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NEW ALIPORE COLLEGE

GOVT. SPONSORED • NAAC ACCREDITED - GRADE B⁺ • ISO Certified (IN12629A)

NEW ALIPORE, KOLKATA-700 053

E-mail : newaliporecollege@yahoo.co.in • Website : www.newaliporecollege.ac.in

Ref. No.

Date

A Report of Two Day's Workshop on

Online Teaching, Learning and Evaluation
(18th-19th July, 2020)

Jointly Organised by Internal Quality Assurance Cell

of

NEW ALIPORE COLLEGE

Kolkata - 700053

&

K. K. DAS COLLEGE

Kolkata - 700084

With the increasing threat of COVID-19, maintaining the norms of social distancing Department of Computer Science, K.K.Das College is organising e-Adhyayan (the e-Workshop) to build confidence of e-teaching to the teachers using Google platform. This e-Adhyayan will provide each participant enough confidence to begin e-classroom for the on-board students.

The e-Adhyayan Team:

1. DR. R. P. Charkaborty
2. Mrs. R Pal
3. Mr. M. K. Bhaumik
4. Ms. P Pal

Workshop Sessions:

Day 1:

In the beginning of first half, the delegates have delivered introductory speech about the objectives behind the organization of this workshop. Then the concept regarding Google classroom, google drive, google id have been explained by Mrs. R Pal. She has also explained about the material uploading, assignment preparation in google classroom and uploading the documents, worksheets in google drive etc.


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In the second half, the next speaker Mr. M. K. Bhaumik has explained and demonstrated about the google form creation and explained how it can be helpful for preparing different types of questionnaires for survey. After that the speaker has described about the use of google meet, google calendar and other relevant tools for virtual teaching. Next, the use of Jamboard has been demonstrated for smart learning.

Day 2:

In first half, the speaker Mr. M. K. Bhaumik has explained about more usage of Google forms. He has given the demonstration regarding automatic and manual evaluation of different questionnaires using google forms. Then the speaker has described about checking the student progress using google forms. At the end of this half, the speaker has given the demonstration regarding the routine creation.

In the second half, the speaker Ms. P. Pal has explained about Google sites for document uploading, publishing etc. Next, she has given the description regarding the creation of YouTube channel, live video streaming etc. She has explained about the utilities of using those platforms.

Participating teachers were asked to create goggle classroom, e assignments, e-time table, etc. Some teachers showed their skills very well. Some non teaching staff were asked to do inline accounting. They did fairly well.

The last session was interactive session. All the doubts of participants have been cleared by both the resource persons. At the end, the session chair has given the vote of thanks to the speaker.

Thus, this workshop completed successfully by achieving the desired objectives which were decided while organizing such value-adding event.


Principal
New Alipore College
Block-I, New Alipore
Kolkata - 700 053

Two-Day(8Hrs) e-Workshop

on



Online Teaching, Learning and Evaluation

Date

18th & 19th July 2020

Time

1st Half - 11.00AM to 1.00PM

2nd Half - 4.00PM to 6.00PM

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About the e-Adhyayan (the e-Workshop)

Everyone is concerned about the increasing threat of COVID-19 and searching for a solution by which normal activities involving others can be performed while maintaining the norms of social distancing. Teachers are also facing the same situation. Fortunately, alternatives are there to holding face-to-face classes, but it's important to prepare teachers and students ready for the technology driven techniques. **Department of Computer Science, K.K.Das College** is organising *e-Adhyayan* (the e-Workshop) to build confidence of *e-teaching* to the teachers using Google platform.

This *e-Adhyayan* will provide each participant enough confidence to begin *e-classroom* for the onboard students.

The Audience:

This professional development activity/course is designed for:

Teachers who want to start *e-Teaching* using Google platform for teaching, learning and evaluation.

Description:

The Two-Day (8 hrs) *e-Adhyayan* will review the uses of Google platform, so teachers can plan for *e-teaching*. The *e-Adhyayan* is designed to:

- *Online accounts*
- *Collaborative Works*
- *Classroom - Onboard Students & Co-Teachers*
- *Engage students in e-Learning System*
- *Create e-Lessons, e-Assignments, e-Tests*
- *Track Attendance, Participation and Students' Progress*
- *Pre-scheduling Classes, Live Classes, e-Time Table*
- *Personal Website - Uploading Personal Details and Shareable Documents*

Google offers a good option for increasing access and intensity, whether or not your recent needs are going to temporarily close. These tools are enthusiastically used globally.

The e-Adhyayan Team:



Dr. R. P. Chakraborty
*Principal,
K.K. Das College*



R. Pal
*HoD, Dept. of Computer Science
K.K. Das College*



M. K. Bhaumik
*Faculty, Dept. of Computer Science
K.K. Das College*



P. Pal
*Faculty, Dept. of Computer Science
K.K. Das College*

The e-Adhyayan:

Day One

First Half:

- *Introduction*
- *Google*
 - *Searching, Google ID, Mail,*
 - *Drive, Docs, Sheet and Slide*
- *Google Classroom-I*
 - *Creation, Co-teachers and students joining*
 - *Materials Uploading*
 - *Assignments and Tests preparation*

Second Half:

- *Google Form-I*
 - *Preparation of different types of questions/ questionnaires for survey.*
- *Scheduling-I*
 - *Google Calendar*
 - *Google Meet*
 - *Other Tools*
- *Jamboard*
 - *Use and Sharing*

Day Two

First Half:

- **Google Form-II**
 - Questions with weightage and it's Automatic/Manual evaluation
 - More usage of Google Form
- **Google Classroom-II**
 - Tracking students progress
 - More usage of Google Classroom
- **Scheduling-II**
 - Preparation of Routine

Second Half:

- **Google Sites**
 - Creation, Development & Uploading
 - Publish and Sharing
- **YouTube**
 - Creation of YouTube Channel
 - Uploading Video Lectures
- **Live Streaming**
- **Conclusion**

Registration:

- ❖ Last date of registration : 17-07-2020
- ❖ Registration fee of INR 200.00 to be paid through any mode in favour of K.K. Das College
Bank Name : AXIS BANK (Garia Branch)
A/c No. : 917010040728867 IFSC code: UTIB0000232
- ❖ e-Certificate will be sent to the participants after successful completion of the workshop.

[Click here for online Registration](#)

Contact us:

For more detail please feel free to e-mail us at: computersc.kkdascollege@gmail.com