



SIR GURUDAS MAHAVIDYALAYA

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PROFESSIONAL DEVELOPMENT PROGRAMME:COLLABORATIVE LEARNING

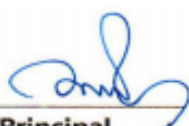
An Initiative of the Central Library and Department of Computer Science,Sir Gurudas Mahavidyalaya.

- **Objective:** The collaborative learning sessions were the only way to combat the sudden change in the mode of teaching -learning and student support during pandemic.The main objective of the sessions is to share the ICT SKILLS among the teaching staff of Sir Gurudas Mahavidyalaya and other participating colleges for professional development and effective service to the students for teaching-learning and evaluation.The knowledge exchange sessions was expected to bridge the gaps ,to be adept with the technical and technological paradigms in the online and offline modes of teaching and learning.
- **Schedule of the Programme:**
WORKSHOP: 2 hour sessions.
- **Mode:blended mode(Online and Offline)After session materials were posted for further assistance.After session hands on/doubt clearance sessions were held online/offline depending upon individual requirement.**
- **Facilitators:** Dr.Suchismita Majumdar(Librarian) and Mr.Debashish Barman(Assistant Professor),Dept.of Computer Science.
- **Outcome:** ICT SKILLS became essential for management of student related services online.The teaching as well as non teaching staff were actively involved into the sessions.The exchange of skills for effective service to the organisation during pandemic is worth mentioning.

The sessions were highly appreciated and the sessions with necessary incorporation of powerpoint presentations, hands-on sessions served as a source of encouragement for getting accustomed with the changing scenario of teaching-learning during the pandemic.

As per the need of the hour in handling the full academic session online,the collaborative learning sessions served as on-time support for the smooth functioning of the online teaching-learning process of the college.

Session	Date	Module	Online Platform	Session Details	Outcome
WORKSHOP 1	7.11.2020	INTRODUCTORY	http://meet.go	Desktop	The session aimed


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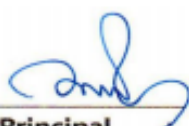
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		<u>SESSION BASICS COMPONENTS OF ONLINE TEACHING- LEARNING</u>	ogle.com/yxy-qnac-utp	site(Step by step). Desktop view Vs Mobile View. Handling multiple devices, Connecting multiple devices for online teaching-learning.	at solving the basic problems in setting up the devices (Laptop, smartphone and desktop) for an integrated online classroom set-up.
WORKSHOP 2	23.11.2020	ONLINE COMMUNICATION	http://meet.google.com/yxy-qnac-utp	Gmail(Multiple gmail and data segregation) Google Drive(Organising data) Google Group(wider and authentic communication) Steps for creating Google Group.	Great help for teaching learning during pandemic for authentic communication. How Google Groups works. How faster communication is possible.


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WORKSHOP 3	26.11.2020	Creating PDF File.	http://meet.google.com/yxy-qnac-utp	How to make a single PDF File and attach it to email (step by step).	Great help in generating a single PDF Document with a number of Pages and sending over email. Selecting individual scanned pages and sending over email.
WORKSHOP 4	27.11.2020	Create PDF and send to respective email using WPS App https://youtu.be/RQjy9hefeTUK	https://meet.google.com/was-btjv-fdy	How to create PDF and send to respective email using WPS App.	The session was helpful regarding creating PDF Files and Sending using WPS App.
WORKSHOP 5	28.11.2020	Technical issues for Online Examination.	http://meet.google.com/yxy-qnac-utp	Handling Technical issues for online examination.	The session was about all possible technical problems in handling online examinations. Gmail, Google Form and associated tasks with Google drive were thoroughly discussed for


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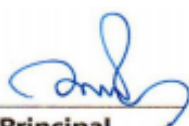
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					hassle free examination online during the pandemic.
WORKSHOP 6	29.11.2020	Creating Google Form.	http://meet.google.com/yxy-qnac-utp	Step by step creation of Google form.	Google form creation for handling online classes. Google forms can be skillfully utilised for data handling in Google Drive.
WORKSHOP 7	5.12.2020	Online evaluation of Answer Scripts. Recap of previous session.	http://meet.google.com/yxy-qnac-utp	Hands on PDF Editing for editing answer scripts. Technical issues in answer script sorting and Google Drive were discussed during the session. Handling google form for Attendance and creating excel sheets were	PDF Editing


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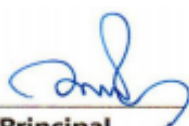
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				discussed.	
WORKSHOP 8	14.12.2020	Cisco Webex	https://meet.google.com/hbu-rvws-rja	https://play.google.com/store/apps/details?id=com.cisco.webex.meetings	Hosting a class using webex. Use of Annotations (Desktop and Mobile) and white board.
WORKSHOP 9	15.12.2020	Cisco Webex	Meeting No.1593704730 http://sirgurudasmahavidyalaya.my.webex.com/sirgurudasmahavidyalaya.my/en/j.php?MTID=m66fc9e64964bc1ad4cfff310bbc1f2d	Cisco Webex and its essential features for Orientation Session of students above 100.	Handling Cisco Webex online platform. Orientation of students above 100 students.
WORKSHOP10	20.12.2020	Google Meet	http://meet.google.com/yxy-qnac-utp	Google Meet for Catering to more number of students if possible.	Schedule and conduct class on google meet using two separate devices and email IDs. Using a single device, two browsers and two


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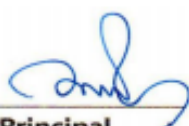
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					different mail IDs.
WORKSHOP11	27.12,2020	Google Classroom(Basics)	http://meet.google.com/yxy-qnac-utp	Google Meet Integration, Assignment in classroom and Gradations with Annotations.	Use of Google Classroom.
WORKSHOP12	7.1.2021	Google Classroom and creation of classes.	http://meet.google.com/yxy-qnac-utp	Step by step Approach for Classroom creation, content upload/Assignment creation.	4 Quadrants of e-content were discussed. How to set up a complete google class for different semesters was done.
WORKSHOP13	16.1.2021	Feedback Session on Collaborative learning Session and planning for further sessions.	http://meet.google.com/yxy-qnac-utp	Outcome of the previous session and how far the sessions are a platform for proper execution of teaching-learning during pandemic. Feedback	The feedback Session was a discussion session on the outcome of the sessions for online teaching-learning.


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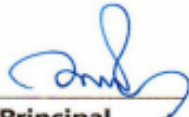
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				Submission over Google form after discussion.	
WORKSHOP14	15.3.2021	KOHA Basics.	http://meet.google.com/yxy-qnac-utp	Cataloguing Module.	The session gave an overview of the data of books in KOHA.Helpful in communicating about the resources available in the library.
WORKSHOP15	23.3.2021	Submission of the statement of marks and Uploading Question papers.	https://meet.google.com/hh-u-rvws-rja	Marks statement submission and upload of Question Papers.	The process of submission of marks online was thoroughly discussed. Question paper uploading was essentially discussed.
WORKSHOP16	4.4.2021	Google Classroom(Creation of student profile and joining class)	https://meet.google.com/was-btjv-fdy	Personal Mail ID VS Institutional MailID. Google Class creation and Adding students.	
WORKSHOP17	15.7.21	Process of Upload of	http://meet.google.com/was		Uploading Question papers in


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		Questions and assignments in Website.	-btjv-fdy		organised manner.
WORKSHOP18	12.8.2021	Process of Uploading Statement Of Marks.	http://meet.google.com/was-btjv-fdy		Uploading statement of marks.
WORKSHOP19	8.11.2021	Zoom App and Scheduling Class.	Meeting ID 95735286443 Passcode:juZ J6Z		Zoom App in details.


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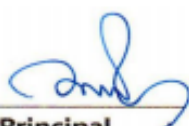
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WORKSHOP 20	9.11 2021	CONCLUDING SESSION(online).	http://meet.google.com/yxy-qnac-utp	Concluding session particularly weighed the essential inputs from the colleagues and being beside each other with the minimum individual skills for handling the online academic phase during pandemic. Collaboration and teamwork was the essence behind the successful execution of online teaching-learning during the pandemic.	Teaching and Non teaching Staff of the college were thorough regarding conducting online classes and other student related services. Offline classes were about to gain regularity, therefore the collaborative learning sessions(online) were concluded.
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Attendance Link

<https://forms.gle/1aMmwqVz24J4SXEc6>

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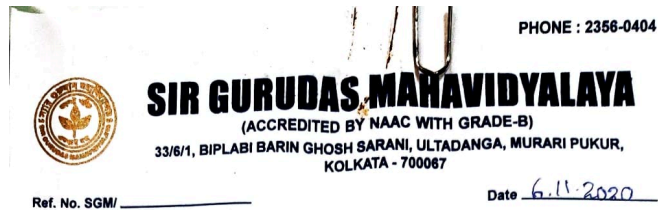
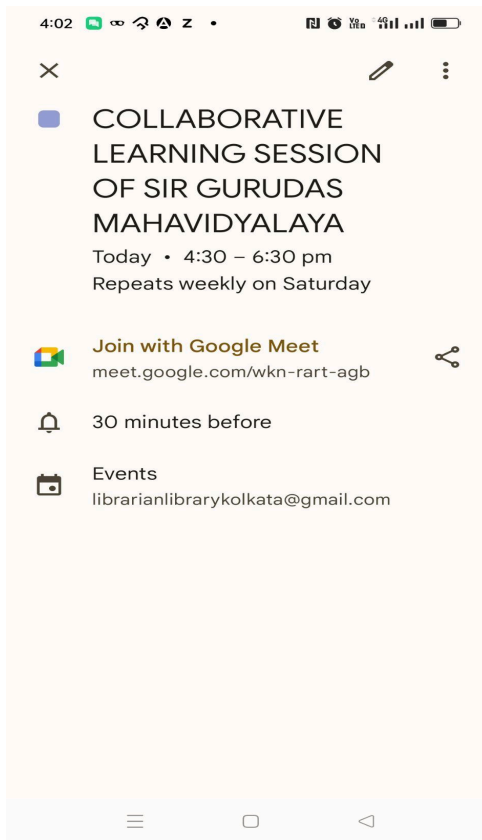
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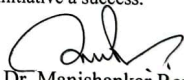
The faculty members are hereby requested to take active part to encourage the Collaborative learning sessions' under the initiative of Central library and Department of Computer Science.


The main objective of the sessions is to share the ICT skills for professional development and effective service to the students for teaching-learning and evaluation.

The knowledge exchange sessions shall bridge the gaps, to be adept with the technical and technological paradigms, in the online and offline modes of teaching-learning.

The non teaching members are requested to participate actively for acquiring ICT skills essential for office management.

Your effective presence is highly solicited to make this initiative a success.


Dr. Manishankar Roy
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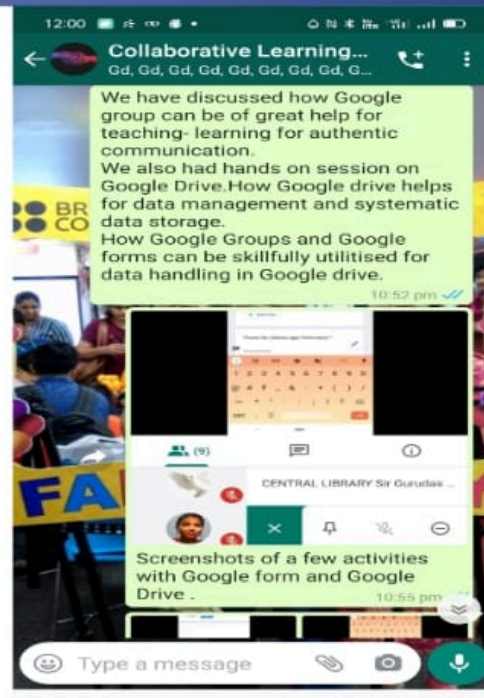
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COLLABORATIVE LEARNING SESSIONS: A knowledge and skill sharing initiative.



SUCHISMITA MAJUMDAR, LIBRARIAN, SIR GURUDAS MAHAVIDYALAYA, KOLKATA

16-01-2021




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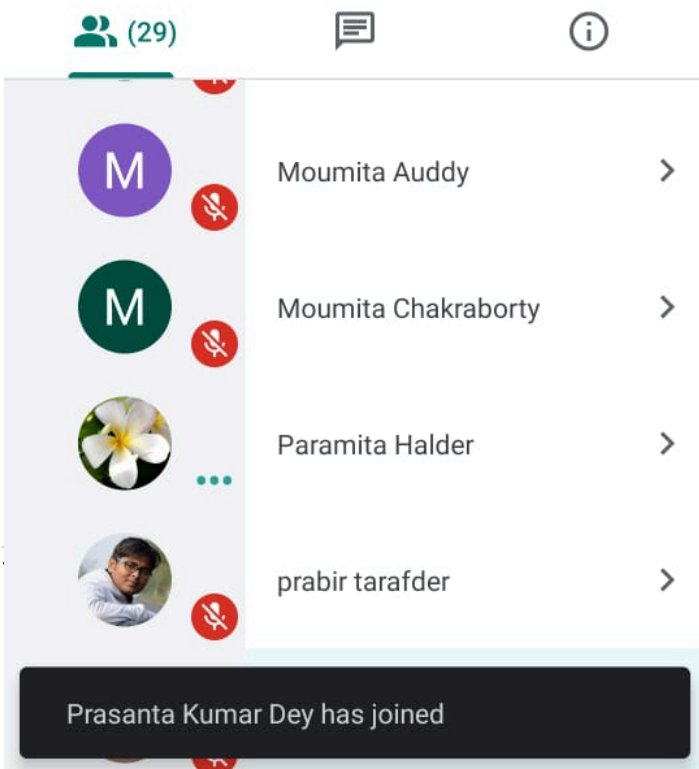
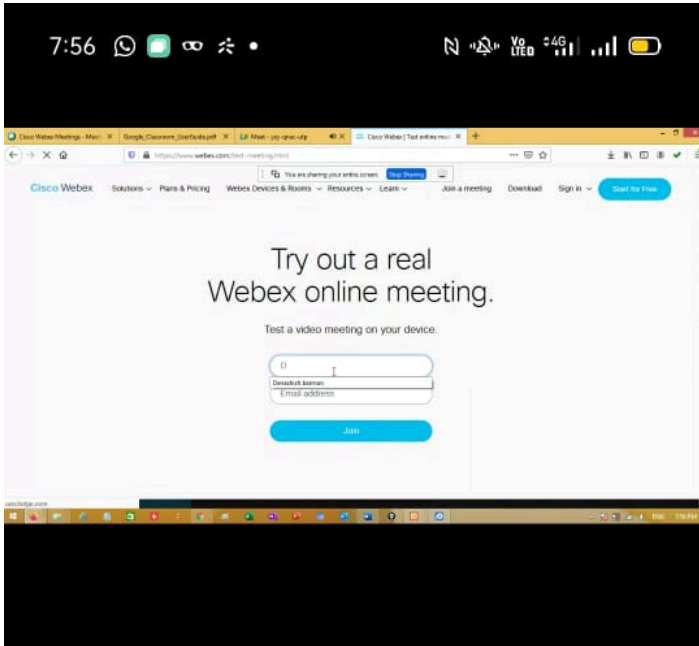
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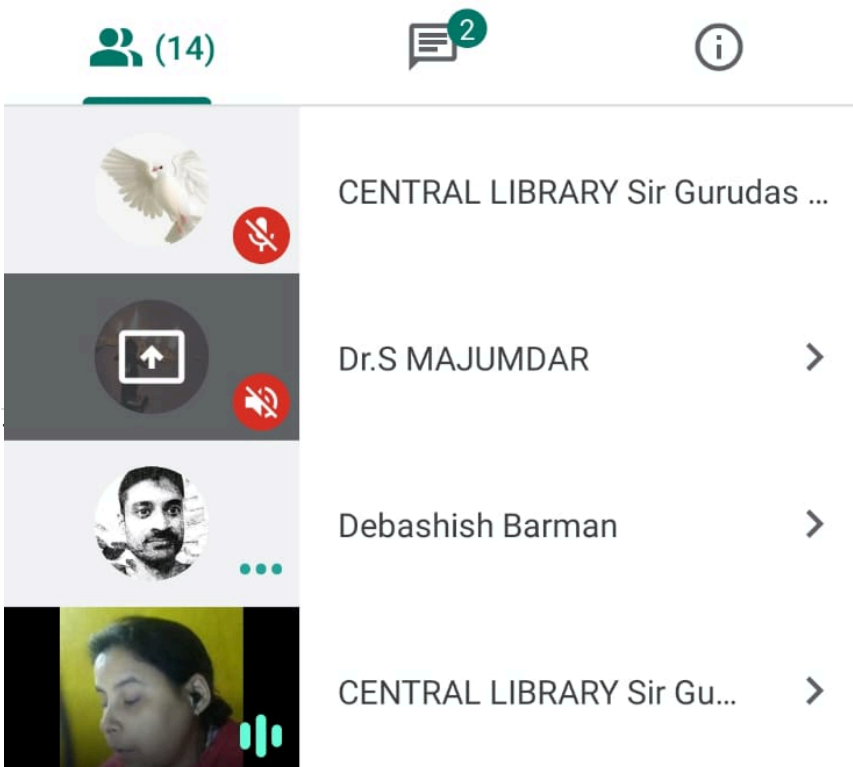
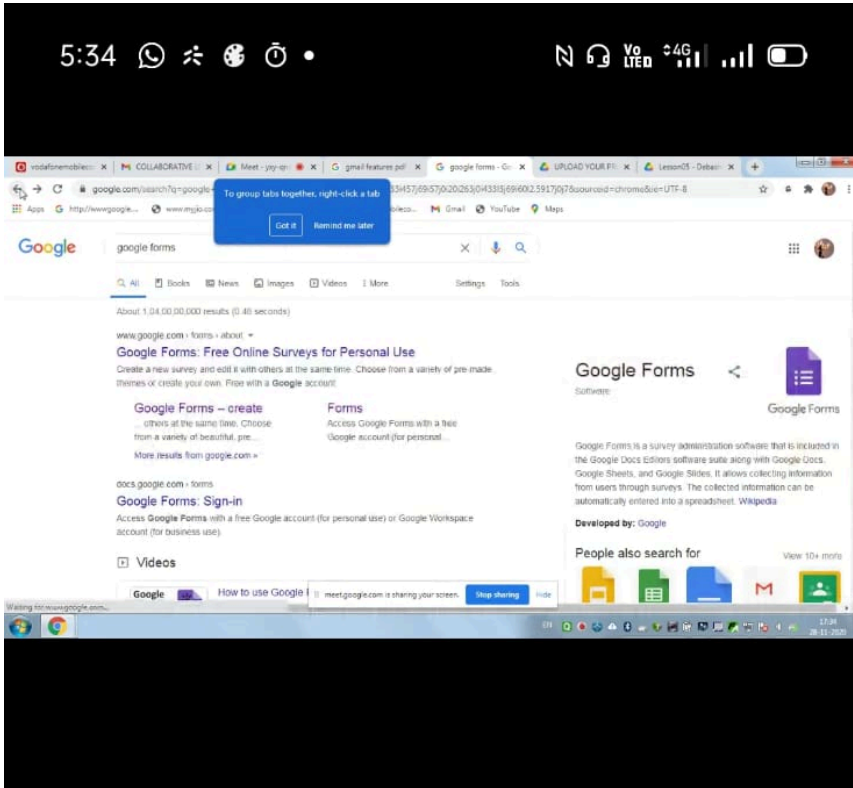
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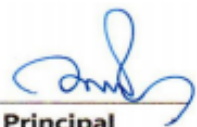
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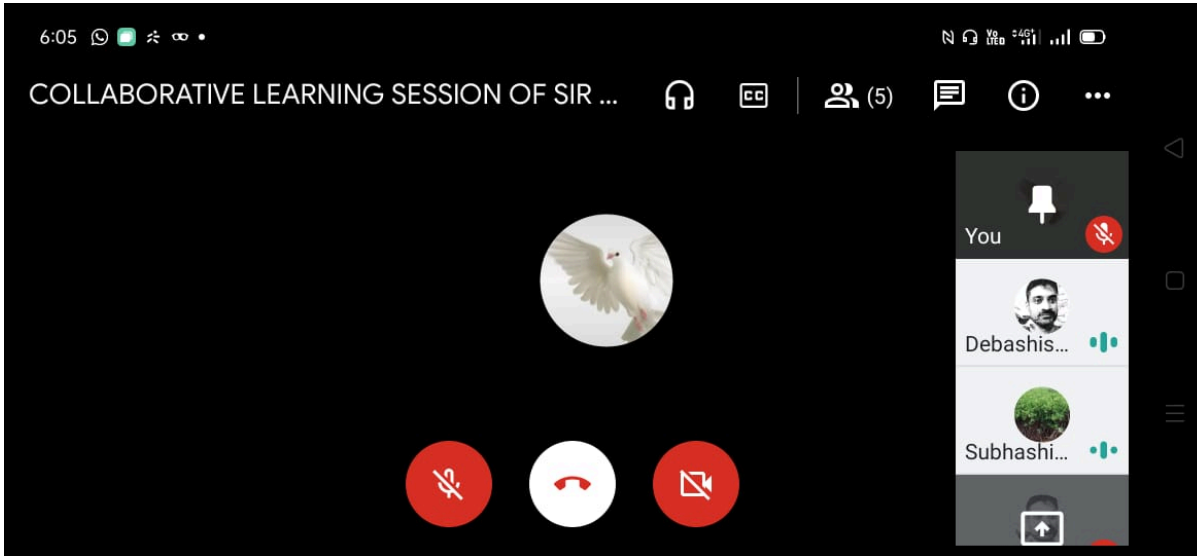
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COLLABORATIVE LEARNING INITIATIVE (November 2020, continuing up to 2021)

Collaborative learning sessions are being conducted every Saturday, over Google meet, web-conferencing app. A whatsapp group had been created to share the learning materials and other relevant information for the collaborative learning sessions. The program started with the objective to usher in the professional development of the faculty through skill and knowledge sharing sessions. Faculty members join during the learning sessions to exchange knowledge, expertise, and resources required for teaching-learning on an online mode.


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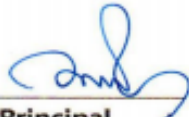
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- **Objective:** To develop a skill-sharing platform over online web conferencing was planned, where the faculty and librarians, involving other colleges can share their skills and competencies to support the academic activities and to support the requirements of the students during the Covid-19 pandemic.
- **Outcome:** The teaching-learning process during the pandemic got a boost. The faculty along with librarians got a scope to share their skills and technical knowledge. Learning became easier. Peer group sharing of skills became possible. The collaborative learning sessions have been widely accepted and supported by other institutions.

The essential outcomes are:

- Relearn some techniques, skills, and tools to be competent for online teaching-learning.
- Acquire good presentation skills, strategies (knowledge level, application level, critical thinking level, and logical level) for improving the learning experiences of the students while coordinating their activities.
- Essential learning of technical skills.
- Handle different technical issues during conducting the online examination, evaluation of assessments, develop study materials, and effective delivery of information.


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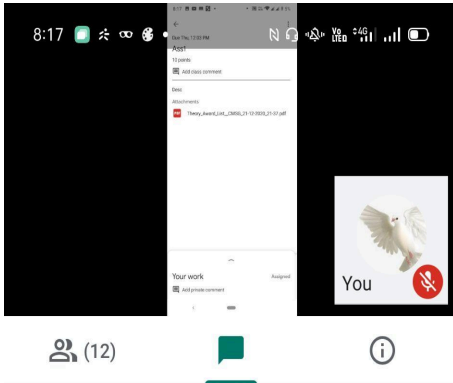
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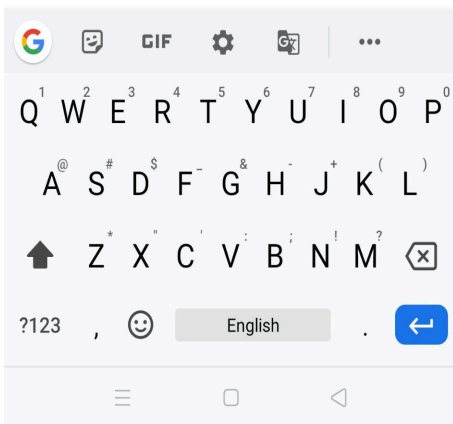
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