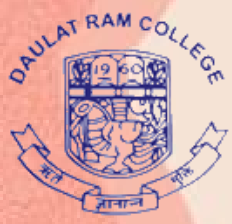

DAULAT RAM COLLEGE
UNIVERSITY OF DELHI
Accredited Grade 'A' by NAAC

IN-HOUSE SKILL DEVELOPMENT PROGRAM

Under IQAC on

"Enhancing Learning Through ICT Tools"

17th-19th August, 2020

A REPORT

DR. POOJA V. ANAND
CONVENOR

DR. SAVITA ROY
PRINCIPAL

DAULAT RAM COLLEGE

(NAAC Grade 'A' Accredited)

UNIVERSITY OF DELHI

IN HOUSE SKILL DEVELOPMENT PROGRAM

Under IQAC

3 DAY E-SDP: ENHANCING LEARNING THROUGH ICT TOOLS

17TH -19TH AUG 2020, 11 AM- 1PM

OBJECTIVES:

- *To assist in the transition of students from physical classroom learning to the digital classroom.*
- *Equip, familiarise and acquaint students with the various digital platforms available -Google Meet, Google Classroom and Microsoft Teams.*
- *To enable students to be trained in tools which utilize discipline specific digital resources and build skillsets in other ICTs.*

DR. POOJA V. ANAND
CONVENOR

DR. SAVITA ROY
PRINCIPAL

Message from Principal

Dr. Savita Roy
Principal

The academic session 2020-21 started in the midst of the worst pandemic seen in human history. Despite all limitations and barriers, it is a matter of great pride that the In-House Skill Development Programs (SDP) were organised in our College to skill students with necessary digital platforms and tools for seamless online classes in the upcoming semester. I congratulate the entire teaching fraternity of Daulat Ram College who under the able guidance of Dr Pooja V. Anand, Convenor, SDPs conducted a three day In-House Skill Development Program from 17th August, 2020 to 19th August 2020.

The aim of SDP was to train our students on different ICTs and digital platforms to empower students to attend the online classes with ease and confidence. It will bridge the physical gap that students might have felt on handling new platforms in the absence of formal classes in the College Premises. At the end of this Program all the present 2nd and 3rd year (~ 2500) students are well equipped to handle their online classes including assignments, queries and examination.

Message from Principal

The online mode of education has added a new dimension to our education and I am sure for students too it is lifelong learning.

It is heartening to note that the reports from all departments are being compiled for future reference by Dr Anand. I along with my faculty extend best wishes to the students who have attended these SDPs in the new academic session 2020-21.

Message from Convenor

Dr. Pooja V. Anand
Convenor
In-House Skill Development Programs

The contemporary world is characterized by increased globalization and competition. Due to this it presents a lot of challenges which can be overwhelming for many people especially the youth. However, if the youth are equipped with certain crucial skills, they are able to successfully navigate through these challenges and flourish. With this aim, Daulat Ram College envisioned and initiated In-House Skill Development Programs for its students so as to equip them with various key skills in 2015. The main ideas on which they were conceptualized were: imparting training to students in various key skills, programs to be organized in summer and winter breaks, and the programs followed certain guidelines as laid down by IQAC. A central idea of these programs was developing in-house resources hence, teachers were encouraged to curate and organize skill development programs which covered training in vital skills for the students. The idea was enthusiastically taken up by teachers and students and since 2015 more than 40 In-House Skill Development Programs have been organized in the College with immense appreciation and increased keenness of both teachers and students to be part of these programs.

Message from Convenor

With the continued organization of these programs, Daulat Ram College has become a pioneering institution in terms of providing skill training to its students which will give them an advantage in coping with the challenges of the contemporary world.

The COVID-19 pandemic and the ensuing lockdown created unprecedented challenges for educational institutions as face to face classes became a far-off reality at least for the near future. Teaching and learning are the backbone of any civilized society therefore, even though the educational institutions were closed teaching and learning could not be brought to a halt. At a time when normal face to face classes seem impossible, technology has been a saviour by providing us with a platform to bring together the teacher and the taught. However, transitioning to the digital platform was a challenge for all institutions and required that the staff and the students have the necessary technical skills to navigate through this challenge. To meet this challenge, Daulat Ram College successfully organized a three day E-In House Skill Development Program on 'Enhancing Learning through ICT Tools' under IQAC from 17th – 19th August, 2020 for all its students. The program aimed to train students in using various digital platforms like Google Meet, Google Classroom, and Microsoft Teams and other ICT tools. With all departments of the college organizing the program for the students of the college and with enthusiastic participation from the students the program became a resounding success. The success of this program reflects the resilience, grit and motivation of Daulat Ram College community and shows that with unfailing determination and hope even the greatest of challenges can be overcome. I extend my heartiest congratulations to our respected Principal ma'am, Dr. Savita Roy, all faculty members, students and non-teaching staff for the success of the program.

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BOTANY DEPARTMENT

Name of the Event: SDP on “Basics of Online Class Tools”

Objectives:
To teach students about various freely available ICT tools required for online teaching learning progress under the prevailing Pandemic situation.

Course Coordinator: Dr. Nidhi Gautam

Duration with Dates:
4 days - 12th 17th,18th and 19th August 2020.

Number and Profile of Participants:
49 students of Botany Hons III Yr and 43 students of Botany Hons II Yr. On 12th August 2020 ,28 students of Life Science also participated.

Method of Assessment of Participants:

- Quiz and assignments based on various Google apps were given to student participants for practice
- Students participated enthusiastically and submitted their assignments that were evaluated by resource persons.
- Participants were motivated for hands on to how to access, submit and share learning material with teachers
- How to view attendance and grades?
- Queries and doubts raised by participants were clarified and discussed in details by resource persons.

BOTANY DEPARTMENT

Program Schedule:

SCHEDULE
IN-HOUSE SKILL DEVELOPMENT PROGRAMME
"BASICS OF ONLINE CLASS TOOLS"
12th, 17th-19th August, 2020
11:00 am – 1:00 pm
Venue: Google meet/ Department of Botany, Daulat Ram College, University of Delhi, Delhi-110007

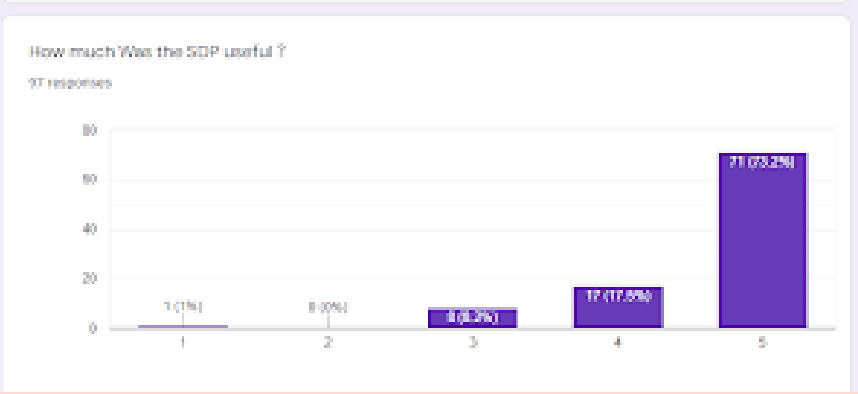
August 12th 2020, Wednesday	Brief introduction about SDP Online Class Tools: Google Meet, Google Class Room *Resource Persons:* Dr. Meenakshi Sharma, Mrs. Neeti Yadav, Dr. Asmita Gupta
August 17th 2020, Monday	Online Class Tools: Hands-on practice for Assignments, Quiz, Test papers, grading etc with Google Meet, Google Class Room *Resource Persons:* Dr. Nidhi Gautam, Dr. Meenakshi Sharma, Mrs. Neeti Yadav
August 18th 2020, Tuesday	Online Class Tools: Microsoft Team Meeting app *Resource Persons:* Dr. Shagun Danda, Dr. Nidhi Gautam, Dr. Meenakshi Sharma
August 19th 2020, Wednesday	Online Class Tools: Hands-on practice with Google Docs, Excel, Google Cloud, Google form and other Google apps *Resource Persons:* Dr. Nidhi Gautam, Mrs. Neeti Yadav

Feedback from Participants Regarding the Event:

SDP feedback on Google form was invited from student participants and 76 students submitted the form.

Majority of students found the workshop very useful and gave positive responses, many expressed their appeal to hold similar SDP in future with other apps like Excel Sheet and Power Point Presentation.

A compiled summary on feedback of level of usefulness is provided for your consideration.



BOTANY DEPARTMENT

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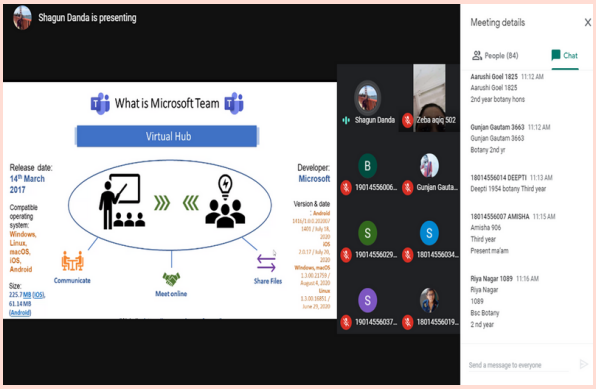
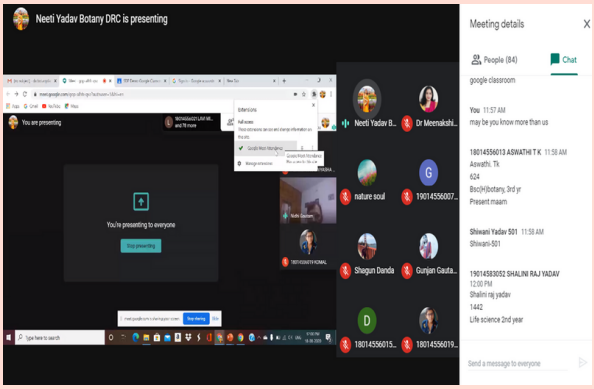
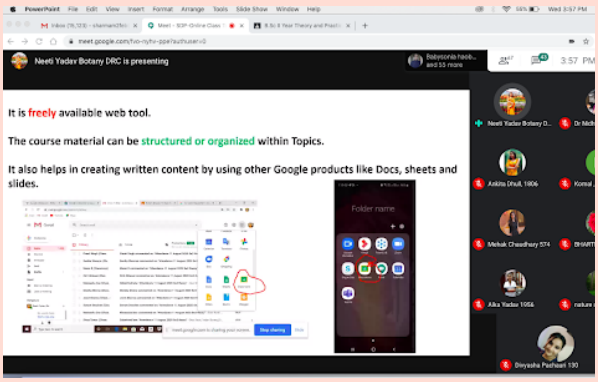
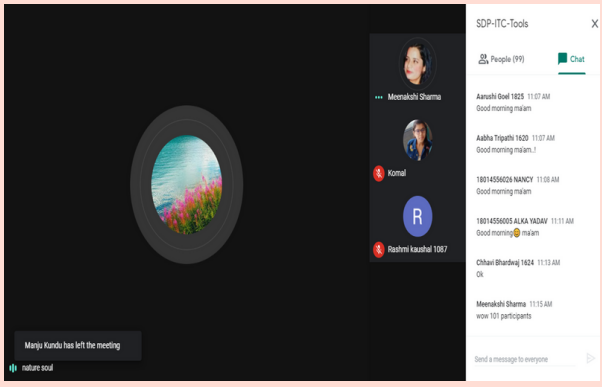
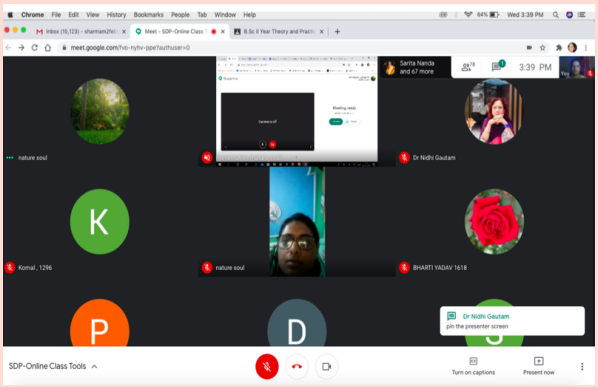
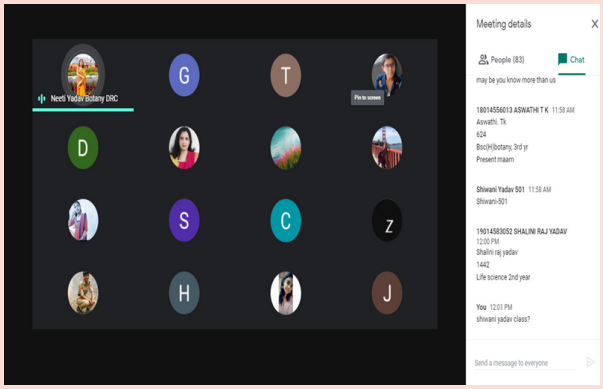












BIOCHEMISTRY DEPARTMENT

Name of Event with Organizing Department/Cell: E-SDP (Skill Development Program) on Enhanced Learning through ICT Tools held by the Biochemistry Department from 19th August 2020 to 21st August 2020

Objectives: 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 Sarita Nanda (TIC, Biochemistry Department)

Duration with Dates: The SDP was held from 11:00 am to 1:00 pm from 19th to 21st August 2020.

Number and Profile of Participants: 24 students from semester V, 22 students from semester III, Total: 46 students participated from B.Sc. (Hons) Biochemistry, Daulat Ram College.

Program Schedule:
19th August 2020: Dr Anita Garg Mangla (Google Suites), Dr. Neeru Dhamija (Google Docs)
20th August 2020: Dr Anita Goel (Google Forms, Microsoft Forms), Dr. Radhika Gupta (Plagiarism)
21st August 2020: Dr Leena Vig (Google Sheets, Dr. Neeraj Dohare (Google Scholar)

BIOCHEMISTRY DEPARTMENT

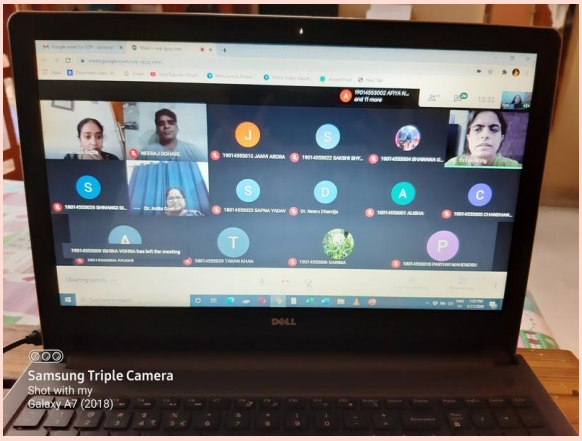
Feedback of Participants:

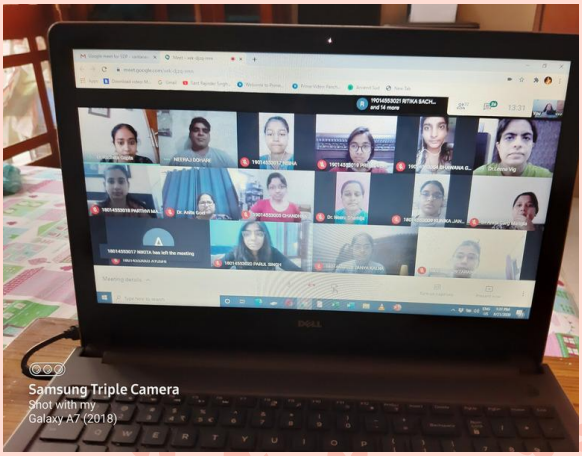
All the students from semester III and semester V attended the SDP. 61% students found the SDP very relevant and 50% were very satisfied by the course content. More than 90% students agreed that all their queries were satisfied by the resource persons.

In the individual sessions, Google Docs and Google Sheets was found most relevant by 36 students, plagiarism was found to be most relevant by 32 students, followed by Google Forms (29 students) and Google Suite (28 students). And lastly, 22 students found Google Scholar very relevant.

65% students would like to have such SDPs again. Most of the students did not provide any suggestion. One of the major suggestions was to introduce Android phone-based learning as many students do not have laptop.

A Few Photographs:





CHEMISTRY DEPARTMENT

Name of Event with Organizing Department/Cell: Chemistry Department, Daulat Ram College organized a three day in house skill development program for chemistry students and teachers on "ICT Tools for online classes" from 17th to 19th August 2020.

Objective: The objective of the program was to enable students to attend online classes comfortably. So that online teaching will go smoothly.

Course Coordinator: Dr.Ritu Gupta was the course coordinator for the program.

Program Schedule:

All the teachers of the chemistry department, B.Sc. Hons chemistry second and third year students have attended the program with great enthusiasm. The program was held according to schedule given as

Date	Time	Tittle of session	Name of Resource Person
17th August	11:00am-1:00pm	Google classroom	Dr. Divya Mathur Dr.Arti Jain
18th August	11:00am-1:00pm	Google meet,google docs, ,Jam Board ,online attendance app	Dr. Anuradha, Dr. Gauri Ahuja
19th August	11:00am-1:00pm	Chem Sketch , GoogleSheets,Google Drive,Keep,Microsoft lence,adobe scanner	Dr.Avneet Kaur Dr. Priti Chadha

CHEMISTRY DEPARTMENT

Feedback from Participants:

Feedback form was circulated among students each day.

On the first day, 51 students were present and 44 have submitted the feedback form. All of them found the session very interesting and useful.

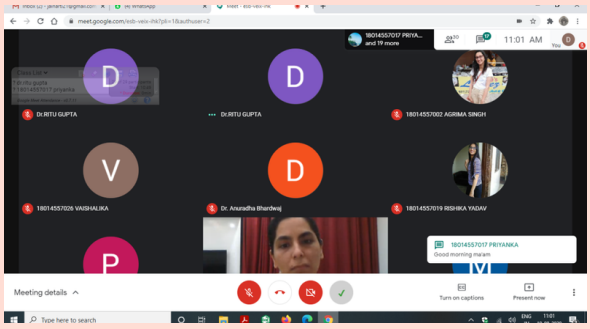
On the second day, 51 students attended the session 44 students have submitted the feedback form .All of them found the session very informative.

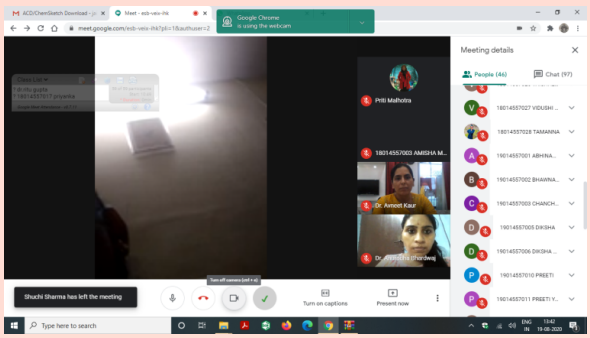
On the third day, 50 students participated and 44 students filled the feedback form. All of them found the session very useful .

Method of Assessment:

Assessment of the students is also taken through google form, 42 responses obtained .27 students have got more than 70 percent. 7 students have got more than 90 percent. All the teachers found the sessions very informative and will help them while taking online classes .Students were also feeling enriched in knowledge to attend classes. Looking forward to having more such programs.

A Few Photographs:





COMMERCE DEPARTMENT

Name of Program: 3 Day In-House Skill Development Program

Course Coordinator: Prof. Sushma Arora

Duration: 3 Day from 17th Aug.- 19th Aug. 2020

Sessions Conducted:
Session 1 (Morning Session) :10 am-12 pm
Session 2 (Afternoon Session) : 1 pm-3 pm

No. and Profiles of Resource Persons: 8

About E-SDP: The Commerce Department, Daulat Ram College organized ICT tool training on the topic entitled **" Simplifying Online Learning Through ICT Tools: Bridging the Virtual & the Physical Gap"** for its students under the massive intra college drive from 17th to 19th August in morning and evening sessions of two hours each for 3rd year and 2nd-year students under the the leadership of Ma'am Principal, Dr Savita Roy and TIC Commerce Dept., Mrs Sushma Arora with in-house faculty members as resource persons. Dr Gurmeet Kaur, Dr Sunita, Dr Gunjan Gupta and Ms Megha Jain, Ms Roopshikha, Ms Preeti Singh, Dr Isha Goel & Mrs Richa Kaur were the Resource Persons for this 3 Day E-SDP.

Key Objectives of 3-Day E-SDP:

- To assist the students in the transition of physical classroom learning to online classroom learning.
- To familiarize students primarily with the online teaching-learning platforms such as Google Classroom and Google Meet.
- To provide training to the students regarding creation & submission of numerical and computer-based papers
- To provide hands-on exposure to the students regarding creation & submission of assignments and also for creation of PowerPoint presentation.

COMMERCE DEPARTMENT

The sessions conducted covered the extensive usage of technology to enable students to attend to their classes smoothly via systems and mobiles too using virtual platforms like Google Classroom, Google Meet etc. The sessions remained a huge success in reaching out each one of them to make them comfortable and convenient using technology tools. The no. of participants exceeded 450 that remained glued to the session till the end. The one-to-one feedback by many of them confirmed the success of the entire session and program too.

Schedule 1 : 3rd year students

Day 1 :17th August - 10 am to 12 pm
Topics covered: Google classroom, Google meet, Google Docs, Forms, Sheets.
Resource person: Dr. Gurmeet Kaur

Day 2: 18th August - 10 am to 12 pm
Topics covered: Scanning documents, Sharing in PDF form, Tools for numerical papers, Whiteboard, Jamboard, MS Word, MS Excel.
Resource persons: Mrs. Roopshikha, Mrs. Preeti Singh, Ms. Megha Jain

Day 3: 19th August - 10 am to 12 pm
Topics covered: MS Powerpoint, Tools for Computer Practical papers
Resource person: Dr. Isha Goel

Method of Assessment:
A Quiz assignment was given to the students to assess their learning outcomes from 3Day E-SDP and a total of 366 students attempted & submitted the Quiz Assignment.

COMMERCE DEPARTMENT

Of these:
86% of the respondents have scored 7 or more marks.
75% have scored 8 or more marks.
51% have scored 9 or more marks.
27% of the respondents scored full marks (10/10)

Average score: 8.28/10
Median score: 9/10

Feedback Compilation & Analysis:
A well designed feedback form was circulated among the students and they were asked to submit on mandatory basis. All the students were extremely satisfied with the SDP content and speakers also.This SDP has boosted student's confidence to attend online classes. They all found the sessions very enriching & insightful and it has enhanced their knowledge on modern learning tools.
There were 8 resource persons in both the session for all 3 days. All students are very much satisfied with the content delivered by resource persons Graphical data analysis about the event showed that all students were fully satisfied with every aspects of the event like Usefulness of session, Quality of Speakers/Resource Persons, Content of SDP, knowledge gained after attending the SDP, Registration Process. Students were asked to give suggestions regarding conduct of more such events in future & 90% of the students showed their interest in attending more of such types of events in future.

COMMERCE DEPARTMENT

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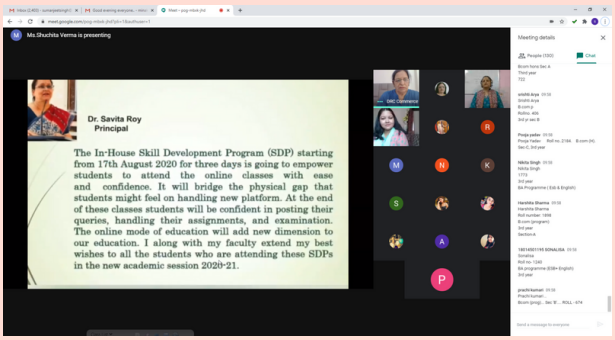

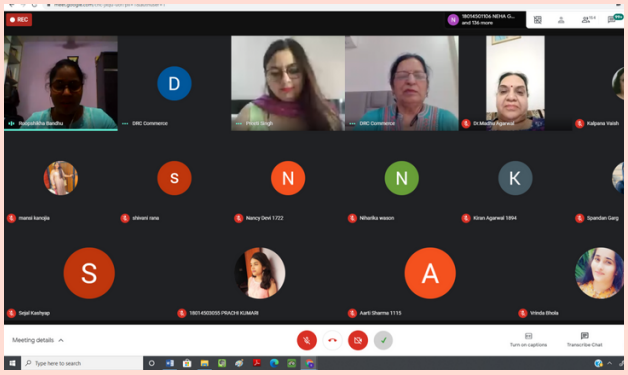

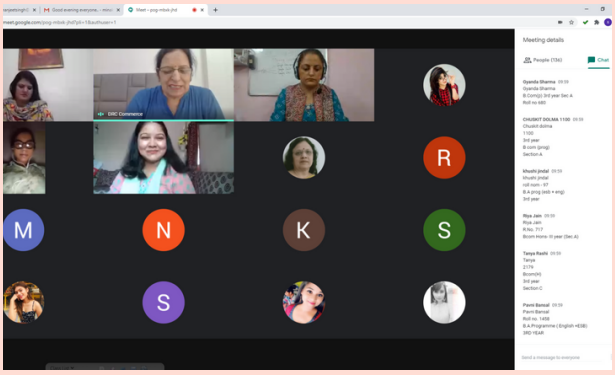

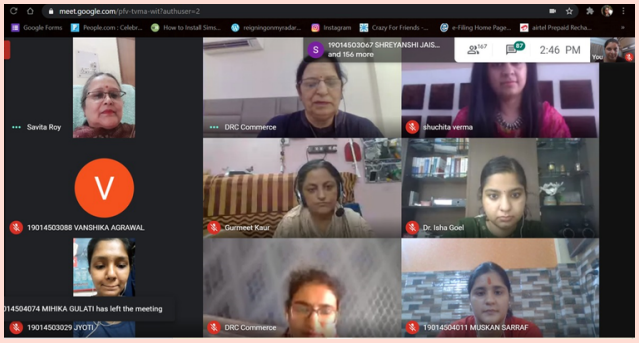

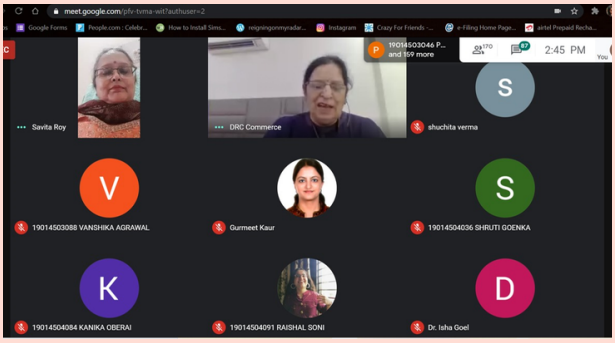

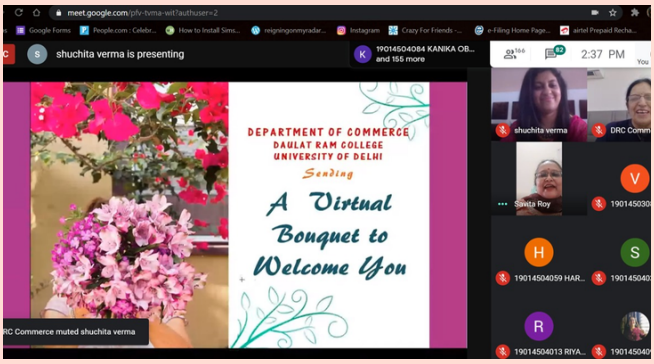

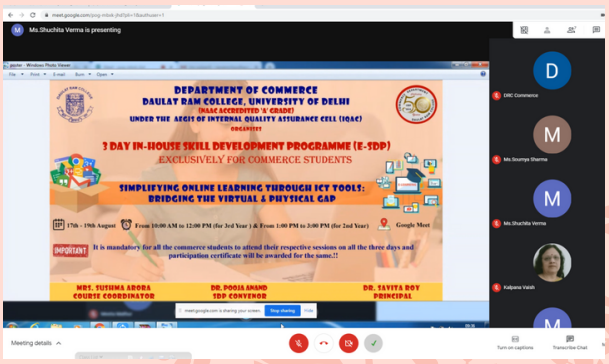

ECONOMICS DEPARTMENT

Name of Program: In-House Skill Development Program, ICT Tools for Online Learning. Under IQAC, by the Economics Department, Daulat Ram College, University of Delhi

Objectives: Information and Communications Technology (ICT) use in the classroom is important for giving students opportunities to learn and apply the required 21st century skills. More so, in these times of pandemic, with online classes as the new norm, it becomes imperative to equip the teachers and students with these tools. In order to do so, we need to recognize the issues and challenges related to ICT usage in teaching and learning.
Understanding this, the main purpose of the present program is to perceive and analyze the challenges faced in using ICT tools in classrooms by students and teachers and train them with these tools while overcoming these challenges.

Course Coordinator: Dr. Malini Sharma

Duration with Dates: 3 Days: 17th to 19th August 2020 from 11:00AM to 1:00PM daily.

Number and Profile of Participants: 204 students of Daulat Ram College, from BA(H) Economics (183 students) and BA(P) (Economics + Maths) (21students) course attended the program.

Program Schedule:

Day	Date and Time	Topics	Resource Person
Day 1, Monday	17th August 2020, 11:00AM to 1:00PM	Google Classroom and Meet	Priyanka Yadav
Day 2, Tuesday	18th August 2020, 11:00AM to 1:00PM	Google Docs, Forms and Spreadsheets	Aisha Ahmed
Day 3, Wednesday	19th August 2020, 11:00AM to 1:00PM	MS Excel and Power Point	Chetna Malik

ECONOMICS DEPARTMENT

Method of Assessment of the Participants: After discussion on google meet and classroom on Day 1, the students were asked to join SDP Google Classroom. In the classroom they were asked to submit answers to questions, pop quiz and assignment by filling google form shared by the resource person; attaching files- word, excel or PowerPoint and by sharing google files created by them.

The aim was to encourage them to utilize their new understanding of google files and MS office, to attempt fulfillment of assessment assigned on google classroom platform.

The assessment was analyzed to highlight the challenges that students may face and point to the common mistakes made by them during submission of the answers. This was a continuous 3 days exercise.

Apart from above, Day 2 and 3 discussions concluded by providing practice exercises on the days' topics.

Feedback:
Obtained through Google form with following link:
https://forms.gle/3qkn7QFonmtphA3K6

To assess the feedback, following questions were asked:

Q1. How Useful were the practice exercises being conducted during the SDP? Options: Useful, Very useful and not useful. Of the feedback received, 51% found the exercises conducted as part of assessment in SDP to be 'very useful' and the remaining 49% found them 'useful'.

Q2. How was your experience related to the resource persons of the program?

ECONOMICS DEPARTMENT

Options: Excellent, Satisfactory, Average and Poor.
Of the feedback received, 53.65% found the experience related to the resource persons of the program to be 'excellent', 46.34% found it 'satisfactory', 0% found it 'average' and 0% reported it to be 'poor'.

Q3. How was overall experience? Options: Excellent, Satisfactory, Average and Poor. Of the feedback received, 36.58% found the overall experience related to the program to be 'excellent', 51.22% found it 'satisfactory', 9.75% found it 'average' and 0% reported it to be 'poor'.

Q4. Are more SDPs such as these welcome? Options: Yes and No.
Of the feedback received, 95% are open to more SDPs like these.

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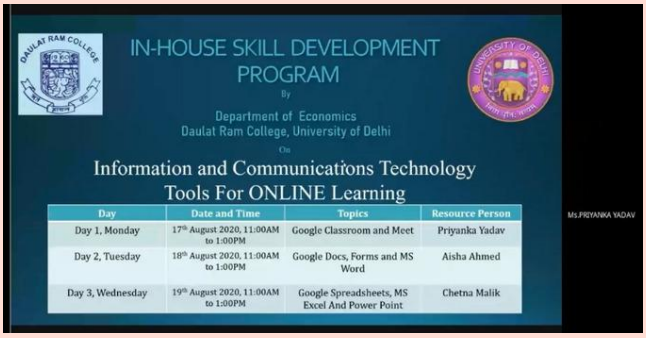
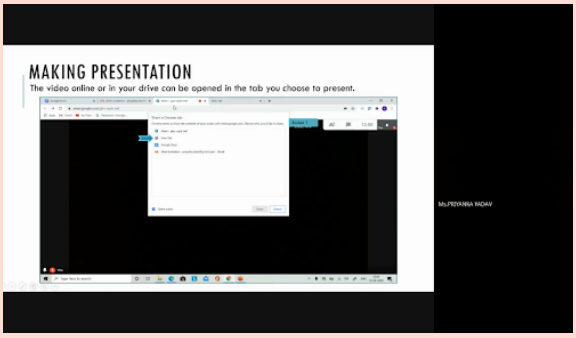
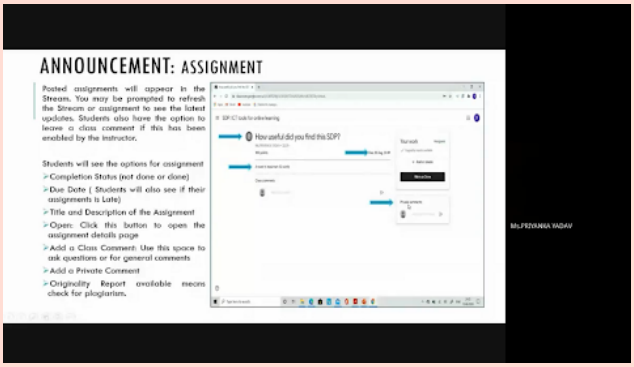
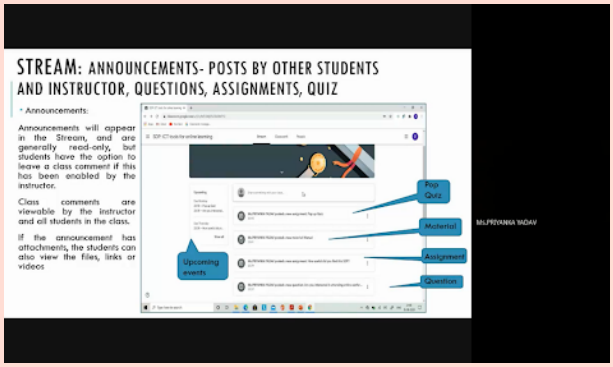
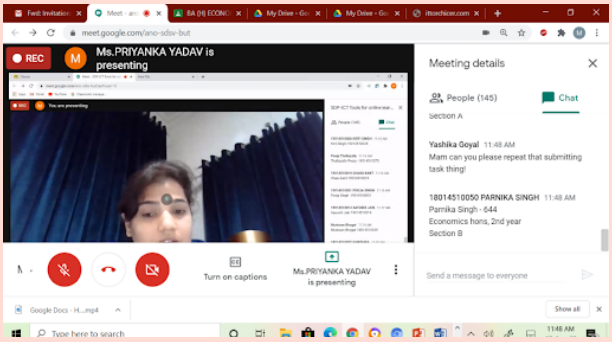


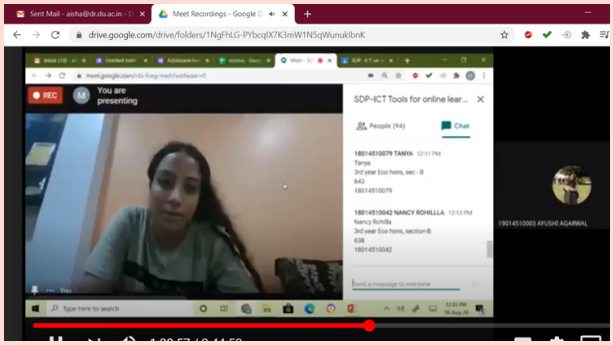


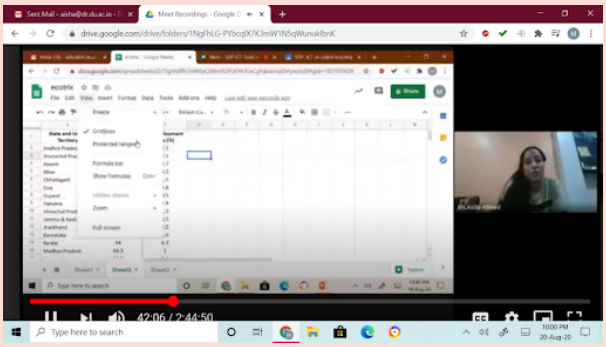


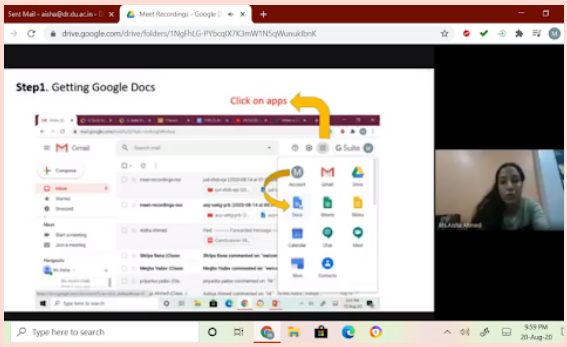


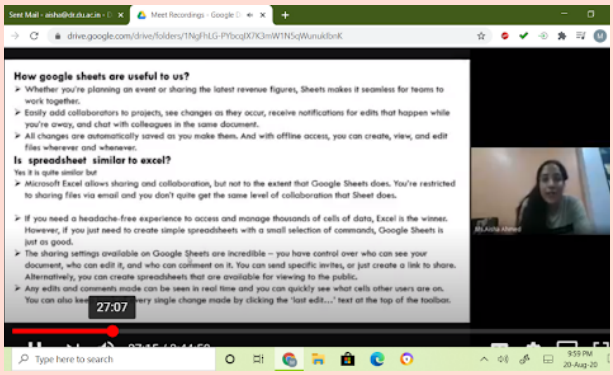
ECONOMICS DEPARTMENT











ENGLISH DEPARTMENT

Name of Event with Organizing Department/Cell: Enhancing Online Learning through ICT Tools / SDP for BA English Honors Students
-Organized by Literati, Literary Association of the English Department

Objectives: To familiarize students with digital platform GSuite on their personal computers/laptops as well as their smartphones
The students were introduced to:
1) GSuite activation process and accessibility
1) Google Classroom2) Google Meet
3) Google Doc/Sheets/Forms
4) Google Drive (how to use Google Drive and upload documents from the desktop as well as from folders in their smartphones)

Course Coordinator: Ms. Sangeeta Gupta

Resource Persons: Ms. Trisha Mitra and Ms. Richa Dawar

Faculty Facilitators: Ms. Saneya, Ms. Sakshi Wason, Ms. Juhi Minz, Ms. Rashmi Yadav, and Ms. Kiran Yadav.
(They helped with the process of evaluation and feedback. Ms. Sakshi Wason helped monitor the sessions.)

Student Volunteers: 3rd Hons- Simran Atri, Ayushi Kumari, Ishita Mishra
2nd Hons- Aditi Vedwan, Anushka Manik, Sonal Mukhija, Nitiksha Tyagi
(Student volunteers joined the three SDP Classrooms during the live demonstrations and actively navigated the resources shared on Stream and under Classwork. This was done in order to help the student participants get a sense of what they should be expecting from their regular online sessions and feel more confident given that their peers were accessing GSuite quite smoothly.)

ENGLISH DEPARTMENT

Duration with Dates: 17th- 19th August 2020, 11:00 am - 01:00 pm

Number and Profile of Participants: This was an in-house Skills Development Programme where we interacted with around 150 participants

Resource Persons: Ms. Trisha Mitra and Ms. Richa Dawar (on all three days)

Program Schedule:
Day 1 with 2nd Honors
Day 2 with 3rd Honors

On Days 1 and 2 the following schedule was followed:
Introduction, Demonstration over Google Meet using shared screens (participant's doubts were clarified after each segment), Google Docs/Sheet, Google Drive, Navigating GSuite (including sign-in procedures etc), Google Classroom, Creating tutorial work and uploading assignments from computers and smartphones, Intensive session where more questions were answered and the aforementioned applications were explored again as per the needs of the students. Assignment topic was shared with the participants and they were expected to: Join a Classroom, Upload their assignment document within the stipulated deadline. Concluding messages from the Course Coordinator and Resources Persons, and Faculty Facilitators

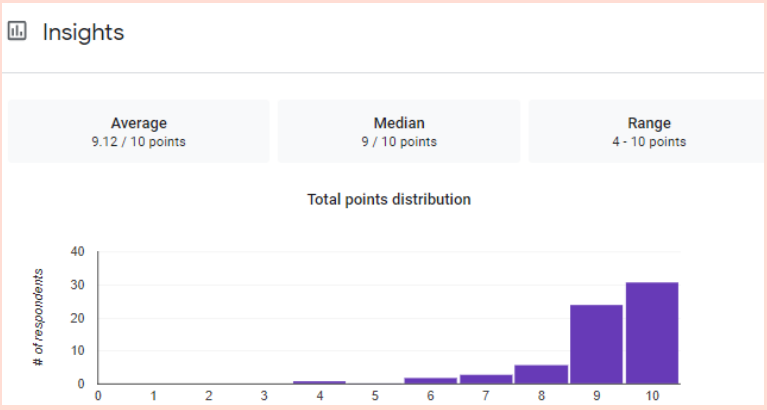
Day 3 with 2nd and 3rd Honors:
On Day 3 the following schedule was followed: Doubts and queries were resolved through demonstrations once again. Questions raised over the previous two days were explored. The students' suggestions and concerns submitted through the SDP Feedback form were considered and addressed. (More has been done on this front since Wednesday, the 19th of August.) Their assignments were discussed in case there were issues with their submissions. A quiz was assigned to test the participants' knowledge of what had been discussed thoroughly over the three days. Concluding remarks from teachers and students.

ENGLISH DEPARTMENT

Method of Assessments of Participants:

The participants were given the following tasks:

1. They were given an assignment which they were supposed to upload on the designated Classroom using their institutional ids. Faculty Facilitators and Resource Persons responded to each and every assignment individually and graded them.
2. The students attempted a quiz after the conclusion of the SDP and we are glad to report that they did exceedingly well, with the class average being 9.2/10.



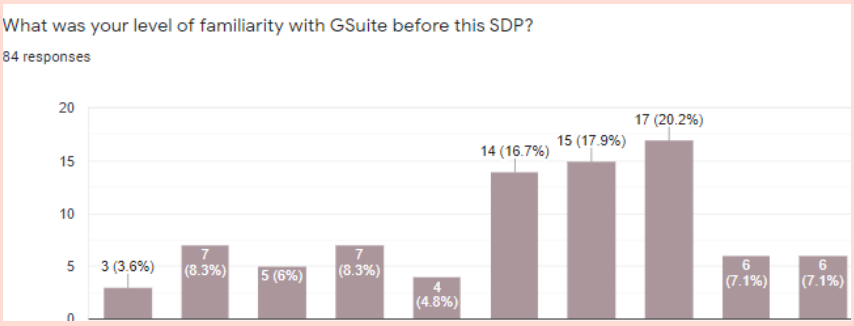
Feedback from Participants Regarding the Event: This SDP was a resounding success and the feedback we received from the students proves that. (pictures of graphs)Here are a few comments from the students themselves:

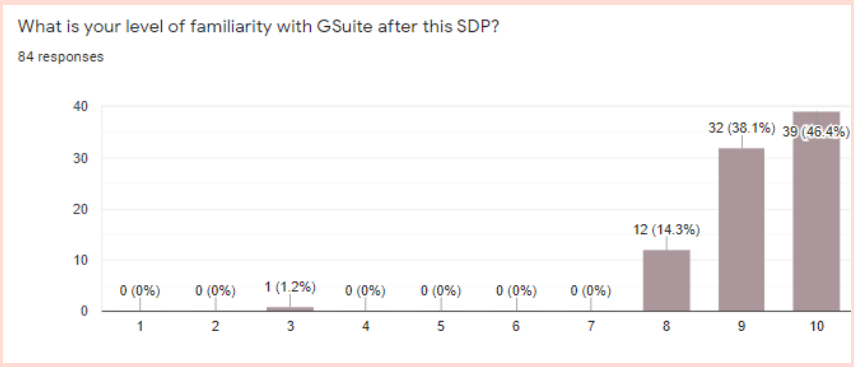
- It was a wonderful and highly informative session. The teachers made it interesting till the last minute with examples and screen sharing. Richa Ma'am's enthusiasm and calm collected self while answering queries and Trisha Ma'am's interesting comments and lines while explaining made the whole SDP a memorable and very helpful event for me. Thank you so much!
- The SDP was highly detailed and inclusive in nature, we were provided an insight from the students' perspective in a very basic, accessible and interactive manner, even the minute details were observed and addressed by the teachers.

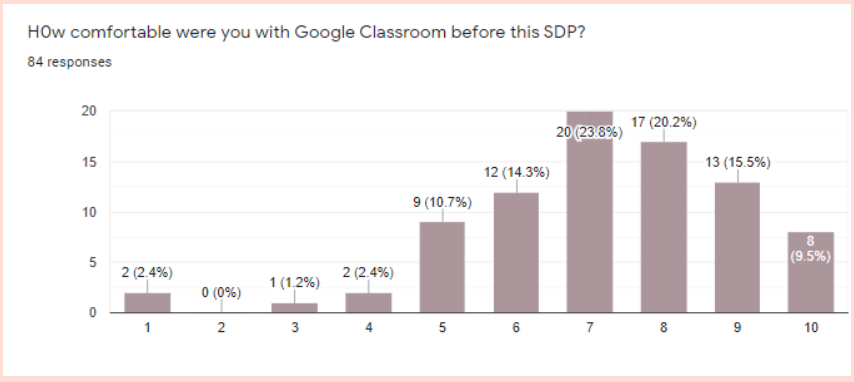
ENGLISH DEPARTMENT

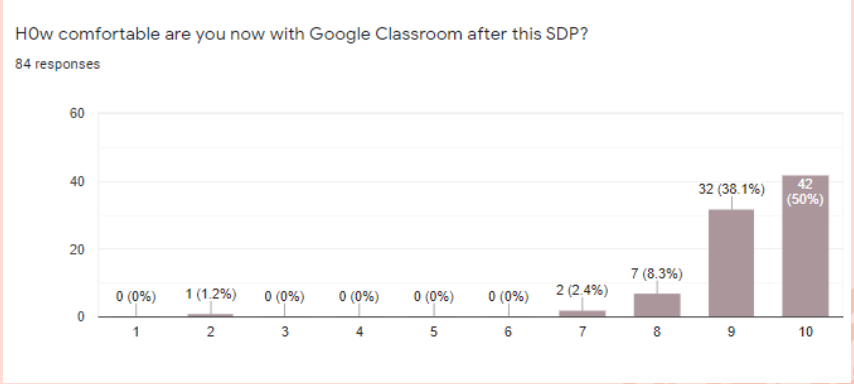
- It was really a helpful and interactive session, and the way the teachers explained it to us with so much patience, is very appreciable. The resource persons were addressing each and every query, and tried to make GSuite handy to almost all the students. We can now access it with ease.
- It was a brilliant session loaded with useful information. The teachers warmly welcomed us the students and were very active throughout the session. Not only did they verbally tell us everything we needed to know about GSuite, they also visually demonstrated each and every step in detail. All the confusions which were popping up and creating difficulties in the smooth working of e-learning were totally cleared. Thank you, teachers.
- I want to thank the department for organizing this development program, also to Ms. Trisha and Ms. Richa for explaining all this in a convenient and easy way. This was something which was needed because all of us were having problems as all these things are new for us.
- The session was really effective and it really helped me in understanding many new features. The resource persons did very well. Our doubts were answered properly and on time.
- SDP is a very nice initiative by the college. I especially appreciate this because there are many students who are not so friendly with the internet, phones, laptops, etc. But they would not feel comfortable to ask it to anyone considering that they are very simple for others. So SDP might have proved to be most helpful for them. Also the resource persons are very understanding, simple, patient and knowledgeable. They are up for solving even the slightest of the doubts of the students without losing patience (even when the same questions were repeatedly asked by some students).

ENGLISH DEPARTMENT

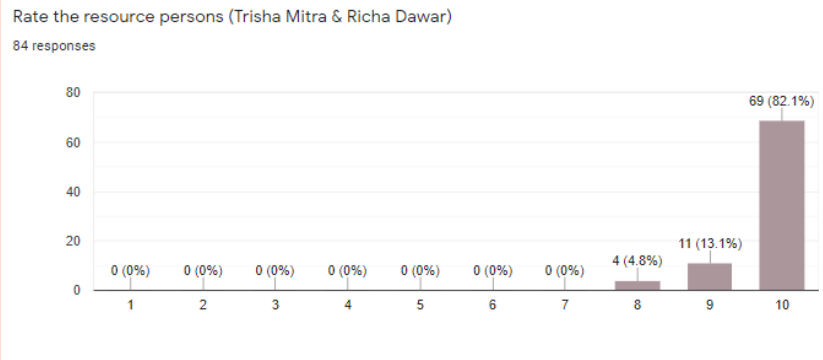


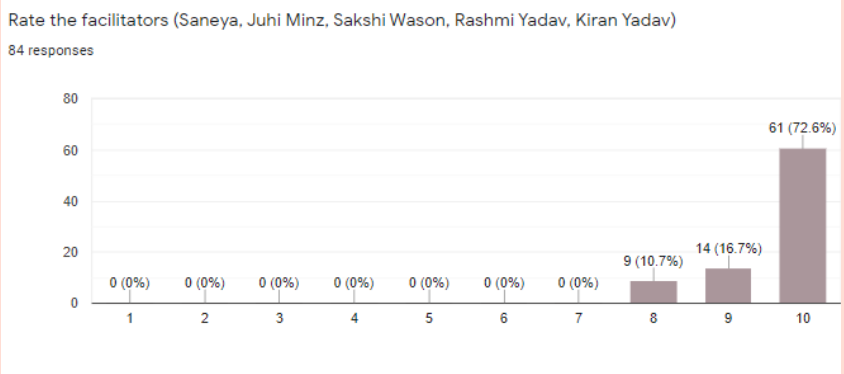




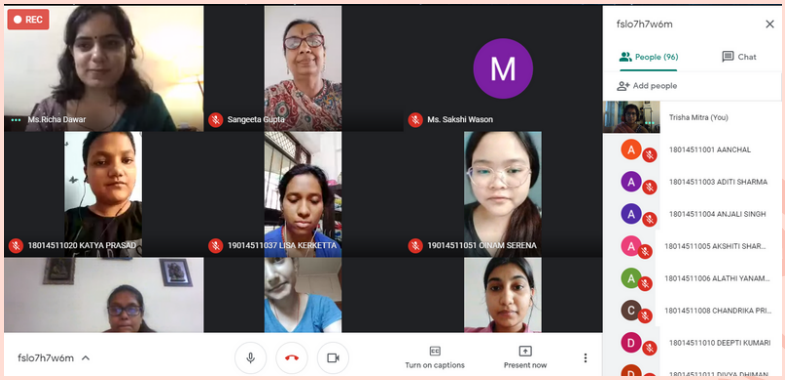


ENGLISH DEPARTMENT

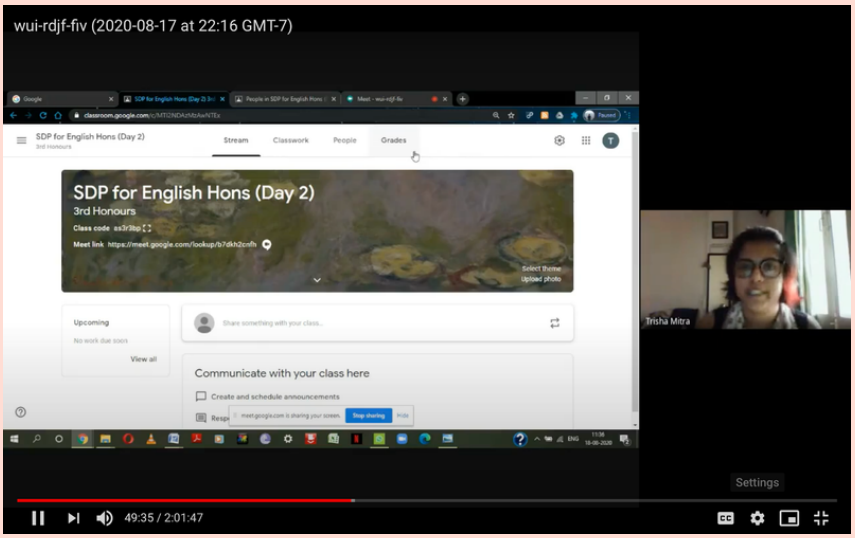


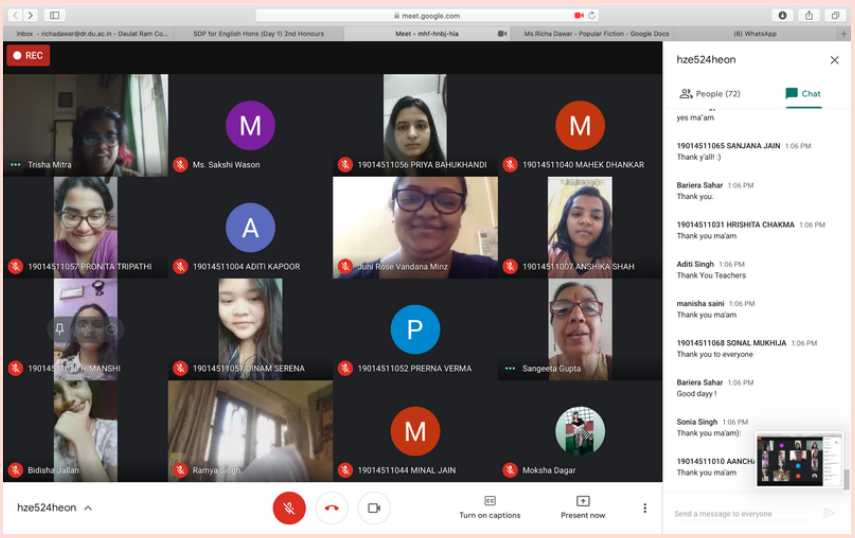


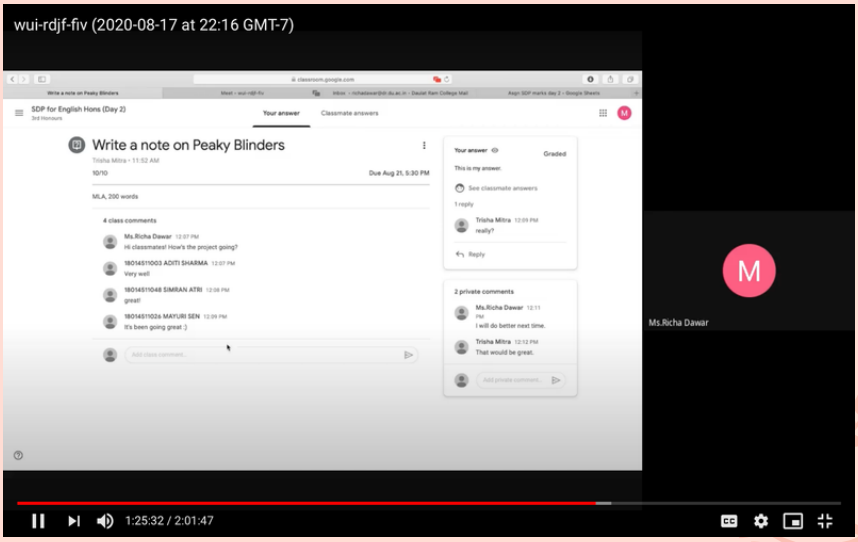
A Few Photographs:



ENGLISH DEPARTMENT







HINDI DEPARTMENT

कार्यक्रम – तीन दिवसीय छात्र संवर्धन कार्यक्रम (SDP)

विषय – " गूगल क्लास रूम द्वारा आई.सी.टी. मिश्रित शिक्षण अधिगम : परोक्ष कक्षा को जीवंत बनाना "

विभाग – हिंदी

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 सबमिट करना,ट्रांसलेटर एप की जानकारी,एम.एस.ऑफिस टूल्स आदि.

पाठ्यक्रम समन्वयक – डॉ. ज्योति शर्मा (विभागाध्यक्षा)
दिनांक – 17-19 अगस्त 2020
समयावधि – 10बजे से – मध्याहन 12 बजे तक
प्रतिभागियों की संख्या – 160 छात्राएं
कार्यक्रम रुपरेखा / सूची -

17th August 2020

Google Classroom (Stream), Google Meet, G Classroom (Classwork Management, Assignment handling) Part 1, Scanning documents and sharing in PDF (hindi hand-written assignment) in three modes.

18th August 2020

Classwork Management (Assignment handling) Part 2, G Classroom (People), Google Docs, Quiz Answering (that is created) – Assignment to be uploaded in hindi (translator).

19th August 2020

Add-Ons – Translator etc., You-tube videos for translation (Voice drafting link), other MS Office tools, and Queries.

HINDI DEPARTMENT

छात्र मूल्यांकन का आधार – वस्तुनिष्ठ प्रश्नावली पहले और दूसरे दिन

ई कार्यशाला का सार/रिपोर्ट - दौलत राम महाविद्यालय के आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ (IQAC) के अंतर्गत हिंदी विभाग द्वारा आंतरिक कौशल विकास कार्यक्रम के तहत "गूगल क्लास रूम द्वारा आई.सी.टी.मिश्रित शिक्षण अधिगम : परोक्ष कक्षा को जीवंत बनाना" विषय पर छात्राओं के लिए तीन दिवसीय इ कार्यशाला का आयोजन किया गया. इस इ कार्यशाला द्वारा छात्राओं ने ऑनलाइन शिक्षण अधिगम के क्षेत्र में पूरे उत्साह और मनोयोग के साथ कदम बढ़ाया. कोविड-19 के इस दौर में जहाँ एक ओर जिन्दगी की रफ़्तार थमी हुई-सी लगती है वहीँ दूसरी ओर अनेक नए बदलाव हमारी जिंदगी का हिस्सा बन गए हैं. परम्परागत शिक्षा प्रणाली से थोडा अलग अब देशभर के शिक्षण संस्थान ऑनलाइन शिक्षा माध्यमों को अपना रहे हैं.इस ऑनलाइन प्लेटफ़ॉर्म पर निः संदेह छात्रों और अध्यापकों को आरम्भिक स्तर पर कुछ समस्याओं का सामना करना पड़ रहा है परन्तु सीखने-सिखाने की इस प्रकिया में अवश्य कुछ सकारात्मक बदलाव आएगा.इसी सकारात्मक सोच के साथ महाविद्यालय की प्राचार्या डॉ.सविता रॉय ने छात्र हित में सभी विभागों द्वारा इ एस.डी.पी. आयोजित किये जाने का निर्देश दिया.इस कार्यशाला की समन्वयक और हिंदी विभाग की विभागाध्यक्षा डॉ.ज्योति शर्मा ने हिंदी विशेष की द्वितीय एवं तृतीय वर्ष की छात्राओं के लिए17-19 अगस्त 2020 को सुबह 10 बजे से मध्याह्न 12 बजे तक इस कार्यशाला का आयोजन किया.वाणिज्य विभाग की सहायक प्रवक्ता डॉ.गुंजन गुप्ता और सुश्री मेघा जैन इस कार्यशाला में संसाधक वक्ता के रूप में उपस्थित रहीं.

कार्यशाला के पहले दिन विभागाध्यक्षा एवं कार्यशाला समन्वयक डॉ.ज्योति शर्मा ने दोनों संसाधक वक्ताओं का वर्चुअल पुष्प गुच्छ द्वारा स्वागत किया एवं तीनों दिन अंत में धन्यवाद ज्ञापन भी किया.संसाधक वक्ताओं के परिचय के साथ पहले दिन ऑनलाइन मंच संचालन डॉ.कुसुम लता ने किया.गूगल क्लास रूम,गूगल मीट कैसे डाउनलोड होगा,क्लास वर्क,असाइनमेंट हैंडलिंग पार्ट-1,स्कैनिंग डाक्यूमेंट्स, शेयरिंग पीडीएफ, हैण्ड रिटेन असाइनमेंट आदि के विषय में छात्राओं को बताया गया. संसाधक वक्ताओं ने पहले दिन से ही छात्राओं को गूगल क्लास रूम का हिस्सा बना दिया था.

कार्यशाला के दूसरे दिन डॉ.समला ने ऑनलाइन मंच संचालन किया.दूसरे दिन असाइनमेंट हैंडलिंग पार्ट-२,गूगल डॉक्स, वस्तुनिष्ठ प्रश्नोत्तरी के उत्तर देना,हिंदी ट्रांसलेटर के द्वारा असाइनमेंट अपलोड करना आदि सिखाया गया.छात्राओं को बताया गया कि कैसे प्राइवेट कमेन्ट छात्र और अध्यापक के बीच रहता है,कैसे अध्यापक द्वारा दिए गए अंक ग्रेड में दिखाई देते हैं,कैसे डायरेक्ट फोटो खींचकर अपलोड की जाती है,गूगल क्लास रूम में कैसे बार-बार रिफ्रेश किया जाता है,मैटिरियल को कहाँ अटैच करना होता है आदि.

HINDI DEPARTMENT

कार्यशाला के तीसरे दिन सुश्री नीतिशा खलखों ने ऑनलाइन मंच संचालन किया.इस दिन संसाधक वक्ता डॉ.गुंजन गुप्ता और सुश्री मेघा जैन द्वारा ट्रांसलेटर,यू ट्यूब वीडियो द्वारा वॉइस ड्राफ्टिंग लिंक, अन्य एम.एस.टूल्स की जानकारी देने के साथ-साथ छात्राओं के अनेक प्रश्नों का समाधान किया.गूगल क्लास रूम के महत्वपूर्ण अंग स्ट्रीम,क्लास वर्क,पीपल के विषय में जानकारी देने साथ-साथ मोबाइल और लैप टॉप से कैसे गूगल लिंक को एक्सेस किया जाता है,कैसे इम्पोर्ट सिंगल स्कैन वाया गैलरी ,इम्पोर्ट मल्टिपल स्कैन वाया गैलरी किया जाता है,गूगल क्रोम से सर्च बार में जाकर कैसे फॉण्ट डाउनलोड किया जाता है,प्ले स्टोर से कैसे गूफ्ल फॉर्म डाउनलोड और क्रियेट किया जाता है आदि महत्वपूर्ण बिन्दुओं पर प्रकाश डाला.

इ कार्यशाला के अंतिम दिन विभागाध्यक्षा एवं कार्यशाला समन्वयक डॉ ज्योति शर्मा ने विधिवत धन्यवाद ज्ञापन करते हुए महाविद्यालय की प्राचार्या डॉ.सविता रॉय,आंतरिक कौशल विकास संवर्धण कार्यक्रम की संयोजिका डॉ.पूजा आनंद, संसाधक वक्ताओं डॉ.गुंजन गुप्ता,सुश्री मेघा जैन,हिंदी विभाग की सभी प्रध्यापिकाओ, प्राध्यापक,आयोजन समिति के सदस्यों डॉ.कुसुम लता,सुश्री नीतिशा खलखो,डॉ.समला एवं छात्राओं आभार व्यक्त किया जिनके सहयोग से इस तीन दिवसीय कार्यशाला का सफलतापूर्वक समापन हुआ.

प्रत्येक दिन छात्राएं डेमो क्लास में अपना श्रेष्ठ प्रदर्शन कर रही थी.साथ-साथ कुछ भी समझ न आने की स्थिति में निरंतर चैट बॉक्स के माध्यम से प्रश्न भी कर रहीं थीं.संसाधक वक्ताओं द्वारा जब भी प्रश्न किया जाता छात्राओं की तुरंत चैट बॉक्स के माध्यम से प्रतिक्रिया आनी आरम्भ हो जाती जिसका समाधान दोनों वक्ता साथ-साथ करते रहे.पहले और दूसरे दिन छात्राओं के लिए वस्तुनिष्ठ प्रश्नोत्तरी गूगल लिंक दवारा तैयार की गई.जिसे सभी छात्राओं ने सबमिट किया.अंतिम दिन छात्राओं से प्रतिपुष्टि पत्र गूगल लिंक द्वारा भरवाया गया.प्रतिपुष्टि पत्र के आधार पर कार्यक्रम का सार – छात्राओं द्वारा अंतिम दिन कार्यशाला से सम्बन्धित प्रतिपुष्टि पत्र भरवाया गया.

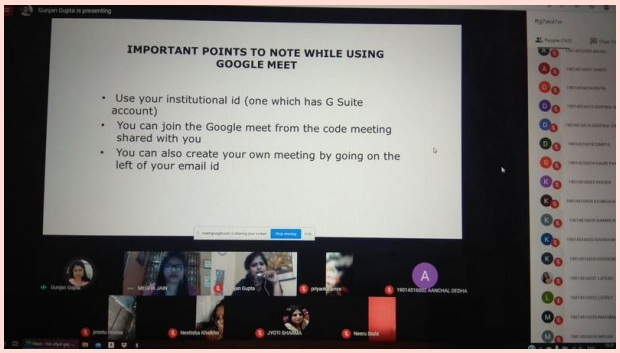
प्रतिपुष्टि पत्र के आधार पर कार्यक्रम का सार –

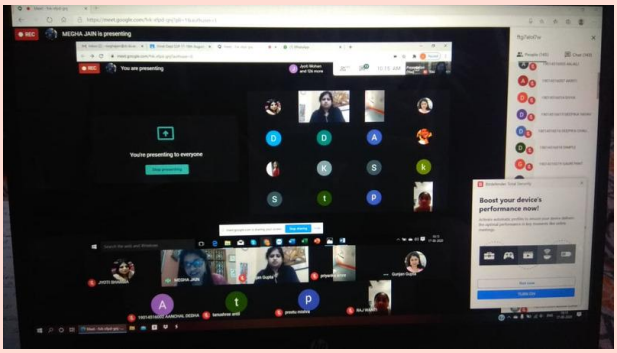
छात्राओं की इस सम्बन्ध में बहुत अच्छी प्रतिक्रिया रही.उनका मानना है कि इस तरह की कार्यशाला के आयोजन द्वारा उन्हें गूगल क्लास रूम के बेसिक्स समझ आए जिससे ऑनलाइन क्लास लेने और वहां कक्षा सम्बन्धी विभिन्न कार्यों को करने में उन्हें आसानी रहेगी.छात्राओं के लिए प्रत्येक सत्र बहुत रोचक और ज्ञानवर्धक रहे.उनका 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.

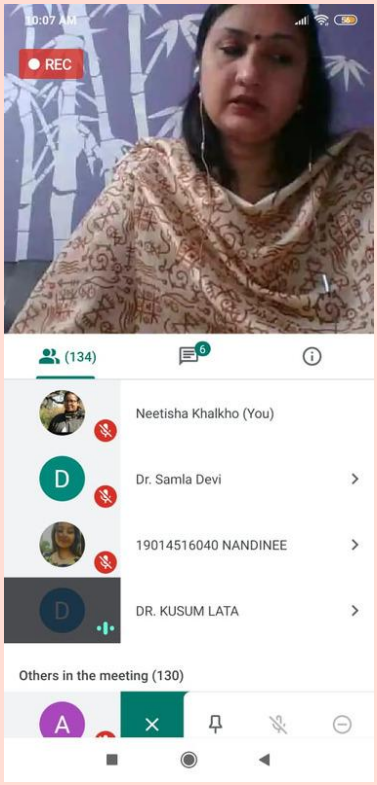
वस्तुनिष्ठ प्रश्नावली – 17 अगस्त 2020, **वस्तुनिष्ठ प्रश्नावली** - 18 अगस्त 2020,
प्रतिपुष्टि पत्र – 19 अगस्त 2020

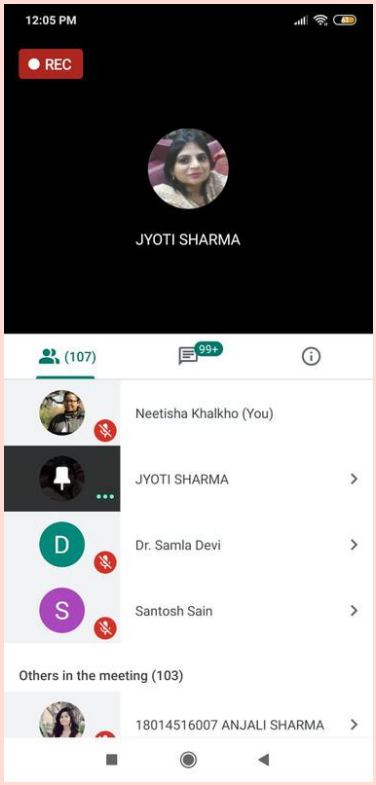
HINDI DEPARTMENT

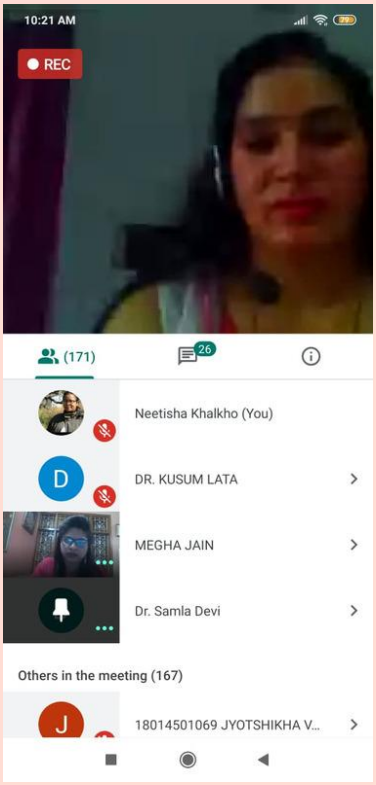
A Few Photographs:

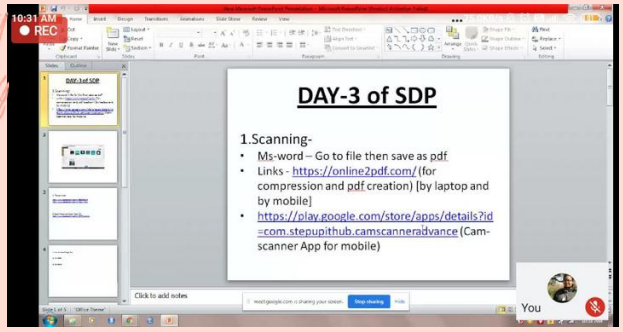


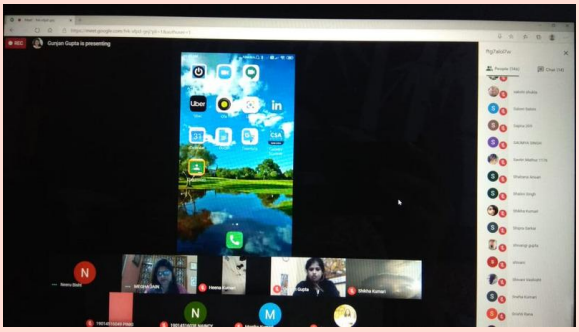












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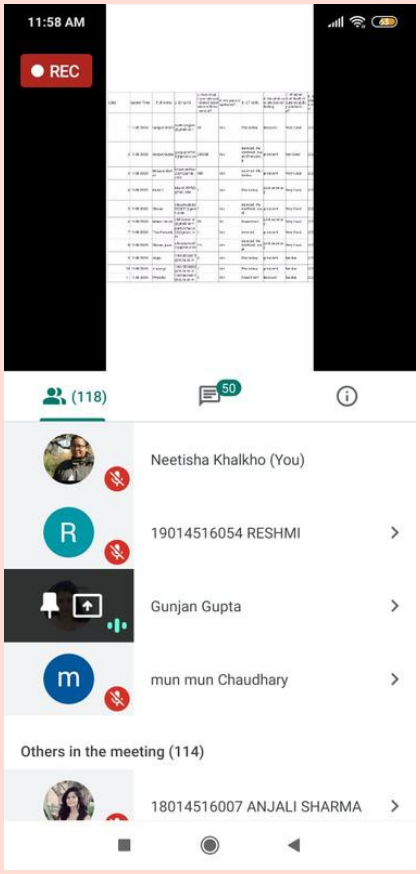

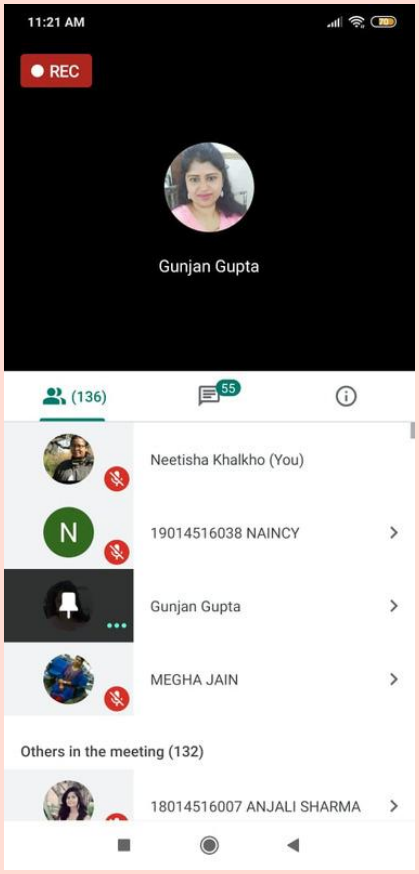

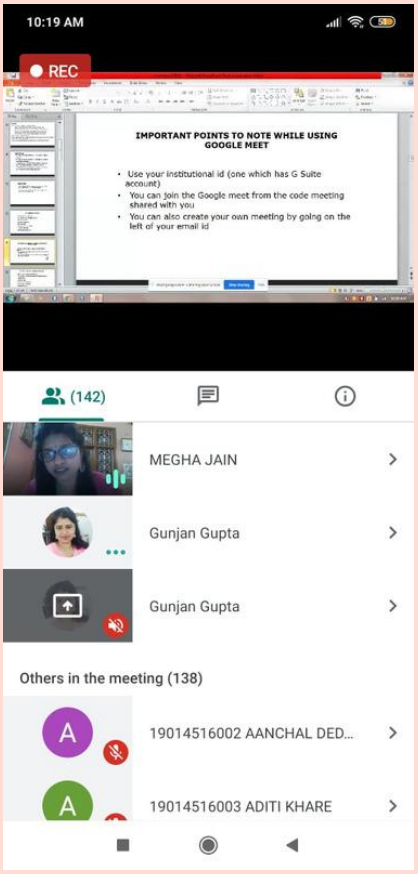

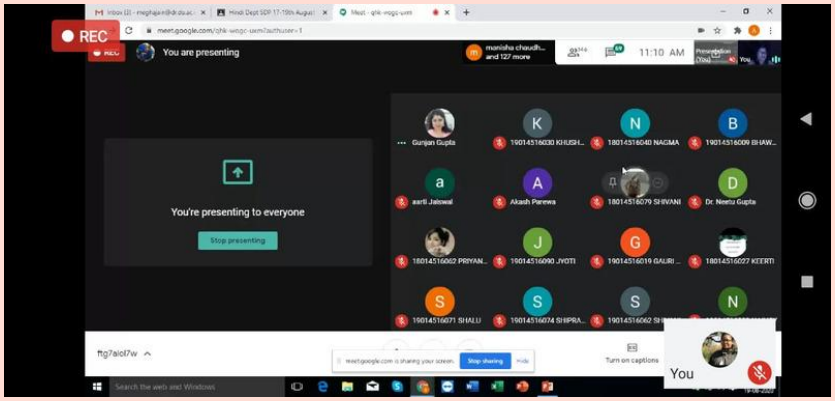

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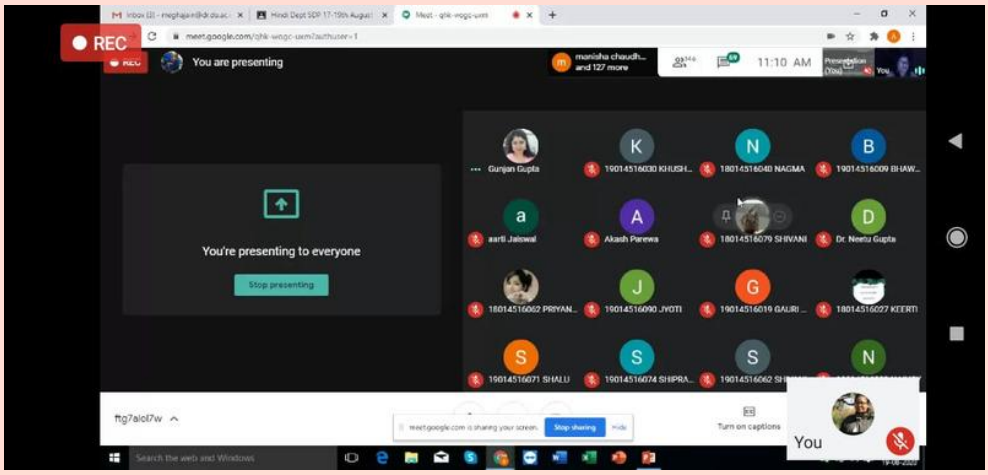
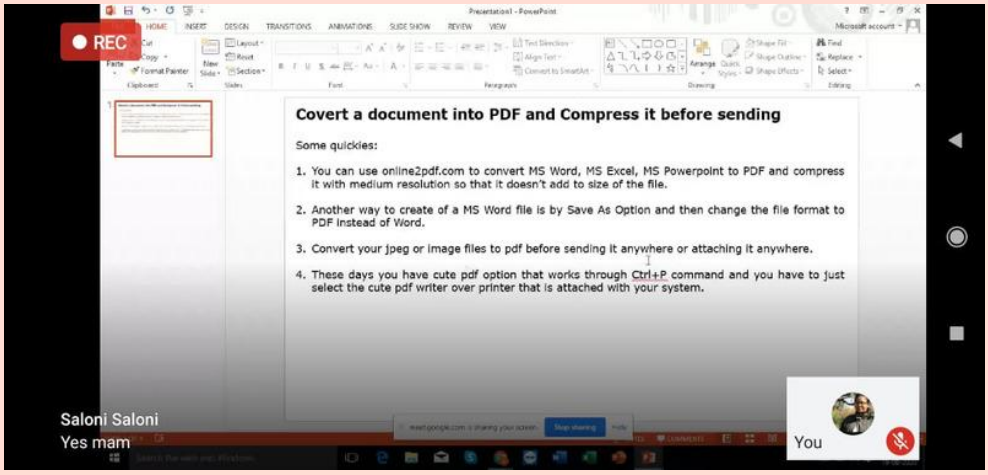
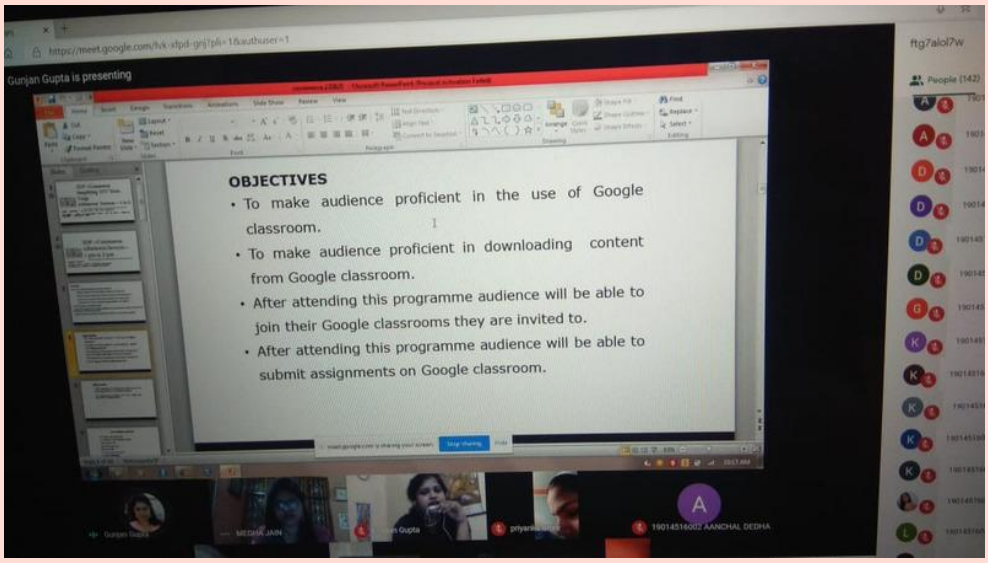






HISTORY DEPARTMENT

Name of Event with Organizing Department: Three Days In House Skill Development Program organized by History Department.

Objectives: Enhancing Learning Through ICT Tools For Online Classes and Teaching.

Course Coordinator: Snehlata.

Duration with Dates: 17th-19th August 2020, 11.00AM – 1.00PM.

Number and Profile of Participants: 155 Students (Hons. and BA (P)) from History and other departments of Daulat Ram College, participated in this three days in House Skill Development Program

Method Of Assessments Of Participants:
Quiz and Assignment.

Feedback From Participants Regarding the Event:
The skill enhancement course was organized by the History Department from 17th-19th August 2020. 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 in which 90% students are extremely satisfied with content and resource persons. It has been a very beneficial and informative session for the students. Students learned many new things like Google Classroom, MS Teams, E-Resources, Mind maps, Insert learning tools, and Google Suite etc.

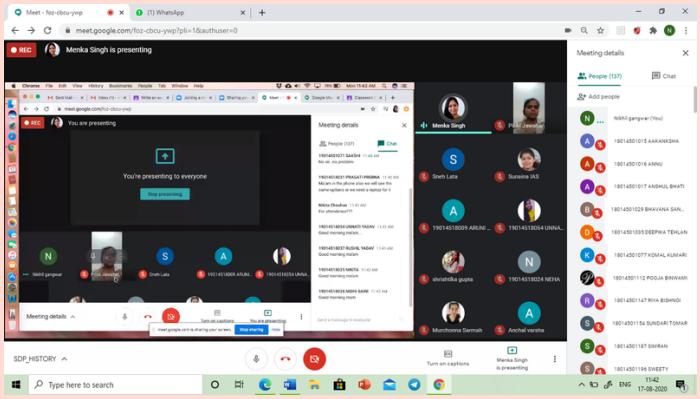
HISTORY DEPARTMENT

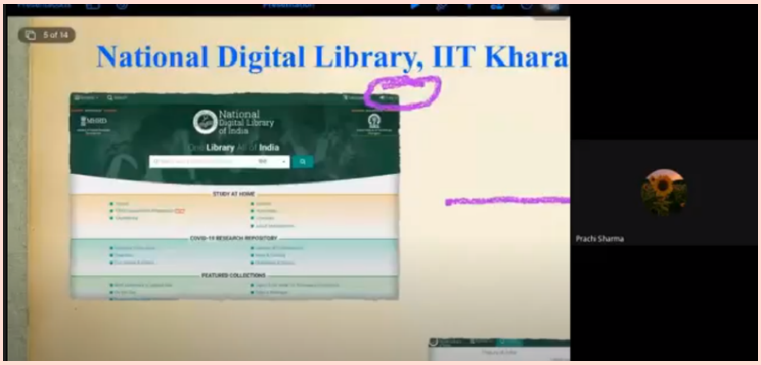
Program Schedule:

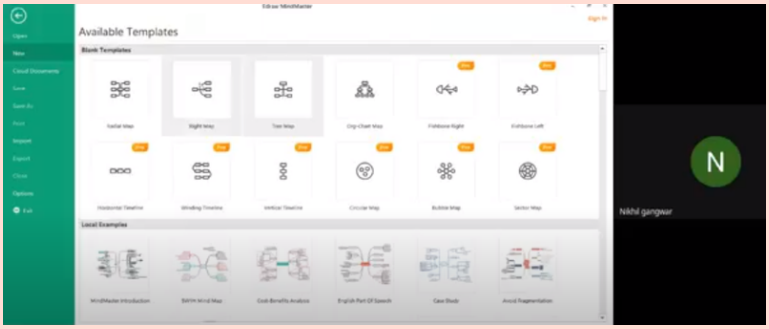
DAY	DATE	TIME	TOPICS	RESOURCE PERSON
DAY 1	17-08-2020	11.00-11.40AM	Google Classroom	Snehlata
		11.40-12.00PM	Question answer session	
	17-08-2020	12-12.40PM	Google Meet	Menka Singh
		12.40-1.00PM	Question answer session	
DAY 2	18-08-2020	11.00-11.40AM	Gmail, Google Drive	Nikhil Gangwar
		11.40-12.00PM	Question answer session	
	18-08-2020	12-12.40PM	Microsoft Teams, Google Docs, Insert learning tool.	Nikhil Gangwar
		12.40-1.00PM	Question answer session	
DAY 3	19-08-2020	11.00-11.30AM	E-Resources	Smarika Niwani
		11.30-11.50AM	Question answer session	
	19-08-2020	11.50-12.20PM	Video recording tools	Parvash Kumar Chaudhary
		12.20-12.40PM	Question answer session	
	19-08-2020	12.40-1.00PM	Quiz and assignment	Sana Bano & Ruby Singh

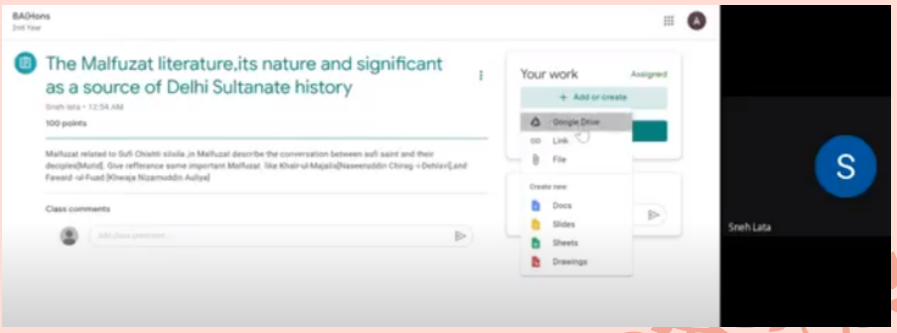
HISTORY DEPARTMENT

A Few Photographs:









LIFE SCIENCES DEPARTMENT

Name of the Program: Online In House Skill Development Program in ICT Tools

Objectives:

- To make students aware about the ICT tools which we have been using on the teaching platforms.
- Use of ICT tools from the students' perspective.
- Addressal of the issues which had been reported by the students during previously held classes.
- Make the students perform some tasks (related to ICT tools) during the session itself.

Course Coordinator: Dr. Madhu

Duration with Date: 2 hours on 19/08/2020

Number of Participants: 98

Profile of Participants:
Course: B.Sc Life science,
Year: 2nd and 3rd
College: Daulat Ram College

Program Schedule:
Google Classroom: Dr. Sonika Sharma, Assistant Professor, Zoology Department. 2:30 pm to 3:00 pm
Google Docs: Dr. Neha Niharika, Assistant Professor, Zoology Department, 3:05 to 3:15 pm
Google Meet: Dr. Anju Jain, Assistant Professor, Zoology Department, 3:15: to 3:30 pm

LIFE SCIENCES DEPARTMENT

Google Chrome extensions and Add-ons: Dr. Jyoti Taneja, Assistant Professor, Zoology Department, 3:30 to 3:50 pm
Google Forms: Dr. Aditi Puri, Assistant Professor, Chemistry Department, 3:50 to 4:05 pm
Jamboard: Dr. Anamika Debnath, Assistant Professor, Chemistry Department, 4:10 to 4:20 pm
*All the queries were addressed by the resource persons in the last 15 minutes.

Method of Assessment of Participants:

1. Google classroom was created using the G Suite ID and all the students were asked to join the same using their Gsuite ID only.
2. Assignment consisting of a question related to the topic covered previously in session was posted in the classroom with a due date.
3. Feedback form was also posted in the form of a Google form on the Google classroom itself, which the students needed to access and fill.

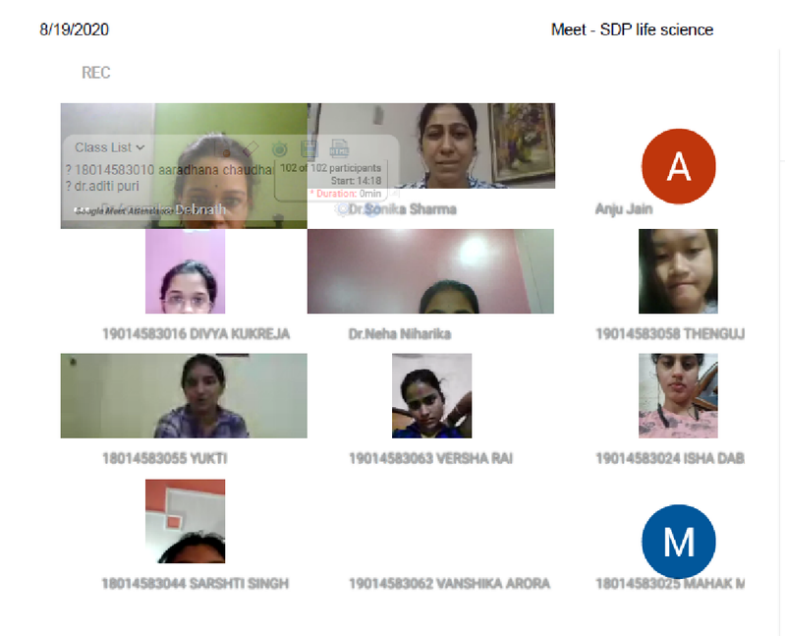
Feedback from Participants Regarding the Event:

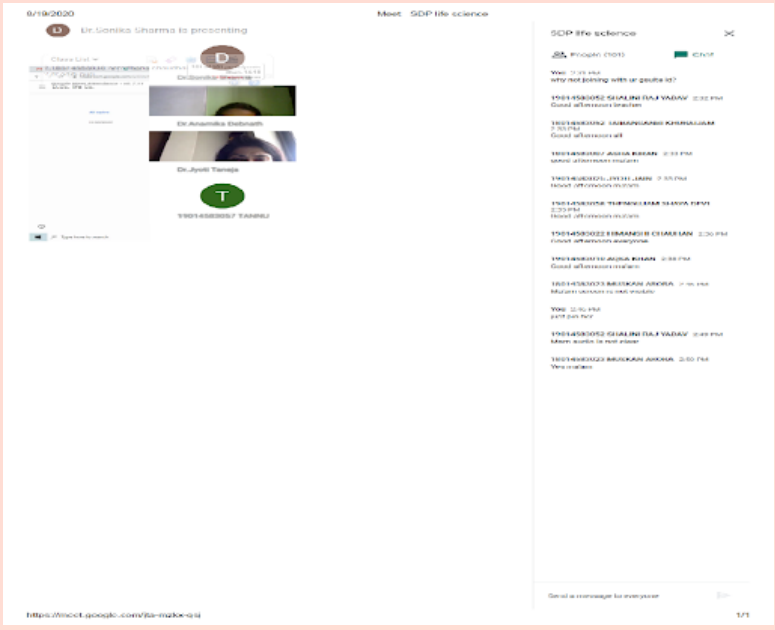
Students showed a good response towards the SDP. Many students showed interest in attending more such SDPs in the future. They also suggested some tools which they would want to learn in the future like Google Slides, Google Sheet, podcast, graphic design, etc. Topics like Google classroom, Google meet, Google docs were the most preferred topics among the students.

*A one-day workshop was conducted by the department.

LIFE SCIENCES DEPARTMENT

A Few Photographs:





MATHEMATICS DEPARTMENT

Name of the Program with Organizing Department: Skill Development Program organized by Mathematics Department.

Objectives:

- To prepare the students for online classes,
- To make them comfortable in using ICT tools for better interactions with each other and the teaching faculty for an improved learning experience.

Course Coordinator: Dr. Seema Khurana

Number and Profile of Participants: 112, B. Sc. (H) 2nd and 3rd year students

Program Schedule:

August 17, 2020 11:00 to 13:00 Hrs	Learning Mathematica Software remotely form from Smart phones / Laptops	Dr. Jyoti Sharma
August 18, 2020 11:00 to 13:00 Hrs	G Suite and its benefits	Dr. Neha Bhatia
August 19, 2020 11:00 to 13:00 Hrs	Microsoft Teams	Mr. Naresh Kumar Kodam

Method of Assessment of Participants:
Formally through a questionnaire (MCQ Assessment Sheet) about the training imparted in each session, and informally through encouraging interactions.

MATHEMATICS DEPARTMENT

Feedback from Participants Regarding the Event:

To assess the feedback, following questions were asked:

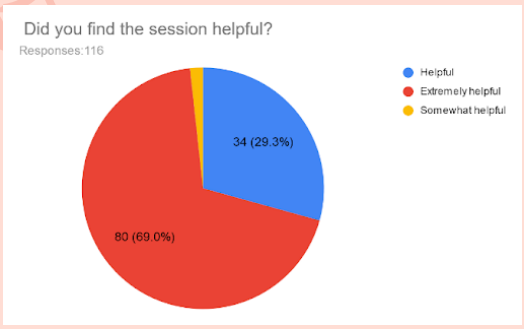
	About the Session		Overall Experience	
	Extremely Helpful	Helpful	Excellent	Good
Day-1	69%	29%	66%	33%
Day-2	55%	40%	63%	31%
Day-3	35%	55%	35%	51%

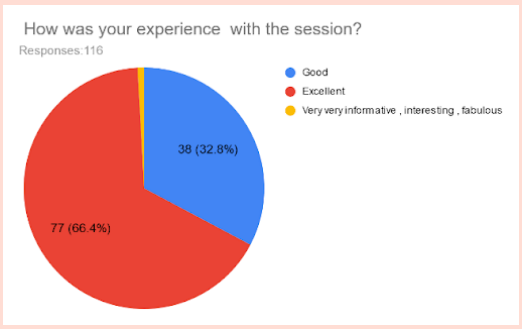
Overall Observation by the Course Coordinator:

An excellent event which was very useful for everyone. Broadly, the objective set for the event was achieved. However, the students practiced hard for a complete success of the program. Such programs need to be organized regularly to keep everyone abreast of the technology advancements and their use in the education system. From the observations gathered during the event, in my views we need to ensure network connectivity that can allow smooth organization of online programs.

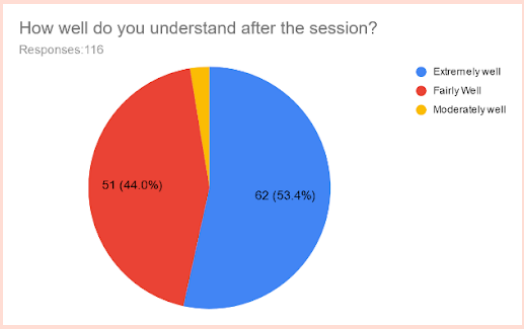
Assessment Feedback Day-wise Charts:

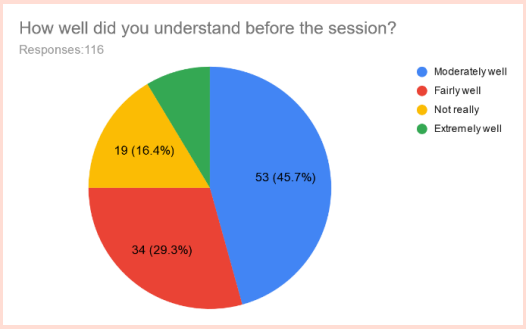
MATHEMATICS DEPARTMENT

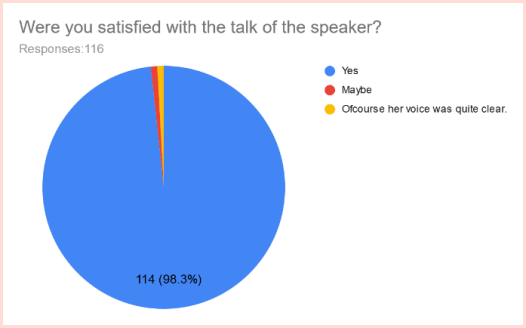


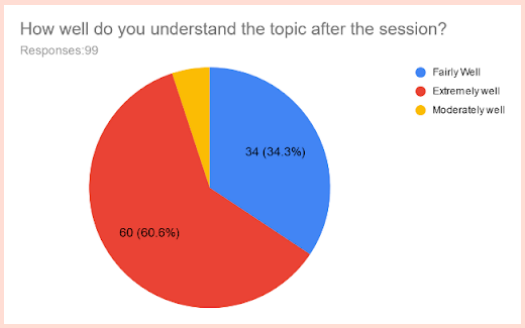


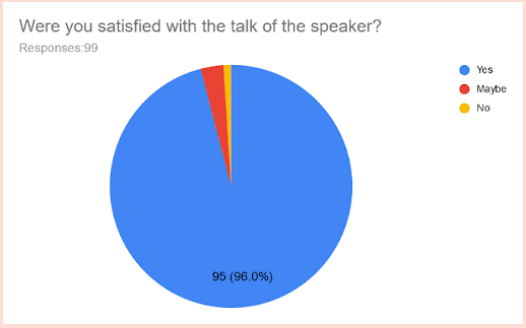
DAY-1

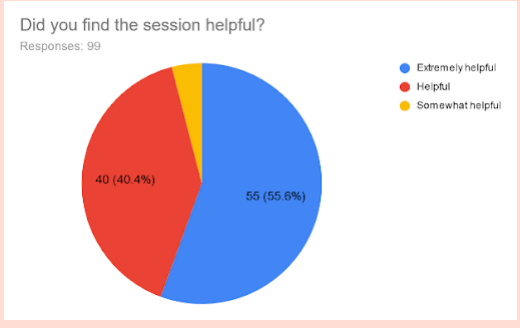




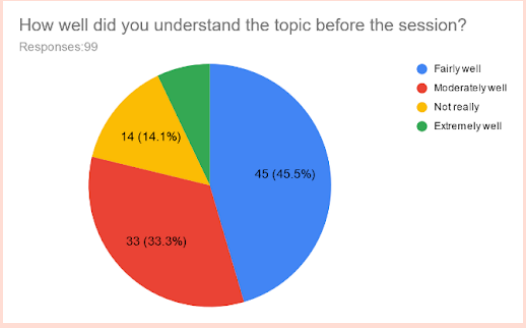


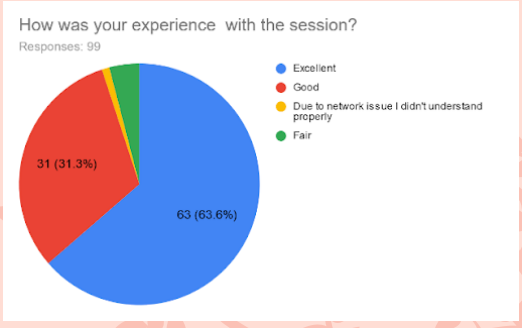






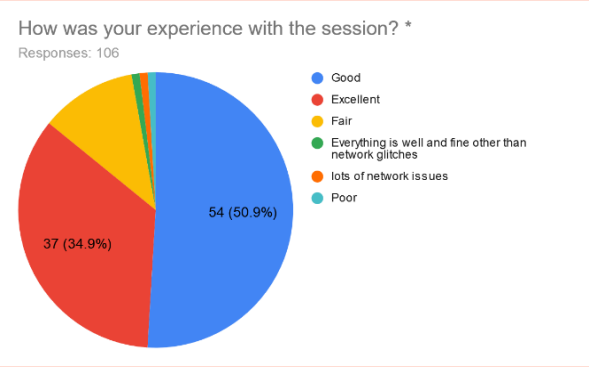
DAY-2

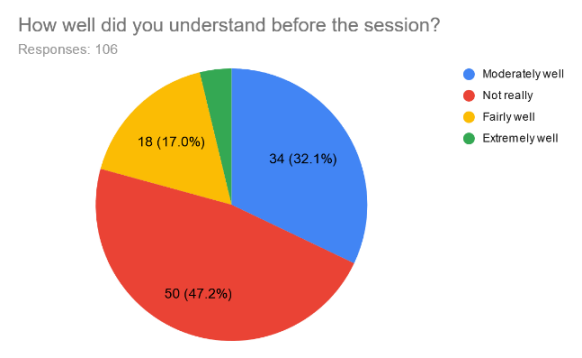


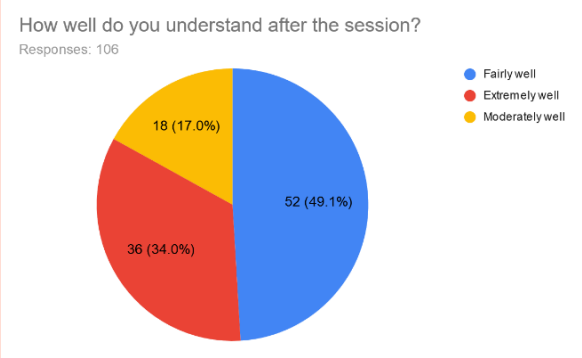


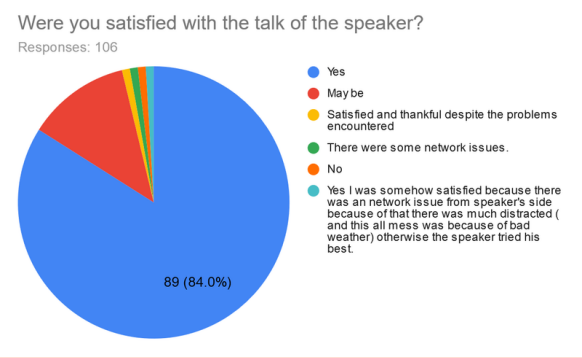
MATHEMATICS DEPARTMENT

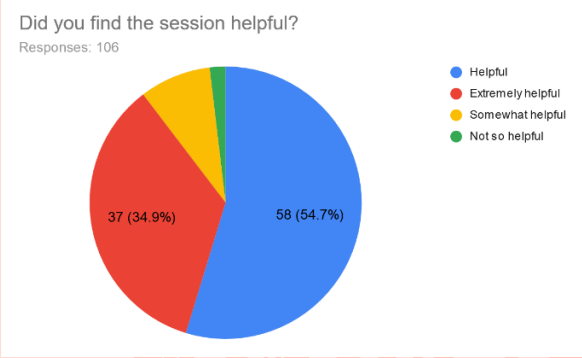
DAY-3





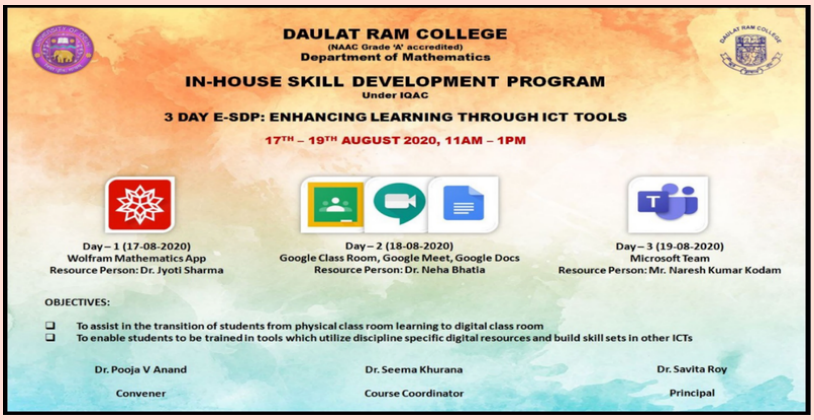


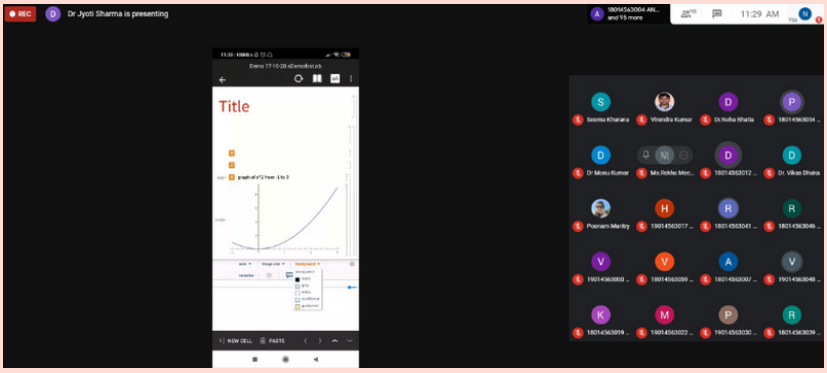


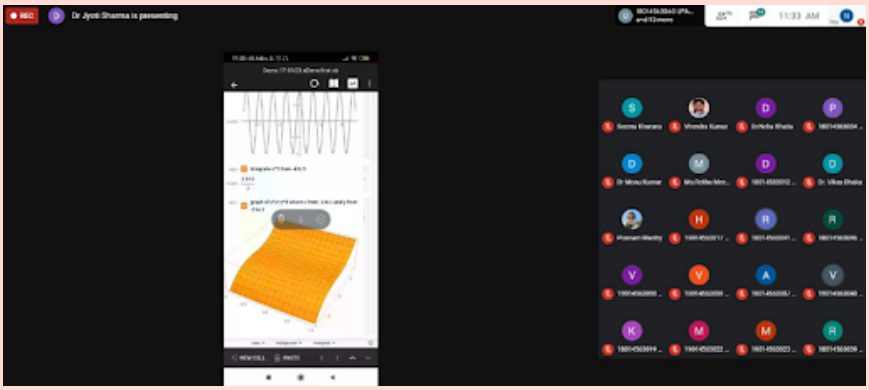


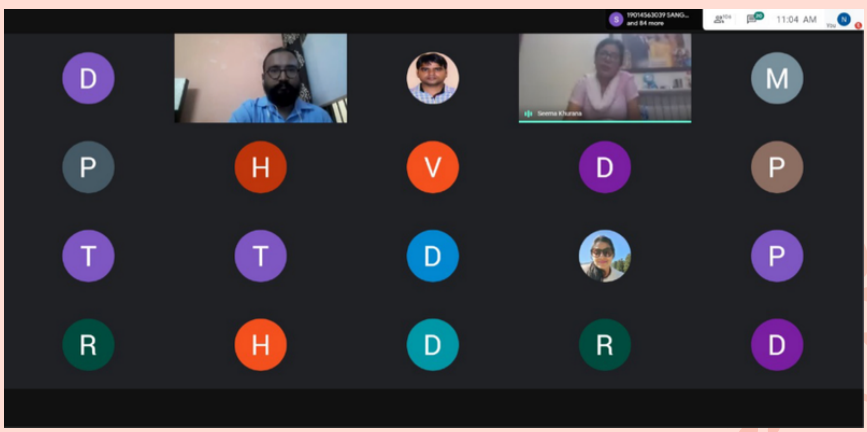
MATHEMATICS DEPARTMENT

A Few Photographs:

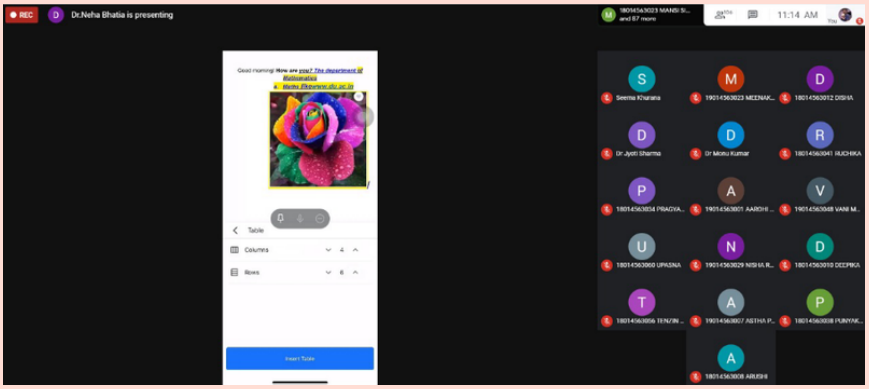


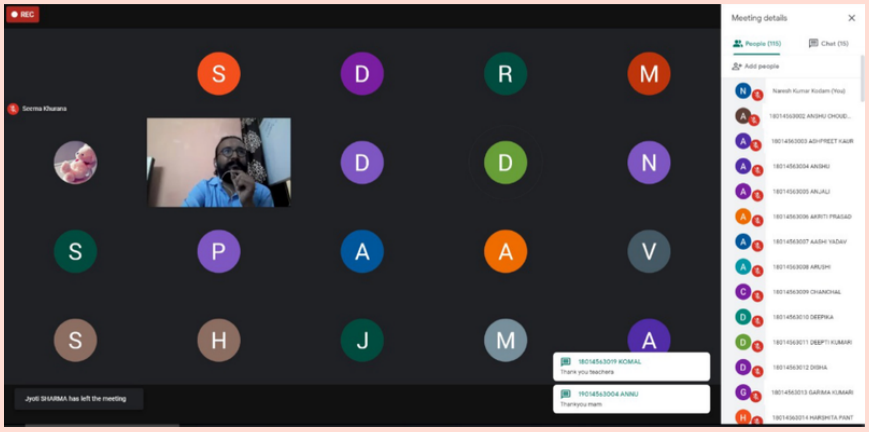


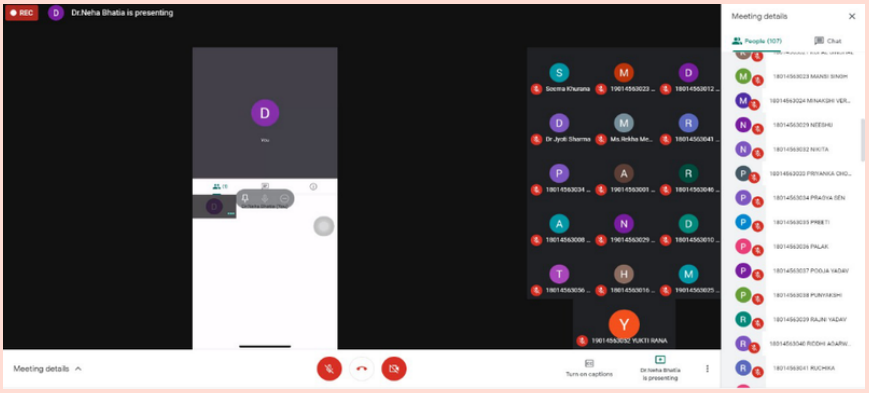




MATHEMATICS DEPARTMENT







NUTRITION AND HEALTH DEPARTMENT

Name of the Event: 3-day e-SDP on "Enhancing learning through ICT" on Google Meet

Organizing Department: Nutrition and Health Education

Objectives:
To make students conversant with online teaching- learning platforms/ programs such as Google meet, Google classroom, Microsoft Office and student friendly Google Chrome Extensions so that they are equipped to take on the challenge of the new online mode of teaching-learning. It aimed to train students to prepare various kinds of online assignments and submit them according to specific requirements.

Course Coordinator: Dr. Pooja Jain

Duration: 3 days- 17 to 19 August 2020 (11.30 am-1.30 pm)

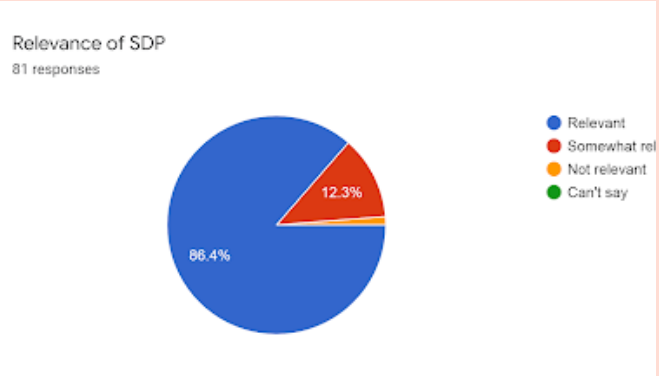
Number and Profile of Participants: 81 students of BA Program semester III and V with NHE and Physical Education/ Music combination participated in the SDP.

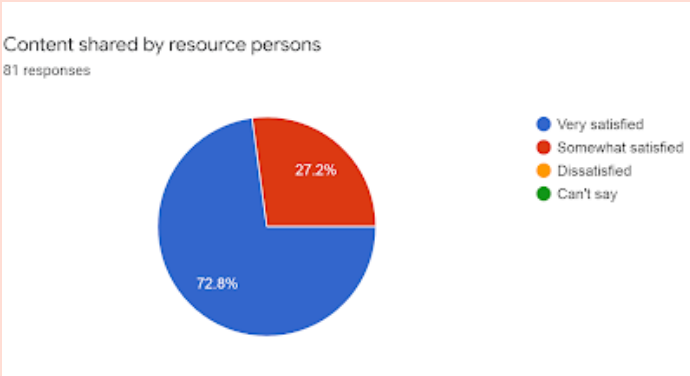
Program schedule:

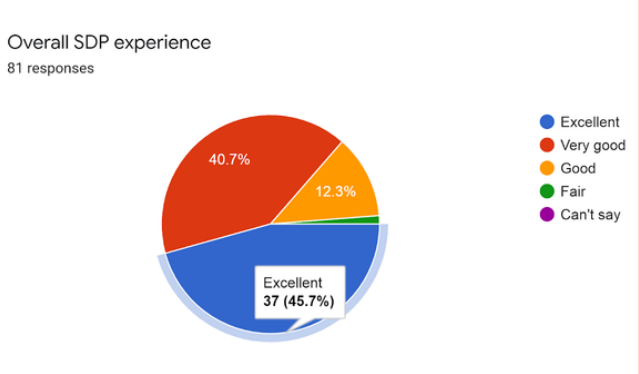
Day	Topic	Resource person/s
1	MS Office (word, excel, power point, PDF)	Dr. Pooja Jain Mrs. Priyanka Verma
2	Google docs, Google meet, Google classroom	Dr. Pooja Jain Mrs. Priyanka Verma
3	Student friendly Google Chrome Extensions	Ms. Raman Arora

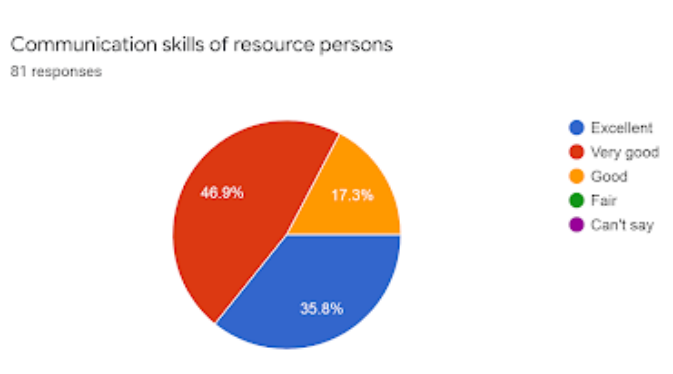
NUTRITION AND HEALTH DEPARTMENT

Feedback from Participants Regarding the Event (Summary of 81 responses):









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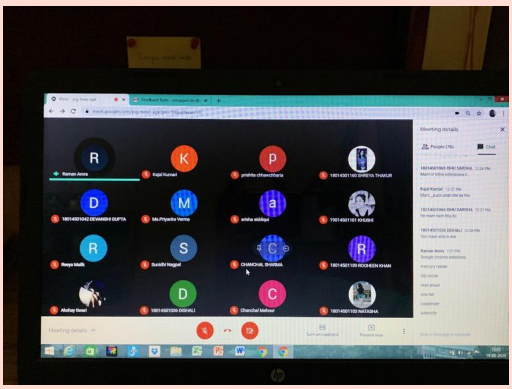
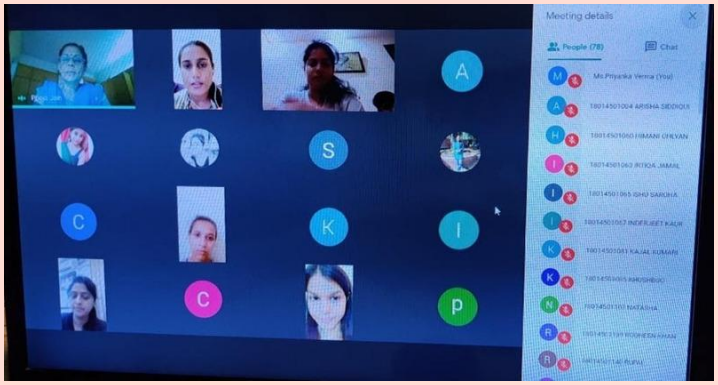




PHILOSOPHY DEPARTMENT

Name of the Event with Organizing Department/Cell:
"3 Days E-SDP: Enhancing Learning through ICT Tools" organized by the Philosophy Department, Daulat Ram College.

Objectives:

- To familiarize the students with the essential platforms for e-learning in post COVID scenario.
- To train students in internet tools like, G-Suite and its features, like, Google Meet, Google Drive, Google Forms, Google Docs, Google Classroom and others.
- To enhance their accessibility of e-resources like, creative commons, e-courses, e-lectures, journal articles, e-books and others.

Course Coordinator: Dr. V. Sujata Raju, Teacher-In Charge, Philosophy Department

Duration with Dates: 11:00 am - 01:00 pm from 17th August- 19th August'2020

Number and Profile of Participants: Faculty Members: 07, Students: 109

Program Schedule:
Day 1:
Session 1: G-Suite: Google Drive, Google Calendar and Google Meet; Resource Person: Dr. Sonia Mehta
Session 2: G-Suite: Google Form through Templates; Resource Person: Dr. Sonia Mehta

PHILOSOPHY DEPARTMENT

Day 2:

Session 1: Google Classroom: Joining through Institutional Domain ID, Assessing Course Material, Answering a Question and Making a Comment; Resource Persons: Dr. Tarang Kapoor and Ms. Shyamalima Borgohain

Session 2: E-Resources and Copyright issues; Resource Person: Dr. Tarang Kapoor

Day 3:

Session 1: Google Classroom: Assessing and Submitting Assignments and Rubric; Resource Persons: Dr. Monica Prabhakar and Dr. Vidhu Jain

Session 2: PowerPoint Presentation, Creating Google Forms, Basic features of Google Doc and Jamboard; Resource Persons: Dr. Vidhu Jain, Dr. Tarang Kapoor and Ms. Shyamalima Borgohain

Method of Assessment of Participants:

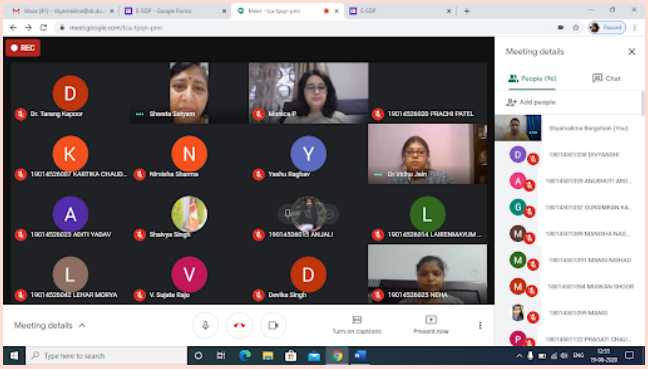
Students were assessed through assignments each day, which were submitted through google forms.

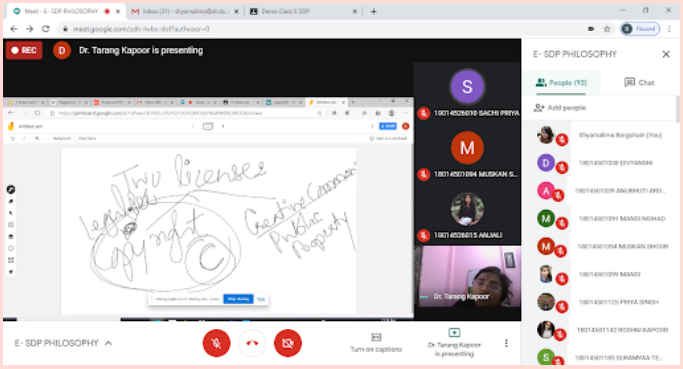
Feedback from Participants Regarding the Event:

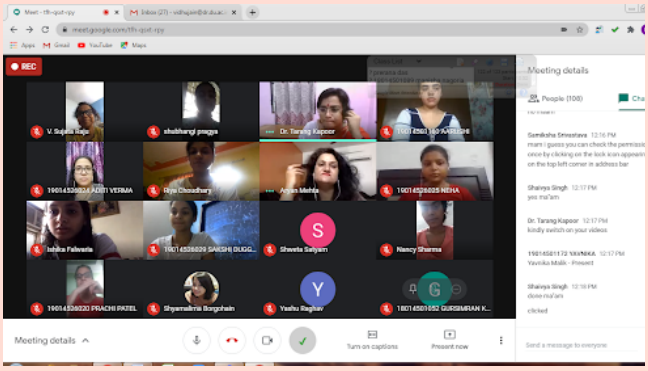
The workshop witnessed very enthusiastic participation. The Student Development Program required students to participate in the hands on training at every step. Hence, we received student feedback throughout the sessions. Also, at the end of three days program students were required to fill a feedback form. Almost all the students are satisfied with the content and learning in the E-SDP. They are positive about recommending the SDP sessions to other students. Also, they want that more such E-SDPs should be organized by the Department in areas like, writing an academic research paper, paper presentation, detailed session on internet e-resources, advanced internet tools, filling online competitive exam forms, career enhancement mechanisms and job opportunities.

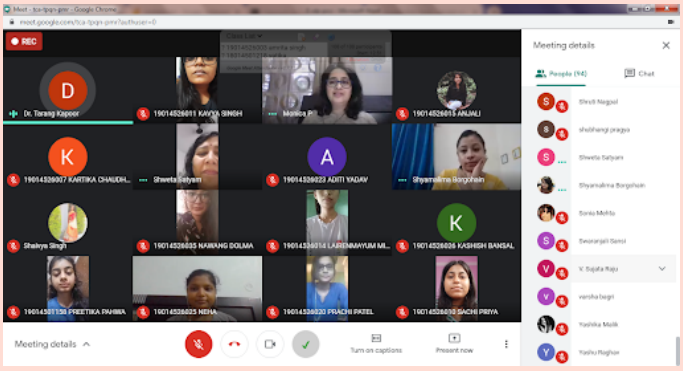
PHILOSOPHY DEPARTMENT

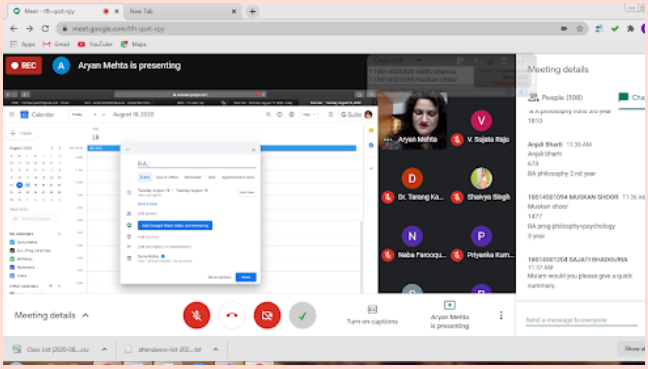
A Few Photographs:

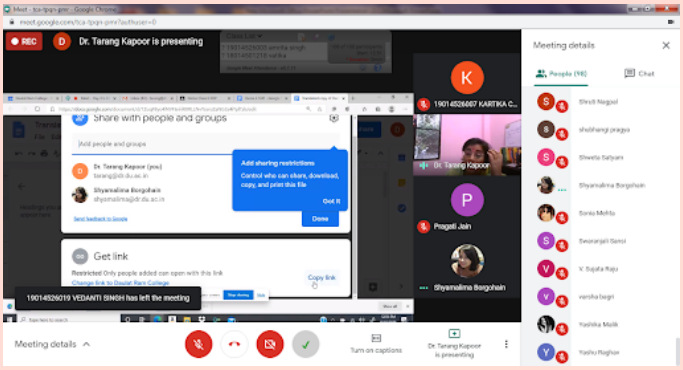












PHYSICS DEPARTMENT

Name of the Event with Organizing Department: 3 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

Objectives:

1. To enable and facilitate the transition of students from physical modalities of learning to the virtual workspace.
2. To develop familiarity and ability with the various options available for technical assistance -Gsuite, Google Classroom, Microsoft Excel, Power-point, various add-ons etc.
3. To develop skill and enhance scope of discipline specific resources made available to students.

Course Coordinator: Dr. Neetu Agrawal, Physics Department, Daulat Ram College

Duration with Dates: 17th -19th August, 2020 (11:00 AM to 1:00 PM each day)

Number and Profile of Participants: 90 students of B.Sc.(H) Physics II and III year participated actively.

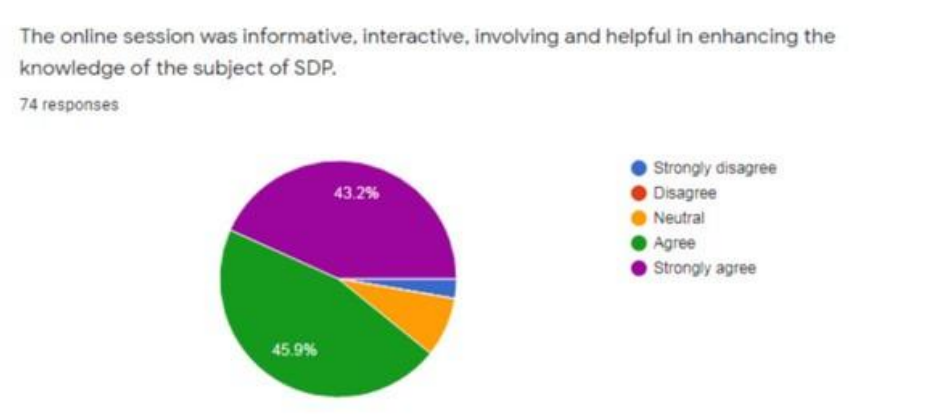
Program Schedule:

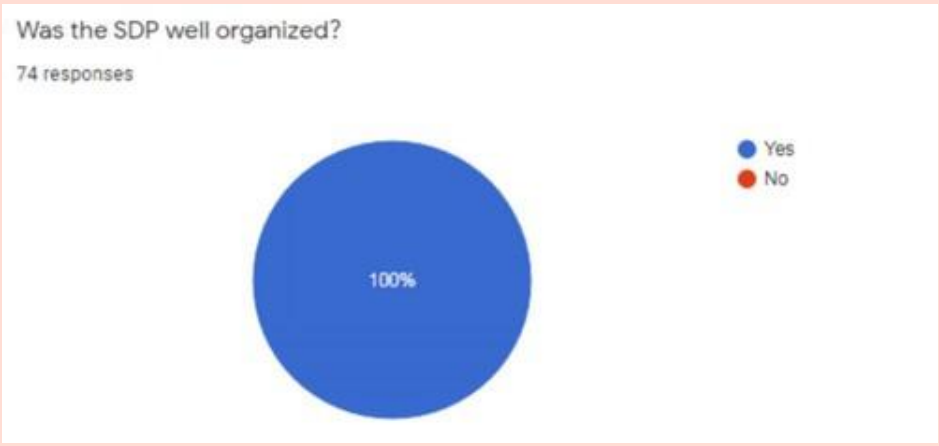
S.No.	Name of the Resource Person	Date	Session
1	Dr. Onkar Mangla	17-Aug-2020	11:00 AM -12:00 Noon
2	Dr. Neeru Sehdev	17-Aug-2020	12:00 Noon - 01:00 PM
3	Dr. Disha Wadhawan	18-Aug-2020	11:00 AM -12:00 Noon
4	Dr. Shefali Jain	18-Aug-2020	12:00 Noon - 01:00 PM
5	Dr. Tarun Chaudhari	19-Aug-2020	11:00 AM -12:00 Noon
6	Ms. Jyoti Chauhan	19-Aug-2020	12:00 Noon-01:00 PM

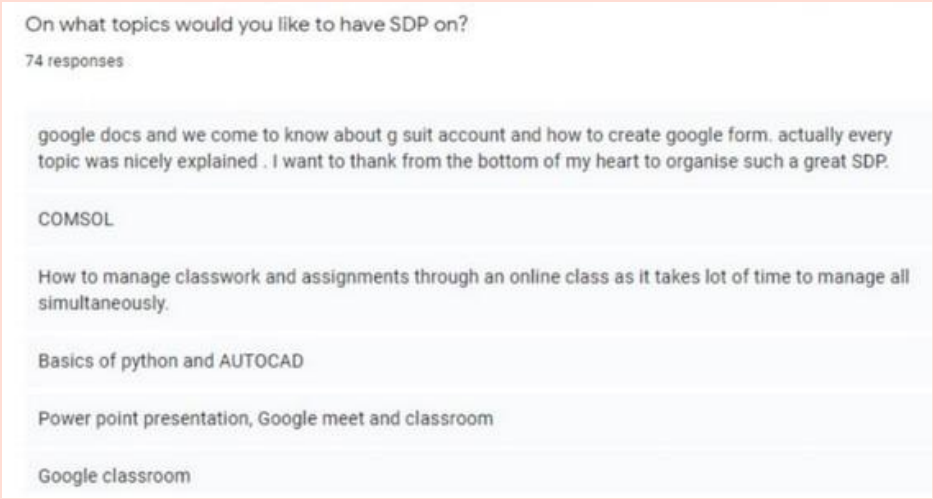
Method of Assessment of Participants: Quiz on each 3 days using Google form.

PHYSICS DEPARTMENT

Feedback from Participants Regarding the Event: Feedback form was circulated at the end of the concluding session. The e-SDP was very well received by all participants.

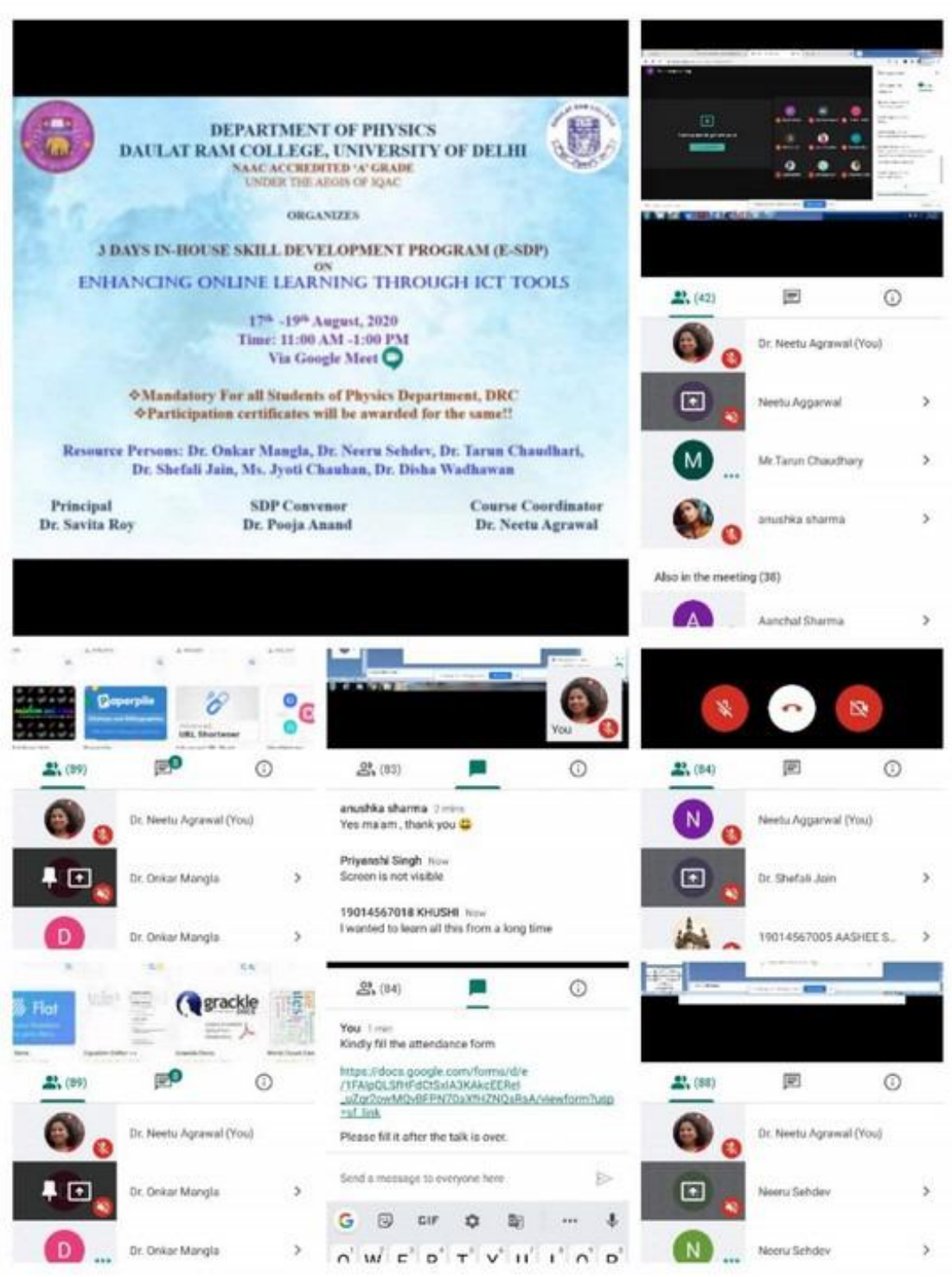






PHYSICS DEPARTMENT

A Few Photographs:



POLITICAL SCIENCE DEPARTMENT

Name of the Event with Organizing Department/Cell: In House Skill Development Program on ICT Tools for Online Classes organized by the Political Science Department, Daulat Ram College

Objectives:
(1) To equip students with online teaching platforms such as Google Meet, Google Classroom, Google Docs, Zoom, etc.
(2) To help students become competent and confident users and to adjust to the inevitable future changes.

Course Coordinator: Ms. Manjula Rath

Duration with Dates: 17-19th August 2020, 11:00 AM to 1 PM

Number of Participants: 235 Students

Program Schedule:
Day 1 - Google Meet The Political Science Department of Daulat Ram College conducted its first session for In House Skill Development Program on 17th August 2020 from 11:00 AM to 1:00 PM at the platform of Google Meet. The session was attended by around 200 students and the faculty teachers. The session started with the welcome address by Ms. Manjula Rath, Teacher-In-Charge, Department of Political Science. The resource persons for session one were Dr. Shachi Chawla and Dr. Deepak Bhaskar. Dr. Shachi introduced the basics of Google Meet. Dr. Deepak introduced the various Google extensions viz NOD, Dualless, Meet Auto Admit, Meet Attendance. He also gave a brief introduction on the online platform Zoom. Session one was very informative for both teachers as well as for students. Dr. Rekha Rani ended the session with a Thank You Note.

POLITICAL SCIENCE DEPARTMENT

Day 2 - Google Classroom Session Two was held on 18th August, 2020. It began with the welcome address by Dr. Vandana Tripathi. The resource persons for the day were Dr. Moitree Bhattacharya and Dr. Madhu Damani. The session focused on Google Classroom. Dr. Moitree Bhattacharya discussed the steps to create a classroom, setting up a lecture on Google Meet through Google Calendar, and how the students can join the classroom. She elaborated on how students and teachers can write class comments and private messages on the platform of Google Classroom, how materials, assignments, questions can be uploaded in the classroom by the teachers and how students can view them, submit their assignment, answers, quizzes in the classroom. She also elaborated on grading of assignments. At the end she cleared all the queries and doubts raised by the attendees and in course of that she also referred to how attendance may be given using templates available on Google Sheet. Dr. Madhu further elaborated on the above points. The session was very useful for teachers as well as for students. Dr. Rekha Rani ended the session with a Thank you Note.

Day 3 - Google Meet and Classroom on android. The session started with the welcome address by Ms. Geetanjali. The resource persons were Dr. Shachi Chawla and Dr. Madhu Damani. The session focused on use of Meet and Classroom on Android. She explained each step very clearly and answered the queries of the students. Dr. Madhu also discussed a few of the points of the use of Google Classroom. The session ended with the Vote of Thanks given by Ms. Manjula Rath. The program was well received by the students. It was due to the support of faculty members of the department, the efforts put in by Dr. Madhu and Dr. Rekha, Association-In-Charge and Ms. Manjula Rath, coordinator of the program. The program was very successful.

POLITICAL SCIENCE DEPARTMENT

Method of Assessment:

Email ID	Phone Number	Overall, how would you rat	What did you like about the
ritikamuskan2812@gmail.(	08302492520	10	Explanation was in detail, s
akankshaverma1512@gm	966068927	10	It was a very interactive an
priyanka.kumari.sah2000@	6000828137	9	Basically our concept becc
yashikagola1712@gmail.c	9868927977	10	Very informative
Sennikita518@gmail.com	+917065891569	9	It was very comprehensive
saheleekar2001@gmail.co	8145647055	7	Knowledge about google c
arjuhoon@gmail.com	7983308027	10	Very informative in using th
richarajput2003@gmail.co	6002007649	7	Helpful info given by teach
19014527112@dr.du.ac.in	9599134700	10	Explanation by respurce pe
ananya21december@gma	9696402289	8	The interaction and inform
shreyanshibhatt4@gmail.c	7388696304	2	The informations regarding
arya270834@gmail.com	9625431808	10	Lots of new information rel
shreyanshibhatt4@gmail.c	7388696304	2	The informations regarding
tiwarisumedha2912@gmai	9653031080	9	Doubt clarification
19014527030dr.du.ac.in	8360798575	10	Very informative and need
vidisha.priyam@gmail.com	8292295876	9	the information provided by
18014527089@dr.du.ac.in	9996823620	10	The way teachers taught u
Shatabdidutta90102@gma	8720963884	10	The event was very fruitful
nehamor1992@gmail.com	9588789440	9	The event was very inform
Vanshikajain2019@gmail.(	8527616302	10	The way the teachers took
kumari.shreya5135@gmail	8958559948	10	Active participation by teac
anjalitiwari2911@gmail.co	8287193746	8	It was informative session.
tejoshreedihidar55@gmail.	9706666349	5	It was informative.
kajolkm16092002@gmail.(	8287557737	10	It's more informative & knc
ms1222718@gmail.com	9315875511	10	Everything starting from te
asonowal541@gmail.com	9678668652	8	How teachers were so help
tinarana252625@gmail.co	7428050408	10	I like the way ,things were
tanyac1810@gmail.com	9899651297	8	The insightful session abo
shreyanshibhatt4@gmail.c	7388696304	2	The informations regarding
gauriratan28@gmail.com	9891951814	9	Efforts made by the teache
mirzafarha417@gmail.com	9156096577	8	The way teachers research
arushi1571july@gmail.com	9999081892	9	The way teachers explaine
py63897@gmail.com	9675754169	9	Everything
aanchalkm13@gmail.com	9654911796	8	The session was helpful ar
pandaarchana922@gmail.(	9899550983	7	New system of teaching
h.25.dhanpuri@gmail.com	8195807122	5	nothing
soniyasingh43362@gmail.(	7827292526	1	Everything
shubhangi2007@hotmail.c	9871221716	10	The dedication of teachers
Peilinnew11@gmail.com	7085445407	7	Its give instruction for the s
up181218@gmail.com	9518899577	5	All
meetjanvisharma@gmail.c	7703995998	8	The teachers were explain
arunathe00@gmail.com	7363070851	8	It was very informative and
kanika291098@gmail.com	9899787724	10	Teacher's explained every
Kismatdevi2000@gmail.co	9306535303	7	It was very interesting and
19014527011@dr.du.ac.in	9899648006	9	Both teachers and student
deepalihr2019@gmail.com	8295566879	9	New technology informatio
Kyrakanwar69@gmail.com	7018151611	7	It was all fine .
swarndeepjangra2551@gr	7419148188	8	It was very informative.
K.r.komalrahi8686@gmial.	8221034119	9	Its very knowledgeable
khushimishra05312@gmai	8799794728	9	Informative session
19014527057@dr.du.ac.in	9870535311	9	Very well explained the evo
kanikasharma776716@gm	8930855248	9	The teachers were putting
Meghnayadav1865@gmail	9971682440	10	Everything explained so we
ms1222718@gmail.com	9315875511	10	Everything starting from te

Email ID	Phone Number	Overall, how would you rat	What did you like about the
ritikamuskan2812@gmail.(	08302492520	10	Explanation was in detail, s
akankshaverma1512@gm	966068927	10	It was a very interactive an
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Sennikita518@gmail.com	+917065891569	9	It was very comprehensive
saheleekar2001@gmail.co	8145647055	7	Knowledge about google c
arjuhoon@gmail.com	7983308027	10	Very informative in using th
richarajput2003@gmail.co	6002007649	7	Helpful info given by teach
19014527112@dr.du.ac.in	9599134700	10	Explanation by respurce pe
ananya21december@gma	9696402289	8	The interaction and inform
shreyanshibhatt4@gmail.c	7388696304	2	The informations regarding
arya270834@gmail.com	9625431808	10	Lots of new information rel
shreyanshibhatt4@gmail.c	7388696304	2	The informations regarding
tiwarisumedha2912@gmai	9653031080	9	Doubt clarification
19014527030dr.du.ac.in	8360798575	10	Very informative and need
vidisha.priyam@gmail.com	8292295876	9	the information provided by
18014527089@dr.du.ac.in	9996823620	10	The way teachers taught u
Shatabdidutta90102@gma	8720963884	10	The event was very fruitful
nehamor1992@gmail.com	9588789440	9	The event was very inform
Vanshikajain2019@gmail.(	8527616302	10	The way the teachers took
kumari.shreya5135@gmail	8958559948	10	Active participation by teac
anjalitiwari2911@gmail.co	8287193746	8	It was informative session.
tejoshreedihidar55@gmail.	9706666349	5	It was informative.
kajolkm16092002@gmail.(	8287557737	10	It's more informative & knc
ms1222718@gmail.com	9315875511	10	Everything starting from te
asonowal541@gmail.com	9678668652	8	How teachers were so help
tinarana252625@gmail.co	7428050408	10	I like the way ,things were
tanyac1810@gmail.com	9899651297	8	The insightful session abo
shreyanshibhatt4@gmail.c	7388696304	2	The informations regarding
gauriratan28@gmail.com	9891951814	9	Efforts made by the teache
mirzafarha417@gmail.com	9156096577	8	The way teachers research
arushi1571july@gmail.com	9999081892	9	The way teachers explaine
py63897@gmail.com	9675754169	9	Everything
aanchalkm13@gmail.com	9654911796	8	The session was helpful ar
pandaarchana922@gmail.(	9899550983	7	New system of teaching
h.25.dhanpuri@gmail.com	8195807122	5	nothing
soniyasingh43362@gmail.(	7827292526	1	Everything
shubhangi2007@hotmail.c	9871221716	10	The dedication of teachers
Peilinnew11@gmail.com	7085445407	7	Its give instruction for the s
up181218@gmail.com	9518899577	5	All
meetjanvisharma@gmail.c	7703995998	8	The teachers were explain
arunathe00@gmail.com	7363070851	8	It was very informative and
kanika291098@gmail.com	9899787724	10	Teacher's explained every
Kismatdevi2000@gmail.co	9306535303	7	It was very interesting and
19014527011@dr.du.ac.in	9899648006	9	Both teachers and student
deepalihr2019@gmail.com	8295566879	9	New technology informatio
Kyrakanwar69@gmail.com	7018151611	7	It was all fine .
swarndeepjangra2551@gr	7419148188	8	It was very informative.
K.r.komalrahi8686@gmial.	8221034119	9	Its very knowledgeable
khushimishra05312@gmai	8799794728	9	Informative session
19014527057@dr.du.ac.in	9870535311	9	Very well explained the evo
kanikasharma776716@gm	8930855248	9	The teachers were putting
Meghnayadav1865@gmail	9971682440	10	Everything explained so we
ms1222718@gmail.com	9315875511	10	Everything starting from te

POLITICAL SCIENCE DEPARTMENT

Feedback from Participants Regarding the Event: Feedback from 235 students

Timestamp	Name	Course	Class Roll Number
8/18/2020 21:31:40	Muskan Assudani	BA pol sci hons	1873
8/19/2020 13:05:18	Akanksha your	Political science hons	925
8/19/2020 13:05:30	Priyanka Kumari sah	BA political science Hons	919
8/19/2020 13:06:22	Yashika gola	BA political science honou	1417
8/19/2020 13:06:47	Nikita Sen	BA(Hons) Political Science	1871
8/19/2020 13:07:09	Sahelee Kar	BA POLITICAL SCIENCE	490
8/19/2020 13:07:10	Kumari Arju	BA(Hons.) Political science	269
8/19/2020 13:07:15	Richa Rajput	Political science Hons	937
8/19/2020 13:07:35	Charu Bajaj	Ba(h) pol sci	270
8/19/2020 13:08:01	Ananya	Political Science	1413
8/19/2020 13:08:47	Shreyanshi Bhattacharjee	BA honours political scienc	491
8/19/2020 13:08:51	Urvashi	Ba hons political science	1870
8/19/2020 13:08:56	Shreyanshi Bhattacharjee	BA honours political scienc	491
8/19/2020 13:09:02	Sumedha Tiwari	BA hons Political Science	38
8/19/2020 13:09:36	Jahnavi Gupta	BA (hons) political science	260
8/19/2020 13:09:40	Vidisha Priyamvada	Ba hons political science	955
8/19/2020 13:09:52	Tushala	B.A. (H) POLITICAL SCIEI	920
8/19/2020 13:10:05	Shatabdi Dutta	BA Political Science Hons.	968
8/19/2020 13:10:05	Neha	B. A. Hons Political scienc	1415
8/19/2020 13:10:12	Vanshika Jain	B.A. Hons. Political scienc	939
8/19/2020 13:10:38	Shreya	B.A. honours Political scie	958
8/19/2020 13:10:48	Anjali Tiwari	BA (Hons) political science	959
8/19/2020 13:11:03	Tejoshree Dihidar	B.A. Hons. Political Scienc	493
8/19/2020 13:11:25	Kajol	Political science	935
8/19/2020 13:11:31	Megha Singh	B.A. Political science hons	945
8/19/2020 13:12:03	Ankita Sonowal	BA (h) Political Science	1783
8/19/2020 13:12:22	Tina	Ba hons political science	273
8/19/2020 13:12:27	Tanya	B.A. Hons. Political Scienc	954
8/19/2020 13:12:36	Shreyanshi Bhattacharjee	Ba honours political scienc	491
8/19/2020 13:12:57	Gauri Ratan	BA(hons.) Political Science	1275
8/19/2020 13:13:05	Farha Mirza	BA HONORS POLITICAL	485
8/19/2020 13:13:25	Arushi Srivastava	B.A. Political Science Hons	274
8/19/2020 13:14:10	Prachi	Political science	494
8/19/2020 13:14:37	Aanchal Kumari	BA (Honsl Political Science	252
8/19/2020 13:14:49	Archana kumari	B.A(hons)Political science	41
8/19/2020 13:14:54	Hardika Dhanpuri	BA (H) Political Science	555
8/19/2020 13:15:17	Soniya	BA political science honou	262
8/19/2020 13:15:30	Shubhangi Singh	B.A (H) Political Science	2048
8/19/2020 13:15:50	Peilinliu Newmai	Political science 2nd year	943
8/19/2020 13:15:58	Urmila	Pol.sci.(hons.)	1262
8/19/2020 13:16:16	Janvi sharma	BA Hons political science	1244
8/19/2020 13:16:41	Aruna Limboo	Political Science (H)	2221
8/19/2020 13:16:53	KANIKA BHARGAVA	BA (HONS) POLITICAL SC	2093
8/19/2020 13:17:03	Kismat Devi	B.A.(H) pol.science	1390
8/19/2020 13:17:34	Mansi chaurasia	Political science honours	1230
8/19/2020 13:18:13	Deepali	Ba	496
8/19/2020 13:18:20	Kyra Kanwar	Political science	944
8/19/2020 13:18:20	Swarndeep	Political science (hons.)	878
8/19/2020 13:18:23	Komal yadav	BA (H) Political science	1870
8/19/2020 13:18:33	Khushi	Political science Hons	2039
8/19/2020 13:18:39	POOJA	BA Political science Hons	1420
8/19/2020 13:18:48	Kanika Sharma	BA Hons Political Science	55
8/19/2020 13:19:10	Meghna yadav	Political science hons.	181
8/19/2020 13:19:45	Megha Singh	B.A. Political science hons	945

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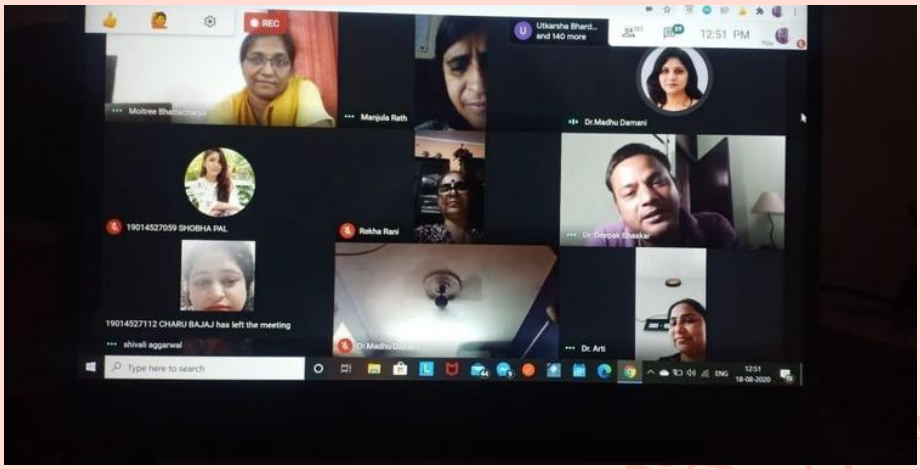
POLITICAL SCIENCE DEPARTMENT

A Few Photographs:



PSYCHOLOGY DEPARTMENT

Name of Event with Organizing Department: E-in house skill development program (Enhancing Learning through ICT tools) was organized by the Psychology Department as a part of the endeavor of the College to smoothen transition into the digital learning space.

Objectives: The objectives of the program were to enable and facilitate transition of students from physical modalities of learning to the virtual workspace. To develop familiarity and ability with the various options available -G-Suite, Classroom, Microsoft Teams, MS Excel etc. Develop skill and enhance scope of discipline specific resources available in the Psychological sphere.

Course Coordinator: Dr. Suparna Jain Thakur

Duration with Dates: 17/08/20 – 2 hours.18/08/20 – 2hours.19/08/20 – 2 hours

A breakup of the students who attended the session across the three days for the two batches. The BA Prog, Phy Ed, and Psychology combination (2 yr and 3 yr) also were a part of the exercise.

Break up Attendance – Psychology E-SDP

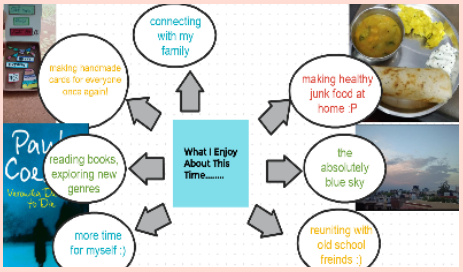
Break up Attendance – Psychology E-SDP		
B A Hons	3 yrs	28
B A Hons	2 yrs	64
B A Prog	2 yrs	21
B A Prog	3 yrs	10
Total		123

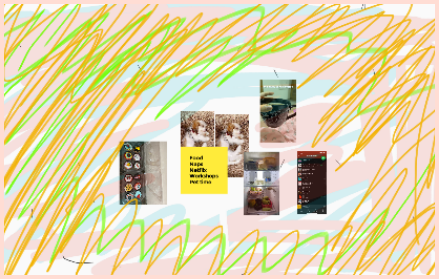
PSYCHOLOGY DEPARTMENT

Resource Persons : Dr.Kshitija Wason & Dr.Deepesh Rathore.

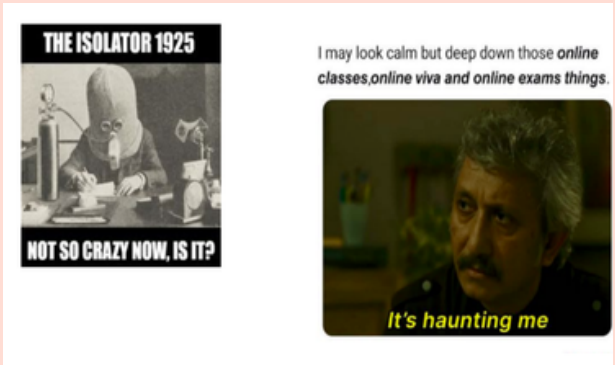
Method of Assessment: Each day there were assignments to check on the students progress with the add-ons and technologies . A few snapshots of the submitted assessments using various add-ons, google docs/slides add-ons.

Google Jamboard :





Google Docs/Slides:



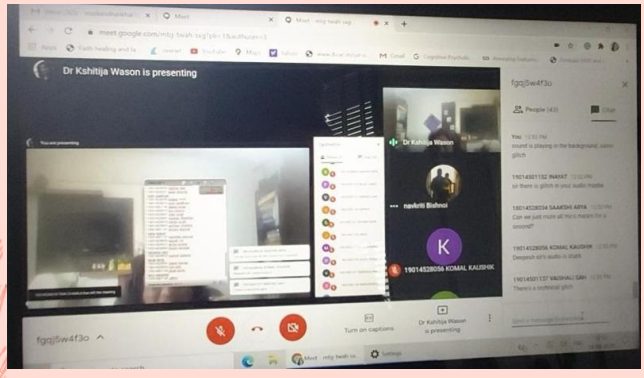
PSYCHOLOGY DEPARTMENT

Feedback of Students:

The E-SDP was conducted for three consecutive days, each day for 2 hours. Almost 72 students attended these sessions . Mostly students found sessions to be quite informative and helpful.

Students were able to understand the content properly, as resource persons were easy and clear with their instructions. The usage of excel sheets was a revelation for them, Jam board was found to be more of fun. Students are excited to make best out of these tools. After attending these sessions, they are looking forward to attending the online classes. Though , very few have little understanding problem because of their own limitations I.e technology challenged .Some said that the more they practice, the more they will learn. So on the whole , this training session was a huge success and it has equipped our students with confidence and excitement for the online classes.

A Few Photographs:



SANSKRIT DEPARTMENT

Name of Event: The Sanskrit Department, Daulat Ram College, University of Delhi, organised the online In House Skill Development Program on ICT Tools for online classes through Google meet.

Objective: The major objective of this program was to make the students aware of the growing technology in this pandemic situation and also to make them skilled in the practical implementation of the basic tools which are being used in today's process of E-learning, such as Google meet, Google classroom etc.

Course Coordinator: Dr. Sharda Gautam, Teacher-in-charge of the Sanskrit Department.

Duration: 3 days: 17th- 19th August 2020
The three-day SDP was started on 17th of August and completed on 19th August, 2020. The duration of the program was of 2 hours which was segregated in 2 sessions, on all the three respective days from 11:00 am to 01:00 pm.

Resource Persons: Dr. Saurabh Ji and Mr. Ravi Meena

Number of Participants: 115 students

Program Schedule:
Day 1 (11 am to 1 pm)
Session 1
Topics covered: Inaugural session, Various online learning methods, need of online tools available for learning.
Resource person: Dr. Saurabh
Session 2: basic features of MS Word, Sanskrit-Hindi typing
Resource person: Mr. Ravi Meena

SANSKRIT DEPARTMENT

Day 2 (11 am to 1 pm)
Session 1: Google Apps, Docs, Classroom and Meet
Resource person: Dr. Saurabh
Session 2: How to use MS Excel for organizing data and uses of its various features in online learning.
Resource person: Mr. Ravi Meena

Day 3 (11 am to 1 pm)
Session 1: How to use Microsoft Teams for online learning
Resource person: Dr. Saurabh
Session 2: Uses of PowerPoint in presentation and assignments
Resource person: Mr. Ravi Meena

The first day of the program was duly initiated by the Vedic Manglacharan by Bhavana. Dr. Savita Roy, Principal, Daulat Ram College, Mr. Manish Kumar, CEO & MD, National Skill Development Corporation (NSDC) and Dr. Pooja V. Anand, SDP Convenor gave their best wishes for the students through a video message. Dr. Sharda Gautam bid the welcome and gave a brief description about the 3-day program. Dr. Deepti Bansal from the Music Department and Dr. Shashi Sharma from the Sanskrit Department gave their blessings to the students. Also Dr. Sushma Devi congratulated everyone for the program. The first session started with the significant discussion on the topic 'various online learning methods and need of online tools available for learning' by Dr. Saurabh Ji. He explained how MS-Word can be used for multiple purposes like creating and designing documents etc. Then he guided the students about Microsoft PowerPoints, Microsoft Excel, Microsoft Teams and Google Classroom.After that, the second speaker was Mr. Ravi Meena, who introduced Microsoft word & language software. He also told everyone about the uses of Microsoft office as a family of client software, server software, and other services.

SANSKRIT DEPARTMENT

Then he briefed about the basic parts of MS-Word including undo-redo, find and replace, header and footer, words art and spell check. The session was completed with a kalyan mantra done by Shradha Aggrawal.

On the second day of the program, the first session was on Google Apps, Documents, Classroom and Meet by Dr. Saurabh Ji. He briefly explained about all the tools of Google Classroom, how to create a class, how to submit assignments etc. The second speaker, Mr. Ravi Meena explained to the students about the uses of MS-Excel and its features in online learning. Also he introduced Microsoft Office, Excel, Worksheet, Workbook and other tools.

On the third day of the program, the first session was conducted on how to use Microsoft Teams for online learning by Dr. Saurabh Ji. He explained about the usage and functions of Microsoft Teams and how it can be efficiently used by teachers and students in online learning. The second speaker, Mr. Ravi Meena explained to the students about Microsoft PowerPoint and its basic features like creation of slides, presentation making, slide deck etc.

On all the three days, after the end of the session, the queries of the students were answered by the respective resource person. The anchoring of the program was done by Neha Beniwal & Shweta Sharma and the link was hosted by Muskan Gulati. The program was successfully organized by the students' volunteer team including Pooja Pandey, Aditi, Pratibha, Sanjana, Sofia, Sakshi, Sneha, Mansi, Yashika, Kashish and others. The resource persons shared the link for the quiz that was attempted by all the students everyday at the end of the sessions. (Links attached mp. 1, 2 and 3). Along with the presentation, the resource persons also distributed various study materials through pdf files for the benefit of the students. (Links attached no. 4, 5, 6, 7, 8, 9, 10).

SANSKRIT DEPARTMENT

Feedback from Participants: In the end, the link for the feedback form was also circulated among the participants so that their reviews and suggestions can be analyzed for any improvement. According to this collected data, more than 96 percent of the students were satisfied or highly satisfied with the resource persons as well as with the course content. Maximum participants suggested that such programs are very beneficial for students and should be organized at regular time intervals. And some students also suggested that these programs should be organized offline as well.

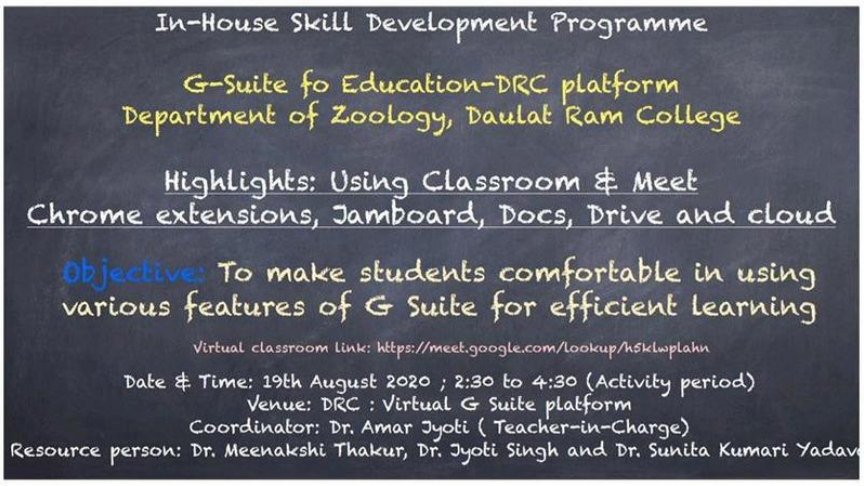
Links for the Quiz and Study Materials:

- https://forms.gle/xSaJ5rfKaJ7zVehD9
- https://forms.gle/EBaZ6M3W8g6e8PVs8
- https://forms.gle/rd5517Ba7gELM2qq5
- https://www.dit.ie/media/ittraining/msoffice/MOAC_Word_2016_Core.pdf&ved=2ahUKEwjy8ZC2tq_rAhWLT30KHb1nAxM4ChAWMAJ6BAgDEAE&usg=AOvVaw30VtbiolyHWe0-jW0wCMgq
- https://web.itu.edu.tr/~tasking/Gulsen_Taskins_homepage/bil101e_files/powerpoint_how_to.pdf&ved=2ahUKEwjoutOvt6_rAhXMAnIKHWp3B4wQFjAMegQICBAB&usg=AOvVaw3KphycdOqXGzPuyGpjj8Sg
- https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7

SANSKRIT DEPARTMENT

A Few Photographs:

ZOOLOGY DEPARTMENT



Name of Event and Organizing Department: Faculties of the Zoology Department conducted in-house Skill Development Program for Zoology Honours.

Date and Duration: Students on 19th August 2020 from 2:30 to 4:30 pm during activity period were introduced with with Google platform for education.

Objectives: Students were properly introduced with Google platform for education. Although our students were using Google classroom and meet for online classes, they were not confident and aware in a proper way. Therefore our main objective was to make them comfortable with it.

Program Schedule:

Session was started by Dr. Amar Jyoti with an introduction and benefits of using Google suite platform for teaching and learning during Covid-19 crisis. Students were explained the significance and the privacy policies of G Suite username and password provided by the college. During the entire session, through videos, demonstrations and interactive features of Google Meet were explained. They initially learnt how to create google classroom, schedule google meetings through Google calendar and present their screen using either android mobile or desktop. As a classroom extension, students also learnt to create and respond to Google forms and announcements. Students and teachers interacted on live Jamboard and learnt the benefits of the same.

ZOOLOGY DEPARTMENT

Students were also introduced to various Chrome extensions that are available on chrome web store. They have learnt how to download and use chrome extensions for google classroom.

Our students learned features of screen recording, google calendar scheduling, and small PDF extensions which can convert any file into pdf with one click. A demo of thirteen different types of useful chrome extension was given to our students. The purpose of this exercise was to make them aware about online assessment. They were informed that with time stamped submission and integrated attendance record continuous assessment will be extremely transparent. All regular students will have advantage in securing good grades if they attend classes and submit grades on time.
Students were explained the benefits of using an official email ID and its security features. Towards the end of the first session students were felt confident in using the Google Suite platform.

In the second session, Dr. Sunita Yadav has described unique features of Google sheet and slides. She explained how to use Excel or Google sheet for making relevant graphs for a given data. Dr. Sunita has also briefly described significance of using formulas to perform complex calculations as well as statistics. This was an important session since our students will be using these software for experimental write-up and making projects which are currently a part of curriculum.

In the third session Dr. Jyoti Singh explained to students how to use Google documents (docs). She showed various features of Google doc and gave demonstration of voice typing features for preparing assignments. Dr. Jyoti also explained methods for downloading and using add-on features available for Google doc & sheet. Explanations about the similarity of Google doc and Microsoft Word was also explained to them. She described students how to share documents through drive and perform simultaneous editing.

ZOOLOGY DEPARTMENT

To summarize, a lot of topics were covered during these two hours, keeping in mind that students should comfortably attend online classes on Google meet and classroom. They should utilize Google docs, Sheets, Slides and form features for making assignments and projects. Emphasis was given on making them aware of using Institutional email ID for official communication and utilizing Jamboard as well as whiteboard for group discussions and brainstorming. Overall both students and teachers enjoyed this interactive session.

Feedback from Participants:
Students have also filled Google Forms and provided positive feedback for our SDP.

*A one-day workshop was conducted by the department.

Editorial Team

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Convenor

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Rubani Kaur
Tamanna Thakur
Yashvi Bansal