DAULAT RAM COLLEGE

University of Delhi

Accredited Grade 'A' by NAAC

IN-HOURSE SKILL DEVELOPMENT PROGRAM

UNDER IQAC ON "ENHANCING LEARNING THROUGH ICT TOOLS"

25th-26th November, 2022

A REPORT

Dr. Meetu Khosla
Convenor

Prof. Savita Roy
Principal

MESSAGE FROM THE PRINCIPAL

Prof. Savita Roy
Principal
Daulat Ram College

The implementation of the National Education policy 2020 in the Academic session 2022-23 has revivified the education system by providing the blueprint of a holistic, skill-based and multidisciplinary training for the twenty first century learner. In complete consonance with the vision of the NEP 2020, the Skill Development Program at Daulat Ram College aims to inculcate training in vocational & technical skills, foster innovative thinking through multidisciplinary learning & engagement and provide training for skill upgradation to the college students. It is a matter of great pride that multiple In-House Skill Development Programs were organised in our college to upgrade the students with ICT skills, and build cultural awareness under the theme of "Skills for Employability, Building Competence, Cultural Sensitization and Diversity Integration."

I congratulate the entire teaching fraternity of Daulat Ram College who under the able guidance of Prof. Meetu Khosla, Convenor, SDP, organised a two-day ICT SDP from November 26-27, 2022. The aim of the SDP was to train the newly joined First Year students on different ICTs and digital platforms to empower the students to use technology for hybrid learning and research processes. In congruence with the G20 theme of 'Vasudhaiva Kutumbakam', the college departments also conducted SDPs to develop cultural awareness and diversity integration in the students of the college. The multidisciplinary SDPs have optimized the learning experience of students by providing a value based education which can be easily applied as life skills in various aspects of personal and professional development.

MESSAGE FROM THE CONVENOR

Prof. Meetu Khosla
Convenor
Skill Development Program
Daulat Ram College

Daulat Ram College is a pioneer in organizing In –house Skill Development Programs under the esteemed guidance of our Principal Prof. Savita Roy. The Skill development program was launched in 2015 with an intention to bring about constructive changes in paving the pathway to build a strong and progressive skill-based education, integrating knowledge with requisite skills to foster holistic development of the students at Daulat Ram College. Over the past 8 years more than 60 short term in-house skill development programs have been conducted successfully by the college training more than 2000 students of the college in various life skills.The vision behind the initiation of skill development programs has been to strengthen and optimize the capabilities of our students by providing them an educational environment fostering skill development that will make them not only more self-reliant but also enable them to create opportunities for others through entrepreneurship initiatives offering occupational choices and opening windows for economic growth and sustainability

The theme of the Skill development program for the year 2022-2023 was "Skills for Employability, Building Competency, Cultural Sensitization and Diversity Integration". Various skill development courses were launched under this theme. The approach of each course was interdisciplinary with two departments collaborating together.The courses were held only for students of Daulat Ram College, for a week during the summer, winter and mid-semester breaks.Various Skill Development Programs have been organized on various themes such as basic electronics and instrumentation for career advancement, Indian cultural tradition and diversity integration, science communication, bioinformatics, basic tools and application, business value development analysis with career perspectives, learning R-statistics, developing psychometry skills, yoga ananda and unveiling animal world in behavioral way.

All the departments of the college organized the two day In-House E-Skill Development Programme on Enhancing Learning Through ICT Tools on 26th and 27th November, 2022 to equip the new batch of first-year students with necessary skills for the hybrid teaching-learning process. Apart from the various Digital Platforms like Google meet, Google Classroom, Zoom etc. the SDP also trained the students in tools which utilize discipline specific digital resources. Around 1000 students benefited from the E-Skill Development Programme.The valedictory program will be organized in April 2023. I would like to extend my heartfelt gratitude to all my team members for their support and cooperation in successfully coordinating various programs under SDP.

ACKNOWLEDGEMENT

I would like to express immense gratitude for our Principal Professor Savita Roy, under whose esteemed guidance this programme was possible. I would also like to thank our Vice Principal Professor Sarita Nanda for supporting us and all the course coordinators and co-coordinators of the various departments of the college, teacher -in charges, resource persons who contributed to make this programme a success.I would like to thank SDP senior most member Prof. Nidhi Gautam for her valuable advice and guidance pertaining to the smooth functioning of SDP and also extend my sincere thanks to the SDP co-convenor Dr.Pooja Sharma for coordinating the SDP on ICT tools. Thanks to Ms.Richa Dawar for the certificates and making proposals , and Ms.Soumya Sharma for coordinating with the departments. Thanks to Dr.Jyoti Sharma for maintaining stock register , accounts of SDP and coordinating with the departments in an efficient manner. I really appreciate the efforts of Dr.Renu Yadav and Dr.Rakhi Singh in compiling this report. This report would not have been possible without their sincere efforts and their editorial team who worked endless hours with sheer determination to compile all the reports of various departments together, a big thanks to them.

Prof. Meetu Khosla
Convenor

TEAM MEMBERS

Prof. Meetu Khosla
Convenor

Dr.Pooja Sharma
Co-convenor

Dr. Renu Yadav
Member

Ms. Richa Dawar
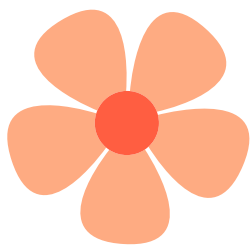Member

Prof. Nidhi Gautam
Member

Dr. Rakhi Singh
Member

Ms.Soumya Sharma
Member

Dr, Jyoti Sharma
Member

EDITORIAL TEAM

Teacher Co-ordinators

Dr. Renu Yadav
Dr. Rakhi Singh

Student

Sanya Rohilla
(B.A. Hons. Psychology
Second Year)

CONTENTS

B.A. (Program)

Names of the Department: BA (prog.)

Title of the Course: Inhouse skill development program

Sub-theme: Enhancing learning through ICT tools

Course Coordinator: Dr. Vikas Dhaka

Course Co- Coordinator: Ms. Menka Singh

Duration with dates: Time 09:00 AM to 01:00 PM, 26-27 November, 2022

Sr. no	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1.	26 November, 2022	09:00 AM- 01:00 PM	Google classroom	Dr. Megha Jain	Assistant Professor, DRC
2.	26 November, 2022	09:00 AM- 01:00 PM	Google doc	Ms. Menka Singh	Assistant Professor, DRC
3.	26 November, 2022	09:00 AM- 01:00 PM	Google drive	Dr. Neera Jalchattri	Assistant Professor, DRC
4.	27 November, 2022	09:00 AM- 01:00 PM	Google meet and Google form	Mr. Kaihru	Assistant Professor, DRC
5.	27 November, 2022	09:00 AM- 01:00 PM	ZOOM Platform	Dr. Omwati Rana	Assistant Professor, DRC
6.	27 November, 2022	09:00 AM- 01:00 PM	MS Power point presentation	Dr. Aazad Singh	Assistant Professor, DRC
7.	27 November, 2022	09:00 AM- 01:00 PM	Google sheet and MS Excel	Dr. Vikas Dhaka	Assistant Professor, DRC

Details of the course:

1) Description of the course: The course learning ICT tools is designed to meet the requirements of the students in the current scenario of teaching learning process. Most of the topics of G-suit, some online meeting platform and MS office are covered for giving the quality education. Precisely, in the ESDP Google Classroom, Google doc, Google drive, Google sheet, Google forms, Google meet, ZOOM platform, MS Word, MS PowerPoint, MS Excel etc are included.

2) Objectives:

A. To equip students with necessary skills for the hybrid - learning process.

B. To equip, familiarize with and acquaint students with various digital platforms available in G-suit and MS office.

C. To enable students to be trained in tools which utilize discipline specific digital resources and build skill sets in other ICTs.

3) Topics covered:

A. G-suit (Google Classroom, Google doc, Google drive, Google sheet, Google forms, Google meet).

     B. Zoom online meeting platform

     C. MS Word, MS PowerPoint, MS Excel.

Speakers in the course:

Sr. no.	Name	Designation	Department/Affiliation
1	Dr. Megha Jain	Assistant Professor	Commerce
2	Ms. Menka Singh	Assistant Professor	History
3	Dr. Neera Jalchattri	Assistant Professor	Hindi

4	Mr. Kaihru	Assistant Professor	English
5	Dr. Omwati Rana	Assistant Professor	Physics
6	Dr. Aazad Singh	Assistant Professor	Physical Education
7	Dr. Vikas Dhaka	Assistant Professor	Mathematics

Number and Profile of Participants:

Date	No. of Students	Department	Year
26 November 2022	87	B.A. (Prog)	First Year
27 November 2022	65	B.A. (Prog)	First Year

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

1. Through MCQ assessment sheets on the topics covered in each session and through interactive hands-on.

Detailed Learning Outcomes of the Course:

1. Students learned about various topics in Google workspace.

2. Students learned operating Google meet and Zoom online meeting platform.

3. Students learned about MS office as ICT tools which will help them to manage their work efficiently.

Feedback from Participants Regarding the Program:

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

Committee will provide the link for the feedback form.)

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

Biochemistry Department

Names of the Department: Biochemistry

Title of the Course: e-SDP on Enhancing Learning through ICT Tools

Course Coordinator: Prof. Padmshree Mudgal

Course Coordinator: Dr. Anita Goel

Duration with dates: Two days 26th and 27th November 9:00 am to 1:00 pm

Sr. no	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1.	26th November	9:30am-10:45am	Google Classroom and Google meet	Dr. Anita Goel	Assistant Professor Professor, DRC
2.	26th Nvember	10:45am-12:00noon	Google Docs and MS Word	Dr. Anita Garg Mangla	Assistant Professor Professor, DRC
3.	26th November	12:00noon-1:15pm	Google Slides and MS Power Point	Dr. Neeru Dhamija	Assistant Professor Professor, DRC
4.	27th November	9:00 am-10:20 am	Google Scholar	Dr. Neeraj Dohare	Assistant Professor Professor, DRC
5.	27th November	10:20am-11:40am	Google Sheets and MS Excel	Dr. Narendra Kumar	Assistant Professor Professor, DRC
6.	27th Novembe	11:40 am -1:00 pm	Google Forms	Dr. Radhika Gupta	Assistant Professor Professor, DRC

Details of the course:

1) Description of the course: Skill development program

2) Objectives:

A. To equip students with necessary skills for hybrid -learning process

B. To equip, familiarize with and acquaint students with various digital platform such as Google classroom and Google meet.

C. To enable students to be trained in ICT tools such as MS PowerPoint, MS Word and MS Excel.

3) Topics covered:

A. Google Classroom and Google meet: First Session on 26th November 2022 was conducted By Dr. Anita Goel on Google Classroom and Google meet. Students were introduced to Google Classroom as a virtual platform where they can interact with their teachers and upload their assignments. Various features of Google Classroom were shown. Students were also introduced to Google meet as a Video conferencing tool to meet and discuss their projects. They were told about the GSuit account and its features. An assignment was given to the students on Gsuit and Gmail.

B. Google Docs and MS Word: Second session on 26th November'2022 was conducted by Dr Anita Garg Mangla on Microsoft Word and Google docs. MS office and Google Docs as the two platforms were introduced to the students and similarities and differences were discussed. From creating a word file to various editing, formatting, tools were discussed. Hands on was done with students on how to do alignment, superscript, subscript, symbol insertion, fonts, paragraph spacing, table making, spelling and grammar check to name a few. Audio to text conversion was practiced in Google docs, as well as working simultaneously in a group via sharing Google docs was done. A combined assignment in groups was given along with powerpoint slides for the same.

C. Google Slides and MS Power Point: Third session on 26th November 2022 was conducted by Dr. Neeru Dhamija on Microsoft PowerPoint was. Basic differences between Microsoft PowerPoint and Google slides were taught. Starting from very basics of changing layout, inserting pictures, explaining relevance of keywords in preparation of slides, contrast in slides etc, Features like real time monitoring of changes in slides while working in groups and relevant shortcuts were introduced to the students like F5, shift+F5, shift+F3 etc. Students were taught various tricks to improve quality of inserted pictures like brightness, sharpness, crop feature.

They were given assignment in groups of five to give them canvas for the practice of the same.

D. Google Scholar: First session on 27th November was taken up by Dr. Neeraj Dohare. Students were introduced to Google scholar and lInkedin. They were taught the features and advantage of Google scholar and how to open an account on Google scholar. Students were also introduced to online sites such as pdf drive to find out books and to I love pdf to covert data in one format to other (for example Powerpoint to Pdf). They were given an assignment on Google scholar.

E. Google Sheets and MS Excel: Second session on 27th November 2022 was conducted by Dr. Narendra Kumar on Microsoft Excel/Google sheet. Students were taught the basic concept of excel. They were also taught research data preparation, analysis and data presentation in the form of graphs, monthly schedule preparation, List preparation and sorting etc. Transfer of plots and graph from excel to power point for data presentation using short keys were also taught to Students. They were given an assignment to prepare an excel sheet on an experimental data.

F. Google Forms: Third session on 27th November 2022 was conducted by Dr. Radhika Gupta on google forms. Students were informed about the methods to prepare a google form with an example. All the details of the methodology to generate google form and the process of sending it for use were taught. Students were taught methods to generate quiz using google forms. an exercise was given to students to generate a google form with 5 questions.

Number and Profile of Participants:

No. of Students	Department	Year
30	Biochemistry	First year

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

1. Assignments were given to participant by each speaker on Google Classroom platforms on topics such as Gsuit, MS Word, Powerpoint, Excel and Google forms. Students were asked to submit their assignment on Google Classroom

Detailed Learning Outcomes of the Course:
Students were immensely benefitted from the Skill development program on ICT Tools. As the students were from the diverse background so many of them were not familiar with the basics of MS word, Powerpoint and Excel. Students learned these basics during the SDP.
After the completion of SDP students were equipped to follow the hybrid model of teaching.
They also learned many features of the ICT tools taught, which will help them to do their research work successfully.

Feedback from Participants Regarding the Program:
Students were provided the link for the feedback form at the end of each day; they were asked questions about the resource persons and the content of SDP.

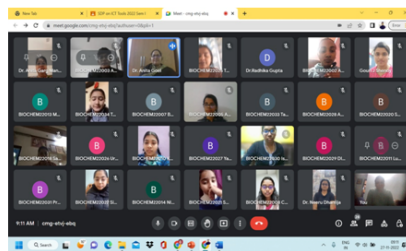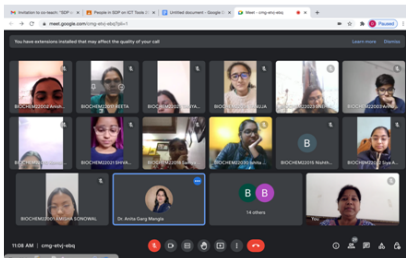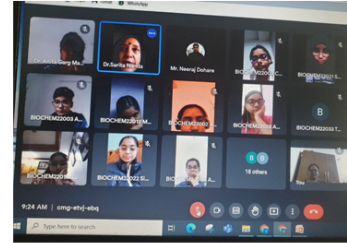**92% participants found the workshop and the skill presented very relevant**
91% participants said that the SDP has increased their knowledge about different topics covered in SDP.
96% participants found the resource persons knowledgeable in the topic they taught.
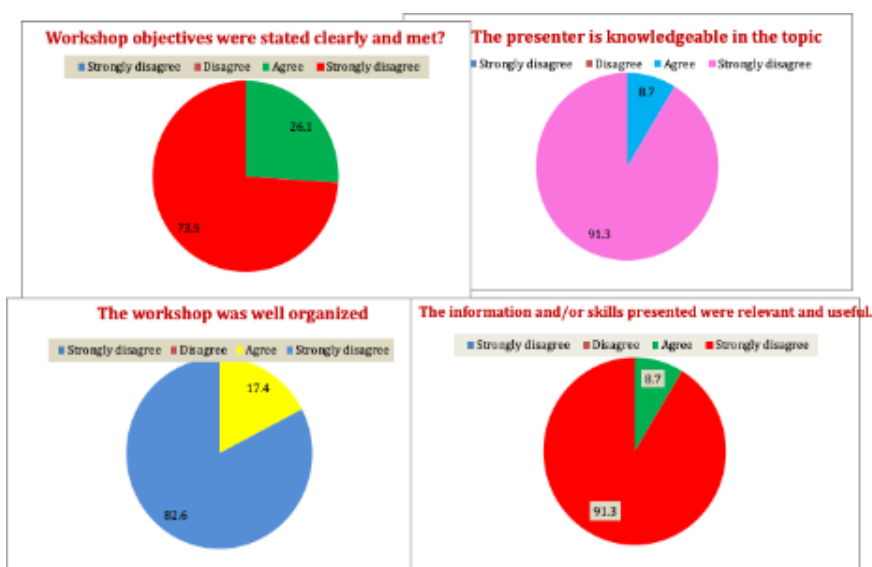
A Few Photographs (student activity oriented photographs only/activity photos):

Botany Department

Names of the Department: Botany

Title of the Course: Inhouse skill development program

Sub-theme: Enhancing learning through ICT tools

Course Coordinator: Prof. Rama Pasricha (Coordinator)

Dr Vidhi Chaudhary (Co-coordinator)

Duration with dates: Time 09:00 AM to 01:00 PM, 26-27 November, 2022

Sr. no	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1	26th November, 2022	9:00 am - 9:15 am	Introductory Remarks	Prof. Rama Pasricha	Professor, DRC
2	26th November, 2022	9:15 am - 10:15 am	Session I: Zoom	Dr Vidhi Chaudhary	Assistant Professor, DRC
3	26th November, 2022	10:15 am – 10:30 am	Assignment/ Quiz of Session I		
4	26th November, 2022	10:30 am – 11:30 am	Session II: Google Forms	Dr Sunita George	Assistant Professor, DRC
5	26th November, 2022	11:30 am – 11:45 am	Assignment/ Quiz of Session II		
6	26th November, 2022	11:45 am – 12: 45 pm	Session III: Google Meet	Dr Aradhana Yadav	Assistant Professor, DRC
6	26th November, 2022	12:45 pm – 1: 00 pm	Assignment/ Quiz of Session III		

8	27th November, 2022	9:15 am – 10:15 am	Session IV: MS Teams	Dr Shagun Danda	Assistant Professor, DRC
9	27th November, 2022	10:15 am – 10:30 am	Assignment/ Quiz of Session IV		
10	27th November, 2022	10:30 am – 11:30 am	Session V: Google Class Room	Dr Meenakshi Sharma	Assistant Professor, DRC
11	27th November, 2022	11:30 am – 11:45 am	Assignment/ Quiz of Session V		
12	27th November, 2022	11:45 am – 12: 45 pm	Session VI: MS – Office	Dr Shagun Danda	Assistant Professor, DRC
13	27th November, 2022	12:45 pm – 1: 00 pm	Assignment/ Quiz of Session VI		
14	27th November, 2022	1:00 pm	Vote of Thanks	Dr Shagun Danda	Assistant Professor, DRC

Details of the Course:

1. Description of the course: Two day In house Skill Development online Programme entitled "Enhancing learning through ICT tools" was organized by Department of Botany, Daulat Ram College under the aegis of IQAC from 26th November 2022 to 27th November 2022. The programme was held on google meet platform from 9:00 am to 1:00 pm for both days. There was no registration fee for attending the programme. It was mandatory to attend for all first year Botany (H) students. More than Forty students belong to B. Sc. (H) Botany first year course participated in the programme.

2. Objectives:

3. The objective of the SDP was to introduce the latest ICT tools to students as these online platforms are used for various purposes in teaching learning

process after Covid 19 pandemic.

- It aimed to provide opportunities to first year undergraduate students to enrich their learning process for various online platforms such as zoom, google meet, google forms, google class room, MS Teams, MS Office etc.
- It will also help students in conducting online meetings and programmes related to different committees and societies of college. The programme also intended to develop the knowledge of participants with advanced tools for inculcating learning values in students and guiding and monitoring their progress.
- Topics covered:
- A. Zoom
- B. Google Forms
- C. Google Meet
- D. MS – Teams
- E. Google Class Room
- F. MS-Office

Speakers in the course:

Sr. no.	Name	Designation	Department/Affiliation
1	Dr Vidhi Chaudhary	Assistant Professor	Department of Botany
2	Dr Sunita George	Assistant Professor	Department of Botany
3	Dr Aradhana Yadav	Assistant Professor	Department of Botany
4	Dr Shagun Danda	Assistant Professor	Department of Botany
5	Dr Meenakshi Sharma	Assistant Professor	Department of Botany

Number and Profile of Participants:

No. of Students	Department	Year
40	Botany	First year (2022-23)

Methods of Assessment of Participants:

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

1. The assessment was carried out on the basis of activity / assignment or quiz for each session. The responses were submitted on Google class room platform. Responses received were also good.

2. In Quiz, multiple choice questions were asked. Students were also asked to do the activity related to topic and attach proof for the same. Detailed Learning Outcomes of the Course:

1. The sessions helped to promote student centric effective learning pedagogy among the participants. The discussed areas were of great benefit for the participants as the topics match with the current working domain in their day to day activities.

2. Participants were enlightened with the most widely used technologies in various academic as well as other co curricular activities.

3. The participants would be enriched with a thorough technical knowledge relating to E- learning after doing assignment and practice sessions.

Feedback from Participants Regarding the Program:

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

Committee will provide the link for the feedback form) The participants shared their experiences in feedback forms, which were provided for each session.

The resource persons were very keen and gave vivid explanation to the doubts of the participants. All the sessions were very well appreciated by the participants.

Overall the 2 day SDP program successfully enlightened the participants and encouraged discussion leading to a better understanding of the online digital tools

towards personalized learning.

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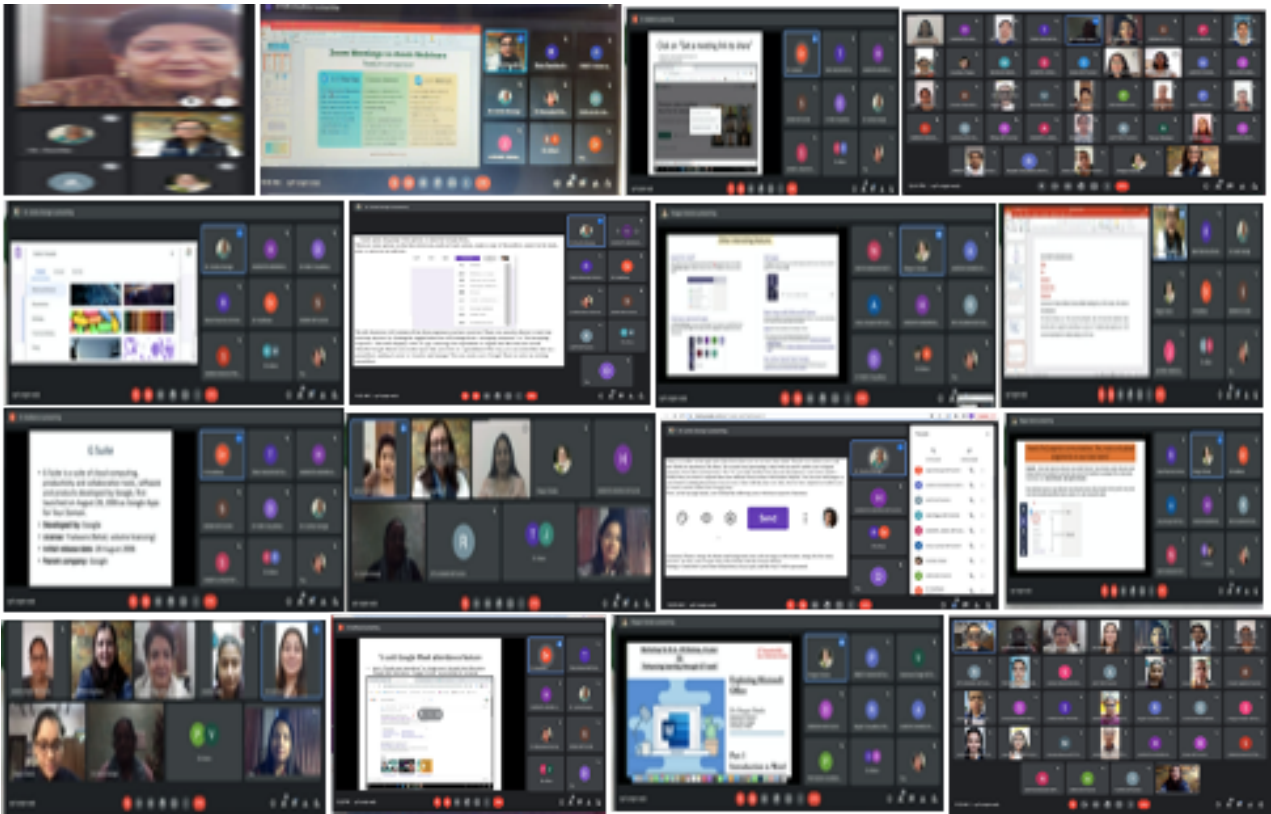
Chemistry Department

Names of the Collaborating Departments: CHEMISTRY

Title of the Course: ENHANCING LEARNING THROUGH ICT TOOLS

Sub-theme: Tools to Enhance Learning in Chemistry

Course Coordinators: Dr. Archana Gupta and Dr Arti Jain

Duration with dates: 26th and 27th November, 2021 (9:00 am to 1:00 pm)

Date	Time	Title of Session	Resource person	Affiliation of the Speaker
26th Nov	09:00 am – 10:30 am	Google drive, Keep, Microsoft lens, Adobe Scanner	Dr. Preeti Chadha	Assistant Professor, DRC
26th Nov	10:30 am – 11:00 am	Google Form	Dr Aditi Puri	Assistant Professor, DRC
26th Nov	11:00 am – 1:00 pm	Making graphs using MS-Excel, working with tables and formulae. Writing chemical equations in MS-Word, Preparing power-point presentations. Building molecules using softwares like Argus Lab, Chem Draw.	Dr Anamika Debnath	Assistant Professor, DRC
27th Nov	09:00 am – 10:00 am	Google Sheets, Google Docs	Dr Anuradha	Assistant Professor, DRC

27th Nov	10:00 am – 11:00 am	Google Classroom	Dr. Arti jain Dr Divya Mathur	Assistant Professor, DRC
27th November	11:00 am – 12:00 pm	Google Meet, Jamboard	Dr. Gauri Ahuja	Assistant Professor, DRC

Details of the course:

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

2) Objectives:

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

3) Topics covered:

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

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

    C. Google Meet, Jamboard

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

Speakers in the course:

Sr. no.	Name	Designation	Department/Affiliation
1. 2.	Dr. Arti Jain	Assistant Professor, DRC	Chemistry
1. 2.	Dr. Anamika Debnath	Assistant Professor, DRC	Chemistry
1. 2.	Dr. Divya Mathur	Assistant Professor, DRC	Chemistry
1. 2.	Dr Gauri Ahuja	Assistant Professor, DRC	Chemistry
1. 2.	Dr. Preeti Chadha	Assistant Professor, DRC	Chemistry
1. 2.	Dr. Anuradha	Assistant Professor, DRC	Chemistry
1. 2.	Dr. Aditi Puri	Assistant Professor, DRC	Chemistry

Number and Profile of Participants:

No. of Students	Department	Year
21	Chemistry	First year

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

The students were assigned questionnaire having questions from each session. They were asked to draw chemical structures using software.

Detailed Learning Outcomes of the Course:

1. The participants learnt how to submit assignments in Google classroom.
2. They also learnt how to create a Google form and make it a quiz.

3. The participants learnt to create digital signatures and insert in pdf file.

4. Various tools required for writing a Chemistry research paper including equation typing, plotting graphs and drawing chemical structures were practiced by the participants.

Feedback from Participants Regarding the Program:

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

A Few Photographs (student activity oriented photographs only/activity photos):
 lecture by the resource person

$ax^2 + bx + c = 0$ This is a quadratic equation. The root of this equation will be

1. $x = \dfrac{-b \pm \sqrt{b^2 - 4ac}}{2a}$

2. $f(x) = a_0 + \displaystyle\sum_{n=1}^{\infty} \left(a_n \cos\dfrac{n\pi x}{L} + b_n \sin\dfrac{n\pi x}{L} \right)$

3. $l = \dfrac{x}{y}$

4. $h = \left(\dfrac{3v}{2\pi} \right)^{\frac{1}{3}}$

5. $\displaystyle\lim_{x \to 5} \dfrac{x^2 - 25}{x^2 + x - 30}$

6. $S(k) = \displaystyle\int_1^k 2\pi \dfrac{1}{x} \sqrt{1 + \left[\dfrac{d}{dx}\left(\dfrac{1}{x} \right) \right]^2}\ dx$

college roll number *

Short answer text

While sharing a file in Google Drive, what all rights can be given to the other person? *

○ view the file

○ edit the file

○ comment on the file

○ all of the above
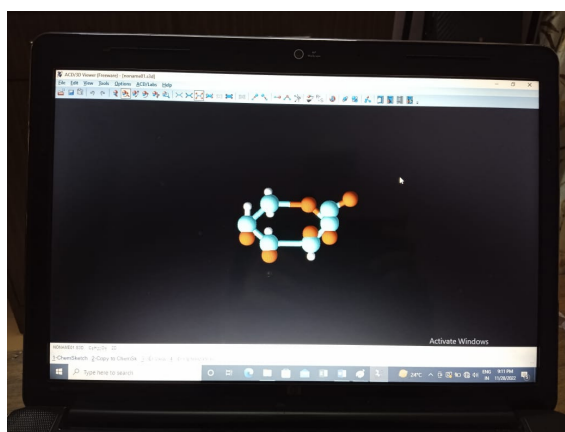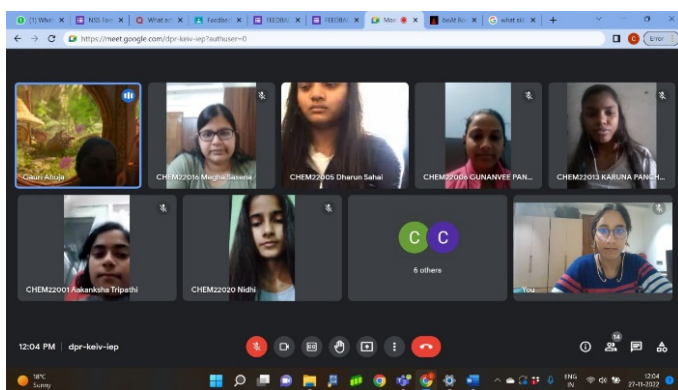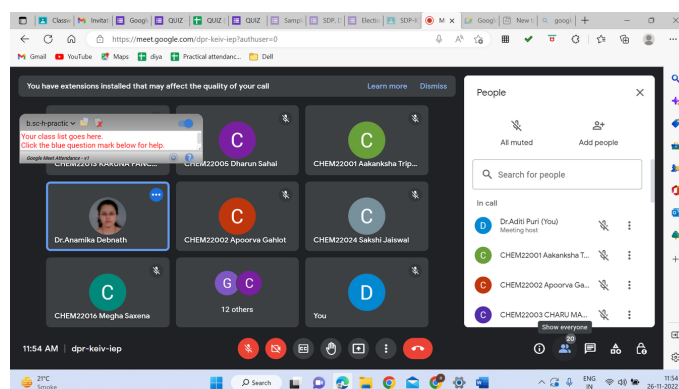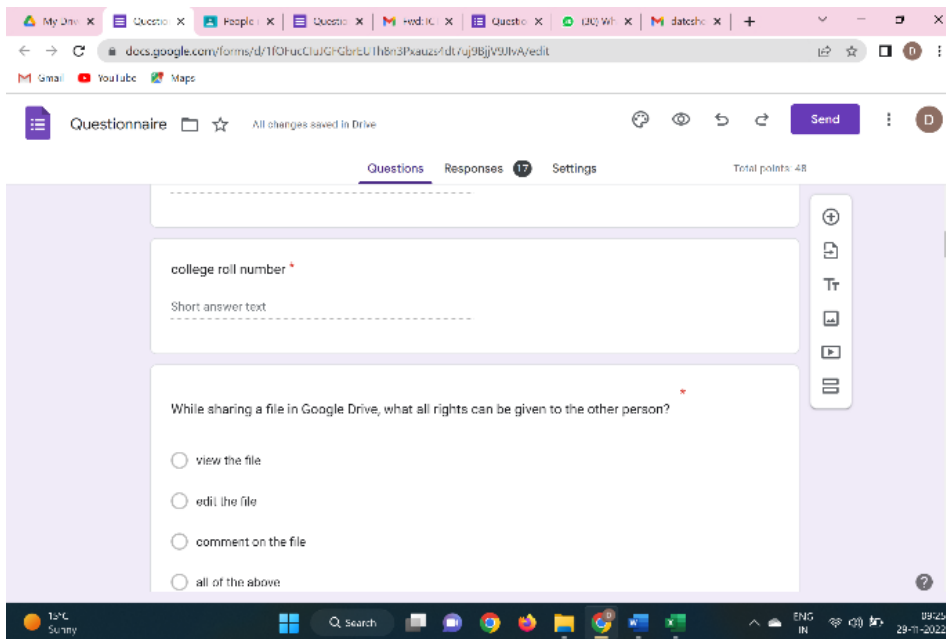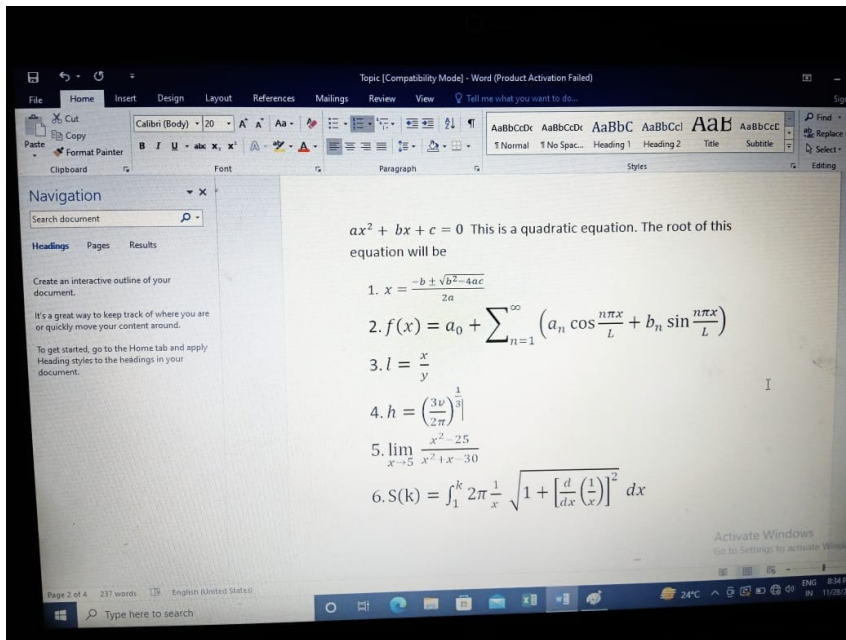
Commerce Department

Names of the Collaborating Departments: Commerce

Title of the Course: ENHANCING LEARNING THROUGH ICT TOOLS

Sub-theme: Tools to Enhance Learning in Chemistry

Course Coordinators: Dr. Sunita Gupta

Duration with dates: 26th and 27th November, 2021 (9:00 am to 1:00 pm)

Date	Time	Title of Session	Resource person	Affiliation of the Speaker
26.11.21	9:00-11:00 am	Google Meet, Google Classroom, E-Assignments	Dr Sunita	Associate Professor, DRC
			Dr. Gunjan Gupta	Assistant Professor, DRC
26.11.21	11:00 am - 1:00 pm	G-Calender, G-Drive, G-Form, - Docs, Jamboard	Mrs Richa Kaur	Assistant Professor, DRC
			Mrs Preeti Singh	Assistant Professor DRC
27.11.21	9:00-11:00 am	MS Excel, Creating Pdfs	Ms. Soumya Sharma	Assistant Professor, DRC
27.11.21	11:00 am - 1:00 pm	MS Powerpoint, Copyright & Plagarism, MS word	Dr. Isha Goel	Assistant Professor, DRC
			Mrs Isha Bhatt	

Details of the course:

Description of the course: The Commerce Department, Daulat Ram College

organized an In-house Skill Development Programme entitled "E- Learning Enhancing Learning through ICT Tools" for its newly admitted first year students from 26th to 27th November 2022. Organized under the leadership of our 1)Principal, Prof. Savita Roy, the SDP Convenor, Dr. Meetu Khosla and the Course Coordinator, Dr Sunita Gupta the two day programme had 7 faculty members as resource persons viz. Dr Sunita, Dr. Gunjan Gupta, Mrs Richa Kaur, Mrs Preeti Singh, Dr Isha Goel, Mrs Isha Bhatt and Ms. Soumya Sharma. The sessions conducted involved extensive coverage of IT tools to enable students to engage in online classes confidently and maximize their learning using virtual platforms. The sessions were a huge success in reaching out to students and making them comfortable in using these tools. Over 150 participants, enthusiastically not only attended the sessions but also satisfactorily completed their session assessments. The overwhelming positive feedback received from the students confirmed the success of the entire programme.

2)Objectives:

A. To familiarize the students with online classroom teaching-learning practices to enable them to maximize their learning

B. To make the students proficient in the use of Google Classroom and Google Meet.

C. To familiarize audience with the usage and application of Google apps like Google Drive, google forms, google calender, Jamboard

D. To provide training to the students regarding MS Excel and creatinf Pdfs

E. To equip the students with required knowledge and skills for creation and submission of good quality assignments in a timely & effective manner.

3)Topics covered:

A.Google Meet

a)Why google meet??

b)Important points to note while using google meet

a)Steps to start a google meeting

A. Google Classroom

b)Why google classroom???

c)How to join google classroom???

d)How to access material

g) How to submit assignments

h) Covert a document into pdf and compress it before sending

C. Google Apps

a) Google Drive

b) Google Calendar

c) Google Forms

d) Google Docs

e) Google Jam-board.

D. Practical & Numerical Subject Tools

a) MS Excel: basic terminologies, features of Home tab, creation of tables, use of formulae and functions for computation purposes, and exporting excel workings in pdf format.

b) Scanning and creation of pdf using Adobe Scan mobile application, merging pdf files using online tools available to facilitate submission of assignments.

E. Effective Assignment preparation

a) Designing effective presentations using Ms PowerPoint

b) Copyright & plagiarism issues

Speakers in the course:

Sr. no.	Name	Designation	Department/Affiliation
1.	Dr Sunita	Associate Professor	

2	Dr Gunjan Gupta	Assistant Professor	Commerce, DRC
3.	Mrs Richa Kaur	Assistant Professor	Commerce, DRC
4.	Mrs Preeti Singh	Assistant Professor	Commerce, DRC
5.	Dr. Isha Goel	Assistant Professor	Commerce, DRC
6.	Mrs Isha Bhatt	Assistant Professor	Commerce, DRC
7.	Ms. Soumya Sharma	Assistant Professor	Commerce, DRC

Number and Profile of Participants:

No. of Students	Department	Year
150+	Commerce	First year

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

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

Detailed Learning Outcomes of the Course:

1. Students will be able to confidently navigate Google platforms like Google

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

Feedback from Participants Regarding the Program:

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

Graphical data analysis of the feedback showed that workshop was well organized and helped in increasing the knowledge and skills of the students. Students strongly agreed to recommend the programme to others. The students submitted very heartening and encouraging reviews and comments on the SDP and largely found the sessions to be very enriching and informative. The positive sentiments of the students reflected the resounding success of the two day SDP!

Helpful

An amazing workshop , couldn't have been better !

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

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

Workshop was amazing

It was really helpful for me

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

A Few Photographs:

Screen Recording 2022-11-26 at 9.23.03 AM.mov

Screen Recording 2022-11-26 at 9.23.03 AM.mov
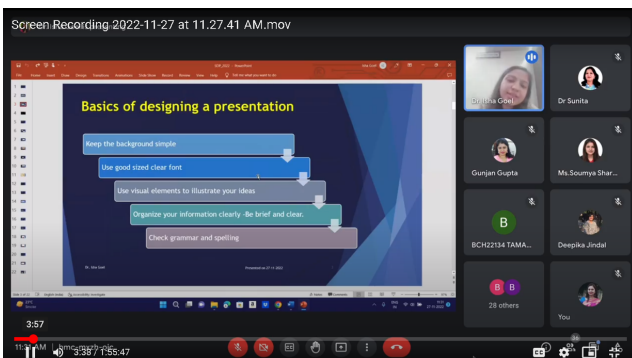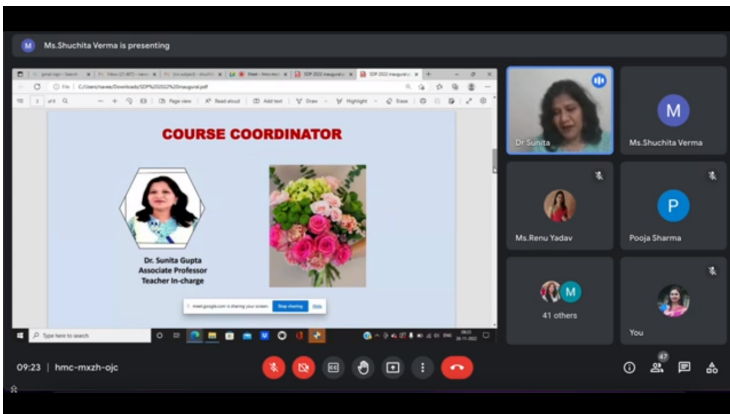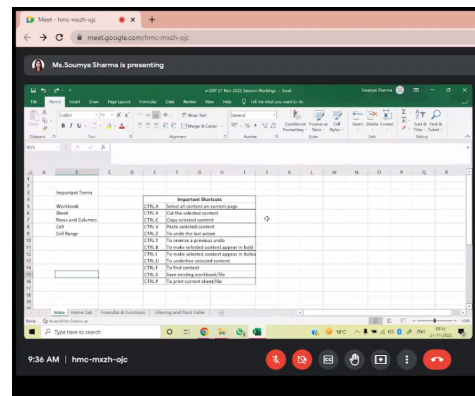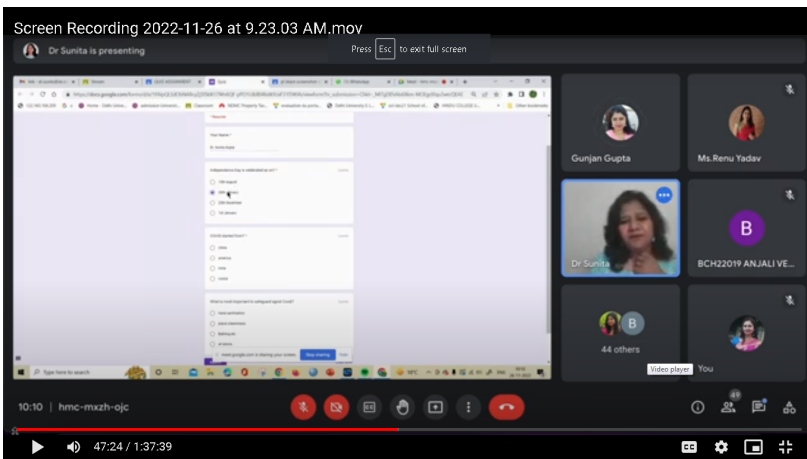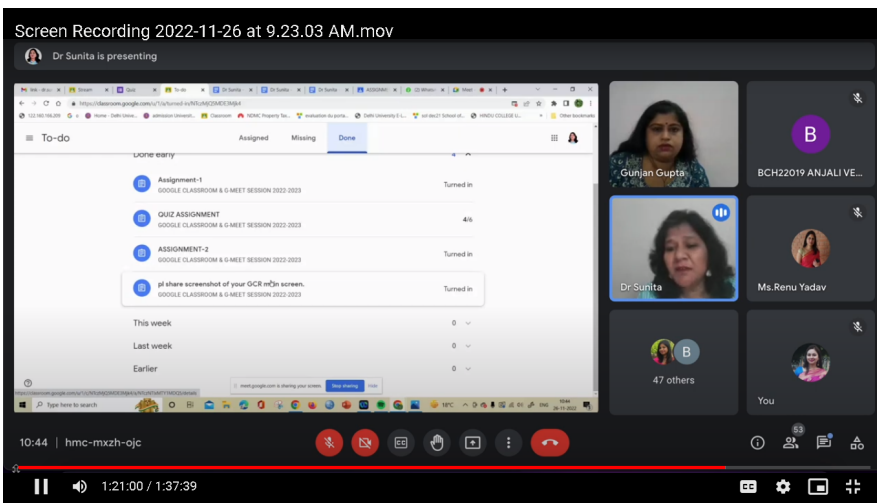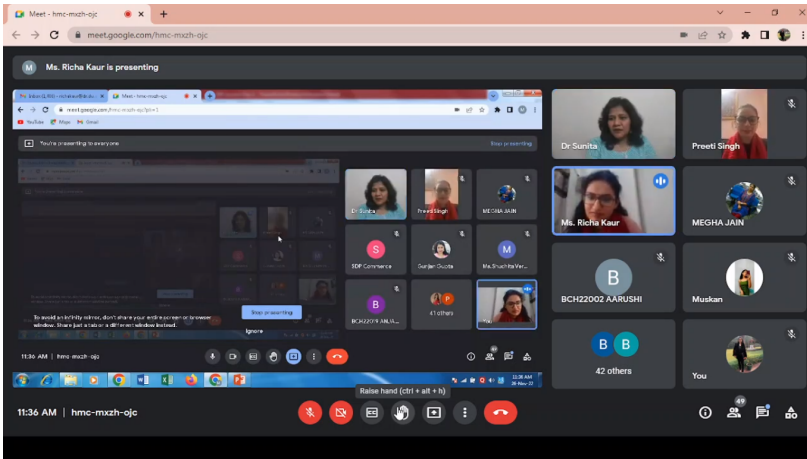
English Department

Names of the Department: English

Title of the Course: Inhouse skill development program

Sub-theme: Enhancing learning through ICT tools

Course Coordinator: Ms. Richa Dawar

Time 09:00 AM to 01:00 PM, 26-27 November, 2022

Sr. no	Date	Time	Module/topic title	Name of the Speakers	Affiliation of the Speaker
1.	26 November, 2022	9 AM-11 AM	Introduction to Google Classroom	Ms. Trisha Mitra Ms. Richa Dawar	Assistant Professor
2.	26 November, 2022	11 AM-1 PM	Using Google Workspace for Learning Purposes	Ms. Trisha Mitra Ms. Richa Dawar	Assistant Professor
3.	27 November, 2022	9 AM-11 AM	Digital Tools for Collaborative Learning	Ms. Richa Dawar Ms. Trisha Mitra	Assistant Professor
4.	27 November, 2022	11 AM-12.30 PM	Hands-on Skill Building Session for ICT Tools	Ms. Richa Dawar Ms. Trisha Mitra	Assistant Professor
5	27 November, 2022	12:30 PM-1PM	Brief introduction to DELNET	Pre-recorded address by Mr. Pawan Tripathi	Librarian, DRC Library

Details of the course:

Description of the course: The course was designed to familiarize the students with digital teaching-learning platforms like Google Workspace and related

1) related applications. Our aim was to ensure that each and every student learnt the basics required to attend lectures and participate in GCR activities.

2) Objectives:

A. To equip the students with necessary skills for the hybrid teaching-learning process.

B. Imparting ICT skills to each student so that they are capable of using the various digital platforms for learning available to them.

C. Enabling the students to engage and interact with their professors and classmates following appropriate rules of netiquette

D. Revising and reintroducing the college-level use of GCR and relevant applications to students who've used Google Workspace in school.

3) Topics covered:

A. Activation of Institutional Google ID

B. Navigating Google Classroom

C. Using Google Workspace Features and Apps (Mobile Services)

D. Using Google Drive and Netiquette

E. Downloading and using applications like Google Classroom, Google Sheets, Google

Docs, Google Slides, Google Meet.

F. Learning how to scan and upload assignments and written work, and responding to

professors' comments and observations.

G. Brief introduction to DELNET and its features including access to e-books etc.

Speakers in the course:

Sr. no.	Name	Designation	Department/Affiliation
1	Ms.	Assistant Professor	Department of English, Daulat Ram College
2	Ms. Richa Dawar	Assistant Professor	Department of English, Daulat Ram College

Number and Profile of Participants:

No. of Students	Department	Year
61	English	First year

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

1. Quiz
2. Submission of mock-assignment

Detailed Learning Outcomes of the Course:

1. Equipping the students with ICT skills so that they are capable of using the various digital platforms for learning available to them.
2. Ensuring that all participants are familiar with Google Workspace and relevant Applications.
1. Enabling the students to engage and interact with their professors and classmates following appropriate rules of netiquette

Feedback from Participants Regarding the Program:

1. The teachers are very good and they have discussed all our queries.
2. The workshop was well organized and teachers explained all the functions and aspects of google workspace very carefully and explained it very easily. They are knowledgable on the topic.
3. • The session taught us a lot about managing our institutional IDs and Google workspace and to effectively use them for future opportunities.

• The interactive and engaging format of the workshop kept students attention intact and allowed us to practically experience all the functions from the aspects of both student and teacher.

• Aside from the workshop hours, the teachers and volunteers were very proactive

towards issues raised by students and did their very best to help resolve them all.

- The sessions were very well planned and organised . The teachers and volunteers were actively responding to problems faced by students . The tasks given by teachers were light enough to make students participate in it. It was an informative session.
- I really appreciate the teachers for interacting students and answering quickly it was amazing

1. We should suggest all the students to attend this workshop whenever conducted because it's very important in Today's era to know about instant technologies.Thank you!
2. The recommendation i want to state is to keep holding such in-depth workshops with such excellent instructors in future.

It was incredibly nice how the teachers made us all feel so at ease and the attitude of cooperation must be there.

1. My overall experience was fantastic! But here are certain things I really liked:

a)Open and friendly atmosphere.

b)Constantly smiling teachers.

{Smiling makes the viewer feel comfortable and at ease to share their respective opinions.}

c) Fellow students too were very open and enthusiastic which inspires others also to follow their suit.

d) Teaching from ground-level and slowly building up the concepts so that ensured equally understanding by everyone.

e) Hands-on learning exercises.

f)Constant encouragement and appreciation!

Thank you Richa Ma'am and Trisha ma'am for making these two days fulfilling and enjoyable!!!!

1. It was a wonderful program. It was very knowledgeable and I learned a lot from it. After this programme I can say that I know a lot about ICT. It was very detailed.
2. The presenters explained every fact very deeply. I don't think I can give any recommendation. Everything was just wonderful and helpful. And the most

- important thing is that presenters kept the atmosphere very light so that we all could interact with very well.
- You should conduct such session more often

The teachers in charge are rather understanding and patient and someone we can turn to in case of any queries.

A Few Photographs:

Hindi Department

दो ददवसीय कौशल संवर्द्धन कायधशाला

दौलतराम महादवद्यालय के दहंदी दवभाग द्वारा 26 तथा 27 नवंबर, 2022 को दहंदी दवशेष की प्रथम वषध की छात्राओं के दलए दो ददवसीय कौशल संवर्द्धन कायधशाला का आयोजन दकया गया. यह कायधशाला महादवद्यालय की सभी प्रथम वषध की छात्राओं के दलए कौशल संवर्द्धन कायधक्रम की एक कड़ी के रूप में आयोदजत की गयी.

ऑनलाइन आयोदजत इस कायधशाला का दवषय था : **आइ सी टी टूल्स का उपयोग तथा ह िंदी में किंप्यूटर कायय दक्षता.**
इस कायधशाला में दवभाग से डॉ. नीतू गुप्ता तथा डॉ. समला देवी दवषय दवशेषज्ञ के रूप में उपस्थथत थीं.

26 नवंबर, 2022 को कायधशाला का दवदिवत आरंभ हुआ. प्रथम सत्र का दवषय था : **एम एस वर्य तथा एक्सेल में काम कैसे करें.** इस सत्र की दवषय दवशेषज्ञ डॉ. समला देवी थीं.

उन्ोंनें छात्राओं को पहले एम एस वडध में काम करना दसखाया. फाइल कैसे बनायें, टाइप कैसे करें, फॉण्ट, फॉण्ट साइज़ तथा उसका रंग चुनना, पृष्ठ का लेआउट तय करना, इंडेंट, पंस्ियों तथा पैराग्राफ़ के बीच स्पेस देना, मैटर को फ़ाइल में सेव करना आदद क्रम से और प्रयोग करते हुए उन्ोंनें दवस्तार से छात्राओं को बताया.

दफर उन्ोंनें **माइक्रोसॉफ्ट एक्सेल** में काम करना दसखाया. एक्सेल दकस प्रकार स्प्रेडशीट में डाटा को फॉमेट तथा व्यवस्थथत करने में सहायक है, यह बताते हुए डॉ. समला देवी ने छात्राओं को स्क्रीन शेयररंग के माध्यम से एक्सेल में डाटा को जोड़ना, सेल बनाना, पंस्ियाँ और कॉलम बनाना दसखाया.

सत्र के अंत में छात्राओं ने अपनी दजज्ञासाएँ तथा प्रश्न दवषय दवशेषज्ञ के समक्ष रखे और संतोषजनक उत्तर पाये. छात्राओं ने स्वयं भी सत्र के बाद वडध फाइल तथा एक्सेल फाइल बनाकर ददखायीं.
अगले सत्र की दवषय दवशेषज्ञ थीं डॉ. नीतू गुप्ता. उन्ोंनें **ह िंदी टाइहपिंग दक्षता** पर छात्राओं को संबोदित

दकया.
इस जीवंत सत्र में उन्ोंनें लैपटॉप तथा मोबाइल में दहंदी टाइदपंग के लाभ तथा वतधमान समय में इसकी आवश्यकता बताते हुए छात्राओं को दहंदी टाइदपंग के दवदिव उपकरणों के दवषय में बताया. इसके बाद उन्ोंनें

इस्िया टाइदपंग वेब पोटधल के माध्यम से दहंदी में सुगम टाइदपंग के तरीके छात्राओं को दसखाये. यूनीकोड जैसे

फोनादटक फॉण्ट को कैसे सरलता से कीबोडध की सहायता से टाइप दकया जा सकता है, यह उन्ोंनें प्रयोग द्वारा

बतलाया.

इसके बाद उन्ोंनें वोइस टाइदपंग का तरीका भी छात्राओं को दसखाया. की बोडध पर टाइदपंग की सुदविा न होने

अथवा टाइदपंग न आने की स्थथदत में कैसे इस तकनीक का प्रयोग दकया जा सकता है, यह उन्ोंनें प्रयोग करके

ददखाया. कीबोडध या वोइस टाइदपंग के माध्यम से टाइप की गयी सामग्री को कैसे वडध फाइल में सेव दकया जाये, उन्ोंनें यह भी छात्राओं ोको दसखाया.

इस संवादपूणध सत्र के बीच में तथा अंत में छात्राएँ दनरंतर अपने प्रश्न और दजज्ञासाएाँ रखती रहीं. ो साथ ही अभ्यास

के तौर पर उन्ोंनें लैपटॉप तथा मोबाइल में दहंदी टाइदपंग कीबोडध और वोइस टाइदपंग करके ददखाई.

दूसरे ददन, 27 नवंबर, 2022 को प्रथम सत्र का दवषय था गूगल अनुवाद. इस सत्र की दवषय दवशेषज्ञ थीं ोडॉ. नीतू गुप्ता.

उन्ोंनें आज के समयमेंसादहत्यदसनेमातथाजनसंचारमाध्यमोंमेंअनुवादकीमहत्तासेअपनीबातआरंभ की. इसके बाद उन्ोंनेंऑनलाइनअनुवादकेउपकरणगूगलट्ोोंसलेटकीचचाधकीइसउपकरणकेउपयोग के माध्यम से उन्ोंनेंएकभाषासेदूसरीभाषामेंअनुवादकरनेकेतरीकेछात्राओंकोदसखायेउन्ोंनेंकहादक अनुवाद के दलए स्रोतभाषाऔरलक्ष्यभाषादोनोंकाज्ञानआवश्यकहैतभीअनुवादठीकहोसकताहैइसी दसलदसले में उन्ोंनेंगूगलट्ोोंसलेटकाउपयोगकरतेहुएददखायादकसंदभधकेसाथसटीकशब्दकाचयनकभी कभी यह उपकरणभीनहींकरपातायहइसकीसीमाहैअतःहमेंइसउपकरणकीसहायतासेअनुवाद करते समय स्वयंभीशब्दोंकोठीककरनाहोताहैइसीसंदभधमेंउन्ोंनेंऑनलाइनशब्दकोशकाउपयोग करना भी छात्राओंकोदसखाया

सत्र के बादउन्ोंनेंछात्राओंकोअभ्यासकायधददयादजसमेंछात्राओंनेउत्साहपूवधकभागदलया

अगले सत्रकादवषयथा**पॉवर पॉइंट तथा गूगल मीट एविं क्लासरूम.** इससत्रकीदवषयदवशेषज्ञथींडॉ समला देवी

पहले दवषयपरबातकरतेहुएउन्ोंनेंछात्राओंकोपॉवरपॉइंटप्रसुतुदतबनानादसखायास्लाइडकैसेबनायें शीषधक तथाउपशीषधककैसेरखेंस्लाइडमेंअपनेढंगसेदडज़ाइनकैसेबनायेंयाटेम्पलेटकैसेचुनेंशब्दोंके साथ स्लाइडमेंअपनेदसस्टमसेयाइंटरनेटसेदचत्रदकसतरहजोड़ेंआददजैसेदवषयोंपरउन्ोंनेंबाकायदा स्लाइड बनातेहुएबातकी

इसके बादउन्ोंनेंगूगलमीटतथागूगलक्लासरूमपरचचाधकीऑनलाइनकक्षाओंकेदौरमेंइनदोनोंसे प्रत्येक छात्राकापररदचतहोनाअदनवायधहैउन्ोंनेंछात्राओंकोगूगलमीटमेंतुरंतमीदटंगशुरूकरनाकैलिर के माध्यमसेददनसमयआददतयकरकेआगामीमीदटंगदक्रएटकरनामीदटंगकादलंकभेजनामीदटंगके दौरान चैटबॉक्स का उपयोग दपन करना स्क्रीन साझा करना आदद प्रयोगात्मक ढंग से दसखाया इसके साथ उन्ोंनें गूगल क्लासरूम में छात्राओं को जुड़ना असाइंमेंट अपलोड करना सन्देश के जवाब देना आदद भी दसखाया

अभ्यास सत्र में छात्राओं ने पॉवर पॉइंट प्रसुतुदत के दलए स्लाइड बनाकर ददखायीं साथ ही उन्ोंनें क्लासरूम में

जुड़करउसकीप्रद्क्रयाकोभीप्रयोगूमूलकढंगसेजाना

इस प्रकार यह दो द्वसीय कायधशाला प्रथम वष की छात्राओं के द्लए बहुत साथ धकतथा उपयोगी रही

कायधशाला के आरंभ में द्वभाग की वररष्ठ प्राध्यादपका डॉ सीमा रानी ने तथा अंत में द्हंदी द्वभाग की अध्यक्षा डॉ

सुनीता दुरंगलनेछात्राओंकोसंबोद्ितद्कया

दोनों ◌ंद्दन कायधशालाकेसत्रोंकाकुशलतथासुव्यवस्थथतसंचालनडॉकुसुमलतानेद्कयाऔरिन्यवादज्ञापन
डॉ. संज्ञा उपाध्यायनेद्कया

कायधशाला में द्वभागकेसमस्तद्शक्षकद्नरंतरउपस्थथतरहे

महाद्वद्यालय की प्राचायाधप्रोसद्वतारॉयउपप्राचायाधप्रोसररतानंदाकौशलसंवर्द्धनकायधक्रमकीसमन्वयक
प्रो. मीतू खोसला तथा सहसमन्वयकडॉपूजाशमाधकेद्द्शादनदेशमेंयहकायधशालासुचारूरूपसेसंपन्नहुई

ररपोटय : डॉ. संज्ञा उपाध्याय

◌ॉ. **सुनीता दुरंगल**
(द्वभागाध्यक्ष तथा कायधशाला समन्वयक)
◌ॉ. **सिंज्ञा उपाध्याय**
(कायधशाला सह-समन्वयक)

History Department

Names of the Department: History

Title of the Course: Inhouse skill development program

Sub-theme: Enhancing learning through ICT tools

Course Coordinator: Ms. Snehlata

Duration with dates: 2 hours, 26-27 November, 2022

Sr.no.	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1.	26th November 2022	2 hours	Introductory address, Gmail, Google Classroom, Google Meet, MS Team, Zoom: An introduction.	Mr. Pravash K. Choudhury. & Ms. Sana Bano	Assistant Professors, DRC
2.	27th November 2022	2 hours	E-Resources, Google Drive, Google Doc., video Recording tools	Dr. Smarika Niwani. & Ms. Ruby Singh	Assistant Professors, DRC

Details of the course:

1. Description of the course:

The Programme was very well Organised by the department of history on Google meet.

2) Objectives

A. We tried to ensure that students would be able to understand the use of these ICT tools.

3) Topics covered:

A. Gmail, google classroom, google docs, google drive, google meet, MS team, Zoom.

B. E-resources

C. Video Recording tools.

Speakers in the course:

Sr. no. Name Designation Department/Affiliation

- Mr. Pravash K. Choudhury, Dept. of History, Assistant Professor, DRC.
- Ms. Sana Bano, Dept. of History, Assistant Professor, DRC.
- Dr. Smarika Niwani, Dept. of History, Assistant Professor, DRC.
- Ms. Ruby Singh, Dept. of History, Assistant Professor, DRC.

Number and Profile of Participants:

Approx. 60 students from the first year of B.A.(hons) History.

No. of Students Department Year

Approx. 60 students ,Department of History, First Year.

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

Quiz.

(Kindly provide a copy of the pre-imposed measures/instruments/scales/questionnaires used for

assessment of the learning outcomes):

1. Q 1. Which of these options would be clicked to present the screen on google meet?
2. Q 2. Which of these is used to submit the assignment in google classroom?
3. Q 3. Which of the following is not the part of google meet?
4. Q 4. What is the use of CC in google meet?
5. Q5. How can we select the data in google docs?
6. Q6. We can use Google Drive for save data for?
7. Q7. What is the use of tripod?
8. Q8. How are e-resources classified?
9. Q9. Which one of the following can be attributed as limited access resource?
10. Q10. What is National Digital Library of India, IIT Kharagpur about?

Detailed Learning Outcomes of the Course:

They have learned that how to use the "ICT Tools" for online classes. In this skill development programme, we have tried to teach them the google platform specially the google docs, Gmail, google drive, google classroom.

Also introduced Ms team and zoom, most importantly the E-Resources, which is very essential part of their study. That how they can download the soft copy of their reading material from the different online platforms. Also given the information about the video recording tools.

A Few Photographs
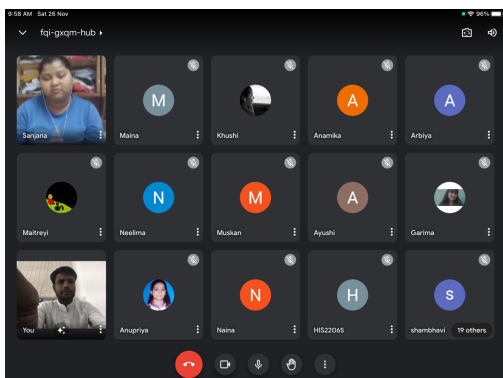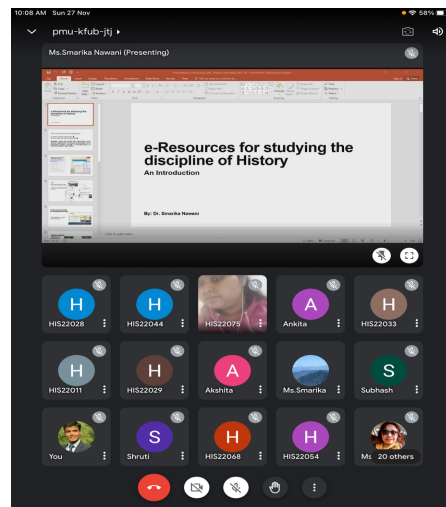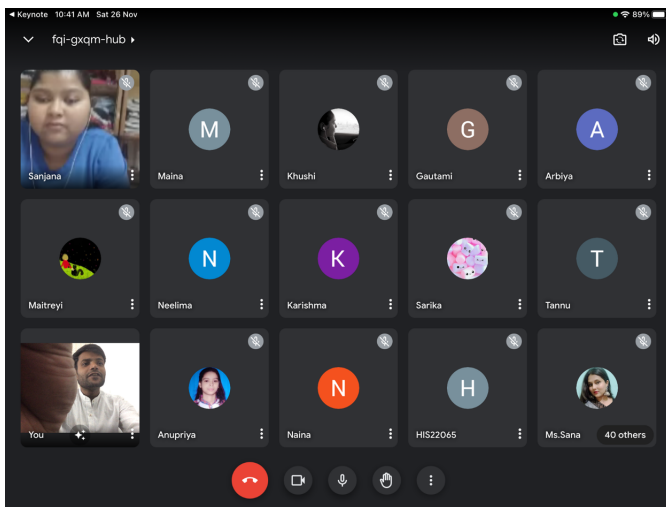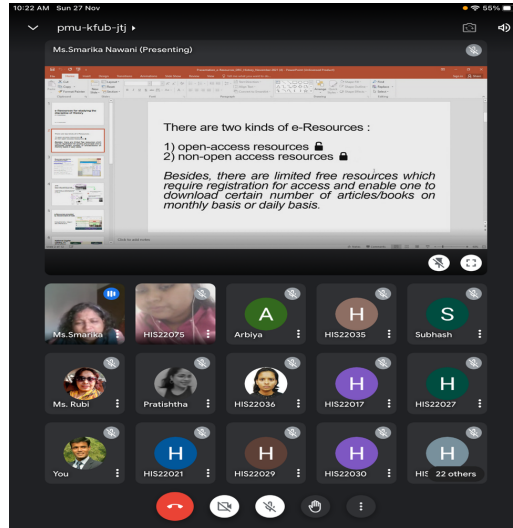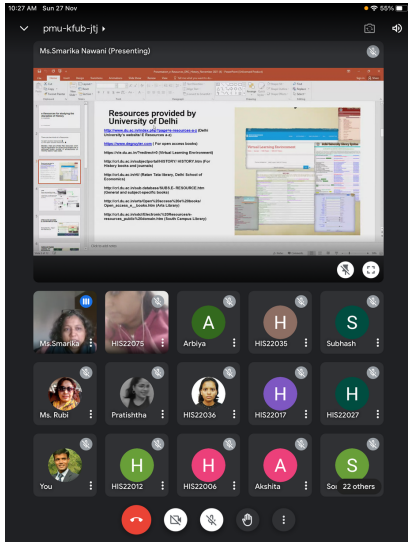
Mathematics Department

Names of the Department: Mathematics

Title of the Course: Inhouse skill development program

Sub-theme: Enhancing learning through ICT tools

Course Coordinator: Dr. Seema Khurana

Duration with dates: 2 Days, 26-27 November, 2022

Sr. no	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1	26 November 2022	9:00 am -10:30 am	Ms Word & Ms Excel	Dr. Umesh Kumari	Assistant Professor DRC
2	26 November 2022	11:00 am -1:00 pm	Mathematica	Ms. Sapna Kumari Meena	Assistant Professor DRC
3.	27 November 2022	9:00 am -10:30 am	Google Workspace (Meet,Sheets, Form)	Dr. Astha Chauhan	Assistant Professor DRC
4.	27 November 2022	11:00 am -1:00 pm	Google Workspace (Classroom, Calendar, Slides)	Dr. Shelly Verma	Assistant Professor DRC

Details of the course:

Description of the course: The course was designed to meet the present requirements for giving effective and quality education to students and foreseen possibilities of hybrid teaching. It broadly consists of Google workspace for Education, Mathematica software, Ms Word and Ms. Excel. Google Workspace for Education that includes Google Meet, Classroom, Docs, Sheets etc. help us not only in managing everything on one single platform but also make the work efficient with live and simultaneous editing features. Wolfram Mathematica

software that allows computation, manipulating matrices, plotting 1) functions and various types of data is the main platform for better visualization and clarity of mathematical concepts.

1) Objectives:

1. To equip students with necessary skills for the hybrid - learning process.
2. To equip, familiarize with and acquaint students with various digital platforms available - Google meet, Google classroom, Mathematica, MS Word and MS Excel.
3. To enable students to be trained in tools which utilize discipline specific digital resources and build skill sets in other ICTs.

2) Topics covered:

A. Google Workspace (Google Meet, Google Classroom, Google Form, Google Sheet, Google Slides, Google Calendar)

       B. Mathematica Software

       C. Ms Word and Ms Excel

Speakers in the course:

Sr. no.	Name	Designation	Department/Affiliation
1	Dr. Umesh Kumari	Assistant Professor DRC	Mathematics
2	Ms. Sapna Kumari Meena	Assistant Professor DRC	Mathematics
3	Dr. Astha Chauhan	Assistant Professor DRC	Mathematics
4	Dr. Shelly Verma	Assistant Professor DRC	Mathematics

Number and Profile of Participants:

Date	No. of Students	Department	Year
26 November 2022	34	Mathematics	First Year
27 November 2022	34	Mathematics	First Year

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

1.Through Questionnaire (MCQ Assessment Sheet) on the training imparted in each session and informally through encouraging interactions

Detailed Learning Outcomes of the Course:

1. Students will be comfortable in using ICT tools and managing the work smartly and efficiently.
2. Students will be able to use Mathematica Software for basic computation and plotting.

Feedback from Participants Regarding the Program: A separate file attached with name "FeedBack_Mathematics_2022"
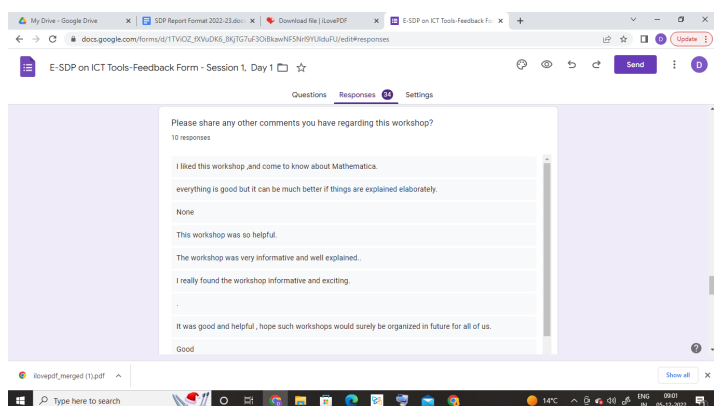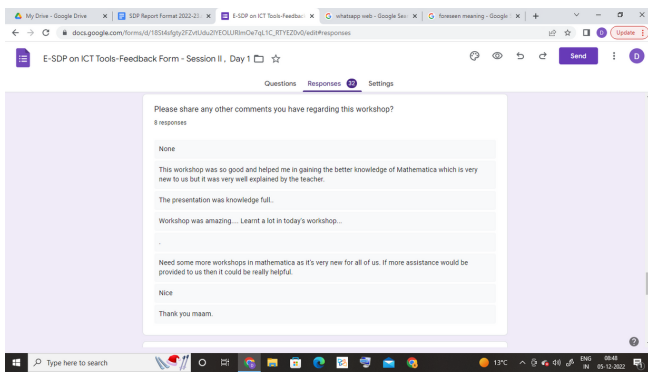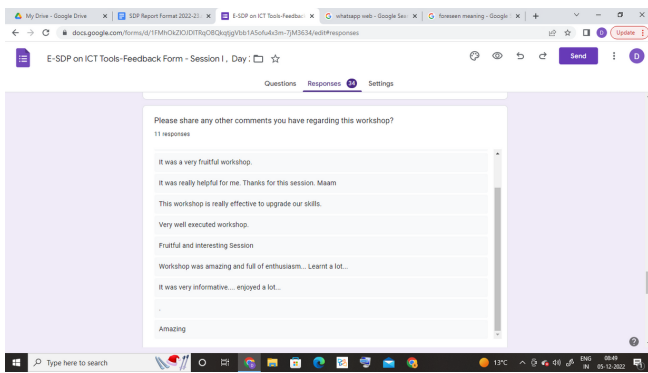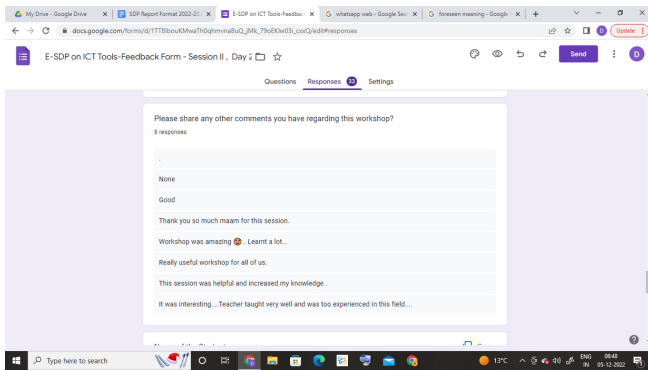
A Few Photographs (student activity oriented photographs only/activity photos):
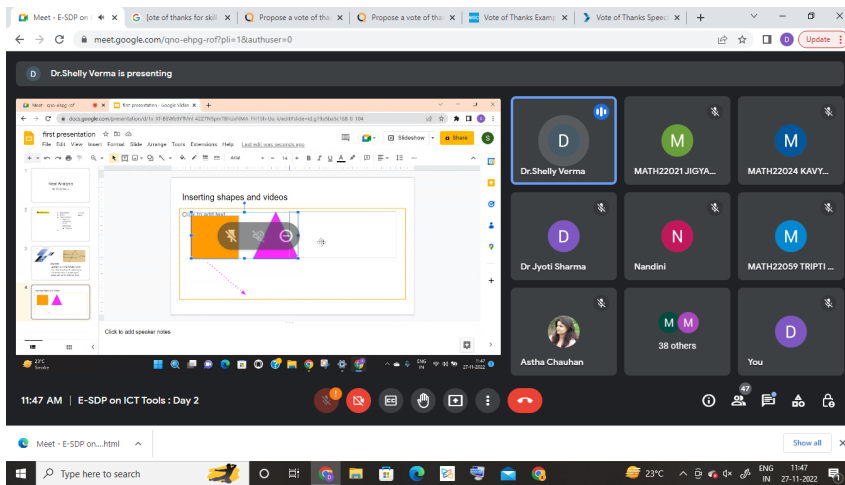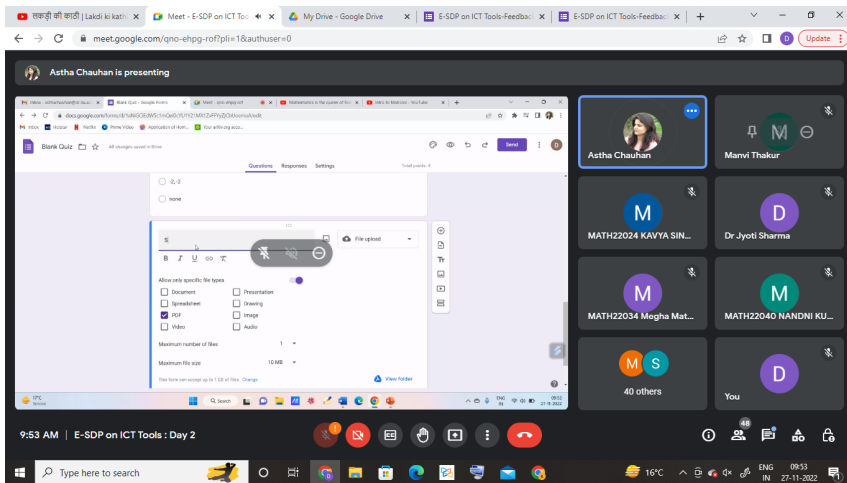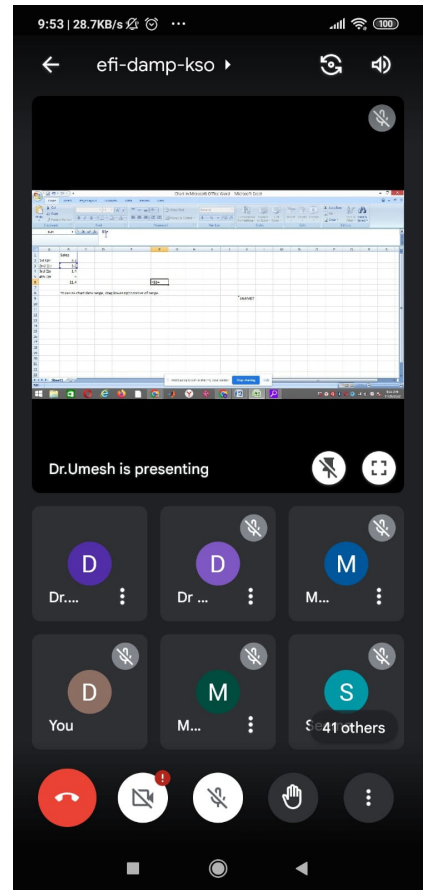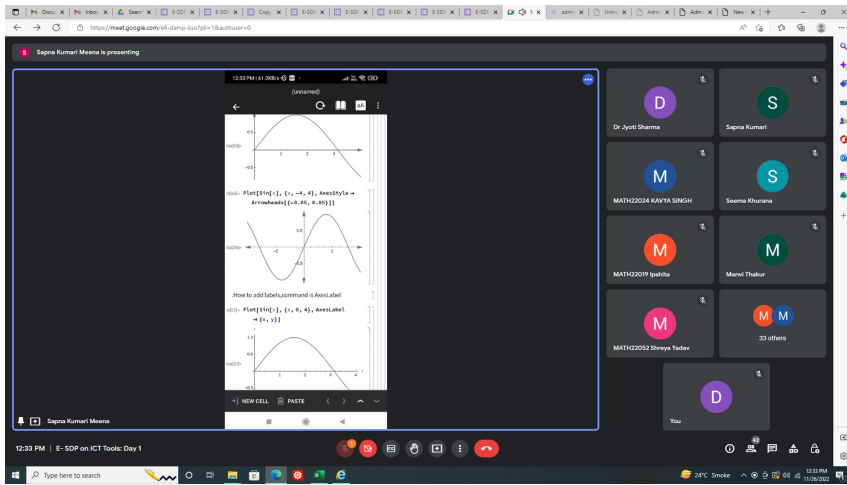
Philosophy Department

Names of the Department: Philosophy

Title of the Course: Enhancing Learning Through ICT Tools

Course Coordinator: Dr. Monica Prabhakar

Course Co-Coordinator: Dr. Vidhu Jain

Duration with dates: 2 days, 26-27 November 2022

Sr. no	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1.	26.11.2022	10-11 am	Google Classroom	Dr. Monica Prabhakar	Associate Professor, DRC
				Dr. Vidhu Jain	Assistant Professor , DRC
2.	26.11.2022	11-12 pm	Assignment submission and grading in Google Classroom	Dr. Monica Prabhakar	Associate Professor, DRC
				Dr. Vidhu Jain	Assistant Professor , DRC
3.	26.11.2022	12-1 pm	E-Resources	Dr. Tarang Kapoor	Assistant Professor, DRC
4.	26.11.2022	1-2 pm	Copyrights Issues	Dr. Tarang Kapoor	Assistant Professor, DRC
5.	27.11.2022	10-11 am	G-Suite, Google Drive, Google Calender	Dr. Sonia Mehta	Associate Professor, DRC
6.	27.11.2022	11-12 pm	Google Meet and Google form through templates	Dr. Sonia Mehta	Associate Professor, DRC

1) Description of the course: 2 days In-House Skill Development Program was organised to familiarize first year students with the usage of digital platforms and applications like GSuite and its features, Google classroom, Google Meet, Google calendar, Google docs, forms, etc. E-Resources like Swayam, Delhi University Library System, INFLIBNET, NPTEL, CEC, E-PG Pathshala, Archives.org, Open access books and journals databases, plagiarism, copyright issues, public domain resources etc. were discussed to enhance the learning experience of students. The training program was spread over two days with four sessions each day. Department faculty members were the resource persons.

2) Objectives:

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

B. To equip, familiarise and acquaint students with various digital platforms available- G Suite and its features, Google Meet, Google classroom, Google calendar etc.

C. To enable students to be trained in tools which utilise discipline specific digital resources and build skillsets in other ICTs.

3) Topics covered:

G-Suite, Google Drive, Google Calender
Google Meet and Google form through templates E-
Resources
Copyrights Issues
Google Classroom
Assignment submission and grading in Google Classroom
Creating Google forms
Google Docs and its Features, Jamboard

Speakers in the course:

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

Number and Profile of Participants:

No. of Students	Department	Year
39	Philosophy	First year

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

Assignment 1- https://forms.gle/eihaQz69SntxDjno9
Assessment 2- https://forms.gle/nKCSKaTP5PbYzvvh6

Detailed Learning Outcomes of the Course:

1. students are equipped to make smooth transition to digital classroom learning.

2. acquired skills to work with G Suite features.

3. were able to familiarise and acquaint themselves with various digital platforms like Google Meet, Google classroom, Google calendar etc.

4. were made aware of the various E-resources available for enhancing their undergraduate learning experience.

Feedback from Participants Regarding the Program:

Feedback form link: https://forms.gle/TMSX99hHd1ShA4UK9

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

4=StronglyAgree 3=Agree 2=Disagree 1=StronglyDisagree

Almost all the first-year students were highly satisfied with the training program and gave positive feedback for the E-SDP. The details are as follows:

1. Workshop objectives were stated clearly and met.
39 responses
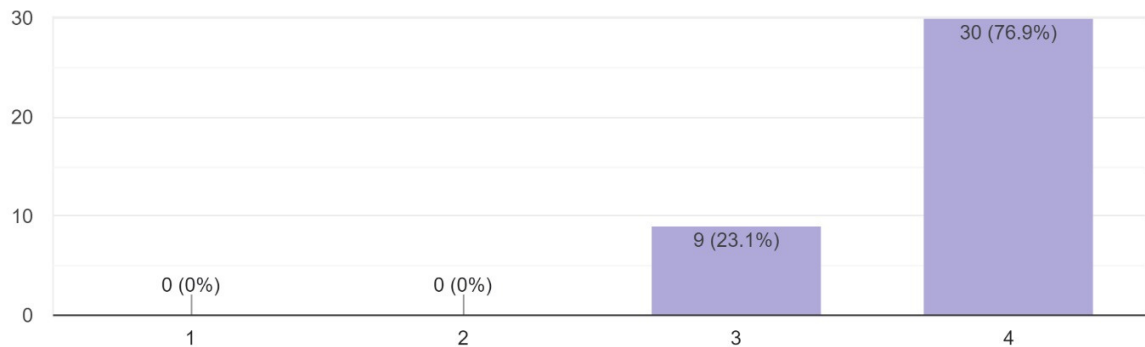
3. The presenter(s) provided adequate time for questions and answered them satisfactorily.

39 responses
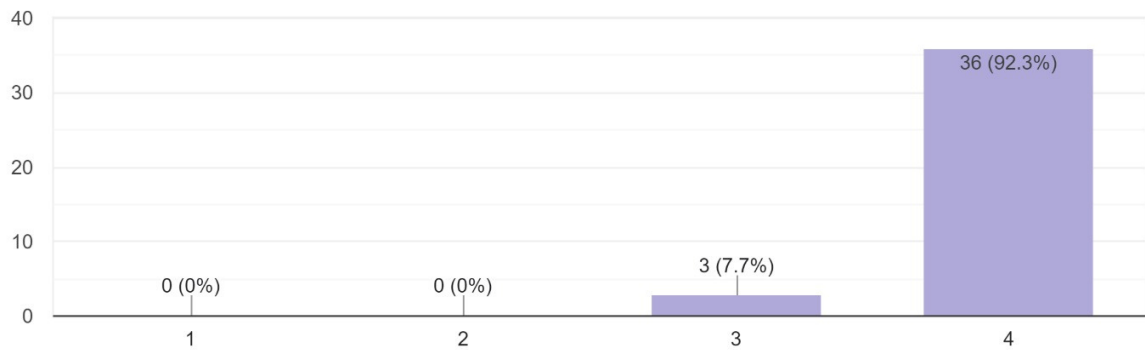
2. Information and/or skills presented were relevant and useful.

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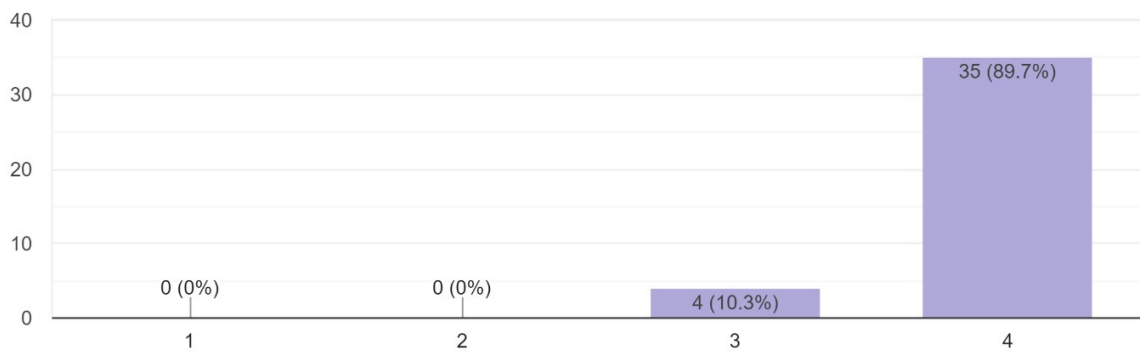
4. The presenter(s) modeled student centered learning strategies and techniques.

39 responses
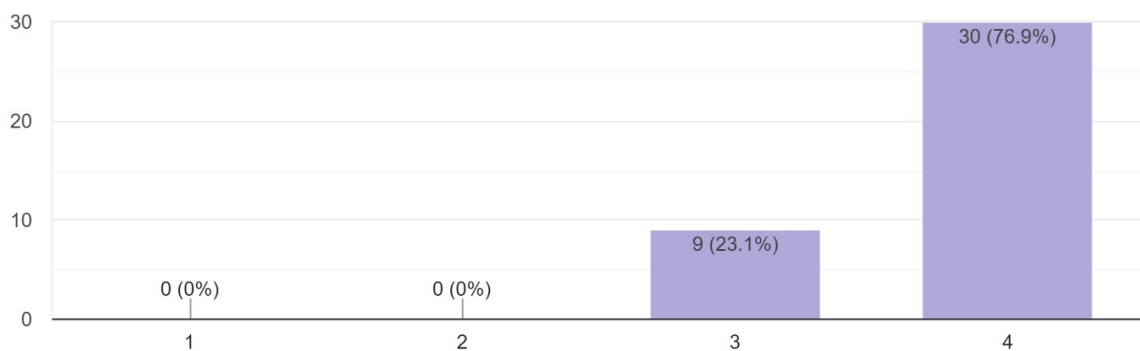
5. This workshop increased my knowledge and skills in ICT Tools, E-Resources, Patents, Plagiarism Copyright Issues,

39 responses
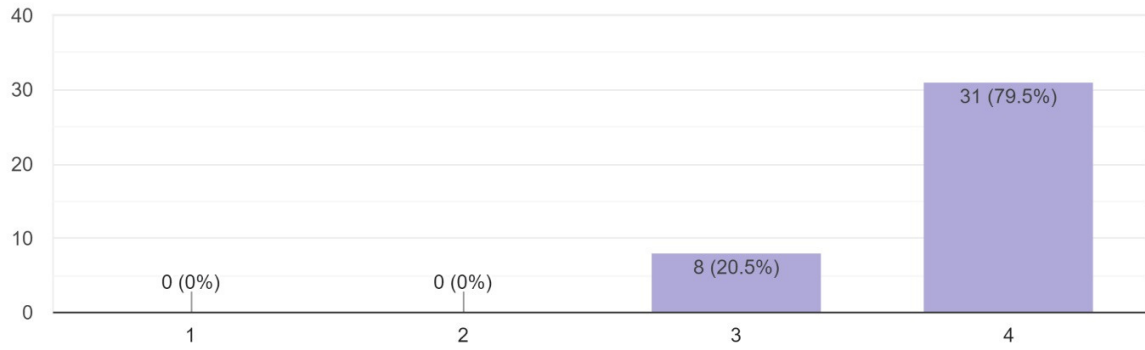
6. The presenter(s) allowed me to work with and learn from others.

39 responses
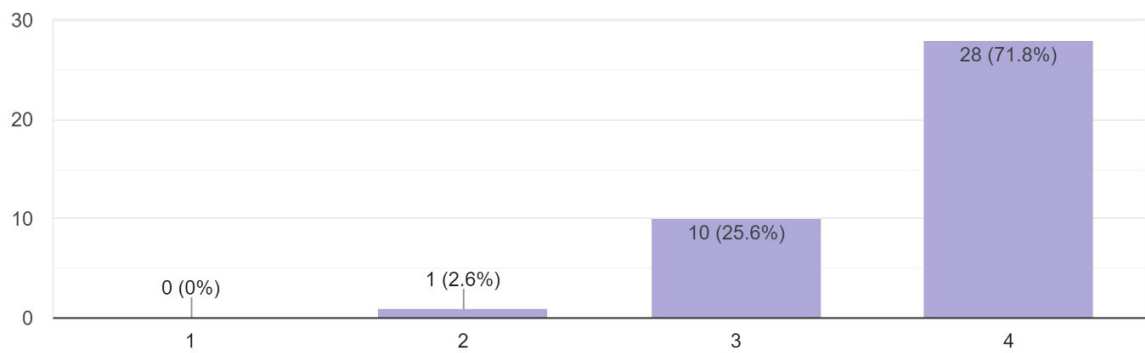
7. The presenter is knowledgeable in the topic.
39 responses
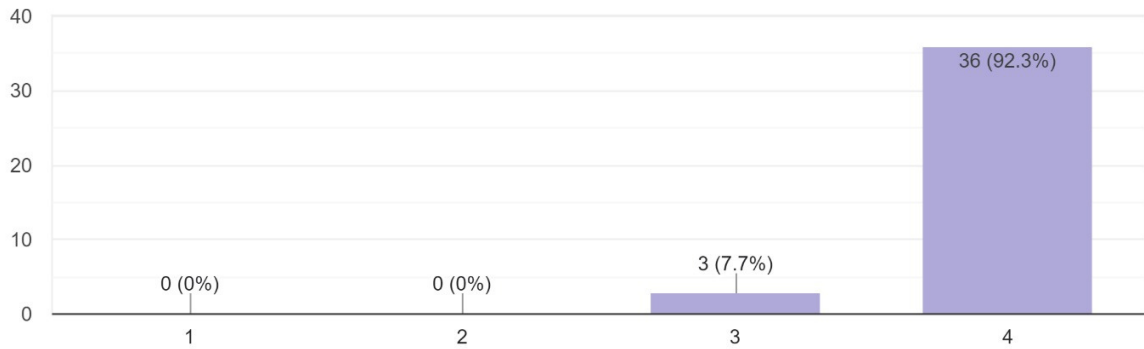
8. I would recommend this programme to others.
39 responses
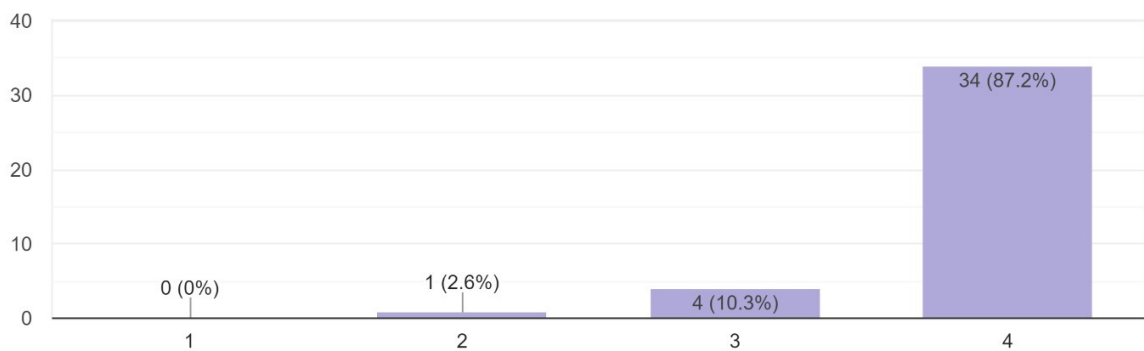
A Few Photographs (student activity-oriented photographs only/activity photos):

Total of 39 participants attended the program.

Physics Department

Name of the Collaborating Departments: Physics

Title of the Course: Two Days In-House Skill Development Program (E-SDP) On Enhancing

Online Learning Through ICT Tools

Course Coordinator: Dr. Onkar Mangla, Physics Department, Daulat Ram College.

Course Co - Cordinator: Dr. Omwati Rana ,Physics Department, Daulat Ram College

Duration with dates: 26th -27th November, 2022 (9:00 AM to 1:00 PM each day)

S. N o.	Date	Time	Module/topic title	Name of Speaker	Number of participants from First Year Physics Department	Affiliation of the Speaker
1	26 Nov, 2022	9:15 AM- 11:00 AM	Mail Merge Automation of certificates	Dr. Shivani Agrawa l	36	Physics Department, Daulat Ram College
2	26th Nov, 2022	11:00 AM- 1:00 PM	Google Classroom Google Meet	Dr. Manoj Gir	36	Physics Department, Daulat Ram College, Delhi University

3	27th Nov, 2022	9:00 AM- 11:00 AM	Google forms Google Docs Excel (computation a l)	Dr. Renu	35	Physics Department, Daulat Ram College, Delhi University
4	27th Nov, 2022	11:00 AM- 1:00 PM	Microsoft Office: Word, Excel and Ppt	Dr. Onkar Mangla	35	Physics Department, Daulat Ram College, Delhi University

Details of the course:

1) Description of the course:

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

2) Objectives

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

3) Topics covered:

A. Google Doc, Google Classroom and Google Meet

B. Google forms, Google certificate and Google

C. Calendar Microsoft Office: Word, Excel and Ppt

Methods of Assessment of Participants:

1. AssignmentforcreatingaGoogleform.

2. Quizbasedonthetopics:GoogleClassroom,GoogleMeetandGoogleDocs.Linkis
provided below:
3. Projecttoprepareacertificate.

The following assessments were give after every session with the aim of checking student's
understanding of the session
https://forms.gle/yV5z3yMWTfxzzeXB6

https://forms.gle/XvpxU79boD5Fr1Zo9

https://docs.google.com/forms/d/e/1FAIpQLSdPk2NgOpxnRV5xDGBiQ99H53D-
J9M7X459s2PqDKFLXLZBVw/closedform

Detailed Learning Outcomes of the Course:

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

§ Google Docs and its advantages in typing scientific documents

§ Google Sites to create Google Classroom and use them to assign and organize student

work.

§ Google Forms to create and submit the responses in various formats e.g. quizzes.

§ To create and share events like seminars, conferences etc. in Google calendar.

§ Linking between Google form and Google excel to generate an email for creating and

sending
certificates.
§ MS Office to make engaging presentations/invitations/excel sheets etc.

Feedback from Participants Regarding the Program:

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

Feedback form was circulated at the end of the concluding session. The e-SDP was very

well
received by all participants. A summary of feedback from the participants is as attached:

The Responses of all four sessions have been collected.

4= Strongly Agree 3= Agree 2= Disagree 1= Strongly Disagree
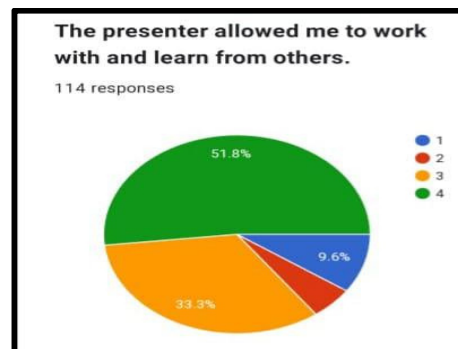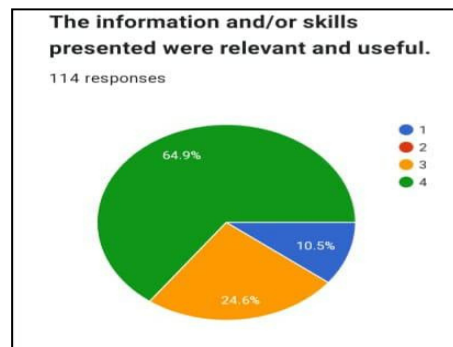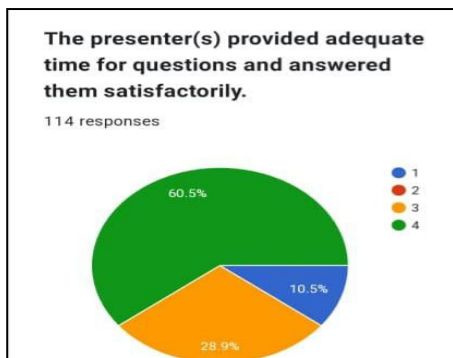
The presenter(s) modeled student centered learning strategies and techniques.

114 responses

- 1
- 2
- 3
- 4

60.5%
9.6%
28.9%
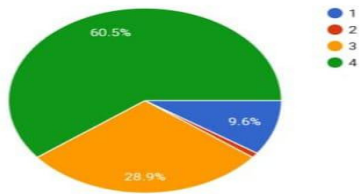
The workshop was well organized

114 responses

- 1
- 2
- 3
- 4

65.8%
9.6%
23.7%
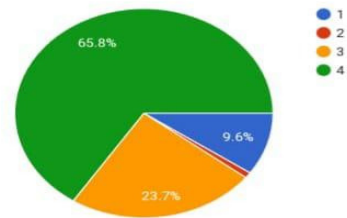
The presenter is knowledgeable in the topic.

114 responses

- 1
- 2
- 3
- 4

63.2%
10.5%
26.3%
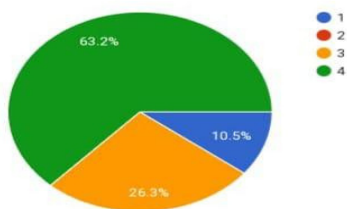
Workshop objectives were stated clearly and met.

114 responses

- 1
- 2
- 3
- 4

60.5%
8.8%
28.9%
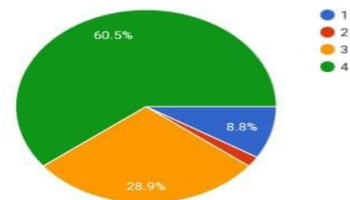
Please give overall feedback and provide suggestions for improving future sessions.

26 responses

It is very informative.

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

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

It is nice session

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

nil

Amazing session

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

A Few Photographs as a glimpse of the Skill Development

Political Science Department

Names of the Department: Political Science Department

Title of the Course Sub-theme: Political Science

Skill Development Programme

Duration and date: 9:00 AM – 02:00 PM 27 November 2022

Objectives of the Programme:-

A. Introducing the students to the online mode of education.

B. Familiarizing the students to the working of ICT tools such as Google Classroom, Google Meet, Microsoft word, Microsoft Excel, Scanning etc.

Speakers in the course:-

Sr. no.	Name
1.	Dr. Shachi Chawla
2.	Dr. Onkar Mangla
3.	Dr. Smita Yadav
4.	Ms. Raman Arora
5.	Ms. Jyoti Diwaker
6.	Mr. Nitesh Rai

DETAILS OF THE COURSE:-

A skill development programme was organized by the political science department at Daulat Ram College with the main objective to introduce the students to various E-tools for online learning. Ms Geetanjali Ma'am started the event giving a warm welcome to all the students giving a brief description of the course and its importance. Moving on to the anchors of the

programme, Deepika and Shrishti from 2nd year gave their self-introduction commencing the workshop. They further called out Ms. Geetanjali mam who addressed the students with her words of wisdom. As soon as students heard from her our anchors interacted with the students. Students enthusiastically came forward sharing their experiences from the covid pandemic period the whole world faced lately. Further students were informed about the schedule of the program and its different sessions.

1st Session: The very first speaker was our resource person Mrs. Sachi Chawla mam. She gave a brief description of changes seen in the education system during the covid pandemic and pushed the world to online education. She explained about the transformation witnessed in the education system. She made the students aware of the challenges that come along with online education. She listed some of these challenges such as digital divides for example RURAL - URBAN DIVIDE, GENDER DIVIDE etc, NO GROUP INTERACTIONS, RESTRICTED QUALITY OF EDUCATION, UNEQUAL LEARNING ENVIRONMENT. She stated that yes there are challenges in online education yet it is an important requirement in current scenario.

2nd Session: Moving on to the next speaker Srishti invited Dr. Onkar Mangla to continue with the session. He taught the students how to use Microsoft word. From selecting the fonts to insert a picture he gave complete description of all tools present in Microsoft word. Further he explained about MS Excel, Power Point etc.

3rd Session: Owing to her bad health, Dr. Smita mam wasn't able to provide her session, but she made sure the session goes as planned. Thus, she sent a presentation that was presented in the meeting and our anchors, Deepika and Shrishti took the task of explaining the presentation to the students in the meeting. The presentation was concerned with the types, advantages and purpose of online learning. Students were well informed about various digital education platforms and their benefits with special emphasis over Google Classroom.

4th Session: Ms. Raman Arora took over the fourth session focusing on the topic of scanning documents for assignment submissions. Students were briefed about different apps that can be

used to scan documents efficiently with improved quality. She also explained about the Google chrome extensions and methods to access it.

5th Session: Following Raman ma'am, Ms Jyoti Diwaker ma'am educated the students about Google meet and Google classroom. She also focused on accessibility and feasibility of Google meet and classroom.
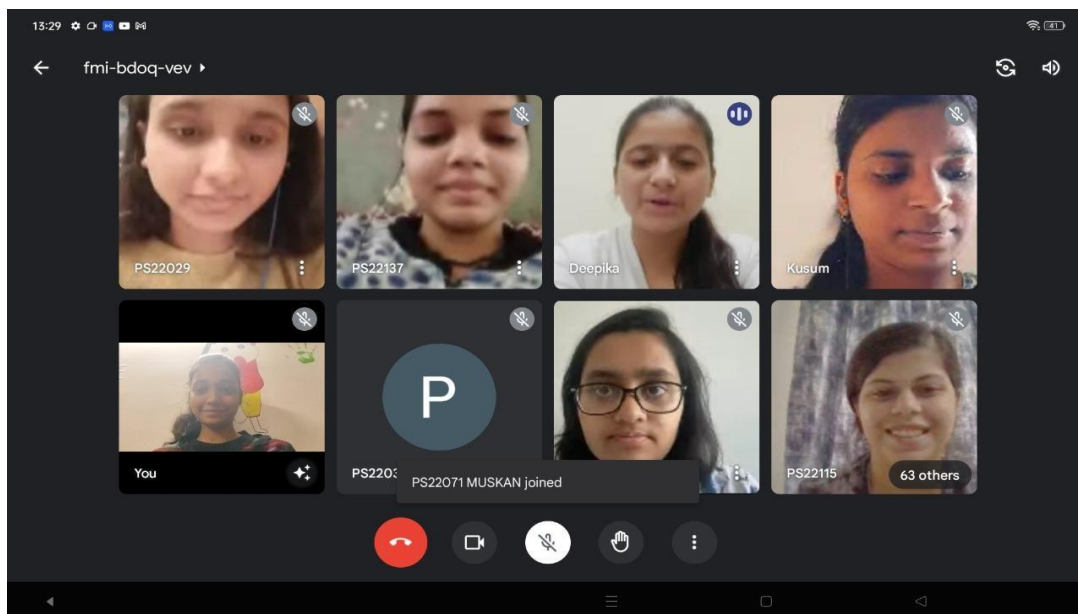
6th Session: Last but not the least Mr. Nitesh Rai took over the last session explaining about google drive and google forms. He taught how to create a google drive and access it.

A doubt clearing session was held for students followed by a Vote of Thanks by Dr. Shivali Aggarwal Ma'am.
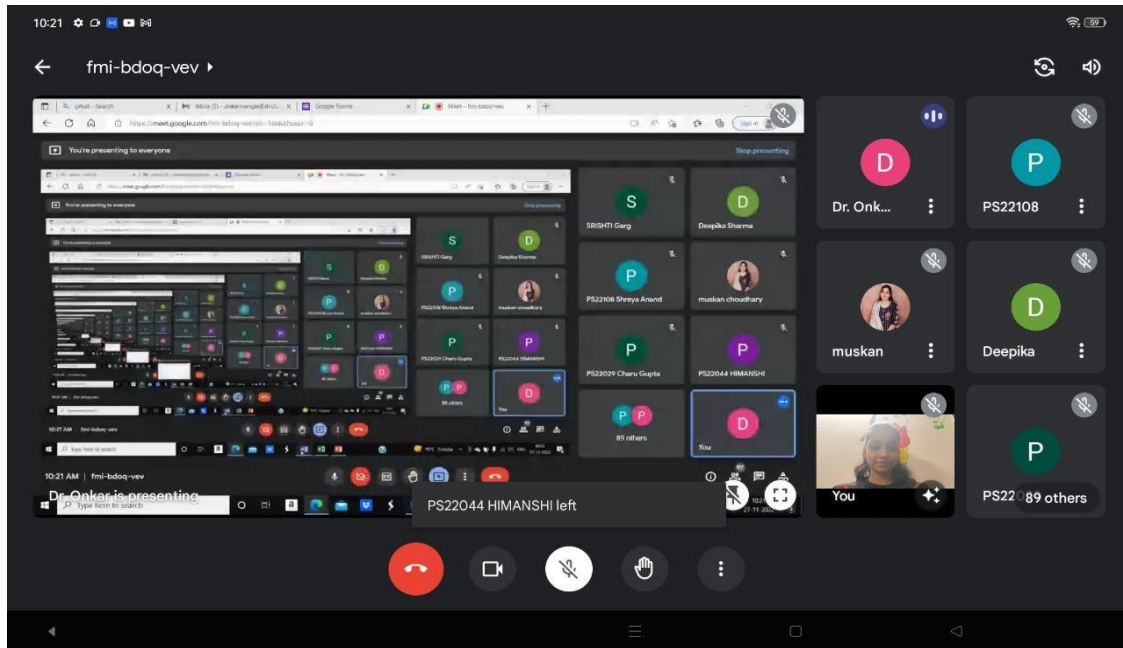
No. of Students	Department	Year
85	Political science	First year

GLIMPSE OF THE PROGRAMME

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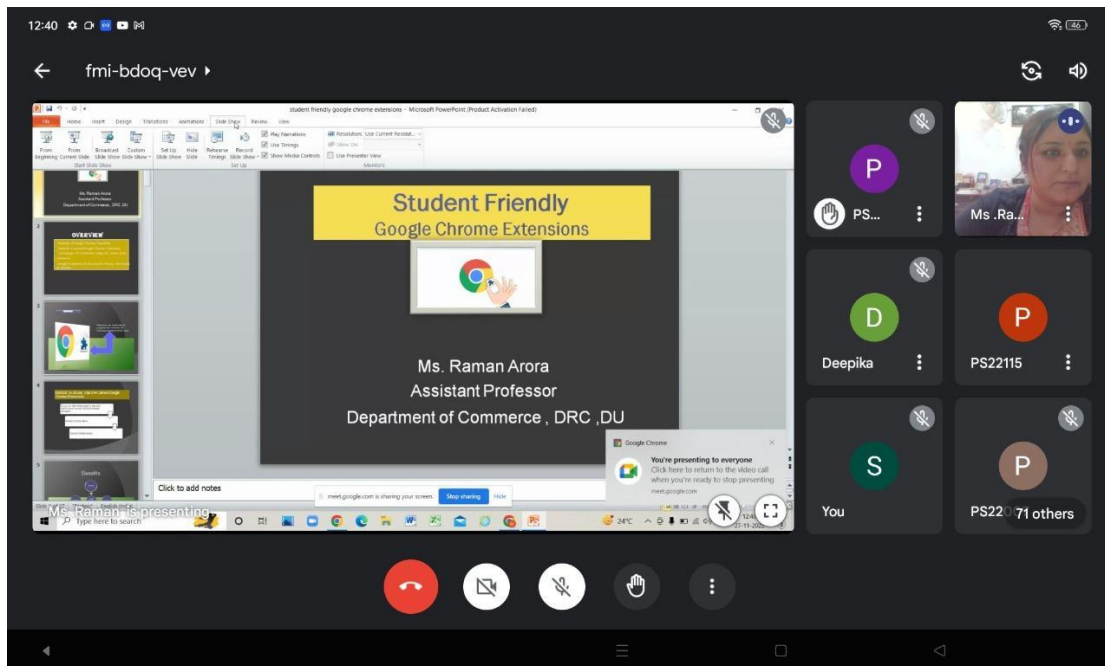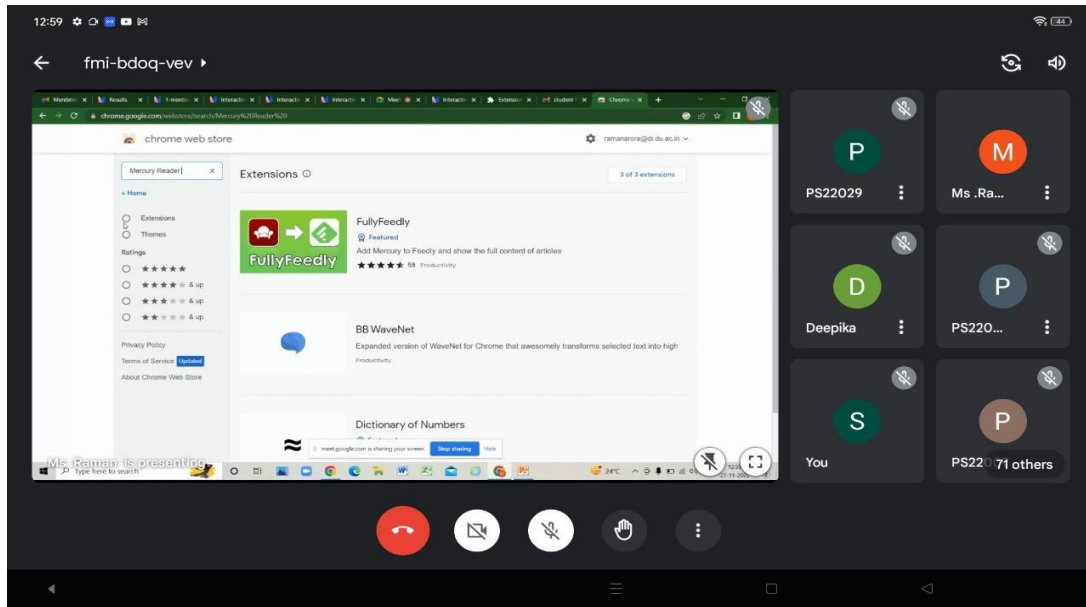
FEEDBACK OF THE PROGRAMME :

Will you be able to upload assignments and access the uploaded study material?
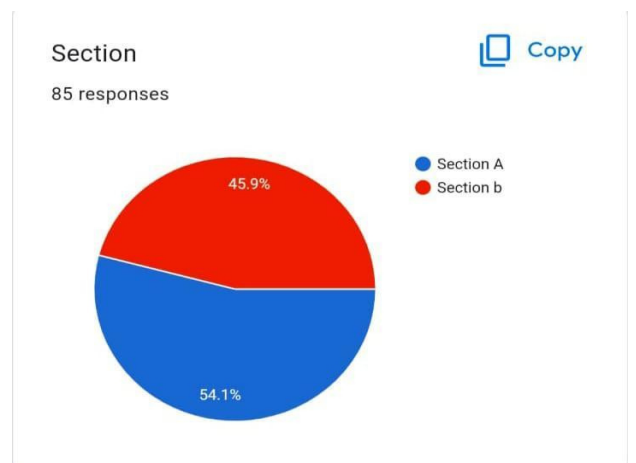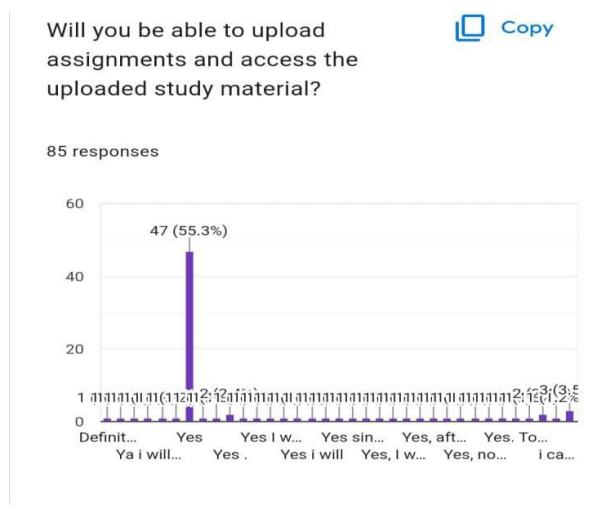
85 responses

Section

85 responses

- Section A
- Section b

45.9%

54.1%

Psychology Department

Names of the Department: Psychology

Title of the Course: In-HouseSkillDevelopmentProgramme.

Sub-theme: E-SDP "Enhancing Learning Through ICT Tools"

Course Coordinators: Prof. Rajni Sahni & Dr. Rakhi Singh.

Duration with dates: 26 November, 2022 9AM-1:00PM

Sr. No.	Date	Time	Module/ Topic title	Name of theSpeaker	Affiliation ofthe Speaker
1.	26 November, 2022	9 AM - 1:00 PM	Google meet, Google Classroom, DULS CRL, The Mendeley Reference Manager.	Mr. Abhinav Singh	Assistant Professor, DRC
2.	27 November, 2022	9AM - 1:00 PM	Google Functional ities.	Dr. Kshitija Wason.	Assistant Professor, DRC.

Details of the course :

1) Description of the course: The Course on "Enhancing Learning Through ICT Tools was scheduled for 2 days . The mode of conduction was online . This course was basically designed for Graduation First year students and the intention was to expose them with Information and communication Technology …which has become a way of life.

2) Objectives:

A.To equip students with necessary skills for hybrid Teaching-learning Process.

B.To equip, familiarise and acquaint students with various platforms available - Google Meet, Google Classroom, zoom

C.To enable students to be trained in tools , which utilise discipline Specific digital resources and build skillsets in other ICT.

Topics covered:

A.Google Meet, Google Classroom, Google (docs, scholar, forms, slides).

B. DULS CRL, The Mendeley Reference Manager

C. Google Functionalities: Add On, Pear Deck, Jamboard, Word Cloud, Google Drive (Slides, Sheets, Abode Merging and Highlight) .

Speakers in the course:

Sr.No.	Name	Designation	Department/ Affiliation
1.	Abhinav Singh	Assistant Professor	Psychology (DRC)
2.	Dr.Kshitija Wason	Assistant Professor	Psychology (DRC)

Number and Profile of Participants:

No.of Students	Department	Year
49	Psychology	First year

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

1. https://quizzory.in/id/6381f02c5cbd780bfb1c0542

2. https://quizzory.in/id/63823c94be6e750bcf548160

Detailed Learning Outcomes of the Course:

1.Students learnt the proper usage of Google meet and Google classroom. This will enable them to have the easy access of virtual learning.

2.Exposure to DULS CRL will give an easy access to different reading materials for so many topics. This will be quite useful for the expansion of knowledge.

3.Learning to use the different features of Google space will widen the horizon of students expertise.This will surely enhance their presentation skills .

Feedback from Participants Regarding the Programme:

1. https://docs.google.com/forms/d/160Tgqz8_UnNRj3D2hDrc8NlirxvPGrefwccgqeiTn_M/edit? chrome

2.
https://docs.google.com/forms/d/1dK9uGwwHbcZC6DXjwVZJTApdLlcbmYNehd8qU0Cic4k/edit?usp=d rivesdk
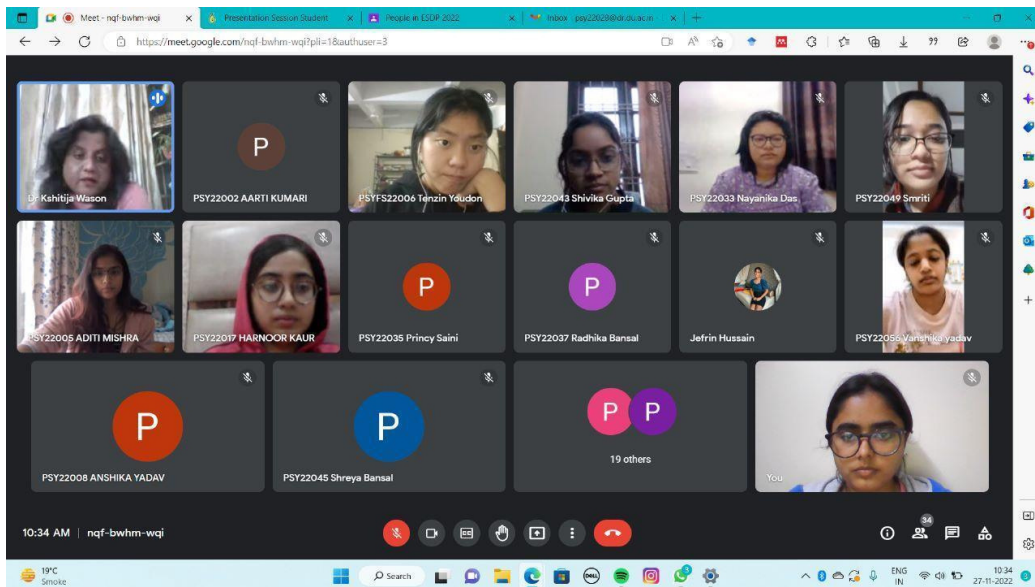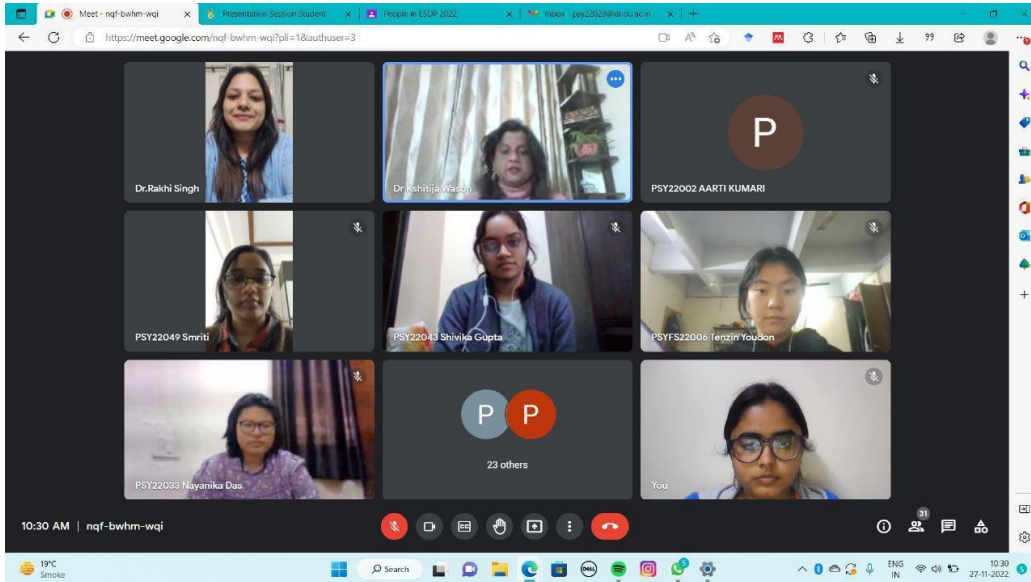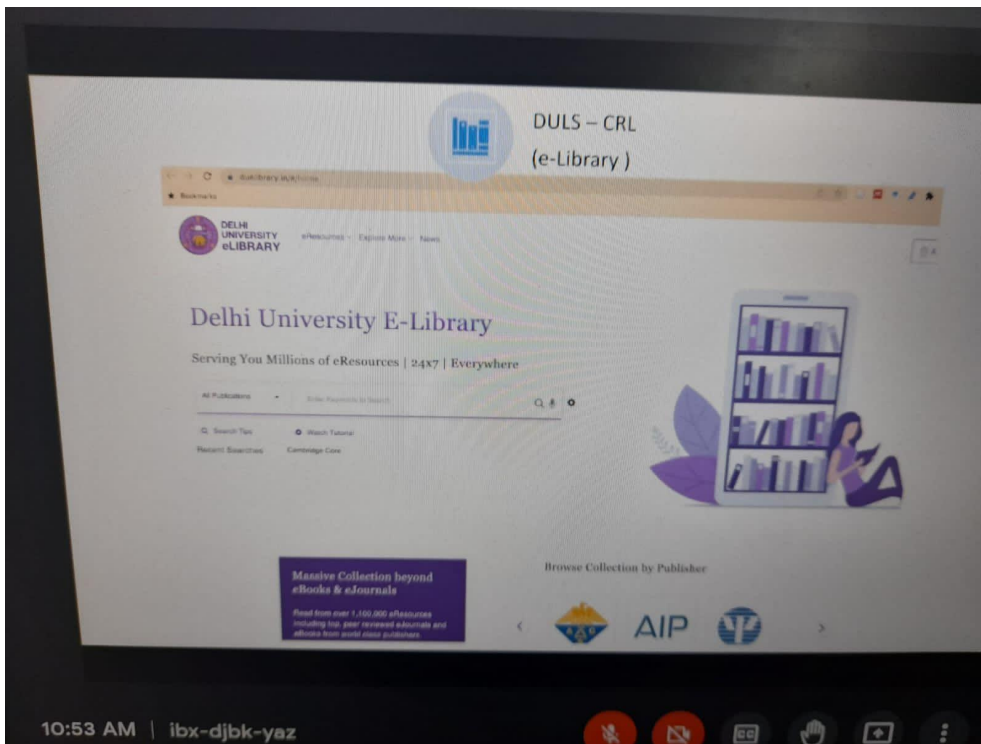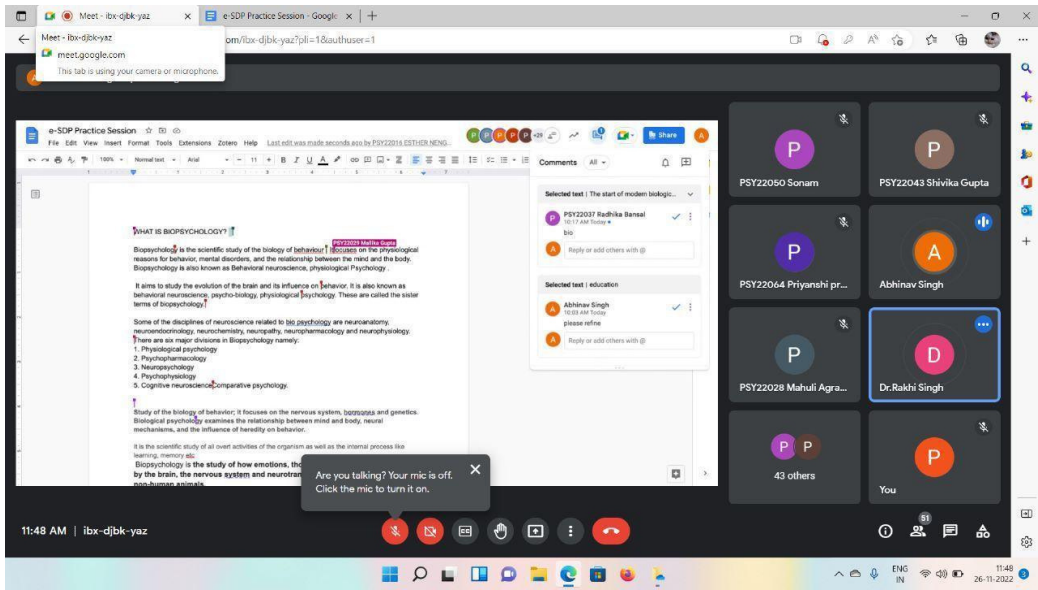
Sanskrit Department

Names of the Department: Sanskrit

Title of the Course: Enhancing learning through ICT tools

Sub-theme: Session 1: Hybrid teaching learning process

Session 2 : Sanskrit Specific online Tools

Session 3: MS office

Session 4: Machine Translation, Google workspace

Course Coordinators: Dr. Sushma Devi

Course Co - Coordinator: Dr. Kamna Vimal

Duration with dates: November 25th and 26th, 2022, 9AM to 1PM

Sr. no	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1.	25Nov, 2022	9:00 - 11:00	Hybrid teaching learning process	Dr. Kamna Vimal	Assistant Professor
2.	25Nov, 2022	11:00 - 1:00	Sanskrit Specific online Tools	Dr. Sharda Gautam	Assistant Professor
3.	26Nov, 2022	9:00 - 11:00	MS office	Dr. Ravi Kumar Meena	Assistant Professor
4.	26Nov, 2022	11:00 - 12:30	Machine Translation	Dr. Shashi Sharma	Assistant Professor
5.	26Nov, 2022	12:30 - 2:00	Google workspace	Dr. Sushma Devi	Assistant Professor

Details of the course:

1) Description of the course:

The department of Sanskrit organised 2 day E-SDP - Enhancing learning through ICT Tools for the students of the department on 25-26th November 2022 through Google Meet under the In House Skill Development Programme (under IQAC) of the college. The aim was to acquaint the students with the necessary knowledge of the ICT tools The Inaugural session of the SDP began with the best wishes of the Principal Madam Prof. Savita Roy, Vice - Principal Prof. Sarita Nanda, Convener Prof. Meetu Khosla and Co - Convener Dr. Pooja Sharma.

The Manglacharan was performed by Km. Pooja of Sanskrit Honours third year. The teacher In-charge Dr. Sushma Devi introduced the SDP and the resource persons. The first technical session was on Hybrid Teaching Learning Process by Dr. Kamna Vimal where the students were introduced to the various ways of learning and their significance for them. The second session on ' Sanskrit Specific Online Tools ' by Dr. Sharda Gautam was aimed at introducing various resources like chandas, Sanskrit dictionaries, etc for the Sanskrit learners. The technical session 3 was on MS office by Dr. Ravi Meena where he described the MS Word, Excel, PPT etc to the students. The session 4 had two sessions - one on Machine Translation taken by Dr. Shashi Sharma wherein she informed the students about the history and the current resources available for translation and the other session was on Google Workplace by Dr. Sushma Devi who described the various platforms and apps of Google for the benefit of the Sanskrit Students.

The Valedictory session was held at the end of the technical session 4 on the 2nd day. The Resource person addressed the students. The Course Co-coordinator , Dr. Kamna Vimal presented the report of the SDP. The SDP ended with vote of thanks by the Coordinator of the SDP, Dr. Sushma Devi. The students submitted their feedback.

2) Objectives:
A. To equip students with necessary skills for hybrid - learning process.

B. To equip, familiarize with and acquaint students with various digital platforms available - Google meet, Google classroom, etc.

C. To enable students to be trained in tools which utilise discipline specific digital resources and build skill sets in other ICTs.

3) Topics covered:

A. Hybrid teaching learning process

B. SanskritSpecificonlineTool

C. MSoffice

D. MachineTranslation

E. Google workspace

Speakers in the course:

Sr. no.	Name	Designation	Department/ Affiliation
1.	Dr. Shashi Sharma	Assistant professor	Sanskrit
2.	Dr. Sharda Gautam	Assistant professor	Sanskrit
3.	Dr. Kamna Vimal	Assistant professor	Sanskrit
4.	Dr. Sushma Devi	Assistant professor	Sanskrit
5.	Dr. Ravi Kumar Meena	Assistant professor	Sanskrit

Number and Profile of Participants:

No. of Students	Department	Year
Anamika Kumari	Sanskrit	First
Anugraha Unni	Sanskrit	First

Apeksha jain	Sanskrit	First
Avika	Sanskrit	First
Dimple	Sanskrit	First
Gunjan Aggarwal	Sanskrit	First
Himanshi Sharma	Sanskrit	First
Laxmi	Sanskrit	First
Km. Muskan	Sanskrit	First
Pooja	Sanskrit	First
Shreya	Sanskrit	First
Shreya	Sanskrit	First

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

1. Quiz/Presentation

2. Assignment

Detailed Learning Outcomes of the Course:

1. The students were equipped with necessary skills for hybrid - learning process.

2. They were introduced to the various digital platforms available - Google meet, Google classroom, etc.

3. They got trained in tools which utilise discipline specific digital resources and build skill sets in other ICTs.
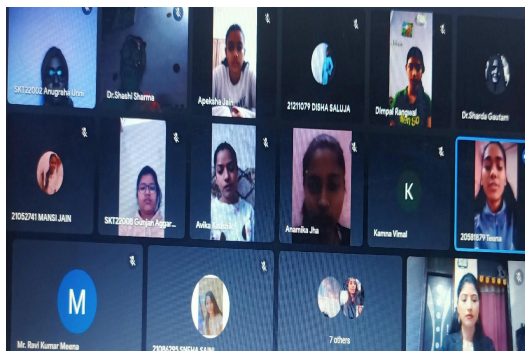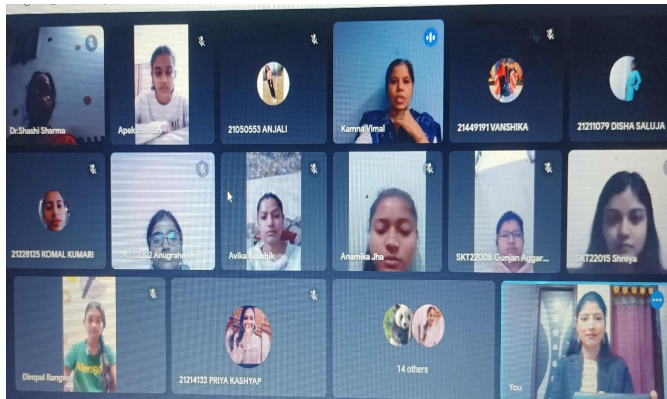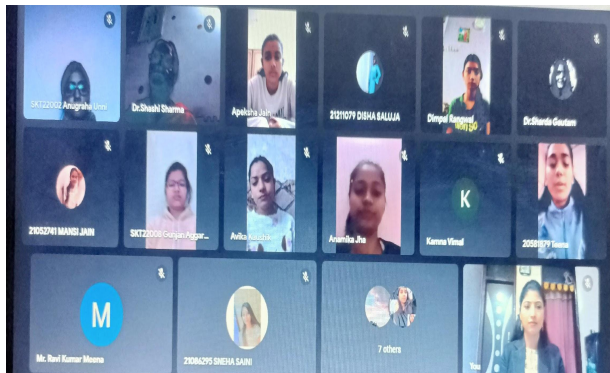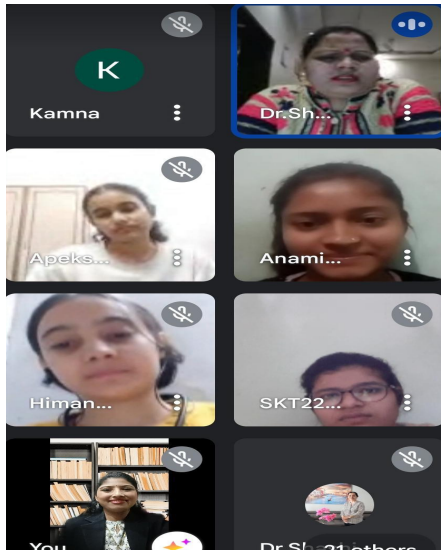
Feedback from Participants Regarding the Program: Feedback forms have been submitted by all the students.

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

Committee will provide the link for the feedback
form.)

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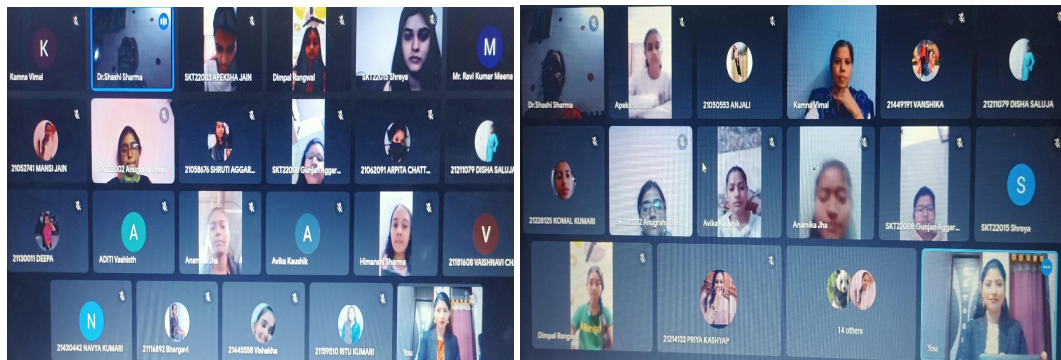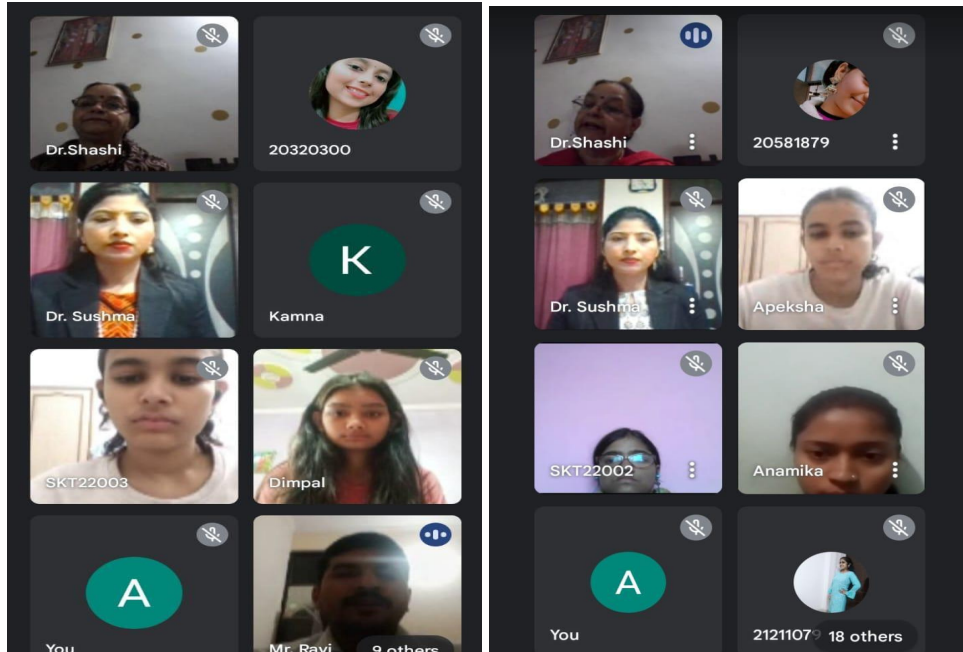
Zoology Department

Name of the Department: Zoology Department

Title of the Course: 2 Day E-SDP: Enhancing Learning Through ICT Tools

Sub-theme: Digital Literacy

Course Coordinators: Dr. Madhu & Dr. Sonika Sharma

Duration with dates: 26 and 27thNovember, 9am-1pm

Sr. no	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1	26 November, 2022	9:00- 11:00	All about Poster's Research articles and Google doc	Dr. Neha Niharika	Assistant Professor, DRC
	26 November, 2022	11:00-1:00pm	About Google drive, Scholar and extensions	Dr. Jyoti Taneja	Assistant Professor, DRC
3.	27 November, 2022	9:00- 11:00 am	Introduction to Google Classroom and Spreadsheets	Dr. Jyoti Singh	Assistant Professor, DRC
4.	27 November, 2022	11:00am-1:0 0 pm	Queries- answer session and hands on assignment	Dr. Jyoti Taneja, Dr. Jyoti Singh and Dr. Neha Niharika	Assistant Professor, DRC

Details of the course:

1) Description of the course: This Course was designed to introduce the new batch of
students to the various digital tools that will facilitate their learning process. A
blended mode of learning is the need of the hour and all these digital tools will
empower our students and make their learning process simpler.

2) Objectives:

A.Introduction to Basic ICT tools like google docs, forms etc
B.Introduction to spreadsheet
C.Introduction to useful chrome extensions
D.Introduction to Google Classroom and google drive
E.Introduction to Research paper writing and Google Scholar

3)Topics covered:

A.All about Poster's Research articles and Google doc
          B.About Google drive, Scholar and extensions
C.Introduction to Google Classroom and Spreadsheet

Speakers in the course: NA

Number and Profile of Participants:

No. of Students	Department	Year
42	Zoology	First Year

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

1.Students were given assignments based on the topics covered in all the sessions.
2.The students were assessed on the basis of their ability to apply the skills imparted during the sessions.

Detailed Learning Outcomes of the Course:

After completing the course students will be

1.able to use basic ICT tools and extensions for their projects and assignments.
2.able to use spreadsheets and charts for studies
3.able to make poster and participate in conferences

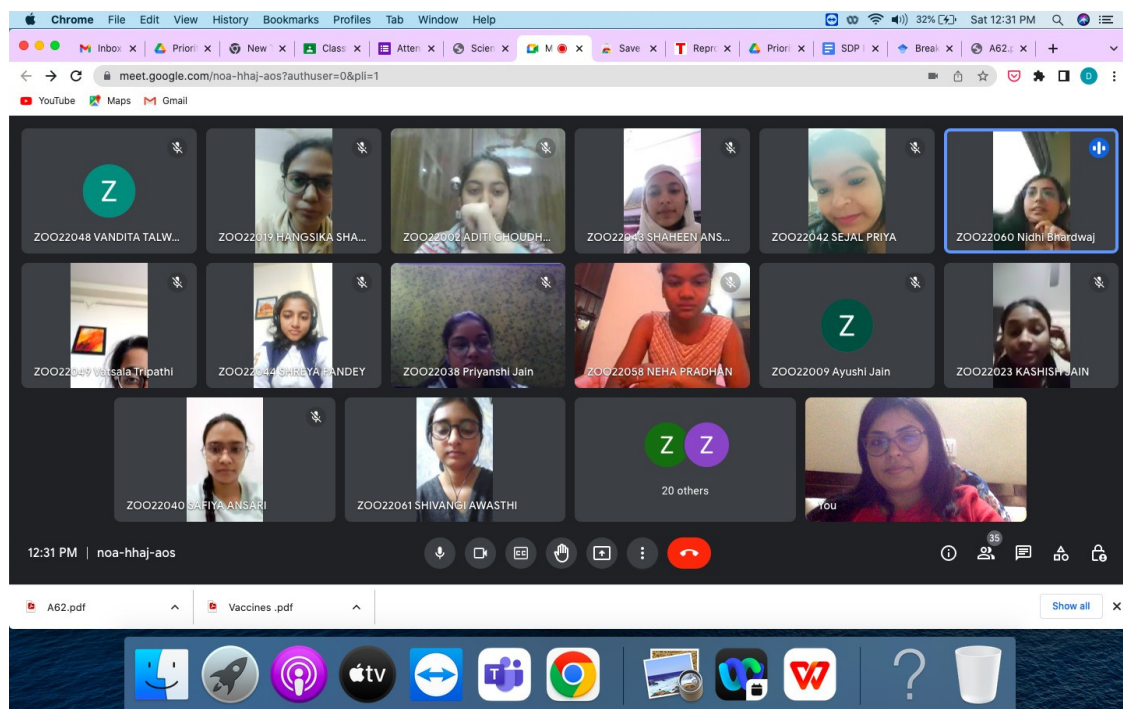Feedback from Participants Regarding the Program:

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

Committee will provide the link for the feedback form.)

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