



ONE WEEK FACULTY DEVELOPMENT PROGRAMME

ON

“TRAIN THE TRAINERS”

Date: 18th March to 23rd March 2024

Target Audience: Faculty Members, Research Scholar, Professionals from various organizations and industries

No. of Participants: 98 (82 Teaching + 16 Non teaching)

Mode: Offline

Chief Patron: Dr. R.K. Tandon Chairman, TIPS

Patron: Dr. Reema Tandon Vice-Chairperson, TIPS

FDP Convener: Prof. (Dr.) Ashutosh Agarwal, Director, TIPS

FDP Co-convener: Prof. (Dr.) Mukta Sharma

Faculty Coordinator: Dr. Arti Bajaj

Co-Coordinator: Ms. Deepshikha

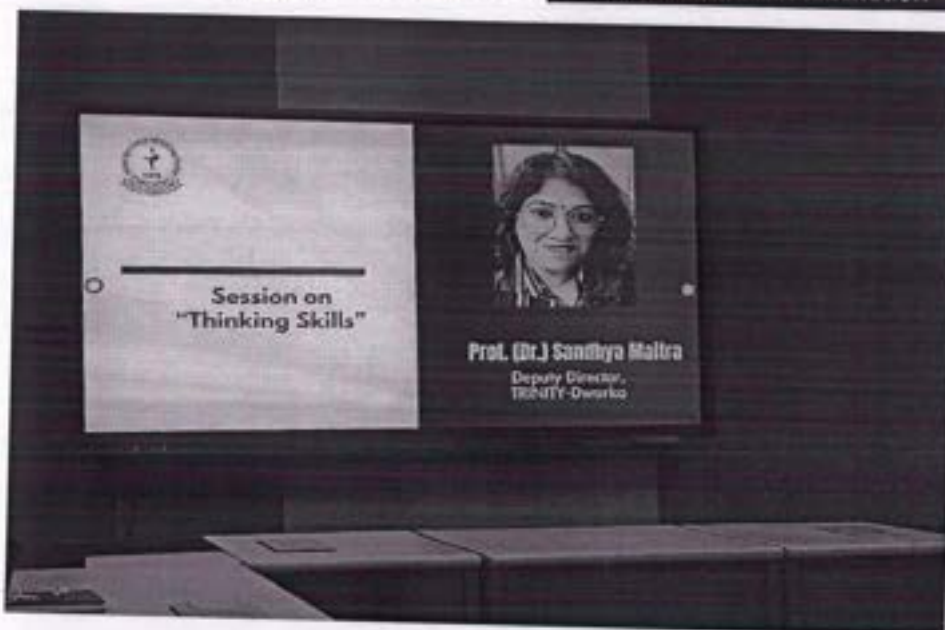
The Faculty Development Programme (FDP) on "Train the Trainers" held from 18th to 23rd March 2024 at Trinity Institute of Professional Studies, Dwarka aimed at enhancing the skills and knowledge of academicians to meet the evolving demands of the education landscape in the twenty-first century.

Day 1 (Monday, 18th March, 2024)

Session I

The Faculty Development Programme was inaugurated by Prof. Dr. Ashutosh Agarwal, Director, Trinity, Dwarka. He introduced the objectives and importance of the FDP and welcomed all the participants. The first session of day 1 started with the deliberation of Prof. (Dr.) Sandhya Maitra, Deputy Director, Trinity Dwarka. She provided insights on the topic "Thinking Skills." Her session focused on developing critical and creative thinking skills, and enhancing decision-making skills through practical exercises and case studies. At the end of the session, she addressed the queries of the participants. It was an insightful session.


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Session II

The second session was conducted by Dr. Deepak Trivedi, HOD, Dept. of Commerce, Trinity Dwarka, provided a simplified understanding of marketing fundamentals. Through his session on "Marketing Simplified," attendees gained insights into core marketing principles, key account management, and Learned practical techniques to simplify marketing strategies for better implementation. At the end of the session, he addressed the queries of the participants.

Dr. Deepak Trivedi
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Through both the sessions Participants gained insights into enhancing critical thinking skills and simplifying marketing concepts for daily productivity

Day 2 (Tuesday, 19th March, 2024)

Session I

Dr. Soumya Singhal, Assistant Professor, Trinity Dwarka, was the First Resource Person of Day 2. She conducted an insightful session on "Daily Excel: Tips & Tricks". She offered practical techniques for utilizing Excel effectively in educational settings. Attendees learned valuable shortcuts and functions to streamline data analysis and management tasks.



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Session II

Dr. Neha Arora, Assistant Professor, Trinity, Dwarka, conducted the second session. She shared insights on "Design Thinking." Attendees learned innovative approaches to problem-solving and creativity, gained knowledge about the fundamentals of design thinking methodology that are essential for fostering a culture of innovation in educational institutions.



At the end of the session, Dr. Neha resolved the queries of participants and the vote of thanks was given by Ms. Shruti Gaur.

Day 3 (Wednesday, 20th March, 2024)

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Session I

Prof. (Dr.) Ashutosh Agarwal, Director, Trinity Dwarka hosted a discourse on "Financial Planning" providing attendees with essential knowledge in this area. His session elaborates financial management, strategies for wealth management and investment, and portfolio management, crucial for both personal and professional growth.



Session II

Prof. (Dr.) Shashi Bala, Principal & HoD Law Dept., Trinity Dwarka enlightened participants on "New Criminal Laws," that offered insights into recent legal developments. Attendees gained an understanding of contemporary legal issues, latest developments in criminal law, enhancing their

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teaching capabilities in the field of law. She elaborated on various points of the "New Criminal Laws" such as discussing E-FIR, zero FIR, etc. The subject concluded after answering questions from all participants.

Day 4 (Thursday, 21st March, 2024)

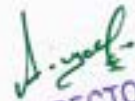
Session I

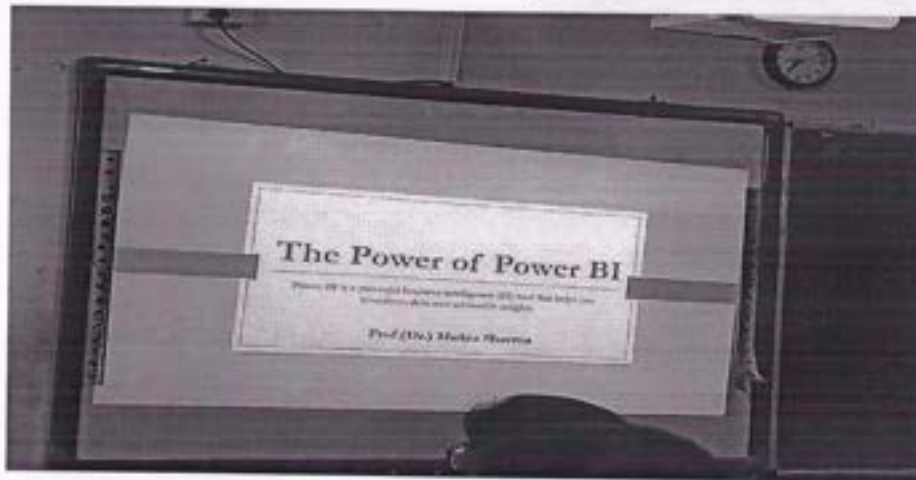
The first session of the fourth day focused on the topic "Media Literacy and Cyber Security" led by Mr. Arunesh Dwivedi, Head of the Department of Mass Communication, TIPS, Dwarka. The discussion revolved around the "Importance and Use of Media Literacy and Cyber Security." Mr. Arunesh Dwivedi emphasized the necessity of utilizing media correctly, stating that media literacy is essential in the digital age. He elaborated on what media literacy entails, including fake news, fake content, misinformation, and disinformation. The session concluded with addressing questions from all participants.



Session II

The second session, "The Power of Power BI," was commenced by Dr. Mukta Sharma, HOD, CS & IT Department, Trinity Dwarka. She shed light on the significance and usage of Power BI, a business intelligence service by Microsoft. She explained that Power BI facilitates better analysis of data obtained from various sources, and this data is cleaned, processed, and converted into simple dashboards and analysis reports, which can be easily understood by both BI analysts and end-users. Users can customize reports according to their requirements. Dr. Sharma emphasized the importance and utility of Power BI. The session was entirely practical-based, providing knowledge enhancement for all participants. The topic concluded with answers to questions from all participants.


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Day 5 (Friday, 22nd March, 2024)

Session I

As a corporate trainer specializing in cyber security, Mr. Prashant Kumar Sharma's session on "Cyber Security: A Need of the Hour" offered attendees practical knowledge and skills to safeguard digital assets. The session was indeed the need of the hour and an eyeopener for the researchers and academicians alike.

He explained what cyber security is and how we can protect ourselves from online fraud. He also provided tips on securing our email and social media accounts with passwords. Mr. Prashant discussed the Cyber Crime Portal and provided examples of some cyber crime cases. He also explained how one can protect themselves if they fall victim to cyber crime. The session concluded with solving the queries of the participants.

Day 6 (Saturday, 23rd March, 2024)

Session I

On the Last day of FDP, the first session, Dr. Deepali Saluja, Head of the Management Department at TIPS, Dwarka, addressed the participants on the subject of "Stress Management". She discussed what stress management is and why this is the need of the hour. Additionally, she provided examples of Arunima Sinha and Deepa Malik. Dr. Saluja utilized practical methods during the session to explain to the participants, and she discussed the importance and utility of stress management. The session concluded with answers to participant's questions.

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Session II

The focus shifted towards digital marketing with Mr. Ashish Sinha's session on "Digital Marketing." Mr. Ashish Sinha is Currently working as a digital marketing trainer at CQS Training Pvt. Ltd. His expertise and industry experience provided valuable insights into this rapidly evolving domain. Attendees gained an understanding of SEO, social media marketing, Google Ads, and other essential aspects, equipping them with valuable skills for navigating the digital landscape.

At the end of the session, Professor Dr. Sandhya Mitra, Deputy Director of TIPS Dwarka, honored Mr. Ashish Sinha. Ms. Shruti Gaur from the Management Department of TIPS Dwarka concluded the session by thanking all participants and guests.



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Valedictory session

In the valedictory session of FDP, Dr. R. K. Tandon, Chairman, Trinity, Dwarka congratulated the participants and organising team for successful completion of one week FDP. The certificates were distributed to all participants by the dignitaries present in the session. The valedictory address and vote of thanks were given by Prof Dr. Ashutosh Agarwal, Director, Trinity Dwarka.



Submitted By:

Dr. Divyshikha

Assistant Professor

Submitted to:

Dr. Ashutosh Agrawal

Director, TIPS, Dwarka

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Faculty Development Programme

on

Use of Data Analysis in Research

Date: 16th to 23rd Nov, 2023.

Target Audience: Faculty members of all programmes

No. of Participants: 84

Mode: Hybrid

FDP Convener: Prof Dr Ashutosh Agarwal

FDP Co-convener: Dr. Mukta Sharma

Faculty Coordinator: Dr. Neha, Dr Arti

The Trinity Institute of Professional Studies, Dwarka organized a one-week Faculty Development Programme on "Use of Data Analysis in Research" from 16th Nov to 23rd Nov, 2023.

Day 1, Session I (16th Nov, 2023 (Thursday))

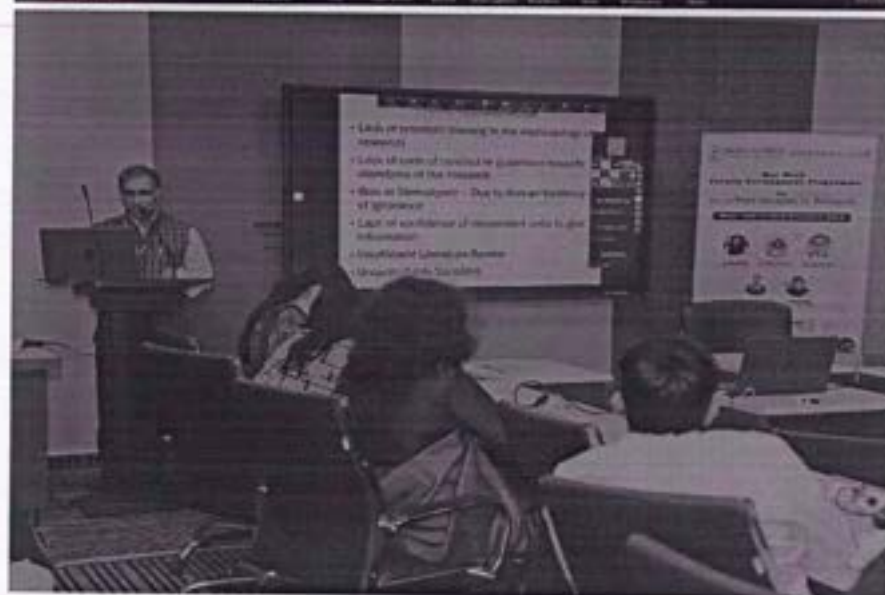
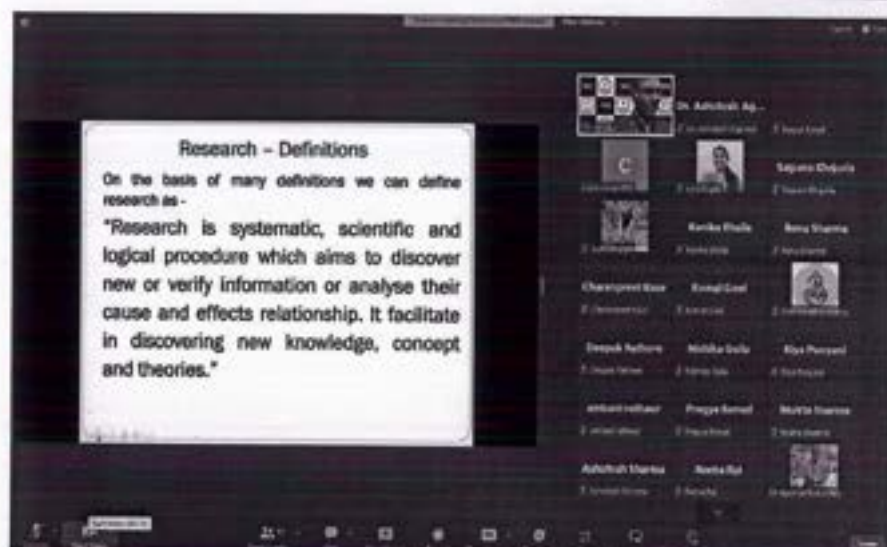
The Faculty Development Programme was inaugurated by Prof. Dr. Ashutosh Agarwal, Director of Trinity Dwarka. He introduced the objectives and importance of the FDP and welcomed all the participants. The first session of day 1 started with the deliberation of Prof. Dr. Rajesh Agarwal, HOD, BAJMC department, Trinity Dwarka. Dr. Rajesh talked about "Introduction of Research and Types of Research". He explained the meaning, objective and nature of research in detail. He also explained the problems a researcher may face in data collection and selecting an appropriate research design. He highlighted different types of research, mainly Applied Research, Basic Research, Descriptive Research, Exploratory Research, Explanatory Research, Co-relational Research, Longitudinal Research etc. with practical examples. At the end of the session, he addressed the queries of the participants. It was an insightful session.


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Day 1 Session II

Dr. Shilpa Jain, Assistant Professor, USMS, GGSIP University was the second resource person of Day1. She gave insights on "How basics of Research enhance Data Analysis in a systematic way." She highlighted that a research proposal should always contribute to society. She explained the basic terms used in all type of research e.g. Significance level, Degree of freedom, Standard deviation and standard error in simple manner. She also highlighted that all statistical techniques used in research are based on calculating differences or relations. She gave insights on four types of data analytics - Descriptive (What happened), Diagnostic (Why did it happen), Predictive (What is likely to happen in future) and Prescriptive (What is the best course of action). In all four types of analytics, any statistical software calculates only the Descriptive part and the rest of the Analytics is applied by the researcher. At the end of the session, she addressed the queries of the participants.

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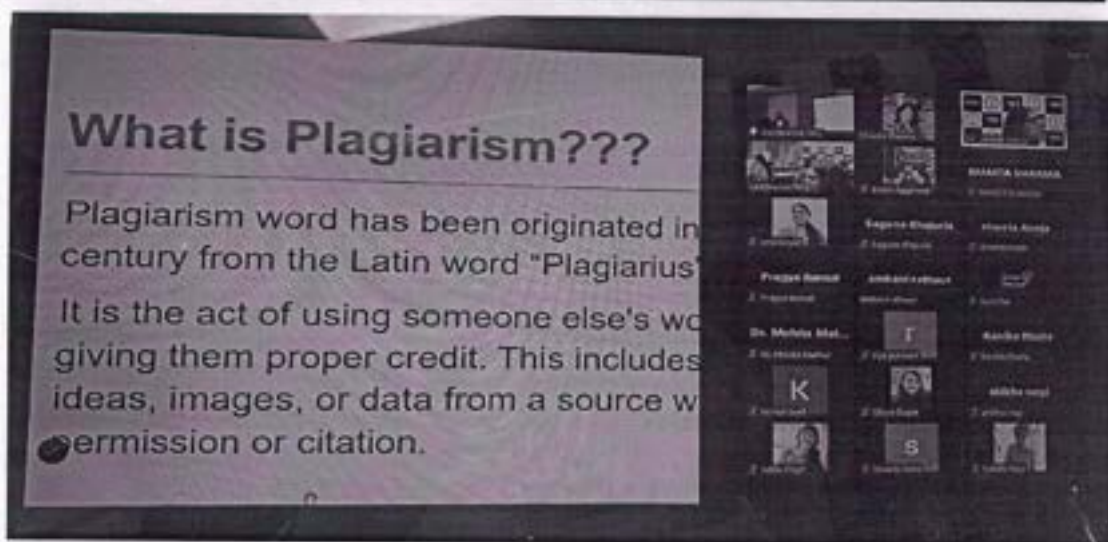


At the end of the session, Prof. Dr. R. K. Tandon presented a memento to Dr. Shilpa Jain as a token of gratitude and Dr. Mukta Sharma, HOD, CS & IT Department, Trinity Dwarka presented vote of thanks to resource persons and participants. It was a great learning experience.

Day 2 (17th Nov, 2023) Session I

On the second day of FDP on "Use of Data Analysis in Research", Dr. Deepali Saluja, HOD, Management & Commerce department, Trinity Dwarka, addressed the participants on "Plagiarism: A Challenge in Research". She spoke on definition, meaning and growth of Plagiarism and highlighted the period from 2010 to 2015 in which highest plagiarism was observed in Indian research. She explained the types of plagiarism mainly – Direct, Self, Paraphrasing, Mosaic, Accidental and Global Plagiarism. She also talked about the free and paid anti plagiarism softwares available for researchers. At the end of the session, she presented various cases where Bollywood Movies and speech of the leaders are found to be copied.

Dr. Deepali Saluja
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Day 2 Session II

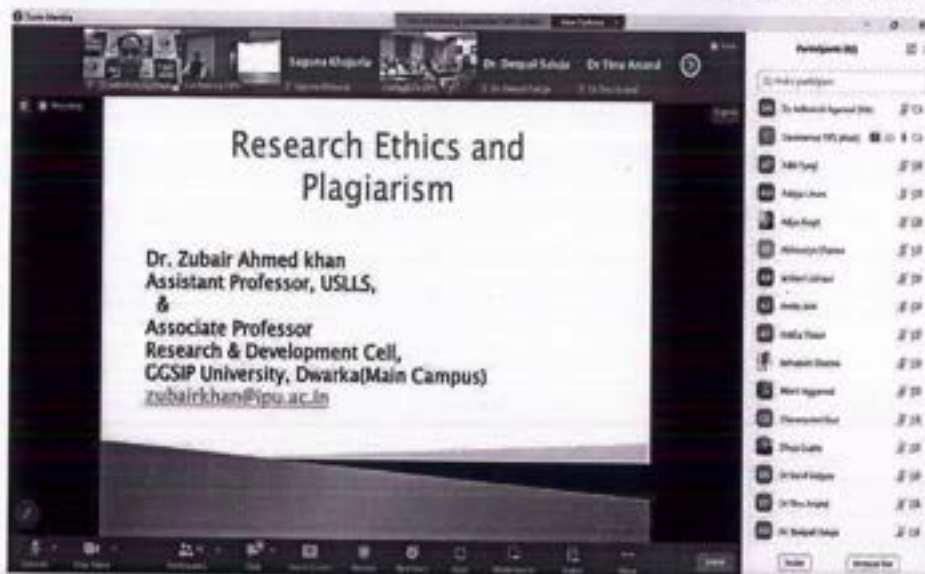
Dr Zubair Ahmed Khan, Associate Director, Research & Development Cell, GGSIP University was the Resource Person for the II session of FDP on day 2. He deliberated on the topic "Research Ethics and Plagiarism while analysing data in Research". He highlighted the importance of "Intellectual Hoensty – adherence to ethical principles" in research and gave 10 ethical principles for research. He also explained the meaning, types and levels of plagiarism. He emphasised on the need for establishing a Departmentl Academic Integrity Panel (DAIP) by all higher education institutes to deal with plagiarism related issues, which can submit its Action Taken Report within 45 days of receipt of any plagiarism related issue at institute level. He suggested various techniques e.g. Capacity Building Programmes and Awareness Campaign etc. to deal with plagiarism related issues. At the end of the session, Dr. Zubair involved all participants by giving an exercise on ethical challenges faced by them in pursuing research and discussed the issues with participants.

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At the end of day 2 of FDP, Prof. Dr. Ashutosh Agarwal, Director, Trinity Dwarka and Prof. Dr. Shashi Bala, Principal (Law), Trinity Dwarka felicitated Dr. Zubair Ahmed Khan and Ms. Gaurika, Assistant Professor, Law Department, Trinity Dwarka, proposed vote of thanks. It was a very insightful session.



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Day 3 (18th Nov, 2023) Session I

Dr. Anjali Shokken, Assistant Professor, University School of Education, GGSIP university was the resource person for day 3 of Faculty Development Programme organised by Trinity Dwarka. She conducted an insightful session on "Usage and Importance of Statistical tools in Research". She explained the basic terms used in research e.g. Statistics, type of Qualitative, Quantitative and Mixed Methods Research, meaning of Descriptive and Inferential Research. She also highlighted the significance of using statistical tools. She discussed the recent reforms in teaching learning pedagogy in higher education in the light of National Education Policy 2020.



Anjali Shokken
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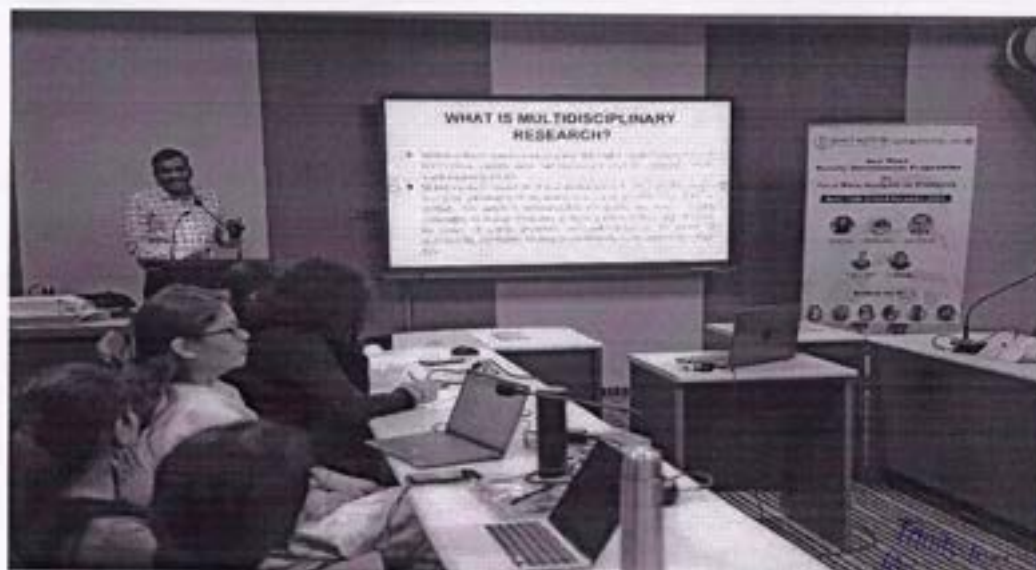
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At the end of the session, Dr. Anjali resolved the queries of participants. Prof. Dr. Ashutosh Agarwal, Director, Trinity Dwarka felicitated Dr. Anjali Shokeen and the vote of thanks is given by Dr. Renu Sharma.

Day 4 (20th Nov, 2023) Session I

Dr. M. Saktivel, Assistant Professor (Law), University school of Law and Legal Studies was the first resource person for day 4 of the FDP. He explained the significance and need of Multidisciplinary Research. He told that all the funding agencies are inviting research projects that are done in collaboration. He also suggested few techniques to increase the probability of research work publication in some reputed journals. He used various practical examples where Multidisciplinary approach is required and hence every academic institute is venturing into new programmes.



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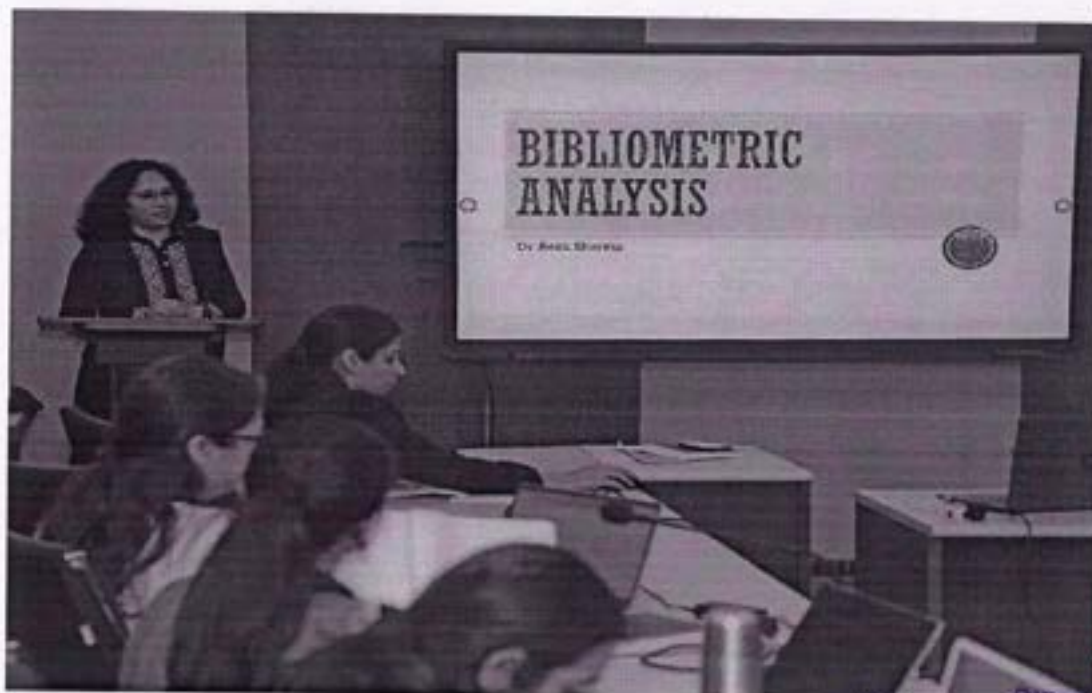
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Day 4 Session II

Dr. Renu Sharma, Associate Professor, Trinity Dwarka was the second resource person of day 4 session II. She discussed the Bibliometric Analysis technique of research. She highlighted the importance and explained why this technique is trending in each domain nowadays. She provided hands on training on how to select and filter data from database using an appropriate search query and use of softwares – Vosviewer and Biblioshinny to perform the analysis. She also explained how to find out the most influential authors, most influential documents, most frequently used keywords, citation and co-citation analysis and countries collaborations in a particular area using theses softwares.



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At the end of session 4, Prof. Dr. Ashotosh Agarwal, Director, Trinity Dwarka facilitated Dr. M. Saktivel and Dr. Arti, Asistance Professor (CS & IT deptt), Trinity Dwarka proposed vote of thanks.

Day 5 (21st Nov, 2023) Session I

Dr. Ritika Wason, Deputy Director Bharati Vidyapeeth's Institute of Computer Applications and Management was the first resource person of day 5. She started the session with installation of R and R studio. She talked about the importance and use of R and R studio for data analysis. She explained the in-built packages in R studio and how to install packages as per the analysis requirements. She

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also explained how to import data from excel or SPSS in R studio and how the basic statistical functions can be performed. She discussed how analysis and graph can be exported from R studio to present in the report.



Dr. Sheel Nidhi Tripathi, Associate Professor, BVICAM, Delhi was the second resource person of Day 5. Her topic of deliberation was "Literature Review Processing and writing". She described the importance, purpose and process of Literature Review and explained general guidelines to write literature review. She gave few tips to organise literature review. She explained some common errors made by the researchers in writing literature review and how the issue of plagiarism can be addressed in literature review. To make the technique of writing literature review more clear, she selected a research paper and applied the technique step by step.



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Both the sessions of Day 5 were very insightful. Prof Dr. Ashutosh Agarwal, Director, Trinity Dwarka appreciated the resource persons and presented a token of gratitude to them and Dr. Sandhya Maitra, Deputy Director, Trinity Dwarka proposed vote of thanks.



Day 6 (22nd Nov, 2023) Session I

Dr. Naresh K. Vats, Assistant Professor, Department of Humanities & Social Sciences, GGSIP university, was the first resource person for day 6 of FDP. He shared his views on the topic "Importance of Qualitative Data in Research Paper." He highlighted that all Indian researchers are using US/UK based documentation style in research and not trying to develop our own Indian style.



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He tried to throw some light on the Indian literature e.g. Vyakyapadia and Katyanan that existed long before BC. Sir has justified the theme of the FDP by connecting it to our Indian Methodology of Research. He also discussed the usefulness of qualitative data where human behaviour, perception and consciousness is involved in research. The qualitative research explores and provides deeper insights. It was a thought-provoking session for the researchers.



Dr. Mukta Sharma, HOD, Department of CS & IT, Trinity Dwarka was the second resource person for Day 6. She spoke on the topic "How to write a good Research Paper." She started the session with the concept and purpose of research paper. After that, she told about important factors of research writing and research writing structure. She discussed in detail the criteria to choose a research topic.



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outline of the paper, writing abstract, introduction, research gap, methodology, results & discussion and conclusion. She also highlighted AI tools e.g. chatpdf, Paperpal, Trinka, Plag.ai and Consensus that can be very useful in research.

After the session Dr. Mukta Sharma handled the queries of the participants and it was a very insightful session.



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At the end of session, Prof. Dr. Ashutosh Agarwal facilitated the resource person Dr. Naresh Kr. Vats and vote of thanks was proposed by Ms. Shruti, Assistant Professor, Trinity Dwarka.



Day 7 (23rd Nov, 23)

On the last day of the FDP, day 7, Dr. Sandhya Maitra, Deputy Director, Trinity Dwarka conducted a session on dimensions of research quality. She addressed the various aspects of research quality with respect to individual researcher, group of researchers as well as journal editors. She explained the 3 dimensions of quality – Research procedure quality, Research Presentation Quality and Researching Quality and also discussed important quality parameters H Index, G Index, I Index, Eigen factor, Cite score and Altmetric Attention score calculations and limitations. The speaker gave a comprehensive view of the various measures used to ascertain quality of research and also proposed methods to enhance research quality. The session is indeed the need of the hour and an eyeopener for the researchers and academicians alike

Sandhya Maitra

DIRECTOR

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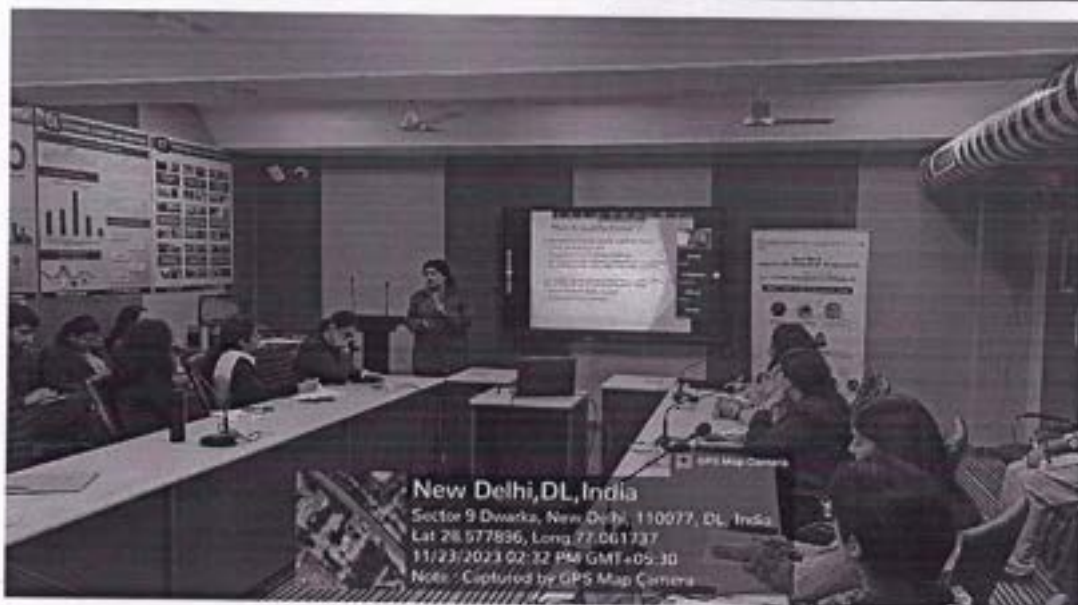
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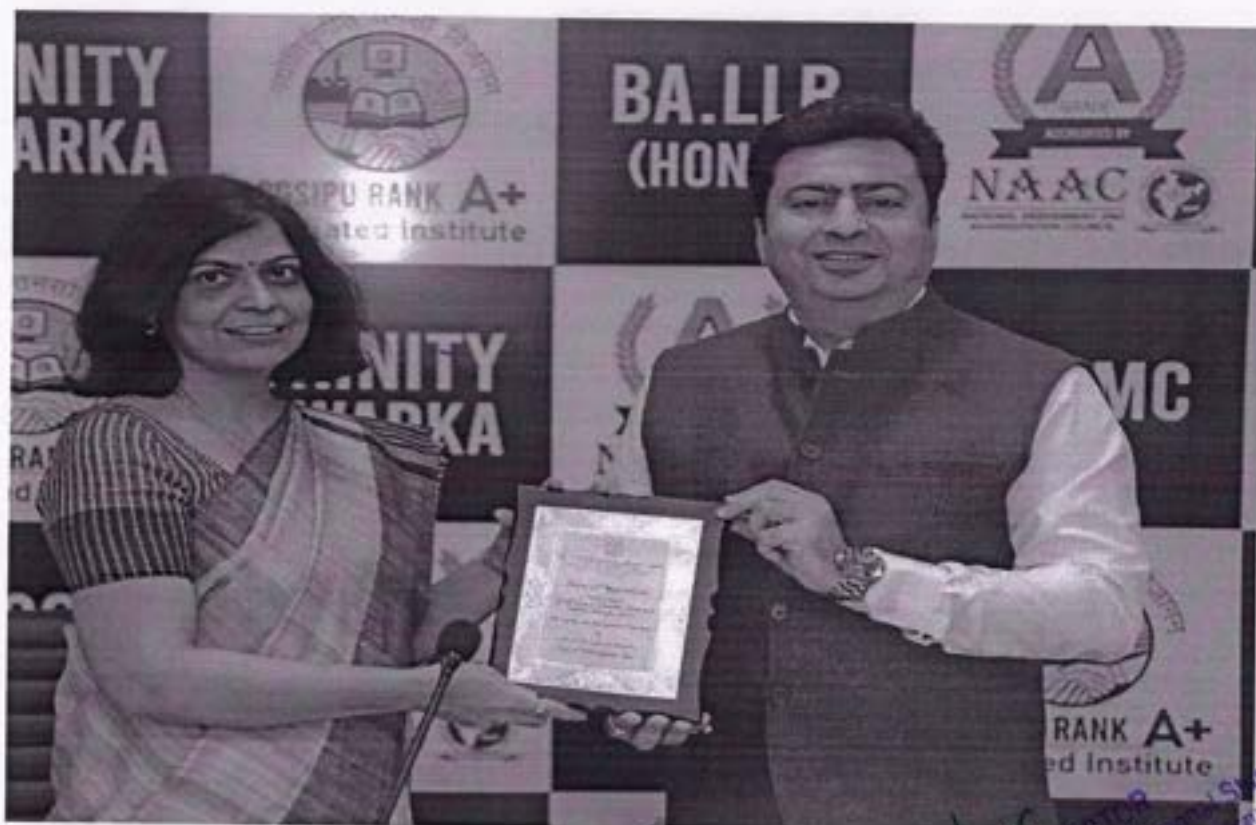


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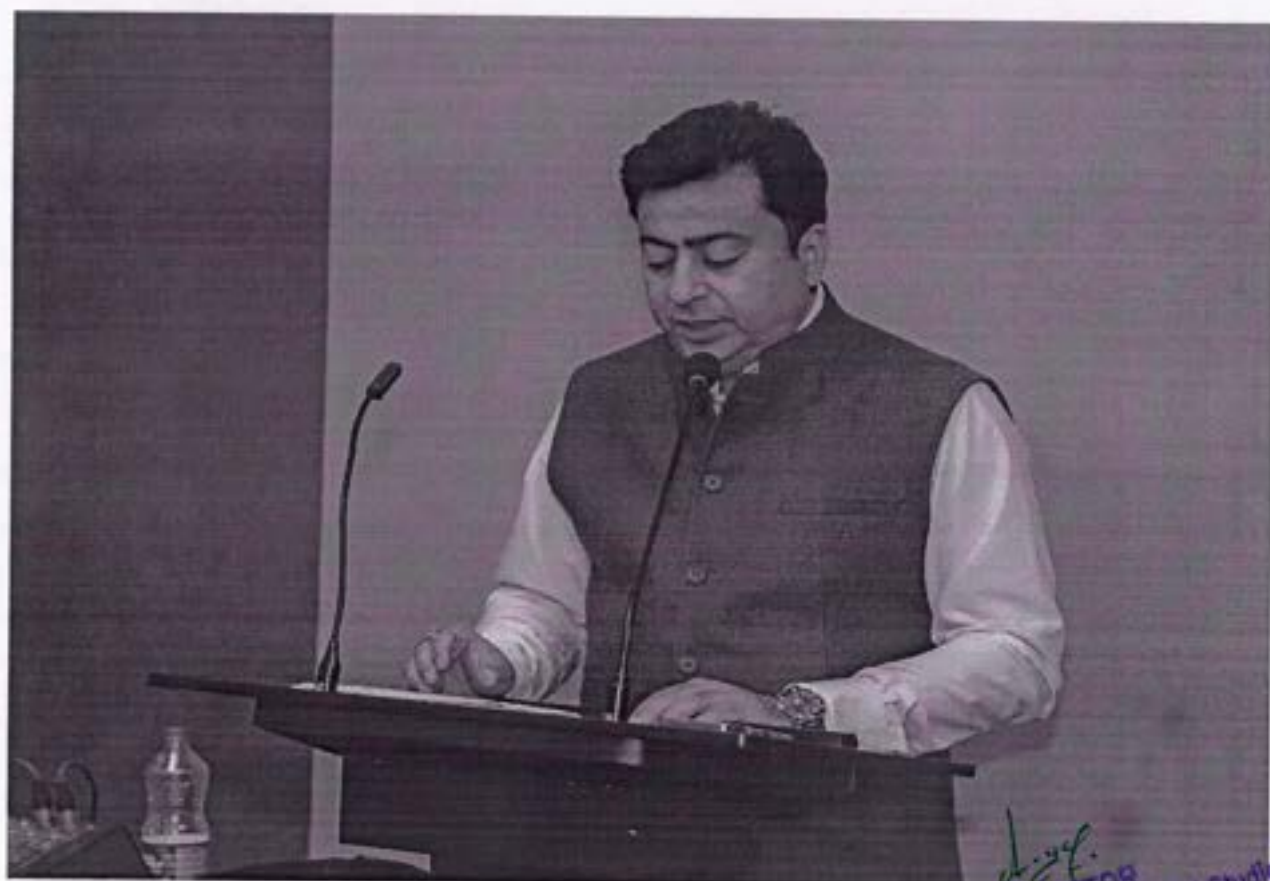
In the valedictory session of FDP on day 7, Prof. Dr. Nimisha Sharma, Director, R & D cell, GGSIP university was the guest of honour. In this session Prof. Dr. R. K. Tandon, Chairman, Trinity Dwarka congratulated the participants and organising team for successful completion of one week FDP. Dr. Nimisha was felicitated by honourable chairman Prof. Dr. R. K. Tandon and the director of Trinity Dwarka, Prof. Dr. Ashutosh Agarwal. The certificates were distributed to all participants by the dignitaries present in the session. The valedictory address and vote of thanks were given by Prof Dr. Ashutosh Agarwal, Director, Trinity Dwarka.





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Dr. J. K. Singh
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In this one week FDP, various learned resource persons provided insights on different dimensions on Use of Data Analysis in Research. 100 participants from 34 different Institutes and universities participated in this FDP. The recording of the FDP is available on the Youtube channel of Trinity Dwarka.

Submitted By:

Dr. Renu Sharma

Dr. Arvind Sagar

Submitted to:

Dr. Ashutosh Agarwal

Director, TIPS, Dwarka

A. Ag.
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REPORT ON EDUMERGE HANDS-ON SESSION

Date: 18-19 Sept 2023

Venue: Computer Lab, TIPS, Dwarka

Target Audience: Teaching and Non Teaching Staff of TIPS

No. of Participants: 99 (83 Teaching + 16 Non Teaching)

Mode: Offline

Chief Patron: Dr. R.K. Tandon Chairman, TIPS

Patron: Dr. Reema Tandon Vice-Chairperson, TIPS

Organised by: Dr Sandhya Maitra

Participants: Faculty

Introduction

A hands-on session on Edumerge, an advanced academic software, was conducted to introduce its various features and functionalities. The objective of this session was to familiarize teaching and non teaching staff with the platform and demonstrate how it can streamline academic and non academic activities such as attendance management, assignments, fee payments, leave status and application, admission status, fee notifications, etc.

Objectives

1. To provide a practical understanding of the Edumerge platform.
2. To demonstrate how it simplifies academic operations like attendance tracking, assignment submissions, and fee notices.
3. To enhance the efficiency and transparency of academic management.

Overview of the Edumerge Platform

1. Attendance Management:
 - Real-time tracking and recording of student attendance.
 - Automated calculation of attendance percentages.
 - Notifications to students and parents regarding absenteeism.
2. Assignment Module:
 - Uploading and submission of assignments through the portal.
 - Instant grading and feedback system.
 - Organized record-keeping for faculty and students.
3. Fee Notices:
 - Generation and dissemination of fee reminders.
 - Online fee payment integration.
 - Tracking of payment status.

Session Highlights

- The trainer provided a step-by-step demonstration of key features.
- Participants practiced logging into the platform and navigating through various modules.
- Queries related to user accessibility, data privacy, and customization were addressed.
- Live scenarios for uploading assignments and marking attendance were demonstrated to ensure clarity.

Outcomes

- Increased awareness of digital tools for academic purposes.
- Enhanced efficiency in handling routine academic processes.
- Simplification of communication between students, faculty, and administration.

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- Improved record maintenance for assignments, attendance, and fee transactions.

Feedback

Participants found the session informative and engaging. Many appreciated the user-friendly interface of Edumerge and expressed enthusiasm for its implementation in daily academic operations.

Conclusion

The hands-on session on Edumerge proved to be a valuable initiative, equipping faculty and students with skills to utilize the platform effectively. Its integration is expected to bring about a significant improvement in academic management, fostering a more organized and collaborative educational environment.

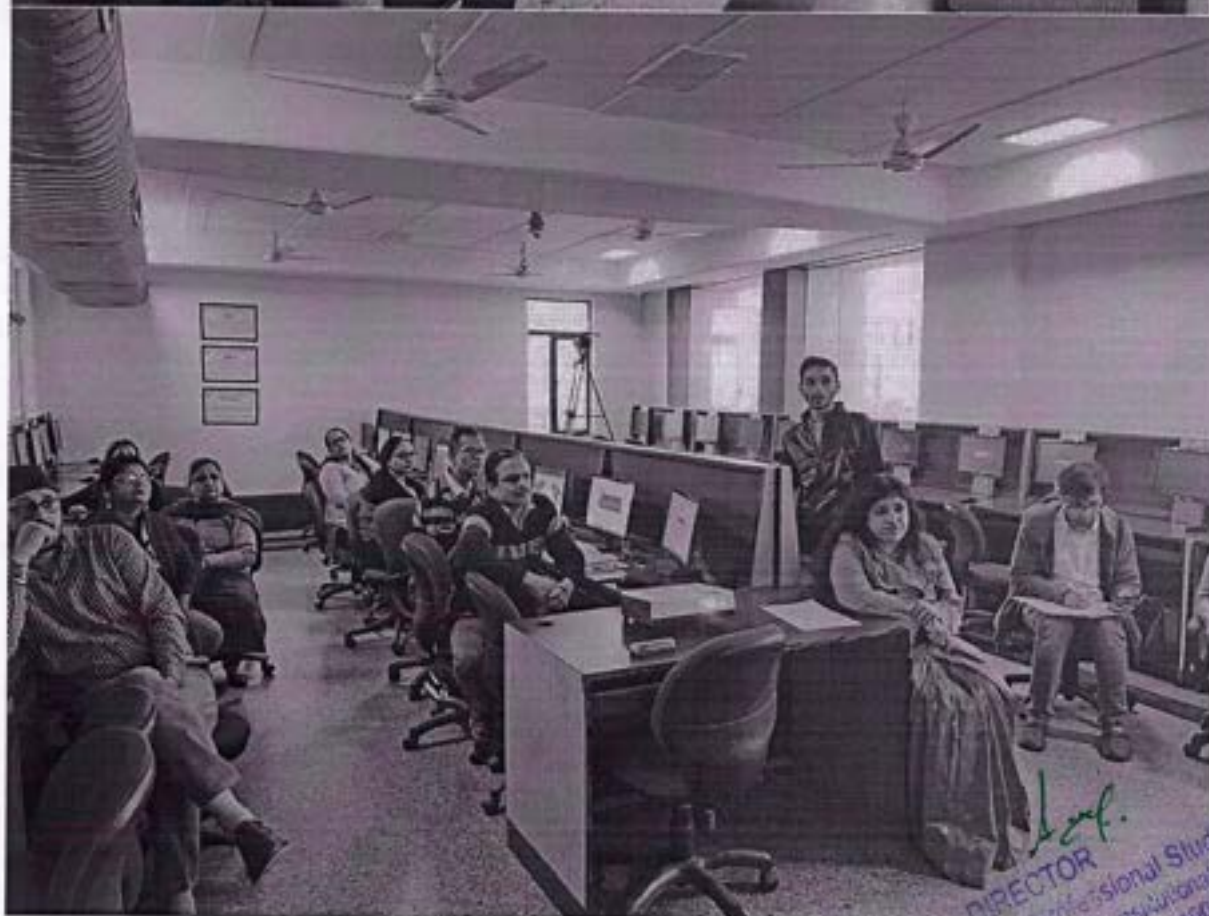



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