



D Y PATIL DENTAL SCHOOL

Dr. D Y Patil Knowledge City, Charholi Bk, Via Lohegaon, Pune 412105

Affiliated to Maharashtra University of Health Sciences, Nashik

Recognized by Dental Council of India



SELF STUDY REPORT (CYCLE 1) 2018-2023

Criteria 2: Teaching and Learning Evaluation.

Key Indicator: 2.4 Teaching Profile and Quality

Metric: 2.4.4: Average percentage of Teachers Trained for Development and Delivery of e-content/e-courses during last 5 years.

Lectures and demo videos on institutional website

Any Additional Information.

INDEX

SR. NO	YEAR	PROGRAM (e-course/workshops)
1	2022-23	1. E-Course on Information Resources and Literature Searching 2. Workshop on Academic and research report writing
2	2021-22	1. E-learning Workshop on training 'How to make google form for exam. 2. Workshop on Tips and tricks on working with PDF's.
3	2020-21	1. Workshop training on Zoom Meeting 2. Workshop training on Cisco Webex Meeting.
4	2019-20	1. Workshop on Effective use of Microsoft Teams.
5	2018-19	1. Workshop on How to Make and use PowerPoint Presentation. 2. E-learning Workshop on EBSCO Database

YEAR 2022-2023



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Ref.no. DYPDS/ 3010

Date: 05 /04/ 2023

Circular

Workshop on Information resources and Literature Searching

This is to inform that Workshop on Information resources and Literature Searching will be conducted on 12th March 2023 by Dr. Karibasappa G.N. in Lecture Hall no.1 , 4th Floor , at 11.00 a.m to 3.00 p.m All faculty members are requested to attend this program.



Dr. Anand Shigli

Dean

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All HODs,

**WORKSHOP ON E-COURSE ON INFORMATION RESOURCE AND LITERATURE
SEARCHING**

**Conducted by-
Dr. Karibasappa G.N.**

What is Literature?

Latin word- Litteratura (Late 14th Century)

Means Learning, Writing Originally- Littera: Letter

Meaning- "Literary production or work"

An extensive search of the information available on a topic which results in a list of references to books, periodicals, database and other materials on the topic.

Literature (Resources)

- Books (printed or e-books)
- Journals (printed or e-books)
- Research reports (both)
- Institutional publications(both)
- Govt. publications (both)
- Various NGO's/ INGO's publications
- Internet (Online resources)
- Intranet (Offline resources)

How can we search?

A. Printed

B. Electronic

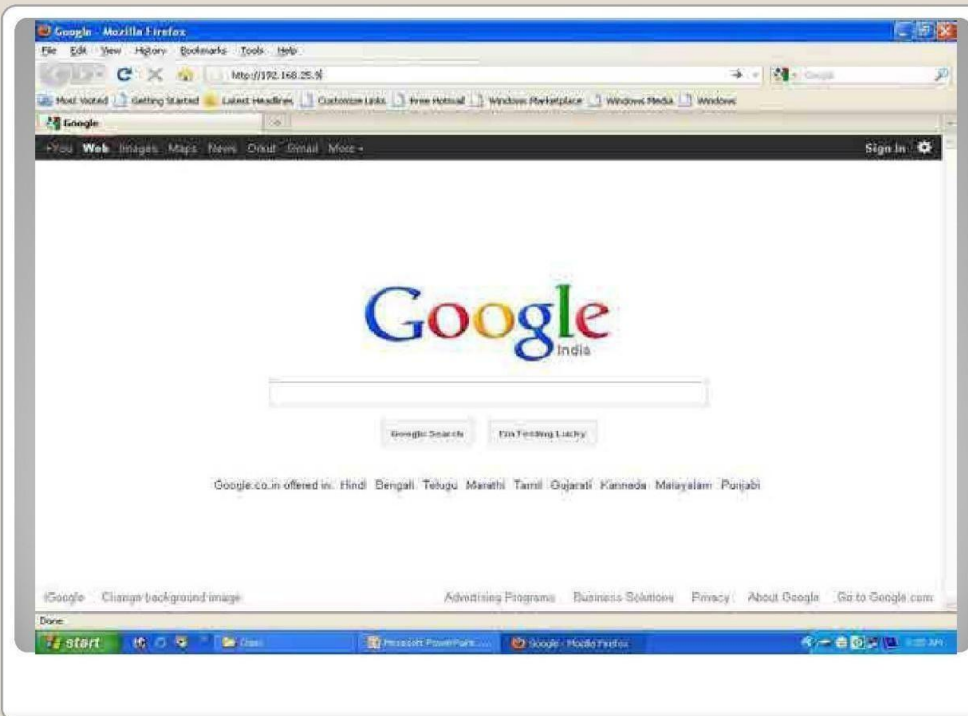
(a) Offline (Intranet) e.g. DVD, CD, cassette

(b) Online (Internet)

Types A and B(a) can be access in
Library.

Online searching

- ⑩ Internet searching for the purpose of academic, research, business and others.
- ⑩ Pubmed (Databases) searching exclusively for medical literature



www.tnaionline.org (TNAI Journal) www.hellis.org
(NHRC Journal) www.kumj.com.np
www.whosea.org
HINARI= www.healthinternetwork.org
Blackwell Publishing= www.blackwell-synergy.com
Oxford University press= www3.oup.co.uk/jnls
Directory of free online Journal= www.doaj.org

Resource	Web address
The Cochrane Database of Systematic Reviews	http://www.cochranelibrary.com/
The ACP Journal Club	http://search.ebscohost.com/
Dartmouth EBM Database	http://www.dartmouth.edu/~library/biomed/resources/ejournals.html
Evidence updates	http://plus.mcmaster.ca/evidenceupdates/
e Medicine	http://emedicine.medscape.com/
National Guideline Clearinghouse	http://www.guideline.gov/
Ovid Medline	http://www.dartmouth.edu/~library/biomed/resources/ovid.html
PubMed	http://www.ncbi.nlm.nih.gov/pubmed/
TRIP (Turning Research into Practice) Database Plus	https://www.tripdatabase.com/
UpToDate	http://www.uptodate.com/online

Resource	Web address
Search engines	
Google	http://www.google.com
Google Scholar	http://www.scholar.google.com
Yahoo	http://www.yahoo.com
Electronic source of database	
PubMed	https://www.nlm.nih.gov/pubmed
MeSH	http://www.ncbi.nlm.nih.gov/mesh
Medline (Medical Literature Analysis and Retrieval System Online)	https://www.nlm.nih.gov
CINAHL (The Cumulative Index to Nursing and Allied Health)	https://www.cinahl.com
Embase (Excerpta Medica Database)	https://store.elsevier.com/embase
SCOPUS	https://www.scopus.com/
Ind Med: Indian Database	https://www.medind.nic.in
ERIC	https://www.eric.ed.gov
ProQuest	http://proquest.com

A decorative graphic consisting of three overlapping squares (red, blue, and yellow) and a black crosshair is located on the left side of the slide.

How to Search, Display, Save the results

www.ncbi.nlm.nih.gov/pubmed

Boolean operators

- AND- retrieves only records containing both terms.
Result: War AND peace
- OR- retrieves records containing either one or more terms;
Result: war, peace, both
- NOT- exclude records containing the second term
Result: War only

Pubmed cont..

⑩ Searching PubMed (MEDLINE)

- Search PubMed for an Author
- Searching PubMed by Author and Subject
- PubMed Simple Subject Search
- Search for a Journal

⑩ MeSH (Medical Subject Headings) Database

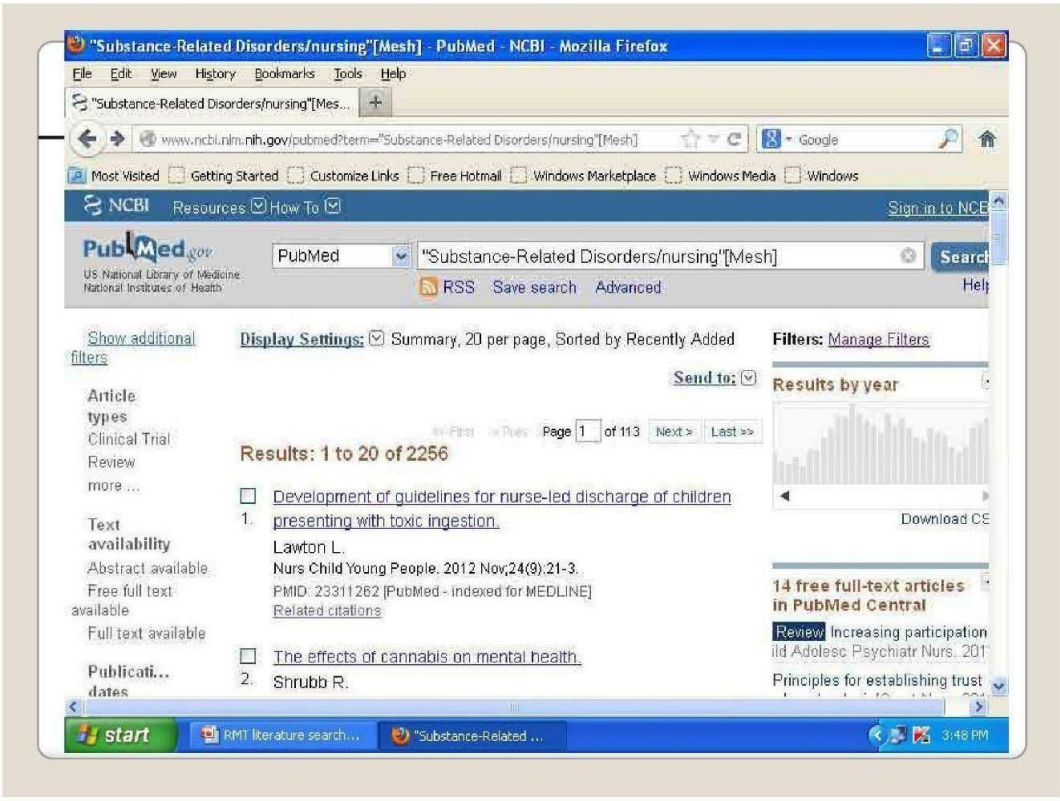
- Searching with the MeSH Database
- Combining MeSH Terms
- Applying Subheadings and other features of the MeSH Database

⑩ Managing results

The screenshot shows a Mozilla Firefox browser window with the address bar displaying www.ncbi.nlm.nih.gov/mesh/?term=drug+abuse. The page title is "drug abuse - MeSH - NCBI". The search results are displayed under the heading "MeSH" with a search box containing "drug abuse". The results section shows "Results: 6" and lists two items:

- Substance-Related Disorders**
1. Disorders related to substance abuse, the side effects of a medication, or toxin exposure.
Year introduced: 1998(1963)
- National Institute on Drug Abuse (U.S.)**
2. Component of the NATIONAL INSTITUTES OF HEALTH. It supports a comprehensive research portfolio that focuses on the biological, social, behavioral and neuroscientific bases of **drug abuse** on the body and brain as well as its causes, prevention, and treatment. NIDA, NIAAA, and NIMH were created as coequal institutes within the Alcohol, **Drug Abuse** and Mental Health Administration in 1974. It was established within the NATIONAL INSTITUTES OF HEALTH in 1992.

On the right side of the page, there is a "PubMed search builder" section with a search box, an "Add to search builder" button, a dropdown menu set to "AND", and a "Search PubMed" button. Below that is a "Find related data" section with a "Database:" label and a dropdown menu.



Thank you



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Ref No: DY PDS/2554

Date: 17/08/2022

Workshop Report: workshop on Academic and Research Report Writing

Date: 17th August 2022

Venue: Lecture Hall no.1, 4th floor, D.Y. Patil Dental School.

Time: 12:00 Noon - 4:00 p.m.

Speaker: Dr.Karibasappa G.N.

The workshop on Academic and Research Report Writing, conducted by Dr. Karibasappa G N, was held successfully on 17th August 2022. The workshop aimed to equip faculty members and postgraduate students with essential skills and knowledge for producing high-quality academic and research reports.

Session Summaries:

- 1. Introduction to Academic and Research Report Writing:**
 - Dr. Karibasappa provided an insightful overview of the importance of academic and research reports, emphasizing the need for clear and structured writing.
- 2. Clarity and Coherence in Writing:**
 - Participants learned strategies to enhance clarity and coherence in their writing, including techniques to avoid common pitfalls.
- 3. Research Methodology and Data Presentation:**
 - Dr. Karibasappa discussed effective research methodologies and shared tips for presenting data and findings in a compelling manner.
- 4. Citation and Referencing:**
 - The session covered different citation styles such as APA and MLA, along with proper referencing techniques to prevent plagiarism.
- 5. Editing and Proofreading:**
 - Participants gained insights into techniques for editing and proofreading their reports, with a focus on improving overall writing quality.
- 6. Interactive Sessions and Q&A:**
 - The workshop concluded with interactive discussions where attendees had the opportunity to raise specific writing challenges and receive expert guidance from Dr. Karibasappa.

Overall, the workshop provided a valuable platform for faculty members and postgraduate students to enhance their academic and research writing skills. Attendees expressed appreciation for the practical insights shared by Dr. Karibasappa and found the interactive sessions particularly beneficial for addressing their writing concerns.

Dr D Y Patil Knowledge City, Charholi Bk, Via Lohegaon, Pune 412 105
• Phone (020) 35037779 • E Mail : dean@dypds.com

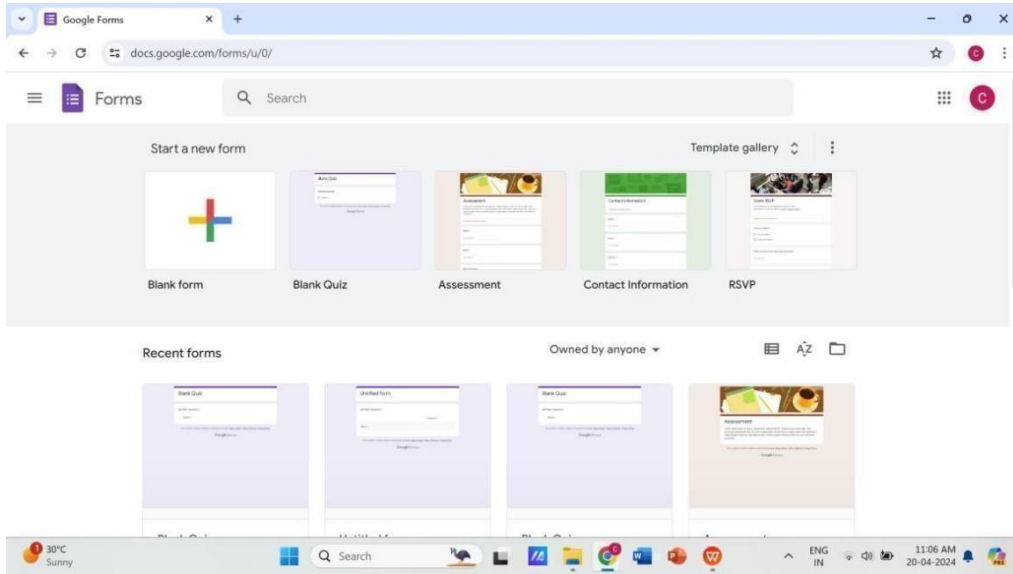


Dr D Y Patil Knowledge City, Charholi Bk, Via Lohegaon, Pune 412 105
• Phone (020) 35037779 • E Mail : dean@dypds.com

YEAR 2021-2022

WORKSHOP ON HOW TO MAKE GOOGLE FORM FOR EXAM

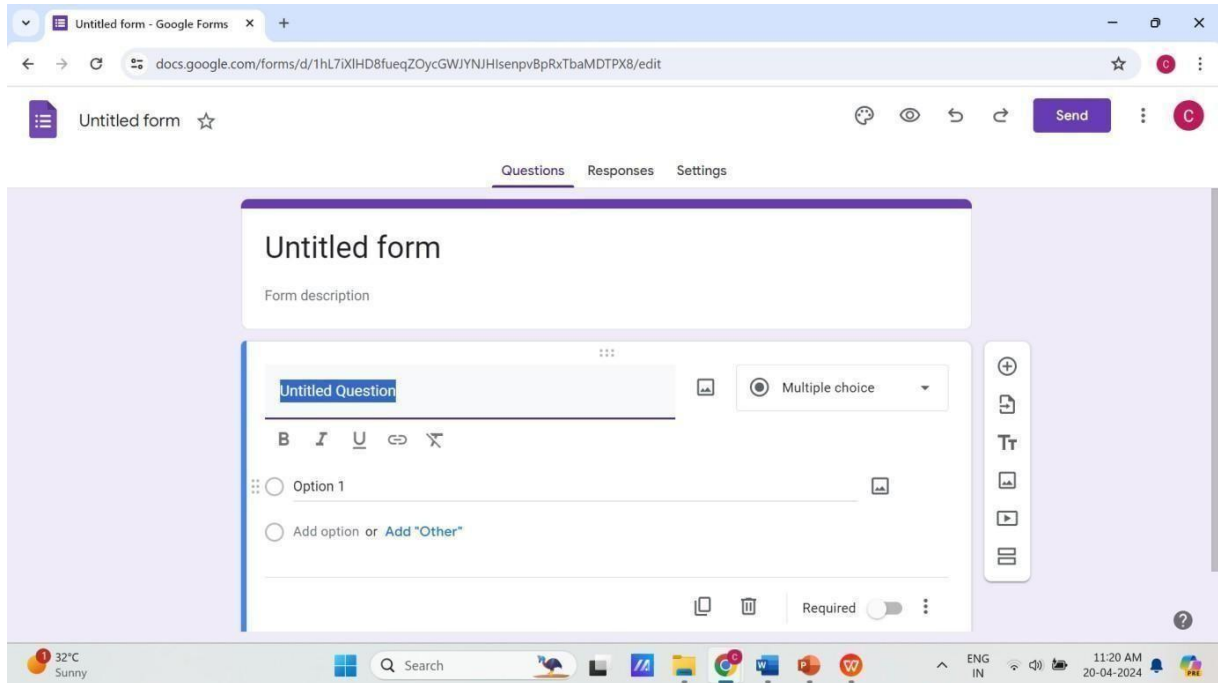
**Conducted by-
Dr. BipinMuley**



Step 1:
Go to google form by visiting [form.google.com](https://forms.google.com)

Step 2:

Click on “+” or the “blank” option to start a new form.



Step 3:

Enter a title for your form and optionally add a description.

Step 4:

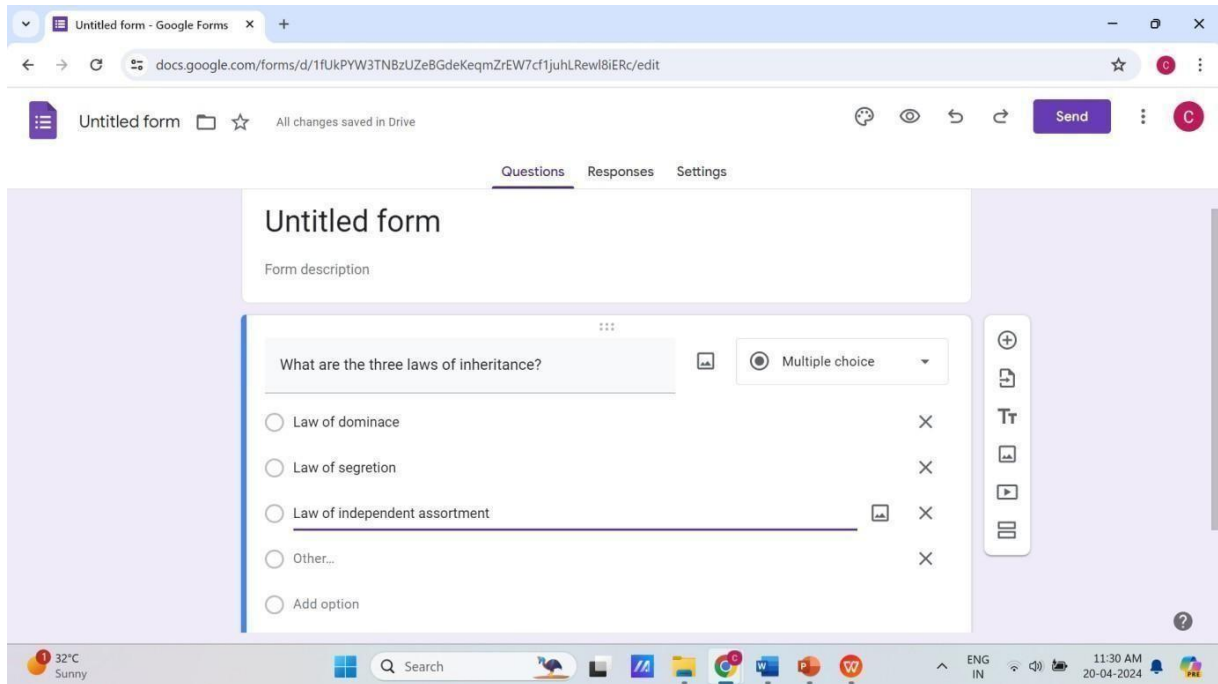
Click on the “insert image” button {the one with mountain icon}. Locate a next to add question option.

Step 5:

Choose where you want to insert the image form: you can upload an image from your computer, select one from google drive, or insert a URL to an image hosted online.

Step 6:

After selecting the image you can resize it and adjust its position if needed.



Step 7:

Start adding question as usual by clicking on “add question” button.

Step 8:

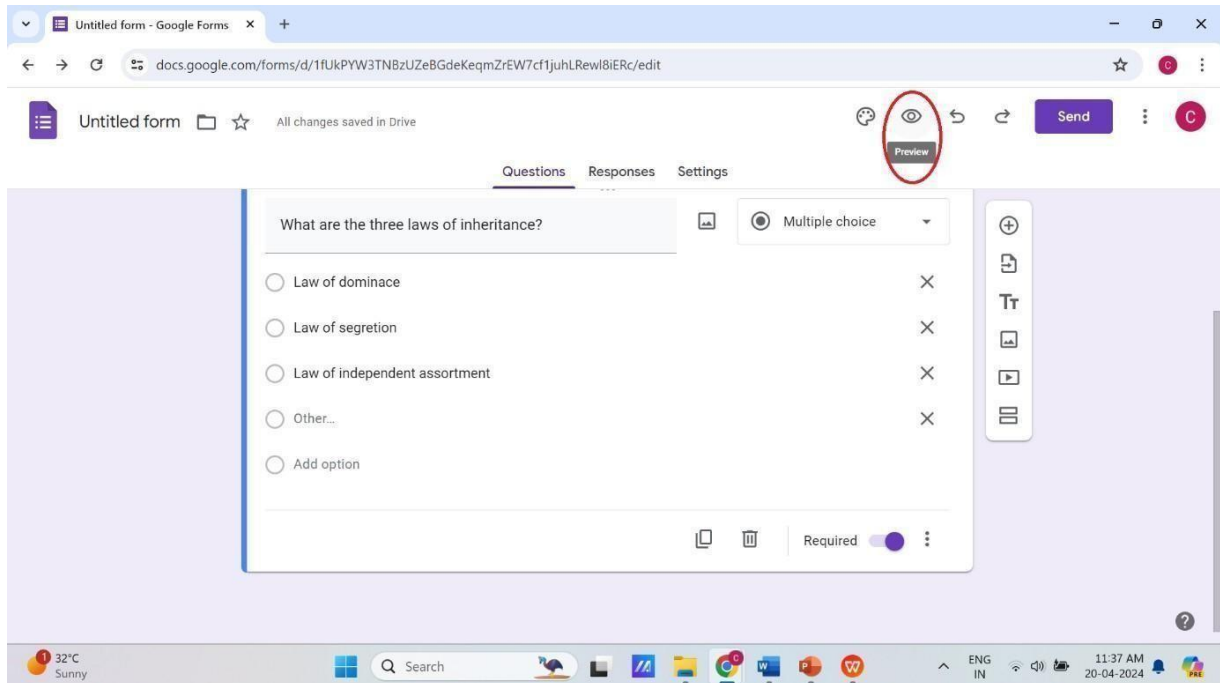
When adding a question you can add a image directly into the question text or answer choices by clicking the “insert image” button with the question editor.

Step 9:

Customise the question option and formatting as needed.

Step 10:

Repeat steps 7-9 to add more questions and insert image where necessary.



Step 11:

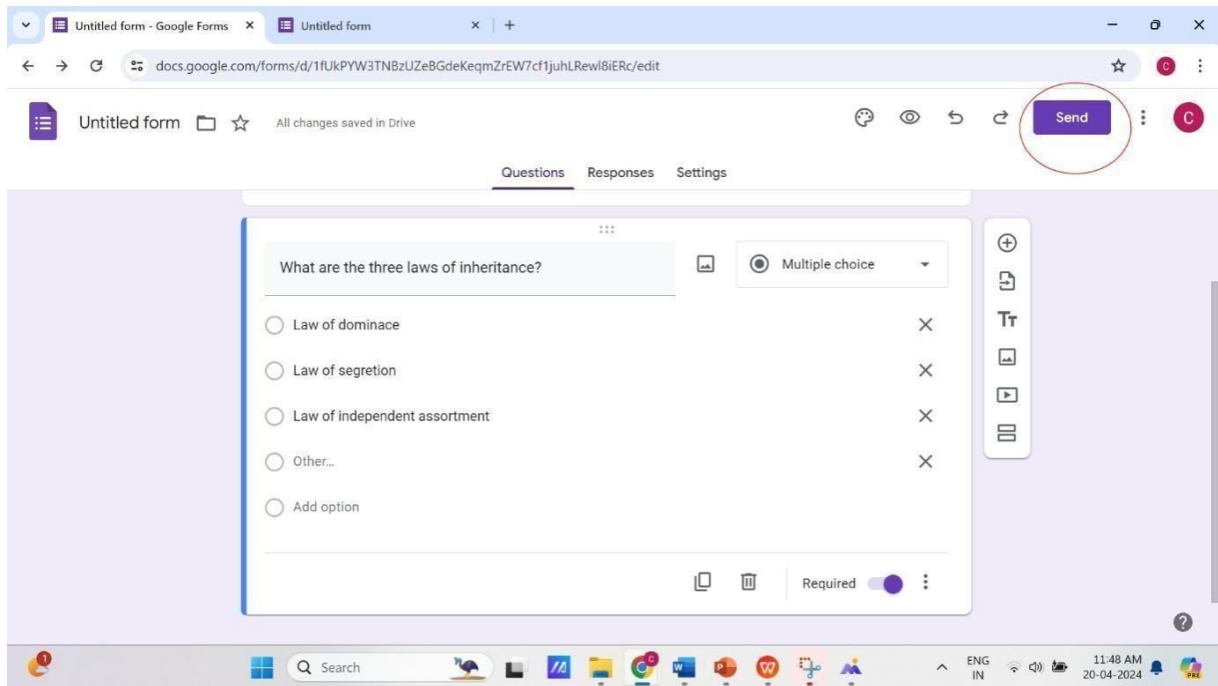
Use the “required” toggle to make certain questions mandatory.

Step 12:

To organize your form,you can add sections by clicking on the “add section” button.

Step 13:

Preview your form by clicking on the eye icon in the top right corner.



Step 14:

If everything looks good click on the “send button” to share your form or “setting” gear icon to adjust setting like who can respond to form and where response are collected anonymously.

Step 15:

You can choose to embed the form on a website or share the link directly withapp



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Ref.: DYPDS/ 2177

Date: 2/03/2022.

Circular

Workshop on Tips and Tricks on working with PDFs.

This is to inform that workshop on 'Workshop on Tips and Tricks on working with PDFs.' will be conducted on 9th March 2022 by Dr. Pratik Hande , in Lecture Hall no.4 , Ground floor, at 10.00 am to 3.00 pm . All faculty members are requested to attend this program.

Dr. Anand Shigli

Dean and Chairperson



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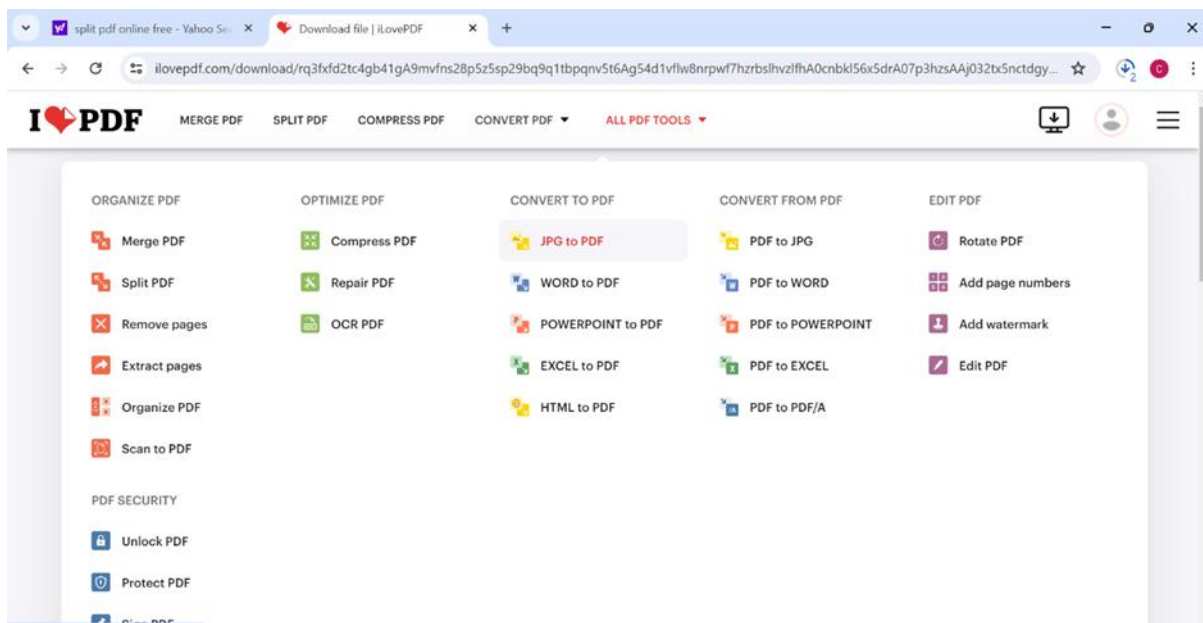
All HODs.

WORKSHOP ON TIPS AND TRICKS ON WORKING WITH PDFS.

Conducted by-

Dr. Pratik Hande.

Date: 9th March 2022
Presenter: Dr. Pratik Hande
Topic: Tips and Tricks on working with PDFs
Venue :Lecture Hall no.4, Ground floor, D.Y.Patil Dental School.
Time :10:00 am to 3:00 pm
Attendees: Faculty Members



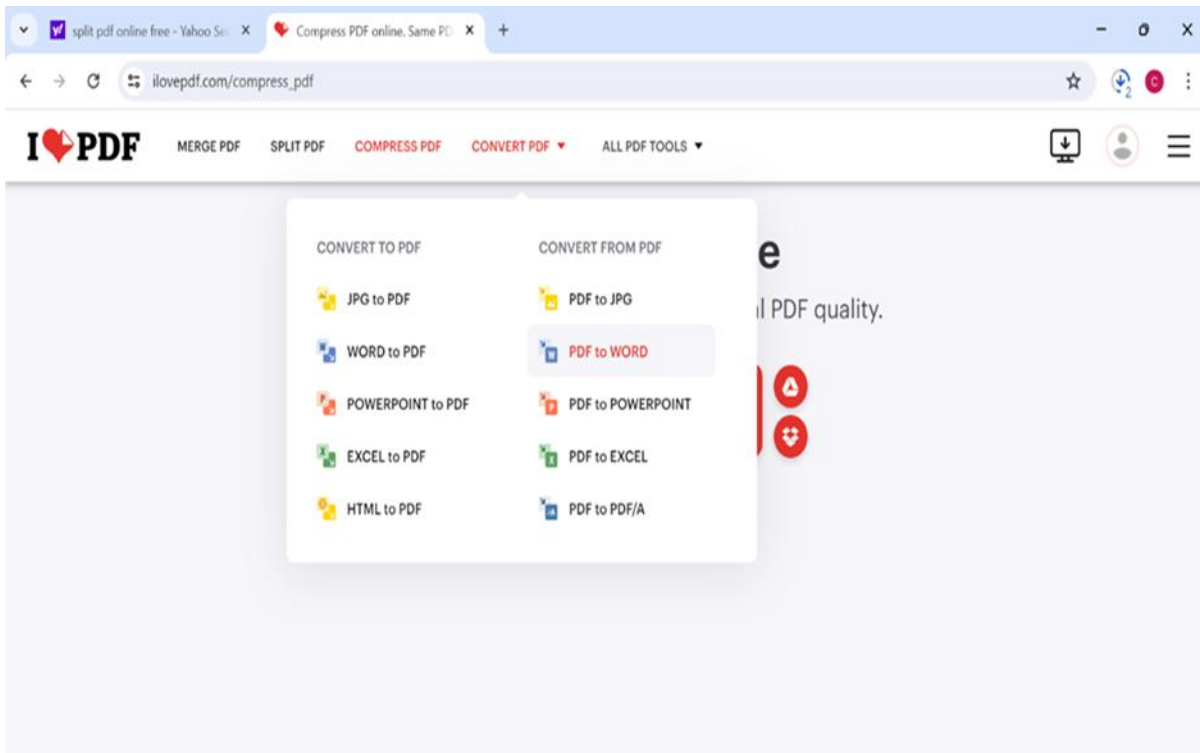
If you need to secure your PDF documents, iLovePDF's Desktop app can facilitate this. Use the Protect PDF tool to password-protect sensitive information or apply the PDF to PDF/A function to preserve important documents long-term.

Go to Adobe's PDF Combiner in a web browser. Adobe offers a free tool that allows you to easily merge PDF files in any browser.

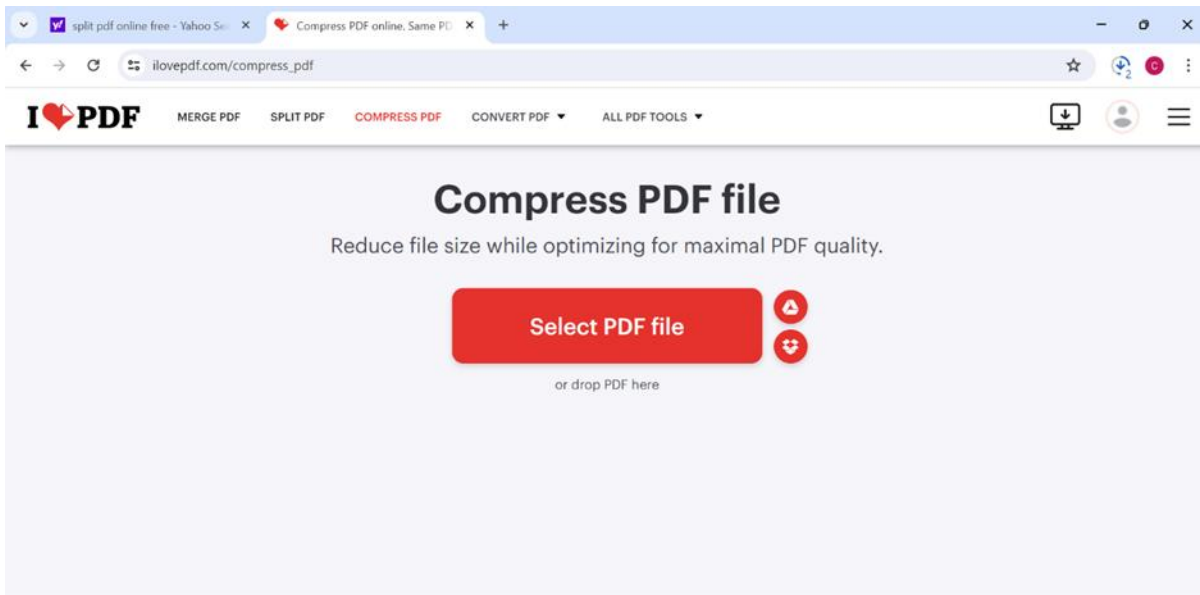
To get started, visit <https://www.adobe.com/acrobat/online/merge-pdf.html>. If you'd rather not use Adobe's official PDF Combiner, there are lots of third-party online tools you can use. Some popular options include:

- I Love PDF: https://www.ilovepdf.com/merge_pdf
- Smallpdf: <https://smallpdf.com/merge-pdf>
- PDF2Go: <https://www.pdf2go.com/merge-pdf>

If you want to convert pdf to word document, use this tools in I love PDF , only click on PDF to Word , download your PDF then after commend your document is ready in Word .



How to compress PDF file: select PDF file , then click on compress file, then file is ready in compressed form



If you want to split PDF, select PDF file , or drop PDF in above Icon, click on it, and separate pages according to your choice.

The image shows a web browser window with two tabs. The active tab is titled "Split PDF files online. Free servi...". The address bar shows the URL "ilovepdf.com/split_pdf". The website header includes the "I Love PDF" logo and navigation links for "MERGE PDF", "SPLIT PDF", "COMPRESS PDF", "CONVERT PDF", and "ALL PDF TOOLS". The main content area features the heading "Split PDF file" and the text "Separate one page or a whole set for easy conversion into independent PDF files." Below this is a prominent red button labeled "Select PDF file" with two circular icons to its right: one with a trash can and another with a plus sign. Underneath the button, the text "or drop PDF here" is displayed.

YEAR 2020-2021

WORKSHOP TRAINING ON ZOOM MEETING.

Conducted by-

Dr.Paulami Bagchi (Prosthodontics)

Title: workshop training on zoom meeting.'

Mode: Online/offline

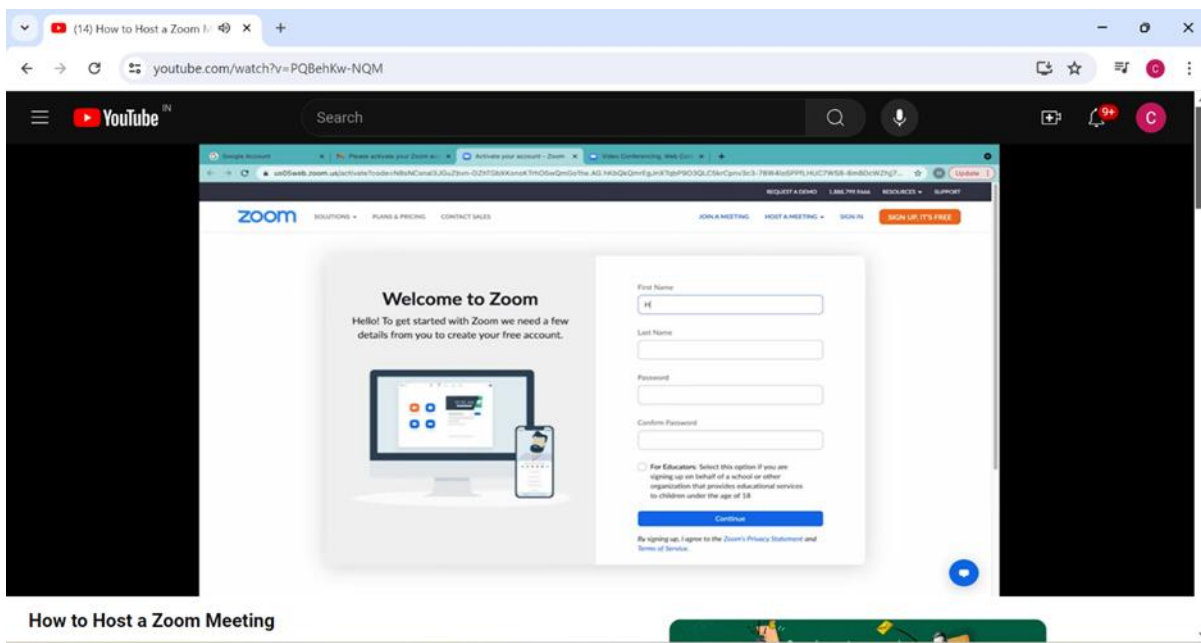
Date: 15th July 2020

Speaker : Dr.Paulami Bagchi (Prosthodontics)

A. How to get started with Zoom

1. For desktop

Step 1: To get started with Zoom, head to their website, and click on the “SIGN UP” button that’s at the top-right corner of the screen.



Step 2
have

You
two

options when it comes to creating a Zoom account.

You can either:

Create a new account using your work email address.

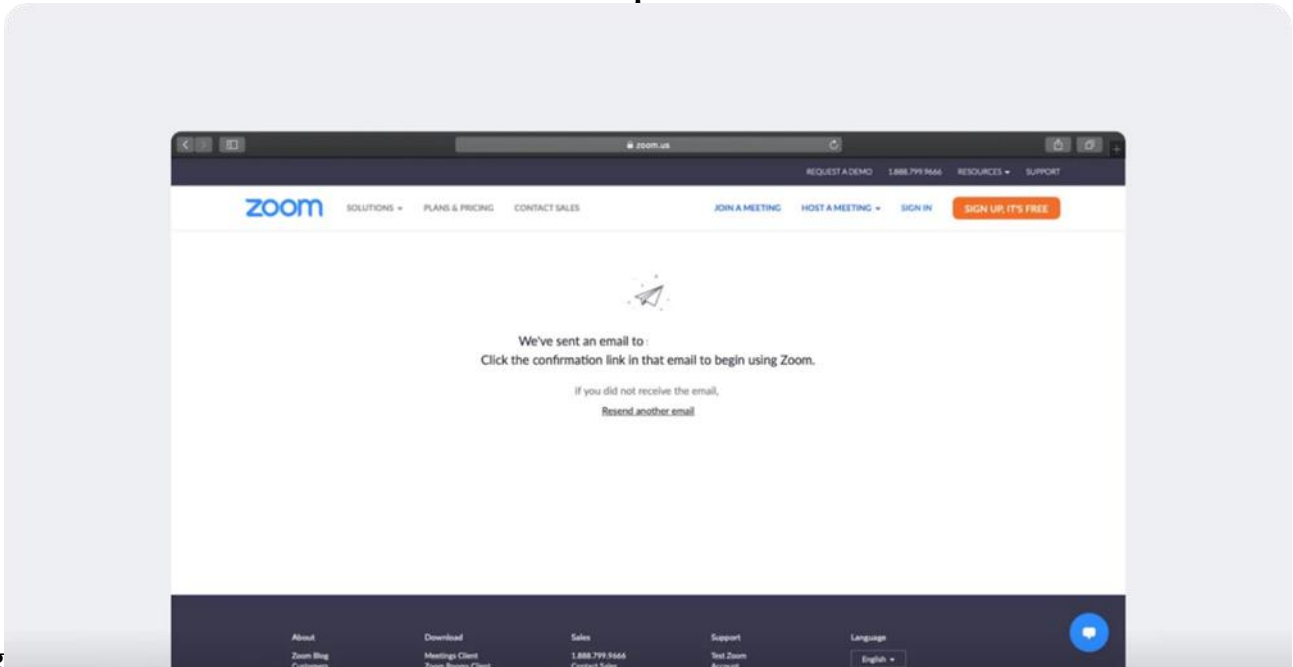
Sign in using SSO (Single Sign-On) or your Google or Facebook account.

If you're using Zoom for a company meeting or other work purposes, it's best to sign up using your work email address.

Step 3: Zoom will now send you an email with a confirmation link.

Click on that link to go to Zoom's Sign Up Assistant and sign in using your credentials.
Step 4: Download the desktop app/Zoom client from the Zoom website for easy access.

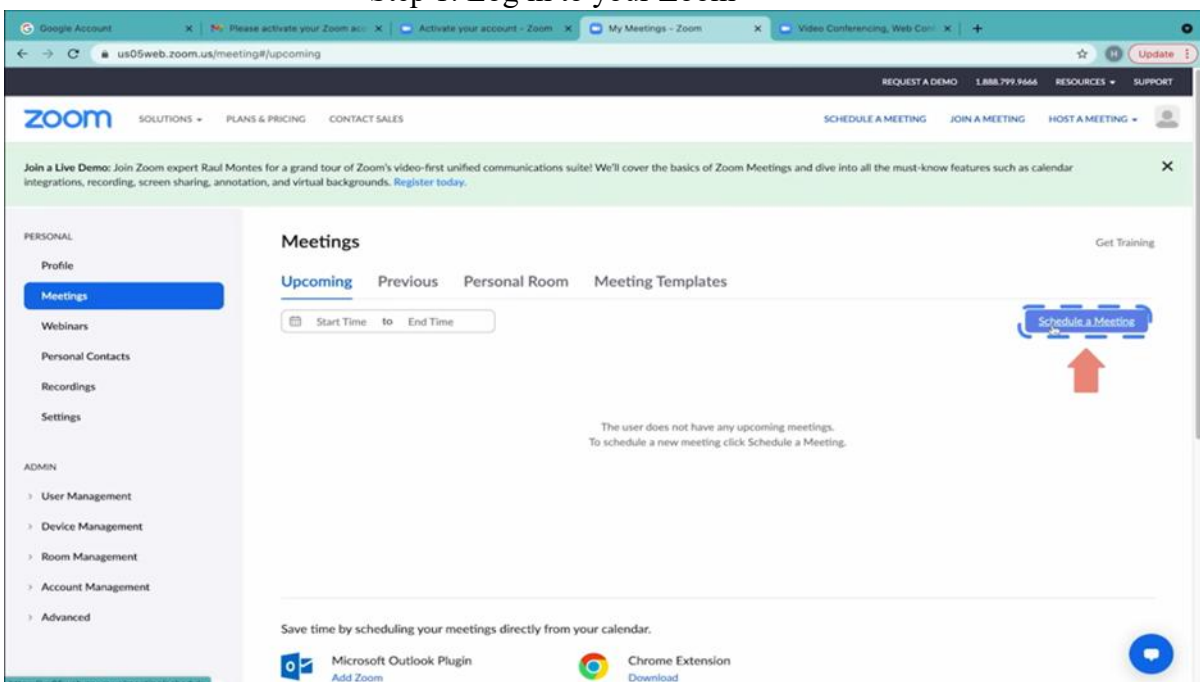
B. How to set up a Zoom



meeting Step 4: Download the desktop app/Zoom client from the Zoom website for easy access.

A. Starting a Zoom meeting

Step 1: Log in to your Zoom



account.

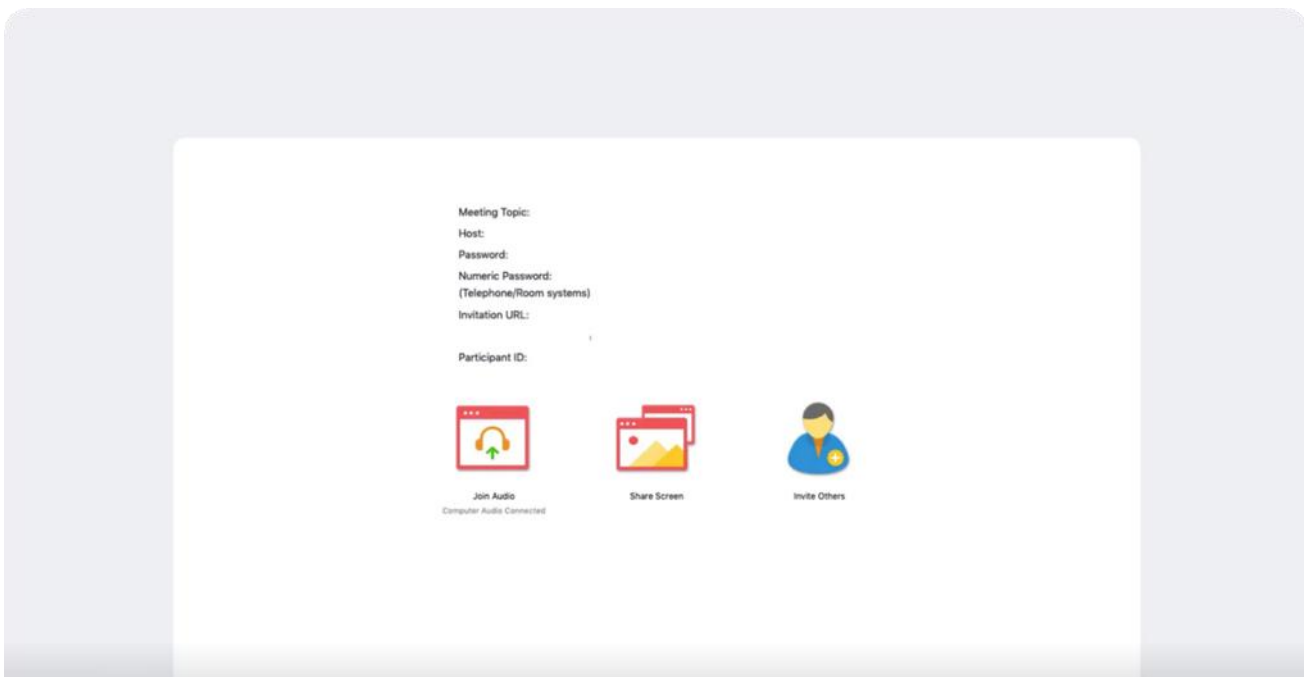
Step 2: Hover your cursor over the “HOST A MEETING” link at the top-right corner of the screen, and select one of the following options:

With Video On

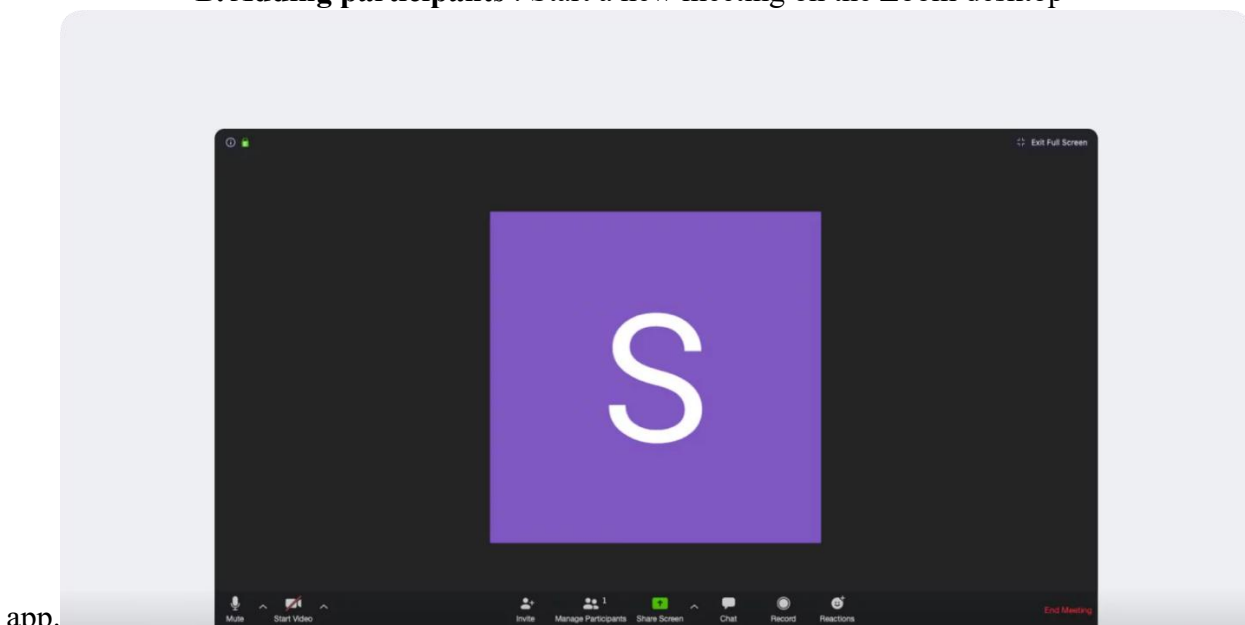
With Video Off

Screen Share Only

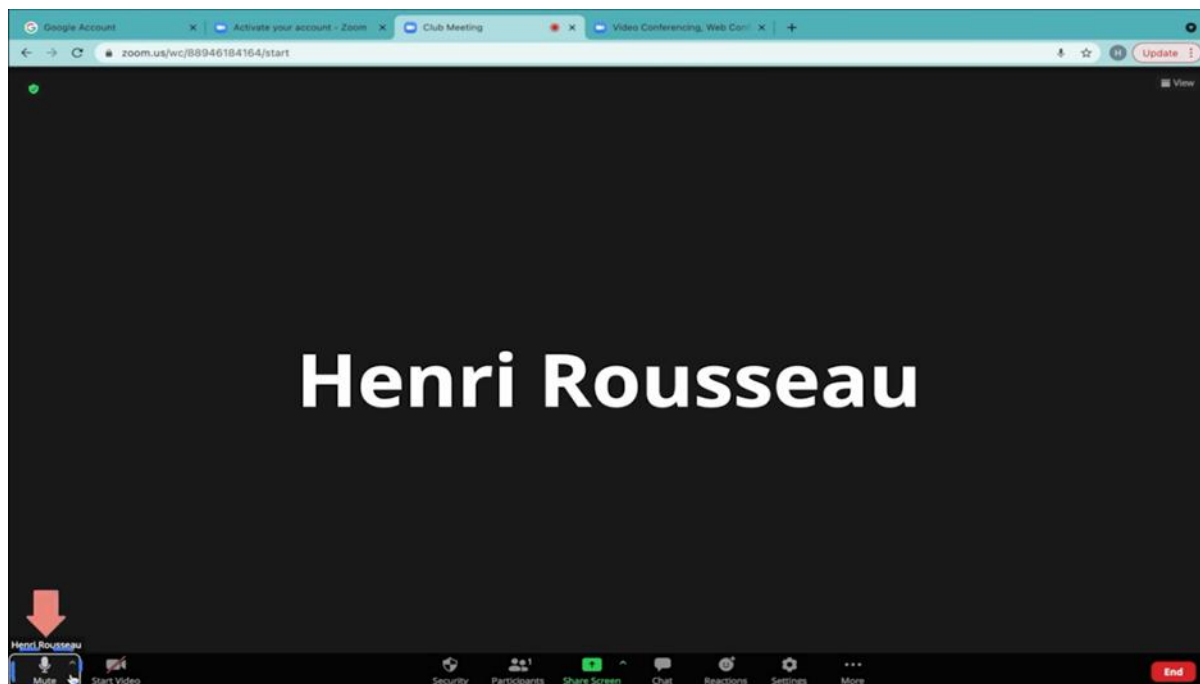
Step 3: The website will redirect you to the Zoom app and start a meeting. Here, you can edit meeting settings or copy the “Invitation URL” that you send to the attendees.



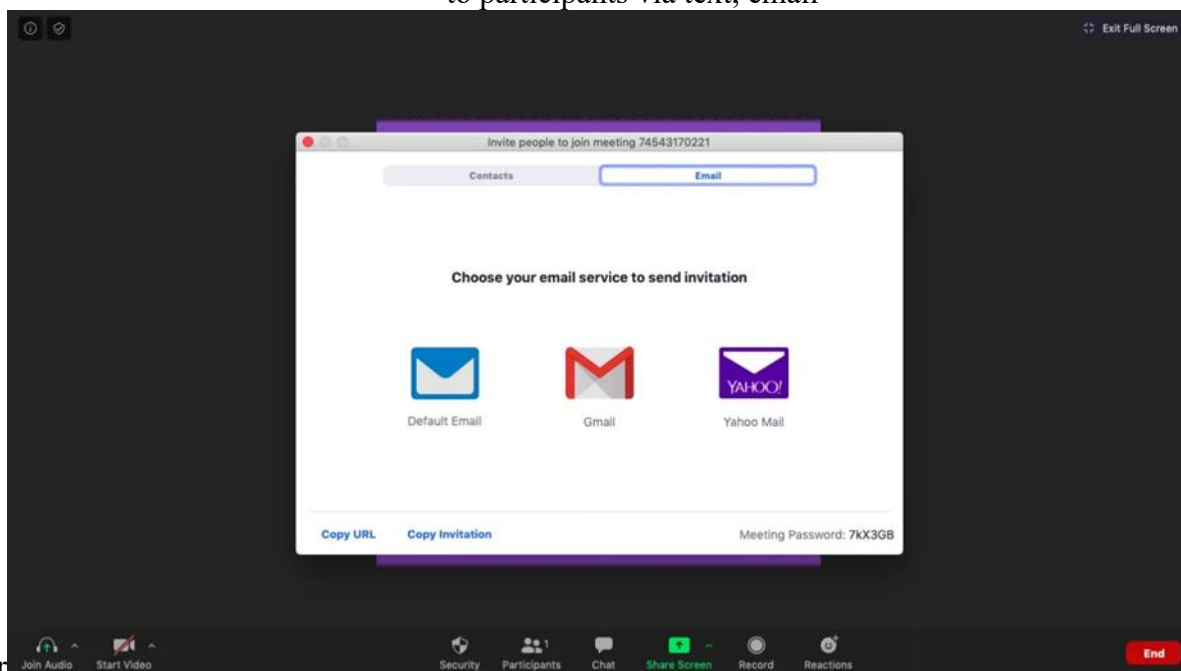
B. Adding participants : Start a new meeting on the Zoom desktop



Step 2: In the new meeting screen, click on the “Invite” button in the toolbar at the bottom.



Step 3: Here, Zoom will give you the options to either “Copy URL” or “Copy Invitation”. You can send these to participants via text, email



or instant

C. How to join a Zoom meeting

Here’s a step-by-step guide to join a Zoom meeting quickly:

Note: The same steps apply to both your desktop and your phone.

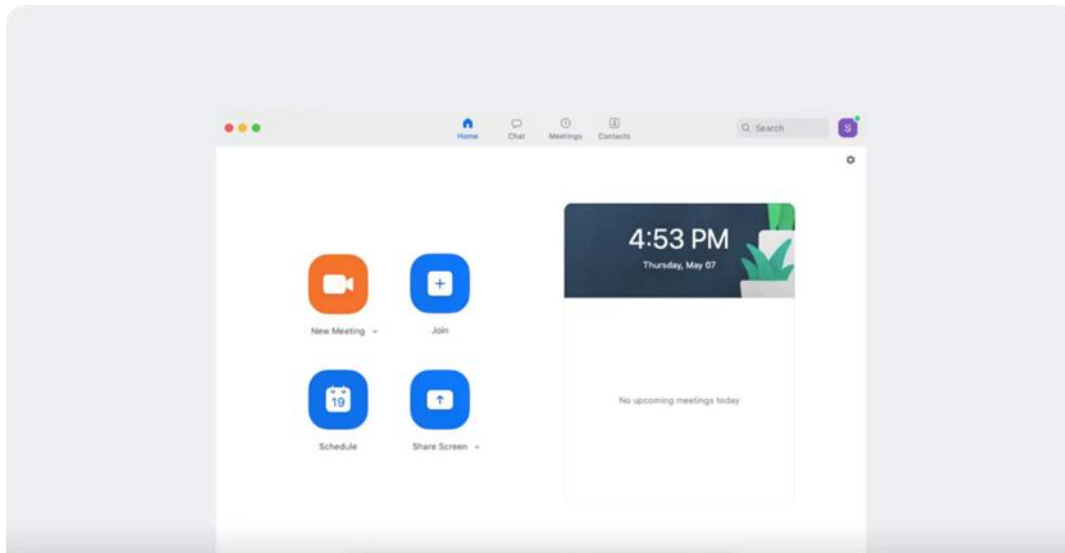
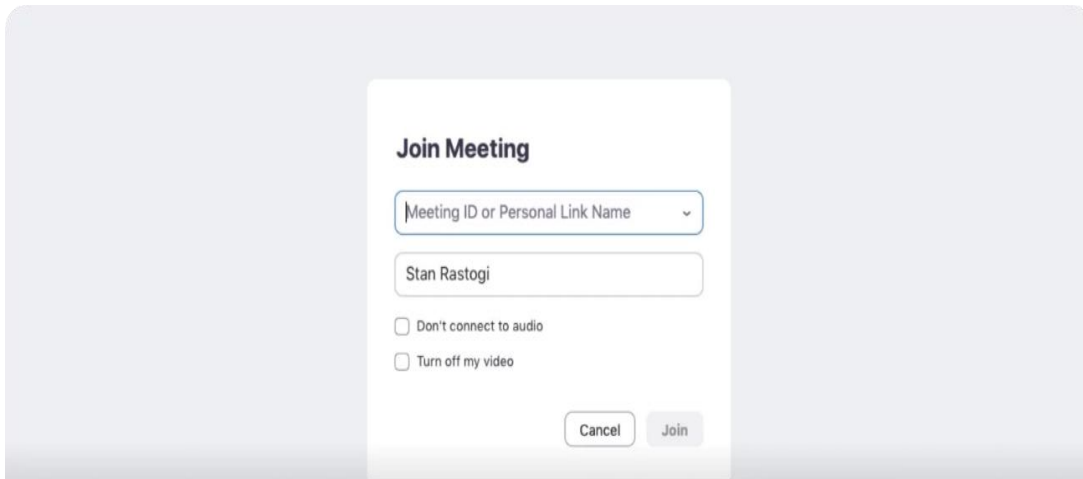
A. Join using a Meeting Link

If you have a join link for a meeting, just click on it or paste it into your web browser to join the meeting.

B. Join using a meeting ID

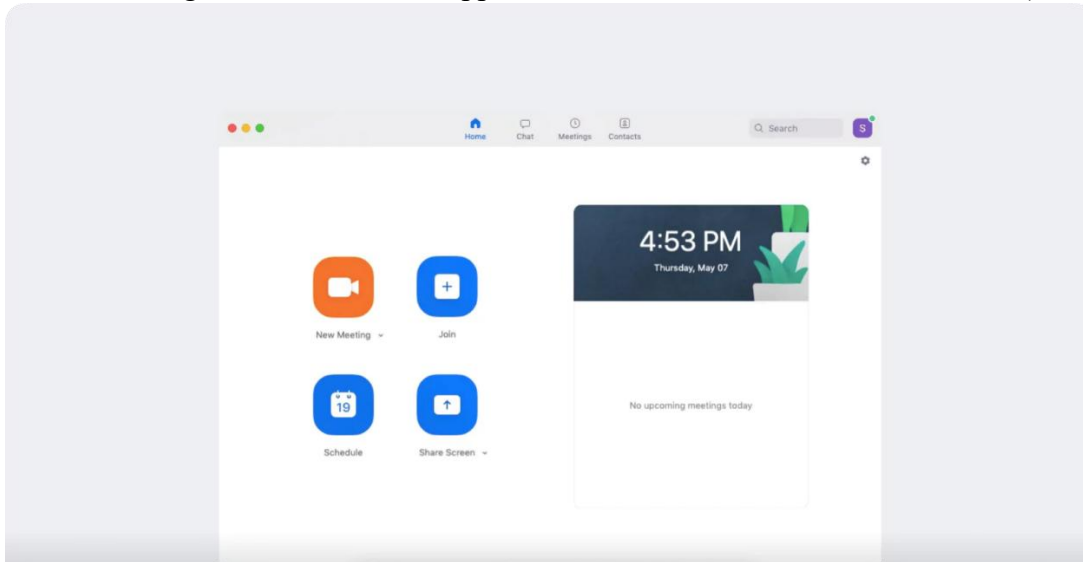
Step 2: Paste the Meeting ID in the box provided, add your display name for the meeting and click on the “Join” button.

Step 2: Paste the Meeting ID in the box provided, add your display name for the meeting and click on the Join button



D. How to schedule meetings:

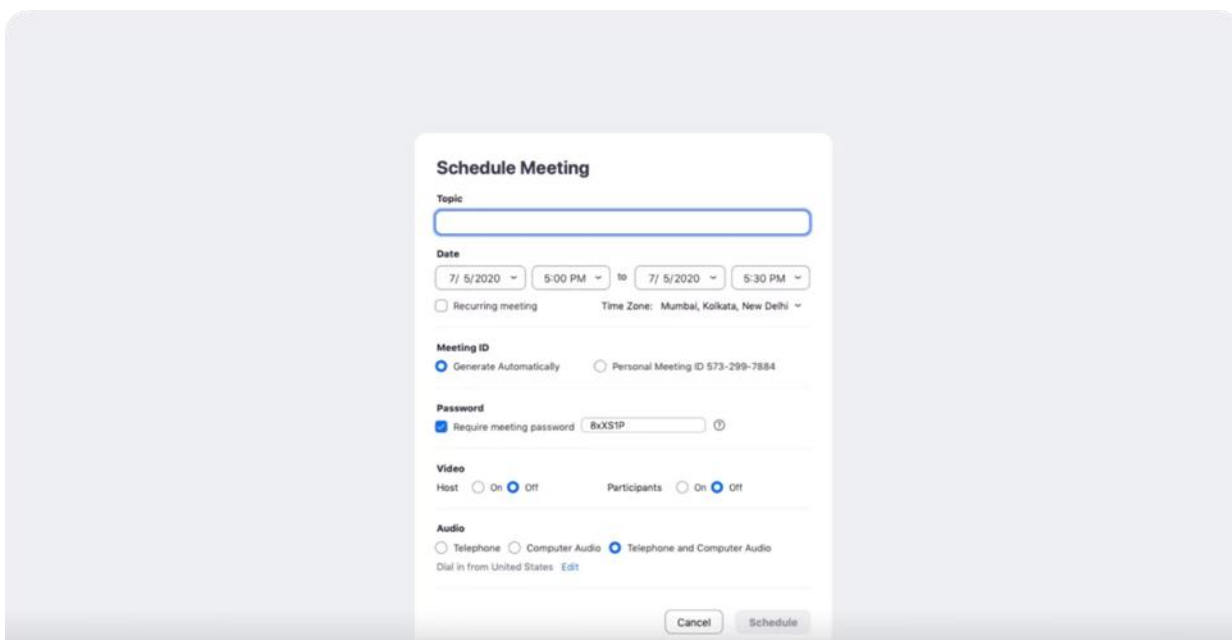
Step 1: To schedule a meeting, head to the Zoom app and click on the blue “Schedule” button (looks like a

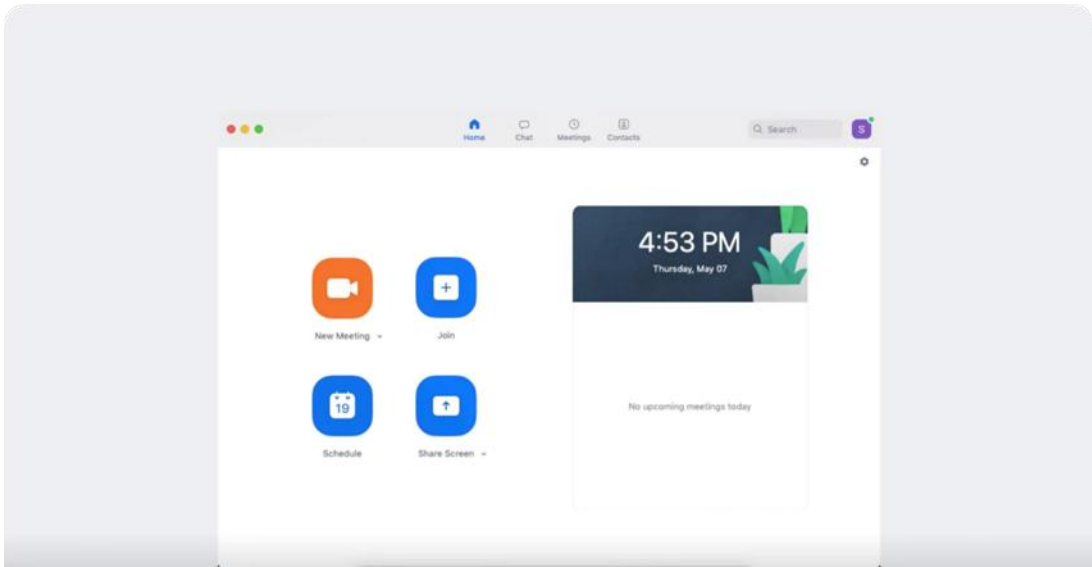


calendar icon).

Step 2: Enter meeting details in the Schedule Meeting pop-up window that appears.

You can set its date and time, privacy and access settings. You can also select your preferred calendar (between iCal, Google Calendar or others) to schedule the event in your calendar.







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Ref No: DYPDS/1402

Date: 30/12/2020

Circular

Workshop on Training of Cisco Webex meeting .

This is to inform **Workshop on Training of Cisco Webex meeting** will be conducted on 6th January 2021 by Dr.Prasad Karande in Lecture Hall no.1, 4th floor, at 11.00 p.m to 3.00 p.m. All faculty members are requested to attend this program.



Dr. Anand Shigli

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All HODs.

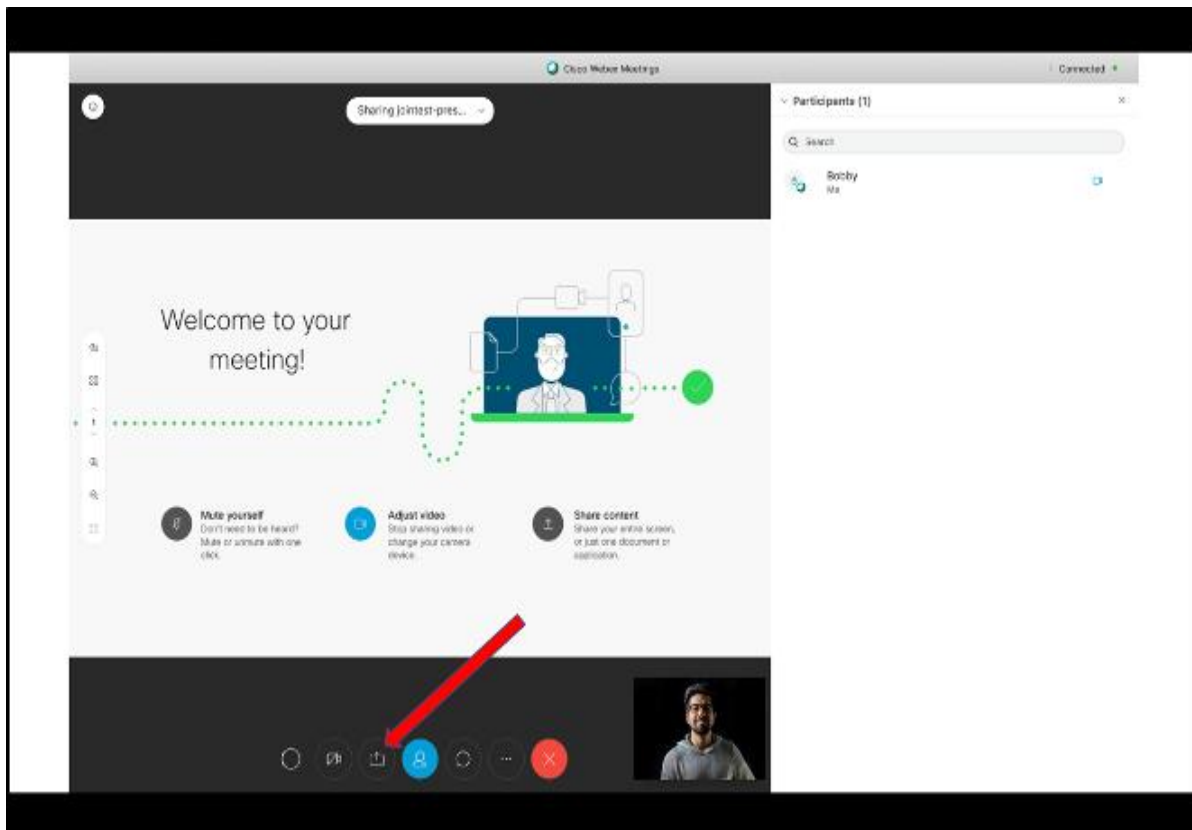
WORKSHOP TRAINING ON CISCO WEBEX MEETING.

Conducted by-

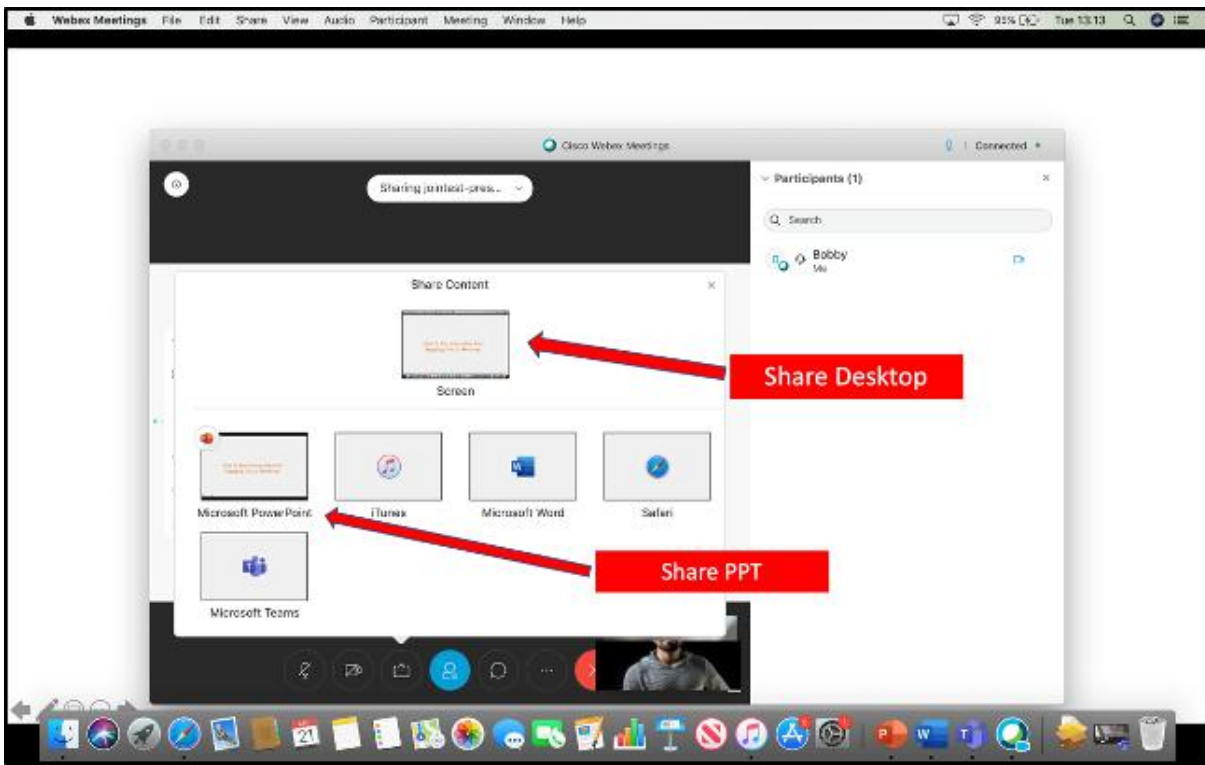
Dr.Prasad Karande

Log into your Webex account, create your meeting invite and join your meeting.

Once your meeting is set up, simply click on the share screen button (below) in Webex.



This will open a pop-up screen (below) where you can select how you wish to share your presentation. In this case either via desktop or using Powerpoint directly.



This will automatically broadcast the app or desktop view you chose to share. A small orange Webex strip will be visible at the top of the screen to remind you that you are broadcasting (below).



If you hover over this strip you will find more options (including the ability to annotate your slides and use a group chat).

The image shows a virtual meeting interface. At the top, there is a dark toolbar with various icons: a square with a red 'X' labeled 'Stop Sharing', a pause icon labeled 'Pause', a screen icon labeled 'Share', a person icon labeled 'Assign', a person with a plus sign icon labeled 'Mute Me', a video camera icon labeled 'Video', a person with a plus sign icon labeled 'Participants', a speech bubble icon labeled 'Chat', a person with a plus sign icon labeled 'Announce', and a three-dot menu icon labeled 'More'. Below the toolbar, a small orange notification bar says 'You're sharing your screen'. On the right side, a white box contains the text '> Speaking: Eddy'. The main area of the screen displays a slide with the title 'How To Run Interactive And Engaging Virtual Meetings' in large, bold, orange text. In the bottom right corner, there is a small video thumbnail of a man with a beard and glasses, wearing a grey hoodie, against a black background.

YEAR 2019-2020



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DYPDS/Ref.no./1082

Date: 01 /03/ 2020

Circular

Workshop on Effective use of Microsoft Teams.

This is to inform that ' Workshop on Effective use of Microsoft Teams will be conducted on 9th March 2020 by Mr. Arif Khan (IT Department) in Lecture Hall no.1 , 4th Floor , at 11.00 a.m to 3.00 p.m All faculty members are requested to attend this program.



Dr. Anand Shigli

Dean



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All HODs,

WORKSHOP FOR EFFECTIVE USE OF MICROSOFT TEAMS

CONDUCTED BY-

Mr.Arif khan (IT DEPARTMENT)

How to install Microsoft Teams

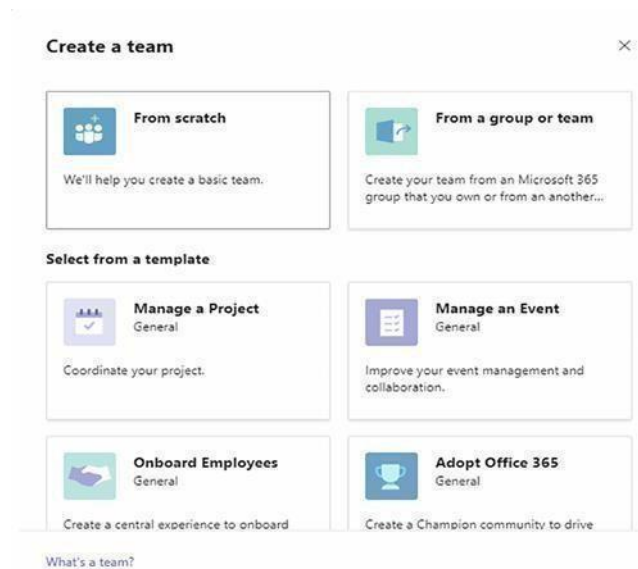
1. Visit the official Microsoft Teams website to download the installer.
2. Once you have downloaded and run the installer, enter your Microsoft email account and select Next. If you don't have one, you can create it by clicking the
Create one! button.
 1. Then, enter your phone number and verify it.
 2. That's it. Teams should now be installed and ready to use on your device.

How to create a team and invite team members

1. Select Teams from the tab on the left.
 2. Then select Create team.
 3. Choose Build a team from scratch.

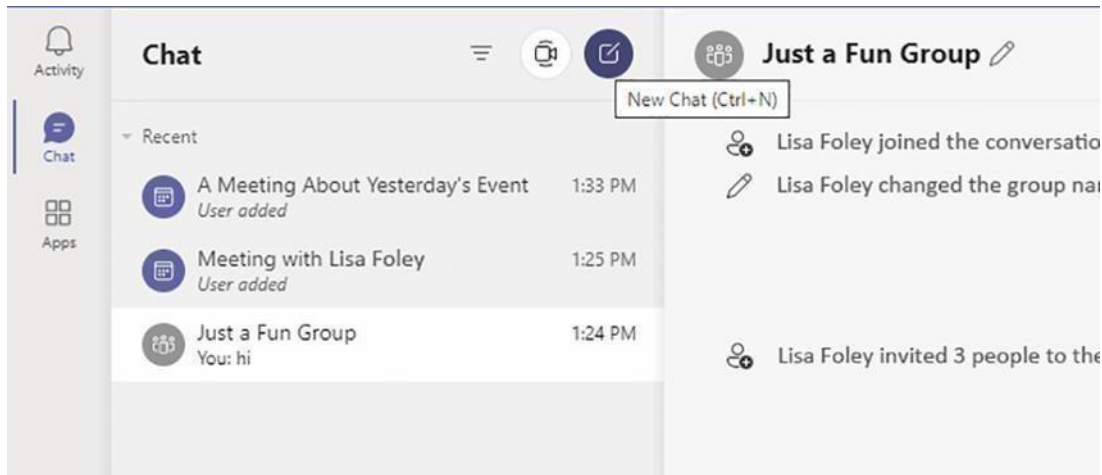
If you want everyone in the organization to have access to the team, select To restrict access, go with Private.

4. Enter a name and description for your team, then select
5. Next, add all the names of your team members to the list and click
6. To add someone from outside the organization, you will have to send an invitation. Click the Invite People button on the bottom left to do so.



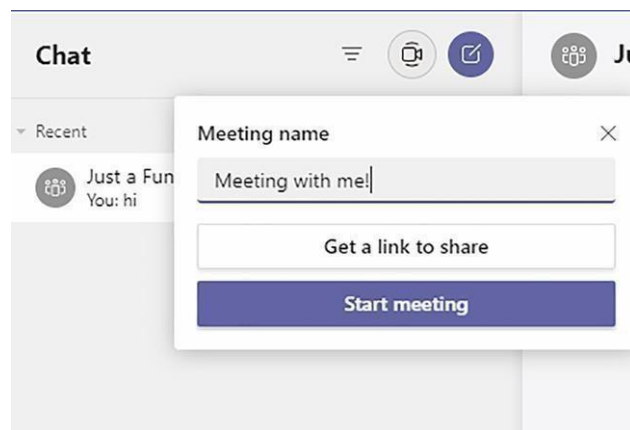
How to chat in Teams

1. Select Chat from the left.
 2. Then click the New Chat
1. Enter the name of the person, type your message and hit send.



How to set/schedule meetings in Microsoft Teams

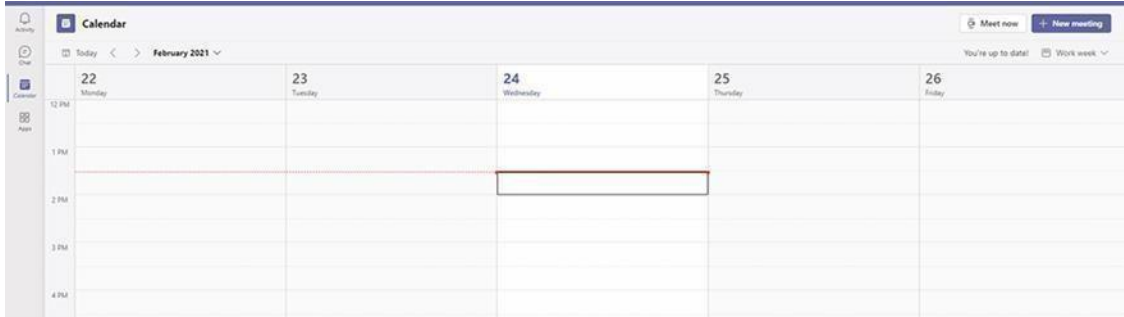
1. click the camera icon at the top left of the app.
2. Click Get a link to share and share the link with attendees. You can also just start the meeting and add attendees to it.



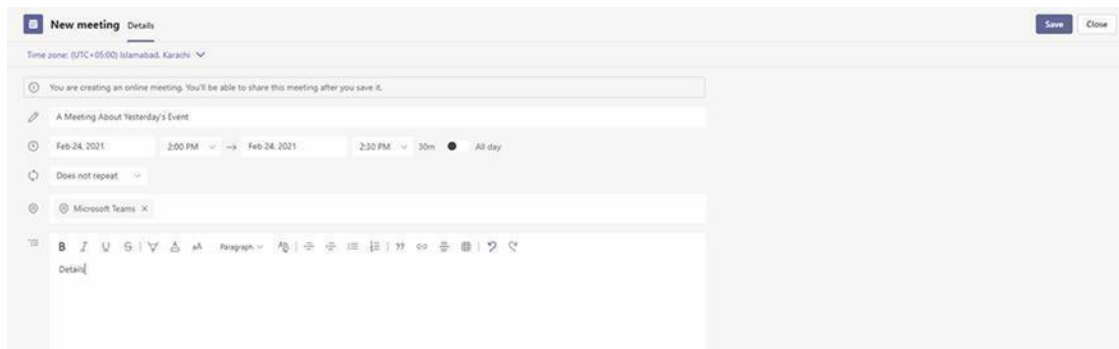
How to schedule a meeting in Teams for a later time and/or date:

1. From the panel on the left, select Apps > Calendar.

2. Then, select New meeting.



Fill out the name, time, location and description for the meeting, then select Save. This will create the meeting on both the Teams and Outlook calendars.



Choose from the pop-up menu whether you want to get a shareable link to the meeting or want to link it with Google Calendar.

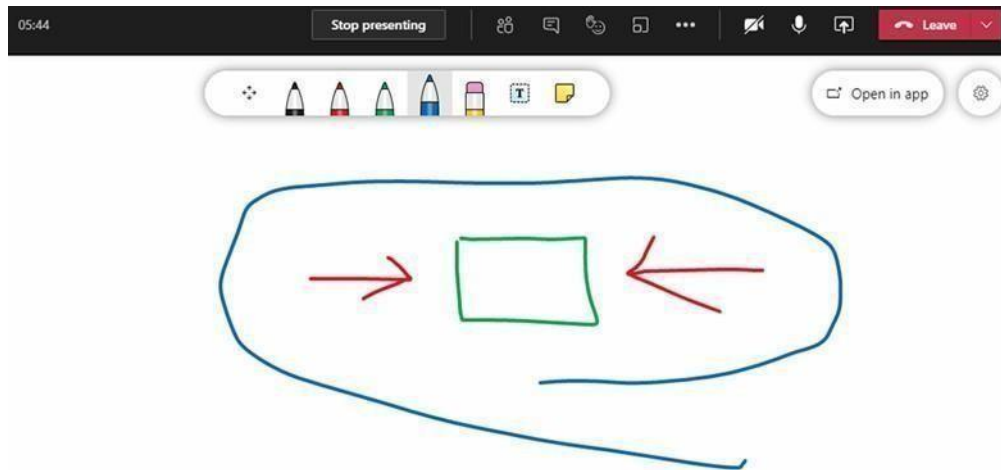
How to collaborate on a whiteboard in Microsoft Teams

While in a meeting, select the Share

From the Whiteboard section, click Microsoft Whiteboard.

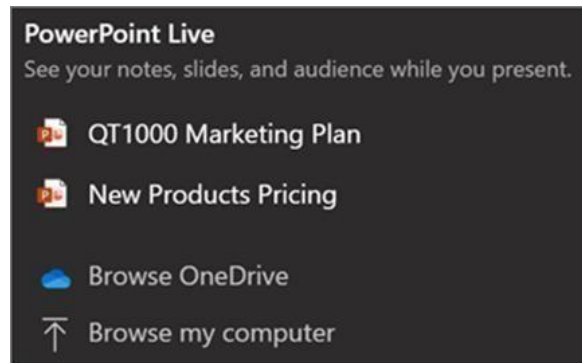
You can ink or type on the canvas that appears. To add text, select the Note or Text

To add ink, select the Pen icon, which can be used to draw, sketch or even type.



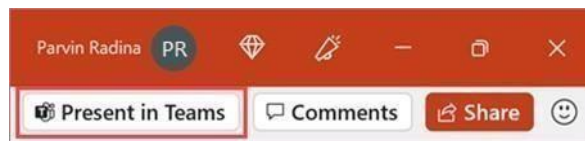
How to display PowerPoint slides in meeting

1. select Share and then under the PowerPoint Live section, choose the PowerPoint file you're wanting to present. If you don't see the file in the list, select Browse OneDrive or Browse my computer.



2. If your presentation is already open in PowerPoint for Windows or Mac, go to the file and select Present in

Teams.



If you're in PowerPoint for the web, select Present > Present in Teams.

YEAR 2018-2019



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Recognized by Dental Council of India

Ref. No. DYPDS/ 787

Date:03 /03/ 2019

Circular

Workshop on How to make and use PowerPoint presentation

This is to inform that 'Workshop on How to make and use PowerPoint presentation will be conducted on 13th March 2019 in Lecture Hall no.1 , 4th Floor , at 11.00 am to 3.00 pm All faculty members are requested to attend this program.



Dr. Anand Shigli

Dean

Copy to,

WORKSHOP ON HOW TO MAKE USE OF POWERPOINT PRESENTATION

CONDUCTED BY-

Mr. Arif Khan (IT Department)

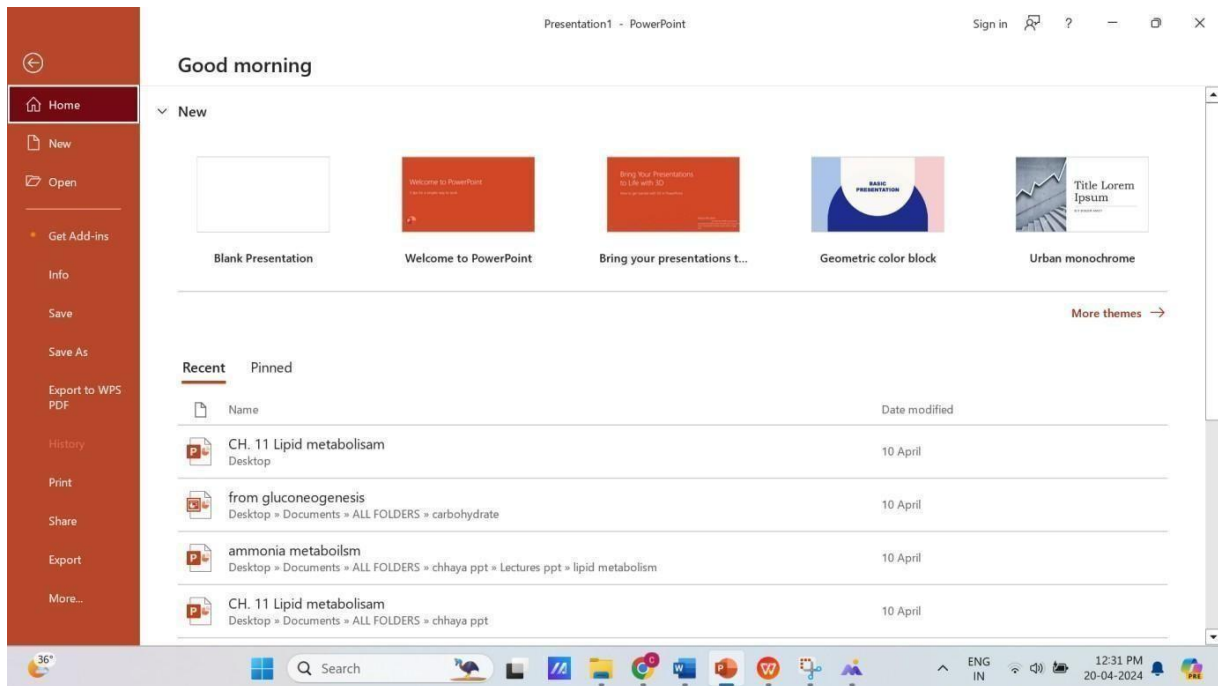
A workshop on how to use PowerPoint effectively can empower participants to create engaging and impactful presentations. Here's a comprehensive outline for such a workshop:

1. Introduction to PowerPoint

- Overview of PowerPoint: Purpose, features, and benefits.
- Importance of effective visual communication in presentations.

2. Getting Started with PowerPoint

- Launching PowerPoint: Opening a new presentation.
- Navigating the interface: Ribbon, slides, and views.
- Understanding slide layouts: Choosing the right layout for your content.



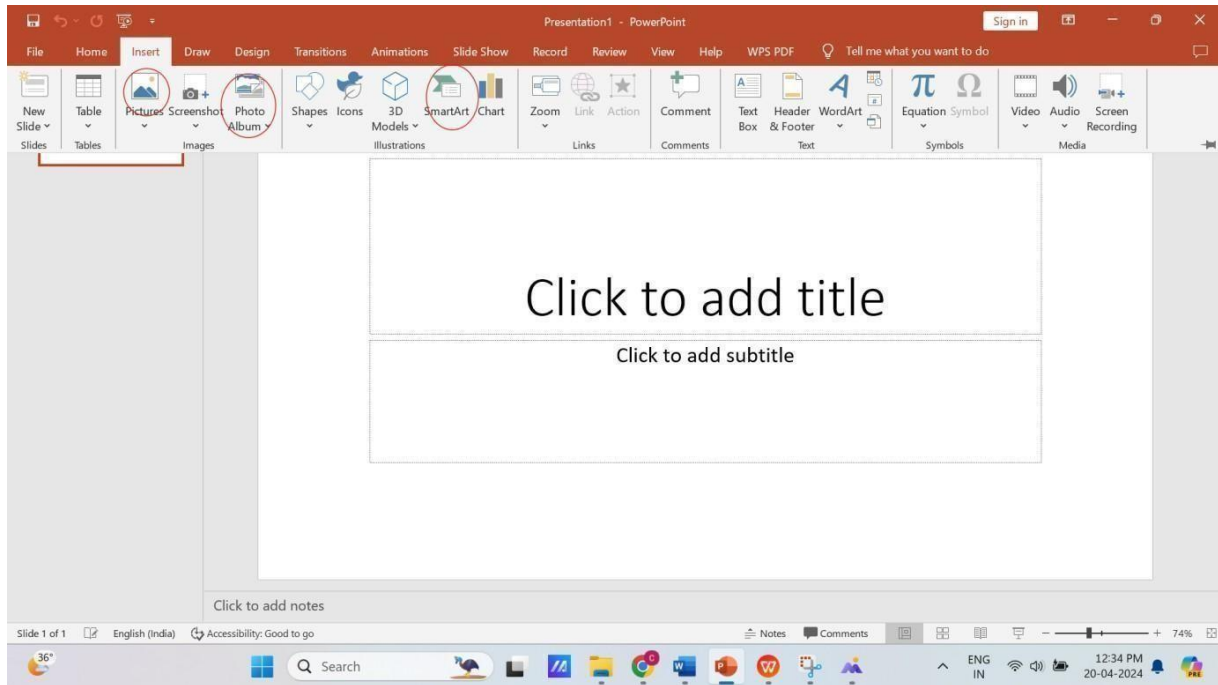
3. Creating and Formatting Slides

- Adding and deleting slides: Basic slide management.
- Inserting text: Formatting text boxes, fonts, and alignment.
- Incorporating visuals: Inserting images, shapes, and icons.
- Applying themes and templates: Customizing the look and feel of your presentation.

4. Enhancing Visual Appeal

- Using colors and fonts effectively: Creating a cohesive design.
- Incorporating multimedia: Adding audio and video files.

- Applying animations and transitions: Engaging the audience with dynamic effects.
- Using SmartArt and charts: Visualizing data and concepts.

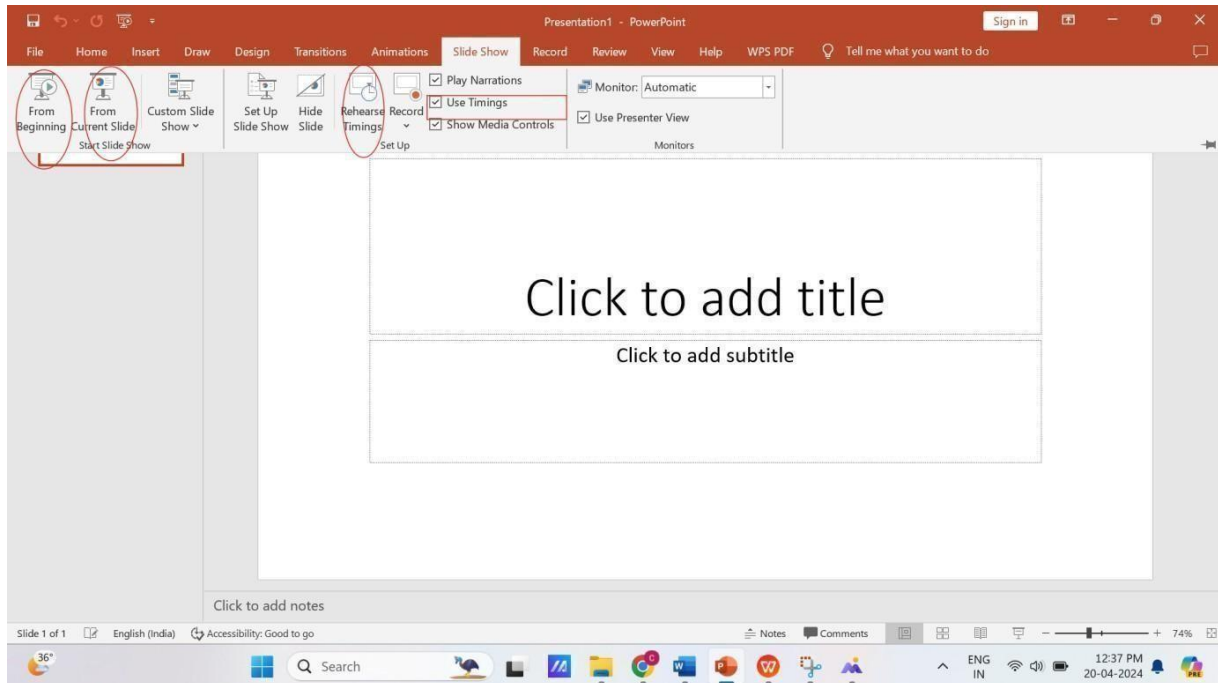


5. Structuring Your Presentation

- Organizing content: Outlining key points and structuring slides.
- Creating a narrative flow: Sequencing slides for clarity and coherence.
- Using sections: Grouping slides for organization and navigation.

6. Mastering Slide Show Delivery

- Rehearsing timings: Timing slide transitions and animations.
- Setting up slide show options: Configuring slideshow settings.
- Delivering presentations effectively: Tips for engaging the audience.



7. Collaboration and Sharing

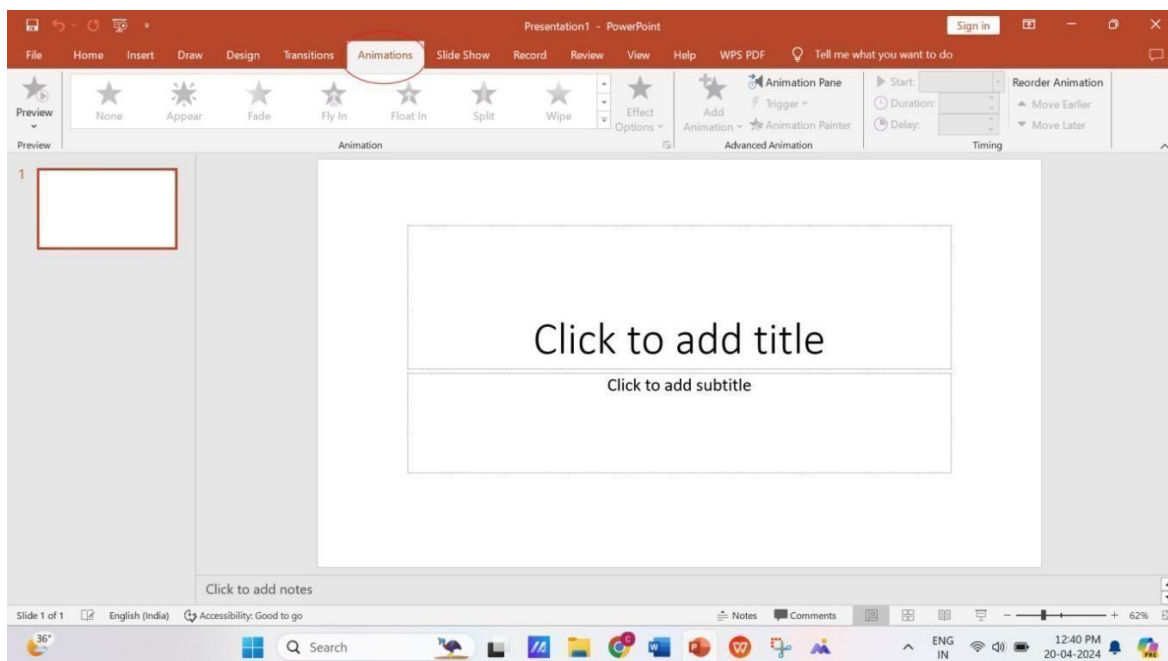
- Sharing and collaborating on presentations: Using OneDrive or SharePoint.
 - Version control: Tracking changes and managing revisions.
- Co-authoring presentations: Working simultaneously with team members.

8. Tips for Accessibility and Inclusivity

- Designing for accessibility: Ensuring presentations are accessible to all.
 - Using Alt text: Describing visuals for screen readers.
- Considering color contrast and readability: Making content easy to understand.

9. Advanced Features and Tips

- Creating custom animations: Fine-tuning animation effects.
- Using slide masters: Standardizing design elements across slides.
- Incorporating interactive elements: Hyperlinks, buttons, and triggers.



10. Q&A and Troubleshooting

- Addressing common issues and questions from participants.
- Providing resources for further learning and support.

Throughout the workshop, participants can engage in hands-on activities, exercises, and discussions to reinforce learning and apply concepts in real-time.

Providing access to additional resources such as templates, tutorials, and best practice guides can support participants in mastering PowerPoint beyond the workshop.



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Ref.No: DYPDS/Lib/Notice/24

Notice

Date: 22/08/2018

All staff members of D.Y. Patil School are hereby informed that a subscription for EBSCO-HOST -DOSS (Online Journals) in E-library has been activated for our Institution. EBSCO online Journals Training Program Organization would be conducted on Tuesday 26/08/2018 at 11.00 am .

All HODs and Staff members are requested to be present at the venue.

Venue: Lecture Hall, 3rd floor, opposite preclinical conservative lab.

Thanking You.

Librarian

Mr. Salim Pathan

Lib In -Charge

Dr. Priyanka Patwardhan

Dean

Dr. Anand Shigali





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Ref.No. DYPDS/Lib/Notice/ 583

Date: 22/08/2018

Training Program Report on EBSCO Host Doss Database

Date: August 26, 2018

Duration: 11:00 AM - 3:00 PM

Speaker: Dr. Rakesh Mutha, ^{Principal}

Overview:

On August 26, 2018, a comprehensive training program was conducted on the utilization of the EBSCO Host Doss Database. The session aimed to equip participants with the necessary skills and knowledge to efficiently navigate and utilize the features of this database for research purposes.

Agenda:

Introduction to EBSCO Host Doss Database: The session commenced with an introduction to the EBSCO Host Doss Database, highlighting its significance in academic and research contexts. The trainers elucidated the database's scope, content, and relevance to various disciplines.

Navigation and Basic Search Techniques: Participants were guided through the interface of the EBSCO Host Doss Database, learning how to navigate through different sections and utilize basic search functionalities effectively. Emphasis was placed on keyword search strategies and the use of filters to refine results.





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Advanced Search Strategies: Building upon the basics, attendees were introduced to advanced search techniques to enhance the precision and relevance of search results. Topics covered included Boolean operators, truncation, phrase searching, and field-specific searches.

Utilizing Special Features: The training delved into the special features offered by the EBSCO Host Doss Database, such as citation management tools, saving searches, creating alerts, and accessing full-text articles. Participants were provided hands-on guidance to utilize these features optimally.

Best Practices and Tips: Throughout the session, best practices and tips for maximizing efficiency and productivity while using the EBSCO Host Doss Database were shared. These included strategies for evaluating sources, saving time during searches, and staying updated with the latest research.

Interactive Sessions:

The training program incorporated interactive sessions to ensure active participation and engagement among attendees. Practical exercises, demonstrations, and Q&A sessions were conducted to reinforce learning and address queries.

Outcome:

By the end of the training program, participants demonstrated a proficient understanding of the EBSCO Host Doss Database and its functionalities. They were equipped with the skills necessary to conduct comprehensive research, retrieve relevant information, and leverage the database's features to their advantage.

Conclusion:

The training program on the EBSCO Host Doss Database held on August 26, 2018, proved to be a resounding success. Participants left with enhanced research capabilities and a deeper appreciation for the resources available through the database. Such initiatives contribute significantly to fostering a culture of research excellence and information literacy within academic and research communities.



