Workshop on 'Moving to Online Platform'

Activity Report

Part I

1. Name of the Event: Moving to Online Platform

2. Place and Date of the Event: 12th March 2020

3. Organising Team and Collaborators: Himanshu Sanghani, Associate Professor, SSAA

4. Audience and Participants: All faculty members participated in the workshop (list enclosed)

Part II

5. Goal/ Purpose of the Event:

Early 2020 had seen a surge of Corona Virus patients and on daily basis it was difficult to manage. The spread of the virus via community had literally created panic amongst many and WHO had called this as pandemic and urged government to call for a complete lockdown. This workshop was conducted to train faculty members in using technology and digital framework should there be a lockdown announced by the University.

6. Concept Note and Collaterals:

The purpose of the workshop was to train the faculty members in following;

- a. Familiarising the team with various online webinar types applications such as GoToMeeting, Microsoft team, Google Meet, Team-Viewer, Zoom.
- b. University Account is Gmail based hence it was easier to use Google Meet
- c. The workshop entailed setting up google meet session via calendar, via Meet application via browser and mobile phone using the code.
- d. It also engaged the members in various ways of allowing other team members who are not within the same University ID domain.
- e. The second half of the session engaged team members to set up Google Forms for assignments.

7. Materials/ Facilities used:

The participants had gotten their laptops.

8. Schedule of the Event:

The event was conducted on 12th March 2020 in A-015 Room of A-Block

Part III

9. Summary of the proceeding

This 1-day workshop ended with a live demonstration of setting up the Google Meet and Google Form

10. Overall Assessment of the Event and problems encountered:

The event was a successful and a lot of theories and concepts digital and online mode of teaching got cleared. The participants immediately applied the skills in their teaching.

11. Feedback: The participants thoroughly enjoyed the session and learnt new things that they were ready to implement the techniques in their subsequent courses.



