

REPORT

One Week Online Faculty Development Programme on "Pedagogical Training on ICT Tools for Effective Teaching-Learning."

Date: September 06 - 12, 2022

One week Online FDP on 'Pedagogical Training on ICT Tools for Effective Teaching Learning' was organised by Department of Commerce in collaboration with PGDAV College, (Eve.) from September 06, 2022 – September 12, 2022. The FDP received 80+ registrations from both India as well as outside covering 40+ institutions ranging from Cavendish University, Uganda, Jamia Milia Islamia, JNU to various colleges of Delhi University.

ICT Tools have become an important part of our lives, especially after the pandemic. In this era, when classroom teaching is taking place in blended mode and smart work is taking front seat, such training programmes becomes all the more essential. The main objective of this programme was to impart the effective ways of delivering lectures using ICT Tools and managing content in a systematised manner. This will facilitate paper-less communication between learners. This Online-FDP focused on the following areas – Google Tools, PowerPoint, Certificate Creation, Academic and Social media website like Research Gate, SSRN, Academia etc. The FDP has helped participants to use ICT tools in the teaching learning process more effectively, build their academic profile, and manage enormous data through cloud storage.

All the sessions were conducted through Zoom Platform and were also live streamed on you tube. The sessions are also available on the MAIMS official you tube channel i.e., MAIMS DELHI IN for future reference of the participants. After every session a feedback cum assessment form was shared with the participants. This ensured active participation of the attendees. Every resource person made sure to provide hands on training so that participants could learn and share their doubts simultaneously.

In our inaugural session, a warm welcome was given to all the participants by the student coordinators followed by welcome note from the esteemed dignatories Prof.(Dr.) S.K. Garg, Director General, MAIMS; Prof. (Dr.) Rajni Malhotra Dhingra, Director, MAIMS; and Prof. Dr. R.K. Gupta, Principal, PGDAV College (evening). They addressed and welcomed the attendees and gave their best wishes for success of the eFDP. The inaugural session was ended with a vote of thanks given by Prof. (Dr.)

Manju Gupta, Head, Department of Commerce, MAIMS.

Inaugural session was followed by Session 1 on “Google Drive” by Mr. Aditya Pratap Singh, Assistant Professor, PGDAV College, (Eve.). He provided the participants with detailed knowledge, uses and working of Google Drive. He also explained how convenient the application is for submission of assignments/ important documents which would be of a great help in teaching in online mode. Individual doubts and queries were welcomed and answered. Session 2 was on “Google Docs” conducted by Ms. Rachita Aggarwal, Assistant Professor, Department of Commerce, MAIMS. Various features and functioning of Google Docs were explained using live illustrations. It was also explained how an individual or multiple people can create and edit text documents right on their web browser which makes it a very useful and convenient ICT tool.

On Day 2 of the event, Ms. Kajal Mittal, Assistant Professor, Department of Commerce, MAIMS provided the participants with detailed knowledge and information on functioning and uses of google sheets. Individual doubts and queries were welcomed and answered. Various features like QR Code generation, Importing HTML data, sparkline and other features were explained by ma’am which engaged the attendees very well. Hands On training was provided to the participants. The event proceeded with the second session of the day by resource person Mr. Balendu Sharma Dadhich, Director, Regional Language, Microsoft. He addressed the participants and explained various features and functioning of MS Power Point using practical examples and illustrations. He designed some posters live for better understanding of the participants. The overall session was very engaging, topics were explained in a simple yet detailed way.

Coming to Day 3, Mr. Praveen Kumar Singh, Assistant Professor, Department of Commerce, MAIMS provided the participants with detailed knowledge on certificate creation using practical examples and illustrations. The FDP proceeded with the next session on Google Classroom by Ms. Kajal Mittal, Assistant Professor, Department of Commerce, MAIMS. She addressed the participants and explained the functions and uses of google classroom like uploading assignments, stream tab, adding teachers and students etc.

Day 4, Session 7, was delivered by Mr. Praveen Kr. Singh, Assistant Professor, Department of Commerce, MAIMS on Google Sites. The uses and working of google sites was very well explained. Various features like creating a site, managing different tabs and regulating sites were explained. The

event proceeded with Session 8 on Google Forms by Mr. Aditya Pratap Singh, Assistant Professor, PGDAV College (Eve.). He showed how to create a google form and various other advanced specifications to enable the attendees to make accurate forms as they desire. The session was delivered in a very simplified way; doubts and queries were answered simultaneously.

The last session of e-FDP was delivered by Dr. Mayank Pandey, Assistant Professor, PGDAV College, (Eve.) on various academic-social media websites like Google Scholar, SSRN, Research Gate and others. He highlighted the need of creating academic profile on these sites and explained how these are useful in personal branding and extended network connectivity.

Valedictory session was organized in the end to smoothly end the e-FDP. Prof. (Dr.) R.K. Gupta, Principal, PGDAV College, (Eve.), Prof. (Dr.) S.K. Garg, Director General, MAIMS, Prof. (Dr.) Rajni Malhotra Dhingra, Director, MAIMS and Prof. (Dr.) Manju Gupta, Head, Department of Commerce graced the session and congratulated the participants on successful completion of the FDP. Participants shared their experiences. Prof. Rajiv Verma, one of the participants quoted “FDP was very powerful”, one international participant Dr. Chinwe from Uganda very well said that “FDP was rich and timely”. Many others praised the resource persons and congratulated the organizing team. The event ended with National Anthem. Some screenshots of the sessions are presented below:





