

# R K ENTERPRISES

Bhagirath Palace, Chandni Chowk, Old Delhi - 110006

Ref. No.: RK/CON/2023/1820

Dated: 24/02/2023

To,  
Dr. Tania Gupta,  
School of Education,  
K.R. Mangalam University  
Gurgaon (Haryana)

Subject: Approval of Consultancy Project on Training on  
Constructing Digital Lesson Plan using ICT Tools

Dear Dr. Tania Gupta,

It is hereby informed you that you have been awarded a consultancy project as you applied on "Training on Constructing Digital Lesson Plan using ICT Tools". We hope that your expertise in your area of research and relevant experience may help to contribute to improving the HR environment in our organisation.

We are pleased to approve this project and has agreed to pay consultancy amount of Rs. 2,50,000/-. It will be for a period of 3 months. If looking for any possible extension in consultancy period, the review committee must approve satisfactory progress reports following your review process.

Regards,

For R K Enterprises



Authorized Signatory

  
Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)

**CONSULTANCY PROJECT PROPOSAL**  
on  
**Training on Constructing Digital Lesson Plans Using ICT Tools**

**From:**

Prof. (Dr.) Tania Gupta  
Dean, School of Education  
K.R Mangalam University  
Gurugram, Haryana  
Date:

**Subject: Consultancy Proposal - Training on Constructing Digital Lesson Plans Using ICT Tools.**

Sir/Madam,

We appreciate the opportunity to submit this proposal to provide consultancy services for training on constructing digital lesson plans using ICT tools. We understand the importance of incorporating technology into education and believe that this training will empower educators in leveraging digital tools to enhance their teaching methods and improve student engagement and outcomes.

**Introduction**

ICT (Information and Communication Technology) tools play a vital role in lesson planning by providing educators with innovative and interactive resources to enhance teaching and learning experiences. When selecting ICT tools for lesson planning, it is important to consider the learning objectives, subject matter, student needs, and available technology infrastructure. Integrating appropriate ICT tools can enhance student engagement, promote active learning, and facilitate personalized instruction within the classroom or online environment.

This project proposal aims to organize a training programme comprising of a hands-on-learning experience provided through a series of sessions on various aspects of Constructing Digital Lesson Plans Using ICT Tools.



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This project proposal aims to organize a training programme comprising of a hands-on-learning experience provided through a series of sessions on various aspects of Constructing Digital Lesson Plans Using ICT Tools.

### **Objectives**

The primary objective of this training is to equip educators with the necessary knowledge and skills to create effective digital lesson plans using ICT tools.

By the end of the training, participants will be able to:

1. Explain the pedagogical benefits of incorporating ICT tools in lesson planning.
2. Identify suitable ICT tools for different learning objectives and subject areas.
3. Design engaging and interactive digital lesson plans aligned with curriculum standards.
4. Integrate multimedia resources, such as videos, interactive presentations, and online quizzes, into their lesson plans.
5. Assess and evaluate the effectiveness of digital lesson plans for continuous improvement.

### **Target Audience**

The workshop is designed for school teachers and faculty teaching in various disciplines at the higher education level.

### **Scope of Work**

The proposed training program will cover the following key areas:

#### **1. Introduction to Digital Lesson Planning**

- Understanding the benefits of digital lesson planning.
- Exploring the role of ICT tools in enhancing teaching and learning.
- Familiarizing participants with various ICT tools available for lesson planning.

#### **2. Designing Effective Digital Lesson Plans**

- Aligning digital lesson plans with curriculum objectives and standards.
- Incorporating interactive elements and multimedia resources.
- Structuring lessons for maximum student engagement and participation.
- Adapting lesson plans for different learning styles and abilities.



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### **3. *Selecting and Utilizing ICT Tools***

- Exploring a range of ICT tools suitable for different subject areas.
- Demonstrating the use of specific tools for creating interactive content.
- Providing hands-on practice and guidance on tool selection and utilization.

### **4. *Assessment and Evaluation of Digital Lesson Plans***

- Developing assessment strategies for digital lesson plans.
- Monitoring and evaluating the effectiveness of ICT-integrated lessons.
- Collecting feedback from students for continuous improvement.

### **Resources Required**

1. Venue with appropriate seating arrangements, projector, and internet connectivity.
2. Computers/laptops for hands-on activities.
3. ICT tools and simulation software for participants to explore.
4. Workshop materials, including handouts, guides, and templates.
5. Expert facilitators with expertise in active learning, simulation tools, and science education.

### **Training Delivery**

The training will be conducted over a period of two weeks consisting of a combination of interactive workshops, hands-on exercises, and practical assignments. We recommend conducting the training in a blended format, combining virtual sessions using video conferencing platforms and face-to-face workshops (if feasible).

Our team of experienced trainers will deliver the training sessions, ensuring a participatory and engaging learning experience for all participants. We will provide comprehensive training materials, including manuals, handouts, and access to online resources, to support participants throughout and after the training.

### **Evaluation**

To assess the effectiveness of the training sessions, evaluation techniques such as surveys shall be administered to gather feedback from participants. The survey should focus on participant satisfaction, perceived knowledge gain, skills and competencies in constructing Digital Lesson Plans Using ICT Tools.



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## Timeline and Cost

Based on our understanding of the project requirements, we estimate that the training program will require approximately **10 sessions, each lasting 6 hours** (0900 hrs-1600 hrs, excluding one-hour lunch break). The overall timeline for the training will be **two weeks**. (Monday-Friday only). The cost for the entire training program is estimated at **₹ 2,60,000**.

Particulars	Amount
Trainer's fees (Rs15,000 * 10 sessions)	₹ 1,50,000
Logistics (Rs.2500 * 10 sessions)	₹ 50,000
Reading material/Stationery (Rs.2500*10 sessions)	₹ 25,000
Refreshments (Rs.2500 * 10 sessions)	₹ 25,000
<b>Total Cost</b>	<b>₹ 2,50,000</b>

We are open to discussing and adjusting the proposed timeline and cost to align with your specific needs and budget. We believe in establishing a collaborative relationship with our clients and will work closely with you to ensure the success of the training program.

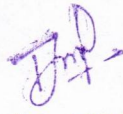
## Next Steps

If you find this proposal aligns with your objectives, we would be delighted to further discuss the details and address any questions or concerns you may have. Please feel free to contact me at **+91 9818469283** or via email at **tania.gupta@krmangalam.edu.in**

Thank you for considering our proposal. We look forward to the opportunity to collaborate with you and contribute to the professional development of educators through this training program.

Sincerely,

Prof. (Dr.) Tania Gupta  
Dean  
School of Education  
K.R. Managalam University  
Gurugram, Haryana

  
Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)



**K.R. MANGALAM UNIVERSITY**  
THE COMPLETE WORLD OF EDUCATION

To

RK ENTERPRISES

AF-10, SR Flora Apartment Near,

Mico Layout, Begur, Bengaluru Urban

Karnataka-560068

Invoice No. : 04/March/2022-23

Invoice Date : 02/03/2023

**Invoice for Corporate Training**

Particulars	Amount (Rs.)
Invoice for services rendered in relation to the corporate training titled "Training on Constructing Digital Lesson Plan using ICT Tools"	2,50,000
<b>Net Amount Payable</b>	<b>2,50,000</b>

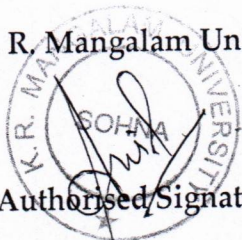
(Rupees Two Lakh & Fifty Thousand Only)


Please make the payment of the invoice by NEFT/RTGS/IMPS as per Bank Detail:

Beneficiary Name : K.R. Mangalam University Account  
No. : 091101000622  
IFSC CODE : ICIC0000911  
Bank : ICICI Bank Ltd.  
Branch : Sohna Bus Stand, Gurgaon

PAN : AAJCS3143G

For K. R. Mangalam University

  
(Authorised Signatory)

  
Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)