

DEPARTMENT OF MANAGEMENT STUDIES

12th January, 2021

To,
The Principal
SKIT, Jaipur.

Sir,

Reg: 5-Day Online FDP on “Art of Effective Online Teaching”

The Department of Management Studies, SKIT is going to organize a 5-Day Online Faculty Development Programme for the Faculty Members of SKIT on the topic “Art of Effective Online Teaching”. The FDP would be from 8th February, 2021 to 12th February, 2021 through Google Meet platform.

The topics to be covered in the FDP would be as follows:

- Pedagogical Practices
- Self Management for Attaining Productivity
- Managing Emotional Compass
- Effective innovative practices using online medium
- Importance of the Attitudinal Shift
- Teaching & Learning Process
- Importance of Personal Efficiency, and related topics

You are requested to allow us to organize the FDP.



Dr. Atul Gupta
Coordinator-FDP



Prof. S.K. Mathur
HOD-DMS

Yes: Permitted and
Approved.
R/h



Swami Keshvanand Institute of Technology,

Management & Gramothan

Department of Management Studies

15th January, 2021

Notice

Faculty Development Programme on “Art of Effective Online Teaching”

All the Faculty members of SKIT are hereby informed that the Department of Management Studies is organizing a 5-Day Online FDP on “Art of Effective Online Teaching” from 8th February, 2021 to 12th February, 2021. The FDP will organize using the Google Meet Platform.

Interested Faculty members may submit their names to event Coordinator latest by 3rd February, 2021. Department will provide certificate to successful candidates.

Dr. Atul Gupta
Coordinator-FDP

Prof. S.K. Mathur
HOD-DMS

Copy to:

1. Director
2. Registrar
3. Principal
4. Principal (Pharmacy)
5. Adviser
6. Dean (R&D)
7. Incharge B. Tech, I Year
8. HODs-EC, EE, CS, IT, ME, CE, Phy, Chem, Maths, English
9. All the Faculty & Staff members by circulation
10. All notice boards



**Swami Keshvanand Institute of Technology, Management &
Gramothan
Department of Management Studies**

Faculty Development Programme on

**“Art of Effective Online Teaching”
8th February to 12th February, 2021**

Report of the FDP

Five days Faculty Development Programme on the topic “Art of Effective Online Teaching” was organized by Department of Management Studies, SKIT from 8th February, 2021 to 12th February, 2021 through virtual platform (Google Meet).

The FDP was started with a welcome note by Dr. Atul Gupta, Coordinator-FDP. He welcomed all the delegates and participants in this FDP and also briefed about the theme and objectives of the FDP. Followed to this Prof. (Dr.) S.L. Surana, Director (Academics), SKIT, in his address discussed that in the traditional college classroom today, faculty and students arrive with a certain set of expectations, shaped largely by past experiences. And although students may need the occasional (or perhaps frequent) reminder of what’s required of them, there’s usually something very familiar about the experience for both faculty and students alike. In the online classroom, an entirely new set of variables enters the equation. It’s a little like trying to drive in a foreign country. Mr. Jaipal Meel, Director, SKIT discussed that online instructor is expected to conduct the class from beginning to end and to make adjustments when necessary in order for the student to complete the learning experience.

The first session of the FDP was on “Pedagogical Practices”. Prof. S. L. Surana, Director Academics, SKIT was the session expert. Prof. Surana explained that pedagogical practices are the key practices needed in promoting student learning, helping them to achieve academic goals, facilitating improvements in the teaching-learning methods, and teaching-learning materials and up-grading the overall system of education.

The second session was on Self Management for Attaining Productivity. Prof. Prof. M. L. Bhargava was the session expert. He discussed that to move from a good teacher to a star teacher, we must build on those skills in the following three ways: (1) add value by

understanding our organization's key success factors and learning how students are achieving success in those areas; (2) identify our long-term goals for our career and seek projects that both add value to the organization and advance the career goals of students; and (3) be willing to share in our success and help students achieve their goals.

On day two the third session was on Using your Emotional Compass to Organise Self by Prof. Ramesh Kumar Pachar, Principal, SKIT, Jaipur. He said that Emotions and emotional responses can serve people well, but there are times when emotional responses do more harm than "good". Further he discussed that skill of active listening is a key part of helping create genuine two-way communication – and it is about far more than just paying attention. It involves genuinely following dialogue and responding to others using your own body language, then being able to demonstrate that we have understood by verbally summarising back key messages that have been received.

The Fourth session was on "Effective Class Engagement with Web 2.0 Tools" by Prof. Anil Choudhary, HOD-IT Department, SKIT. Prof. Choudhary explained that They are interactive, multi-purpose, easy-to-use digital platforms that encourage students to collaborate with each other or create and share individualized response products. Web 2.0 tools provide engaging ways students can interact with, and most importantly, learn from course material.

On day III the fifth session was conducted on the topic "Effective innovative practices using online medium". Dr. Mukesh Kumar Gupta, HOD CS Department, SKIT was the session expert. Prof. Gupta explained that Online teaching requires teachers to understand various aspects of the technology ecosystem and unlike the classroom, online teaching may prove ineffective for a teacher to gauge the learning levels of students. Online courses have become an incredibly popular way for students and employees to advance their education or professional development. Further he discussed that teaching an online course requires different methods from the traditional classroom, so it's important that teachers adapt or develop their skills to the online learning environment, to make their materials effective and engaging for learners.

The sixth session was on Mind Matters in Attitudinal Shift by Savita Choudhary, Associate Professor, Department of Management Studies, SKIT. She explained that Recognising the importance of teacher attitudes to inclusion is crucial for understanding the effectiveness of inclusive education in the school and/or community. It has been reported that teachers who are

more positive to inclusion have more controlled learning environments compared to teachers with more negative attitudes to inclusion.

On day IV the seventh session of FDP was conducted on the topic Teaching & Learning Process:I. Prof. Vikas Shrotriya, Associate Dean, VGU was the session expert. He explained that with the advancement of technologies, methods of teaching, learning and evaluation in higher education need modification from the current scenario. Teaching is key component in educational planning, which is one of the most important factors in steering educational plans. Despite the importance of good teaching, the outcomes are far from ideal. This paper deals to investigate effective teaching, learning and evaluation for higher education.

Eighth session was on Teaching & Learning Process:II by Prof. Bhawana Jouhari, Professor, DayalBagh University, Agra. She said that collège and teachers can influence the extent and quality of learning for all students. Teacher's beliefs, practices and attitudes are important for understanding and improving educational processes. They are closely linked to teachers' strategies for coping with challenges in their daily professional life. Educators have control over numerous factors that influence motivation, achievement and behaviour of students.

On day fifth the IX session was on Personal Efficiency by Dr. Mukesh Jain, Associate Professor, Department of Busines Administration, University of Rajasthan. He said that The teacher with his professional ability is a relevant factor in training and preparation of didactic and methodical plans, organizes and carries out work on student learning. Educational process and people as social beings reciprocally is related to one another from the existence of man or mankind and so will continue to remain. This reveals that human and society development depends on education and education as processes which enable the development of knowledge, skills and human experience.

The FDP was concluded with Valedictory session. Mementos were also given to the Key note Speakers of the FDP. Dr. Ona Ladiwal, Associate Professor-DMS, SKIT proposed a vote of thanks to all delegates, Organizing and Technical Committees for smooth conduct and huge success of FDP. The FDP was well designed and implemented by the Coordinator Dr. Atul Gupta, Associate Professor-DMS. The FDP has attained its objectives and was a great success.

Objective of Programme

- The objective of the faculty development programme is to bring about personality development with regard to the different behavioural dimensions that have far-reaching significance in the direction of organizational effectiveness for teachers.
- To prepare teachers to provide the directions for learning and developing their abilities to become a more independent and effective learner, both in and outside the same in our classroom practice. Also, to look at the principles behind the tasks classroom.
- To explore contemporary teaching approaches and methods and implementation of the and activities teachers can use in their classroom teaching.

Outcomes of the FDP

The few outcomes of the FDP are:

- Developing your personal productivity skills to manage both your time and your commitments
- Building broad personal networks that allow you to tap expertise in and out of the organization for complex problems
- Being willing to embrace change and rethink both organizational structures and work definitions as new opportunities arise.
- The FDP provided an overview of art of effective online teaching to all its participants.
- The FDP highlighted the importance of online effective teaching
- The FDP highlighted the various teaching mythologies through online medium.
- The programme build research, teaching and administration competence for holistic development of individuals.



**Swami Keshvanand Institute of Technology, Management &
Gramothan
Department of Management Studies**

Faculty Development Programme on

**“Art of Effective Online Teaching”
8th February to 12th February, 2021**

Programme Schedule

Day I	
10:00 am –11:00 am	Inaugural Session
11:00 am –01:00 pm	Session I: Pedagogical Practices by Prof. S. L. Surana
01:00 pm – 02:00 pm	Lunch Break
02:00 pm – 04:00 pm	Session II: Self Management for Attaining Productivity by Prof. M L. Bhargava
Day II	
11:00 am –01:00 pm	Session III: Using your Emotional Compass to Organise Self by Prof. Ramesh Kumar Pachar
01:00 pm – 02:00 pm	Lunch Break
02:00 pm – 04:00 pm	Session IV: Effective Class Engagement with Web 2.0 Tools by Prof. Anil Choudhary
Day III	
11:00 am –01:00 pm	Session V: Effective innovative practices using online medium Dr. Mukesh Kumar Gupta
01:00 pm – 02:00 pm	Lunch Break
02:00 pm – 04:00 pm	Session VI: Mind Matters in Attitudinal Shift by Savita Choudhary
Day IV	
11:00 am –01:00 pm	Session VII: Teaching & Learning Process:I by Dr Vikas Shrotriya
01:00 pm – 02:00 pm	Lunch Break
02:00 pm – 04:00 pm	Session VIII: Teaching & Learning Process:II by Bhawana Jouhari
Day V	
10:30 am –12: 00 pm	Session IX: Personal Efficiency by Prof. Mukesh Jain
12:00 pm – 01:00 pm	Lunch Break
01:00 pm – 02:30 pm	Valedictory Session



**Swami Keshvanand Institute of Technology, Management &
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Faculty Development Programme on

“Art of Effective Online Teaching”

8th February to 12th February, 2021

List of Experts

S. No.	Name of Expert	Organisation	Country
1	Prof. S. L. Surana	SKIT, Jaipur	India
2	Prof. Anil Choudhary	SKIT, Jaipur	India
3	Prof. M L. Bhargava	SKIT, Jaipur	India
4	Prof. Ramesh Kumar Pachar	SKIT, Jaipur	India
5	Dr. Mukesh Kumar Gupta	SKIT, Jaipur	India
6	Dr. Savita Choudhary	SKIT, Jaipur	India
7	Prof. Vikas Shrotriya	Vivakanda Global University, Jaipur	India
8	Dr. Bhawana Jouhari	Dayal Bagh University, Agra	India
9	Prof. Mukesh Jain	University of Rajasthan, Jaipur	India

Faculty Development Programme

8th February to 12th February, 2021

ART OF EFFECTIVE ONLINE TEACHING

About the FDP

If you're a teacher, you were probably expecting the routine of teaching to be fairly stable for the next however-many years. Go to classroom, teach lessons, come home. I was. Of course, there are the 'expected' changes, like deadline pressures, marking, exams, schemes of work and so forth, but I don't think any of us saw this coming!]

The changing times of the current era demands Faculty to be in tune to the shifts from the conventional teaching strategies and adapt to the major trends of today. They will have to build on their existing knowledge, achievements & accomplishments of the past and adapt to the evolving roles. Academic vitality is very much dependent on the faculty members and Faculty Development has a very critical role to play in promoting academic excellence and innovation in changing times in tune to the Institutional architecture.

This FDP is designed to broaden the focus, foster collaboration and effectiveness in the classroom with proven teaching techniques to bring out creativity and innovation

Objectives of the FDP

- To guide research process with necessary knowledge and skills to undertake a piece of research work in any area of choice.
- To train researcher various methods, tools and techniques with the help of SPSS and Reviews.
- To enable researchers, irrespective of their discipline, in developing appropriate methodology for their research studies.
- To organize advanced level capacity enhancement and continuous knowledge up gradation training programs for people working in different capacities and roles.
- To conduct programs to build research, teaching and administration competence for holistic development of individuals.

Date and Venue:

8th February to 12th February, 2021

Virtual Platform through Google meet

Participation Fee: Free of Cost

Expected Learning Outcomes

By the end of the FDP, the participant will be able to understand teaching and learning process, changing roles of teachers in the current environment, challenges faced, learning components of teaching and Teaching Styles and Strategies also he will be able to understand the importance of making teaching Learning Process more effective and Enjoyable and the probable techniques for the same

Organizing Committee

Patron

Shri Surja Ram Meel
Chairman, SKIT

Advisory Board

Shri Anil Bafna- Vice Chairman
Shri Jaipal Meel- Director
Mrs. Rachna Meel- Registrar
Prof. (Dr.) S. L. Surana- Director (Acad.)
Prof. (Dr.) R. K. Pachar- Principal
Prof. M. L. Bhargava- Advisor
Mrs. Abha Meel- Advisor
Prof. (Dr.) Hamlata Dullar

Steering Committee

Mr. Vishal Meel
Dr. S. K. Mathur
Prof. (Dr.) Anil Choudhary
Dr. Mukesh Arora
Dr. Mukesh Gupta
Dr. D. R. Chitara
Dr. Sharda Soni
Dr. Dheeraj Joshi
Dr. Amber Shrivatsava
Dr. Brij Raj Sharma
Dr. Neha Purohit

Organizing Secretary

Dr. Savita Choudhary
Associate Professor, DMS

FDP Coordinator

Dr. Atul Gupta
Associate Professor, DMS
Mob.: 9829510357

Organizing Committee

Dr. Ona Ladiwal
Dr. Maneesha Kaushik
Dr. Ravish Pandey
Ms. Priyanka Payal

FDP Secretariate

Mr. Dileep Singh Gurjar
Mr. Yogesh Sharma
Mr. Shiv Prasad Sharma



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**Swami Keshvanand Institute of Technology, Management &
Gramothan**

**Department of Management Studies
Faculty Development Programme on**

“Art of Effective Online Teaching”

8th February to 12th February, 2021

List of Participants

S. No.	Employee ID	NAME OF FACULTY	DESIGNATION 1	DEPTT.	MOB. NO.	EMAIL ID
1	148	DR. MANEESHA KAUSHIK	ASSOCIATE PROF. 1	MBA	9785381999	maneesha9099@gmail.com
2	878	MS. PRIYANKA PAYAL	ASTT. PROFESSOR	MBA	9521850759	priyanka.payal@skit.ac.in
3	161	RUCHIKA KHANDELWAL	ASSISTANT PROF.1	CS	9828124477	ruchikakhandelwal77@gmail.com
4	845	RASHMI DADHICH	ASTT. PROF.	CS	9784175987	resham.dadhich@gmail.com
5	852	NEHA MATHUR	ASTT. PROF.	CS	9460553722	nmdoll@gmail.com
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13	839	MOHD. SUHAIB	ASTT. PROF.	ME	9654391065	suhaibansari100@gmail.com
14	170	SURBHI SHARMA	ASSISTANT PROF. 1	MATHEMATICS	9983095588	simmssharmal1@gmail.com , m,surbhi@skit.ac.in

15	651	DR. VIVEK VIJAY	ASSISTANT PROF. 2	MATHEMATICS	9950863661	vivek.vijay@skit.ac.in
16	749	DEEPIKA JAIN	ASSISTANT PROF. 1	MATHEMATICS	8094584015	khandelwaldeepika5@gmail.com
17	612	DR. POONAM OJHA	ASSISTANT PROF. 2	CHEMISTRY	9928086033	pnmojha@gmail.com
18	629	DR. SWATI JOSHI	ASSOCIATE PROF. 1	CHEMISTRY	9461207759	swtojha@gmail.com
19	175	AJAY KUMAR SHARMA	ASSISTANT PROF. 2	PHYSICS	8829019281	ajaymnit19@gmail.com
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21	159	DR. ANUPRIYA SINGH	ASSISTANT PROF. 2	ENGLISH	9983075000	singhanupriyaa@yahoo.com
22	713	DR. SHIKHA AGARWAL	ASSISTANT PROF. 2	ENGLISH	9610731569	drshikha_2014@rediffmail.com
23	889	DR. PRACHI KUSHWAHA	ASTT. PROF.	CIVIL	7733836551	prachi0409@gmail.com
24	891	MRS. SUNITA TOLANI	ASTT. PROF.	CIVIL	9910938238	sunitatolani1@gmail.com
25	892	DR. BHARATHI M.	ASTT. PROF.	CIVIL	8791502752	bharathi.iitr@gmail.com

Feedback Form
Faculty Development Programme
on
“Art of Effective Online Teaching”
8th February to 12th February, 2021

Thank you for participating. Please take a few minutes to tell us about your experience and what we can do to improve future FDP.

	Yes	No	NOT SURE
The FDP was applicable to my interest			
The program was well paced within the allotted time			
The material was presented in an organized manner			
The resource persons were good communicators			
The resource persons were knowledgeable on the topic			
I would be interested in attending a follow-up, more advanced FDP on this same subject			

Comments and suggestions (How do you think the FDP could have been made more effective?)

Thank You!



Swami Keshvanand Institute of Technology, Management & Gramothan

Department of Management Studies Faculty Development Programme on

“Art of Effective Online Teaching” 8th February to 12th February, 2021

Glimpses of the FDP





Faculty Development Programme
on
“ART OF EFFECTIVE ONLINE TEACHING”

Organized By
Department of Management Studies
Swami Keshavanand Institute of Technology, Management & Gramothan
Ramnagar, Jaipur-302025

Certificate of Participation

This is to certify that **MS. PRIYANKA PAYAL** from SKIT, Jaipur has participated in the Faculty Development Programme on “Art of Effective Online Teaching” organized by Swami Keshavanand Institute of Technology, Management & Gramothan, Jaipur from 8th February to 12th February, 2021.

Dr. Atul Gupta
Coordinator

Prof. Ramesh Kumar Pachar
Principal, SKIT, Jaipur