

Course Objective

To impart training to a level where faculties will be benefitted in terms of the teaching style, personality improvement, classroom delivery and help the faculties to create a strong mentor mentee relation required for overall development.

Course Outcome

Teachers will get to know online teaching & learning methods, platforms, tools, and resources. Teachers will identify reasons of why mentor mentee relationship remains with a gap. Various tips will be covered to identify techniques of better mentoring inter departments.

Activities

- Panel Discussion
- Case studies.
- Query Handling
- Evaluation

Pre-Requisites

- Laptop/Desktop with Webcam.
- Good Internet Connectivity.
- Uninterrupted Power Backup for 5 hours

Who Can Attend?

Programme is open to Faculty Members and Research Scholars from Universities and Colleges.

Contact Details

Project Manager,
E&ICT Academy, IIT Guwahati

Email: eictacad@iitg.ac.in, eictacad@gmail.com
eictinfo.iitg@gmail.com

Follow us on: www.facebook.com/eictacadguwahati/



For details of the programme and course contents etc., please log on to Electronics and ICT Academy website: <http://eict.iitg.ac.in/>

Course Coordinators from Academy

- Prof. Ratnajit Bhattacharjee**, *Principal Investigator, E&ICT Academy, IIT Guwahati.*
- Dr. Gaurav Trivedi**, *Co-Principal Investigator, E&ICT Academy, IIT Guwahati.*

Coordination Committee from Dispur Law College, Guwahati

- Dr. Swapna Manindranath Deka**
Vice Principal
Dispur Law College
Contact Number- 9435303543
Email Id- dekaswapna@gmail.com

Coordination Committee from Hatichong College, Nagaon

- Mr. Luit Hazarika**
Principal I/C, Hatichong College
Contact Number- 9401319556
- Mr. Nakibur Rahman**
Assistant Professor and IQAC Coordinator
Contact Number- 9435067715
Email Id- nakibrn@gmail.com

Registration Fee(Including GST)

Rs. 1000/- for Faculty & Research Scholar Only

Mode of Payment: Online
(NEFT/RTGS/IMPS)

For Online Transfer

Bank Name: State Bank of India
Account Name: IIT Guwahati R and D E and ICT Academy
Account No.: 36071160089
IFSC Code: SBIN0014262
Bank Name: State Bank of India
Bank Address: IIT Guwahati, GHY- 39.

Contact Hours for the Course

40 Hrs (Theory , Activities, Case Studies & Evaluation)



An Initiative of Ministry of Electronics & Information Technology (MeitY), Government of India

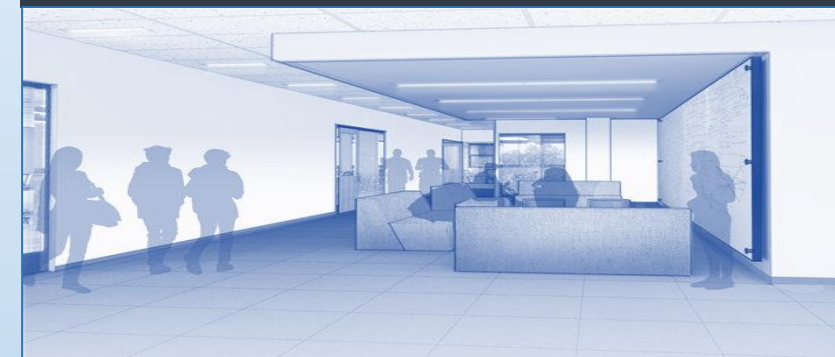


Electronics & ICT Academy
IIT Guwahati, Assam

Online

01 Week Faculty Development Programme

Mentoring Pedagogy & Application of ICT tools
for Online Classroom Delivery of Teachers
(27 October – 03 November, 2020)



Organized in Joint Association with

Dispur Law College & Hatichong College

With Support from



Course Date: 27 Oct – 03 Nov, 2020
Last Date of Registration: 15/10/2020
(Online Registration Link will be open from: 15/09/2020)
Per Day Timing: 10:00 am to 01:00 pm (morning session)
03:00 to 05:00 pm (afternoon session)



Please read the Instructions carefully

Instruction Set to be followed for the enrollment and attending the Online FDP organized by E&ICT Academy IIT Guwahati

- A Google Classroom will be created for each Online FDP (2-3 days before the commencement of the session and after the last day of registration) where every participants need to join.
- A Whatsapp Group will also be created for each Online FDP (2-3 days before the commencement of the session after the last day of registration) where every participant will be asked to join. The link for joining the Whatsapp group will be shared through Email.
- All information regarding the online FDP will be updated in both Google Classroom and the Whatsapp Group. The Whatsapp group will be active for only one hour post session i.e. from 6-7 pm.
- The session will be held using the Video Conferencing (VC) Application “**Cisco WebEx Meeting**”.
- The participants may join the session from **Laptop/Desktop** with **Webcam**. However, connecting via mobile phones will not be allowed.
- The link to download the WebEx Meeting Installer for PC will be shared with the participants. The same can be downloaded from <https://www.webex.com>
- A webinar will be held 2-3 days prior to the starting day of the FDP where all participants will be asked to join. The webinar will focus on demonstration of the **WebEx Meeting** Platform and the instructions and procedures the participants need to follow during the FDP sessions.
- The participants need to ensure proper data connectivity and sufficient bandwidth to run the **WebEx Meeting** Platform smoothly.
- Total 40 Hrs Course (8 days Programme) : 5 Hrs/day Module (May vary)

Expert Demonstration (Theory + Practical)	2 Hrs/day	5 Hrs/day *7 days = 35 Hrs
Theory Assessment and Doubt Clearance Session (Through Online Platform/Whatsapp/Google Classroom)	1 Hr/day	
Hands-on (Practice session for Participants)	2 Hrs/day	
Project/Assignment/Lab Assessment	5 Hrs	05 Hrs
Total		40 Hrs

- A WebEx Meeting link will be shared with participants prior to the beginning of the sessions. Participants need to join the session by visiting the link.
- The resource persons will in continuous contact with the participants during the Hands-on session. To save the use of surplus bandwidth, the participants may opt to be offline from the VC application during Hands-on sessions.
However, to check the progress of the participants, the resource person or E&ICT IITG staff may randomly ask a participant to share his/her screen/application either in the VC application (if online) or in the WhatsApp group (if offline). If the participants are offline during this 2 Hrs of



Electronics & ICT Academy IIT Guwahati

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Hands-on session they need to be compulsory active in WhatsApp. Based on the activeness and performance in the Hands-on session, a grading weightage will be given.

Based on the performance in the Hands-on session, a grading weightage will be given.

- Continuous Monitoring and Assessment will be conducted by E&ICT Academy IIT Guwahati.
- The weightage of the Assessment (100 Marks) as follows:
 - Theory Assessment (MCQ/Descriptive) :40 Marks
 - Practical Assessment/Assignment/Activities :30 Marks
 - Classroom Attendance and Monitoring :15 Marks
 - Lab/Hands-on Attendance and Monitoring :15 Marks
- The theory assessment will be through Google Classroom (Google Quiz).
- For the Practical Assessment/Assignment/Activities, the participants need to prepare the complete report with steps and outputs within the stipulated time given and submit in the Google Classroom.
- In case of any query/problem/issue regarding the registration, you may email us at eictacad@iitg.ac.in/eictacad@gmail.com.

Protocols to be followed while attending the session through Video Conferencing Application

- The participants need to input their **Full Name** and **registered Email ID** while joining to the VC application.
- The participants should attend the sessions individually. Two or more participants attending the sessions via a single system will not be allowed.
- The participants are requested to mute themselves for the session while the Resource Person is delivering.
- In case of any doubt/query, the participants may raise their issue in the Chat Box of the VC application or in the Whatsapp Group.
- The Resource Person shall try to address each and every query of the participants in the Chat Box. Additionally, if required the Resource Person may un-mute the participant or may give the privilege to share their screen for better understanding of the problem (only for that duration).
- The participants are requested to make a good practice of using the Chat Box to maintain the decorum of the classroom.
- The participants are also requested to put their Camera/Webcam turned ON for the entire session unless otherwise instructed by the resource person or E&ICT IITG staff to turn them OFF.

Pre-requisites for the Course

- Laptop or Desktop with Webcam
- Operating systems windows 7/8/10
- Microsoft Office 2007 or higher
- Recommended to use latest version of Google Chrome/Mozilla Firefox Browser
- Steady and high-speed internet connection
- Uninterrupted power supply during the schedule 5 hours of the course.



Incase of Poor Internet Connectivity

Please follow the below mentioned instructions if facing any issue during sessions in WebEx Meeting:

- **Choose voice over video**
If you have a **poor internet connection**, turn your video off by clicking the camera icon from Desktop/Laptop.
- **Close other applications**
All other unwanted applications can be closed and the background usage of data and Auto PC update can be off to ensure proper connection to WebEx Meeting Session. Moreover, all unwanted tabs can be closed from the browser.
- **Using downloaded presentation slides**
The presentation slides will be shared with all the participants before the starting of the session and the same can be downloaded to their respective systems.
In case the shared presentation window is not visible to a participant due to poor bandwidth; the participants can open the downloaded presentation slides from their own system while being in sync with the ongoing topic.



Electronics & ICT Academy

(Under Ministry of Electronics and Information Technology (MeitY), Govt. of India)

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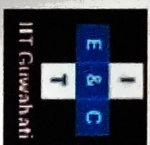
Email: eictacad@iitg.ac.in, eictacad@gmail.com



Online Faculty Development Programme on “Mentoring Pedagogy & Application of ICT tools for Online Classroom Delivery of Teachers”

Date: 27 October – 03 November, 2020

Date	Time	Topic
Day-1 (27-10-2020)	10:00 am – 10:15 am	Inauguration
	10:15 am – 12:00 noon	Introduction to Google Classroom
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Practice – hands-on : Google Classroom,
Day-2 (28-10-2020)	10:00 am - 12:00 noon	Mindset Crafting Techniques - The FMS and the PMS crafting
	12:00 noon - 01:00 pm	Query Handling
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Advance Skills Learning to face the Post Pandemic Employment World Including 10 Core Life Skills
Day-3 (29-10-2020)	10:00 am - 12:00 noon	Principles of Online Teaching with Basic guidelines
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Mentoring Techniques - Mentor Mentee Relationship Building
Day-4 (30-10-2020)	10:00 am - 12:00 noon	Attitude Formation - ABC Theory of Attitude Components
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Listening Skills Barriers and ways to Improve Listening amidst the delivery mode
Day-5 (31-10-2020)	10:00 am - 12:00 noon	Presentation Skills - Vivid techniques of Paper Presentations
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Anchoring Emotions and Emotional Health
Day-6 (01-11-2020)	10:00 am - 12:00 noon	Career Counselling - Its need and nurturing values in academic upbringing
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Personality Disorders - Identification of basic three and its nomenclature amidst teachers in delivery mode.
Day-7 (02-11-2020)	10:00 am - 12:00 noon	Classroom Delivery enhancement techniques - Introduction of WIIFM/ILO Techniques in teachers diary construction.
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Glimpses of the Memory studies and its identification in college teachers. VAK Learners and Adult training Principles
Day-8 (03-11-2020)	10:00 am – 01:00 pm	Case Studies
	01:00 pm – 03:00 pm	Break
	03:00 pm – 05:00 pm	Valedictory



Electronics & ICT Academy
Supported by Ministry of Electronics and Information Technology (MeitY), Govt. of India
Indian Institute of Technology Guwahati

Certificate of Coordination

Presented to

Mr. Nakibur Rahman

Hatichong College, Nagaon

of.....
for successfully coordinating the One-Week Online Faculty Development Programme on "Mentoring Pedagogy & Application of ICT tools for Online Classroom Delivery of Teachers" organized by E&ICT Academy IIT Guwahati held from 27 October – 03 November, 2020 in association with Dispur Law College, Guwahati and Hatichong College, Nagaon and support from SkillGym(OPC) Pvt. Ltd., Guwahati.

Ratnajit Bhattacharjee

Prof. Ratnajit Bhattacharjee
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Indian Institute of Technology
Guwahati

Gaurav Trivedi

Dr. Gaurav Trivedi
Co-PI, E&ICT Academy
Indian Institute of Technology
Guwahati