



# MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution

Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi - 110086, INDIA

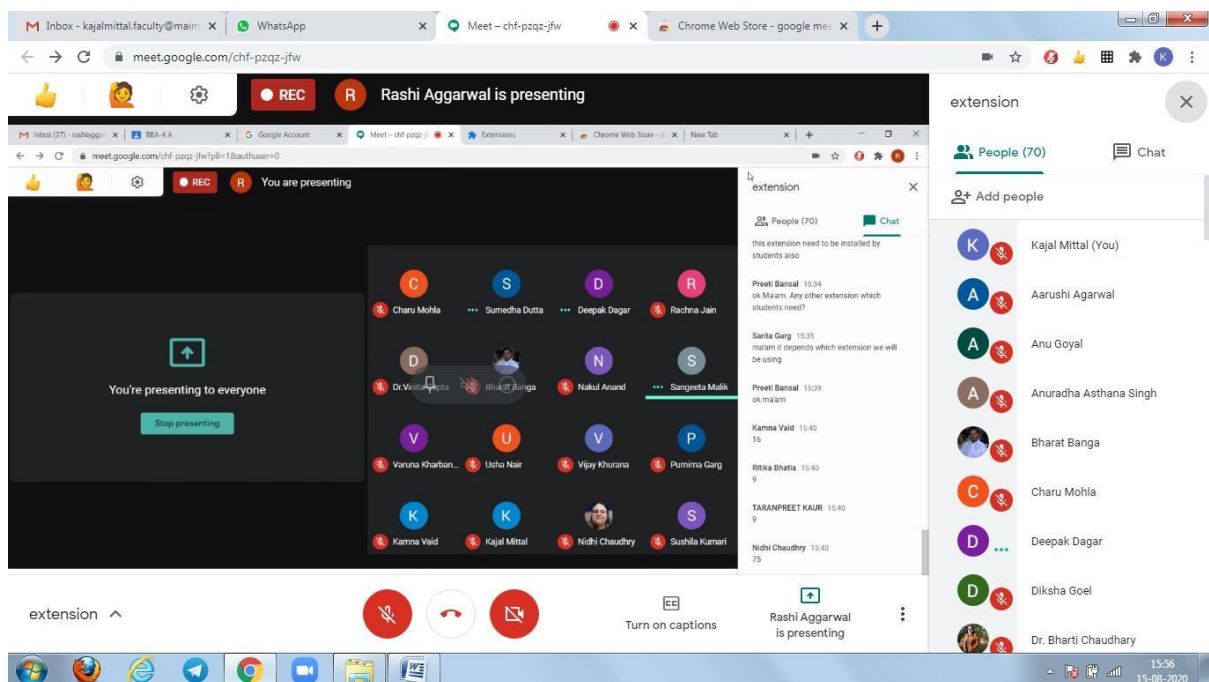
Tel. Office: 8448186947, 8448186950 [www.maims.ac.in](http://www.maims.ac.in)

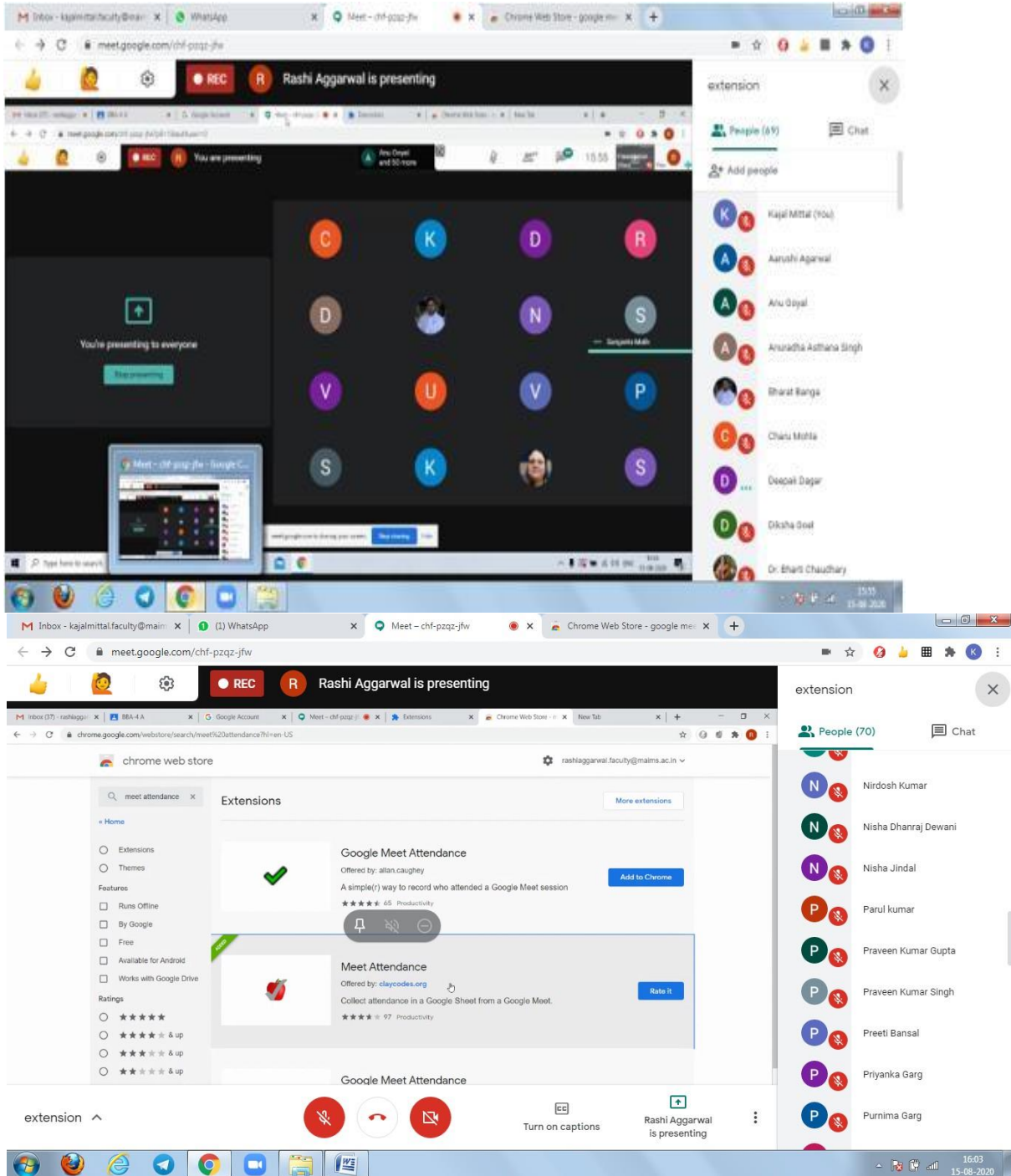
## Report

### Workshop on Google Tools for Online Teaching and Research

August- 8-15, 2020

As per Notice (Ref. No. GGSIPU/DAA/2020/2893 dated 24 July 2020) by Guru Gobind Singh Indraprastha University, all Affiliated Colleges/Institutes are required to make appropriate arrangement for commencement of online classes for Academic Session 2020-21 from 20 August 2020. In this light, a one-week online Workshop on “**Google Tools for Online Teaching and Research**”, was organized by Maharaja Agrasen Institute of Management Studies from 8-15 August, 2020 for the Management and Faculty members of the Institute. Prof. S K Garg, DG, MAIMS set the motion for deliberations by highlighting the importance of the online teaching-learning ecosystem, especially during the forthcoming semester due to the prevailing Govt. Policy for Higher Education Institutes. The Resource Persons cum Faculty coordinators for the workshop are Prof. Lokesh Jindal, Associate Professor, MAIMS, Ms. Sarita Garg, Assistant Professor, MAIMS, Ms. Rashi Aggarwal, Assistant Professor, MAIMS and Ms. Kajal Mittal, Assistant Professor, MAIMS. Prof. Lokesh Jindal, delivered an enriching and interactive session with live hands-on experience on **Google Classroom** and answering all the questions of the participants. Ms. Rashi Aggarwal delivered an enriching session on **Google Meet**. Ms. Sarita Garg delivered a session on **Chrome Extensions** to be used for Smooth conduct of classes. Prof. Ravi Kumar Gupta, Director, MAIMS thanked the Resource Person and the participants and also discussed how we should shift from VUCA 1 to VUCA 2 in the long run. All the participants acknowledged the enhancement in their learning due to the effective and efficient workshop. The participants were **70** faculty members.





The image shows a Google Meet session in progress. The main window displays a grid of participants, with 'Rashi Aggarwal' presenting. A Chrome Web Store page is overlaid on the meeting, showing the 'Google Meet Attendance' extension. The extension is offered by 'allan.caughley' and has a 4.5-star rating. The page also shows another extension, 'Meet Attendance', offered by 'claycodes.org' with a 4.7-star rating. The meeting interface includes a 'REC' indicator, a 'R' icon for the presenter, and a list of participants on the right side. The bottom of the screen shows the Windows taskbar with various application icons and the system tray displaying the time as 16:03 on 15-08-2020.



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The screenshot shows a Google Meet window with a presentation slide. The slide contains a green arrow pointing up and the text "You're presenting to everyone" with a "Stop presenting" button below it. The meeting title is "Meet Attendance 2020-8-15 16:07". The presenter is Rashi Aggarwal. The interface includes a top bar with "REC" and "Rashi Aggarwal is presenting", a right sidebar with "People (72)" and "Chat (2)", and a bottom bar with "Stop presenting" and "Share sharing" options. The system tray at the bottom shows the time as 16:13 on 15-08-2020.

The screenshot shows a Google Meet window displaying a Google Sheets spreadsheet. The spreadsheet title is "Meet Attendance 2020-8-15 16:07". The presenter is Rashi Aggarwal. The spreadsheet contains a list of names in column A, including: B15/2020 16:8:53, Rashi Aggarwal, Anuradha Aggarwal, Anu Goyal, Anuradha Asthana Singh, Bharat Banga, Charu Mohla, Deepak Dagar, Daksha Gool, Dr. Bharti Chaudhary, Dr. Lokesb Jindal, Dr. Vinita Gupta, Ekta Dargan, Gaurav Aggarwal, Shilpa BSL, Shilpee Aggarwal, Shilpee Aggarwal, Shridi Gupta, Shrut Sharma, Shweta Rastogi, Sumati Kohli, Sumedha Dutta, and Sushila Kuman. The interface includes a top bar with "REC" and "Rashi Aggarwal is presenting", a right sidebar with "People (72)" and "Chat (2)", and a bottom bar with "Turn on captions" and "Rashi Aggarwal is presenting". The system tray at the bottom shows the time as 16:14 on 15-08-2020.