

INITIATIVES AMIDST LOCKDOWN DURING COVID 19

LAKSHMIBAI COLLEGE, UNIVERSITY OF DELHI
16th March to 3rd May, 2020

Sl No.	Office Trainings	Speaker/Expert	Faculty Training	Speaker/Expert
1	Noting and Drafting	Mr. Sanatan Kumar , Deputy Director, Rajya Sabha	Aligning Oneself with Isolation & Lockdown: Concernes and Solutions	Prof. Balaganapathi, HPD Philosophy, Univ. of Delhi
2	General Administration	Mr. Sanatan Kumar , Deputy Director, Rajya Sabha	Understanding Philosophical Counselling	Prof. Bala Ganapathi
3	Roster Preparation	Mrs. Monika Kapoor Admin Officer	Effective ICT Tools for ONLINE Teaching and Learning	Mr. Mukesh Kumar , Head IT DPS RK Puram
4	Purchase on GEM	Mr. Narender Assistant	Training on Google Sheet, Google Slide & Google Forms	Mr. Mukesh Kumar , Head IT DPS RK Puram
5	MACP	Mr. Manoj Kumar Sr. Assistant	Effective Tools for Online Assessment	Dr. Shrvan Kumar , Assoc. Professor Amity University, Noida
6	GFR 2017	Mr. Shailendra Section Officer	How to Create MCQs: Conceptual Understanding	Dr. Sunita Singh, Asst Professor, CIE, Univ. of Delhi
7	Accounting	Mr. Manoj Kuamr Sr. Assistant	Mental Well Being of Students: Teacher Mentors as First Responders during COVID 19	Dr. Priya Bir, Assoc. Professor, Aditi Mahavidyalaya
8	Store Management	Mr. Premkant Section Officer	Similarity & Self Plagiarism	Dr. Rajesh Singh, Deputy Librarian, University of Delhi
9	Service Rules	Mrs. Monika Kapoor Admin Officer		
10	Leave Rules	Mr. Premkant Section Officer	Students Support/Counselling/Interaction	Speaker/Expert
11	Medical Rules	Mr. Ravinder Sr. Asst	CV Writing Session	CV OWL
12	Professionalism in Office Service	Mr. Vikas Gupta Joint Secretary UGC	Weekly Meetings with Principal	Facilitating Students Services
13	Values in Life	Prof. Pratyush Vatsala Principal	Parents Teacher Meeting	7th -17th April, 2020 Separate Sessions for 2nd, 4th and 6th Semester Subject wise
	Library Training	Speaker/Expert	Creating Masks, Gloves & Sanitary Napkins during Pandemic	Dr. Sabrina Sarin, Asst. Prof. LBC Ms. Megha Goyal & Ms. Nupur
			Graduate Confusion: A Road Ahead (Career Counselling Session	Mr. Alok Ban Career Counsellor & Mr. Sehar Khanna, Marketing Manager, GMAC
			Anxiety & Stress Management during COVID 19: Exam and Future Insecurity	Dr. Madhulika Bajpal, Associate P/Bhaskaracharya College of Applied Sciences, Univ of Delhi
1	Effective Outreach Techniques	Dr. Rajesh Singh, Deputy Librarian, University of Delhi	Faculty & Students	Speaker/Expert
2	Community Outreach by Library	Dr. Shiva, Deputy Librarian, JNU	Managing Investment Portfolios: Covid 19 & Beyond	Prof. Alok Pandey, Director, IMS Ghaziabad
3	Open Educational Resources	Dr. Shiva , Deputy Librarian, JNU	How to Use E Resources/E Books using Links provided by UGC/University	Dr. Rajesh Si, Deputy Librarian, University of Delhi
4	Open Access in the Present Scenario	Dr. Shiva, Deputy Librarian, JNU	Fostering Social Responsibility: Covid 19 and Beyond	Dr. Pankaj Mittal Secretary General Association of Indian Universities
5	How to Use E Resources/ E Books	Dr. Rajesh Singh, Deputy Librarian, University of Delhi	Mental Health Challenges: COVID 19 and Beyond	Dr. Rajesh Sagar, Professor in Psychiatry AIIMS, New Delhi
6	Collection Management, Acquisit	Dr. Shiva, Deputy Librarian, JNU		
7	Reference Management & Software	Dr. Shiva, Deputy Librarian, JNU		
8	Similarity and Plagiarism Check	Dr. Shiva, Deputy Librarian, JNU		
9	Digital Library: Challenges & Opportunities	Dr. Shiva, Deputy Librarian, JNU		
10	How to Make Your Online Search	Dr. Rajesh Singh, Deputy Librarian, University of Delhi	Sustainable & Humane Initiatives	
11	Knowledge Management: Concepts	Dr. Shiva, Deputy Librarian, Univ. of Delhi	Development of Reusable Face Masks & Gloves for COVID 19	Students & Teachers of ADC PDF Attached
			Development of Environmentally Sustainable, Reusable Sanitary Napkins for Women Hygiene.	Students and Teachers of ADPDF Attached
	ONLINE Teaching & Learning Since 16th March 2020			
1	New Domain Registration During Semester Break with Google Suite for Google Classes & Meetings		AnnaPoorna Scheme for Feeding the Hungry (Providing Food to 200 People during Lockdown Period)	Principal & Few Teachers https://m.facebook.com/story.php?story_fbid=1099544957190314&id=100010744636792
2	Regular Meetings and Training Sessions for Teaching & Non-Teaching Staff		A Website for COVID 19 Updates/Precautions	http://ankvigyaan.org Created by Guest Faculty & Students of Computer Discipline