

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management.

Dombivli Shikshan Prasarak Mandal's

K.V. Pendharkar College of Arts, Science and Commerce, Dombivli.

Minutes of the Staff meeting held on Zoom Platform at 11.30.a.m. on Thursday, 25th June, 2020.

Agenda of the Meeting: To devise a Mechanism for teaching-learning & Evaluation in prevailing pandemic.

Following Members were present for the virtual meeting:

1. Chairman Shri. P.R.Desai
 2. Advisor.Shri V.V.Dalvie
 3. Advisor Shri Dr.V.N.Magare
 4. I/C Principal Dr.S.S.Mahajan
 5. Sr.Vice-Principal Mr.K.p.Phalak
 6. Vice-Principal Mr.B.T.Shirsath
 7. Vice-Principal Ms.Sneha Vaidya
- & All the teaching Staff of Degree section.

At the outset I/C Principal Dr.S.S.Mahajan Welcomed all the dignitaries and the teaching staff of the College and requested Vice Principal B.T.Shirsath to introduce special invitees of the meeting, Advisors shri V.N. Dalvie & Dr.V.N.Magare.

Meeting was chaired by Mr.B.T.Shirsath, at the beginning for smooth conduct of the meeting chairperson of the meeting gave some instructions to all the present members and explained the following **process of the meeting**.

- Opening remark by Mr. Shirsath
- Discussion- any staff can share views
- Views/Suggestions by Mr. Dalvie
- Conclusion & Resolutions

Mr.Shirsath, updated staff about result declaration and the agenda of the meeting and put forward following **points related to agenda to open the discussion session:**

- What are the options available in online mode of teaching –learning?

- Limitations associated with different options
- Preparations at teachers end
- Reaching out the students
- Monitoring Teaching –Learning
- Any other relevant points.

Opening Remark by Mr.Shirsath:

- Zoom, Google meet, Microsoft teams, Cisco webex for live lectures and for class management Google classroom.
- Preparations at teachers end: Training to teachers to enable them to use all tools of online teaching effectively .Teachers can go for self-learning through YouTube videos.
- Teachers have to start with preparing E-contents of their respective subjects.
- For reaching out to the students Social media platform like Whats app numbe can be made more preferable in admission form and through same students can be communicated effectively for commencement of virtual learning particularly to begin with Google Classroom.
- For monitoring regular teaching learning in virtual mode HODs/C o-ordinators can join Google classroom of their departmental staff.
- Concept of Flipped classroom can be used after 2 to 3 months to overcome the limitations of virtual teaching and learning.

Discussion Session:

Ms.Nilima Gajare

- Suggested about Combination of Google Classroom and Zoom platform and its usefulness.

Ms.Jyoti Sardar:

- Combination of Google Classroom and Zoom

Ms.Bhakti Gandhi:

- Zoom app creates connectivity issues.
- Use of online recorded lectures/PPTs
- Zoom app Viva is not possible for B.com. Students
- Google forms should not be used for evaluation purpose
- Google classroom is not that much effective for interaction part.

Mr.B.T.Shirsath

Mr.B.T.Shirsath

- Proportionately live lectures can be engaged.

Dr.P.Sathe

- Use of Google meets for live lectures

Mr.Pritam Pawar

- Create Videos and upload in the whatsapp group or through YouTube Channels.

Ms.Ashwini Patil

- Use of Google classroom for lectures and sending study materials
- Students and HODs can join the class.
- Viva can be taken through ZOOM app.
- Sharing of YouTube links.

Ms. Megha Patil

- For live session –ZOOM app.
- For recorded session –Google Classroom
- Minimize the time for quiz in case of Google form to avoid unfair means.

Ms.Ashwini Bagkar (conducted TYBAF Lectures in virtual mode.)

- Counselling Session/trial lectures through Zoom .Google form for quiz.
- Connectivity issues in ZOOM app.
- Difficulties in practical sessions./
- Google meet-lectures were conducted smoothly but no option for recording.

Ms.Mansi Bapat (conducted M.Com Lectures in virtual mode.)

- For M.com Lectures Google classroom were used to send unsolved problems.
- Zoom app for live lectures.
- YouTube links for sharing recorded lectures.

Ms.Sangeeta Hirlekar

- Google Classroom is not applicable for practical lectures.
- Zoom app is good for accounting subjects.
- Weekly test should be conducted.

Dr.K. Jagdeo

- We used Zoom and Google meet for lectures.

Dr.Seema Agashe

- Duration of the lectures should be less. i.e 15 to 30 minutes.
- Open ended questions for discussion.
- Use of Google classroom is the best option.
- In Google form time limit should be given and questions can be shuffled.
- Upload pre-recorded videos-TedED app.

Dr.kavita kamath

- Use of Certain websites for virtual labs

Ms.Neha Salagare

- Counselling session can be held initially.\
- Initially lectures should be started only for T.Y.B.com students twice a week.
- Sharing videos through whatsapp
- Need to consider Students who will face Net Issues.

Suggestions & Views of Shri V.V. Dalvie:

1. Teachers must start converting their notes into soft copies and circulate entire notes among the students as facilitator.
2. Start preparing PPTs of different topics
3. Record your lecture, Audio-video preferably.
4. Make a list of ICT backed resources for entire syllabus for circulating among the students and remind them afresh about theses links
5. Since there are various platforms for engaging live lectures, college should not force for using one particular. Teachers can decide about platform in consultations with HODs.
6. Ashwini madam & Seema madam can conduct a crash course of 02 days for staff to introduce them about various e-learning platforms and after crash course detailed training on Google Classroom, Microsoft Teams & Zoom platforms can be given to interested staff members.

Dr. Kavita Kamath can orient science faculty on virtual labs.

7. IQAC can conduct students' Survey on Internet accessibility and must categorize the students into following categories:

- A. Students with full internet access
- B. Students with limited internet access
- C. Students with no internet access

For more focused strategy virtual teaching learning must be planned on the basis of the findings of the survey.

Contact Lectures:

Contact lectures can be started if university ask to do so after pandemic comes under control. For contact lectures students can be asked to adhere the following rules:

1. Students must carry sanitizers with them.
2. Arrangement of Thermal check can be done at the entry point.
3. Students as well staff to must wear mask, goggle/shield and simple hand gloves every time they visit to the college.
4. Sanitizations of classroom and departments must to be carried out on regular basis.
5. Doctors can be consulted for more safety measures.
6. Do not call the entire class for lecture together; divide the class into 2 half, 3 half or 4 half depending upon the strength of the class and schedule contact lectures in a way students will not have to come to the college for more than one time or maximum twice in a week.
7. If we are getting Autonomy
 - Give simple topics for assignments
 - Take final exam only on remaining topics for 60 Marks in 3 different sessions with 1/3 students in every session and gap of 1 hour in between every session
 - .in case of total autonomy annual pattern can be followed.
 - For evaluation open book test can be used.

Practicals

- Use of Virtual labs /Simulations
 - Sharing YouTube links
 - Teachers recorded video while performing practical.
8. T.Y. Lectures should be started immediately..

9. Teachers will have to follow the government guidelines for their attendance in the College.

Mr. D.T.pagare

- We must consider the financial conditions of the students, while making mask and gloves compulsory, Mr. Dalvie on this suggested try to procure safety kits for such students from government sources.
- Wash Basins should be there near the college gate.
- Parents meetings for T.Y.B.A and T.Y.B.Sc can be held only after admissions

Ms.Ashwini Bagkar

- Counselling of Parents through Zoom App

Concluding Session:

Based on the views and suggestions of staff members and Shri V.V. Dalvie following **resolutions** were passed unanimously

- 1) Ashwini madam & Seema madam will conduct a crash course of 02 days for staff to introduce them about various e-learning platforms and after crash course detailed training on Google Classroom, Microsoft Teams & Zoom platforms will be given to interested staff members.
- 2) Dr. Kavita Kamath will orient Science faculty on virtual labs.
- 3) IQAC will conduct Students' Survey on Internet accessibility and must categorize the students into following categories:
 - A. Students with full internet access
 - B. Students with limited internet access
 - C. Students with no internet access
- 4) IQAC on the basis suggestions given by Staff, Shri V.V. Dalvie and findings of Students' Survey must issue comprehensive guidelines to the teaching staff about virtual teaching-learning & evaluation in prevailing pandemic.
 - Shri Dr.V.N.Magare, Advisor of the management could not continue the meeting due to connectivity issue at his end.
 - A technical aspect (Zoom Platform) of the Meeting was managed by Ms.Reena Sonawane, the Secretary to the Chairman.
 - Mr.B.T.Shirsath proposed a formal vote of thanks to all the attendees at the end of the meeting.

(B.T.Shirsath).

Dombivli Shikshan Prasarak Mandal's

K.V. Pendharkar College of Arts, Science and Commerce, Dombivli

IQAC

Report of Students' Survey on Internet Accessibility

Objective of the survey: This survey was conducted to find out Students accessibility to internet service, which is fundamental necessity for successful virtual teaching-learning. Findings of the survey will enable college administration in planning smooth and student friendly virtual teaching learning.

Methodology: Structured questionnaires consisting closed ended dichotomous and multiple choice questions were administered to the first and second year students of all the aided as well as self-financed programs. Program wise separate Questionnaires, were developed in Google forms to obtained students response. Total 1715 students were approached and they were asked about internet accessibility at their end and availability of IT devices to use internet service.

Findings:

Sr. No.	Program	No. of Students Participated	Internet Accessibility			Availability of Device			
			Full	limited	No	Smart-phone	Laptop/PC	Both of the given	None of the given
1.	B.A.	245	85(34.5)	157(64)	3(1.22)	194(79.3)	08(2.9)	43(17.5)	
2.	B.Com.	622	168(27)	435(69.9)	19(3.1)	540(86.8)	07(1.1)	65 (10.5)	10(1.6)
3.	B.Sc.	214	65(30.3)	145(67.7)	4(1.7)	186(86.9 1)	05(2.34)	23(10.74)	
4.	Bio-Tech	78	27(34.6)	50 (64.1)	1(1.3)	61(78.2)	02(2.6)	15(19.2)	
5.	CS	83	33(39.8)	47(56.6)	3(3.6)	44(53)	03(3.6)	36 (43.4)	
6.	IT	33	11 (33.3)	22(66.7)		16(48.5)	01 (3)	16 (48.5)	
7.	B&I	143	53(37.3)	87 (60.8)	03 (2.1)	121(84.6)	01(0.7)	21(14.7)	
8.	BAF	200	66(33)	132(66)	02(1)	172(86)	02(1)	26(13)	
9.	BMS	97	46(47.4)	50(51.5)	1(1)	76(78.4)		21(21.6)	
10	Total	1715	554 (32.3)	1,12 (65.6)	36 (2.10)	1410 (82.2)	29 (1.7)	266 (15.5)	10 (0.6)

Conclusion:

Above data reveals that majority of the students (97.90%) have access to the internet service and the percentage remains more or less same (in the range of 96 to 99 %) across all the programs offered by the college.

Data also indicates that 99.4% students have IT devices (i.e Smartphone/laptop/PC) with them to use internet service and 0.6% students belonging to B.Com. program don't have any of the IT device.

B.T.Shirsath

Co-ordinator

IQAC

Questionnaire Used For the Survey:

Students' Survey on Internet Access

Dear Students,

College is planning to start virtual teaching-learning for you from the academic year 2020-

21. To make virtual teaching learning smooth & student friendly, please provide your following details:

1. Full Name: _____

(Starting with surname)

2. Class (First/Second Year in A.Y.2019-20): _____

3. Roll. Number (A.Y.2019-20): _____

4. Contact Number: _____ (Preferably Whatsapp)

5. Valid email. Address _____

6. Internet Connectivity/Access at your end: (Please select any one from the following options.)

A. Full Internet Connectivity (Unlimited Mobile/Wi-Fi Data)

B. Limited Internet Connectivity(Limited Mobile/Wi-Fi Data)

C. No Internet Connectivity

7. Which of the following devices you have with you?

A. Android/ iOS Smartphone

B. Laptop/PC

C. Both of the Above

D. None of the Above

Date: 27-06-2020

Dombivli Shikshan Prasarak Mandal's
K. V. PENDHARKAR COLLEGE OF ARTS,SCIENCE AND
COMMERCE,DOMBIVLI
INTERNAL QUALITY ASSURANCE CELL

Organizes

Three days Professional Development Programme

**Crash Course in Tools & Techniques for virtual
Teaching-Learning**
On 29th, 30th June and 1st July 2020

Objective: To orient faculty members with virtual mode of Teaching-learning.

Desired Outcomes: After completing this crash course faculty members will come to know

1. What are E-contents (Study Material)?
2. What are the online platforms (Apps/Softwares) available for sharing e-contents with students?
3. How to engage live lectures?
4. How to conduct an online exam?

Online education has now become a necessity in this pandemic. We are here to help you in making your online teaching easier. Let us understand various Softwares/Apps available for online teaching-learning process and various forms of e-contents:

1. E-contents (Study Material)

- Notes in the form of Microsoft word document / PDF
- PPTs
- Images
- Videos
- Links (youtube/any other video link, any blog link, website link, Google drive link etc)

2. Platforms (Apps/Softwares) for sharing e-contents with students:

- **Google Classroom**
- Edmodo
- Schoology

3. Video conferencing app (for conducting live lectures)

- **Zoom**
- Google meet
- Microsoft Teams

4. Video based lesson

- **TedEd**
- Edpuzzle
- Flipgrid

5. Collaborative bulletin board

- Padlet
- Trello

6. Tools for Online Assessment:

- **Google Forms**
- **Testmoz**
- Quizziz
- Kahoot
- Plickers
- MTestM

From the above list we will be covering a few apps which will be helpful to all of us for online teaching. So here is a schedule of our crash course.

Schedule of the Course:

Day 1: Monday 29th June 2020

Morning 8 am- We will be sharing training videos for **Google Classroom** and **TED-ED**. All are expected to go through shared contents before 3 pm.

Afternoon 3:30 pm- We will conduct a short quiz based on contents shared in the morning.

Day 2: Tuesday 30th June 2020

Morning 8 am- We will be sharing training videos for **Google Forms, Zoom** and **Testmoz**. All are expected to go through shared contents before 3 pm.

Afternoon 3:30 pm- We will conduct a short quiz based on contents shared in the morning.

Day 3: Wednesday 1st July 2020

Morning 11am to 12pm - Live lecture on Zoom App and the topic is **“Practical session through Virtual Lab”**

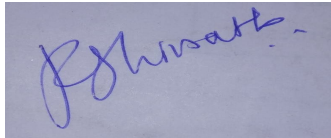
Afternoon 3pm to 5pm- Live doubt solving session on Zoom App.

Note:

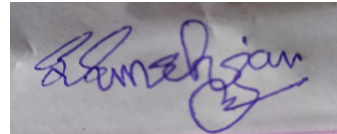
1. The degree college faculty members are required to register for the course by filling the registration form.

Registration form link: <https://forms.gle/8BnTyHAQbZk8eWrb6>

2. As per schedule video links, quiz links and zoom meeting links will be shared on "**KVP Professors**" WhatsApp Group.
3. The participants will receive an e-certificate after successfully attending the entire programme.



(Mr. B.T. Shirsath)
IQAC Coordinator



(Dr. S. S. Mahajan)
I/C Principal