MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

Department of Commerce
GGSIP UNIVERSITY

and

PGDAV COLLEGE (EVE.)
UNIVERSITY OF DELHI

are jointly organizing an

ONLINE ONE-WEEK FACULTY DEVELOPMENT PROGRAMME

on

PEDAGOGICAL TRAINING ON ICT TOOLS FOR EFFECTIVE TEACHING-LEARNING

SEPTEMBER 6-12, 2022

CALL FOR REGISTRATION AND PARTICIPATION

MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

Education and Educators have always played an instrumental role in the development and advancement of society and humankind. We are living in an era of rapid change, with global expansion of skills and expertise in a variety of fields. The role of education has shifted from rote memorization to proactive learning. We, at MAIMS are conscious of these needs and are continuously striving to attain them.

As part of our commitment to being at the forefront of education, we collaborate with and maintain excellent relationships with industry and leading corporate houses for training and internship opportunities. This gives our students an edge over others, which is reflected in our year after year high placement rates.

At MAIMS, we inspire dreams, galvanise actions, and define the vision for tomorrow. Our enthusiasm knows no bounds and our dedication to take education to new heights is indeed strong.

DEPARTMENT OF COMMERCE

The Department of Commerce was established in 2013. It embarked on the journey intending to provide holistic development of students in academic as well as in co-curricular activities.

It aims to provide a comprehensive insight into taxation, accounting, finance, law and management. The students undergo internship programmes, research projects and skill enhancement courses which makes them ready for the corporate world.

The students will gain theoretical and practical skills which are required to handle real-life situations and transform them into young budding entrepreneurs in the globalised challenging world. The department offers programmes which help in pursuing the professional courses in future like C.A., C.S., I.C.W.A., C.F.A., M.B.A., M.Com etc.

PGDAV COLLEGE (EVE.)

The P.G.D.A.V. College commenced in a modest way on August 17, 1957. Founder of the leading business house of Delhi of that time, Pannalal Girdharlal (presently having corporates such as Victor Cables Corporation Ltd, Pannalal Girdharlal Ltd, etc.) along with DAV Management & Trust, established the Pannalal Girdharlal DAV College within a small premises on Chitragupta Road, New Delhi with a few teachers and a small group of students.

The evening classes of P.G.D.A.V. College started on July 18, 1958 with the primary objective of imparting education in higher studies to working students. Till 1972, the college functioned in a portion of previously existing school. It was then temporarily shifted to Mandir Marg and remained there for a little over three years. Post that it was shifted to its own building in Nehru Nagar, where it presently stands.

The college is a constituent college of the University of Delhi. Being on the Ring Road, it has an easy reach and connectivity. Its premises comprises of a spacious building, well-kept and sprawling lawns, play grounds, computerized library, offices, staff room, lecture rooms and computer laboratory and is thus, well equipped for all academic, sports, co-curricular and extra-curricular activities throughout the year.

OBJECTIVES

The objectives of this Faculty Development Programme are to:

- Make the teaching-learning process more effective after the pandemic situation.
- Impart the effective ways of delivering lectures using ICT Tools.
- Managing teaching resources in a systematised manner.
- Facilitate paper-less communication between learners.
- Build academic profile, personal branding and extended network connectivity.

SESSIONS

Day	Session time& Resource Person	Topics to be covered
Day 1 6th Sept. 2022 Tuesday	10:30 am -12:00 pm	**Welcome Address & Inaugural** **Module 1: Working with Google Drive** • Introduction to cloud storage • Uploading and downloading feature • Sharing and managing files &folders
	12:30 pm- 2:00 pm	**Module 2: Google Doc** • Introduction to Google Doc • Voice typing • Translation • Add-ons • Word Cloud
Day 2 7th Sept. 2022 Wednesday	10:30 am -12:00 pm	**Module 3: Google Sheets** • Creating and sharing google sheets • Version history • Drop down list • QR code • Sparkline

		• Special functions in spreadsheets
	12:30 pm- 2:00 pm	**Module 4: Using PowerPoint as a Multimedia Tool**
Day 3 **8ᵗʰ Sept.** **2022** **Thursday**	10:30 am -12:00 pm	**Module 5: Certificate Creation** • Creating customised certificates
	12:30 pm- 2:00 pm	**Module 6: Google Classroom** • Creating and managing classes • Privacy settings • Start a video meeting • Adding materials and assignments • Using the stream tab Giving direct and personal feedback
Day 4 **9ᵗʰ Sept.** **2022** **Friday**	10:30 am -12:00 pm	**Module 7: Google Sites** • Creating your own site • Creation of tabs • Adding content
	12:30 pm- 2:00 pm	**Module 4: Google Forms** • Creating and Sharing google form • Inserting video/audio/images in google from. • Response analysis • Creating quizzes
Day 5 **12ᵗʰ Sept.** **2022** **Monday**	10:30 am -12:00 pm	**Module 9: Academic and Research Social Media Website** • SSRN • Google Scholar • Research Gate
	12:30 pm- 2:00 pm	**Final Assessment & Valedictory Session**

REGISTRATION AND PAYMENT DETAILS

ELIGIBILTY

Faculty members (regular/ad hoc/temporary/guest) in teaching profession, Academicians, Administrators, Management Experts, Research Scholars are eligible to apply for this programme.

PAYMENT DETAILS

Participants can register themselves by paying a non-refundable fee of INR 300 (for external participants) and INR 100 (for faculty members of MAIMS and PGDAV COLLEGE EVE.). Payment details are as follow:

Paytm No. 8448186940 (MAIT Paytm)

Participants need to fill the Google form and upload the payment receipt/screenshot to complete the registration process:

https://forms.gle/1WLUKQoqLDSZEPF4A

Both steps are important to be completed before participation in the FDP.

REGISTRATION DEADLINE: 3rd September 2022

After successful registration & payment, the participants will receive a confirmation via email. Please keep checking the spam folder of the email as the bulk email sent may end up in the spam folder.

An official group will be made for communication with the participants on "WhatsApp". The link to join the official group will be provided in the confirmation mail.

LEARNING OUTCOMES

Learners will be able to:

- Use ICT tools in the teaching learning process effectively.
- Manage enormous data through cloud storage.
- Build up academic profile and increase connectivity.

IMPORTANT POINTS

Certificate of completion will be provided to those who completes the below-mentioned requirements:

- Registration is mandatory for participation.
- Attendance is mandatory in all the sessions.
- Attempting and submitting all the assignments is mandatory, and participant should score at least 50% in total.
- Participants are required to fill a feedback form at the end of the day.

  All the sessions will be held on Zoom Platform.

REQUIREMENT

LAPTOP with decent configuration and microphone essential, stable internet connection is required.

CONTACT US:

Ms. Rachita Aggarwal

9999297593

rachitaaggarwal.faculty@maims.ac.in

Ms. Kajal Mittal

9999395818

kajalmittal.faculty@maims.ac.in

ORGANISING BOARD OF THE PROGRAMME

PATRONS

Prof. (Dr.) S.K. Garg
Director General, MAIMS

Prof. (Dr.) R.K. Gupta
Principal, PGDAV College (Eve.), University of Delhi

Prof. (Dr.) Rajni Malhotra Dhingra
Director, MAIMS

PROGRAMME HEAD

Prof. (Dr.) Manju Gupta
Head, Department of Commerce, MAIMS

FDP COORDINATORS

Ms. Rachita Aggarwal
Assistant Professor,
Department of Commerce
MAIMS

Ms. Kajal Mittal
Assistant Professor,
Department of Commerce
MAIMS

Dr. Ajay Kumar Garg
Assistant Professor,
Department of Commerce
PGDAV College (Eve.)

Dr. Ruchira Pathak
Associate Professor,
Department of Commerce
PGDAV College (Eve.)