

## Course Objective

COVID 19, teachers are faced with a daunting task to teach their classes. There are several ways teachers can utilise the technology and resources already available to support online teaching and ensure students still receive a quality education. To make your class interesting and to unleash the advantages of educational technology – may it be a complete online or blended, this programme will take you on a journey of “New Era Teaching”.

In this workshop we will explore how online learning takes place, how to design your lesson, using various online tools for conducting activities and tracking the performance of the students.

## Course Outcome

At the end of the programme teachers will be able to:

- Understand online teaching & learning methods, platforms, tools, and resources
- Design lesson plan for distance learning
- Track the performance of the students using various online tools
- Database creation using Microsoft Excel

## Activities & Project

- During the course of this programme, participants will be given group and individual projects to work on ranging from designing lesson plan, to working on Microsoft office.
- Evaluation based on MCQ and Assignments.

## Who Can Attend?

- Faculty and PhD Research Scholar

## Contact Details

Project Manager,  
E&ICT Academy, IIT Guwahati  
Email: [eictacad@iitg.ac.in](mailto:eictacad@iitg.ac.in), [eictacad@gmail.com](mailto:eictacad@gmail.com)  
[eictinfo.iitg@gmail.com](mailto:eictinfo.iitg@gmail.com)

Follow us on: [www.facebook.com/eictacadguwahati/](https://www.facebook.com/eictacadguwahati/)



For details of the programme and course contents etc., please log on to Electronics and ICT Academy website: <http://eict.iitg.ac.in/>

## Course Coordinators from Academy

- Prof. Ratnajit Bhattacharjee, Principal Investigator, E&ICT Academy, IIT Guwahati.
- Dr. Gaurav Trivedi, Co-Principal Investigator, E&ICT Academy, IIT Guwahati.

## Organising Committee from Dudhnoi College

- Dr. Lalit Ch. Rabha, Principal  
Ph. 8638103337, Email: [laliterabha@gmail.com](mailto:laliterabha@gmail.com)
- Dr. Bidyut Kalita, Coordinator  
Phone: 9435313586, Email: [kbidyut73@yahoo.in](mailto:kbidyut73@yahoo.in)
- Dr. Bharat Borah, Assistant Coordinator  
Phone: 8638688296, Email: [bharatborah@gmail.com](mailto:bharatborah@gmail.com)
- Mr. Dilip Hazarika, Assistant Coordinator  
Phone: 6000693907, Email: [hazarikadilip70@gmail.com](mailto:hazarikadilip70@gmail.com)

## Pre-requisites

- Laptop or Desktop
- Microsoft office
- Steady and high-speed internet connection
- Uninterrupted power backup

## How to Apply?

Online – The participants may log on to the E&ICT Academy, IIT Guwahati website: [http://eict.iitg.ac.in/faculty\\_development.html](http://eict.iitg.ac.in/faculty_development.html) and fill up the google doc application form. The link is also provided: <https://forms.gle/dpHW5abCdfcN1cwT6>

## Registration Fee

- Rs. 1000/- (Inclusive of GST) for Faculty, PhD Research Scholar

Mode of Payment: Online Only (NEFT/RTGS)

## For Online Transfer

Bank Name: State Bank of India  
Account Name: IIT Guwahati R and D E and ICT Academy  
Account No.: 36071160089  
IFSC Code: SBIN0014262  
Bank Name: State Bank of India  
Bank Address: IIT Guwahati, GHY- 39.

## Contact Hours for the Course

40 Hrs (Theory, Activities, Practices Session & Evaluation)



An Initiative of Ministry of Electronics & Information Technology (MeitY), Government of India



Electronics & ICT Academy  
IIT Guwahati, Assam



## Online

## 01 Week Faculty Development Programme

Imparting Online Teaching-Learning Methodology during COVID-19 Pandemic (26 May – 01 June, 2020)



Organized in Association with

IQAC, Dudhnoi College, Dudhnoi



&

Support from

SkillGym



Course Date: 26 May – 01 June, 2020  
Last Date of Registration: 21 May 2020  
(Online Registration Link will be open from 19/05/2020)  
Per Day Timing: 10:00 am - 01:00 pm & 03:00 pm – 05:00 pm

1st FDP: 26 May - 01 June.

E&ICT Academy  
Technology Complex  
Indian Institute of Technology Guwahati  
Near North Guwahati  
Amingaon Doul Gobinda Road, Amingaon  
Guwahati, Assam 781039

Date: 23/04/2020

**Sub: Request for organizing a week long workshop on the use of ICT.**

Dear Sir/Madam,

Accept heartfelt greetings from Dudhnoi College.

The present global crisis due to the pandemic Covid-19 and the corresponding worldwide lockdown once again reinforces the necessity to be skilled with the knowledge of using ICT by each and every teacher for uninterrupted teaching learning.

Dudhnoi College, hence, wishes to organize a workshop on this area in collaboration with your prestigious institution to help the teachers of its own as well as of the neighboring institutions to acquire this highly essential skill.

This is for your kind consideration.

**Thank you,**

With regards,

IQAC, Dudhnoi College

Dr. Bidyut Kalita

Dr. Bharat Borah

Mr. Dilip Hazarika

Office of the Principal

**DUDHNOI COLLEGE**

Dr. Lalit Ch. Rabha, M.A, Ph.D

Principal

E.mail:lalictcrabha@gmail.com

Mobile:8638103337

Website:www.dudhnoicollege.ac.in

To

Date:25/05/2020

Director

E&ICT Academy

Technology Complex

Indian Institute of Technology, Guwahati

Guwahati—781039

Sub: Confirmation Letter.

Sir/Madam,

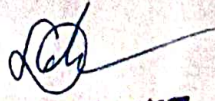
I confirm the collaboration of Dudhnoi College with E&ICT Academy of Indian Institute of Technology, Guwahati for another online FDP on use of ICT for smooth delivery of online classes during this global covid-19 crisis in the month of June 2020. I also give assurance for minimum participation of 25 participants for the programme.

Course Coordinator: Dr. Bidyut Kalita

Assistant Coordinator: 1. Dr. Bharat Borah

2. Mr. Dilip Hazarika

With Regards,

  
Principal & Secretary  
Dudhnoi College.

(D  
Principal,  
Dudhnoi College, Dudhnoi



Office of the Principal  
**DUDHNOI COLLEGE**

Dudhnoi, Goalpara, Assam-783124

*Dr. Lalit Chandra Rabha*, M.A., Ph. D.

Principal & Secretary

Tel. : 03663-281531 ( O )

Mobile : 8638103337

E-mail : lalitrabha@gmail.com

Website : www.dudhnoicollege.net

Ref.....

Date.....

To

Date:16/05/2020

Director

E&ICT Academy, Technology Complex

Indian Institute of Technology, Guwahati

Guwahati—781039

Sub: Confirmation Letter.

Sir/Madam,

I confirm the collaboration of IQAC, Dudhnoi College with E&ICT Academy of Indian Institute of Technology, Guwahati for the online FDP on "Imparting Online Teaching Learning Methodology During COVID-19 Pandemic/Crisis" from 26<sup>th</sup> May to 01 June 2020. I also give assurance for minimum participation of 20 participants for the programme.

Course Coordinator: Dr. Bidyut Kalita

Assistant Coordinator: Dr. Bharat Borah

With Regards,

(Dr. Lalit Ch. Rabha)

Principal,

Dudhnoi College, Dudhnoi  
Principal & Secretary  
Dudhnoi College.

**Please read the Instructions carefully**

**Instruction Set to be followed for the enrollment and attending the Online FDP organized by E&ICT Academy IIT Guwahati**

- A Google Classroom will be created for each Online FDP (2-3 days before the commencement of the session and after the last day of registration) where every participants need to join.
- A Whatsapp Group will also be created for each Online FDP (2-3 days before the commencement of the session after the last day of registration) where every participant will be asked to join. The link for joining the Whatsapp group will be shared through Email.
- All information regarding the online FDP will be updated in both Google Classroom and the Whatsapp Group.
- The session will be held using the Video Conferencing (VC) Application “Cisco WebEx Meeting”.
- The participants may join the session from Laptop/Desktop with Webcam. However, connecting via mobile phones will not be allowed.
- The link to download the WebEx Meeting Installer for PC will be shared with the participants. The same can be downloaded from <https://www.webex.com>
- A webinar will be held 2-3 days prior to the starting day of the FDP where all participants will be asked to join. The webinar will focus on demonstration of the WebEx Meeting Platform and the instructions and procedures the participants need to follow during the FDP sessions.
- The participants need to ensure proper data connectivity and sufficient bandwidth to run the WebEx Meeting Platform smoothly.
- Total 40 Hrs Course (7 days Programme) : 5 Hrs/day Module (May vary)

Expert Demonstration (Theory + Practical)	2 Hrs/day	5 Hrs/day *7 days = 35 Hrs
Theory Assessment and Doubt Clearance Session (Through Online Platform/Whatsapp/Google Classroom)	1 Hr/day	
Hands-on (Practice session for Participants)	2 Hrs/day	
Project/Assignment/Lab Assessment	5 Hrs	05 Hrs
<b>Total</b>		<b>40 Hrs</b>

- A WebEx Meeting link will be shared with participants prior to the beginning of the sessions. Participants need to join the session by visiting the link.
- The resource persons will in continuous contact with the participants during the Hands-on session. To save the use of surplus bandwidth, the participants may opt to be offline from the VC application during Hands-on sessions. However, to check the progress of the participants, the resource person or E&ICT IITG staff may randomly ask a participant to share his/her screen/application either in the VC application (if online) or in the WhatsApp group (if offline). If the participants are offline during this 2 Hrs of Hands-on session they need to be compulsory active in WhatsApp. Based on the activeness and performance in the Hands-on session, a grading weightage will be given.

## Electronics & ICT Academy IIT Guwahati

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Based on the performance in the Hands-on session, a grading weightage will be given.

- Continuous Monitoring and Assessment will be conducted by E&ICT Academy IIT Guwahati.
- The weightage of the Assessment (100 Marks) as follows:
  - Theory Assessment (MCQ/Descriptive) :30 Marks
  - Practical Assessment/Assignment/Activities :40 Marks
  - Classroom Attendance and Monitoring :15 Marks
  - Lab/Hands-on Attendance and Monitoring :15 Marks
- The theory assessment will be through Google Classroom (Google Quiz).
- For the Practical Assessment/Assignment/Activities, the participants need to prepare the complete report with steps and outputs within the stipulated time given and submit in the Google Classroom.
- In case of any query/problem/issue regarding the registration, you may email us at [cictacad@iitg.ac.in](mailto:cictacad@iitg.ac.in)/[cictacad@gmail.com](mailto:cictacad@gmail.com).

### Protocols to be followed while attending the session through Video Conferencing Application

- The participants need to input their **Full Name** and **registered Email ID** while joining to the VC application.
- The participants should attend the sessions individually. Two or more participants attending the sessions via a single system will not be allowed.
- The participants are requested to mute themselves for the session while the Resource Person is delivering.
- In case of any doubt/query, the participants may raise their issue in the Chat Box of the VC application or in the Whatsapp Group.
- The Resource Person shall try to address each and every query of the participants in the Chat Box. Additionally, if required the Resource Person may un-mute the participant or may give the privilege to share their screen for better understanding of the problem (only for that duration).
- The participants are requested to make a good practice of using the Chat Box to maintain the decorum of the classroom.
- The participants are also requested to put their Camera/Webcam turned ON for the entire session unless otherwise instructed by the resource person or E&ICT IITG staff to turn them OFF.

### Pre-requisites for the Course

- Laptop or Desktop with Webcam
- Operating systems windows 7/8/10
- Microsoft Office 2007 or higher
- Recommended to use latest version of Google Chrome/Mozilla Firefox Browser
- Steady and high-speed internet connection
- Uninterrupted power supply during the schedule 5 hours of the course.



## Electronics & ICT Academy IIT Guwahati

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### Incase of Poor Internet Connectivity

Please follow the below mentioned instructions if facing any issue during sessions in WebEx Meeting:

- **Choose voice over video**  
If you have a **poor internet connection**, turn your video off by clicking the camera icon from Desktop/Laptop.
- **Close other applications**  
All other unwanted applications can be closed and the background usage of data and Auto PC update can be off to ensure proper connection to WebEx Meeting Session. Moreover, all unwanted tabs can be closed from the browser.
- **Using downloaded presentation slides**  
The presentation slides will be shared with all the participants before the starting of the session and the same can be downloaded to their respective systems.  
In case the shared presentation window is not visible to a participant due to poor bandwidth; the participants can open the downloaded presentation slides from their own system while being in sync with the ongoing topic.







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26 May — 01 June, 2020.

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More

Meet

Start a meeting

Join a meeting

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### Request for organizing a week long workshop on the use of ICT.

**IQAC DUDHNOI COLLEGE** <iqacdudhnoicollege@gmail.com>

to eictacad, eictacad, pranjaleict

Date: 23/04/2020

E&ICT Academy  
Technology Complex  
Indian Institute of Technology Guwahati  
Near North Guwahati  
Amingaon Doul Gobinda Road, Amingaon  
Guwahati, Assam 781039

### Sub: Request for organizing a week long workshop on the use of ICT.

Dear Sir/Madam,

Accept heartfelt greetings from Dudhnoi College.

The present global crisis due to the pandemic Covid-19 and the corresponding worldwide I to be skilled with the knowledge of using ICT by each and every teacher for interrupted tea

ice, wishes to organize a workshop on this area in collaboration v well as of the neighboring institutions to acquire this highly essential s

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Start a meeting

Join a meeting

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Dear Sir/Madam,

Accept heartfelt greetings from Dudhnoi College.

The present global crisis due to the pandemic Covid-19 and the corresponding worldwide lockdown has made it difficult for teachers to be skilled with the knowledge of using ICT by each and every teacher for interrupted teaching.

Dudhnoi College, hence, wishes to organize a workshop on this area in collaboration with neighboring teachers of its own as well as of the neighboring institutions to acquire this highly essential skill.

This is for your kind consideration.

Thank you,

With regards,

IQAC, Dudhnoi College

Dr. Bidyut Kalita

Mr. Dilip Hazarika

Dr. Bharat Borah



ICT ACADEMY <eictacad@gmail.com>



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Compose

Inbox

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More

Meet

Start a meeting

Join a meeting

Hangouts



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# Fwd: Proposal to organize a 01 week(07 Day) Online FDP prog



**EICT ACADEMY** <eictacad@gmail.com>

to me

----- Forwarded message -----

From: **EICT ACADEMY** <eictacad@gmail.com>

Date: Fri, May 15, 2020, 7:03 PM

Subject: Proposal to organize a 01 week(07 Day) Online FDP program at Dudhnoi College

To: <bharatborah@gmail.com>, <iqacdudhnoicollege@gmail.com>

Dear Sir,

Thank your kind support. As suggested by you, the proposed date for the Online FDP is 26 May-01 June during COVID-19 pandemic/crisis ". Requested to please confirm the proposal in the institute letter to your Institute.

**Registration fees details (for 40 hrs course) is provided below:**

Rs. 1000/- for Faculty, Research Scholar. On daily basis we will have 5 hrs (03 of Theory and 02 hrs of project work.

The following are the support needed from the host institute for further Instruction to the participants:-

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ould attend the class online and should have laptop in working condition. ould be familiar with the basic operation of laptop.

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PHONE NO.: +91 7000302133  
+91 361 258 3182

Inbox

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**\*\*\*Please don't print this e-mail unless you really need to. Save paper. Save Environment.**

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**EICT ACADEMY** <eictacad@gmail.com>

to Bharat, Feroza, me

Dear Sir,

Requested to please find the brochure and schedule attached herewith and confirm.

Regards,

On Sat, May 16, 2020 at 4:11 PM Bharat Borah <bharatborah@gmail.com> wrote:

Dear Sir/Madam,

Accept heartfelt greetings from Dudhnoi College.

I am attaching herewith the Confirmation letter and College information details for the faculty development initiative and support for the same.

Thanking you,

With Regards,  
Bharat Borah  
Dudhnoi College

Meet

Start a meeting

Join a meeting

Hangouts



IQAC



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NO RECENT CHATS

Start a new one

Small footer text and icons including a QR code and contact information.

Electronic & ICT Academy logo and contact details: Phone No: +91 7000302133, Website: www.eictacad.com, Address: Dudhnoi College, Dudhnoi, Assam, Pin 781039.

## Course Objective

Due to COVID 19, teachers are faced with a daunting task to conduct classes. There are several ways teachers can utilise the technology and resources already available to support online learning and ensure students still receive a quality education. To design your class interesting and to unleash the advantages of educational technology – may it be a complete online or blended, this programme will take you on a journey of “New Era Teaching”.

In this workshop we will explore how online learning takes places, how to design your lesson, using various online tools for conducting activities and tracking the performance of the students.

## Course Outcome

At the end of the programme teachers will be able to:

- Understand online teaching & learning methods, platforms, tools, and resources
- Design lesson plan for distance learning
- Track the performance of the students using various online tools
- Database creation using Microsoft Excel

## Activities & Project

- During the course of this programme, participants will be given group and individual projects to work on ranging from designing lesson plan, to working on Microsoft office.
- Evaluation based on MCQ and Assignments.

## Who Can Attend?

- Faculty and PhD Research Scholar

## Contact Details

Project Manager,  
E&ICT Academy, IIT Guwahati  
Email: [eictacad@iitg.ac.in](mailto:eictacad@iitg.ac.in), [eictacad@gmail.com](mailto:eictacad@gmail.com)  
[eictinfo.iitg@gmail.com](mailto:eictinfo.iitg@gmail.com)

Follow us on: [www.facebook.com/eictacadguwahati/](http://www.facebook.com/eictacadguwahati/)



For details of the programme and course contents etc., please log on to Electronics and ICT Academy website:  
<http://eict.iitg.ac.in/>

## Course Coordinators from Academy

- Prof. Ratnajit Bhattacharjee, *Principal Investigator, E&ICT Academy, IIT Guwahati.*
- Dr. Gaurav Trivedi, *Co-Principal Investigator, E&ICT Academy, IIT Guwahati.*

## Organising Committee from Dudhnoi College

- Dr. Lalit Ch. Rabha, *Principal*  
Ph. 8638103337, Email: [laliticrabha@gmail.com](mailto:laliticrabha@gmail.com)
- Dr. Bidyut Kalita, *Coordinator*  
Phone: 9435313586, Email: [kbidyut73@yahoo.in](mailto:kbidyut73@yahoo.in)
- Dr. Bharat Borah, *Assistant Coordinator*  
Phone: 8638688296, Email: [bharatborah@gmail.com](mailto:bharatborah@gmail.com)
- Mr. Dilip Hazarika, *Assistant Coordinator*  
Phone: 6000693907, Email: [hazarikadilip70@gmail.com](mailto:hazarikadilip70@gmail.com)

## Pre-requisites

- Laptop or Desktop
- Microsoft office
- Steady and high-speed internet connection
- Uninterrupted power backup

## How to Apply?

Online – The participants may log on to the E&ICT Academy, IIT Guwahati website:  
[http://eict.iitg.ac.in/faculty\\_development.html](http://eict.iitg.ac.in/faculty_development.html) and fill up the google doc application form. The link is also provided:  
<https://forms.gle/dpHW5abCdJcN1cwT6>

## Registration Fee

- Rs. 1000/- (Inclusive of GST) for Faculty, PhD Research Scholar

**Mode of Payment: Online Only (NEFT/RTGS)**

## For Online Transfer

Bank Name: State Bank of India  
Account Name: IIT Guwahati R and D E and ICT Academy  
Account No.: 36071160089  
IFSC Code: SBIN0014262  
Bank Name: State Bank of India  
Bank Address: IIT Guwahati, GHY- 39.

Contact Hours for the Course

40 Hrs (Theory, Activities, Practices Session & Evaluation)



An Initiative of Ministry of Electronics & Information Technology (MeitY), Government of India



Electronics & ICT Academy  
IIT Guwahati, Assam



Online

01 Week Faculty Development Programme

Imparting Online Teaching-Learning Methodology during COVID-19 Pandemic (26 May – 01 June, 2020)



Organized in Association with  
Dudhnoi College, Dudhnoi

&  
Support from  
SkillGym

**SKILLGym**



Course Date: 26 May – 01 June, 2020

Last Date of Registration: 21 May 2020

(Online Registration Link will be open from 19/05/2020)

Per Day Timing: 10:00 am - 01:00 pm & 03:00 pm – 05:00 pm



**Online Faculty Development Programme on  
 "Imparting Online Teaching-Learning Methodology during COVID-19 Pandemic"**

Date: 26 May – 01 June, 2020

Venue: Dudhnoi College, Dudhnoi

Date	Time	Topic
<b>Day-1</b> (26-05-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>• Introduction to online teaching &amp; learning</li> <li>• Overview and understanding platforms, tools, and resources</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Shifting from classroom to online: Benefits of ICT in teaching and learning
<b>Day-2</b> (27-05-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>• Methods and tools: Instructional Design and lesson planning for distance learning</li> <li>• Practicum: Lesson planning</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul style="list-style-type: none"> <li>• Designing activities for interactivity and engagement</li> </ul>
<b>Day-3</b> (28-05-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>• Building interactive lessons</li> <li>• Blending synchronous and asynchronous learning modes in lessons</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul style="list-style-type: none"> <li>• Designing individual and group work</li> <li>• Assessing, measuring, tracking, and communicating student progress</li> </ul>
<b>Day-4</b> (29-05-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>• Practicum: Applying platforms and tools to lessons-- MS Office, google classroom, pathshala, etc.</li> <li>• Teaching &amp; student engagement techniques: Delivering an online lesson</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul style="list-style-type: none"> <li>• Practice – hands-on : MS Office, google classroom,</li> </ul>
<b>Day-5</b> (30-05-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>• Teaching &amp; student engagement techniques: Delivering an online lesson</li> <li>• Delivering feedback and encouraging participants</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul style="list-style-type: none"> <li>• Feedback and growth plan for teachers</li> </ul>
<b>Day-6</b> (31-05-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>• Practicum: Delivering an interactive lesson</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Practice – hands- on training
<b>Day-7</b> (01-06-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>• How to create database creation using Microsoft Excel</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm – 03:00 pm	Break
	03:00 pm – 05:00 pm	<ul style="list-style-type: none"> <li>• Practice – hands- on training</li> </ul> Valedictory

**\*\* 5 Hrs of Project**

\*\*\*\*\*



ict academy

Compose

• Schedule

Inbox

74

## Stay Home Stay Safe

Starred

Snoozed

Thanks & Regards,

Sent

Drafts

6



**EICT ACADEMY** <eictacad@gmail.com> (sent by eictacadteam@gmail.com)

to me

More

Dear Sir,

Meet

In continuation to the mail, we request you to please share the following detail for the preparation of broch

Start a meeting

Join a meeting

1. HD Logo
2. Signatory Authority Detail along with Digital Signature
3. Coordinator Detail with contact number and email Id.

Hangouts



IQAC

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Thanks & Regards

—  
E&ICT Academy,  
Indian Institute of Technology Guwahati,  
Email: [eictacad@iitg.ac.in](mailto:eictacad@iitg.ac.in), [eictacad@gmail.com](mailto:eictacad@gmail.com)  
Phone No.: +91 7086502139

182

Enable desktop notifications for Gmail. OK No thanks

Save e-mail unless you really need to. Save paper. Save Environment.

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Address	Salutation	Full Name
ratborah@gmail.com	Dr.	Bharat Borah
nditaborbora@gmail.com	Ms.	Bondita Borbora
azarikadilip70@gmail.com	Mr.	DILIP HAZARIKA
mridulduttamc@gmail.com	Mr.	Mridul Dutta
lynso.timungpi@gmail.com	Ms.	Linso Timungpi
gautamnath237@gmail.com	Mr.	SOUMIN NATH
diptib150@gmail.com	Dr.	DIPTI BAISHYA
gogoimonoj123@gmail.com	Dr.	Monoj Gogoi
Chuitytez@gmail.com	Ms.	Chuity Borah
kalitabid73@gmail.com	Dr.	Bidyut kalita
legacy0077@gmail.com	Mr.	Sandipan Pathok
jaya.das1003@gmail.com	Dr.	Jaya Das
jagabandhukalita@gmail.com	Mr.	Jagabandhu kalita
kamalkrishnarajbongshi@gmail.com	Mr.	Kamal Krishna Rajbongshi
dipanjalimld@gmail.com	Dr.	Dr Dipanjali Devi
pradipdas1965@gmail.com	Dr.	Dr. PRADIP DAS
rrrdudhnoi@mail.com	Mr.	RAJA RAM RABHA
subhaschandrabarman72@gmail.com	Mr.	SUBHAS CHANDRA BARI
thomson.fernandes@wilsoncollege.edu	Dr.	Thomson Anthony Fernanc
bapukan.pol@gmail.com	Mr.	Bapukan Saikia
mridutpalg90@gmail.com	Dr.	Mridutpal Goswami
gavsker4@gmail.com	Dr.	KAPIL KUMAR GAVSKER
aalifhasan7@gmail.com	Ms.	Shumayela Hasan
jitumanipathak26@gmail.com	Mr.	Jitumani Pathak
shivangi.barola19@gmail.com	Ms.	Shivangi Barola
hargobindadeka67@gmail.com	Mr.	Hargobinda Deka



Date of Birth

Category

Gender

Name of Institute/Organiza

01-03-84 General

Male

Dudhnoi College

01-09-84 General

Female

Dudhnoi College

07-11-88 OBC/MOBC

Male

Dudhnoi College

03-01-83 OBC/MOBC

Male

Dudhnoi College

17-11-20 ST

Female

Dudhnoi College

31-12-92 OBC/MOBC

Male

DUDHNOI COLLEGE

25-05-84 SC

Female

Dudhnoi College

11-05-71 OBC/MOBC

Male

Dudhnoi College

12-12-93 OBC/MOBC

Female

Dudhnoi College

02-01-73 General

Male

Dudhnoi college

04-09-90 General

Male

Dudhnoi College

10-03-84 SC

Female

Dudhnoi College

15-02-63 General

Male

Dudhnoi College

01-04-66 OBC/MOBC

Male

Dudhnoi College

01-02-81 General

Female

Dudhnoi College

12/1/0655

General

Male

Dudhnoi College

01-01-70 ST

Male

DUDHNOI COLLEGE, DUI

27-07-64 OBC/MOBC

Male

DUDHNOI COLLEGE

26-06-88 General

Male

Wilson College

01-10-92 OBC/MOBC

Male

Jawaharlal Nehru College,

27-08-84 General

Male

Dudhnoi College

01-01-86 SC

Male

Ravenshaw University, Cu

07-04-85 General

Female

The Bhopal School of Soci

12-02-75 General

Male

Dudhnoi College

19-02-93 General

Female

Pacific University

01-08-67 General

Male

Dudhnoi College

Address of the Institution/C City/Town/Village	Postal Code	State
GOALPARA, Assam	GOALPARA	
Dudhnoi, Dist: Goalpara, A	Dudhnoi	783124 Assam
Dudhnoi	Goalpara	783124 Assam
Dudhnoi College	Dudhnoi	783124 Assam
Dudhnoi, Goalpara	Dudhnoi	783124 Assam
DUDHNOI COLLEGE, DUI	DUDHNOI	783124 Assam
Dudhnoi	Goalpara	783124 ASSAM
Dudhnoi, Goalpara, Assam	Town	783124 Assam
Dudhnoi, Goalpara, Assam	Dudhnoi	783124 Assam
Dudhnoi	Dudhnoi	783124 Assam
Dudhnoi	Dudhnoi	783124 Assam
Dudhnoi, Goalpara	Dudhnoi	783124 Assam
Dudhnoi, Goalpara	Dudhnoi	783124 Assam
Dudhnoi, Goalpara, Assam	Dudhnoi	783124 Assam
Dudhnoi, goalpara	goalpara	783124 Assam
Dudhnoi College, PO. Dud	Dudhnoi	780124 assam
DUDHNOI	DUDHNOI	783124 ASSAM
DUDHNOI, DIST-GOALPA	DUDHNOI	783124 ASSAM
Chowpatty, Charni Road	Mumbai	400007 Maharashtra
Jawaharlal Nehru College, Boko		781123 Assam
Dudhnoi College, Goalpara	Dudhnoi	783124 Assam
College Square	Cuttack	753003 Odisha
BSSS, near railway DRm ,	Bhopal	462022 Madya Pradesh
Dudhnoi, Goalpara	Dudhnoi	783124 Assam
Pacific University, Udaipur	Udaipur	313001 Rajasthan
Dudhnoi, Assam	Dudhnoi	783124 Assam

Department/Center	WhatsApp Contact Number	Designation	Highest Qualification
Mathematics	8638688296	Assistant Professor	Ph.D
Political Science	7896193922	Assistant Professor	Mphil
English	08472930824	Assistant Professor	Master Degree
Mathematics	9864409947	Assistant Professor	M.Sc. M-Phill
Department of Geography	8011813362	Assistant Professor	Masters Degree
BOTANY	8638921465	Assistant Professor	M.Phil
Economics	9435605207	Assistant Professor	PhD
Anthropology	7002777137	Associate Professor	PhD
Assamese	8876477301	Assistant Professor	M.Phil
Mathematics	9435313586	Assistant Professor	Ph.D
History	8486012006	Assistant Professor	M.A. in Modern Indian Hist
Anthropology	9854139336	Assistant Professor	Ph.D
Education	9508116316	Assistant Professor	M phil
Geography	7086843510	Assistant Professor	MA
economics dept	9854038416	Assistant Professor	MA, PhD
Chemistry	+91943511624	Associate Professor	MSc, PhD
ASSAMESE	8720908249	Assistant Professor	MA
ECONOMICS	9435974525	Assistant Professor	M.A, M.Phil
Chemistry	8082040315	Assistant Professor	Ph.D.
Political Science	8486083774	Assistant Professor	M.Phil.
History	7002335218	Assistant Professor	Ph.D
Applied Geography	8249212108	Assistant Professor	Ph.D.
Humanities	9754934504	Assistant Professor	M A Economics
Anthropology	9854018117	Assistant Professor	M.A.
Udaipur	8302938810	Assistant Professor	PhD pursuing
History	09706876542	Assistant Professor	MA, MPhil

Transaction Mode	Transaction ID	Transaction Amount
IMPS	IHM6983438	1000
NEFT	ref#IHM6986376	Rs. 1000/-
NEFT	IHM6991722 (quick transfe	1000
IMPS	IHM6994908	1000
Google Pay/BHIM/PayTM	P20051914534477150784	1000
Google Pay/BHIM/PayTM	P20051915032362311446	1000
Google Pay/BHIM/PayTM	014014192828	1000
IMPS	IHM6999566	1000
Google Pay/BHIM/PayTM	014016570515	RS 1000
IMPS	IHM6995730	1000
Google Pay/BHIM/PayTM	014019895048	1000
IMPS	IMPS014020322783	1000
Google Pay/BHIM/PayTM	014019328860	1000
Google Pay/BHIM/PayTM	014021485145	1,000
Bank Transfer (Cash Depc SBILT1905202021521445:		1000
Bank Transfer (Cash Depc IHM7012262	1000/-	
Google Pay/BHIM/PayTM	014108184436	1000
Bank Transfer (Cash Depc UA0273228002		1000
IMPS	014113602217	1000
Google Pay/BHIM/PayTM	014114711331	1000
Bank Transfer (Cash Depc	49209065	1000
Bank Transfer (Cash Depc IHM7057066		1000
NEFT	N141201139803135	1000

# Electronics & ICT Academy

(Under Ministry of Electronics and Information Technology (MeitY), Govt. of India)

Indian Institute of Technology Guwahati, Guwahati, Assam, Pin 781039

Phone: +91-361-2583182, +91-7086502139.

Email: eictacad@iitg.ac.in, eictacad@gmail.com



## Online Faculty Development Programme on "Imparting Online Teaching-Learning Methodology during COVID-19 Pandemic"

Date: 26 May – 01 June, 2020

Venue: Dudhnoi College, Dudhnoi

Date	Time	Topic
Day-1 (26-05-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"><li>• Introduction to online teaching &amp; learning</li><li>• Overview and understanding platforms, tools, and resources</li></ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Shifting from classroom to online: Benefits of ICT in teaching and learning
Day-2 (27-05-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"><li>• Methods and tools: Instructional Design and lesson planning for distance learning</li><li>• Practicum: Lesson planning</li></ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul style="list-style-type: none"><li>• Designing activities for interactivity and engagement</li></ul>
Day-3 (28-05-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"><li>• Building interactive lessons</li><li>• Blending synchronous and asynchronous learning modes in lessons</li></ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul style="list-style-type: none"><li>• Designing individual and group work</li><li>• Assessing, measuring, tracking, and communicating student progress</li></ul>
Day-4 (29-05-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"><li>• Practicum: Applying platforms and tools to lessons-- MS Office, google classroom, pathshala, etc.</li><li>• Teaching &amp; student engagement techniques: Delivering an online lesson</li></ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul style="list-style-type: none"><li>• Practice – hands-on : MS Office, google classroom,</li></ul>
Day-5 (30-05-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"><li>• Teaching &amp; student engagement techniques: Delivering an online lesson</li><li>• Delivering feedback and encouraging participants</li></ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul style="list-style-type: none"><li>• Feedback and growth plan for teachers</li></ul>
Day-6 (31-05-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"><li>• Practicum: Delivering an interactive lesson</li></ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Practice – hands- on training
Day-7 (01-06-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"><li>• How to create database creation using Microsoft Excel</li></ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul style="list-style-type: none"><li>• Practice – hands- on training</li></ul> Valedictory

**\*\* 5 Hrs of Project**

\*\*\*\*\*

2nd FDP : 22-29 June.

9/14/2020

Gmail - Proposal to organize a 01 week Online FDP program in association Dudhnoi College



Bharat Borah <bharatborah@gmail.com>

## Proposal to organize a 01 week Online FDP program in association Dudhnoi College

Sun, May 24, 2020 at 1:20 PM

EICT ACADEMY <eictacad@gmail.com>

To: bharatborah@gmail.com, iqacdudhnoicollege@gmail.com

Cc: PUBALEE <pubalee\_eict@md.iitg.ac.in>, PRANJAL <pranjaleict@md.iitg.ac.in>

Dear Sir,

Thank you for your kind support. As suggested by you, the proposed date for the Online FDP is 22-29 June 2020 on " Imparting Online Teaching learning Methodology during COVID-19 pandemic/crisis ". Requested to please confirm the proposal in the institute letterhead if possible and assurance to provide minimum 20 participants from your Institute.

### Registration fees details (for 40 hrs course) is provided below:

Rs. 1000/- for Faculty, Research Scholar. On daily basis we will have 5 hrs (03 hrs of Theory and 02 hrs of Hands-on/Evaluation) of interaction session for 07 days and 05 hrs of project work on 8th day.

The following are the support needed from the host institute for further Instruction to the participants:-

- Each participant would attend the class online and should have laptop in working condition.
- The participant should be familiar with the basic operation of laptop.

Also requested to assign one course coordinator for the seamless organization of the course.

We request you to please confirm. We will share the following details on confirmation:

- Draft Brochure Copy
- Registration Link
- Schedule

Stay Home Stay Safe

Thanks & Regards,



## Electronics & ICT Academy IIT Guwahati

(An Initiative of Ministry of Electronics & Information Technology (MeitY), Government of India)

### Important Instructions for filling the Online Registration Form

Please read instructions carefully before filling the form

1. Please provide your Gmail address
2. Please provide WhatsApp Contact Number (if available) [Important instructions regarding the FDP will be shared in WhatsApp]
3. Please keep the following documents ready for upload (*Maximum allowed file size upto 1 MB*)
  - Passport size Photograph (Image / PDF File Only)
  - Valid Institutional Photo ID Card (Image / PDF File Only)
  - NEFT/ RTGS / IMPS Transaction Receipt (Image / PDF File Only)
  - Caste Certificate applicable in case of SC/ST participants (Image / PDF File Only)

Please name the files to be uploaded as "**FirstName\_DocumentType.extension**"

For example: If your name is **Ajay Mishra**, then the files to be uploaded should have file names as:

- "ajay\_photo.jpg" or "ajay\_photo.pdf": *Recent Passport Size Photograph (Image / PDF Only)*
- "ajay\_IDproof.jpg" or "ajay\_IDproof.pdf": *Valid Institute/Organization ID (Image / PDF File Only)*
- "ajay\_receipt.jpg" or "ajay\_receipt.pdf": *Transaction Receipt (Image / PDF File Only)*
- "ajay\_caste.jpg" or "ajay\_caste.pdf": *Caste Certificate [applicable to participants belonging to SC/ST category]*

**Note:** Registration form missing any of the above mentioned documents will be summarily rejected.

4. Before filling the registration form, kindly make the payment in the below mentioned account details and keep the copy of the transaction receipt for uploading.

**For Online Transfer, Mode of Payment: Online Only (NEFT/RTGS/IMPS)**

Bank Name: State Bank of India

Account Name: IIT Guwahati R and D E and ICT Academy

Account No.: 36071160089

IFSC Code: SBIN0014262

Bank Name: State Bank of India

Bank Address: IIT Guwahati, GHY- 39



# Electronics & ICT Academy

(Under Ministry of Electronics and Information Technology (MeitY), Govt. of India)

Indian Institute of Technology Guwahati, Guwahati, Assam, Pin 781039

Phone: +91-361-2583182, +91-7086502139.

Email: eictacad@iitg.ac.in, eictacad@gmail.com



## Online Faculty Development Programme on "Imparting Online Teaching-Learning Methodology during COVID-19 Pandemic"

Date: 22 – 29 June, 2020

Date	Time	Topic
Day-1 (22-06-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>Introduction to online teaching &amp; learning</li> <li>Overview and understanding platforms, tools, and resources</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Shifting from classroom to online: Benefits of ICT in teaching and learning
Day-2 (23-06-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>Methods and tools: Instructional Design and lesson planning for distance learning</li> <li>Practicum: Lesson planning</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul style="list-style-type: none"> <li>Designing activities for interactivity and engagement</li> </ul>
Day-3 (24-06-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>Building interactive lessons</li> <li>Blending synchronous and asynchronous learning modes in lessons</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul style="list-style-type: none"> <li>Designing individual and group work</li> <li>Assessing, measuring, tracking, and communicating student progress</li> </ul>
Day-4 (25-06-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>Practicum: Applying platforms and tools to lessons-- MS Office, google classroom, pathshala, etc.</li> <li>Teaching &amp; student engagement techniques: Delivering an online lesson</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul style="list-style-type: none"> <li>Practice – hands-on : MS Office, google classroom,</li> </ul>
Day-5 (26-06-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>Teaching &amp; student engagement techniques: Delivering an online lesson</li> <li>Delivering feedback and encouraging participants</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul style="list-style-type: none"> <li>Feedback and growth plan for teachers</li> </ul>
Day-6 (27-06-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>Practicum: Delivering an interactive lesson</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Practice – hands- on training
Day-7 (28-06-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>How to create database creation using Microsoft Excel</li> </ul>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm – 03:00 pm	Break
	03:00 pm – 05:00 pm	<ul style="list-style-type: none"> <li>Practice – hands- on training</li> </ul>
Day-8 (29-06-2020)	10:00 am - 01:00 pm	Project Work
	01:00 pm – 03:00 pm	<ul style="list-style-type: none"> <li>Break</li> </ul>
	03:00 pm – 04:30 pm	Project Work Submission
	04:30 pm – 05:00 pm	Valedictory

\*\*\*\*\*



## Course Objective

Due to COVID 19, teachers are faced with a daunting task to conduct classes. There are several ways teachers can utilise the technology and resources already available to support online learning and ensure students still receive a quality education. To design your class interesting and to unleash the advantages of educational technology – may it be a complete online or blended, this programme will take you on a journey of “New Era Teaching”.

In this workshop we will explore how online learning takes places, how to design your lesson, using various online tools for conducting activities and tracking the performance of the students.

## Course Outcome

At the end of the programme teachers will be able to:

- Understand online teaching & learning methods, platforms, tools, and resources
- Design lesson plan for distance learning
- Track the performance of the students using various online tools
- Database creation using Microsoft Excel

## Activities & Project

- During the course of this programme, participants will be given group and individual projects to work on ranging from designing lesson plan, to working on Microsoft office.
- Evaluation based on MCQ and Assignments.

## Who Can Attend?

- Faculty and PhD Research Scholar

## Contact Details

Project Manager,  
E&ICT Academy, IIT Guwahati  
Email: [eictacad@iitg.ac.in](mailto:eictacad@iitg.ac.in), [eictacad@gmail.com](mailto:eictacad@gmail.com)  
[eictinfo.iitg@gmail.com](mailto:eictinfo.iitg@gmail.com)

Follow us on: [www.facebook.com/eictacadguwahati/](https://www.facebook.com/eictacadguwahati/)



For details of the programme and course contents etc., please log on to Electronics and ICT Academy website: <http://eict.iitg.ac.in/>

## Course Coordinators from Academy

- Prof. Ratnajit Bhattacharjee, *Principal Investigator, E&ICT Academy, IIT Guwahati.*
- Dr. Gaurav Trivedi, *Co-Principal Investigator, E&ICT Academy, IIT Guwahati.*

## Organising Committee from Dudhnoi College

- Dr. Lalit Ch. Rabha, *Principal*  
Ph. 8638103337, Email: [lalitrabha@gmail.com](mailto:lalitrabha@gmail.com)
- Dr. Bidyut Kalita, *Coordinator*  
Phone: 9435313586, Email: [kbidyut73@yahoo.in](mailto:kbidyut73@yahoo.in)
- Dr. Bharat Borah, *Assistant Coordinator*  
Phone: 8638688296, Email: [bharatborah@gmail.com](mailto:bharatborah@gmail.com)
- Mr. Dilip Hazarika, *Assistant Coordinator*  
Phone: 6000693907, Email: [hazarikadilip70@gmail.com](mailto:hazarikadilip70@gmail.com)

## Pre-requisites

- Laptop or Desktop
- Microsoft Office
- Steady and high-speed internet connection
- Uninterrupted power backup

## How to Apply?

Online – The participants may log on to the E&ICT Academy, IIT Guwahati website: [http://eict.iitg.ac.in/faculty\\_development.html](http://eict.iitg.ac.in/faculty_development.html) and fill up the google doc application form.

## Registration Fee

- Rs. 1000/- (*Inclusive of GST*) for Faculty, PhD Research Scholar

**Mode of Payment: Online Only (NEFT/RTGS)**

### For Online Transfer

Bank Name: State Bank of India  
Account Name: IIT Guwahati R and D E and ICT Academy  
Account No.: 36071160089  
IFSC Code: SBIN0014262  
Bank Name: State Bank of India  
Bank Address: IIT Guwahati, GHY- 39.

### Contact Hours for the Course

40 Hrs (Theory, Activities, Practices Session & Evaluation)



An Initiative of Ministry of Electronics & Information Technology (MeitY), Government of India



Electronics & ICT Academy  
IIT Guwahati, Assam



Online

01 Week Faculty Development Programme

Imparting Online Teaching-Learning Methodology during COVID-19 Pandemic  
(22 – 29 June, 2020)



Organized in Association with

IQAC, Dudhnoi College, Dudhnoi



&  
Support from  
SkillGym



Course Date: 22– 29 June, 2020

Last Date of Registration: 15 May 2020

(Online Registration Link will be open from 01/06/2020)

Per Day Timing: 10:00 am - 01:00 pm & 03:00 pm – 05:00 pm

No.	Salutation	Full Name
1	Mr.	M MOSES DEVAPRASANNA
2	Ms.	Harsha Avinash Bhute
3	Ms.	Anamika Adhikari
4	Mr.	Nitul Hazarika
✓5	Ms.	RASHMI SARKAR
6	Ms.	BANASHRI RABHA
✓7	Dr.	Abul Hossain
8	Mr.	MANIK NARZARY
9	Dr.	Ashish Paul
10	Ms.	Ritamoni Chutia
11	Dr.	Dr Alaka Das
12	Dr.	Ruchi Jain
13	Ms.	ARCHANA DEVI
14	Ms.	Trishna Barman
15	Dr.	ANUP HAZARIKA
16	Dr.	Sarujinee Gogoi
17	Dr.	Kavita Tak
18	Ms.	Dimpy Das
19	Ms.	Moon Moon Roy
20	Dr.	Banamali Nath
21	Ms.	Rina Deka
✓22	Mr.	Bhaskar Pathak
23	Dr.	Dr.Akshay Kumar Haloi
24	Dr.	Anusha Agarwal
25	Dr.	Charu chaudhry
✓26	Dr.	Nilamani Dutta
27	Dr.	Yashu Verma

Name of Institute/Organization
Industhan Institute of Technology
Sinhgad Academy of Engineering, Kondhwa, Pune
Majuli College
Purbanchal College, Silapathar
Dudhnoi College
HABRAGHAT COLLEGE
Dudhnoi College
Fakiragram College, Fakiragram
Cotton University
Sapekhati College
Kumar Bhaskar Varma Sanskrit and Ancient Studies University
S.S. Jain Subodh Girls P.G. College, Sanganer, Jaipur
DUDHNOI COLLEGE, DUDHNOI
Goalpara College, Goalpara
NORTH GAUHATI COLLEGE
Barnagar College
S.S. Jain Subodh Girls P.G. College, Sanganer, Jaipur
Puthimari College
Bineswar Brahma Engineering College
Chhaygaon college
Pub kamrup College
Dudhnoi College
Bhattadev University, Bajali
Institute of Technology & Science
Institute of Technology and Science
Dudhnoi College
Bhilai Institute of Technology

Address of the Institution/Organization
Shakkalmandapam
No.42/2/2+3,Near PMC Octroi Post Kondhwa Saswad Road, Kondhwa(Bk),Pune
Majuli
Silapathar
Dudhnoi, Goalpara-783124, Assam
KRISHNAI, GOALPARA
Dudhnoi
PO & PS - Fakiragram Dist- Kokrajhar
Panbazar
Dist Charaideo, pin 785692
Namati village, Nalbari, Assam, 781337, India
Old Airport Road, Near IIHMR, Budhsinghpura, Sanganer, Jaipur
DUDHNOI COLLEGE, DUDHNOI, GOALPARA
Goalpara, Assam
COLLEGE NAGAR
Barnagar College, Sorbhog
Airport Road, Terminal 1, Sanganer, Jaipur, Rajasthan
Puthimari, Sonaswar, Kamrup, Assam
Bijuleebari, Chandrapara, Kokrajhar, Assam
Chhaygaon, kamrup
Pub Kamrup College,Baihata Chariali Dist. Kamrup Assam
Dudhnoi
Pathsala,Barpeta District.Assam,781325
Mohan Nagar, G.T.Road
Mohan Nagar, ghaziabad
Dudhnoi, Goalpara
Bhilai Institute of Technology, Durg

Town/Village	Postal Code	State	Department/Center
Chennai	641032	Tamilnadu	Aeronautical
Pune	411048	Maharashtra	Computer Engineering
Tezpur	785001	Assam	Political Science
Dhemaji	787059	Assam	Philosophy
Guwahati	782402	ASSAM	GEOGRAPHY
KRISHNAI	783126	ASSAM	ASSAMESE
Dudhnoi	783124	Assam	Chemistry
Fakiragram	783345	Assam	Bodo
Guwahati	781001	Assam	Mathematics
Sapekhati	785692	Assam	Deptt of English
Baihata Chariali	781381	Assam	Education
Jaiy	302029	Rajasthan	Chemistry
DUDHNOI	783124	Assam	EDUCATION
Goalpara	783101	Assam	Zoology
KAMRUP	781031	Assam	ANTHROPOLOGY
Sorbhog	781317	Assam	Mathematics
Jaipur	302029	Rajasthan	Economics
Soneswar	781380	Assam	History
Kokrajhar	783370	Assam	Mathematics
Chhaygao n	781124	Assam	Mathematics
Guwahati	781381	Assam	Mathematics
Dudhnoi	783124	Assam	Zoology
Pathsala	781325	Assam	Zoology
Ghaziabad	201002	Uttar Pradesh	Management
Ghaziabad	201007	Uttar Pradesh	Management
Dudhnoi	783124	Assam	Philosophy
DURG	491001	CHHATTISGARH	Applied Chemistry

Primary Contact Number	WhatsApp Contact Number	Designation
9566715025	9566715025	Associate Professor
9422844610	9422844610	Assistant Professor
8876507174	8876507174	Assistant Professor
6001935483	9954332182	Assistant Professor
9435530541	9085337120	Assistant Professor
9101432957	9101432957	Assistant Professor
8638897375	9435024687	Associate Professor
7002623297	9864214762	Assistant Professor
7002958863	7002958863	Assistant Professor
9101254718	9101254718	Assistant Professor
09435398301	09435398301	Associate Professor
9829600900	9829600900	Assistant Professor
8638745132	8638745132	Assistant Professor
7086556841	7086556841	Assistant Professor
8812090704	8812090704	Assistant Professor
7005695862	7005695862	Assistant Professor
9414204771	9414204771	Assistant Professor
8876978534	8876978534	Assistant Professor
8826194552	8826194552	Assistant Professor
9957870639	9957870639	Assistant Professor
8761935224	8761935224	Associate Professor
9707271107	9707271107	Assistant Professor
9707701839	9707701839	Assistant Professor
09810702353	9810702353	Associate Professor
9818561970	9818561970	Assistant Professor
8638464663	8638464663	Assistant Professor
9425556307	9425556307	Assistant Professor

ighest Qualification
M.E.
ME Computer Engg (Computer Networks)
M.A, Mphil
M.A, M.Phil
M.A., M.Phil
MA
M.Sc, Ph.D
MA
Ph.D.
M. Phil
PhD
Ph.D
Masters in Education
MSc
MSC. PhD
PhD
Ph.D.
M. A in Modern Indian History
M. Sc., M. Phil.
Ph.D
MSc
<u>M.SC</u>
M.Sc., Ph.D.
Ph.D
Phd
PhD
Ph.d





Office of the Principal

Tel. : 03663-295717 ( O )

# DUDHNOI COLLEGE

Mobile : 8638103337

Dudhnoi, Goalpara, Assam-783124

E-mail : lalitcrabha@gmail.com

Website : www.dudhnoicollege.net

*Dr. Lalit Chandra Rabha* , M.A., Ph. D.

Principal & Secretary



Ref .....No:DC/Misc/2021/6120

Date 01-11-2021

To,

Director

E&ICT Academy

Indian Institute of Technology, Guwahati

Sub: Confirmation for coordination to organise FDP

Respected Sir,

With reference to the reply to our request for organising a Faculty Development Programme (FDP) in collaboration with our institution, I would like to hereby confirm the coordination of our institution for smooth conduction of this programme like the earlier ones. As per your request, the following suggestions regarding the topic, date, details of coordinator as well as the signatory authority have been attached herewith for your kind consideration.

Thank you

With regards,

(Dr. Lalit Ch. Rabha)

Principal

Dudhnoi College

Principal & Secretary,  
Dudhnoi College.

- To understand basics of research methodology.
- To inculcate the ability of research writing.
- Writing for Research Projects to secure research funding.
- Journal finding, Journal Indexing etc.
- To learn required tools such as Latex, Turn It in, statistical tools etc. for effective representation of ideas.

## Course Outcome

Participants will be able -

- To review & write research articles
- To invite funding for research projects.
- To learn use of ICT tools such as Latex in research writing.
- To learn reference management techniques using Mendeley & Zotero etc.

## Activities & Project

Assignments will be of the following type:

- MCQ based questionnaire (Google Quiz) & Assignments (Google Classroom).
- At the end of the course "Project" will be assigned to the participants

## Who Can Attend?

Faculty and PhD Research Scholar

## Contact Details

Project Manager,  
E&ICT Academy, IIT Guwahati  
Email: [eictacad@iitg.ac.in](mailto:eictacad@iitg.ac.in), [eictacad@gmail.com](mailto:eictacad@gmail.com)  
[eictinfo.iitg@gmail.com](mailto:eictinfo.iitg@gmail.com)

Follow us on: [www.facebook.com/eictacadguwahati/](https://www.facebook.com/eictacadguwahati/)



For details of the programme and course contents etc., please log on to Electronics and ICT Academy website:  
<http://eict.iitg.ac.in/>

- Prof. Ratnajit Bhattacharjee, *Principal Investigator, E&ICT Academy, IIT Guwahati.*
- Dr. Gaurav Trivedi, *Co-Principal Investigator, E&ICT Academy, IIT Guwahati.*

## Coordination Committee from Dudhnoi College

### Advisor

- Dr. Lalit Ch. Rabha,  
Principal,  
Email ID: [lalitrabha@gmail.com](mailto:lalitrabha@gmail.com)  
Contact no: 8638103337

### Coordinator

- Dr. Bidyut Kalita  
Assistant Professor, Dept. of Mathematics  
Email ID: [kbidyut73@yahoo.in](mailto:kbidyut73@yahoo.in)  
Contact no: 9435313586

- Mr. Dilip Hazarika  
Assistant Professor, Dept. of English  
Email ID: [hazarikadilip70@gmail.com](mailto:hazarikadilip70@gmail.com)  
Contact no: 8472930824

- Ms. Bondita Borbora  
Assistant Professor, Dept. of Political Science  
Email ID: [bonditaborbora@gmail.com](mailto:bonditaborbora@gmail.com)  
Contact no: 7896193922

## How to Apply?

Online – The participants may log on to the E&ICT Academy, IIT Guwahati website:

[http://eict.iitg.ac.in/faculty\\_development..html](http://eict.iitg.ac.in/faculty_development..html)

and fill up the Google doc application form. The Link also provided:

<https://forms.gle/Wanwwvrkynrej9BX9>

## Registration

No registration free

Contact Hours for the Course

40 Hrs (Theory, Activities, Case Studies & Evaluation)



An Initiative of Ministry of Electronics & Information Technology (MeitY), Government of India

Electronics & ICT Academy  
IIT Guwahati, Assam



Online

01 Week Faculty Development Programme

Use of ICT in Research and Writing  
(03 January - 08 January, 2022)



Organized in Association with

IQAC, Dudhnoi College, Dudhnoi, Goalpara



&  
Support from



Expert Organized by  
E&ICT & Mantra Associates

Course Date: 03 January - 08 January, 2022

Last Date of Registration: 29/12/2021

Online Registration Link will be open from:  
09/11/2021

Per Day Timing: 10:00 am to 05:00 pm

Electronics & ICT Academy  
 (Under Ministry of Electronics and Information  
 Technology (MeitY), Govt. of India)  
**Indian Institute of Technology Guwahati, Guwahati,**  
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 Phone: +91-361-2583182, +91-7086502139.  
 Email: [eictacad@iitg.ac.in](mailto:eictacad@iitg.ac.in),  
[eictacad@gmail.com](mailto:eictacad@gmail.com)

**Online Faculty  
 Development Programme  
 on "Use of ICT in Research &  
 Writing"**

Date: 03 - 08 January, 2022

Date	Time	Topic
<b>DAY 1</b>  03/01/2021	10:00 am - 10:15 am	Inauguration
	10:15 am - 01:00 pm  (Dr. Debdeep Saha)  (Dr. Manash Pratim Bhuyan)	<b>Introduction to Research Methodology</b> <ul style="list-style-type: none"> <li>● Methodology vs Methods</li> <li>● Qualitative vs Quantitative Research</li> <li>● How to write a Literature Review</li> <li>● Synthesizing the research</li> <li>● Strategies to organize and evaluate sources</li> <li>● How to read a paper efficiently</li> <li>● Writing about Methods and Design                             <ul style="list-style-type: none"> <li>➤ Rationale for the proposed design</li> <li>➤ Methodology for collecting data</li> </ul> </li> </ul>
	01:00 pm - 02:00 pm	LUNCH BREAK
	02:00 pm - 03:15 pm  (Dr. Mayur Barman)  (Dr. Manash Pratim Bhuyan)	<ul style="list-style-type: none"> <li>● Introduce, Conclude and write the Abstract                             <ul style="list-style-type: none"> <li>➤ Write an introduction for a study</li> <li>➤ Final discussion of all of your data and analysis</li> <li>➤ Address all of the major points of your research in a few lines</li> </ul> </li> </ul>
	03:15 pm - 05:00 pm  (Dr. Manash Pratim Bhuyan)	<ul style="list-style-type: none"> <li>● Creating Google docs, quiz for collecting research data</li> </ul>

DAY 2 04/12/2021	10:00 am - 11:30 am  (Dr. Mayur Barman)  (Dr. Manash Pratim Bhuyan)	<ul style="list-style-type: none"> <li>• Journal peer review process</li> <li>• Journal finding</li> <li>• Journal Indexing</li> <li>• Web of Science (WoS) database, Impact factor</li> </ul>
	11:30 am - 01:00 pm  (Dr. Mayur Barman)  (Dr. Manash Pratim Bhuyan)	<ul style="list-style-type: none"> <li>• UGC care list</li> <li>• Scopus database</li> <li>• CiteScore</li> <li>• SCImago journal ranking</li> <li>• SJR, etc.,</li> <li>• Scopus ID</li> <li>• Google Scholar ID</li> <li>• ORCID iD</li> <li>• h-index, i10 index, etc.</li> </ul>
	01:00 pm - 02:00 pm	LUNCH BREAK
	02:00 pm - 03:00 pm  (Mr. Nabajyoti Das)  (Dr. Manash Pratim Bhuyan)	Introduction to word processing software.
	03:00 pm - 05:00 pm  (Mr. Nabajyoti Das)  (Dr. Manash Pratim Bhuyan)	<ul style="list-style-type: none"> <li>• Bookmarks, cross reference, Hyperlink, automatic content generation, reference generation (very brief), citation, etc.</li> <li>• Spreadsheet/Calc for calculation, graph plotting etc.</li> <li>• Hands on/assignment</li> </ul>
DAY 2	10:00 am - 11:30 am  (Mr. Nairit Barkakati)  (Dr. Manash Pratim Bhuyan)	<ul style="list-style-type: none"> <li>• References</li> <li>• Different styles and reference management tools</li> <li>• Reference management using Mendeley</li> </ul>
	11:30 am - 01:00 pm	Reference management using Zotero

	(Dr. Manash Pratim Bhuyan)  (Mr. Nairit Barkakati)	
	01:00 pm - 02:00 pm	LUNCH BREAK
	02:00 p.m - 04:00 pm (Mr. Nabajyoti Das)  (Dr. Manash Pratim Bhuyan)	<ul style="list-style-type: none"> <li>• <b>Introduction to LaTeX</b></li> <li>• Brief introduction about LaTeX</li> <li>• General document structure</li> <li>• Packages, its installation, and different IDEs, Overleaf, etc.</li> <li>• Formatting content, Styling Page</li> <li>• Lists – Bullets and Numbering</li> </ul>
	4:00 p.m to 5 p.m	Hands On
DAY 4  06/12/2021	10:00 am - 11:30 am (Mr. Nabajyoti Das)  (Dr. Manash Pratim Bhuyan)	<b>Graphics and Formulas</b> <ul style="list-style-type: none"> <li>• Working with Images, Figure Insertion etc</li> <li>• Hands On</li> </ul>
	11:30 am - 01:00 pm (Mr. Nabajyoti Das)  (Dr. Manash Pratim Bhuyan)	<ul style="list-style-type: none"> <li>• Tables creation</li> <li>• Basic Mathematical Formulas</li> </ul>
	01:00 pm - 02:00 pm	LUNCH BREAK
	02:00 pm - 04:00 pm (Mr. Nabajyoti Das)  (Dr. Manash Pratim Bhuyan)	Research paper writing using conference templates and journal templates  Designing presentation slides using Beamer
	4:00 p.m to 5 p.m	Hands On
	10:00 am - 11:30 am (Dr. Mayur Barman)  (Dr. Manash Pratim Bhuyan)	Research Ethics and Integrity

DAY 5 08/12/2021	<b>Barman)</b> <b>(Dr. Manash Pratim Bhuyan)</b>	
	01:00 pm - 02:00 pm	LUNCH BREAK
	02:00 pm - 03:45 pm  <b>(Dr. Utpal Barman)</b> <b>(Dr. Manash Pratim Bhuyan)</b>	<b>Writing for Research Projects to secure research funding</b>  <ul style="list-style-type: none"> <li>● Improving the quality of your grant applications</li> <li>● Understanding the funding application process and preparing your submission</li> </ul>
	03:45 pm - 05:00 pm	Hands on
DAY 6 08/12/2021	10:00 am - 10:15 am	PROJECT
	10:15 am - 01:00 pm	PROJECT
	01:00 pm - 02:00 pm	LUNCH BREAK
	02:00 pm - 03:00 pm	PROJECT
	03:00 pm - 05:00 pm	PROJECT



**Electronics & ICT Academy IIT Guwahati**  
(An Initiative of Ministry of Electronics & Information Technology (MeitY), Government of India)



**Please read the Instructions carefully**

**Instruction Set to be followed for the enrollment and attending the Online FDP organized by E&ICT Academy IIT Guwahati**

- A Google Classroom will be created for each Online FDP (2-3 days before the commencement of the session and after the last day of registration) where every participants need to join.
- A Whatsapp Group will also be created for each Online FDP (2-3 days before the commencement of the session after the last day of registration) where every participant will be asked to join. The link for joining the Whatsapp group will be shared through Email.
- All information regarding the online FDP will be updated in both Google Classroom and the Whatsapp Group. The Whatsapp group will be active for only one hour post session i.e. from 6-7 pm.
- The session will be held using the Video Conferencing (VC) Application “Cisco WebEx Meeting”.
- The participants may join the session from **Laptop/Desktop** with **Webcam**. However, connecting via mobile phones will not be allowed.
- The link to download the WebEx Meeting Installer for PC will be shared with the participants. The same can be downloaded from <https://www.webex.com>
- A webinar will be held 2-3 days prior to the starting day of the FDP where all participants will be asked to join. The webinar will focus on demonstration of the **WebEx Meeting Platform** and the instructions and procedures the participants need to follow during the FDP sessions.
- The participants need to ensure proper data connectivity and sufficient bandwidth to run the **WebEx Meeting Platform** smoothly.
- Total 40 Hrs Course (6 working days Programme)
- A WebEx Meeting link will be shared with participants prior to the beginning of the sessions. Participants need to join the session by visiting the link.
- The resource persons will be in continuous contact with the participants during the Hands-on/Activity session.  
However, to check the progress of the participants, the resource person or E&ICT IITG staff may randomly ask a participant to share his/her screen/application in the VC application (if online). Based on the activeness and performance in the Hands-on/Activity session, a grading weightage will be given.
- Continuous Monitoring and Assessment will be conducted by E&ICT Academy IIT Guwahati.
- The weightage of the Assessment (100 Marks) as follows:
  - Theory Assessment (MCQ/Descriptive) : 30 Marks
  - Practical Assessment/Assignment/Activities : 40 Marks
  - Classroom Attendance/Monitoring and Assignments : 30 Marks
- The theory assessment will be through Google Classroom (Google Quiz).
- For the Practical Assessment/Assignment/Activities, the participants need to prepare the complete report within the stipulated time given and submit in the Google Classroom.



**Electronics & ICT Academy IIT Guwahati**  
(An Initiative of Ministry of Electronics & Information Technology (MeitY), Government of India)



- In case of any query/problem/issue regarding the registration, you may email us at [eictacad@iitg.ac.in](mailto:eictacad@iitg.ac.in)/[eictacad@gmail.com](mailto:eictacad@gmail.com).

**Protocols to be followed while attending the session through Video Conferencing Application**

- The participants need to input their **Full Name** and **registered Email ID** while joining to the VC application.
- The participants should attend the sessions individually. Two or more participants attending the sessions via a single system will not be allowed.
- The participants are requested to mute themselves for the session while the Resource Person is delivering.
- In case of any doubt/query, the participants may raise their issue in the Chat Box of the VC application or in the Whatsapp Group.
- The Resource Person shall try to address each and every query of the participants in the Chat Box. Additionally, if required the Resource Person may un-mute the participant or may give the privilege to share their screen for better understanding of the problem (only for that duration).
- The participants are requested to make a good practice of using the Chat Box to maintain the decorum of the classroom.
- The participants are also requested to put their Camera/Webcam turned ON for the entire session unless otherwise instructed by the resource person or E&ICT IITG staff to turn them OFF.

**Pre-requisites for the Course**

- Laptop or Desktop with Webcam
- Operating systems windows 7/8/10
- Microsoft Office 2007 or higher
- Recommended to use latest version of Google Chrome/Mozilla Firefox Browser
- Steady and high-speed internet connection
- Uninterrupted power supply during the schedule 7 hours of the course.

**In case of Poor Internet Connectivity**

Please follow the below mentioned instructions if facing any issue during sessions in WebEx Meeting:

- **Choose voice over video**  
If you have a **poor internet connection**, turn your video off by clicking the camera icon from Desktop/Laptop.





## Electronics & ICT Academy IIT Guwahati

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- **Close other applications**

All other unwanted applications can be closed and the background usage of data and Auto PC update can be off to ensure proper connection to WebEx Meeting Session. Moreover, all unwanted tabs can be closed from the browser.

- **Using downloaded presentation slides**

The presentation slides will be shared with all the participants before the starting of the session and the same can be downloaded to their respective systems.

In case the shared presentation window is not visible to a participant due to poor bandwidth; the participants can open the downloaded presentation slides from their own system while being in sync with the ongoing topic.

List of Participants who successfully Completed The FDP on "Use of ICT in Research and Writing" held from 03 January to 08 January, 2022!

Gmail Address	Full Name (as in Certificate)	Name of Institute/Organization (as in Certificate)	Certificate Reference Number
1 vennila@accetedu.in	Dr. C Vennila	Alagappa Chettiar Government College Of Engineering And Tech	EICT/115/2021-22/FDP/OL/003
2 mamonihazarika140@gmail.com	Ms. Mamoni Hazarika	Purbanchal College, Silapathar	EICT/115/2021-22/FDP/OL/007
3 mohibulkpt78@gmail.com	Mr. Mohibul Islam	Deomorno Degree College	EICT/115/2021-22/FDP/OL/010
4 dd.rcew@gmail.com	Mr. Devender Kumar Dhaked	Rajasthan College Of Engineering For Women	EICT/115/2021-22/FDP/OL/014
5 mitalikalita2008@gmail.com	Dr. Mitali Kalita	The Assam Royal Global University	EICT/115/2021-22/FDP/OL/015
6 mridutpalg90@gmail.com	Dr. Mridutpal Goswami	Dudhnoi College	EICT/115/2021-22/FDP/OL/016
7 hazarikadilip70@gmail.com	Mr. Dilip Hazarika	Dudhnoi College	EICT/115/2021-22/FDP/OL/017
8 bonditaborbora@gmail.com	Ms. Bondita Borbora	Dudhnoi College	EICT/115/2021-22/FDP/OL/018
9 karirwali@gmail.com	Mr. Sukhvinder Singh	Baba Farid College Of Education, Bathinda	EICT/115/2021-22/FDP/OL/019
10 dipanjaliimd@gmail.com	Dr. Dipanjali Devi	Dudhnoi College	EICT/115/2021-22/FDP/OL/023
11 rohinialamu@gmail.com	Ms. Alamelu Alias Rajasree S	Sri Ramakrishna Engineering College Coimbatore	EICT/115/2021-22/FDP/OL/032
12 arupsarma.sama7@gmail.com	Mr. Arup Sarma	Chilarai College	EICT/115/2021-22/FDP/OL/035
13 rajavel572@gmail.com	Mr. Rajavel V	National Institute Of Technology, Agartala	EICT/115/2021-22/FDP/OL/039
14 bhardwaj.sim1196@gmail.com	Ms. Seema Bhardwaj	Symbiosis International University, Pune	EICT/115/2021-22/FDP/OL/041
15 mondeepbai@gmail.com	Mr. Mondeep Bailung	Dudhnoi College, Dudhnoi	EICT/115/2021-22/FDP/OL/042
16 archana7805@gmail.com	Ms. Archana Devi	Dudhnoi College	EICT/115/2021-22/FDP/OL/045
17 malli.nittrichy@gmail.com	Ms. Malleswari Karanam	Nit Warangal	EICT/115/2021-22/FDP/OL/047
18 gupta.kavya12@gmail.com	Ms. Kavya Gupta	Indira Gandhi Delhi Technical University For Women	EICT/115/2021-22/FDP/OL/049
19 apk.mech@psgtech.ac.in	Dr. A Prabukarthi	Psg College Of Technology	EICT/115/2021-22/FDP/OL/053
20 najeeb@gcety.ac.in	Mr. E. Mohamed Najeeb	Government College Of Engineering Tirunelveli	EICT/115/2021-22/FDP/OL/057
21 parmitadas77@gmail.com	Ms. Parmita Das	Purbanchal College, Silapathar	EICT/115/2021-22/FDP/OL/058
22 pradnyashailee@gmail.com	Dr. Pradnyashailee Bhagwan Sawai	Government Vidarbha Institute Of Science And Humanities, Amravati	EICT/115/2021-22/FDP/OL/069
23 deepjyoti.mahanta@dbuniversity.ac.in	Mr. Deepjyoti Mahanta	Assam Don Bosco University	EICT/115/2021-22/FDP/OL/070
24 anujagoyal@jmit.ac.in	Ms. Anuja Goyal	Seth Jai Parkash Mukand Lal Institute Of Engineering And Techn	EICT/115/2021-22/FDP/OL/084
25 baniwalritu@gmail.com	Ms. Ritu Baniwal	Jyotiba Phule Govt College, Radaur Distt Yamunanagar	EICT/115/2021-22/FDP/OL/085
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28 mukesh@rcew.ac.in	Mr. Mukesh Choudhary	Rajasthan College Of Engineering For Women	EICT/115/2021-22/FDP/OL/091
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30 ajit.dalvi@dypiu.ac.in	Mr. Ajit Goraksha Dalvi	D Y Patil International University, Pune	EICT/115/2021-22/FDP/OL/094
31 catherinevictoria7@gmail.com	Ms. Catherine Victoria P	Hindustan Institute Of Technology And Science	EICT/115/2021-22/FDP/OL/099
32 murugan30051966@gmail.com	Dr. V. Murugan	Poompuhar College( A)	EICT/115/2021-22/FDP/OL/102
33 wsobhas@gmail.com	Mr. Wayenbam Sobhachandra Singh	Manipur University	EICT/115/2021-22/FDP/OL/103
34 pgovind.cwa@gmail.com	Dr. P.Govindan	K.S.Rangasamy College Of Arts & Science (Autonomous) Tiruch	EICT/115/2021-22/FDP/OL/105
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researchdma21@gmail.com	Dr. Manoj Kumar Agarwal	Teerthanker Mahaveer Institute Of Management & Technology, Te	EICT/115/2021-22/FDP/OL/170
anushi.management@tmu.ac.in	Dr. Anushi Singh	Teerthanker Mahaveer University	EICT/115/2021-22/FDP/OL/172
saksheerastogi31@gmail.com	Ms. Ms.Sakshee Rastogi	Teerthanker Mahaveer University	EICT/115/2021-22/FDP/OL/173
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**Report on**  
**Workshop on "Capacity Building in Digital Skillsets and Current Industry Demanding Technologies"**

The IQAC of Dudhnoi College organised a three days' workshop on "Capacity Building in Digital Skillsets and Current Industry Demanding Technologies" for digital Inclusion and Digital Equity in the society in collaboration with National Institute of Electronics and Information Technology, (NIELIT), Guwahati, for students, farmers, elderly person and women from 27th April to 29th April, 2022. The workshop, organised as per Institutional Social Responsibility initiative, was intended for capacity building of our common citizens by imparting knowledge about the benefit and facilities of various e-services and its potential usefulness in the field of education, small scale farming and business.

The following numbers of students, farmers and elderly persons were benefitted from this programme:

Sl. No	Date	Target Groups	Number of Participants
1	27/04/2022	Students	612
2	27/04/2022	Women	20
3	28/04/2022	Farmers	21
4	28/04/2022	Women	20
5	29/04/2022	Farmers	21
6	29/04/2022	Women	20
<b>Total Participants</b>			<b>714</b>

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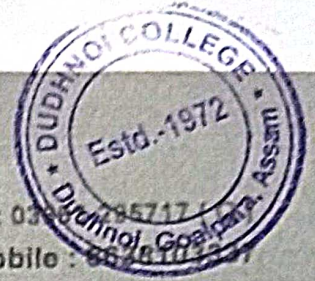
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Date 04/04/2022

To

Dr. Saurov Mahanta

Coordinator of NECB 2.0

National Institute of Electronics and Information Technology, Guwahati

Sub: Request for organising a three days capacity building workshop on "Digital Inclusion and Digital Equity"

Respected Sir,

With reference to the subject cited above I have the honour to request you to organise a capacity building programme at Dudhnoi college for the benefit of the students as well as the neighbouring women and farmers. As part of our institutional responsibility for the society of the nearby area, Dudhnoi College fraternity would like to request NIELIT to organise this programme on "Digital Inclusion and Digital Equity" from 27<sup>th</sup> to 29<sup>th</sup> of April, 2022.

This is for your kind consideration and necessary action.

Thank You,

With regards,

( Dr. Lalit Ch. Rabha)

Principal,

Dudhnoi College  
Principal & Secretary  
Dudhnoi College

Principal & Secretary  
Dudhnoi College



# Capacity Building in Digital Skillsets and Current Industry Demanding Technologies for various sections of society

ORGANISED BY  
IQAC, Dudhnoi College

**Training Provider:** National Institute of Electronics and Information Technology, Guwahati  
(Ministry of Electronics and Information Technology, Govt. of India)

## Objective

To promote awareness & training on Digital Inclusion to common citizens:- School and College Students, Women, Farmers and Elderly.

## Schedule

The training will be held from 27th April to 29th April, 2022.

- 27th April: School & College Students
- 27th to 29th April: Women
- 28th & 29th April: Farmers
- 29th April: Elderly

## Workshop Details

- School & College Students: Awareness on Cyber Security & Emerging technologies (1 Day)
- Women: Awareness on Use of Mobile Applications for Digital Payment, e-Governance Services, IT applications, cyber security (3 Days)
- Farmers: Awareness on Use of ICT Technologies for effective farming and marketing (2 Days)
- Elderly Persons: Awareness on Use of Mobile Applications for Digital Payment and e-Governance Services (1 Day)

\*\*For Registration join the following WhatsApp Groups

- Students: <https://chat.whatsapp.com/lrwg937gmC34qBokZHgoWu>
- Women: <https://chat.whatsapp.com/DmuPJBKirof2h3AFdIJxuM>
- Farmers & Elderly: <https://chat.whatsapp.com/l94C6bprwRkJSqWCsbC7hc>

  
Principal & Secretary  
Dudhnoi College

For inquiries and registration, please contact

Program Coordinator: Anuj Kr. Das, Department of Computer Science, Dudhnoi College  
Ph: 7002564179



**Three Days Workshop**

On


**Capacity Building in Digital Skillsets and Current Industry Demanding Technologies for Various sections of Society**

Organised By

**Dudhnoi College in association with National Institute of Electronics and Information Technology (NIELIT), Guwahati**

Category	Date	Topics
Farmers	2days (28 and 29 April)	1. Awareness on Use of ICT Technologies for effective farming and marketing 2. Cyber-security
Women	3 days (27, 28 & 29 April)	1. Awareness on Use of Mobile Applications for Digital Payment, 2. E-Governance Services, IT applications, 3. cyber security (3 Days)
Elderly Persons	1 day (29 April)	1. Awareness on Use of Mobile Applications for Digital Payment and e Governance Services (1 Day)
School and college students	1 day (27 April)	1. Awareness on Cyber Security & Emerging technologies (1 Day)

**Mr. Anuj. Kr. Dar**  
Coordinator

  
**Dr. Lalit Ch. Rabha**  
Principal  
Dudhnoi College  
Principal & Secretary  
Dudhnoi College



**Three Days Workshop**

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School and college students	1 day (27 April)	1. Awareness on Cyber Security & Emerging technologies (1 Day)

**Mr. Anuj. Kr. Dar**  
**Coordinator**

  
**Dr. Lalit Ch. Rabha**  
**Principal**

**Dudhnoi College**

**Principal & Secretary**  
**Dudhnoi College**



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IQAC DUDHNOI COLLEGE <iqacdudhnoicollege@gmail.com>



Gmail

## Conduction of Awareness Programme in ICT technologies

2 messages

Saurov Mahanta <saurov.mahanta@gmail.com>

To: iqacdudhnoicollege@gmail.com, hazarikadilip70@gmail.com, dudhnoicollege@gmail.com

21 April 2022 at 09:32

**Kind attention:**

**Principal, Dudhnoi College &  
Coordinator, IQAC, Dudhnoi College**

Dear Sir,

As per your request to the Director, NIELIT Guwahati vide letter no. DC/Misc/2022/6473 dated 04-04-2022, we are pleased to inform you that the Director of NIELIT Guwahati has approved the following training/awareness programmes to be conducted at your college (on the mentioned dates) as a part of North East Capacity Building Project 2.0 FREE of cost to the target groups mentioned:

Category- 1 : Digital Inclusion for Digital Equity					
Sl No	Target Groups	Category	Duration	Name of Training	Minimum requirement
1	Farmers	Awareness Program	2 days 28 <sup>th</sup> and 29 <sup>th</sup> April, 2022	Awareness on Use of ICT Technologies for effective farming and marketing	75-100
2	Women	Awareness Program	3 days 27 <sup>th</sup> April to 29 <sup>th</sup> April, 2022	Awareness on Use of Mobile Applications for Digital Payment, e-Governance Services, IT applications, cyber security	75-100
3	Elderly Persons	Awareness Program	1 day 29 <sup>th</sup> April, 2022	Awareness on Use of Mobile Applications for Digital Payment and e-Governance Services	50-75

Principal & Secretary  
Dudhnoi College

<https://mail.google.com/mail/u/1/?ik=7847abd7cb&view=pt&search=all&permthid=thread-f%3A1730736277131075100&siml=msg-f%3A1730736277131075100&siml=msg-a%3A-7990337762849675012>

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4	School & College Students	Awareness Program	1 day 27th April, 2022	Awareness on Cyber Security & Emerging technologies	200-250
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**Kindly also note the following for your kind reference:**

- NIELIT Guwahati will conduct the training programme FREE of cost under a special training drive (NECB 2.0) of MeitY, Govt. of India.
- An amount of Rs. 50/- per participant per day for providing simple working lunch to the participants is also approved, which will be reimbursed to the college/ college canteen after submission of the bills duly certified by the college authority. Kindly also find the various registration forms to be used for different categories of the participants as attached herewith. The identity card and photograph requirements will be as mentioned in the registration forms of each category.
- Kindly note that the programmes will start every day at 11 AM and a participation certificate will be awarded by NIELIT Guwahati (which will take some time) to each of the participants through the college.
- Senior officials along with the faculty members from NIELIT Guwahati shall reach your college at around 10 AM on 27-04-2022 and the programme may start from 11:00 AM. NIELIT staff will carry the banners/backdrop & printed registration forms required for the program.

This is for your kind information and necessary arrangements at your end.

With kind regards,  
Yours sincerely,

Dr Saurov Mahanta  
Coordinator of NECB 2.0 (Assam Chapter)  
राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा. इ. सू. प्रौ. सं.), गुवाहाटी केंद्र  
National Institute of Electronics and Information Technology (NIELIT), Guwahati Centre  
Ministry of Electronics and Information Technology, Govt. of India  
2nd Floor, AFC Building, Md. Shah Road, Paltanbazar, Guwahati-781008, Assam, India.  
Mobile No. 9435047023  
Twitter handle: @saurovm1

Principal & Secretary  
Dudhnoi College

4 attachments

- Registration form for Farmers.pdf  
63K
- Registration form for Elderly Person.pdf  
61K
- Registration form for Women.pdf  
61K
- Registration form for School & College students.pdf  
59K

IQAC DUDHNOI COLLEGE <iqacdudhnoicollege@gmail.com>  
To: lalitcrabha@gmail.com

21 April 2022 at 22:19

<https://mail.google.com/mail/u/1/?ik=7847abd7cb&view=pt&search=all&permthid=thread-f%3A1730736277131075100&siml=msg-f%3A1730736277131075100&siml=msg-a%3Ar-7990337762849675012>





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4 attachments

-  **Registration form for Farmers.pdf**  
63K
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61K
-  **Registration form for Women.pdf**  
61K
-  **Registration form for School & College students.pdf**  
59K

  
**Principal & Secretary**  
**Dudhnoi College**




## Report on the Webinar

(Awareness programme on Use of Online E-Resources)

Central library & IQAC of Dudhnoi College in association with Assam College Librarians' Association (ICT Cell) organised a webinar on "Use of Online E-Resources" on 15 July 2020 to create awareness among students and readers about different online platforms that provide free and open access to a huge body of books, journal and research papers. Organised at a critical time of lockdown, when almost every kind of movement and activities came to a standstill, this webinar leveraged the gap by offering different alternative avenues in front of the readers. Prof. Sanjay Kumar Singh, HoD, Lib& Information Science of Guwahati University, Prof. Prasanta Kumar Deka, Librarian, Commerce College and Dr. Birendra Pal, Librarian, Kalibar College acted as resource persons in this webinar where more than 80 participants (teachers, librarians and students) from different colleges and universities were present.

Rajashree Borkakoti  
Organising Secretary & Librarian  
Dudhnoi College

  
Dr. Lalit Ch. Rabha  
Principal  
Dudhnoi College

**Principal & Secretary**  
**Dudhnoi College**



### Contact Details of the resource person

(Webinar on Awareness Programme on use of Online E-Resources)

Name of Resource Person	Details of Resource person	Contact Details
Prof. Sanjay Kumar Singh	HoD, Library & Information Science, Gauhati University	Mob. 9435040402 Email: <a href="mailto:sksgu1@gmail.com">sksgu1@gmail.com</a>
Prof. Prasanta Kumar Deka	Librarian, K.C Das Commerce College & General Secretary, Assam College Library Association	Mob: 9864040110 Email: <a href="mailto:dekapk@gmail.com">dekapk@gmail.com</a>
Dr. Birendra Pal	Librarian, Kaliabar College & Coordinator, ICT Cell, ACLA	Mob: 8135018316 Email: <a href="mailto:birenderpal@gmail.com">birenderpal@gmail.com</a>

  
Principal & Secretary  
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