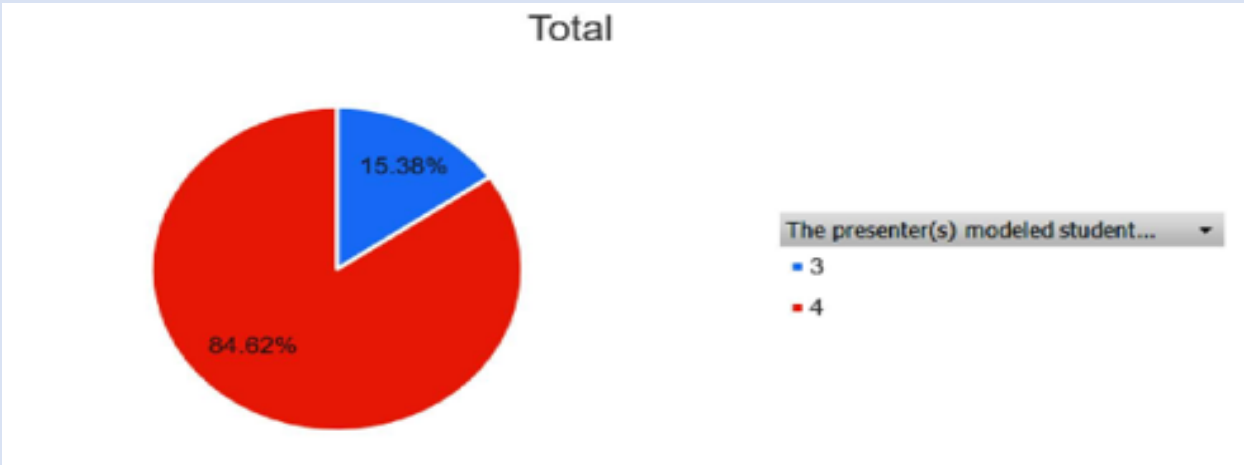
4. The information and/or skills presented were relevant and useful.



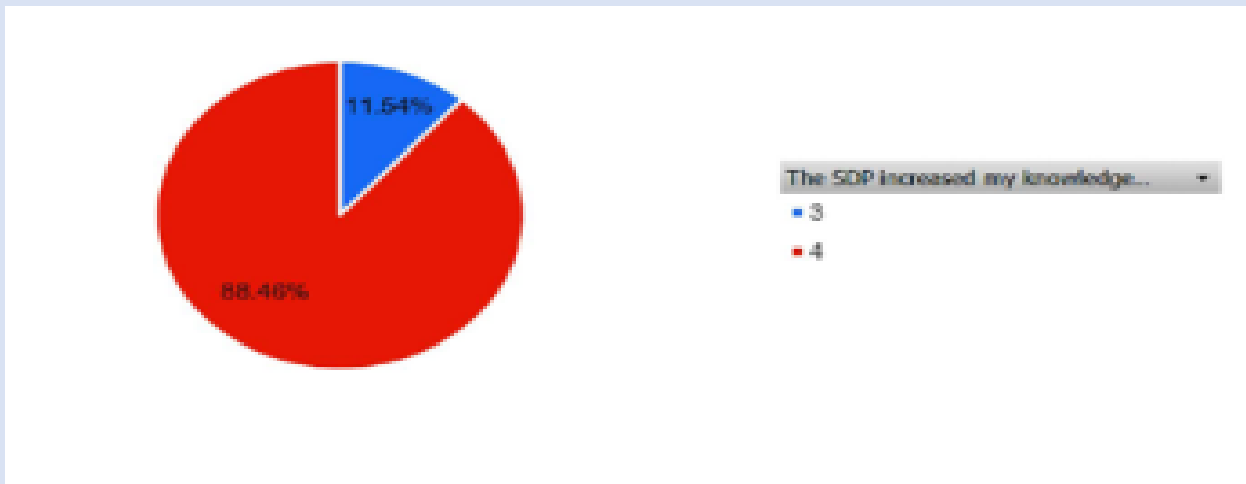
5. The presenter(s) provided adequate time for questions and answered them satisfactorily.



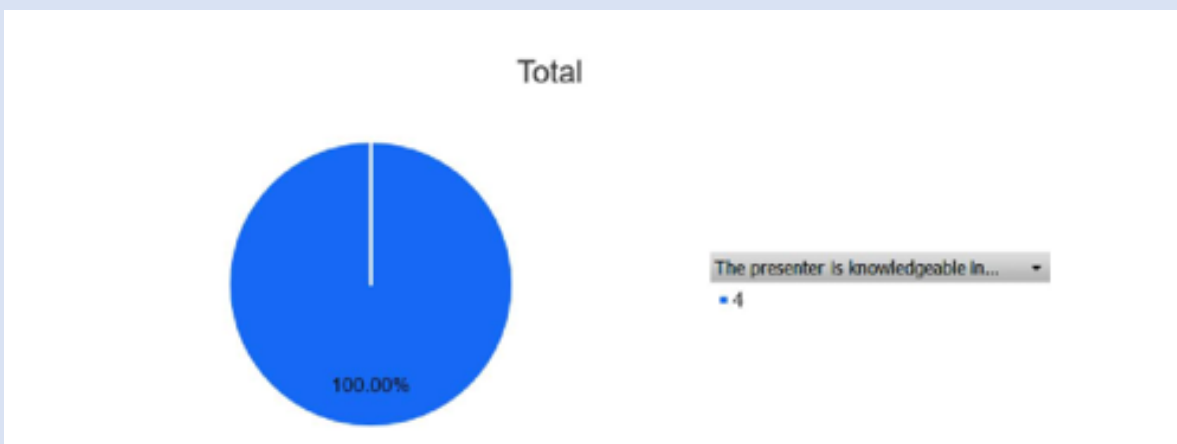
6. The presenter(s) modeled student centered learning strategies and techniques (Teacher(s) used student friendly methods and techniques).



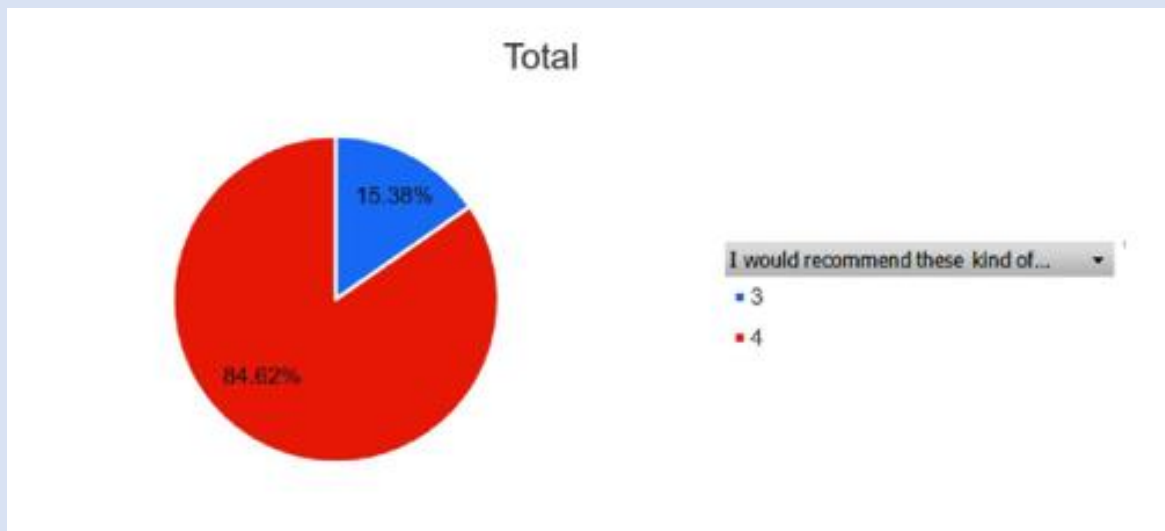
7. The SDP increased my knowledge and skills about ICT tools.



8. The presenter is knowledgeable in the topic.



9. I would recommend this kind of SDP's to others.



**A Few Photographs (student activity oriented photographs only/activity photos):**

Please give overall feedback and provide suggestions for improving future sessions.  
26 responses

It is very informative.

These SDP are very helpful and presenter(s) are very good in nature.

Session was good but as many students haven't laptop so it's my humble request to show all these things on phone as well if it's possible.

It is nice session

The overall SDP was very good. I like it. 🌟🌟🌟

nil

Amazing session

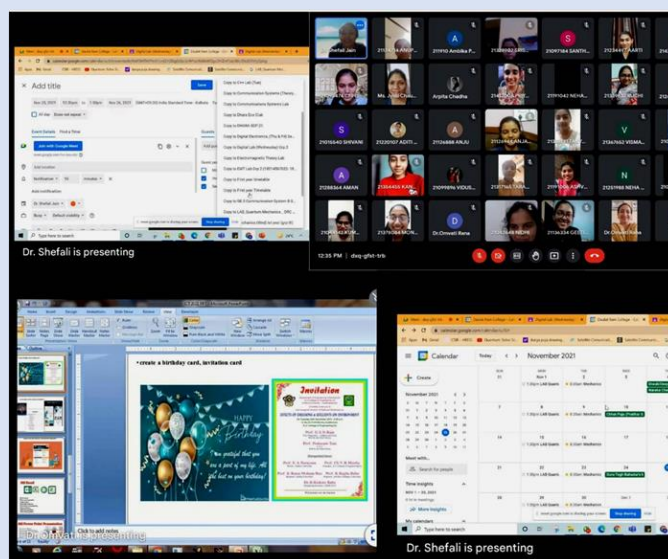
SDP sessions were organized very well by our teachers. In my opinion students can only learn this more appropriately when they have the resources like laptop. Definitely these skill are very helpful and students

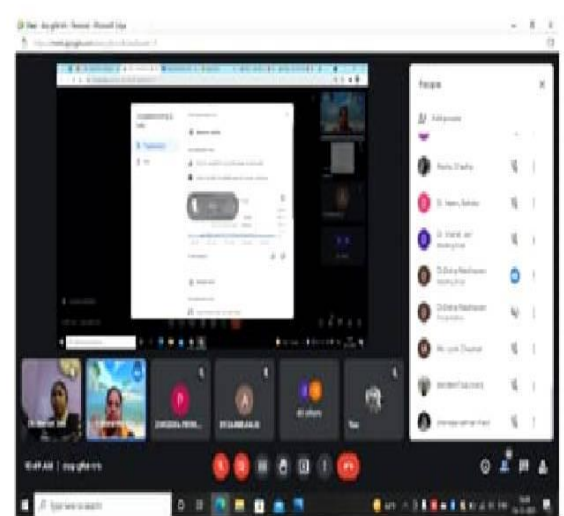
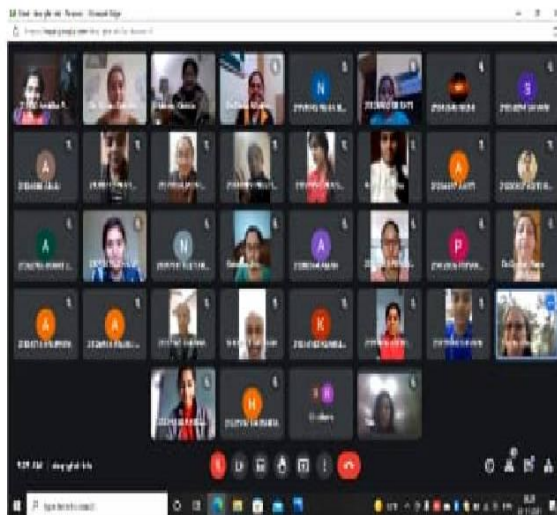
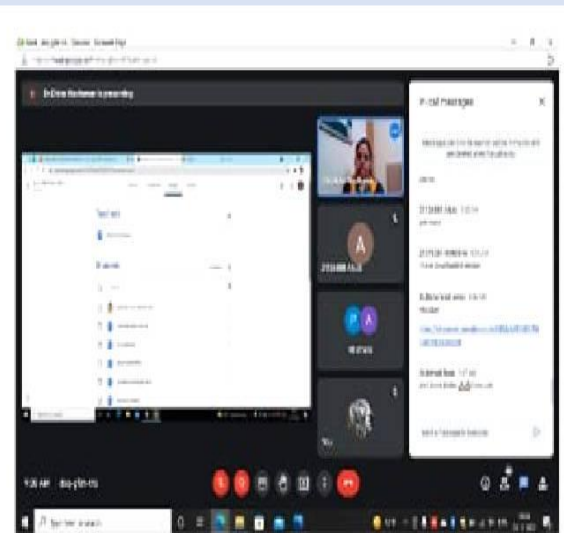
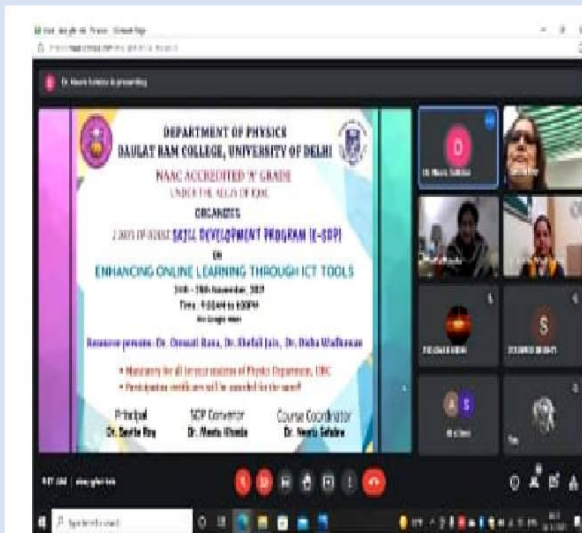
**DEPARTMENT OF PHYSICS**  
**DAULAT RAM COLLEGE, UNIVERSITY OF DELHI**  
 NAAC ACCREDITED 'A' GRADE UNDER THE AEGIS OF IQAC  
 ORGANIZES  
 2 DAYS IN-HOUSE **SKILL DEVELOPMENT PROGRAM (E-SDP)**  
 ON  
**ENHANCING ONLINE LEARNING THROUGH ICT TOOLS**  
 24th - 25th November, 2021  
 Time : 9:00AM to 1:00PM  
 Via Google meet

**Resource persons : Dr. Omwati Rana, Dr. Shefali Jain, Dr. Disha Wadhawan**

- Mandatory for all 1st year students of Physics Department, DRC
- Participation certificates will be awarded for the same!!

Principal **Dr. Savita Roy**      SDP Convenor **Dr. Meetu Khosla**      Course Coordinator **Dr. Neeru Sehdev**





# POLITICAL SCIENCE

## DEPARTMENT

**Names of the Collaborating Departments:** Political Science

**Title of the Course:** Simplifying online learning through ICT tools: Bridging the virtual and Physical gap

**Sub-theme:** How to use different ICT tools to accentuate with online education.

**Course Coordinators:** Ms. Geetanjali Kumar

**Duration with dates:** 4 hours each for two days

<b>Sr. no</b>	<b>Date</b>	<b>Time</b>	<b>Module/topic title</b>	<b>Name of the Speaker</b>	<b>Affiliation of the Speaker</b>
1	24 November 2021	9.00 AM - 11.00 PM	Session-I: Introduction to online education: Challenges and Prospects	Dr. Shachi Chawla	Associate Professor, DRC, DU
2	24 November 2021	11.00 AM- 1.00 PM	Session-II: How to use Google Meet and Google Classroom	Dr. Shachi Chawla and Dr. Deepak K. Bhaskar	Assistant Professor, DRC, DU
3	25 November 2021	9.00 AM - 11.00 PM	Session-III: How to use classrooms and Google forms, Google drive etc	Dr. Madhu Damani	Assistant Professor , DRC, DU
4	25 November 2021	11.00 AM- 1.00 PM	Session-IV: Use of Google Docs, PDF converter, Scanner and other tools	Dr. Deepak K. Bhaskar	Assistant Professor, DRC, DU

### **Details of the course:**

1) **Description of the course:** The course was to develop the skill and capability among the students. It was divided in different sessions so that students can have focussed learning.

### **2) Objectives:**

A. To accentuate students with ICT tools, to develop an interface with new technological challenges

B. To understand the importance and relevance of technology in the age of technological determinism

C. Using the ICT tools and removing the technological illiteracy, reducing the gap.

### **3) Topics covered:**

A. Technology: prospects and challenges

B. Use of Google Meet, classrooms, Zoom, MS Teams

C. Google forms, doc, sheet, drive, adobe reader, scanners etc.

### **Speakers in the course:**

Sr. no.	Name	Designation	Department/Affiliation
1	Dr. Shachi Chawla	Associate Professor	Political Science, DRC, DU
2	Dr. Madhu Damani	Assistant Professor	Political Science, DRC, DU
3	Dr. Deepak K. Bhaskar	Assistant Professor	Political Science, DRC, DU

### **Number and Profile of Participants:**

No. of Students	Department	Year
100	Political Science	First Year
40	BA Prog	First Year
10	Political Science	Second Year
5	Political Science	Third Year

**Methods of Assessment of Participants:** (Test/Assignment/Project/Quiz/Presentation etc.)  
(Kindly provide a copy of the pre-imposed measures/instruments/scales/questionnaires used for assessment of the learning outcomes):

1. Project
2. Questionnaire through Google forms

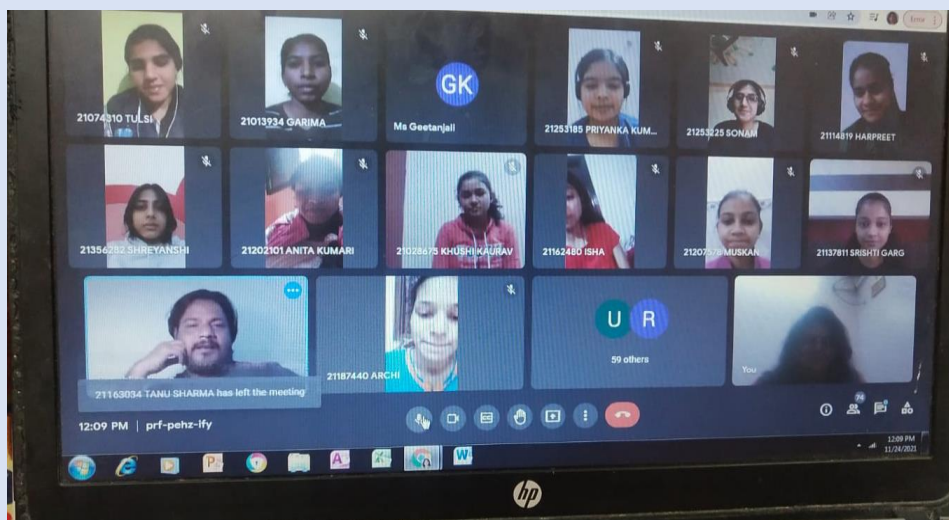
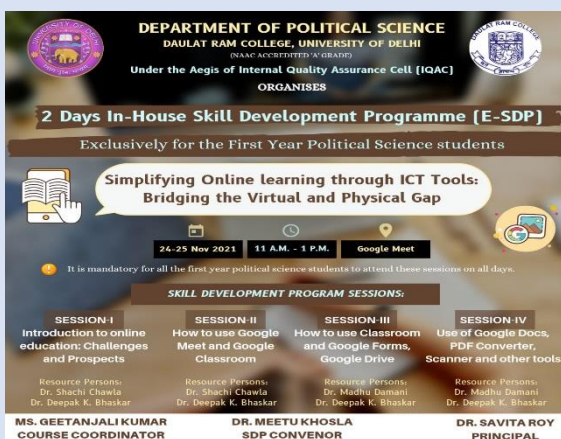
**Detailed Learning Outcomes of the Course:**

1. As per the feedback, Students are now equipped with ICT tool of use in ur online education
2. Students are using technological assistance to access different online library
3. Students are aware of ethical use of technology as well.

Feedback from Participants Regarding the Program:

(No certificates will be provided till the feedback is submitted by the participants. Committee will provide the link for the feedback form.)

**A Few Photographs (student activity oriented photographs only/activity photos):**



# PSYCHOLOGY DEPARTMENT

**Names of the Collaborating Departments:** Psychology

**Title of the Course:** 2 Days Skill Development Programs

**Sub-theme:** Enhancing Learning through ICT tools

**Course Coordinators:** Dr. Deepesh Rathore

**Duration with dates:** 2 days, 23rd November, 2021 to 24th November, 2021

Sr No.	Date	Time	Module/Topic Title	Name Of Speaker	Affiliation Of the Speaker
1.	23rd November, 2021	9:00 Am-1:00 pm	1. Google Classroom 2. Microsoft teams 3. Zoom meet 4. Pear Deck 5. Jamboard 6. Google Slides	Ms. Binusha Joycell & Dr. Kshitija Wason	Assistant Professor, DRC & Assistant Profess
2.	24th November, 2021	9:00 Am-1:00 pm	1. Google Drive 2. Google sites, 3. Google groups 4. GoogleCalendar 5. Google chats 6. Google docs 7. Google sheets 8. Google Forms	Dr. Deepesh Rathore	Assistant Professor, DRC

## **Details of the course:**

### **1) Description of the course:**

The In House skill Development Program ' Digital Skills Enhancement ' is an initiative to facilitate a smooth transition onto the virtual learning space in the Covid-19 pandemic. It shall be a hands-on exercise in initiating the young students of the Department of Psychology to the various platforms available digitally. It shall train them in how to use to optimal capacity these ICT's for academic and especially in how these tools can be facilitative in learning of the discipline. The Program shall be spread over three days covering the aspects of G-suite Platform as well as Microsoft Teams.



## 2) Objectives:

- A. To enable and facilitate transition of students from physical modalities of learning to the virtual workspace.
- B. To develop familiarity and ability with the various options available -Gsuite, Classroom and Microsoft teams etc.
- C. Develop skill and enhance scope of discipline specific resources available in the psychological sphere

## 3) Topics covered:

- A. Online platforms: Google Classroom, Microsoft Teams, Zoom Meeting
- B. G-Suite: Google forms, Google Docs, Google Sheets, Google Slides, Google Form
- C. Key Features of Google Accounts: Google Drive, Chats, Google Group, Sites, Jam board

## Speakers in the course

Sr no	Name	Designation	Department/Affiliation
1.	Ms Binush Joycell	Assistant Professor (Adhoc)	Psychology
2.	Dr. Kshitija Wason	Assistant Professor (Adhoc)	Psychology
3.	Dr. Deepesh Rathore	Assistant Professor (Adhoc)	Psychology
4.	Dr. Rakhi Singh	Assistant Professor (Adhoc)	Psychology

## Number and Profile of Participants

No. Of Students	Department	Year
65	Psychology	First Year

## Methods of Assessment of Participants: (Quiz)

1. [https://docs.google.com/forms/u/1/d/1PXOJ3qeJrwjhA59XZQwWl6Z7n82G--DteXTeibKV8k/edit?usp=forms\\_home&ths=true](https://docs.google.com/forms/u/1/d/1PXOJ3qeJrwjhA59XZQwWl6Z7n82G--DteXTeibKV8k/edit?usp=forms_home&ths=true)
2. <https://quizzory.in/id/619dd55a9141720e66daba7e>

## Detailed Learning Outcomes of the Course:

1. Students were able to understand how to effectively operate various digital classroom platforms.

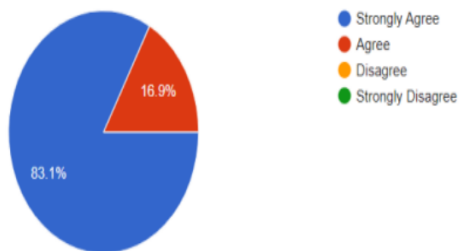
2. Students were able to learn about different add on apps available in different G-suite program.

3. Students were able to learn how to use google form, google sheets, and google docs to carry out practical work

### Feedback from Participants Regarding the Program:

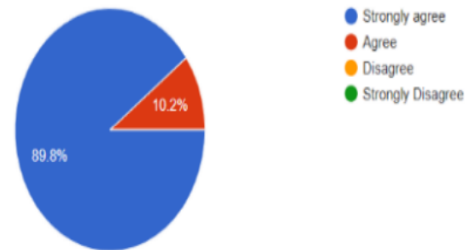
2. The workshop was well organized

59 responses



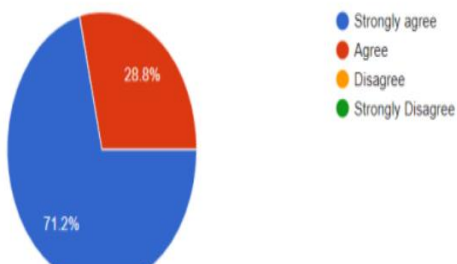
4. The presenter(s) provided adequate time for questions and answered them satisfactorily.

59 responses



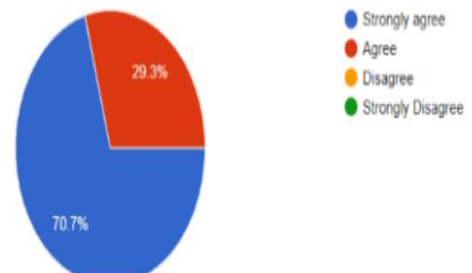
3. The information and/or skills presented were relevant and useful.

59 responses

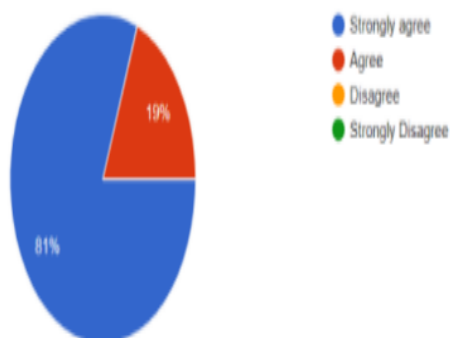


5. The presenter(s) modeled student centered learning strategies and techniques.

58 responses

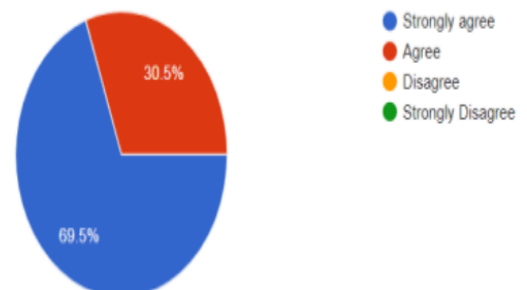


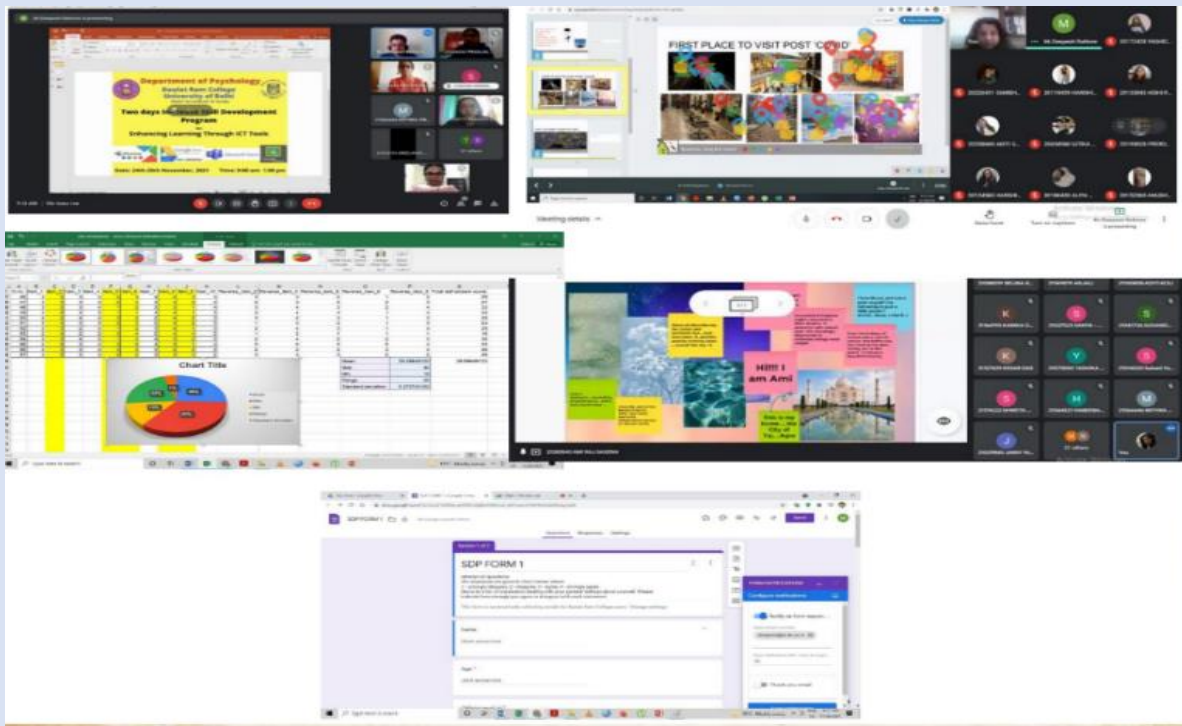
50 responses



9. I would recommend this program to others.

59 responses





10. Please share any other comments you have regarding this workshop?

42 responses

It was wonderful and very informative! Thank you for letting us be a part !

The workshop was really helpful and informative

It was really great and I learnt new things too

It was very good and the teachers presented in it in a very informative and practical manner.

This programme is really helpful. We come to know about many online platforms like google jamboard and Google forms is very new to me. Thank you to my college psychology department for helping and carefully providing the basic knowledge for many online platforms.

the program was really informative.

It was very helpful

It went really well and also got more knowledge about the technology and how to used it ..

# **SANSKRIT DEPARTMENT**

**Names of the Collaborating Departments:** Department of Sanskrit

**Title of the Course:** Developing ICT Tools and Capacity Building

**Sub-theme:** E-Learning & Online Tools for Sanskrit Learners

**Course Coordinators:** Dr. Kamna Vimal

**Duration with dates:** 2 Day E-SDP, November 24-25, 2021 (9:00 am to 1:00 pm)

<b>Sr. no</b>	<b>Date</b>	<b>Time</b>	<b>Module/topic title</b>	<b>Name of the Speaker</b>	<b>Affiliation of the Speaker</b>
1.	November 24, 2021	9:00 am- 9:30 am	Inaugural Session	Dr. Meetu Khosla	Associate Professor, DRC
2.	November 24, 2021	9:00 am - 11:00 pm	Technical Session I: Online Learning – Platforms and Google Classroom	Dr. Sushma Devi	Assistant Professor, DRC
3.	November 24, 2021	11:00 am to 1:00 pm	Technical Session II: Introducing Google Workspace – Applications & Their Uses	Dr. Kamna Vimal	Assistant Professor, DRC
4.	November 25, 2021	9:00 am - 11:00 pm	Technical Session III: MS Office 2010 – Features and Uses	Dr. Ravi Kumar Meena	Assistant Professor, DRC
5.	November 25, 2021	11:00 am – 1:00 pm	Technical Session IV: Sanskrit Specific Online Resources and Tools	Dr. Sharda Gautam	Assistant Professor, DRC
6.	November 25, 2021	1:00 pm – 2:00 pm	Valedictory Session	Dr. Shashi Sharma	Assistant Professor, DRC

**Details of the course:**

- 1) **Description of the course:** The course aimed at enhancing the basic and essential ICT knowledge of the First-Year students with special emphasis on the Sanskrit specific resources and tools.
- 2) **Objectives:** Two-fold aim of enhancing E-Learning capacity and providing resources and training essential for the online classes.
  - A. To impart the basic ICT knowledge to the First-Year students w.r.t. online platforms and classrooms.
  - B. To introduce them to the various applications of Google workspace and its uses in online classes
  - C. To enlighten them about the online resources and tools available for the Sanskrit learners.
- 3) **Topics covered:**
  - A. Google and Zoom Platforms, Google Classroom
  - B. Google Workspace – Its applications and Uses
  - C. MS Office 2010
  - D. Online Sanskrit Resources and Tools

**Speakers in the course:**

Sr. no.	Name	Designation	Department/Affiliation
1.	Dr. Sushma Devi	Assistant Professor	Department of Sanskrit, DRC
2.	Dr. Kamna Vimal	Assistant Professor	Department of Sanskrit, DRC
3.	Dr. Ravi Kumar Meena	Assistant Professor	Department of Sanskrit, DRC
4.	Dr. Sharda Gautam	Assistant Professor	Department of Sanskrit, DRC

**Number and Profile of Participants:**

No. of Students	Department	Year
18/28	Sanskrit	First year

**Methods of Assessment of Participants:** (Test/Assignment/Project/Quiz/Presentation etc.)  
(Kindly provide a copy of the pre-imposed measures/instruments/scales/questionnaires used for assessment of the learning outcomes):

**1. Assignment Part 1** - Students were to prepare a presentation of 5 or more pages in Google Slides or MS Presentation explaining any one topic from any of the technical sessions of the SDP, convert that into PDF and upload on Google Classroom.

**2. Assessment Part 2** - Quiz Link <https://forms.gle/o4DYPa7ZCpKuG8De6>

### **Detailed Learning Outcomes of the Course:**

1. Students will be able to fulfil the technical requirements essential for attending online classes
2. They will learn to resolve their and other's technical issues related to online classes.
3. They will get the essential training and knowledge required for preparing, submitting assignments, projects, etc.
4. They will be inspired to learn new things and update themselves in technical knowledge which is a must now-a-days.
5. They will get to know about the available online resources and tools for Sanskrit.

### **Feedback from Participants Regarding the Program:**

<https://forms.gle/6KHhYdwgD1xTsDBL7>

(Excel File is attached with the report)

(No certificates will be provided till the feedback is submitted by the participants.

Committee will provide the link for the feedback form.)

### **Detailed Report**

**Department of Sanskrit**  
**Daulat Ram College, DU**  
**E-SDP**  
**Developing ICT Tools and Capacity Building**  
(under IQAC)  
November 24-25, 2021 (9:00 AM - 1:00 PM)  
**E- learning & Online Tools for Sanskrit Learners**

Session 1 & 2 on 24 Nov. 2021  
**Inaugural Session**  
Technical Session 1 : Online Learning - Platforms and Classroom - Dr. Sushma Devi  
Technical Session 2 : Introducing Google - Workspace - Applications & Their uses - Dr. Kamna Vimal

Session 3 & 4 on 25 Nov. 2021  
Technical Session 3 : MS Office 2010 - Features and Uses - Dr. Ravi Kumar Meena  
Technical Session 4 : Sanskrit Specific - Online Resources and Tools - Dr. Sharda Gautam

**Valedictory Session - Dr. Shashi Sharma**  
• Mandatory for all the students of B.A. (H) Sanskrit 1st year  
• E- Certificates will be issued to the students on the basis of attendance , feedback and assessment.

Meeting link : <http://meet.google.com/yhb-mgfq-cvr>

Dr. Kamna Vimal Course Co-ordinator  
Dr. Meetu Khosla Convener , E- SDP  
Prof. Savita Roy Principal

The Department of Sanskrit of the College, under the SDP 2021-22 Program Developing ICT Tools and Capacity Building (under IQAC) by the SDP Committee of the College organised Two Day E-SDP Workshop on **E-Learning & Online resources and Tools for Sanskrit Learners**, especially for the newly admitted first year under-graduate students of the Department on November 24 & 25, 2021 from 9:00 am to 1:00 pm. Inspired by the vision of enhancing ICT knowledge of the first year students and equipping them with the required resources and tools with reference to Sanskrit, the workshop had two major goals: *Learning* - Imparting knowledge about ICT tools and Sanskrit Resources and *Preparing* – enabling them to integrate the two practically & effectively.

The Inaugural of the E-SDP was held on November 24, 2021. The event was anchored by Anshu with invocation by Teena, both students of B. A. (H) Sanskrit Second Year. The Convener of the SDP Program, Dr. Meetu Khosla (Associate Professor, Department of Psychology) guided and inspired the students with her kind words. Dr. Kamna Vimal, the coordinator of the SDP, presented the background of the Program.

The first day of the SDP had two technical sessions. In the first technical session on Online Learning – Platforms & Classroom, Dr. Sushma Devi introduced the various options for Online classes eg. Google Meet, Zoom, etc and Google Classroom. The second technical session was by Dr. Kamna Vimal on The Google Workspace – Its various applications and their uses for the students. The day culminated with Vote of thanks by Dr. Sharda Gautam and Kalyan Mantra by Muskan Bansal.

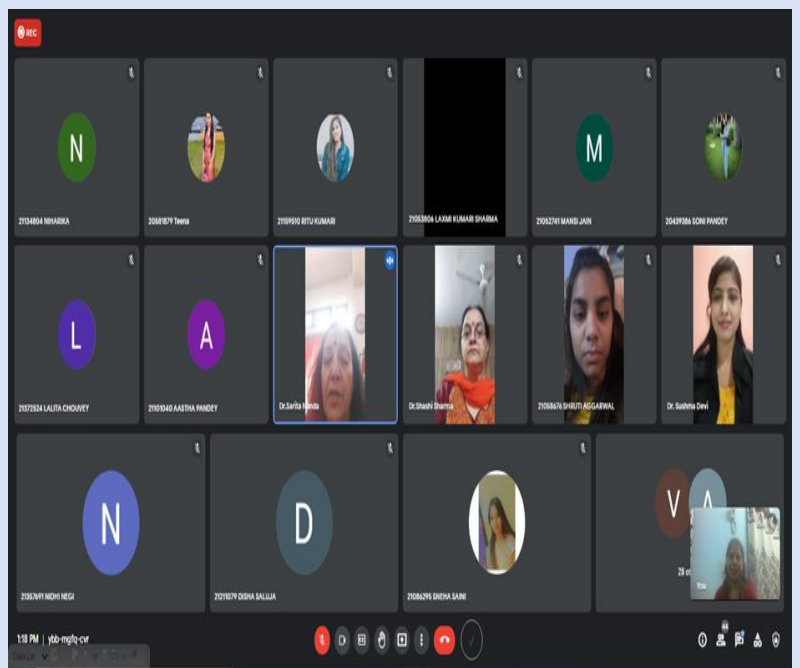
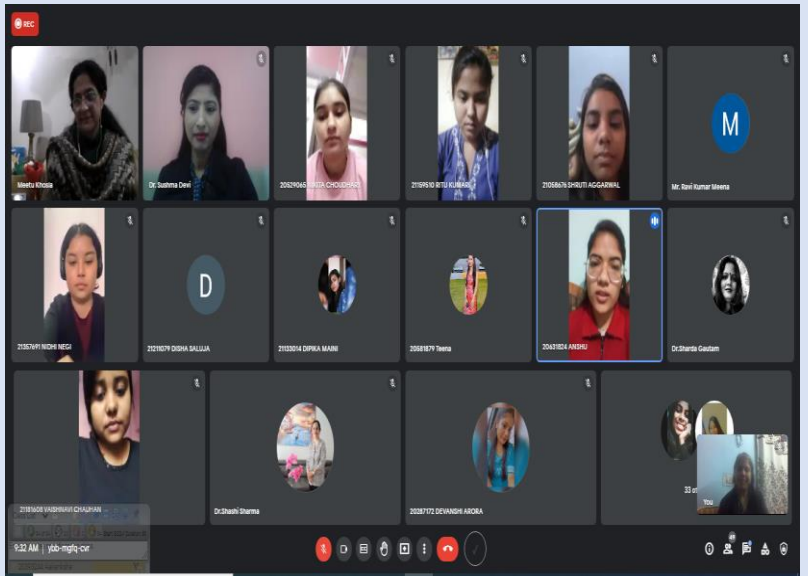
The second day started with Soni Pandey as the anchor and Mangalacharana by Teena. Dr. Shashi Sharma introduced the context. The third technical session on was taken by Dr. Ravi Kumar Meena who presented the various applications and uses of MS Office 2010. The Fourth technical session was on Sanskrit-Specific Online Resources and Tools by Dr. Sharda Gautam.

Dr. Sarita Nanda, Vice-Principal of the College graced the Valedictory session at of the SDP and encouraged the students to stay updated in ICT and incorporate it with their learning. The day culminated with Vote of thanks by Dr. Shashi Sharma and Kalyan Mantra by Km Puja.

The second year students Devanshi, Himani, Sunidhi, Preeti and Neeraj also played a definite role in coordinating the event.

There was an additional assessment session at 3:00 pm on 25<sup>th</sup> November, 2021. The students were assessed on the basis of a quiz based assignment and a project of presenting any one of the topics learnt from any of the technical sessions of the SDP. They also filled and submitted an online feedback form.

**A Few Photographs** (student activity oriented photographs only/activity photos):





# **ZOOLOGY DEPARTMENT**

Department Of Zoology, Daulat Ram College organized a Skill Development Program introducing Information and Communications Technology tools (SDP-ICT) on 24th and 25th November 2021 for the students of Zoology Hons. Ist years who joined the college on 22nd November 2021. For the Skill development program, students were invited to a Google Classroom made for them. This made them aware of the importance of their credentials G Suite ID.

## **Schedule of SDP November 2021 For Bsc.(Zoology)**

<b>Date</b>	<b>Time</b>	<b>Title of session</b>	<b>Name of resource person.</b>
<b>24th November</b>	09:30am-11:00am	Google classroom.	Dr. Sonika Sharma
<b>24th November</b>	11:00am-12:00pm	Google Doc.	Dr. Jyotsana.
<b>24th November</b>	12:00pm	Google meet and google forms.	Dr. Neha Niharika.
<b>25th November</b>	9:30am-11:00 am	Introduction to Data presentation, <b>use of graph pad prism.</b>	Dr. Jyoti Singh
<b>25th November</b>	11:30 am	Canva.	Ms. Aashi.

On 24th November, the event was presided over by the Teacher Incharge, Dr. Jyoti Taneja with a heartfelt welcome to Dr. Meetu Khosla, coordinator of SDP. She gave her best wishes for this event. This was followed by a brief intro on official g-suite id and importance of learning skill development program on Information and Communications Technology tools. Students were informed of attending all sessions and submitting quizzes and assignments on time.

Session 1 of SDP was conveyed at 9:30 am by Dr. Sonika Sharma. The students were introduced to the classroom and the various options were discussed. The mobile view of the classroom was also explained. The facilitator also explained to the students how to respond to assignments. Along with this, students were given hands-on practice on how to upload assignments and the conversion of assignments to pdf for uploading and tracking their academic progress was also discussed. The session came to an end with a question-answer session and students were given assignments based on the skill they learnt.

Session 2 was mentored by Dr. Jyotsana on the use of google doc explaining its various features and know-abouts while in Session 3 participants were guided by Dr. Neha Niharika on the use of google forms and google meet which boosted their self-confidence in using these platforms for their daily academic assessments and records. This was an opportunity for the participants to get acquainted with these web-based programs and have real-time collaboration with their acquaintances.

**Day 2** began with the introduction by Dr. Jyoti Singh on data presentation and its interpretation using graph pad prism, a commercially available scientific 2D graphing and statistics software. Last session of Day 2 was being done by Ms. Aashi, to make students familiar with Canva, a graphic design platform, used to create social media graphics, presentations, posters, documents, and other visual content.

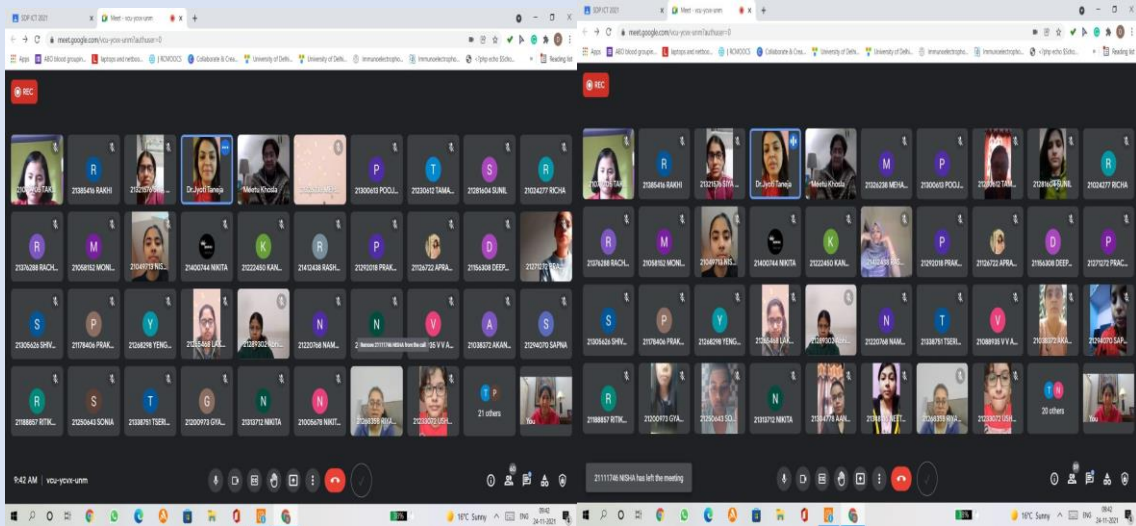
In the end, students were given a final MCQ, to know their overall learning and understanding. The overall feedback of the students was collected via google forms which were quite pleasing as they got to learn a whole new set of necessary skills in a well-organized environment.

**Number of students- 55**

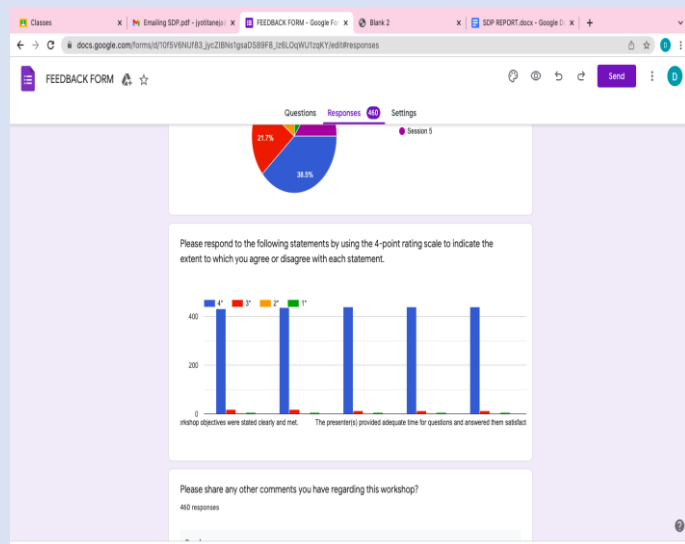
**Date and timing of the event-** 24-25<sup>th</sup> Nov. 2021, 9:30 am onwards

**Link for the event recording-**

**Event poster and pictures-**



## Feedback form Summary Images



This screenshot shows the 'Responses' tab of the same Google Form, displaying a list of comments under the question 'Please share any other comments you have regarding this workshop?'. There are 40 responses in total. The visible comments include: 'Good', 'No comments', 'Useful', 'Great', 'Beneficial', 'NO', 'It was really helpful and I have learned new things.', 'It's useful', and 'NA'.

