

## 1.i. FDP-Microsoft Tools for Creating Effective Teaching and Learning Environment

### MOU



#### MAHATMA HANSRAJ FACULTY DEVELOPMENT CENTRE

A centre of MoE, Government of India, under PMMMNMTT scheme

#### Hansraj College, University of Delhi

NAAC A+ CGPA 3.62, NIRF Rank #9

Malcha Ganj, Delhi-110007



Website: [www.mhrfdc.in](http://www.mhrfdc.in)

Email: [fdp.hrc@gmail.com](mailto:fdp.hrc@gmail.com)

**Memorandum of Understanding (MoU)**  
**between**  
**Mahatma Hansraj Faculty Development Centre, Hansraj College, University of Delhi**  
**and**  
**Vivekananda College, University of Delhi**

This is in reference to your proposal received at MHRFDC through an email regarding conduct of a Faculty Development Programme on "**Microsoft Tools for Creating Effective Teaching and Learning Environment**" (via online mode). We are pleased to inform you that we are interested in the same for the dates **(7<sup>th</sup> June to 13<sup>th</sup> June, 2021)**. The following terms and conditions are agreed upon by the two parties:

1. Registration fee of **Rs. 1500** per participant will be charged by MHRFDC.
2. Registration fee is **non-refundable**, which will also be mentioned on the Brochure clearly.
3. The registration link for the programme will be generated and the meeting will be hosted by MHRFDC (preferably on zoom or on any other available platform).
4. Brochure of the programme must be circulated in public domain, minimum at least 15 days before the programme.
5. Remuneration to Catch a Cloud LLP (@ **Rs. 1,000+GST** per participant) will be done by MHRFDC through NEFT/RTGS.
6. Preferably a maximum of two sessions should be given to a single resource person.
7. Attendance of participants in all sessions will be taken and monitored by MHRFDC team.
8. A minimum criterion of attendance is to be met for issuance of FDP Certificate.
9. Feedback form link will be circulated by MHRFDC team after the valedictory session of the programme.
10. Registration for FDP will be through online mode only, Google form/ MHRFDC website link will be provided by MHRFDC.
11. E-certificates to all participants, convener, coordinator and appreciation letters to resource persons will be provided by MHRFDC.
12. Online programme link (zoom / online available platform) will be shared by MHRFDC in the participant's whatsapp group and through email.
13. Rules and regulations about the programme will be shared by MHRFDC team through whatsapp/ email in the participant's group, one day before commencement of the programme.

1.ii.Brochure

**Internal Quality Assurance Cell (IQAC)**  
**VIVEKANANDA COLLEGE**  
NAAC "A" GRADE  
(University of Delhi)  
Vivek Vihar, Delhi-110095  
<http://www.vivekanandacollege.edu.in>  
& Catch a Cloud LLP

is organizing  
**ONE WEEK INTERDISCIPLINARY  
ONLINE FACULTY DEVELOPMENT PROGRAMME**  
on  
**Microsoft Tools for Creating Effective  
Teaching and Learning Environment**

**Live Sessions**  
10:00 a.m. - 1:00 p.m.  
**June 7 -13, 2021**

in collaboration with  
**Mahatma Hansraj Faculty Development Centre**  
(A Centre of MoE, Govt. of India under PMMMNMTT Scheme)

**HANSRAJ COLLEGE**  
(NAAC A+ CGPA 3.62, NIRF Rank #9)  
**University of Delhi**  
Mahatma Hansraj Marg, Mukti Garh, Delhi-110057  
<https://www.hansrajcollege.ac.in>

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www.mhrcfdc.in

3<sup>rd</sup> June, 2021

**One week interdisciplinary  
ONLINE  
Faculty Development Programme**  
on  
**“Microsoft Tools for Creating Effective Teaching  
and Learning Environment”**  
**June 7-13, 2021**  
**(Live Sessions 10:00 a.m. - 1:15 p.m.)**  
organized by  
**Internal Quality Assurance Cell (IQAC)**  
**VIVEKANANDA COLLEGE**  
NAAC “A” GRADE  
University of Delhi  
Vivek Vihar, Delhi-110095

**& Catch a Cloud LLP**  
in collaboration with  
**Mahatma Hansraj Faculty Development Centre (MHRFDC)**  
(A Centre of MoE, under PMMMNMTT Scheme)  
<https://www.mhrfdc.in>

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University of Delhi  
Mahatma Hansraj Marg, Malka Ganj, Delhi-110007

## 1.iv.REPORT

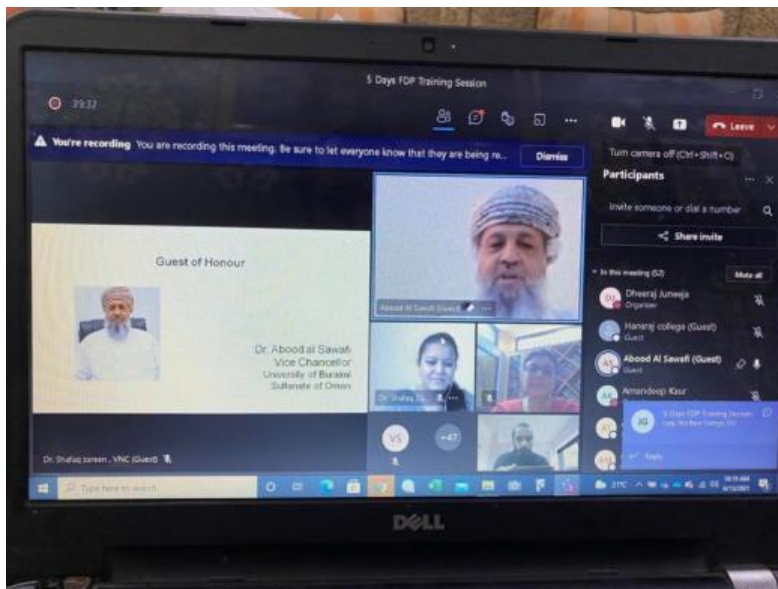
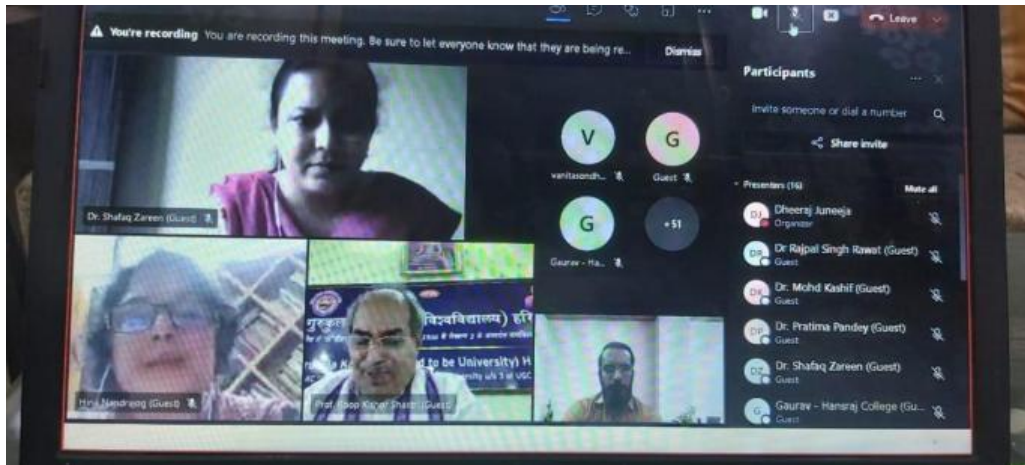
One week Interdisciplinary Faculty Development Programme on “**Microsoft Tools for Creating Effective Teaching and Learning Environment**” was organized by the Internal Quality Assurance Cell (IQAC) of Vivekananda College, University of Delhi and Catch a Cloud LLP in collaboration with Mahatma Hansraj Faculty Development Cell (MHRFDC) under the aegis of Ministry of Education, Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT), Hansraj College, University of Delhi from 7<sup>th</sup> June to 13<sup>th</sup> June, 2021. This Faculty Development Programme was an initiative with the common objective of building awareness and knowledge about different Microsoft Tools among faculty members and research scholars within institutions of higher learning across the country.

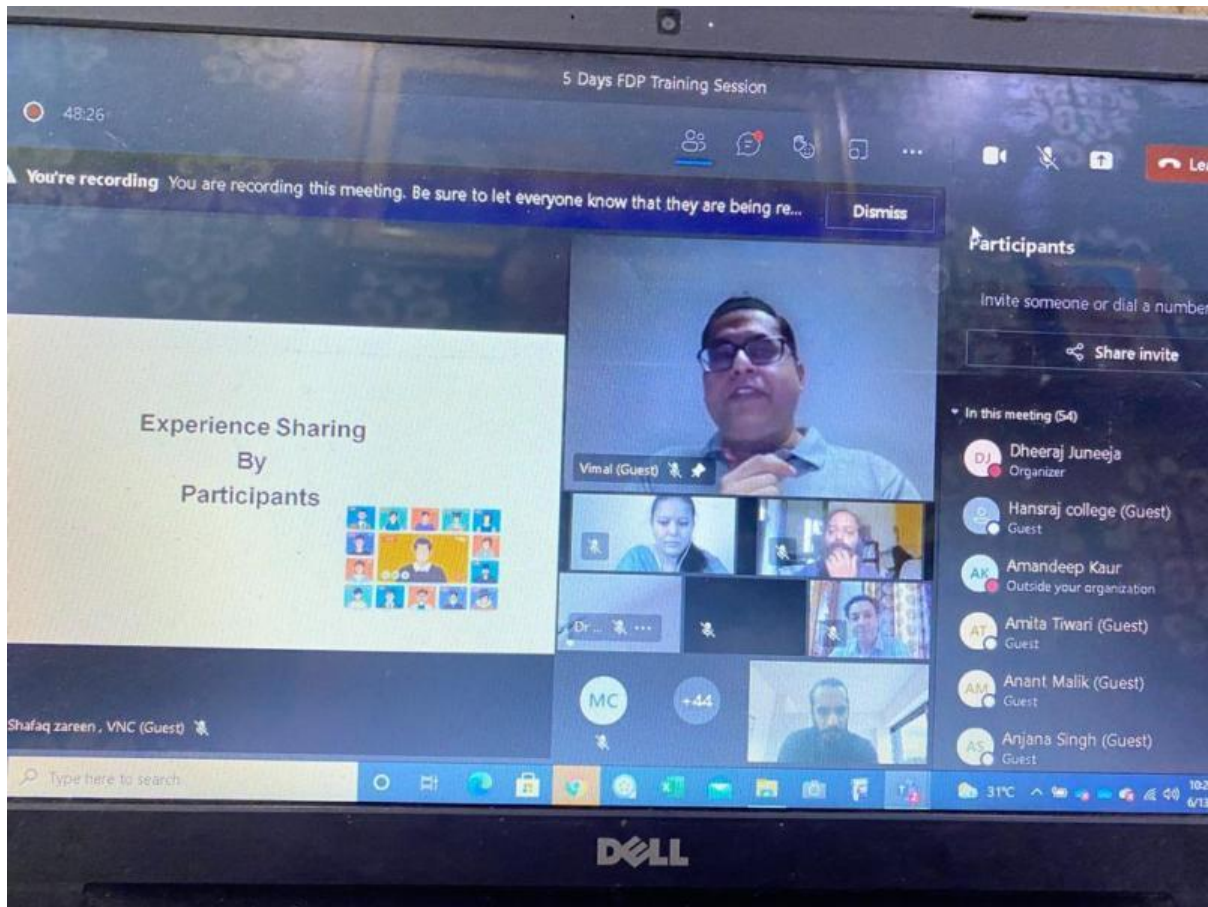
The Programme commenced with a warm welcome of all the participants by the FDP Coordinator of the programme, Dr. Shafaq Zareen. She explained the relevance of the programme and how the use of ICT in education had not only become very important in the pandemic times as teaching-learning had become online, but also how ICT can add value in the teaching-learning process. The session proceeded with a welcome address by Dr. Vanita Sondhi, Convenor, Internal Quality Assurance Cell, Vivekananda College. She explained how education has been radically transformed with the advent of ICT. Next, the resource person, Mr. Dheeraj Juneja was introduced to the audience. Mr. Juneja discussed the agenda of the one week faculty development programme and its importance. Then the session coordinator invited Dr. Hina Nandrajog, Officiating Principal, Vivekananda College. She elaborated the importance of classroom teaching along with the importance and usage of ICT in teaching and learning. She discussed how the usage of ICT in online teaching-learning during the pandemic had acquired added significance. She then welcomed the Chief Guest, Honourable Prof. Shri Roop Kishore Shastri ji, Vice Chancellor Gurukul Kangri Vishwavidyalaya, Haridwar. Sir started his speech with appreciating the theme of the FDP and the efforts of the organizing team. In his speech, sir explained that in this pandemic situation the need of ICT is not only a requirement but mandatory condition in education field without which one cannot survive. He talked of how ICT had become a medium to link various parts of not just the country, but the entire globe.

The seven-day programme from 7<sup>th</sup> June to 13<sup>th</sup> June, 2021 was conducted by Mr. Dheeraj Juneja, Resource Person, Microsoft Certified Trainer, Director and Founder Catch a Cloud LLP. He took various sessions on Google workspace, Google Forms, Excel (Conditioning Formatting, Functions and Formulae, Pivot Table, V Lookup), Microsoft Power Point, Microsoft Word and Office 365. Practical work was encouraged by giving hand-outs and exercises to be done. All sessions were very informative and knowledgeable. Recordings of the sessions were also shared with the participants so that they could recapitulate the salient points at their convenience. Participants showed active participation by asking and clearing their doubts which they might be facing in their workplace. This created a vibrant learning environment that evoked memories of physical interaction as in FDPs in pre-pandemic times.

The Valedictory session was held on 13<sup>th</sup> June 2021 with a welcome of the Guest of Honour, Dr. Abood al Sawafi, Vice Chancellor, University of Buraimi, Sultanate of Oman by the FDP Coordinator. Sir addressed the audience with his words of wisdom and congratulated all the participants on successfully completing one week FDP. His dynamic leadership of the University of Buraimi has given him deep experience of transforming higher education into a tool of empowerment in which ICT plays a significant role. The session concluded with the vote of thanks by the FDP Coordinator, Dr. Shafaq Zareen by thanking Dr. Abood al Sawafi, Vice Chancellor, University of Buraimi, Sultanate of Oman for accepting and gracing the occasion as Guest of Honour, Prof. Rama, Principal, Hansraj College for generously collaborating with Vivekananda College for this FDP, the Officiating Principal, Dr. Hina Nandrajog for encouraging and providing the opportunity to organize this FDP, and Dr. Vanita Sondhi, Convenor for giving the courage and freedom to organize this FDP. Mr. Dheeraj Juneja, the resource person was thanked for sharing his knowledge and the extreme patience and support that he provided to the participants, the coordinators of Mahatma Hansraj Faculty Development Cell for their support, and the participants for being attentive and participative, and last but not the least, all the members of the IQAC team of Vivekananda College for their support to make this FDP a successful event.

## 1.v.Screenshots of the event









### 1.vi. List of Participants for FDP-IQAC

SNO.	Name	Designation	Field of Specialization	Department	Name of College / Institution	Gender
1	Anjana Singh	Assistant Professor ( Temporary )	Macro Economics	Economics	Lady Shri Ram College for Women	Female
2	Shalini Basna	assistant professor	economics	economics	Motilal nehru college	Female
3	Vimal Singh	Associate Professor	Geology	Geology	Department of Geology	Male
4	Ashutosh Goswami	Assistant professor	Finance	Commerce	Satyawati college (Day)	Male
5	Sonali Jain	Assistant Professor	Marketing and International Business	Commerce	Bharati College	Female
6	Madhuri Chawla	Associate Professor	Diasporic Studies	English	Dyal Singh Evening College	Female
7	Manoj Kumar	Assistant professor	Finance	Commerce	Satyawati college (M)	Male
8	Mohd Kashif	Assistant Professor	Finance and International Business	Commerce	Zakir Husain Delhi College (Evening)	Male
9	Neha Mann	Assistant professor, Miranda House college	Botany	Botany	Miranda House college	Female
10	Pallavi Bhardwaj	Research Scholar	Marketing, Social Entrepreneurship, Finance	Faculty of Management Studies	Gurukula Kangri (Deemed to be) University	Female
11	C. Lalmuanpuia	Assistant Professor	Food Technology	Food Technology	Bhaskaracharya College of Applied Sciences	Male
12	Rajpal Singh Rawat	Assistant Professor	Finance	Commerce	SDM PG College Doiwala Dehradun Uttarakhand	Male
13	Jyotika Elhance	Associate Professor	English Literature	English	Vivekananda College	Female
14	Pramod Kumar	Assistant Professor	Stratigraphy and Paleontology (Geology)	Geology	Department of Geology	Male
15	Drvedanidhi	Assistant Professor	sanskrit	Sanskrit	Vivekananda College	Male

16	Anant Malik	RESEARCH SCHOLAR	MANAGEMENT	FACULTY OF MANAGEMENT STUDIES	Gurukul Kangri (Deemed to be University)	Male
17	Suresh Ganpatrao Dhure	Director of physical Education and sports	Yoga	Physical Education	Art's comm and science college Gadhinglaj	Male
18	Richa Gupta	Assistant professor	Macro economics and Indian economy	Economics	Kalindi college	Female
19	Sudesh Kumari	Assistant Professor	Organization behavior and development	Commerce	Hansraj College	Female
20	Poonam Singh	Assistant Professor	English Literature	English	Satyawati College, University of Delhi	Female
21	P Sarada	Selection grade lecturer	Chemistry	Chemistry	St Joseph's college for women (autonomous)	Female
22	Gunjan Verma	Assistant Professor	Marketing & HR	Commerce	Kalindi college	Female
23	Niveditha Kalarikkal	Assistant Professor	Translation Studies	Centre for Comparative Literature & Translation Studies	Central University of Gujarat	Female
24	Robin Luke Varghese	Guest Faculty	Philosophy	Liberal Arts	Unitedworld School of LA and MC	Male
25	Jaspal Singh	Assistant Professor	Language Teaching	English	PGDAV College (Evening)	Male
26	Dufaida Km	Assistant professor	Microbiology	Microbiology	EMEA college of arts and science kondotty	Female
27	Pradeep Mamgain	Assistant Professor	Management	Business Management	HNB Garhwal University	Male
28	Manju Khosla	Assistant Professor	Accountancy	Commerce	Gargi College	Female
29	Vandana Rathore	Assistant Professor	Economics	Economics	Vivekananda College	Female
30	Savita Rastogi	Associate Professor	Organizational behaviour and Human relations	Commerce	Jesus and Mary College	Female
31	Sheena Lama	Assistant Professor	English Literature	English	Vivekananda College	Female
32	Amandeep Kaur	Assistant Professor	Electronics and Instrumentation	Instrumentation	Bhaskaracharya College of Applied Sciences	Female

33	Rajiv Kumar Agarwal	Assistant Professor	Finance and Accounts	Department of Commerce	Vardhman College, Bijnor	Male
34	Jomy Abraham	PhD Research Scholar, JNU	English Language and Literature	Nil	Nil	Female
35	Savita Singh	Associate Professor	International Economics	Economics	Deshbandhu College	Female
36	Saswata Bhattacharya	Assistant Professor	Post colonial studies	English	Deshbandhu College	Male
37	Surabhi	Assistant Professor	Political Science	Political Science	Miranda House	Female
38	Madhumita Biswal	Assistant Professor (on contract)	Sociology, Gender Studies	Sociology	Central University of Gujarat	Female
39	Jonaki B Ghosh	Assistant Professor	Mathematics Education	Department of Elementary Education	Lady Shri Ram College for Women	Female
40	Pratima Pandey	Associate Professor & HOD, MBA	HR and Marketing	MBA	RJS Institute of Management Studies	Female
41	Ritika Nagpal	Assistant Professor	Mathematics	Mathematics	Vivekananda College University of Delhi	Female
42	Ghodake Jeevan Shivaji	Assistant Professor	Theoretical Physics	Physics	Padmabhushan Dr Vasantaoada Patil Mahavidyalaya Tasgaon	Male
43	Vanita Sondhi	Associate Professor	Psychology	Applied Psychology	Vivekananda College	Female
44	Shafaq Zareen	Assistant Professor	Human Resource Management	Commerce	Vivekananda College	Female
45	Indrani Mukherjee	Post Doctoral Fellow	Anthropology	Anthropology	Department of Anthropology	Female
46	Vibhuti Gaur	ASSISTANT PROFESSOR	ENGLISH	ENGLISH	ARYABHATTA COLLEGE	Female
47	Manisha Saluja	Assistant Professor	English Literature	English	Maitreyi College	Female
48	Rashmi Chaudhary	Assistant Professor	Public Economics, Environmental Economics	Economics	Kalindi College	Female
49	Durgesh Kumar	Assistant Professor	Topology	Mathematics	Motilal Nehru College	Male

50	Rekha Sharma	Associate Professor	Economics	Economics	SGGSCC	Female
51	Ratish Chandra Jha	Assistant Professor	Sanskrit Grammar and Philosophy	Sanskrit	Vivekananda College, University of Delhi	Male
52	Amita Tiwari	Associate Professor	Hindi Upanyas	Hindi	Jesus and Mary College/ University of Delhi	Female
53	Hina Nandrajog	Officiating Principal	English Literature and Translation	English	Vivekananda College	Female
54	Priya Sawaliya	Assistant Professor	Finance	Commerce	Mata Sundri College for Women	Female