**Activity report of
"DEVELOPING SKILLS THROUGH ICT TOOLS AND TECHNIQUES"**
A Workshop & Training Programme for the Professional Development of Faculty and
Administrative Staff

1. **Name of the Seminars/conferences/workshops: DEVELOPING SKILLS THROUGH ICT TOOLS AND TECHNIQUES**

2. **Organized by: IQAC, Gokhale Memorial Girls' College**

3. **Aim of the Seminars/conferences/workshops:** The Covid 19 Pandemic lockdown started from March 2020 in full vigour. All offline activities pursued by all academic and non-academic institutions had to be forcefully brought to a standstill due to the rising anxiety about the same. An online/remote teaching-learning practice had to be introduced for the successful running of the academic institution. All administrative and faculty meetings were conducted online. So, a hand to hand training of using ICT tools for both academic and administrative purposes was required.

4. **Date : 02.07.2020 to 04.07.2020**

5. **Duration in hours : 12hours**

6. **Number of Participants : 207**

7. **Name of Speakers with title of their speech, designation and Affiliation:**

Name of Speakers	Title of the speech	Designation	Affiliation
Dr. Manash Kr. Baidya And Sri Biprateep Mandal (Technical Assistant)	Google Drive Tools: Basic Google Form, Google Docs, Google Sheet & Google Slides, Google Classroom Create & Join Only	Principal	Malda College
Mr. Chandan Roy And Sri Biprateep Mandal (Technical Assistant)	Basics of Google Form & Preparation of Online MCQ test and evaluation	Assistant Professor	Dept of Political Science, Malda College
Dr. Indrajit Chakraborty And Sri Somnath Dutta (Technical	Google Classroom and Documentation related to NAAC	Assistant Professor	Dept of Chemistry, Malda College

Assistant			
Md. Rafiqul Alam Mr. Kankan Sarkar	Creating Class Lecture Video (Capturing and Editing) and Uploading for online access, YouTube Live	Librarian Assistant Professor	Malda College Dept. of Mathematics & Coordinator Dept. of Computer Science & Applications, Malda College
Mr. Chandan Roy Mr. Kankan Sarkar	Personal Website Development, E-learning Module Development	Assistant Professor Assistant Professor	Dept of Political Science, Malda College Dept. of Mathematics & Coordinator Dept. of Computer Science & Applications, Malda College
Dr. Manas Kr. Baidya and Sri. Somnath Dutta (Technical Assistant)	Collaborative work: Online Central or Class Routine preparation, Online AQAR preparation, Online Class Attendance & Administrative work, IQAC work related to NAAC evaluation	Principal,	Malda College

8. **Sponsoring agency: Gokhale Memorial Girls' College**

9. **Sponsored amount: Rs. 20,000/-**

10. **Outcome of the Seminars/conferences/workshops:** All teaching and non-teaching staff were introduced to ICT tools and techniques to help them adapt to the online operational methods of official work, online classes. After the training, online classes were held following the original CBCS syllabi and stipulated credit hours. Online examinations were conducted and answer-scripts were checked online. Video lectures were prepared by a few faculty and uploaded in web.

11. **Video link of the seminar (For webinar only, if available):**

THE INTERNAL QUALITY ASSURANCE CELL
GOKHALE MEMORIAL GIRLS' COLLEGE
offers
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02.07.2020 to 04.07.2020

Programme Content & Schedule

Date	Time	Topic	Resource Persons
02.07.2020 (Thursday)	11:00 am - 1:00 pm	*Topic 1*: Google Drive Tools: Basic Google Form, Google Docs, Google Sheet & Google Slides, Google Classroom Create & Join Only	Dr. Manash Kr. Baidya, Sri Biprateep Mandal (Technical Assistant)
	4:00 pm - 6:00 pm	*Topic 2*: Basics of Google Form & Preparation of Online MCQ test and evalution	Mr. Chandan Roy, Sri Biprateep Mandal (Technical Assistant)
03.07.2020 (Friday)	11:00 am - 1:00 pm	*Topic 3*: Google Classroom and Documentation related to NAAC	Dr. Indrajit Chakraborty, Sri Somnath Dutta (Technical Assistant)
	4:00 pm - 6:00 pm	*Topic 4*: Creating Class Lecture Video (Capturing and Editing) and Uploading for online access, Youtube Live	Md. Rafiqul Alam (Librarian), Mr. Kankan Sarkar
04.07.2020 (Saturday)	11:00 am - 1:00 pm	*Topic 5*: Personal Website Development, E-learning Module Development	Mr. Chandan Roy, Mr. Kankan Sarkar
	4:00 pm - 6:00 pm	*Topic 6*: Collaborative work: Online Central or Class Routine preparation, Online AQAR preparation, Online Class Attendance & Administrative work, IQAC work related to NAAC evaluation	Dr. Manas Kr. Baidya, Sri. Somnath Dutta (Technical Assistant)

The Faculty and Administrative Staff of all Higher Education Institutions are cordially invited for participation.

The Resource Persons & Trainers

Mr. Chandan Roy, Assistant Professor Dept of Political Science, Malda College

Sri Biprateep Mandal, Technical Assistant, Malda College

Dr. Manash Kr. Baidya, Principal, Malda College

Sri. Somnath Dutta, Technical Assistant, Malda College

Dr. Indrajit Chakraborty, Assistant Professor, Dept. of Chemistry, Malda College

Mr. Kankan Sarkar, Assistant Professor, Dept. of Mathematics & Coordinator Dept. of Computer Science & Applications, Malda College

Md. Rafiqul Alam, Librarian (Sr. Scale), Malda College

Organising Committee (IQAC):
Chairperson :
Dr. Atashi Karpha, Principal
Gokhale Memorial Girls' College Kolkata
Dr. Sanchita Sen (Co-ordinator),
Dr. Ivy De,
Dr. Ballari Ray Chaudhury,
Dr. Goutam Mahata,
Dr. Nabamita Chakraborty,
Dr. Saurabh Niyogi

Registration Process & Details

- Online Platform - Google Meet.
- Meeting link will be sent through e-mail / Whatsapp.
- Participation shall be restricted to 150 on a First come-First serve basis.
- E-certificate of participation will be provided on successful participation and submission of Feedback Form.

- Registration Fees - Rs. 250/-
- Participants would be required to make payment of registration fees before filling in the Registration Form
- Payment Receipt screenshot/image/pdf to be attached while filling in the Registration Form
- Mail your queries to - iqac@gokhalecollegekolkata.edu.in

How to pay & Register :-
Step 1: Click on link given below
Step 2: Make Payment & take screen shot/ image/pdf of receipt
Step 3: Click on registration link appearing on receipt page to register
Step 4: Click on the Whatsapp link provided in the registration confirmation page to join the workshop participant group

★ Registration Deadline 1st July, 2020 upto 12 noon
☞ *Payment & Registration link:*
http://www.gokhalecollegekolkata.edu.in/payments/webinars/ictwrkshpjul2020.htm