## **Course Objective**

COVID 19, teachers are faced with a daunting task to at classes. There are several ways teachers can utilise the alogy and resources already available to support online and and ensure students still receive a quality education. To an 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, eictacad@gmail.com eictinfo.iitg@gmail.com

Follow us on: 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
- Dr. Bidyut Kalita, Coordinator Phone: 9435313586, Email: kbidyut73@yahoo.in
- Dr. Bharat Borah, Assistant Coordinator Phone: 8638688296, Email. bharatborah@gmail.com
- Mr. Dilip Hazarika, Assistant Coordinator Phone: 6000693907, Email: 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 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

18t FDP: 26 Jay - 01 June.

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 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,

Dudhnoi College, Dudhnoi

# Office of the Principal DUDHNOI Dudhnoi, Goalpar

## DUDHNOI COLLEGE

Dudhnoi, Goalpara, Assam-783124

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

**Principal & Secretary** 

Tel.: 03663-281531 (O)

Mobile: 8638103337

E-mail: lalitcrabha@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,

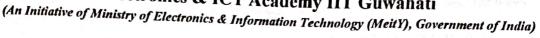
(Dr. Lalit Ch. Rabha)

Principal,

Dudhnoi College, Dudhnoi Brincipal & 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

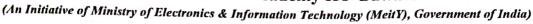
- A Google Classroom will be created for each Online FDP (2-3 days before the commencement of the session and after the last day of registration) where every participants need to join.
- A Whatsapp Group will also be created for each Online FDP (2-3 days before the commencement of the session after the 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
- The session will be held using the Video Conferencing (VC) Application "Cisco WebEx
- 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 <a href="https://www.webex.com">https://www.webex.com</a>
- 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
- Total 40 Hrs Course (7 days Programme): 5 Hrs/day Module (May vary)

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

- 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

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.







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:
  - O Theory Assessment (MCQ/Descriptive) :30 Marks
  - O Practical Assessment/Assignment/Activities :40 Marks
  - O Classroom Attendance and Monitoring :15 Marks
  - o 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.
- Incase of any query/problem/issue regarding the registration, you may email us at eictacad@iitg.ac.in/eictacad@gmail.com.

## <u>Protocols to be followed while attending the session through Video Conferencing Application</u>

- 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.
- Incase 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.



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

## **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.

### ATTENDANCE SHEET

# One Week Online Faculty Development Programme on "Imparting Online Teaching-Learning Methodology During COVID-19 Pandemic" (26 May – 01 June, 2020)

		<u> </u>	Day 1 (2	6-05-2020)	Day 2 (2)	7-05-2020)	Day 3	(28-05-2020)	Day 4 (2:	9-05-2020)	Day 5 (30	-05-2020)	Day 6 (3	1-05-2020)	Day 7 (0°	1-06-2020)
SI. No.	Salutatio	Name of Participants		Hands-on Session	Morning			Hands-on Session	Morning Session	Hands-on Session	Morning Session		Morning Session	Hands-on Session	Morning Session	Hands-on Session
140.	Dr.	Bharat Borah	Present	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
2		Bondita Borbora	Present	Present				Present	Present	Present	Present	Present	Present	Present	Present	Present
3		Dilip Hazarika	Present		Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
4		Mridul Dutta	-	Present	Present				Present	Present	Present	Present	Present	Present	Present	Present
5	Ms.	Linso Timungpi	+						Present	Present	Present	Present	Present	Present	Present	Present
6		Soumin Nath	-	Present	Absent		Absent	Absent	Absent	Absent	Present	Present	Present	Present	Present	Present
7	Dr.	Dipti Baishya	-		Present			Present	Present	Present	Present	Present		Present	Present	Present
8		Monoj Gogoi	Present		Present		Present	Present	Present		Present	Present	Present	Present	Present	Present
9		Chulty Borah	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Absent	Absent	Absent	Present	Present
10		Bidyut Kalita	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
11	Mr.	Sandipan Pathok	Present	Present	Present	Present			Present	Present	Present	Present	Absent	Absent	Present	Present
12	Dr.	Java Das	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent -	Present	Present	Present	Present
13	Mr.	Jagabandhu Kalita	Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present
14	Mr.	Kamal Krishna Rajbongshi	Absent	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
15	Dr.	Dipanjali Devi	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
16	Dr.	Pradip Das	Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present
17	Mr.	Raja Ram Rabha	Present	Present	Absent #	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
18	Mr.	Subhas Chandra Barman	Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present
19	Dr.	Thomson Anthony Fernandes	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
20	Mr.	Bapukan Saikia	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
21	Dr.	Mridutpal Goswami	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
22	Dr.	Kapil Kumar Gavsker	Present	Present	Present	Absent	Present	Present			Present	Present	Absent	Present	Present	Present
23	Ms.	Shumayela Hasan	Present	Present	Present	Present		Present	Present		Present	Present	Present	Present	Present	Present
24	Mr.	Jitumani Pathak	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
25		Shivangi Barola	Present	Present	Present	Present	Present	Present	Absent		Absent	Absent	Present	Present	Present	Present
26	Mr.	Hargobinda Deka	Absent	Absent	Absent :	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent

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ict academy

26 May \_ 01 June, 2020.

Compose

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Meet

Start a meeting

Join a meeting

Hangouts



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

IQAC DUDHNOI COLLEGE < igacdudhnoicollege@gmail.com>

to eictacad, eictacad, pranjaleict

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 teac

Enable desktop notifications for Gmail.

OK No thanks

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

Date: 23/04/2020

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Meet

Start a meeting

Join a meeting

Hangouts



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Dear Sir/Madam,

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This is for your kind consideration.

Thank you,

With regards,

IQAC, Dudhnoi College

Dr. Bidyut Kalita

Mr. Dilip Hazarika

Dr. Bharat Borah

No recent chats Start a new one





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### Compose

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EGE

EICT ACADEMY <eictacad@gmail.com>

to me

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Drafts

More

Meet

Start a meeting

Join a meeting

Hangouts



----- 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@gnmail.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 letterhe your Institute.

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

#### 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:-

Enable desktop notifications for Gmail.

OK No thanks

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

Start a new one



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+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.

Starred

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Drafts

More

Meet

Start a meeting

Join a meeting

Hangouts





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 developme initiative and support for the same.

Thanking you,

With Regards, Bharat Borah Dudhnoi College

Enable desktop notifications for Gmail.

OK No thanks

Start a new one





## Course Objective

he to COVID 19, teachers are faced with a daunting task to conduct classes. There are several ways teachers can utilise the echnology 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, eictacad@gmail.com eictinfo.iitg@gmail.com

Follow us on: www.facebook.com/eictacadguwahati/







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

## 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
- Dr. Bidyut Kalita, Coordinator
  Phone: 9435313586, Email: kbidyut73@yahoo.in
- Dr. Bharat Borah, Assistant Coordinator
  Phone: 8638688296, Email. bharatborah@gmail.com
- Mr. Dilip Hazarika, Assistant Coordinator
   Phone: 6000693907, Email: 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 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 Guwakati 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



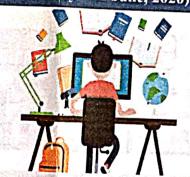
Electronics & ICT Academy IIT Guwahati, Assam



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



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

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

St. M. James Comp.		Venue: Dudinoi Conege, Dudinoi
Date	Time	Topic
	10:00 am - 12:00 noon	Introduction to online teaching & learning
		<ul> <li>Overview and understanding platforms, tools, and resources</li> </ul>
Day-1	12:00 noon - 01:00 pm	Query Handling and Evaluation
(26-05-2020)	01:00 pm - 03:00 pm	Break
11.54	03:00 pm - 05:00 pm	Shifting from classroom to online: Benefits of ICT in teaching and learning
	10:00 am - 12:00 noon	Methods and tools: Instructional Design and lesson planning for distance learning
Day-2	12:00 noon - 01:00 pm	Practicum: Lesson planning     Translation
(27-05-2020)		Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break Street Str
	03:00 pm - 05:00 pm	Designing activities for interactivity and engagement
	10:00 am - 12:00 noon	Building interactive lessons  Black in lessons  Black in lessons
	12:00 01:00	Blending synchronous and asynchronous learning modes in lessons  Query Handling and Evaluation
Day-3	12:00 noon - 01:00 pm	
(28-05-2020)	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	<ul> <li>Designing individual and group work</li> <li>Assessing, measuring, tracking, and communicating student progress</li> </ul>
1 <u>.</u> 4 4	10:00 am - 12:00 noon	<ul> <li>Practicum: Applying platforms and tools to lessons MS Office, google classroom, pathshala, etc.</li> <li>Teaching &amp; student engagement techniques: Delivering an online lessor</li> </ul>
Day-4	12:00 noon - 01:00 pm	Query Handling and Evaluation
(29-05-2020)	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Practice – hands-on : MS Office, google classroom,
	10:00 am - 12:00 noon	<ul> <li>Teaching &amp; student engagement techniques: Delivering an online lessor</li> <li>Delivering feedback and encouraging participants</li> </ul>
Day-5	12:00 noon - 01:00 pm	Query Handling and Evaluation
(30-05-2020)	01:00 pm - 03:00 pm	Break Designation of the same and the same a
	03:00 pm - 05:00 pm	Feedback and growth plan for teachers
	10:00 am - 12:00 noon	Practicum: Delivering an interactive lesson
	12:00 noon - 01:00 pm	Query Handling and Evaluation
Day-6	01:00 pm - 03:00 pm	Break
(31-05-2020)	03:00 pm - 05:00 pm	Practice – hands- on training
	10:00 am - 12:00 noon	How to create database creation using Microsoft Excel
	12:00 noon - 01:00 pm	Query Handling and Evaluation
Day-7	01:00 pm – 03:00 pm	Break
(01-06-2020)	03:00 pm - 05:00 pm	Practice – hands- on training Valedictory

\*\* 5 Hrs of Project

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Compose

Schedule

inbox

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**Stay Home Stay Safe** 

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Thanks & Regards,



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

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

to me

Dear Sir,

Meet

Start a meeting

Join a meeting

Hangouts



1. HD Logo

2. Signatory Authority Detail along with Digital Signature

3. Coordinator Detail with contact number and email Id.

Thanks & Regards

E&ICT Academy,

Indian Institute of Technology Guwahati,

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

Phone No.: +91 7086502139

182

Enable desktop notifications for Gmail.

OK No thanks

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

Start a new one

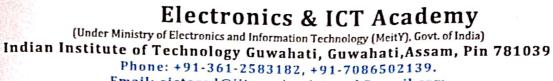
	Address	Salutation		Full Name
	ratborah@gmail.com	Dr.		Bharat Borah
	nditaborbora@gmail.com	Ms.		Bondita Borbora
	azarikadilip70@gmail.com	Mr.		DILIP HAZARIKA
1	mridulduttamc@gmail.com	Mr.		Mridul Dutta
	lynso.timungpi@gmail.com	Ms.		Linso Timungpi
	gautamnath237@gmail.com	Mr.		SOUMIN NATH
	diptib150@gmail.com	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
	dipanjalimId@gmail.com	Dr.		Dr Dipanjali Devi
	pradipdas1965@gmail.com	Dr.		Dr. PRADIP DAS
	rrrdudhnoi@mail.com	Mr.	Alban B	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.	of the	KAPIL KUMAR GAVSKER
	aalifhasan7@gmail.com	Ms.		Shumayela Hasan
	jitumanipathak26@gmail.com	Mr.		Jitumani Pathak
	shivangi.barola19@gmail.com		Farmer	Shivangi Barola
	hargobindadeka67@gmail.com	Mr.		Hargobinda Deka

ate 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	_	Female	Dudhnoi College
		OBC/MOBC	Male	DUDHNOI COLLEGE
	25-05-84			Dudhnoi College
		OBC/MOBC	Female	
			Male	Dudhnoi College
		OBC/MOBC	Female	Dudhnoi College
	02-01-73		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, Cur
	07-04-85	General	Female	The Bhopal School of Soci
	12-02-75		Male	Dudhnoi College
	19-02-93		Female	Pacific University
	01-08-67	General	Male	Dudhnoi College

12/1/0655 District

dress of the Institution/C	City/Town/Village	_	
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	JDHNOI		783124 ASSAM
DUDHNOI, DIST-GOALPA DU	IDHNOL		783124 ASSAM
CDOWDOHL OLD -	ımbai		783124 ASSAM
Jawaharlal Nehru College, Bo	kn		400007 Maharashtra
Dudhnoi College, Goalpar Du	dhnoi		781123 Assam
Collogo Como	ttack		783124 Assam
BSSS, near railway DRm, Bho			753003 Odisha
Dudhnoi Caalaa	dhaoi		462022 Madya Pradesh
Pacific University, Udaipur Uda			783124 Assam
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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: 20 May = 01 June, 2020		Venue: Dudhnoi College, Dudhnoi
Date	Time	Topic
	10:00 am - 12:00 noon	Introduction to online teaching & learning
		Overview and understanding platforms, tools, and resources
Day-1	12:00 noon - 01:00 pm	Query Handling and Evaluation
(26-05-2020)	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
	10:00 am - 12:00 noon	Methods and tools: Instructional Design and lesson planning for
		distance learning
Day-2	12.00	Practicum: Lesson planning
(27-05-2020)	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Designing activities for interactivity and engagement
	10:00 am - 12:00 noon	Building interactive lessons
	12.00	Blending synchronous and asynchronous learning modes in lessons
Day-3	12:00 noon - 01:00 pm	Query Handling and Evaluation
(28-05-2020)	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Designing individual and group work
		Assessing, measuring, tracking, and communicating student progress      Assessing, measuring, tracking, and tools to leasens. MS Office, google.
	10:00 am - 12:00 noon	Practicum: Applying platforms and tools to lessons—MS Office, google classroom, pathshala, etc.
		Teaching & student engagement techniques: Delivering an online lesson
Day-4	12:00 noon - 01:00 pm	Query Handling and Evaluation
(29-05-2020)	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Practice – hands-on : MS Office, google classroom,
	10:00 am - 12:00 noon	Teaching & student engagement techniques: Delivering an online lesson
		Delivering feedback and encouraging participants
Day-5	12:00 noon - 01:00 pm	Query Handling and Evaluation
(30-05-2020)	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Feedback and growth plan for teachers
	10:00 am - 12:00 noon	Practicum: Delivering an interactive lesson
-	12:00 noon - 01:00 pm	Query Handling and Evaluation
Day-6	01:00 pm - 03:00 pm	Break
(31-05-2020)	03:00 pm - 05:00 pm	Practice – hands- on training
	10:00 am - 12:00 noon	How to create database creation using Microsoft Excel
	12:00 noon - 01:00 pm	Query Handling and Evaluation
Day-7	01:00 pm - 03:00 pm	Break
(01-06-2020)	03:00 pm – 05:00 pm	Practice – hands- on training Valedictory

\*\* 5 Hrs of Project



Bharat Borah <br/>
<br/>
bharatborah@gmail.com>

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

EICT ACADEMY <eictacad@gmail.com>

Sun, May 24, 2020 at 1:20 PM

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

Cc: PUBALEE pubalee\_eict@md.iitg.ac.in>, PRANJAL cranjaleict@rnd.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 Handson/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,



(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

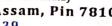
Account Name: IIT Guwahati R and D E and ICT Academy

Account No.: 36071160089 IFSC Code: SBIN0014262 Bank Name: State Bank of India

Bank Address: IIT Guwahati, GHY-39









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

Date: 22 - 29 June, 2020

Date	Time	Topic
	10:00 am - 12:00 noon	Introduction to online teaching & learning
		Overview and understanding platforms, tools, and resources
Day-1	12:00 noon - 01:00 pm	Query Handling and Evaluation
(22-06-2020)	01:00 pm - 03:00 pm	Break
V-	03:00 pm - 05:00 pm	Shifting from classroom to online: Benefits of ICT in teaching and learning
	10:00 am - 12:00 noon	Methods and tools: Instructional Design and lesson planning for distance learning     Practicum: Lesson planning
Day-2	12:00 noon - 01:00 pm	Query Handling and Evaluation
(23-06-2020)	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Designing activities for interactivity and engagement
	10:00 am - 12:00 noon	Building interactive lessons
<b>D</b>	100	Blending synchronous and asynchronous learning modes in lessons
	12:00 noon - 01:00 pm	Query Handling and Evaluation
Day-3 (24-06-2020)	01:00 pm - 03:00 pm	Break
(24-00-2020)	03:00 pm - 05:00 pm	Designing individual and group work
	10:00 am - 12:00 noon	Assessing, measuring, tracking, and communicating student progress
	10:00 am - 12:00 noon	<ul> <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>
Day-4	12:00 noon - 01:00 pm	Query Handling and Evaluation
(25-06-2020)	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Practice – hands-on : MS Office, google classroom,
> (64)	10:00 am - 12:00 noon	Teaching & student engagement techniques: Delivering an online lesson     Delivering feedback and encouraging participants
Day-5	12:00 noon - 01:00 pm	Query Handling and Evaluation
(26-06-2020)	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Feedback and growth plan for teachers
1.5	10:00 am - 12:00 noon	Practicum: Delivering an interactive lesson
	12:00 noon - 01:00 pm	Query Handling and Evaluation
Day-6	01:00 pm - 03:00 pm	Break
(27-06-2020)	03:00 pm - 05:00 pm	Practice – hands- on training
	10:00 am - 12:00 noon	How to create database creation using Microsoft Excel
	12:00 noon - 01:00 pm	Query Handling and Evaluation
Day-7	01:00 pm – 03:00 pm	Break
(28-06-2020)	03:00 pm - 05:00 pm	Practice – hands- on training
7.6. " = " = " = " = "	10:00 am - 01:00 pm	Project Work
<b>D</b>	01:00 pm – 03:00 pm	Break
Day-8 (29-06-2020)	02.00	Project Work Submission
(27-00-2020)	04:30 pm - 05:00 pm	Valedictory

## **Course Objective**

to COVID 19, teachers are faced with a daunting task to iduct classes. There are several ways teachers can utilise the hnology and resources already available to support online irning and ensure students still receive a quality education. To esign your class interesting and to unleash the advantages of ducational 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, eictacad@gmail.com eictinfo.iitg@gmail.com

Follow us on: 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
- Dr. Bidyut Kalita, Coordinator Phone: 9435313586, Email: kbidyut73@yahoo.in
- Dr. Bharat Borah, Assistant Coordinator Phone: 8638688296, Email. bharatborah@gmail.com
- Mr. Dilip Hazarika, Assistant Coordinator
   Phone: 6000693907, Email: 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 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: HT 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 1	Mr.	M MOSES DEVAPRASANNA		
2	Ms.	Harsha Avinash Bhute		
3	Ms.	Anamika Adhikari		
	Mr.	Nitul Hazarika		
V5	Ms.	RASHMI SARKAR		
6	Ms.	BANASHRI RABHA		
N/A	Dr.	Abul Hossain		
8	Mr.	MANIK NARZARY		
9	Dr.	Ashish Paul		
10	Ms.	Ritamoni Chutia		
表 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		
122	Mr.	Bhaskar Pathak		
23	Dr.	Dr.Akshay Kumar Haloi		
24	Dr.	Anusha Agarwal		
25	Dr.	Charu chaudhry		
1/20	Dr.	Nilamani Dutta		
27	Dr.	Yashu Verma		

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	College, Goalpara
	AUHATI COLLEGE
Barnagar (	
	Subodh Girls P.G. College, Sanganer, Jaipur
Puthimari (	College
	Brahma Engineering College
Chhaygaoi	
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	University,Bajali
	Technology & Science
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KRISHNAI, GOALPARA	7
Dudhnoi	1 4
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Old Airport Road, Near IIHMR, Budhsinghpura, Sanganer, Jaipur	
DUDHNOI COLLEGE, DUDHNOI, GOALPARA	15
Goalpara, Assam	17.
COLLEGE NAGAR	1.1
Barnagar College, Sorbhog	
Airport Road, Terminal 1, Sanganer, Jaipur, Rajasthan	
Puthimari, Soneswar, Kamrup, Assam	
Bijuleebari, Chandrapara, Kokrajhar, Assam	
Chhaygaon, kamrup	
Pub Kamrup College,Baihata Chariali Dist. Kamrup Assam	
Dudhnoi	1
Pathsala,Barpeta District.Assam,781325	Contract of
Mohan Nagar, G.T.Road	
Mohan Nagar, ghaziabad	A 31 24
Dudhnoi, Goalpara	
Bhilai Institute of Technology, Durg	

/Town/Village	Postal Code	State	Department/Center
imbatore	641032	Tamilnadu	Aeronautical
ine	411048	Maharashtra	Computer Engineering
amalabari	785001	Assam	Political Science
hemaji	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		Zoology
Ghaziabad		Uttar Pradesh	Management
Ghaziabad		Uttar Pradesh	Management
Dudhnoi	783124		Philosophy
DURG	491001	CHHATTISGARH	Applied Chemistry

rimary Contact Number	WhatsApp Contact Number	Designation
9566715025	and the second s	Associate Professor
9422844610		Assistant Professor
8876507174		Assistant Professor
6001935483		Assistant Professor
9435530541		Assistant Professor
9101432957		Assistant Professor
8638897375		Associate Professor
7002623297		Assistant Professor
7002958863		Assistant Professor
9101254718		Assistant Professor
09435398301	09435398301	Associate Professor
9829600900	9829600900	Assistant Professor
8638745132		Assistant Professor
7086556841	7086556841	Assistant Professor
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		Assistant Professor
9425556307	9425556307	Assistant Professor

ghest Qualification
i.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
M.SC
M.Sc., Ph.D.
Ph.D
Phd
PhD
Ph.d

## ATTENDANCE SHEFT One Week Online Faculty Development Programme on "Imparting Online Teaching-Learning Methodology Duting COVID-19 Pandemic" Date: 22 - 29 June, 2020

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Office of the Principal



## **DUDHNOI COLLEGE**

Dudhnoi, Goalpara, Assam-783124

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

**Principal & Secretary** 

Tel.: 03663-295717 (O)

Mobile: 8638103337

E-mail: lalitcrabha@gmail.com

Website: www.dudhnoicollege.net

Date 11-2021 .....

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

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, eictacad@gmail.com

eictinfo.iitg@gmail.com

Follow us on: 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: lalitcrabha@gmail.com

Contact no: 8638103337

#### Coordinator

Dr. Bidyut Kalita

Assistant Professor, Dept. of Mathematics

Email ID: kbidyut73@yahoo.in Contact no: 9435313586

Mr. Dilip Hazarika

Assistant Professor, Dept. of English Emall ID: hazarikadilip70@gmail.com

Contact no: 8472930824

Ms. Bondita Borbora

Assistant Professor, Dept. of Political Science Email ID: <a href="mailto:bonditaborbora@gmail.com">bonditaborbora@gmail.com</a>

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

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

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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: 29/12/2022

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, Assam, Pin 781039 Phone: +91-361-2583182, +91-7086502139. Email: eictacad@iitg.ac.in, eictacad@gmail.com

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

Date: 03 - 08 January, 2022

Date	Time	Topic
	10:00 am - 10:15 am	Inauguration
	10:15 am - 01:00 pm	<ul> <li>Introduction to Research Methodology</li> <li>Methodology vs Methods</li> </ul>
DAY 1	(Dr. Debdeep Saha)	<ul> <li>Qualitative vs Quantitative Research</li> <li>How to write a Literature Review</li> </ul>
03/01/2021	(Dr. Manash Pratim Bhuyan)	<ul> <li>Synthesizing the research</li> <li>Strategies to organize and evaluate sources</li> </ul>
		<ul> <li>How to read a paper efficiently</li> <li>Writing about Methods and Design</li> </ul>
		<ul><li>Rationale for the proposed design</li><li>Methodology for collecting data</li></ul>
	01:00 pm - 02:00 pm	LUNCH BREAK
	02:00 pm - 03:15 pm (Dr. Mayur Barman)	<ul> <li>Introduce, Conclude and write the Abstract</li> <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</li> </ul>
	(Dr. Manash Pratim Bhuyan)	research in a few lines
	03:15 pm - 05:00 pm	Creating Google docs, quiz for collecting research
	(Dr. Manash Pratim Bhuyan)	data

	10:00 am - 11:30 am (Dr. Mayur Barman) (Dr. Manash Pratim Bhuyan)	<ul> <li>Journal peer review process</li> <li>Journal finding</li> <li>Journal Indexing</li> <li>Web of Science (WoS)</li> <li>database, Impact factor</li> </ul>
DAY 2 04/12/2021	11:30 am - 01:00 pm  (Dr. Mayur Barman)  (Dr. Manash Pratim Bhuyan)	<ul> <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 02:00 pm - 03:00 pm (Mr. Nabajyoti Das)	Introduction to word processing software.
	(Dr. Manash Pratim Bhuyan) 03:00 pm - 05:00 pm	Bookmarks, cross reference, Hyperlink, automatic content generation, reference generation (very brief), citation, etc.
	(Mr. Nabajyoti Das)  (Dr. Manash Pratim Bhuyan)	<ul> <li>Spreadsheet/Calc for calculation, graph plotting etc.</li> <li>Hands on/assignment</li> </ul>
	10:00 am - 11:30 am (Mr. Nairit Barkakati) (Dr. Manash	<ul> <li>References</li> <li>Different styles and reference management tools</li> <li>Reference management using Mendeley</li> </ul>
DAV 2	Pratim Bhuyan)  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	Introduction to LaTeX
	(Mr. Nabajyoti Das) (Dr. Manash Pratim Bhuyan)	<ul> <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
	10:00 am - 11:30 am (Mr. Nabajyoti Das)	<ul> <li>Graphics and Formulas</li> <li>Working with Images, Figure Insertion etc</li> <li>Hands On</li> </ul>
	(Dr. Manash Pratim Bhuyan)	
	11:30 am - 01:00 pm (Mr. Nabajyoti	<ul><li>Tables creation</li><li>Basic Mathematical Formulas</li></ul>
DAY 4	Das)	
06/12/2021	(Dr. Manash Pratim Bhuyan)	
	01:00 pm - 02:00 pm	LUNCH BREAK
e e	02:00 pm - 04:00 pm	Research paper writing using conference templates and journal templates
in **sss , i	(Mr. Nabajyoti Das)	Designing presentation slides using Beamer
	(Dr. Manash Pratim Bhuyan)	
1000000	4:00 p.m to 5 p.m	Hands On
	10:00 am - 11:30 am (Dr. Mayur	Research Ethics and Intrigity
	Barman) (Dr. Manash Pratim Bhuyan)	

DAY 5	Barman)	
	(Dr. Manash Pratim Bhuyan)	
08/12/2021	01:00 pm - 02:00 pm	LUNCH BREAK
	02:00 pm - 03:45 pm	Writing for Research Projects to secure research
		funding
	(Dr. Utpal Barman)	<ul> <li>Improving the quality of your grant applications</li> </ul>
	(Dr. Manash Pratim Bhuyan)	Understanding the funding application process and
		preparing your submission
	03:45 pm - 05:00 pm	Hands on
	10:00 am - 10:15 am	PROJECT
DAY 6	10:15 am - 01:00 pm	PROJECT
08/12/2021	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



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#### 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 <a href="https://www.webex.com">https://www.webex.com</a>
- 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:
  - o Theory Assessment (MCQ/Descriptive)

: 30 Marks

o Practical Assessment/Assignment/Activities

: 40 Marks

o 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





 Incase of any query/problem/issue regarding the registration, you may email us at eictacad@iitg.ac.in/eictacad@gmail.com.

# <u>Protocols to be followed while attending the session through Video Conferencing Application</u>

- 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.
- Incase 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.

## **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.



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

Tewnille@accetedu.in		Gmail Address	Full Name (as in Certificate)	Name of Institute/Organization	The same Number
Zemanonihazarika 140@mail.com   Mr. Mahbul Islam   Purbanchia College Slapathar   EICT/115/2021-22/FPPOL079	1		The second secon	(as in Certificate)	Certificate Reference Number
3   mohbuktpf78@mail.com	/:	mamonihazarika140@gmail.com			h EICT/115/2021-22/FBP/01/003
4 du reew@gmail.com Mr. Devender Kumar Dhaked Rejasthan College Of Engineering For Women EICT/115/2021-22/EPP/DL014 5 mitalkalta2008@gmail.com Dr. Mtali Kalita The Assam Royal Global University EICT/115/2021-22/EPP/DL016 6 mirdutbalg90@gmail.com Dr. Mirdutbal Goswami Dudnnot College EICT/115/2021-22/EPP/DL016 7 hazarkadilp70@gmail.com Mr. Ditip Hazarika Dudnnot College EICT/115/2021-22/EPP/DL016 8 bonditabrobrora@gmail.com Ms. Bendita Borbora Dudnhot College EICT/115/2021-22/EPP/DL017 9 karinvali@gmail.com Mr. Sukhvinder Singh Baba Farid College Of Education, Bathinda EICT/115/2021-22/EPP/DL017 10 dipanjalimid@gmail.com Mr. Sukhvinder Singh Baba Farid College Of Education, Bathinda EICT/115/2021-22/EPP/DL017 11 rohinialamu@gmail.com Mr. Arup Sama Sama College Of Education, Bathinda EICT/115/2021-22/EPP/DL017 12 arupsarna.sama7@gmail.com Mr. Arup Sama Chilarai College EICT/115/2021-22/EPP/DL017 13 rajavel572@gmail.com Mr. Arup Sama Chilarai College EICT/115/2021-22/EPP/DL017 14 pharowa,sim1196@gmail.com Mr. Rajavel V National Institute Of Technology, Agartala EICT/115/2021-22/EPP/DL017 15 mondeepba@gmail.com Mr. Nondeep Ballurg Dudhnot College EICT/115/2021-22/EPP/DL017 16 archana7805@gmail.com Mr. Nondeep Ballurg Dudhnot College EICT/115/2021-22/EPP/DL017 17 mallintivity@gmail.com Mr. Kavya Gupta Dudhnot College EICT/115/2021-22/EPP/DL017 18 public Akavya 12@gmail.com Mr. Kavya Gupta Dudhnot College EICT/115/2021-22/EPP/DL017 19 gupta kavya 12@gmail.com Mr. Kavya Gupta Indira Gandhi Delhi Technical University, Prune EICT/115/2021-22/EPP/DL017 19 public Akavya 12@gmail.com Mr. Kavya Gupta Indira Gandhi Delhi Technical University For Women EICT/115/2021-22/EPP/DL017 10 pamiliads/7 @gmail.com Mr. Kavya Gupta Indira Gandhi Delhi Technical University For Women EICT/115/2021-22/EPP/DL017 10 pamiliads/7 @gmail.com Mr. Parmita Das Purbancha Ioclege, Slapharia EICT/115/2021-22/EPP/DL017 10 pamiliads/7 @gmail.com Mr. Parmita Das Purbancha Ioclege, Slapharia EICT/115/2021-22/EPP/DL017 12 pamiliads/7 @gmail.com Mr. Rajavar					
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EICT/115/2021-22/EDP/OLO15	/ 5	mitalikalita2008@gmail.com			
7 hazarikadilp70@gmail.com Mr. Dilip Hazarika Dudnhol College EICT/115/2021-22/FDP/OL073 8 bonditaborbor@gmail.com Ms. Bondita Borbora Dudnhol College EICT/115/2021-22/FDP/OL073 9 karinval@gmail.com Mr. Sukhvinder Singh Baba Farid College Of Education, Bathinda EICT/115/2021-22/FDP/OL073 10 dipanjalmid@gmail.com Dr. Dipanjali Devi Dudnhol College EICT/115/2021-22/FDP/OL073 11 forbinialamu@gmail.com Ms. Alamelu Alias Rajasree S Sri Ramakrishna Engineering College Colmbatore EICT/115/2021-22/FDP/OL073 12 arupsama.samar7@gmail.com Mr. Rajavel V National Institute Of Technology, Agarlala EICT/115/2021-22/FDP/OL073 13 rajavel572@gmail.com Mr. Rajavel V National Institute Of Technology, Agarlala EICT/115/2021-22/FDP/OL073 14 bhardwaj.sim1196@gmail.com Ms. Seema Bhardwaj Symbiosis International University, Pune EICT/115/2021-22/FDP/OL073 15 mondeepbai@gmail.com Ms. Archana Devi Dudnhol College, Dudnhol EICT/115/2021-22/FDP/OL074 16 archanar805@gmail.com Ms. Archana Devi Dudnhol College EICT/115/2021-22/FDP/OL074 17 maill.nitrichy@gmail.com Ms. Malleswari Karanam Nit Warangel EICT/115/2021-22/FDP/OL074 18 gupta kavya12/gmail.com Ms. Kavya Gupta Indira Gandhi Dehi Technical University For Women EICT/115/2021-22/FDP/OL074 19 gapta kavya12/gmail.com Ms. Kavya Gupta Indira Gandhi Dehi Technical University For Women EICT/115/2021-22/FDP/OL073 20 najeeb@gcety.ac.in Mr. E. Mohamed Najeeb Government College Of Engineering Tirunelvell EICT/115/2021-22/FDP/OL073 21 parmitadas77@gmail.com Ms. Parmita Das Purbanchal College, Siapathar EICT/115/2021-22/FDP/OL073 22 pradnyashailee@gmail.com Ms. Ritu Saniwa Sawai Government Volderba Institute Of Engineering And Technic EICT/115/2021-22/FDP/OL073 23 deeplyoti.mahanta@douniversity.ac.in Mr. Deeplyoti Mahanta Asam Don Bosco University EICT/115/2021-22/FDP/OL073 24 anujagoyal@mil.com Ms. Ritu Saniwa Asam Don Bosco University EICT/115/2021-22/FDP/OL073 25 baniwalfritugmail.com Ms. Ritu Saniwa Asama Don Bosco University EICT/115/2021-22/FDP/OL073 26 silvimehtacdg@gmail.com Ms. Ritu Sarkar					
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