



**BHARTIYA SKILL
DEVELOPMENT UNIVERSITY**



Report on

Effective Online Teaching, Assessment & Communication Skills Capacity Building Program

(Batch 2) May 18-22, 2021

Organized by

Bhartiya Skill Development University (BSDU), Jaipur

In collaboration with

**Commonwealth Educational Media Centre for Asia, New Delhi
(CEMCA)**

Final Report on Five Day of the Capacity Building Program
(Effective Online Teaching, Assessment & Communication Skills)

Organized by: Bhartiya Skill Development University (BSDU) Jaipur

Supported by: Commonwealth Education Media Centre for Asia (CEMCA)

Date and Timing	Topics	Master Trainers
Day-1 (18/05/2021) 9:30 am- 12:30 pm	<ul style="list-style-type: none"> • Planning Online Learning & Creating Digital Mindset. • Online Learning & the Learner. • Skills & Prerequisites for Effectiveness. • Online Communication Techniques. • Learning Management Tools & Tools for e- Learning. • Participant Activities. 	Dr. Shivaji Banerjee
Day-2 (19/05/2021) 9:30 am- 12:30 pm	<ul style="list-style-type: none"> • 7 Cs of Effective Communication • Communication pattern (Lecturer Vs. Facilitator) • Time Management in Class-Focus, Organize, Plan and Execute 	Mr. Purandar Sen Gupta
Day-3 (20/05/2021) 9:30 am- 12:30 pm	<ul style="list-style-type: none"> • Brief of Google Classroom and its tools: Google Drive, Google Docs, Google Sheets, Google Slides, Google Forms, Google meet etc. • Creating Google Form- multiple-choice quizzes or short-answer quizzes. • Using google classroom for grading and assessment. 	Mr. Rajeev Kumar Srivastava
Day-4 (21/05/2021) 9:30 am- 12:30 pm	<ul style="list-style-type: none"> • Online Curriculum Development – Perspectives & Principles. • Teaching Design – Guide to Online Curriculum & Pedagogy. • Student Motivation & Engagement in Online Teaching – Learning. • Issues & Challenges in Online Learning (Experience Sharing). • Participant Activities & Case Studies. 	Dr. Shivaji Banerjee
Day-5 (22/05/2021) 9:30 am- 12:30 pm	<ul style="list-style-type: none"> • Online Assessment & Evaluation Techniques • Designing & Executing Online Examination – Monitoring Progress. • Modes of Delivery & Assessment. • Team Presentation & Role Plays for Participants (Practical Insights). • Blended Learning – The Future Ahead 	Dr. Shivaji Banerjee

Master Trainers:

1. Mr.Purandar Sengupta (Certified Master Trainer by NIESBUD, Govt. of INDIA)
2. Mr. Rajeev Kumar Srivastava (Corporate Trainer, Certified by Google)
3. Prof (Dr.) Shivaji Banerjee (HOD & Prof St Xaviers' College, Kolkata)

Acknowledgement:

Profound thanks & gratitude are being conveyed to the following dignitaries for their priceless support in planning and executing the program with seamless precision:

1. Prof. Achintya Choudhury - President, BSDU Jaipur
2. Prof. Madhu Parhar, Director, CEMCA
3. Mr. Saurabh Mishra – Program Officer (Skills) – CEMCA

Introduction

The entire world is going through a highly intense situational crisis. Amidst the virulent pandemic, the policy makers & administrators are making planned and sustained effort to prevent assemblage of people in a physical setting for preventing COVID 19 infestations. Under such circumstantial adversity, it is an impossible task to organize offline/field training, because the assemblage of people in a physical setting is being considered as highly vulnerable proposition.

In such a critical situation, the Educational Institutions are being circumstantially compelled to engineer a paradigm shift in the mode of delivering the educational inputs. Maximum emphasis is being placed upon E-learning. There is a colossal demand for E-Learning in the present scenario. It is being predicted by the Subject Matter Experts (SME) that with the passage of time, E-Learning will be deemed as the most preferred mode for delivering educational inputs.

In such a scenario, it can be tenably inferred that the Capacity Building program on “Online Teaching, Assessment & Communication Skills” is driven by logical rationale and situational relevance. The program is expected to satisfy the need of a vast number of individuals in the education sector.

It can be assumed that this Capacity Building Program on “Online Teaching, Assessment & Communication Skills” is going to generate prodigious number of E-Learning Experts, who will in turn carry out their valued mission of edifying, enlightening and empowering innumerable students in the online platform.

Aim

The aim of this online capacity building program is to provide a solid platform to its participants to develop and harness their remote teaching skills. With sparse physical classroom engagements, many institutions have migrated to the online mode. In these circumstances the need for training and quick adaptation of such pedagogical methods is critical. The online CBP on “Effective online teaching, assessment, and communication skills” is an attempt to help fellow academicians to gather the requisite skills to be able to plan, design, and deliver and assess their courses effectively online.

Objectives

Participants would be able to:

- Demonstrate awareness about technical platform Google Classroom, meet, zoom etc.
- Performing online group activities and engaging online classes effectively.
- Effectively design online curriculum and assessment tool.

Participants

Twenty Nine participants have registered for batch 2 of 5-days Capacity Building Program. These trainees are faculties in various institutions: Engineering, Pharmacy, Management, Degree, Diploma, ITI, Skill centers. These participants have been selected through the registration process and those who have produced the

Cognitive Resonance was identified between the Trainees and the Facilitator. The list of participants is placed in Appendix 1.

Dates: The workshop was for five days – 18th, 19th, 20th, 21st, and 22nd May 2021 from 09:30AM to 12:30PM (IST)

Venue: The workshop was conducted online through the virtual platforms Google Meet and Zoom.

Methodology

The capacity building workshop was conducted online through Google Meet and Zoom platform. Google Classroom platform was used to enroll participants in course and for sharing the learning materials and conducting online quizzes. Google Forms was used for registration and conducting assessment.

You have been invited to the following event.

2nd Batch - Capacity Building Program (CBT)

When Tue May 18, 2021 09:30am – 12:30pm India Standard Time - Kolkata [more details »](#)

Where India ([map](#))

Joining info Join with Google Meet
meet.google.com/nir-cqob-zpe

Join by phone
 (US) [+1 478-352-1399](tel:+14783521399) (PIN: 943208268)

Calendar Dr. Katakam Satyanarayana

Who (Guest list has been hidden at organizer's request)

Hello All,

Welcome to CBT program!

Thanks,
 IRO BSDU

Going (ksnarayana.me@anits.edu.in)? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account ksnarayana.me@anits.edu.in because you are subscribed for invitations on calendar Dr. Katakam Satyanarayana.

To stop receiving these emails, please log in to <https://calendar.google.com/calendar/> and change your notification settings for this calendar.

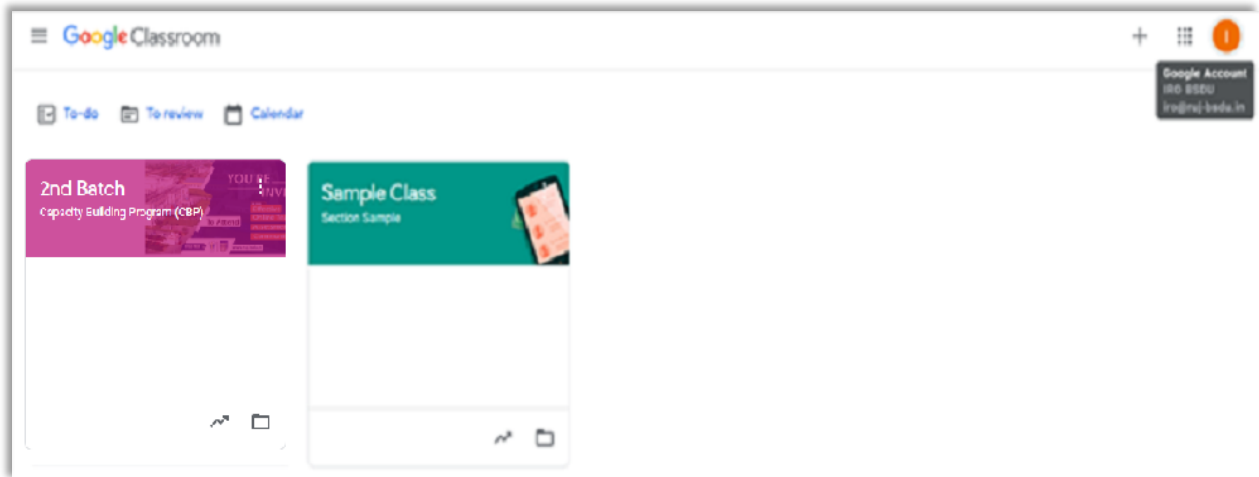
Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#)

Google Meet Meeting link sent to the participants and expert

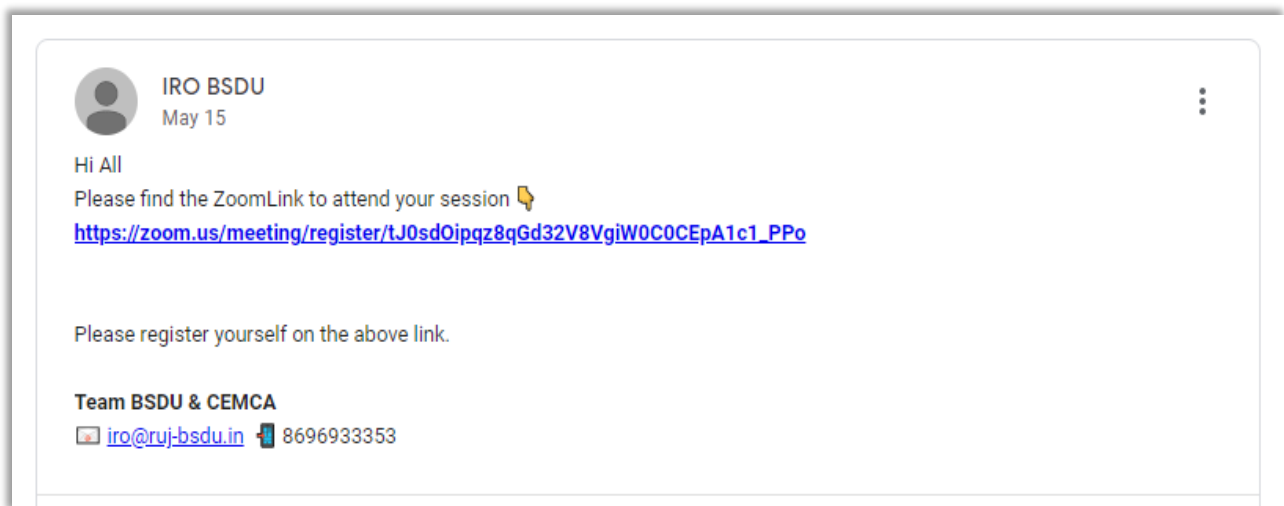
BSDU Google Classroom

As part of the online workshop, organizers provided access to the Google Classroom platform for providing hand-on experience, guidelines, online quizzes, mini-assignments, and practice exercises.

Organizers created a class in the Google Classroom called *1st Batch* and all the participants were enrolled into this course for accessing learning materials and conducting quizzes.



BSDU Google Classroom dashboard




Welcome Note in the Class for joining zoom meeting

Materials for the workshop

Learning materials were uploaded to the Google Class prior to the workshop. These included a User guide which provides an overview of Google Classroom platform and how to use Google Class.

Hi All
Please find the PPT of Todays Session
Thanks




BSDU - Classroom Ppt Inst...
PowerPoint


Google Classroom guidelines uploaded to the Google Class platform

Dear Friends ,
It is a pleasure to get connected . I am your Facilitator for today

I shall deal with the Concept of Facilitation , Differences between Lecture Method & Facilitation Method , Communication Techniques in Facilitation and Role of Effective Communication in successful facilitation

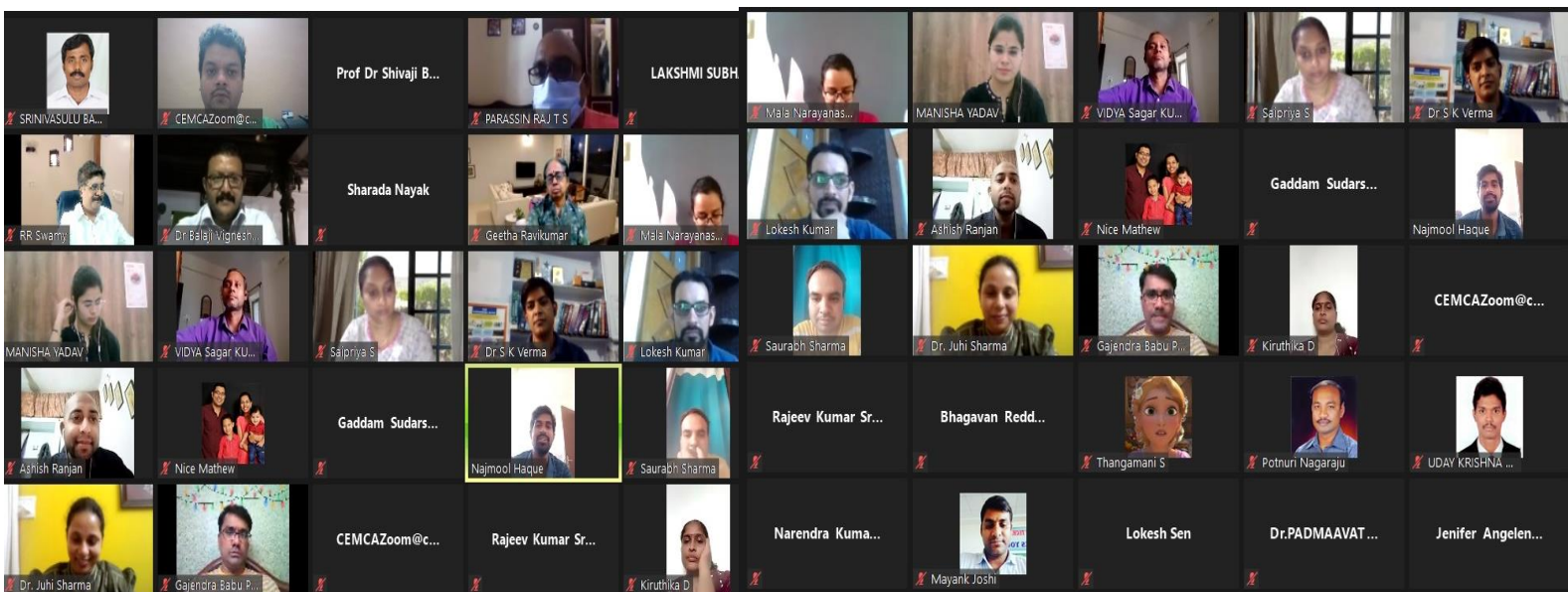


FACILITATION.pptx
PowerPoint



EFFECTIVE COMMUNICAT...
PowerPoint

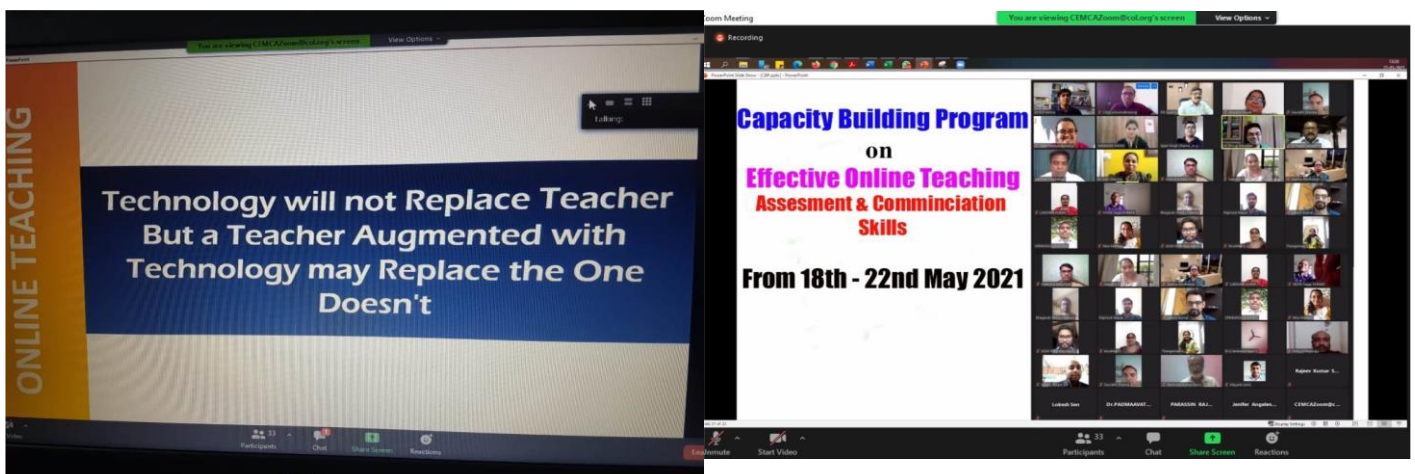
Material uploaded to the Google Class platform



Group Photo(Batch 2) Valedictory Function 22nd May 2021

Day 1 – PLANNING ONLINE LEARNING & CREATING DIGITAL MINDSET: May 18th 2021

Online education has grown rapidly in recent decades. The COVID 19 pandemic has brought the ubiquity of Online learning to new levels, alongside renewed recognition of the need for high-quality pedagogy. In an uncertain world, educators must be prepared to teach online and potentially shift modalities as needed. While this can be daunting, it helps to remember that online teaching emerges from the same teaching principle that exist in any setting - that good teaching is an act of design. This sense of pedagogical design is fore grounded in the need for careful front end design of online learning spaces.



Training Objectives

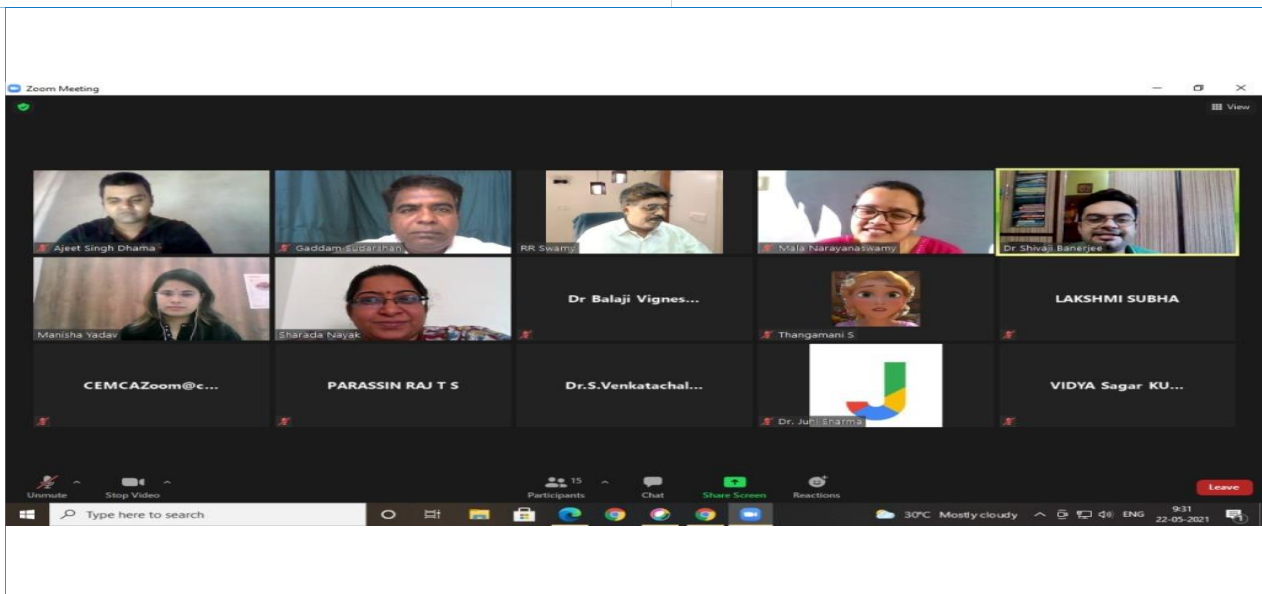
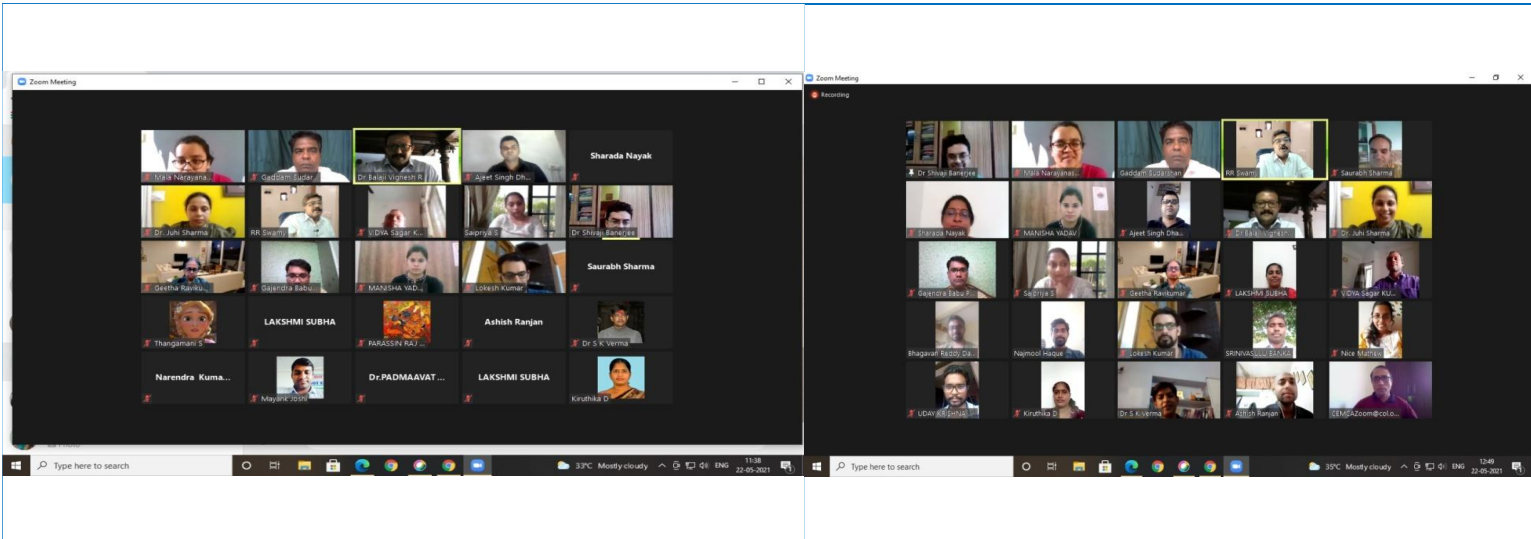
- i) To provide broad overview of the modus operandi of Online teaching – tools and techniques, teaching design and curriculum planning.
- ii) To enhance communication skill of participants/faculties to improve communication skills in virtual class rooms.
- iii) To familiarize participants with the latest tools of assessment and evaluation of candidates in an Online set up.
- iv) To foster knowledge of participants on other relevant and diverse issues of the virtual class rooms such as students engagement, motivation, participation, privacy issues etc.

Facilitation Techniques Deployed (Methodology):

Besides lectures delivered, based on Power Point Presentations, the trainer used Question and Answers, Case studies, discussions, Group Assignments. The multitude of training methodologies was utilized in order to ensure that the participants not only learned all the concepts, but also get the opportunity to practice what they learned.

Dr. Shivaji Banerjee, PhD initiated the proceeding of the session with a brief interaction with the individual participants by mentioning the names, disciplines and the institutions they represent.

The session began with PPT Slides on Planning Online Learning, Creating a Digital Mind Set and how Online teaching and learning differs from the traditional Offline mode. The participants were asked to share their experiences and insights on the topics discussed.



Case Study:

Case study on “Robin Hood” and a Group Discussion on the same was conducted.

Description & Outcomes:

Group discussion on the best practices in the online classroom were discussed and relating them to management principles and practices that can be adopted in an organizational scenario is an important learning of the case study.

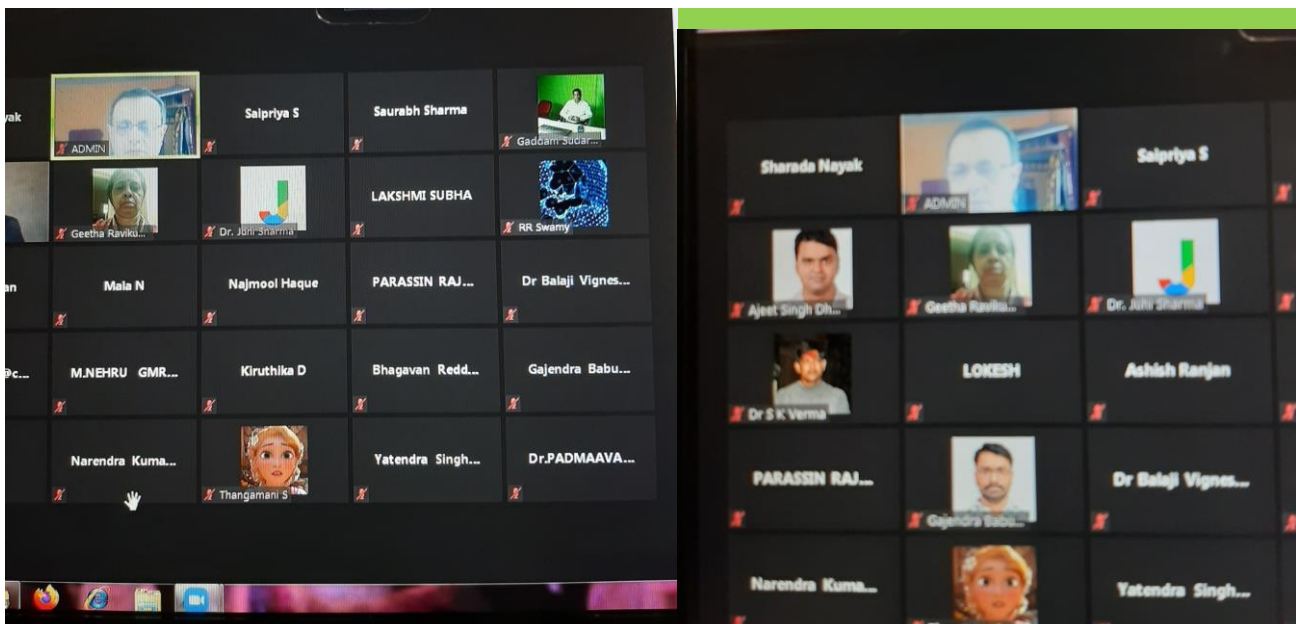
Day 2 - EFFECTIVE COMMUNICATION, FACILITATION & TIME MANAGEMENT: May 19th 2021

The entire world is going through a highly intense situational crisis. Amidst the virulent Pandemic, the policy makers & administrators are making planned and sustained effort to prevent assemblage of people in a physical setting for preventing COVID 19 infestations. Under such circumstantial adversity, it is an impossible task to organize offline/field training, because the assemblage of people in a physical setting is being considered as highly vulnerable proposition.

In such a critical situation, the Educational Institutions are being circumstantially compelled to engineer a paradigm shift in the mode of delivering the educational inputs. Maximum emphasis is being placed upon E-learning. There is a colossal demand for E-Learning in the present scenario. It is being predicted by the Subject Matter Experts (SME) that with the passage of time, E-Learning will be deemed as the most preferred mode for delivering educational inputs.

In such a scenario, it can be tenably inferred that the Capacity Building program on “Online Teaching, Assessment & Communication Skills” is driven by logical rationale and situational relevance. The program is expected to satisfy the need of a vast number of individuals in the education sector.

It can be assumed that this Capacity Building Program on “Online Teaching, Assessment & Communication Skills” is going to generate prodigious number of E-Learning Experts, who will in turn carry out their valued mission of edifying, enlightening and empowering innumerable students in the online platform.



Training Objectives

- To make the participants acquainted with the concept of Facilitation Methodology
- To make the participants conversant with the judicious application of Facilitation Methodology in Online Platform
- To make the participants apprised with the Communicative Interventions in Facilitation
- To enlighten the participants regarding the differentiating factors that distinguishes

Facilitation Methodology from conventional Lecture Method

- To make the participants apprised with the parameters of effective communication that can ensure success in Online Facilitation
- To facilitate the participants in making perfect utilization of time during online facilitation.

Facilitation Techniques Deployed (Methodology):

- Participatory discussion
- PPT slide presentation
- Brainstorming
- Thematic expatiation & value addition
- Story telling
- Case analysis

Proceedings of The Training Session:

The Facilitator - Mr. Purandar Sengupta, encouraged the trainees to introduce themselves with special emphasis upon their existing psychosocial competencies.

He motivated the candidates to break the shell of resistance and unleash their hidden potential. Each candidate got motivated and eventually enumerated his /her core competencies. The Facilitator indicated how the psychosocial competencies of each participant can exert deep beneficial impact upon their students.

Then he encouraged the trainees to dish out their basic concepts on Facilitation. Many participants expressed their concepts regarding Facilitation. The Facilitator established linkage among the different concepts of the different trainees and established a common understanding regarding Facilitation.

Then the Facilitator presented the differences between Lecture method and the Facilitation method. He clarified that Facilitation is the appropriate methodology for dealing with experienced adult learners. The trainees endorsed the view of the Facilitator and ratified that Facilitation is the most effective methodology, that can foster “Experiential Learning”, “Catharsis of internal Resource” , “Collaborative Learning” etc. in a team of adult learners , in an E-LEARNING PROGRAM.

Thereafter the Facilitator presented a Slide-Show accompanied with eloquent clarification of the different Communicative Interventions in Facilitation. Emphasis was placed upon Communicative interventions that will prove to be result-oriented, in Online Training.

The Facilitator had a detailed discussion with trainees regarding each of the Communicative Interventions with special emphasis upon their impact upon the students of E-Learning:

- Story Telling
- Probing
- Para-phrasing
- Active Listening
- Appreciative Inquiry
- ORID MODEL of Conversation

Thereafter, the Facilitator –Mr. Purandar Sengupta clarified the IMPACT of effective communication on successful Facilitation in the E-Learning Platform. He explained the parameters of Effective Communication, as specified by CUTLIP & CENTER. The participants were encouraged to vent out their valued opinion regarding each of the parameters of Effective Communication.

The Facilitator also delineated the different barriers in a Communication Process. He placed emphasis upon the following:

- Psychological Barrier
- Perceptual Barrier/Inhibitions
- Language Barrier
- Demographic & Geographic Bias.

Reflection Of The Participants:

Within a short time the participants could overcome their initial introversion and they continued to interact with the Facilitator with candor and transparency.

The Facilitator –Sri Purandar Sengupta made an earnest effort on a sustained basis to ensure the following human-process driven activities

- He tried to elicit the pent-up resource and potential of the Participants
- He made a sustained effort to ensure seamless with the Participants through relevant dialogues
- He continually encouraged the Participants to ventilate their valued opinion on every topic /thematic component.
- He inspired the Participants to appraise the effectiveness of the Learning Content presented to them.
- He encouraged the Participants to build up strategies for qualitative enhancement of Online Facilitation

Thus he developed a platform of SPONTANEOUS PARTICIPATION & CONTEMPLATIVE REFLECTION where the participants reflected their contemplative views and opinions relevant to the topic of learning. The Facilitator was successful to create an aura of geniality and transparency in the Session.

Case discussion:

At first, Mr. Purandar Sengupta clarified the different aspects of APPRECIATIVE INQUIRY, before the participants. He explained the effectiveness of APPRECIATIVE INQUIRY as tool for Facilitation.

Then Mr. Purandar Sengupta presented a CASE, which reveals that a Trainer is deploying the internationally reputed intervention –APPRECIATIVE INQUIRY for discovering the strength of his trainees. The Case indicates that the concerned Trainer is floating strategically framed queries that can elicit response from the trainees regarding their past achievements and correlated strength.

Subsequently Mr. Purandar Sengupta requested the participants to evaluate the effectiveness of APPRECIATIVE INQUIRY as a FACILITATION TOOL in discovering the latent strength and competence of the students/trainees.

Most of the participants acknowledged the significance of APPRECIATIVE INQUIRY in identifying the latent strength and psychosocial competence of the trainees. It is relevant to mention that Dr. Sri Prada of CHENNAI affirmed that she is already deploying this methodology to trace out the hidden resource of her students.

It deserves mention that Dr. Vignesh of COIMBATORE opined that he has used this methodology while counseling the students of his institution.

While drawing conclusion to the discussion, the Facilitator –Mr. Purandar Sengupta stated that this model has got resemblance with the Discovery Learning Model by Dr. Jerome Bruner , which also places emphasis upon the Inquiry based Facilitation Model and aims at discovering the strength of the students.

Assignment:

The Facilitator Sri Purandar Sengupta gave two alternative assignments to the participants.

Alternative A

The Participants were requested to perceive themselves as Facilitators. Then they were asked by Sri Purandar Sengupta to frame a motivational story that would in turn enhance the Achievement Motivation of their students and instill fortitude & confidence within those students.

Mr. Purandar Sengupta stipulated the fundamental thematic components that are to be inducted in the Motivational Stories. These thematic components are enumerated below:

- A Central Character /Protagonist
- Challenging situations that are being encountered by the central character
- Aspiration of the protagonist to achieve success
- A Mentor /Facilitator makes an entry in the life of the protagonist
- The Mentor/Facilitator administers psychological interventions for enhancing the Achieve Motivation of the protagonist
- Goal determination by the Protagonist based on his aspiration as well as on the findings of situation analysis.
- Motivation driven journey towards the pre- determined Goal
- Overcoming the circumstantial obstacles/situational impediments under the guidance of the Mentor/Facilitator
- Achievement of the desired goal.

Alternative B

Mr. Purandar Sengupta asked the trainees to design the Curriculum, Activities and Session–Planning of an Online -Workshop on “CAMPAIGN PLANNING & MANAGEMENT”, of three days duration, for the Community Based Volunteers of rural and suburban areas.

It was clearly specified by the Facilitator ---Mr. Purandar Sengupta, that the specific objective of the Workshop is to build up the Communication Skill & Persuasion Skill of Community Based Volunteers, so that they can conduct Awareness Campaign for sensitizing the local people of rural and suburban community about the strategies for preventing COVID 19 infestation

The assignments have been uploaded in the Google Classroom, and the Facilitator has done qualitative evaluation of the assignments. The Evaluation sheet is attached herewith.

Learning Output & Outcome:

OUTPUT	<ul style="list-style-type: none"> • Participants have achieved conceptual clarity on the valued attributes of Facilitation Methodology. • Participants have understood the points of demarcation between conventional lecture method and Facilitation methodology. • Participants have achieved expertise on the Interventions that can be used for Online Facilitation
EXPECTED OUTCOME	<ul style="list-style-type: none"> • It is expected that in near future the Participants will emerge as Effective Facilitators in E-Learning • It is expected that the participants will be capable enough to administer the valued interventions in Online Facilitation • It is expected that the participants will adhere to the parameters of Effective Communication, while executing Online Facilitation.

Evaluation:

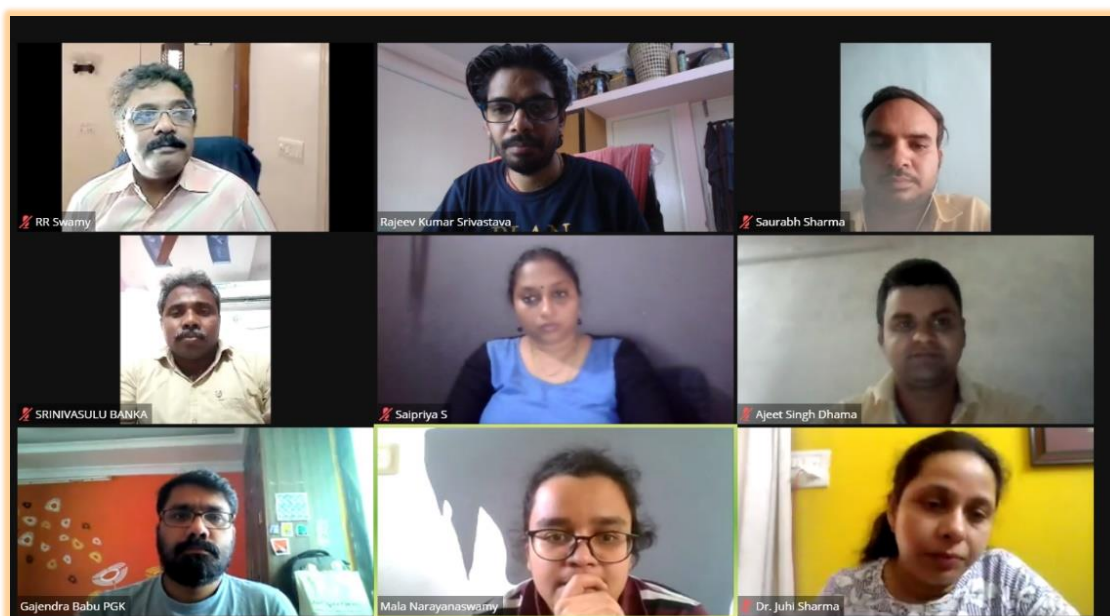
REACTION EVALUATION	The Facilitator has taken into consideration the factors like spontaneity, promptness, readiness to answer a question, motivation to ensure participation in a thematic discussion, vocal enthusiasm etc.
LEARNING EVALUATION	The Facilitator has taken into consideration the factors like ability to comprehend the essence of a theme, retention and recall of technical concepts , ability to elucidate a topic to others , ability to expatiate a concept , adding value to a training process etc .

Day 3 – Hand on and understanding of Google Classroom and Apps

Day 3: 20 May 2021		
Time	Activity	Session Details
09:30AM– 09:40AM(IST)	Opening session	Recapitulation of overview of Google Classroom
09:40AM - 10:35AM(IST)	History, benefits, and features of Google Classroom	Significant PPT presentation and explanation
10:35AM – 11:30AM(IST)	Create or Join Class, Add Co-Teacher and students to that class, create Announcements and Assignments for Students.	Participants learn how to perform experiments through Google classroom and parallely did the hands on for this
11:30AM – 12:00PM(IST)	Usage of Apps like Drive, Docs, Sheets, Slides, Forms, Sites, etc.	
12:00PM – 12:25PM (IST)	Q&A Session	Queries and observations shared
12:25PM – 12:30PM(IST)	Closing session	

The thrust of the discussion was on “Google Classroom” and “Apps available under GAfE domain”. A PPT presentation on the topic was shown, and the participants actively deliberated on the various issues pertaining to the topic. Some questions were asked to gauge the knowledge and understanding of the participants on the related topics, and to test their ability to apply these topics in their professional context.

Activity was given, to prepare and make Class, add Co-Teacher, Add Students, prepare quiz using Google Forms, Prepare Assignment in Classroom, Check the Grades, Schedule Test, etc., followed by Question & Answers.



Participants during the session of the second day of the workshop



Mr. Rajeev explaining about the Google Classroom

Training Objectives:

- Facilitate and refresh participants knowledge about Google Classroom.
- Highlight the importance of Google Classroom along with Google apps available under GAFE domain.
- Provide guidelines and Hands on to the participants with scenarios and cases about implementing them to enhance interpersonal skills and improve the quality of teaching peerlessly.

Facilitation Technique used (Methodology):

Besides lectures delivered, based on Power Point Presentations, the trainer used Question and Answers, discussions with practical.

Topics/ Modules Covered:

Topic 1	Google Classroom – Definitions, Features and Benefits
Topic 2	Create or Join Class, Add Co-Teacher and students to that class
Topic 3	Time Management, Group Assignment Presentations.
Topic 4	Create Announcements and Assignments for Students.
Topic 5	Effective Presentation Skills.
Topic 6	Usage of Apps like Drive, Docs, Sheets, Slides, Forms, Sites, etc.

Proceedings of Training Session:

The thrust of the discussion was on “Google Classroom” and “Apps available under GAFE domain”. A PPT presentation on the topic was shown, and the participants actively deliberated on the various issues pertaining to the topic.

Some questions were asked to gauge the knowledge and understanding of the participants on the related topics, and also to test their ability to apply these topics in their professional context. Activity was given, to prepare and make Class, add Co-Teacher, Add Students, prepare quiz using Google Forms, Prepare Assignment in Classroom, Check the Grades, Schedule Test etc followed by Question &Answers



Mr. Rajeev explaining about the Features for Google Classroom

Q & A Covered during the session along with Practical:

1. How to use virtual classroom effectively?
2. How we can restrict due date for any assignments?
3. How we can create announcement and assignments?
4. How we can Add Co-teachers and students into the classroom created?
5. How rubrics can be created and uses?
6. How to create Google site and make use of this site for Static material or notes?
7. What are all features available with Google Classroom and how to make use of them to save our time?
8. How digitally we can perform almost all activities like physical classroom with some limitations and assumptions?

Learning Outcomes:

A system of proper training imparts vital skills needed to keep the participants engaged, motivated, productive, and more committed to their Organization. Through the one-day Capacity Building Program (Google Classroom) it is expected that the participants are more equipped with the latest skills of the Google Classroom and Basic apps available under GAFE (Google Apps for Education) domain and emerge as more effective Online Teaching in their Colleges/Institute/Organization.

They are expected to recognize their strengths better and utilize them in overcoming their weaknesses. The Principals, Administrators and Faculty Members are also more confident about themselves in the context of Google Classroom functionality, Time Management, Stress Management, Usage of Apps like Drive, Docs, Sheets, Slides, Forms, Sites, etc.

Evaluation:

Participants were evaluated based on their interactions and the level of involvement shown during the sessions. Besides the trainer evaluated the participants based on Assignment and one to one interaction to assess their success in enhancement of their skills and capacity building.

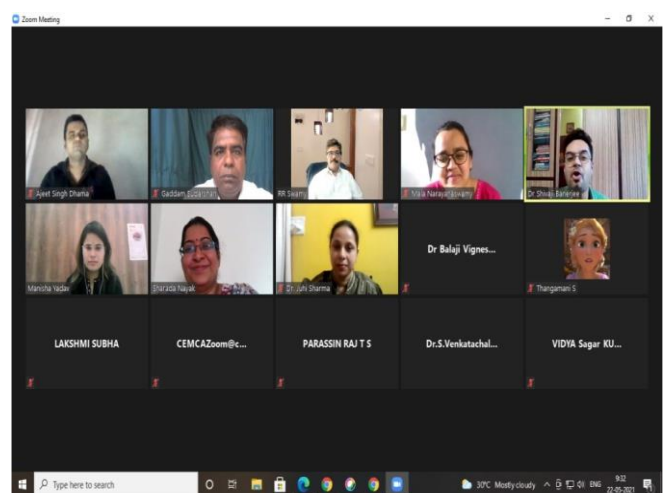
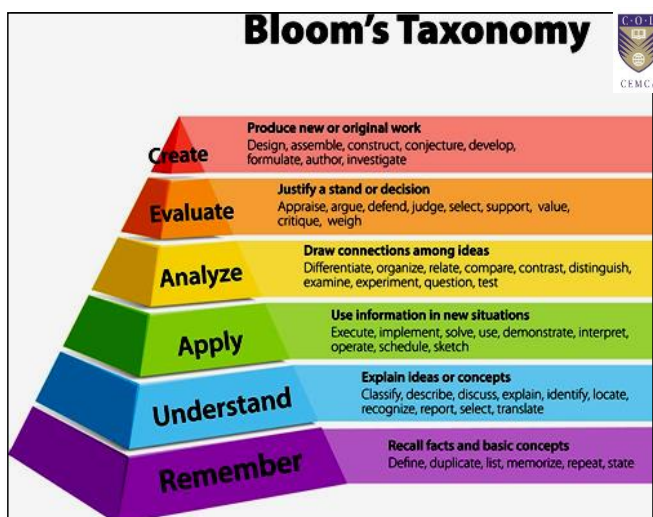
Day 4 – Online Curriculum Development : May 21st 2021

Introduction:



The PPT Presentation was focused on Student Participation, Engagement and Motivation in the Virtual Class Room. Participants were asked to narrate their experiences and the trainer also highlighted some of the key issues that are of paramount importance in this context. Questions were asked to gauge the knowledge and understanding of the participants to apply these concepts in the context of their Online Teaching. Participants were asked to get out into the Break Out Rooms assigned to them and make presentations, and engage in discussions based on following topics:

- I) Role of a Teacher in MOOC's
- II) Students Stress in Online Environment.
- III) Future of Research in an Online World.





Case Study:

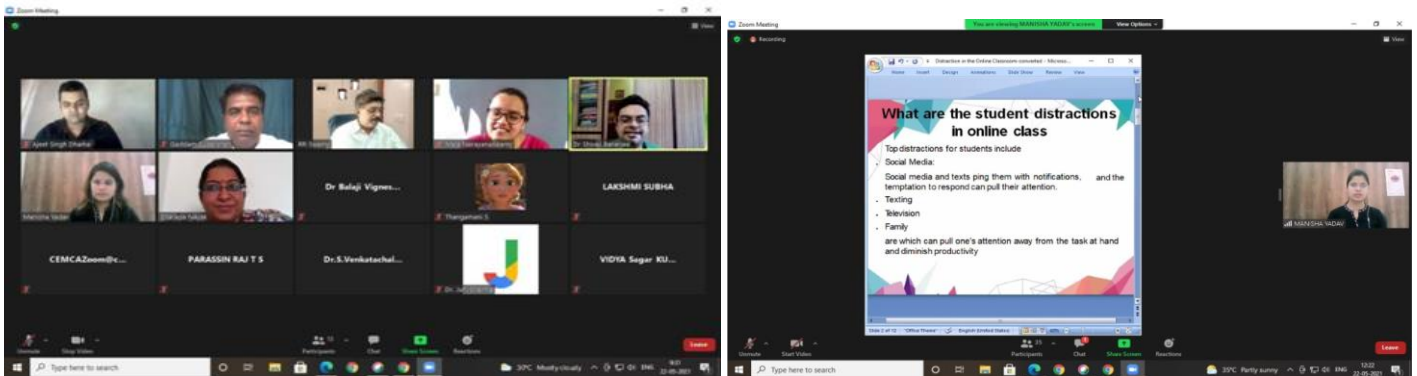
Assignment on Teacher's Stress and MOOC's presented by participants.

Outcomes:

1. Integrated approach to online education
2. Enhancing cognitive skills and updating pedagogical skills
3. Development of assessment strategies
4. Roles of e facilitator in instructional design, framing of curriculum, formative assessments in Moocs platform

Day 5 - Online Assessment & Evaluation Techniques: May 21st 2021

The topic of discussion was centered around “Online Assessment and Evaluation Techniques”. This was followed by interactions and discussions on the prevailing practices on the same in various institutions and the guidelines of regulatory bodies such as UGC and AICTE on the same topic. Participants were asked to join Break Out Rooms for discussions of the topics “ Managing Students Distractions”. The session ended with the summary of the key issues addressed in the CBP over the last five days. A feedback of the participants were taken at the end followed by a formal vote of thanks by Dr. Rajdeep Deb and Mr. Saurabh Mishra.



Case Study:

Ethical practices in Organizations discussed with participant

Outcomes:

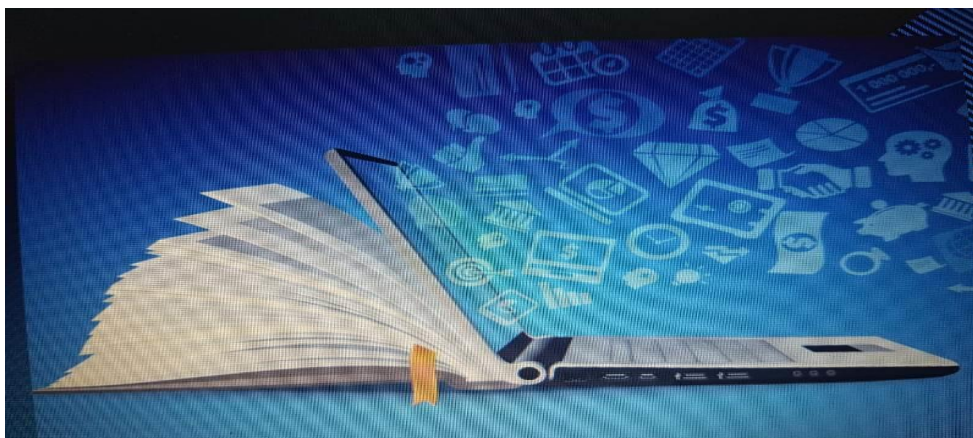
1. Academic integrity matters related to plagiarism discussed
2. Ways of handling online classroom issues concerning disruptive and noisy students
3. Strategies to managing distractions in the online classroom outlined.

The participants expressed their satisfaction with the overall conduct of the Five Day Faculty Development Program. They stated that they found the content useful and also could relate to the topics discussed and examples cited in the context of their professional experience in their colleges. Some of them greatly liked the group assignments and presentations as they became more confident of their skills and abilities. The participants proposed Offline face to face sessions in future to enhance their participation and engagement during the training once the pandemic gets over.

Assessment & Evaluation

Participants were evaluated based on their interactions and the level of involvement shown during the sessions. Besides the trainer evaluated the participants based on Group Assignments and one to one interactions to assess their success in enhancement of their skills and capacity building.

Group members made a presentation on the following topics and their performance were assessed based on content, communication and presentation skills.



List of Participants and their Performance Summary

(A+: EXCELLENT; A: VERY GOOD; B+: GOOD; B-: INSIGNIFICANT)

SL NO	PARTICIPANTS	NAME OF FACULTY		
		Dr. Shivaji	Mr. Purandar	Mr. Rajeev
1	Ajeet Singh Dhama	A	A	A
2	Ashish Ranjan	A+	A	A
3	Dr. Balaji Vignesh R	B+	A+	A
4	Dr. Mamta Rajani	A	A	B
5	Dr. S.K Verma	A	A+	B+
6	Dr.Padmaavaty P.	B+	A	B
7	Dr.Venkatachalam Srinivasan	NA	A	A
8	Gaddam Sudarshan	A+	A+	A
9	Gajendra Babu	A+	A+	A+
10	Geetha Ravi Kumar	A+	A	A
11	Juhi Atry	B	A+	B
12	Kavitha G	A	A	A
13	Lakshmi Subha	A	A	A
14	Mala Narayanaswamy	A	A+	A
15	Manish Bunkar	NA	A	B
16	Manisha Yadav	B+	A	A
17	Md. Najmool Haque	NA	A	B
18	Naga Raju	B+	A	A
19	Nice Mathew	NA	A	A
20	Rajanesh R Swamy	NA	A+	B
21	Saipriya S	B+	A*	A+
22	Satyendra Singh	B+	A	B
23	Saurabh Sharma	A	A	B
24	Sharada Nayak	NA	A	A
25	Srinivasulu Banka	A	A	B
26	Thangamani Selvam	NA	A	A
27	Cs Ks	B	A	A
28	Vidya Sagar Kumar	A	B	A
29	Shubham Singh Rathore	NA	NA	NA

Based on Class Participation, Assignment, Presentation and Activities conducted in the Break Out Room. The following is the summary of their overall performance.

Note: The other participants did not actively engage in the Class room assessments as well did not participate in the other modes of evaluation and assessment.

** 22 participants who attended minimum 4 days of training program and submitted all assignments and actively participated during the sessions been awarded “course completion certificate”.

Sample Certificate



CERTIFICATE OF PARTICIPATION

This Certificate is Awarded to

Dr. Swati Verma Sood

Trainers Club

For successfully completing the Five day Capacity Building Program (CBP) on "Effective Online Teaching, Assessment & Communication Skills" jointly organized by Bhartiya Skill Development University (BSDU) Jaipur and the Commonwealth Education Media Center for Asia (CEMCA) conducted from 11th to 17th May 2021.

Dr. Rajdeep Deb
Head SES, BSDU Jaipur

Mr. Saurabh Mishra
Programme Officer, CEMCA

Certificate ID: CBP-2021-016



The participants expressed their satisfaction with the overall conduct of the Five Day Faculty Development Program. They stated that they found the content useful and also could relate to the topics discussed and examples cited in the context of their professional experience in their colleges. Some of them greatly liked the group assignments and presentations as they became more confident of their skills and abilities. The participants proposed Offline face to face sessions in future to enhance their participation and engagement during the training once the pandemic gets over. Experience was shared by the Trainers and Participants on dealing with quiet, noisy, lazy, inactive and disruptive students in the Online Class Rooms.

