# REPORT

# on

# Faculty Development Program

# on

# "New Digitally Enhanced Education"

# for

# "Covid19 digital Era of Education"

## (20th July 2020 to 25th July 2020)

**THE NORTHCAP UNIVERSITY, GURUGRAM-122017**

NCU
THE NORTHCAP UNIVERSITY®
Gurugram, Haryana

**The NorthCap University announces**

an online faculty development programme on

# NEW DIGITALLY ENHANCED EDUCATION

**Learn Instructional Design, Innovation Tools, Techniques, Pedagogies and Research Methods for**

# COVID-19 DIGITAL ERA OF EDUCATION

**20th - 25th July**

## PANEL MEMBERS

**Prof Prem Vrat**
Pro Chancellor
The NorthCap University

**Prof HB Raghavendra,**
Vice Chancellor
The NorthCap University

**Dr. Swaran Ahuja**
Senior Professor
& Dean Academics,
The NorthCap University

**Dr. Agueda Benito**
Head of Academic
Excellence - Cintana
Education, USA

**Dr. Anbu Rathinavel**
School of Design
Thinking Chennai,TN

**Mr. Sachin Jain**
Senior Advisor,
South Asia, Cintana
Education USA

**Dr. Mehmat Ali Tugtan**
Chair, Instanbul Bilgi
University Distance
Education Center
(UZEM)

**Mr. Manish Gupta**
Co Founder & Vice
President Business
Development, Edubrite
System Inc., USA

**Prof. Prabha Sharma**
Honorary Professor,
The NorthCap University
Department of Applied
Sciences and CSE (Ex-
Professor, IIT Kanpur)

**Dr. Luis Diego Vega Araya**
Psychology
Professor and Chair of
Publications Department,
Universidad Latina
De Costa Rica

**Dr. Kavita Khanna**
Head of Department,
Department of Computer
Science Engineering
The NorthCap University

**Dr.Rekha Vig**
Dy. Dean Academics
The NorthCap University

www.ncuindia.edu

## Table of Contents


| S No | Contents | Page No |
|---|---|---|
| 1 | Introduction | 1 |
| 2 | Day Wise Report of the Sessions Conducted | 1-10 |
| 3 | Faculty Feedback on FDP | 11-12 |
| 4 | Annexure I - FDP Schedule | 13-16 |

# Report on Faculty Development Program

## 1. Introduction

The Six days Faculty development was designed to craft the ways and means of delivering the Online Classes and improve the teaching learning Pedagogy at NCU with recommendations from Dr. Agueda, Cintana Education. The objectives were to create awareness on:

- Best Practices in Online Teaching
- Increasing Student Engagement
- Digital Tools & Techniques
- Stress Management
- Design Thinking in Online Teaching
- Instructional Design Workshop
- Prototype Model Designs
- Processes & Guidelines

The sessions of the FDP were planned to meet the desired objectives. Schedule of the FDP has been enclosed

## 2. Day-wise Report of the Sessions Conducted

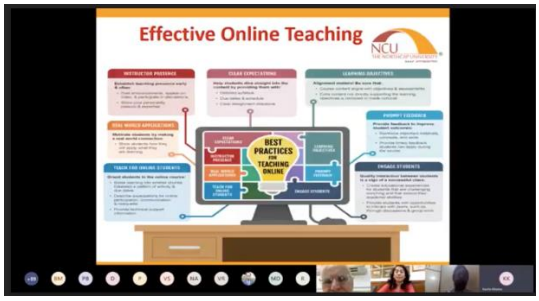
## A. Monday 20th July 2020

***i) Inaugural Session:***

Ms. Deepika, Dy. Manager HR gave a wonderful introduction to the FDP and the FDP was started on an auspicious note by paying respect to the Goddess of Learning and Saraswati Vandana.

In their Inaugural Speeches Prof Prem Vrat, Pro Chancellor, NCU and Prof HB Raghavendra, Vice Chancellor, NCU encouraged and motivated the faculty to explore all possible ways to enhance the online teaching experience of both faculty and students.

A presentation on Current Online teaching scenario and way forward at NCU was delivered by Dr. Kavita Khanna and Dr. Rekha Vig, CSE Deptt., where they shared the details and outcomes of the survey conducted on the emergency online teaching session during March-May, 2020 at NCU and also emphasized on the preparedness for the new online session in the upcoming semester.




Our Special guest Mr. Sachin Jain, Senior Advisor, South Asia, Cintana Education spoke on the Landscape of Higher Education, opportunities of differentiation and success. He discussed the factors which should be dwelt with to take the higher education at The NorthCap University at a higher level.

***ii) Presentation on Best Practices by all Departments (10:30 am to 1:00pm):***

All Schools and departments were asked to give presentations on the best practices followed so far during the first phase of online teaching. The session was successful in terms of bringing out the best from each department and thus was helpful in providing the motivation to all others to follow the good professional practices.

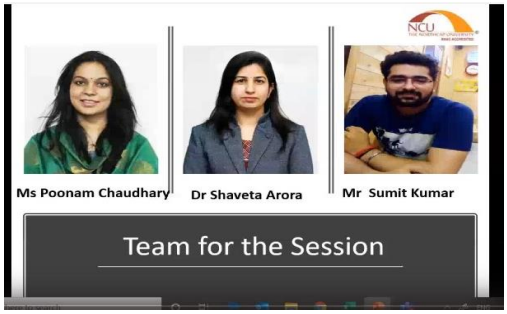
***iii) Online teaching-learning tools & techniques by CSE Department (2:00 pm to 4:00 pm)***

Department of Computer Science & Engineering, The NorthCap University organized this session to gear up for the coming semester as part of its FDP program to train the trainers. The session was a complete hands-on of some popular digital learning tools that would help students and teachers to interact, collaborate and practice technical concepts online.

HOD, Dr. Kavita Khanna lead the session with an interactive hands-on practice using tools like Kahoot, Microsoft Ink Workspaces for Stylus, Ideaboardz to name a few. Furthermore, Mr. Sumit Kumar, Assistant Professor, CSE gave practical

demonstration of two popular apps namely Quizlet for creating interactive quizzes through gamification and Coggle for visualizing and creating elegant mind maps. The session was then followed by Dr. Shaveta Arora, Assistant Professor, CSE on tools like Quizizz for gamifying a monotonous technical quiz and Polly to take student polls for getting regular feedbacks. It was then concluded with another hands-on given by Ms. Poonam Chaudhary, Assistant Professor, CSE on tools like Jognog and Flipgrid for creating online flip classrooms.

The session was very informative and fulfilled its objective of training educators to enhance the online teaching experience of students as well as the faculties. All the participants have actively participated and has enjoyed the session thoroughly.



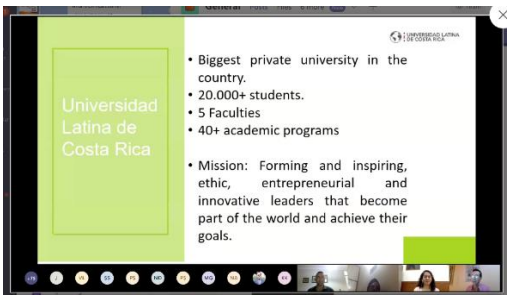

## B. Tuesday 21st July 2020

***i) Panel Discussion on Effective online education and building enhanced online resources lead by Dr Rekha (9:30 am to 10:30 am):***

A Panel Discussion on "Effective online education and building enhanced online resources" was held during FDP. The members of the Panel were:

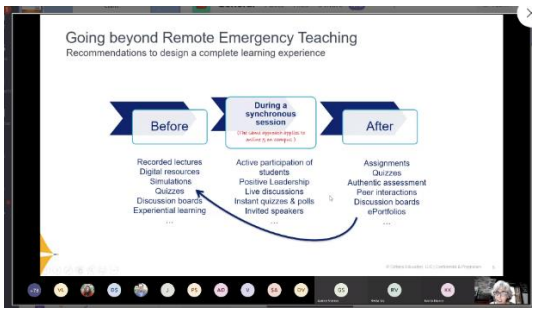
1. Dr. Luis Diego Vega Araya - Psychology professor and chair of publications department, Universidad Latina de Costa Rica
2. Dr. Mehmat Ali Tugtan-Chair, Istanbul Bilgi University Distance Education Center (UZEM)
3. Mr. Manish Gupta – Cofounder and Vice President Business Development, Edubrite Systems Inc., USA
4. Dr. Prabha Sharma- Honorary Professor, The NorthCap University, Department of Applied Sciences (Ex-Professor, IIT Kanpur)

The members presented the Online teaching scenario in their Universities and in corporate sector. Prof. Prabha Sharma shared her experience of developing online courses at IIT Kanpur. Q&A and discussion on topics like how to make the online teaching more collaborative and enhance the self-motivation levels of students for online learning. The Panel Discussion was moderated by Dr. Rekha Vig.




***ii) Enhancing Digital Experience and ASU resources by Dr Agueda Benito (11:00 am to 12:00 noon)***

Session on 'Designing the future Educational Model at NCU' was conducted by Dr. Agueda Benito of Cintana Education. She spoke about designing and delivering effective learning experiences and the importance of active participation of students, positive Leadership, live discussions, instant quizzes & polls and invited speakers during online classes. Some key aspects of the design & delivery including curriculum design, class management, communication and feedback and assessment of students' performance were discussed and shared by her.



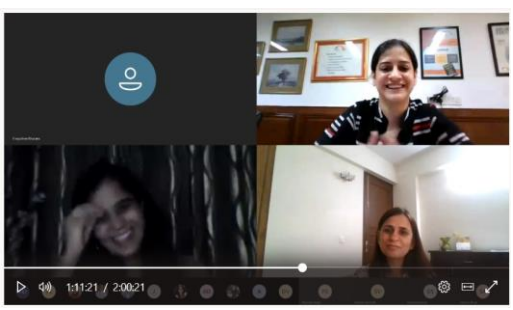

***iii) Stress Management Session (12:00 noon to 1:00 pm) by The Art of Living Trainer Ms VinayShree Khurana organized by Ms Deepika Bishnoi, HR NCU***

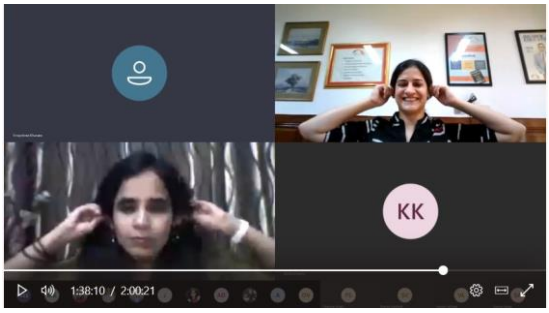
In view of the ongoing challenges, a Stress Management Session was organised by The Art of Living with sole aim to address current issues faced by majority of our employees and teach them few meditation techniques.

The overview is as follows:

1. Why stress- Tendencies of mind
2. What is stress
3. Sources of energy
4. Importance of breath
5. Take-aways
6. Desktop Yoga
7. Five-minute stress relieving Breathwork technique- Pranayama
8. Guided meditation

The session encouraged active engagement with all participants as they virtually connected and practiced various exercises and stress relieving techniques.



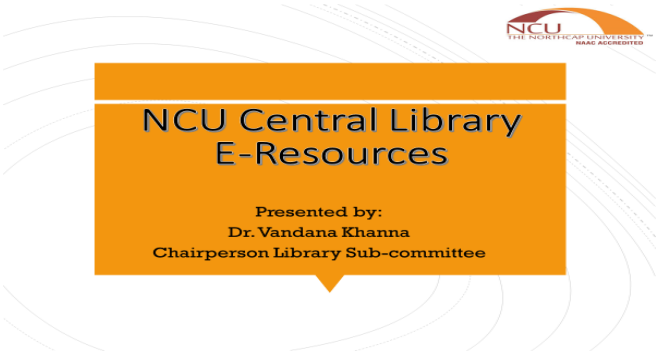

***iv) Effective Online Teaching using Design Thinking by Dr. Anbu Rathinavel and Mr. Ramakrishnan V., School of Design Thinking, Intellect Design Arena, Chennai***

Dr.Anbu Rathinavel, Head and Co-founder, School of Design Thinking and Dr. Ramakrishnan V. , Vice President at Intellect Design Arena Ltd. delivered a session as a part of Faculty Development Programme on 21st July 2020 on the theme "Design the Thinking: Designing Learning Experience". They focussed on evangelizing Design Thinking as a culture in the university – from 'Design Mind' to 'Design Being'. Highlighting the traditional learning process, defining design thinking from different angles and quoting different case studies with real time scenarios were key aspects of the session. Few interesting design thinking tools such as Journey Mapping and Personas were shared in order to empathize with the students taking them towards a better online teaching-learning pedagogy. The session ended leaving the participants with recommendations to improve the teaching-learning process at NCU such as gamification of content, introduction of flip learning and question led live classrooms.

## C. Wednesday 22nd July 2020

### *i) Online resources at NCU (9:00 am to 9:30 am)*

Dr. Vandana Khanna (Chairperson of the Library Sub-committee) presented on the topic- NCU Central Library E-Resources. She informed about all the subscriptions of e-resources by the university to all the faculty members. She demonstrated the access of MGH e-books for which the NCU has perpetual licenses. Dr. Vandana also discussed in detail about all the open access Govt. aided platforms of e-resources and demonstrated the ways to access them.




### *ii) Instructional Design Workshop (9:30 am to 4:30 pm)*

The workshop was conducted by the respective departments to work on the Design of the LMS, Assignments and Quizzes for the courses to be run. They were asked for identifying the best LMS in the department to be showcased.

This activity helped the departments to complete the LMS, assignments and quizzes design for all the courses for the upcoming semester.

## D. Thursday 23rd July 2020

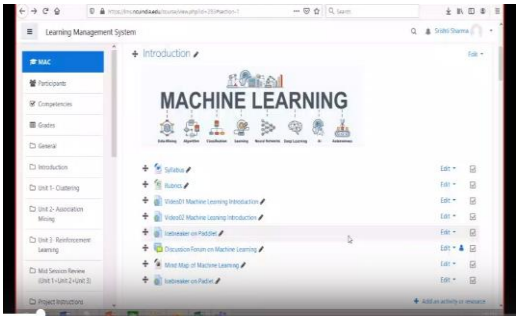
### *i) Instructional Design Workshop (9:30 am to 11:00 am)*

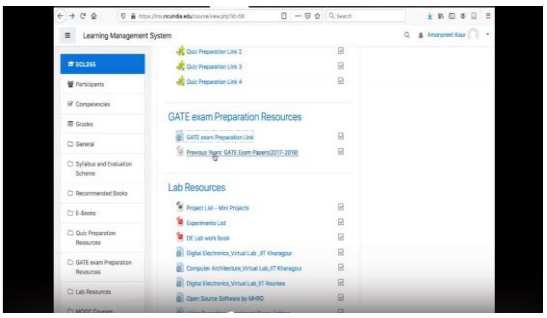
The workshop started on 22nd July continued in this session as well.

### *ii) Presentations of Instructional design (11:00 am to 4:00pm)*

This session was specifically designed to showcase the best LMS's in each of the department. All the Schools and departments were asked to showcase the three best LMS from there department.

The session brought out the best from each department and the engagement was appreciable. Most of the faculty explored ample new features of LMS which were unexplored till date from last so many years. It was wonderful to see that almost all departments have used the tools and techniques showcased in this FDP program in the initial days.






## E. Friday 24th July 2020

### *Prototype/Model presentation*

The following course types were identified for online teaching for next semester. All the related departments prepared prototype models of these types of courses.

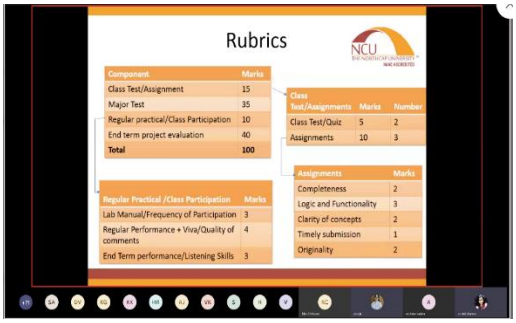
| **Unique Course Type** | **Department** |
|---|---|
| Software Programming Based Courses | CSE |
| Project Based Course | CSE+ECE+ME |
| Research Project based course | Law |
| Clinical courses | Law |
| Procedural Law courses | Law |
| Moot Court training | Law |
| Lab only (CAD based Designing /Programimg/MATLAB Coding+Drawing) / Field based(0-0-P) | CEE+ME |
| Theory + Lab (language) | CLL |
| Applied Mathematical Courses | APS |
| Purely theory (&Mathematical) and derivation based courses | APS |
| Theory + Lab (Hardware) | EECE+ME |
| Theory only | SOM+CSE+ME |
| Theory + Tutorial(Case studies) | SOM |
| Theory + Lab (Software) | EECE |
| GP | ECE |
| seminar | ME |
| industrial training | CEE |
| Major Projects | ME+CSE+ECE+CEE |

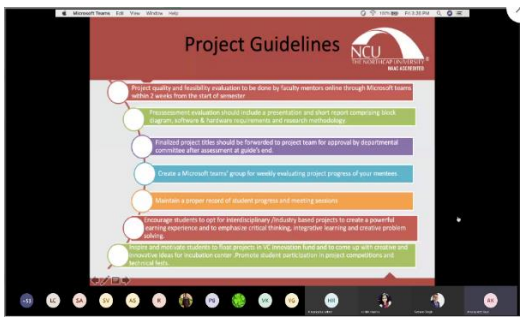
The prototype model included:

1. The tools required to teach the course types.
2. Format eg. number of quizzes/assignments/presentations by students required or not
3. Extent of involvement of students

4. Team work/collaboration among students required or not
5. The type of lab and how it would be conducted
6. Case/studies/tutorial/language/labs and how they will be conducted
7. Evaluation rubrics

The model was presented by the respective departments and a word document including mandatory procedures/guidelines has been submitted by the department for the course.

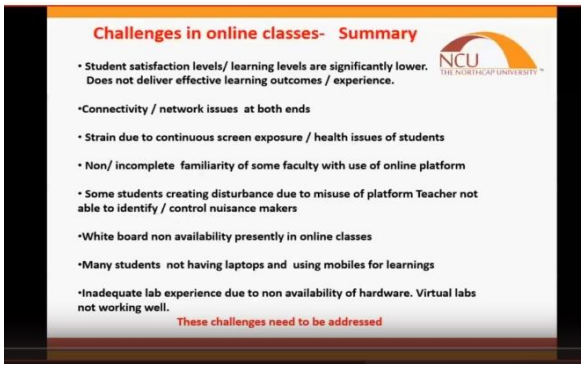


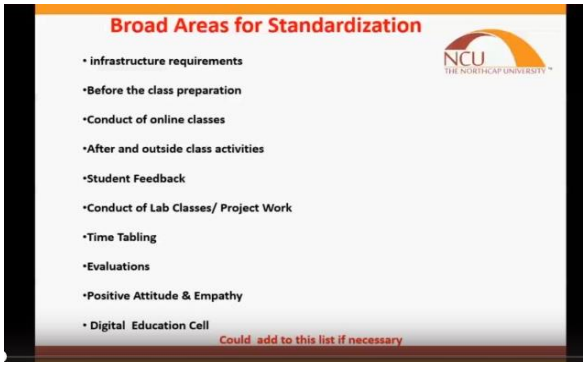




## F. Saturday 25th July 2020

***Guidelines for Online delivery (9:30 am - 10:30 am) by Prof Swaran Ahuja, Dean Academics***

Prof Swaran Ahuja delivered comprehensive guidelines to be followed for the upcoming semester. The guidelines incorporated all the best practices and suggestions given by all the experts during this FDP. He appreciated the FDP and the efforts put in by all the departments in coming out with the innovative ideas. He further stressed that this FDP would move us one level above the earlier phase of online teaching.




***Valedictory Session***

The valedictory session comprised of the following three activities:

***i) Best model prize and best LMS prize (10:30 am - 11:30 am)***

During FDP, faculty prepared LMSs and Online delivery models as preparation for the next semester. A panel of judges was made chaired by Dr Rohit Lather and comprising of all the Head of Departments of all the Schools.

The top three best LMS and best Prototype Model for online delivery - prizes were announced by the Vice-Chancellor for those who did excellent presentations in the respective categories during the FDP.
The results of the competitions are as follows:

**Best LMS:**

**First Prize** - shared between CSE (Ms Poonam Choudhary and Ms. Srishti Sharma) and ECE (Ms. Amanpreet)
**Second Prize** - Civil Dept. (Mr. Lokesh Choudhary)
**Third Prize** - SoM (Ms. Jiveta Choudhary)

**Best Prototype Model**

**First Prize** - shared between CSE (Ms. Prerna, Mr. Sumit & Ms Neeti Kashyap) & CLL (Dr. Divyabha & Dr Shrutumita)
**Second Prize** - CSE (Ms. Srishti Sharma)
**Third Prize** - ECE - shared between Dr. Anjali Garg for GP and Ms. Amanpreet for Major Project

Cash prizes of Rs 3000, Rs 2000, Rs 1000 is awarded to first, second and third top positions, respectively.

Vice-Chancellor felicitated the awardees and shared his appreciation for the FDP co-ordinators and the faculty members who actively participated and made this a success.

***ii) Feedback by Dept Representatives:***

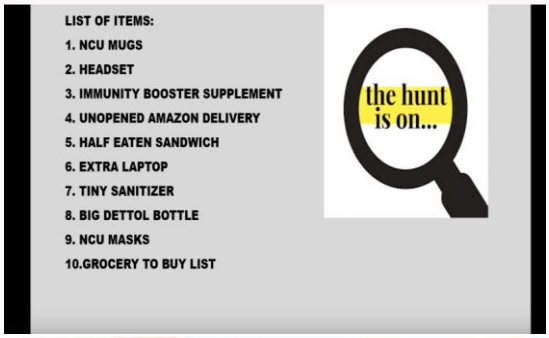
An online feedback form has been shared with all participants to capture their experience and concerns, which is compiled through google forms for future use.

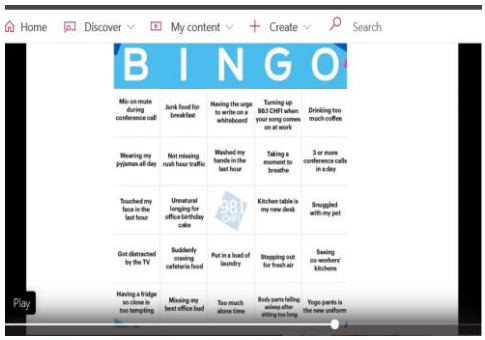
Apart from this, during the interaction on MS Teams, one representative from each dept was invited to share their experience and learnings. The aim was to know what went great and what could be fine-tuned in future. The following representatives spoke on behalf of their respective departments:

APS: Dr Sunita Sharma, CLL: Ms Tulika and Dr Divyabha, Psychology: Dr Nalini and Dr Neha,Civil: Mr Lokesh Choudhary, CSE: Ms Chaitali and Ms Vaishali Kalra, ECE: Dr Anjali Garg, MECH: Dr Rohit Lather, Law: Ms Deborisha Dutta , SOM: Dr Priyanka Banerji.

***iii) FUNCU:***

To conclude the whole FDP program, the participants came together for a virtual High Tea and engaged in fun games like scavenger hunt, bingo on MS Teams. This helped us to engage, rejuvenate and elevated the spirit of oneness at NCU.

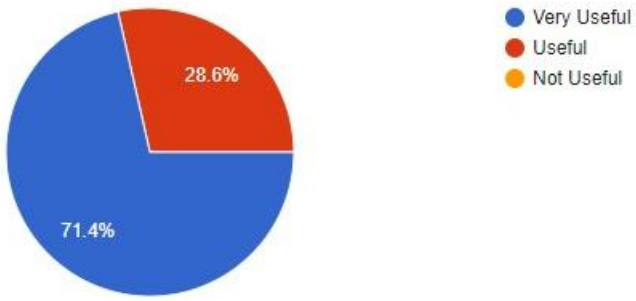


## 3. Faculty Feedback on FDP

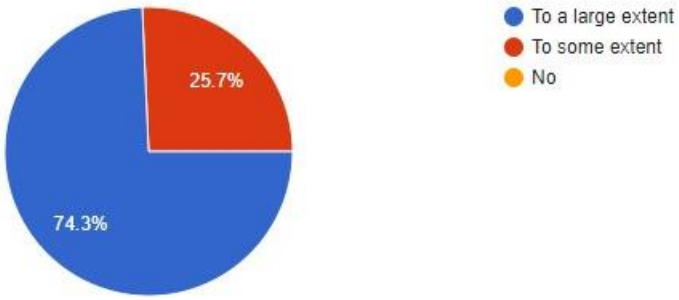
**Participants** - A total of **70 faculty** from SOET, SOM, SOL and APS out of approx. 100 faculty participated in the survey conducted during the valedictory session.

- **How useful was the FDP in preparing you for Online teaching in upcoming semester?**




*Unanimously all faculty members found this FDP to be either useful or very useful*

- **Was the program successful in meeting its objectives?**



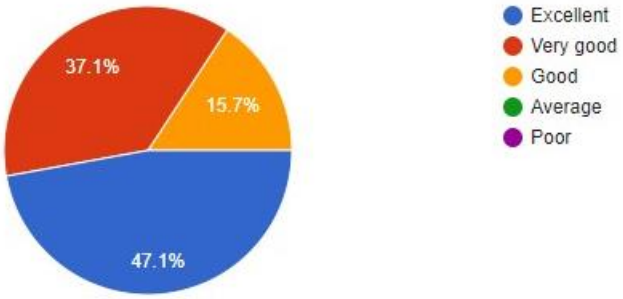

*Majority of the faculty believed this FDP was successful in meeting its objectives. Not even a single faculty has disagreed to it.*

- **Which session did you find most interesting?**

*The following sessions were found most interesting by Faculty (first three):*

1. *Online Teaching Learning Tools (75%)*
2. *Effective Online Teaching using Design Thinking (64%)*
3. *Guidelines on Online Teaching (47%)*

- **How would you overall rate the FDP?**




*Around 84% faculty have rated this FDP as very good or excellent. Rest 16% have rated it under good category*

**Positive Feedbacks**

- ✓ *Far better than the FDP we had last year!!! Similar full-strength activities should be ideated and conducted. This will build camaraderie and belongingness to the University.*
- ✓ *Well organized FDP with full of knowledge.*
- ✓ *Awesome FDP. We learnt a lot from each other.*
- ✓ *Over-all it was very informative and valuable 6 days FDP in comfortable environment.*
- ✓ *Very good sessions, we are looking forward to a very successful semester with all these tools, this will make overall student experience very good.*
- ✓ *Would like to attend more.*

**Suggestions**

- ➢ *NCU LMS has many functions that we do not use but if used could be useful. Those functions should have been discussed in a dedicated session.*
- ➢ *The timings at times went way beyond the schedule. We can keep some buffer time to ensure that timings can be adhered to.*
- ➢ *There should be separate FDPs on legal aspects because tools and mechanism are different from other's courses. Otherwise this FDP was excellent in understanding general pedagogy.*
- ➢ *No session on how to deal with mental health of the students*
- ➢ *Stylus be provided by the University*
- ➢ *Considering the fact that every academic field has its unique teaching learning pedagogy, there should be a balance in designing the contents of FDP so that everyone is benefited, and the process becomes more fruitful. Separate sessions with experts may be organized school wise.*

**Annexure I**

## UNVERSITY LEVEL FDP (Online) - NEW DIGITALLY ENHANCED EDUCATION

***Duration: 20th -25th July, 2020***

***Coordinators: Dr. Kavita Khanna and Dr. Rekha Vig, CSE Dept***

**Prerequisite** – Registering for Online conference https://www.theremotesummit.org , Stylus, preparation of LMS content and exploring LMS for more features (at least 40% course content)

**Before Tasks:**

1. All HoDs/DoSs to identify the different types of courses to be offered in the next semester: July 10.
2. Identify best practices and faculty who delivered those best practices in online lectures, 2 speakers from each department/school to present the best practices and the Prototype Model

**DETAILED FDP SCHEDULE:**

| **Monday, 20th July 2020** | | |
|---|---|---|
| **TIME** | **SESSION DETAILS/TOPIC** | **SPEAKER** |
| 9AM - 9:30AM | Introduction to FDP | **Ms. Deepika, HR** |
| | Inaugural Speech | **Prof Prem Vrat, Pro Chancellor, NCU** |
| | | **Prof HB Raghavendra, Vice Chancellor, NCU** |
| | Current Online teaching scenario and way forward at NCU | **Dr. Kavita Khanna and Dr. Rekha Vig, CSE DEPT** |
| 9:30AM - 10AM | Landscape of Higher Education, opportunities of differentiation and success | **Mr. Sachin Jain, Senior Advisor, South Asia, Cintana Education** |
| 10:30AM - 11:30AM | Presentation on Best Practices by departments: ECE, MECH, CIVIL | Faculty from respective dept |
| 11:30AM - 1:00PM | Presentation on Best Practices by departments: SoL, SoM, APS and CLL | Faculty from respective dept |
| **1PM - 2PM** | **LUNCH BREAK** | |
| 2PM - 4PM | Online teaching-learning tools | Dr Kavita Khanna, HoD- CSE |

| | | |
|---|---|---|
| **Task: Formation of faculty teams/groups teaching different types of courses within department** | | |
| **Tuesday, 21st July 2020** | | |
| 9:30 AM- 10:30 AM | Panel Discussion on Effective online education and building enhanced online resources | **MODERATED BY**: DR REKHA VIG<br><br>**PANEL MEMBERS:**<br>1. **Dr. Luis Diego Vega Araya** - Psychology Professor and Chair of publications department, Universidad Latina de Costa Rica<br>2. **Dr. Mehmat Ali Tugtan**-Chair, Istanbul Bilgi University Distance Education Center (UZEM)<br>3. **Mr. Manish Gupta** – Co founder and Vice President Business Development, Edubrite Systems Inc., USA<br>4. **Prof. Prabha Sharma**- Honorary Professor, The NorthCap University, Department of Applied Sciences and CSE (Ex-Professor, IIT Kanpur) |
| **10:30 AM-11 AM** | **BREAK** | |
| 11AM - 12 NOON | Enhancing Digital Experience and ASU resources | **Dr. Agueda, Head of Academic Excellence - Cintana Education** |
| 12 NOON - 1 PM | Stress Management session | **Art of Living trainer: Ms Vinayshree Khurana** |
| **1PM - 2PM** | **LUNCH BREAK** | |
| 3PM - 5 PM | Effective Online Teaching using Design Thinking | **Dr. Anbu Rathinavel and Mr. Ramakrishnan V. , School of Design Thinking, Intellect Design Arena, Chennai** |
| **Wednesday, 22nd July 2020** | | |
| 9AM - 9:30AM | Online resources at NCU | Dr Vandana Khanna, Chairman Library Sub-Committee, NCU |
| 9:30AM - 1PM | Instructional design workshop (LMS) | By all dept faculty in groups |
| **1PM - 2PM** | **LUNCH BREAK** | |
| 2PM- 4:30PM | Instructional design workshop (Quiz) | By all dept faculty in groups |

| | | |
|---|---|---|
| **Thursday, 23rd July 2020** | | |
| 9:30AM - 11AM | Instructional design workshop (Assignment) | By all dept faculty in groups |
| 11AM - 1PM | Presentations of Instructional design (LMS/Quiz/Assignment) | By all dept faculty in groups |
| **1PM - 2PM** | **LUNCH BREAK** | |
| 2PM - 4PM | Presentations of Instructional design (LMS/Quiz/Assignment) | By all depts |
| **Friday, 24rth July 2020** | | |
| 9AM – 9:15 AM | Prototype/Model presentation of **Software Programming Based Courses** | CSE |
| 9:15 AM – 9:30 AM | Prototype/Model presentation of **Theory + Lab (Hardware)** | EECE |
| 9:30 AM-9:45 AM | Prototype/Model presentation of **Lab only (CAD based Designing/Programming/MATLAB Coding + Drawing) / Field based (0-0-P)** | CEE |
| 9:45 AM -10:00 AM | Prototype/Model presentation of **Applied Mathematical Courses** | APS |
| 10:00 AM-10:15 AM | Prototype/Model presentation of **Theory+ Lab (Language)** | CLL |
| 10:15 AM-10:30 AM | Prototype/Model presentation of **Research Based Project Course** | Law |
| 10:30 AM- 10:45 AM | Prototype/Model presentation of **Theory Only course** | SOM |
| 10:45 AM- 11:00 AM | Q/A , Suggestions, Feedback | |
| **11AM -11:30AM** | **BREAK** | |
| 11:30AM – 11:45 AM | Prototype/Model presentation of **Clinical Courses** | Law |
| 11:45 AM – 12:00 PM | Prototype/Model presentation of **Project Based Course** | CSE |
| 12:00 PM – 12:15 PM | Prototype/Model presentation of **Theory + Lab (Software) Course** | EECE |
| 12:15 PM- 12:30 PM | Prototype/Model presentation of **Procedural Law Courses** | Law |

| | | |
|---|---|---|
| 12:30 PM- 12:45 PM | Prototype/Model presentation of **Purely theory (&Mathematical) and derivation-based courses** | APS |
| 12:45 PM – 1:00 PM | Prototype/Model presentation of **Theory + Tutorial (Case Studies)** | SOM |
| 1:00 PM -1:15 PM | Prototype/Model presentation of **Moot Court Training** | Law |
| 1:15 – 1:30 PM | Q/A , Suggestions, Feedback | |
| **1:30PM - 2:30PM** | **LUNCH BREAK** | |
| 2:30PM – 3:00 PM | Evaluation rubrics design Prototype: **Major Projects** | ME |
| 3:00 PM – 3:30 PM | Evaluation rubrics design Prototype: **Industrial Training** | CEE |
| 3:30 PM- 4:00 PM | Evaluation rubrics design Prototype: **GP** | ECE |
| 4:00 PM – 4:20 PM | Evaluation rubrics design Prototype: **Seminar** | ME |
| 4:20 PM – 4:30 PM | Q/A , Suggestions, Feedback | |
| **Saturday, 25th July 2020** | | |
| 9:30AM - 10:30AM | Guidelines for Online delivery | **Prof. Swaran Ahuja, ECE DEPT, NCU** |
| 10:30AM - 11:20AM | Best model prize and best LMS prize | **Dr Kavita/Dr Vig** |
| 11:20AM-11:30 AM | Valedictory session | **Ms. Deepika, HR** |
| 2:30 PM- 4:30 PM | Session with students by respective Departments | |