

# Report for Skill Development Programs

## Daulat Ram College

2022-23

Names of the Department: **Commerce**

Title of the Course: **E- Learning Enhancing Learning through ICT Tools**

Sub-theme: Simplifying and Enhancing Online Learning Through ICT Tools

Course Coordinators: **Dr. Sunita Gupta**

Duration with dates: **2 Days; 26<sup>th</sup> & 27<sup>th</sup> November, 2022**

Sr. No.	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1.	26.11.21	9:00-11:00 am	Google Meet, Google Classroom, E-Assignments	Dr Sunita Gupta	Associate Professor, DRC
				Dr. Gunjan Gupta	Assistant Professor, DRC
2	26.11.21	11:00 am - 1:00 pm	G-Calendar, G-Drive, G-Form, - Docs, Jam board	Mrs Richa Kaur	Assistant Professor, DRC
				Mrs Preeti Singh	Assistant Professor DRC
3	27.11.21	9:00-11:00 am	MS Excel, Creating Pdfs	Ms. Soumya Sharma	Assistant Professor, DRC
4	27.11.21	11:00 am - 1:00 pm	MS PowerPoint, Copyright & Plagiarism, MS word	Dr. Isha Goel	Assistant Professor, DRC
				Mrs Isha Bhatt	

### Details of the course:

- 1) **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 26<sup>th</sup> to 27<sup>th</sup> November 2022. Organized under the leadership of our 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 calendar, Jam board
- D. To provide training to the students regarding MS Excel and creating 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
- c) Steps to start a google meeting

### B. Google Classroom

- d) Why google classroom???
- e) How to join google classroom???
- f) 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
- c) MS Word tools

**Speakers in the course:**

<b>Sr. no.</b>	<b>Name</b>	<b>Designation</b>	<b>Department/Affiliation</b>
1.	Dr Sunita	Associate Professor	Commerce, DRC
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:**

<b>No. of Students</b>	<b>Department</b>	<b>Year</b>
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 Jam board , 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

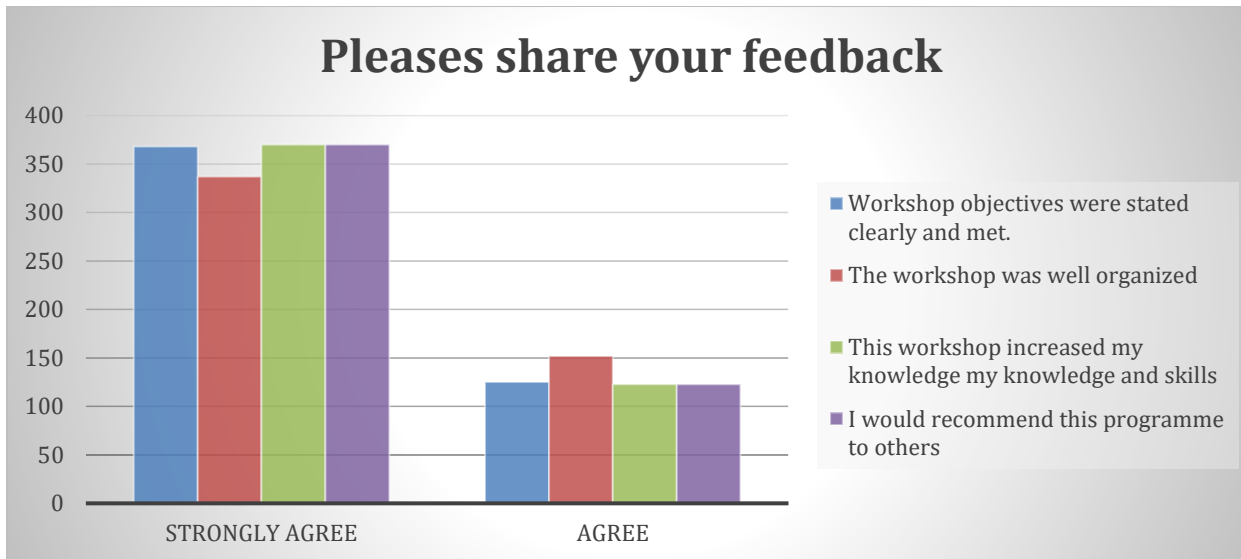
**Detailed Learning Outcomes of the Course:**

1. Students will be able to confidently navigate Google platforms like Google Classroom and Google Meet used in the teaching learning framework.
2. They are equipped with knowledge and skills to effectively design their e-assignments and submit the same in a timely manner.
3. Students can use google apps to save their files in cloud storage, schedule events through google calendar, make google forms to collect data, use Jam board with the teacher
4. Students were acquainted with MS Excel and Adobe Scan.

5. 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.



**Figure 1: Overall Student Feedback**

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:

**UNIVERSITY OF DELHI**  
**DEPARTMENT OF COMMERCE**  
**DAULAT RAM COLLEGE**  
**UNIVERSITY OF DELHI**

**Welcomes All First Year Students To**  
**In-House Skill Development Programme**  
on  
**E-learning**  
**Enhancing learning through ICT Tools**

**26<sup>th</sup> & 27<sup>th</sup> November 2022**   **9 am to 1 pm**   **Google Meet**

**Dr. Sunita Gupta**  
Course Coordinator

**Prof. Meetu Khosla**  
Convenor

**Dr. Pooja Sharma**  
Co-Convenor

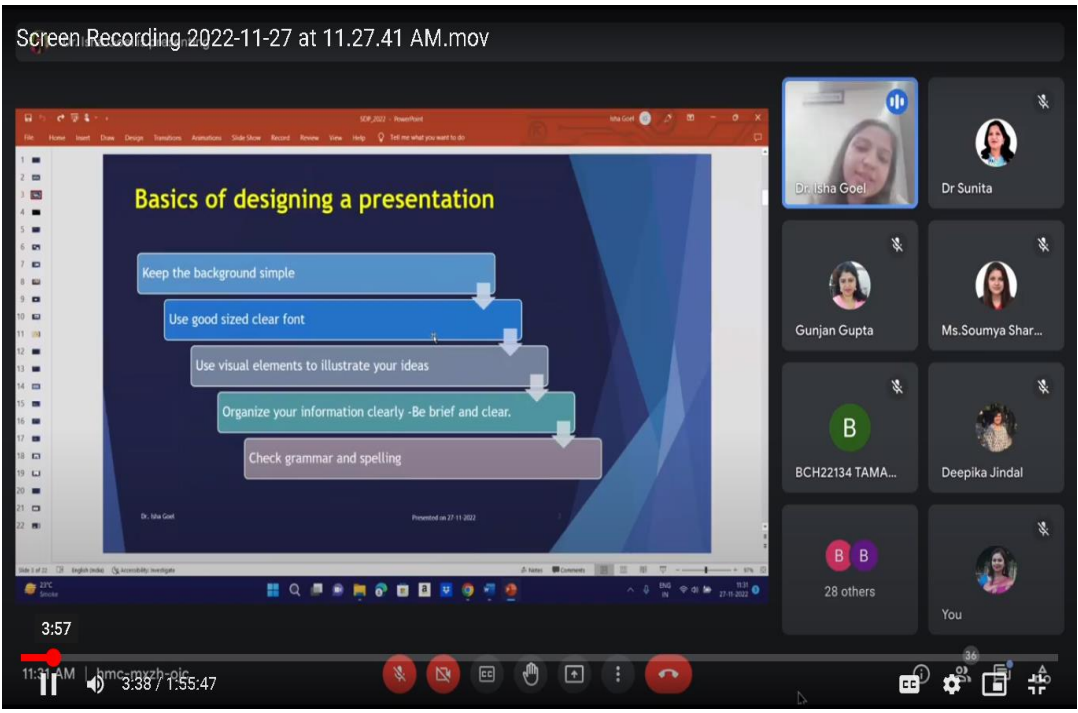
**Prof. Savita Roy**  
Principal

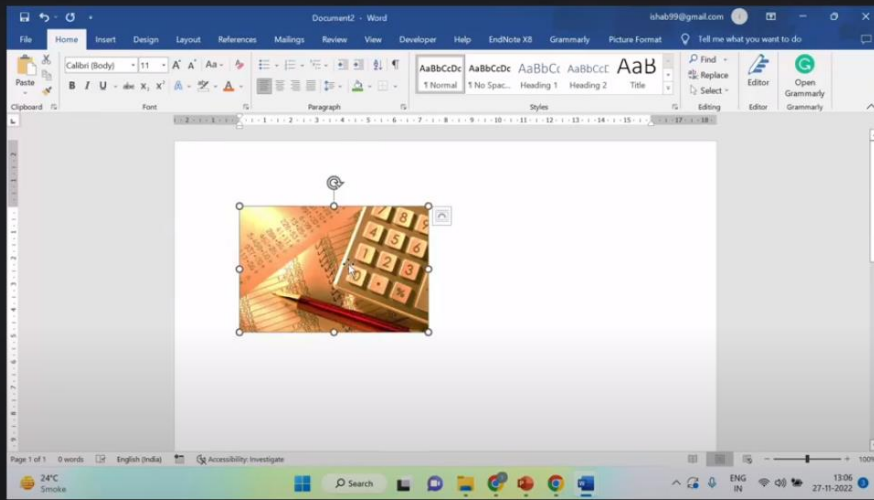
Organizing Team: Mrs. Richa Kaur, Dr. Isha Goel, Mrs. Isha Bhatt, Ms. Soumya Sharma

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

Dr Sunita is presenting   Press **Esc** to exit full screen

The screenshot shows a Google Meet interface. On the left, a presentation slide is displayed with a form titled "Name" and "Address" with input fields. The right side shows a grid of participants: Gunjan Gupta, Ms. Renu Yadav, Dr. Sunita (active), BCH22019 ANJALI VE..., 44 others, and You (video player). The bottom of the screen shows a video player control bar with a play button, volume icon, and a progress bar at 47:24 / 1:37:39.





A vertical list of Zoom meeting participants. The participants are: Ms. Isha Bhatt (video on), Dr. Sunita, Dr. Isha Goel, BCH22148 VIDUS..., Ms. Soumya Shar..., Deepika Jindal, 19 others, and You. Each participant has a small profile picture and a mute icon.