



# Internal Quality Assurance Cell

## Report of the Faculty Development Program

on

### Participatory Learning

(18<sup>th</sup> -22<sup>nd</sup> June, 2018)

A series of Faculty Development Programs on “**Participatory Learning**” for young faculty members of the various Schools of the University were organized by IQAC in the summer vacations of session 2017-18. The first one was conducted from 18<sup>th</sup> to 22<sup>nd</sup> June, 2018. Main resource persons for the Faculty Development Program were Ms. Sujatha Singh and Mr. Prasenjit Sinha from YANTRA-Centre for Skill Development, Sharda University.

### 1) Objective of Training Program:

The main objective of the workshops was to equip the teachers with the techniques for improving the teaching-learning process. The workshop comprised of two modules. The first three days were dedicated to module 1 which concentrated on enhancing the facilitation/delivery skills. The next two days covered the aspects of mentoring and coaching which a teacher should take up to become a role model for the student. The workshop was highly interactive with inbuilt hands-on sessions. The pre-work and the study materials were shared with the participants in advance. The Major highlights of the five days were as follows:

#### Day 1

Topic	Time	Methodology	Resource Person
Welcome Note and Overview of Workshop	9.00 am - 9.15 am	Extempore	Prof. Ranjit Goswami Director, IQAC
Interactive Introduction and Needs Compilation, Expectation Setting and Ground rules	9.15am - 9.45 am	Interactive Introduction through a kinaesthetic exercise based on Pre Work Day 1	Sujatha Singh & Prasenjit Sinha
Good And Bad Training Experiences	9.45am - 10.15 am	Small group Charting and Debriefing Exercise	Sujatha Singh & Prasenjit Sinha
The Training Cycle	10.15am-	PPT	Sujatha Singh

	10.25		
6 Facts about ALP-Adult Learning Principles	10.25am-10.45am	PPT, Handout, experience sharing and individual learning's	Sujatha Singh & Prasenjit Sinha
Reflection Time and Eagle Video of Change	10.45am-11.00am	Audio Visual and Debrief by participants	Sujatha Singh
Kolb's Learning Styles-Their relevance in Classroom Teaching	11.15am-12.00 noon	Self-Assessment Questionnaire, Debrief of styles, understanding each style, facilitator learning from Learning Styles	Sujatha Singh & Prasenjit Sinha
Group Development Model, It's relevance in Classroom Teaching	12.00pm-12.30pm	Audio Visual, experience sharing and action points for classes by participants	Sujatha Singh & Prasenjit Sinha
Recap at Half day Closing	12.30 pm- 1:00 pm	Charting Exercise based on the Visual Learning Experience, 5-6 members group activity and teach back	Sujatha Singh & Prasenjit Sinha
5 Levers of Effective Teachers/Trainers- Energy and Enthusiasm : Group Evolution Stages, Building Rapport, Voice Tonality, Body Language	1.45pm-2:45 pm	PPT, discussion, AV for learning through senses, Experience Sharing good and bad ,action points for participants	Sujatha Singh& Prasenjit Sinha
Action Planning-Ways to Maximise Energy and Enthusiasm	2:45pm - 3.15 pm	Group discussion on the 4 aspects of Energy and Enthusiasm, teach back of charting exercise	Prasenjit Sinha
Pygmalion Effect-In the classroom	3.15pm-3.55 pm	AV, debrief of observations, Reflection and Participant Learnings	Sujatha Singh

## **DAY 2**

<b>Topic</b>	<b>Time</b>	<b>Methodology</b>	<b>Resource Person</b>
RE-CAP, Ways to RECALL	9.00 am - 9.15 am	Participant Charting Exercise	Prasenjit Sinha
5 Levers of Effective Teachers , Connecting with People, Types of Students	9.15am-10:00 am	Activity –Be the Class, Debriefing on typical student behaviours and experience sharing , PPT	Sujatha Singh
The Art of Questioning/Probing	10.00am-10.45 am	Lighthouse Activity with Hand-out, Small groups discussion and action planning on type of questions in different classroom scenarios	Sujatha Singh & Prasenjit Sinha
5 Levers of Effective Teachers : The 3 S's of Presenting, Building interpersonal Skills, The Inspiring Teacher/Facilitator/ Faculty/ Trainer	10.45am-11:05am	PPT and experience sharing	Sujatha Singh
5 Levers of Effective Teachers : Staying Attentive, involve all participants	11.05am-11.30am	PPT, Action Planning, Handout to understand socio grams	Prasenjit Sinha

5 Levers of Effective Teachers Staying Attentive: Feedback- types and Do's and Don'ts Keeping Trainees Attentive Group Influencers	11.45am- 12.30am	PPT, discussion and experience sharing	Sujatha Singh & Prasenjit Sinha
5 Levers of Effective Teachers Staying Attentive: Listening Skills Ground Rules for Teachers	12.30am- 1.00 pm	PPT, Interactive Discussion, Active Listening Self-Assessment Questionnaire	Sujatha Singh & Prasenjit Sinha
5 Levers of Effective Teachers  Managing Time	1.45pm- 2.00 pm	PPT and Interactive discussion	Prasenjit Sinha
5 Levers of Effective Teachers  Training Tools	2:00 pm- 3.30pm	Ice Breakers, Energizers, Visual Aids, Grounding and Reviews, Best Practise Sharing by participants and action planning	Sujatha Singh, Prasenjit Sinha (One more from IQAC or Yantra)
Expectation Setting and  Q and A for Day 3	3:30pm Onwards	Facilitation Skills Observation Rubric Sharing and discussion	Prasenjit Sinha

### **DAY 3**

Topic	Time	Methodology	Resource Person
Participant Teach Backs with Live Feedback and Active Learning  Participant 1-8	9:00 am- 11:20 pm	Video graphed teach back of 10 minutes,5 minute feedback and replay using Peer Evaluation method (EIC Model)	Participants, Leader, Facilitator
Participant Teach Backs with Live Feedback and Active Learning  Participant 9-12	11:35am 12:50 pm	Video graphed teach back of 10 minutes,5 minute feedback and replay using Peer Evaluation method (EIC Model)	Participants, Leader, Facilitator
Participant Teach Backs with Live Feedback and Active Learning  Participant 13-25	1:20 pm - 3:55 pm	Video graphed teach back of 10 minutes,5 minute feedback and replay using Peer Evaluation method(EIC Model)	Participants, Leader, Facilitator
Closing Note and Course work for Level 2	3:55pm - 4.15pm		Sujatha Singh and Team

### **DAY 4**

Topic	Time	Methodology	Resource Person
Practical Motivational Coaching Skills-  Your Story-Sharing Experiences of coaching highlights and challenges	9.00 am to 9.30 am	Class Discussion and experience sharing	Sujatha Singh and Team

<ul style="list-style-type: none"> <li>•Distinguishing between Coaching, Mentoring, and Counselling</li> <li>•Key Coaching Skills (diagnostic, techniques, qualities, model)</li> <li>•Characteristics of a Good Coach</li> </ul>	9.30 am-10.30am	PPT, Discussion, Charting Exercise	Sujatha Singh & Prasenjit Sinha
<p>The Essential Skills of Communication and Motivation</p> <ul style="list-style-type: none"> <li>•Understanding your Personal Communication Style-Style Flexing for better results</li> <li>•Language - Verbal and Non-verbal (body language)</li> <li>•Emotional Intelligence – an introduction through a case study</li> </ul>	10.45am - 1 .00 pm	PPT, Self-Assessment, AV, case study	Sujatha Singh & Prasenjit Sinha
Giving Effective Feedback with Emotional Intelligence (EI)	1.40pm-2.10pm	Small group activity using the pre work of challenging coaching scenarios	Sujatha Singh & Yantra Team
<p>Mentoring in the current workplace</p> <ul style="list-style-type: none"> <li>•Coaching &amp; Mentoring - the differences</li> <li>•Mentorship Programs-Benefits and Need</li> <li>•Mentoring Relationships - formal and informal</li> <li>•Most commonly used Models by Mentors</li> <li>•Mentoring Students-Key Expectations</li> </ul> <p>What is Coaching &amp; Mentoring</p>	2.10 pm-3.55pm	PPT, Discussion, experience sharing, Overview of two prominent coaching models and session wrap up with action planning for day 5	Sujatha Singh

## **DAY 5**

Topic	Time	Methodology	Resource Person
Re Cap of Day 1 through creative exercise	9.00 am - 9.30 am	Activity based Re Cap	Sujatha Singh ,Team Yantra

The Coaching Mindset  •The RAIN and SUN brainstorming techniques  •The SUNAO MIND  •TELL/ASK	9.30am - 10.30am	PPT, Discussion, Charting Exercise	Sujatha Singh & Prasenjit Sinha
Practical skills for Student Counselling- Key steps in coaching for Optimum performance  •The SOLER Model for Improved Communication  •Developing your Coaching Skills through G R O W  •Practising your coaching skills through the coaching discussion approach model	10.45am - 1 .00 pm	PPT, AV, case study, debrief,	Sujatha Singh & Prasenjit Sinha
Coaching scenario practise-small group activity with peer observation and feedback	1.45pm- 2.30pm	Small group activity using the pre work of challenging coaching scenarios	Sujatha Singh & Yantra Team
Career Coaching and Coaching Yourself  •Understanding your Career Journey  •A Personal Career SWOT Analysis  •Setting Career Goals  •What type of learning & development suits you?  •Becoming your Own Coach  •Personal Action Planning	2.15pm - 4.00pm	PPT,SWOT Analysis for self, 4 M Strategy discussion, Goal Setting for academics, Self Coaching tips, Action Planning	Sujatha Singh & Yantra Team

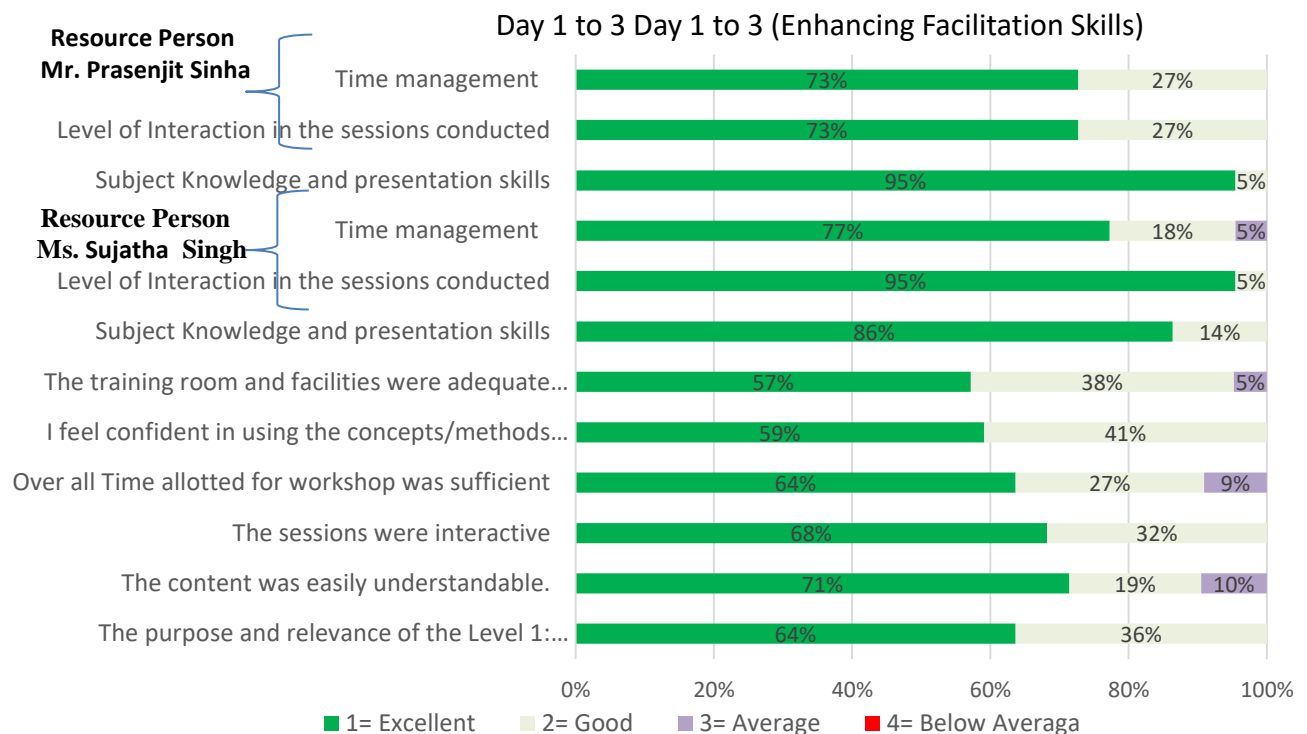
## 2) Total number of Participants

The number of participants who attended the Faculty Development Program was 23.

**(Attendance List for FDPs is attached)**

### 3) Outcomes:

A feedback about the Faculty Development Programs was taken on the **format attached**. The feedback was aimed at assessment of relevance of the FDP, knowledge of resource persons, level of interaction of the session and overall time management of the faculty development program. Analysis of the feedback reveals that most of the participants were of the opinion that *training sessions were very useful*. The analysis of day wise feedback is given below.



## Day 4 to 5 (Coaching and Mentoring)



Few of the suggestions and comments given by participants were:

- This type of programs is very useful for faculty in the starting of their career.
- The duration of workshops could be longer may be more group activities can be introduced for interactive sessions.
- These sessions were very helpful for all the faculties and it will help them to improve their teaching skill.

**Visuals of the workshops:** Few of the visuals of the Faculty Development programs are given below.





**Suman Lata**  
**Workshop Coordinator**



**SHARDA UNIVERSITY**  
**Workshop on Participatory Learning**  
**Organised by Internal Quality Assurance Cell**  
**18th-22th June, 2018**  
**Attendance Sheet Day 1 (18.06.2018)**



**Session Morning**

Sr. No	Name of School	Name of Participants	Signature
1	SET	Mr Sandeep Saxena	
2		Mr Pankaj Sharma	
3		Dr. Ram Saran Chaurasiya	
4	SBS	Dr. Piali Halder	
5		Ms. Chhavi Jain	
6	SCADMS	Arunesh Kumar	
7		Ritu Verma	
8		Md.Arif Ahmad	
9	SOL	Ms. Neha Tripathi	
10	SNSR	Ms. Madhavi Sharma	
11		Ms. Dolly Donica	
12		Ms. Neeru Paintola	
13		Ms. Tanuja Harbola	
14		Ms. Koyal Kumari	
15		Ms. Megha Sindhwali	
16		Ms. Akansha	
17		Ms. Surjabala	
18	SAHS	Dr. Amit Roy	
19		Ms. Mayuri Rastogi	
20		Ms. Amrapali Dasgupta	
21	SOE	Ms. Sonali	
22	SOP	Mr. H. N. Singh	
23	SAP	Harsimran Kaur	
24		Pranjali Varshney	
25	SBSR	Dr. Uzma Manzoor	
26		Dr. Dipender Kumar	

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**18th-22th June, 2018**  
**Attendance Sheet Day 1 (18.06.2018)**



Session Evening

Sr. No	Name of School	Name of Participants	Signature
1	SET	Mr Sandeep Saxena	<i>Saxena</i>
2		Mr Pankaj Sharma	<i>Pankaj Sharma</i>
3		Dr. Ram Saran Chaurasiya	<i>Ram Saran Chaurasiya</i>
4	SBS	Dr. Piali Haldar	<i>Piali Haldar</i>
5		Ms. Chhavi Jain	<i>Chhavi Jain</i>
6	SCADMS	Arunesh Kumar	<i>Arunesh Kumar</i>
7		Ritu Verma	<i>Ritu Verma</i>
8		Md.Arif Ahmad	(AB)
9	SOL	Ms. Neha Tripathi	(AB)
10	SNSR	Ms. Madhavi Sharma	<i>Madhavi Sharma</i>
11		Ms. Dolly Donica	<i>Dolly Donica</i>
12		Ms. Neeru Paintola	<i>Neeru Paintola</i>
13		Ms. Tanuja Harbola	<i>Tanuja Harbola</i>
14		Ms. Koyal Kumari	<i>Koyal Kumari</i>
15		Ms. Megha Sindhwal	<i>Megha Sindhwal</i>
16		Ms. Akansha	<i>Akansha</i>
17		Ms. Surjabala	<i>Surjabala</i>
18	SAHS	Dr. Amit Roy	(AB)
19		Ms. Mayuri Rastogi	<i>Mayuri Rastogi</i>
20		Ms. Amrapali Dasgupta	(AB)
21	SOE	Ms. Sonali	<i>Sonali</i> 18/6/18
22	SOP	Mr. H. N. Singh	<i>H. N. Singh</i> 18/6/18
23	SAP	Harsimran Kaur	<i>Harsimran Kaur</i> 18/6/18
24		Pranjali Varshney	(AB)
25	SBSR	Dr. Uzma Manzoor	(AB)
26		Dr. Dipender Kumar	<i>Dipender Kumar</i>

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**18th-22th June, 2018**  
**Attendance Sheet Day 2 (19.06.2018)**



**Session Morning**

Sr. No	Name of School	Name of Participants	Signature
1	SET	Mr Sandeep Saxena	
2		Mr Pankaj Sharma	
3		Dr. Ram Saran Chaurasiya	
4	SBS	Dr. Piali Haldar	
5		Ms. Chhavi Jain	
6	SCADMS	Arunesh Kumar	
7		Ritu Verma	
8		Md.Arif Ahmad	Absent
9	SOL	Ms. Neha Tripathi	
10	SNSR	Ms. Beulah Jasmine Rao	
11		Ms. Dolly Donica	
12		Ms. Divya	
13		<del>Ms. Tanuja Harbola</del> MS. Anjali	
14		Ms. Koyal Kumari	
15		Ms. Megha Sindhwal	
16		Ms. Akansha	
17		Ms. Surjabala	
18	SAHS	Dr. Amit Roy	
19		Ms. Mayuri Rastogi	
20		Ms. Amrapali Dasgupta	
21	SOE	Ms. Sonali	Absent
22	SOP	Mr. H. N. Singh	
23	SAP	Harsimran Kaur	
24		Pranjali Varshney	
25	SBSR	Nidhi Sahni	
26		Dr. Dipender Kumar	

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**Session Evening**

Sr. No	Name of School	Name of Participants	Signature
1	SET	Mr Sandeep Saxena	<i>Sandeep</i>
2		Mr Pankaj Sharma	<i>Pankaj Sharma</i>
3		Dr. Ram Saran Chaurasiya	<i>Dr. Ram Saran Chaurasiya</i>
4	SBS	Dr. Piali Haldar	<i>Piali Haldar</i>
5		Ms. Chhavi Jain	<i>Chhavi Jain</i>
6	SCADMS	Arunesh Kumar	<i>Arunesh Kumar</i>
7		Ritu Verma	<i>Ritu Verma</i>
8		Md.Arif Ahmad	<i>Ab</i>
9	SOL	Ms. Neha Tripathi	<i>Neha</i>
10	SNSR	Ms. Beulah Jasmine Rao	<i>Jasmin Rao</i>
11		Ms. Dolly Donica	<i>Dolly Donica</i>
12		Ms. Divya	<i>Divya</i>
13		Ms. Anjali Sharma	<i>Anjali Sharma</i>
14		Ms. Tanuja Harbola	<i>Tanuja Harbola</i>
15		Ms. Koyal Kumari	<i>Koyal Kumari</i>
16		Ms. Megha Sindhwai	<i>Megha Sindhwai</i>
17		Ms. Akansha	<i>Akansha</i>
18		Ms. Surjabala	<i>Surjabala</i>
18	SAHS	Dr. Amit Roy	<i>Ab</i>
19		Ms. Mayuri Rastogi	<i>Mayuri Rastogi</i>
20		Ms. Amrapali Dasgupta	<i>Amrapali Dasgupta</i>
21	SOE	Ms. Sonali	<i>Ab</i>
22	SOP	Mr. H. N. Singh	<i>H.N. Singh</i>
23	SAP	Harsimran Kaur	<i>Harsimran Kaur</i>
24		Pranjali Varshney	<i>Pranjali Varshney</i>
25	SBSR	Nidhi Sahni	<i>Nidhi Sahni</i>
26		Dr. Dipender Kumar	<i>Dipender Kumar</i>



**SHARDA UNIVERSITY**  
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**18th-22th June, 2018**  
**Attendance Sheet Day 3 (20.06.2018)**



**Session Morning**

Sr. No	Name of School	Name of Participants	Signature
1	SET	Mr Sandeep Saxena	<i>[Signature]</i>
2		Mr Pankaj Sharma	<i>[Signature]</i>
3		Dr. Ram Saran Chaurasiya	<i>[Signature]</i>
4	SBS	Dr. Piali Haldar	<i>[Signature]</i>
5		Ms. Chhavi Jain	<i>[Signature]</i>
6	SCADMS	Arunesh Kumar	<i>[Signature]</i>
7		Ritu Verma	<i>[Signature]</i>
8	SOL	Ms. Neha Tripathi	<i>[Signature]</i>
9	SNSR	Ms. Beulah Jasmine Rao	<i>[Signature]</i>
10		Ms. Dolly Donica	<i>[Signature]</i>
11		Ms. Divya	<i>[Signature]</i>
12		Ms. Anjali Sharma	<i>[Signature]</i>
13		Ms. Koyal Kumari	<i>[Signature]</i>
14		Ms. Megha Sindhwai	<i>[Signature]</i>
15		Ms. Akansha	<i>[Signature]</i>
16		Ms. Surjabala	<i>[Signature]</i>
17	SAHS	Ms. Mayuri Rastogi	<i>[Signature]</i>
18		Ms. Amrapali Dasgupta	<i>[Signature]</i>
19	SOP	Mr. H. N. Singh	<i>[Signature]</i>
20	SAP	Harsimran Kaur	<i>[Signature]</i> 20/6/18
21		Pranjali Varshney	<i>[Signature]</i>
22	SBSR	Nidhi Sahni	<i>[Signature]</i>
23		Dr. Dipender Kumar	<i>[Signature]</i>

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**Workshop on Participatory Learning**  
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**18th-22th June, 2018**  
**Attendance Sheet Day 3 (20.06.2018)**



**Session Evening**

Sr. No	Name of School	Name of Participants	Signature
1	SET	Mr Sandeep Saxena	
2		Mr Pankaj Sharma	
3		Dr. Ram Saran Chaurasiya	
4	SBS	Dr. Piali Haldar	
5		Ms. Chhavi Jain	
6	SCADMS	Arunesh Kumar	
7		Ritu Verma	
8	SOL	Ms. Neha Tripathi	
9	SNSR	Ms. Beulah Jasmine Rao	
10		Ms. Dolly Donica	
11		Ms. Divya	
12		Ms. Anjali Sharma	
13		Ms. Koyal Kumari	
14		Ms. Megha Sindhwali	
15		Ms. Akansha	
16		Ms. Surjabala	
17	SAHS	Ms. Mayuri Rastogi	
18		Ms. Amrapali Dasgupta	
19	SOP	Mr. H. N. Singh	
20	SAP	Harsimran Kaur	
21		Pranjali Varshney	
22	SBSR	Nidhi Sahni	
23		Dr. Dipender Kumar	

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SOL

Dr. Namita S. Malile

**SHARDA UNIVERSITY**  
**Workshop on Participatory Learning**  
**Organised by Internal Quality Assurance Cell**  
**18th-22th June, 2018**  
**Attendance Sheet Day 4 (21.06.2018)**



**Session : Morning**

Sr. No	Name of School	Name of Participants	Signature
1	SET	Mr Sandeep Saxena	
2		Mr Pankaj Sharma	
3		Dr. Ram Saran Chaurasiya	
4	SBS	Dr. Piali Halder	
5		Ms. Chhavi Jain	
6	SCADMS	Arunesh Kumar	
7		Ritu Verma	
8	SOL	Dr. Namita Mallik	
9	SNSR	Ms. Beulah Jasmine Rao	
10		Ms. Dolly Donica	
11		Ms. Divya	
12		Ms. Anjali Sharma	
13		Ms. Koyal Kumari	
14		Ms. Megha Sindhwali	
15		Ms. Akansha	
16		Ms. Surjabala	
17	SAHS	Ms. Mayuri Rastogi	
18		Ms. Amrapali Dasgupta	
19	SOP	Mr. H. N. Singh	
20	SAP	Harsimran Kaur	
21		Pranjali Varshney	
22	SBSR	Nidhi Sahni	
23		Dr. Dipender Kumar	

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SOL

Dr. Namita S. Mallik

**SHARDA UNIVERSITY**  
**Workshop on Participatory Learning**  
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**18th-22th June, 2018**  
**Attendance Sheet Day 4 (21.06.2018)**



**Session : Evening**

Sr. No	Name of School	Name of Participants	Signature
1	SET	Mr Sandeep Saxena	
2		Mr Pankaj Sharma	
3		Dr. Ram Saran Chaurasiya	
4	SBS	Dr. Piali Halder	
5		Ms. Chhavi Jain	
6	SCADMS	Arunesh Kumar	
7		Ritu Verma	
8	SOL	Dr. Namita Mallik	
9	SNSR	Ms. Beulah Jasmine Rao	
10		Ms. Dolly Donica	
11		Ms. Divya	
12		Ms. Anjali Sharma	
13		Ms. Koyal Kumari	
14		Ms. Megha Sindhwal	
15		Ms. Akansha	
16		Ms. Surjabala	
17	SAHS	Ms. Mayuri Rastogi	
18		Ms. Amrapali Dasgupta	
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20	SAP	Harsimran Kaur	
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23		Dr. Dipender Kumar	



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**18th-22th June, 2018**  
**Attendance Sheet Day 5 (22.06.2018)**



**Session : Morning**

Sr. No	Name of School	Name of Participants	Signature
1	SET	Mr Sandeep Saxena	
2		Mr Pankaj Sharma	
3		Dr. Ram Saran Chaurasiya	
4	SBS	Dr. Piali Haldar	
5		Ms. Chhavi Jain	
6	SCADMS	Arunesh Kumar	
7		Ritu Verma	
8	SOL	Dr. Namita Mallik	
9	SNSR	Ms. Beulah Jasmine Rao	
10		Ms. Dolly Donica	
11		Ms. Divya	
12		Ms. Anjali Sharma	
13		Ms. Koyal Kumari	
14		Ms. Megha Sindhwai	
15		Ms. Akansha	
16		Ms. Surjabala	
17	SAHS	Ms. Mayuri Rastogi	
18		Ms. Amrapali Dasgupta	
19	SOP	Mr. H. N. Singh	
20	SAP	Harsimran Kaur	
21		Pranjali Varshney	
22	SBSR	Nidhi Sahnii	
23		Dr. Dipender Kumar	

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**18th-22th June, 2018**  
**Attendance Sheet Day 5 (22.06.2018)**



**Session : Evening**

Sr. No	Name of School	Name of Participants	Signature
1	SET	Mr Sandeep Saxena	
2		Mr Pankaj Sharma	
3		Dr. Ram Saran Chaurasiya	
4	SBS	Dr. Piali Haldar	
5		Ms. Chhavi Jain	
6	SCADMS	Arunesh Kumar	
7		Ritu Verma	
8	SOL	Dr. Namita Mallik	
9	SNSR	Ms. Beulah Jasmine Rao	
10		Ms. Dolly Donica	
11		Ms. Divya	
12		Ms. Anjali Sharma	
13		Ms. Koyal Kumari	
14		Ms. Megha Sindhwal	
15		Ms. Akansha	
16		Ms. Surjabala	
17	SAHS	Ms. Mayuri Rastogi	
18		Ms. Amrapali Dasgupta	
19	SOP	Mr. H. N. Singh	
20	SAP	Harsimran Kaur	
21		Pranjali Varshney	
22	SBSR	Nidhi Sahni	
23		Dr. Dipender Kumar	