



**ST.JOSEPH'S DEGREE & PG COLLEGE**  
**DEPARTMENT OF COMMERCE**

**NAME OF THE EVENT: TRAINING ON ONLINE TEACHING**

Organized by Department of Commerce in collaboration with IQAC

**OBJECTIVE OF THE EVENT:** To orient the Faculty Members on Online Teaching.

**OUTCOME OF THE EVENT:** By the end of the session, the Faculty Members understood how to take online classes using Google Meet and Google Classroom.

**DETAILS OF PARTICIPANTS:** Faculty Members from all the departments.

All the Faculty Members of Dept. of Commerce

- Dr.N.Srilatha
- Mr.Satyanarayana
- Mrs.Mary Vinaya Sheela
- Mrs.SreeLakshmi
- Dr.Geetanjali
- Dr.Sumitra Pujari
- Mr.S.Krishna Moorthy
- Mrs.Radha Kesani
- Mrs.Suguna Sheela
- Dr.A.N.P.P.Anantha Lakshmi
- Miss.M.Debora
- Mrs. Ritika Waghay
- Mrs. Aarati Samala
- Mrs.Archana Singh
- Mrs. Shanthi Kiran
- Mrs.Padmaja
- Mrs.Savita
- Mrs.Srivatsala
- Mrs.Preethi Rathi
- Mrs.Rafat Ahmedi



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### **DEPARTMENT OF COMMERCE**

- Mr.Bhanu Prakash
- Mr.Vikas
- Mr.T.Krishna
- Miss.Prashanthi
- Miss.Mhelsea
- Miss.Namratha
- Miss.Sai Lakshmi

**DATE, TIME & VENUE:** 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> August 2020, 9:30 AM - 11 AM, Google Meet.

**TARGET AUDIENCE:** Faculty Members from all the departments.

#### **NAME AND DESIGNATION OF RESOURCE PERSONS:**

- 1.) Mr.Murugan, Asst. Prof, HCU
- 2.) Mrs. Ritika Waghray, Assistant Professor, Dept. of Commerce – In-House Faculty
- 3.) Mr.Vikas, Assistant Professor, Dept. of Commerce – In-House Faculty

#### **A BRIEF REPORT:**

A Training Programme was organized by Department of Commerce in collaboration with IQAC on Google Classroom and Google meet. The resource person for the first day was Mr.Murugan, Assistant Prof. HCU and for the second, third and fourth days Mrs.Ritika Waghray, Assistant Prof., Department of Commerce and Mr. Vikas Assistant Prof., Department of Commerce. In the 4 day training programme the faculty members for trained on the following:

- 1.) Google Meet:
  - a. Creating the Google Meet link
  - b. Mute / Unmute options
  - c. Video On / Off Options
  - d. Chat Options
  - e. Host Controls



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- f. Screen Sharing / Present Now Options
  - i. A Window / A Chrome Tab / Full Screen
- 2.) Google Classroom:
  - a. Creating a Classroom
  - b. Invites to participants
  - c. Assignments
  - d. Quiz
  - e. Material Sharing

The training programming was a very interactive one and the faculty members gave a very good feedback about the training session.