



Rayat Shikshan Sanstha's

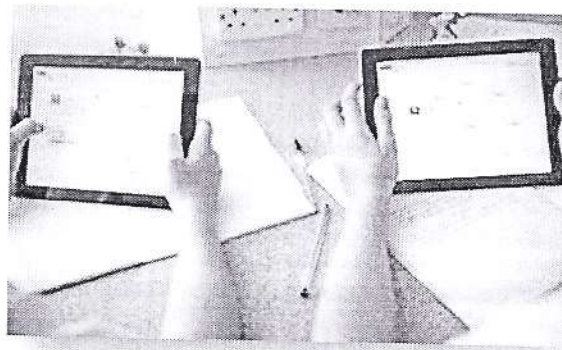
**KARMAVEER BHAURAO PATIL MAHAVIDYALAYA,
PANDHARPUR, DIST. SOLAPUR**

(Autonomous)

(Affiliated to Punyashlok Ahilyadevi Holkar Solapur University, Solapur)

Internal Quality Assurance Cell

Policy of Teaching Learning and Evaluation



2020-21

PREAMBLE:

As the pandemic of COVID-19 is a big challenge in the world and in our country. To cope up in the current situation of pandemic of **COVID-19** and subsequent lockdown, we have been changing our regular teaching learning process. In this situation, we decided to adopt online teaching learning method by using available resources of Information and Communication technology (ICT) and IT infrastructure.

Online and partial online methods will be used for teaching process. Delivery of online lectures through video conferencing tool and recorded lectures will be implemented 50:50 %. To execute it properly we are making a policy. The statements of the policy is framed to taken into consideration the varied economic and social background of students. The policy document will be mandatory for all the teaching staff and stakeholders of our college.


PRINCIPAL,
KARMAVEER BHURAO PATIL
MAHAVIDYALAYA, ANDHRA PRADESH

POLICY STATEMENTS/GIST:

1. Systematic Time table for online classes
2. Immense of Classes
3. Formation of classwise messaging group
4. Delivery of online lectures
5. Lecture halls for online classes
6. Technical committee
7. Online teaching monitoring committee
8. Partial online
9. Evaluation of student performance
10. Code of conduct for students

DETAILS OF POLICY:

1. **Systematic Time table for online classes:** Time table committee has to prepare classwise time table. As per the guidelines of MHRD, students will not be engaged for more than 3 hours per day. 10 minutes break between two consecutive periods will be allowed.

Eg: Time table of B.Sc. III Zoology

Type	Time	Day					
Online		Mon	Tue	Wed	Thu	Fri	Sat
	12.28-1.16	Zoo	Zoo	Zoo	Zoo	Zoo	Zoo
	1.16.2.04	Zoo	Zoo	Zoo	Zoo	Zoo	Zoo
Partial online		Video link Zoo	Video link Zoo	Video link Zoo	Video link Zoo	Video link Zoo	Video link Zoo
							Online Quiz

2. **Immense of Classes:** All classes of UG (IInd and IIIrd Year), PG (IInd Year) will be immensed from August 2020 and UG & PG (Ist) from September 2020.
3. **Formation of classwise messaging group:** For instant communication with students, each department has to appoint contact person who should form the classwise group on whats app/Telegram.

Duties of classteacher and contact person:

- a. Each contact person has to form classwise groups of students on whats app/Telegram in the capacity of admin.
 - b. He/She has to create a daily meeting on '**Google meet**' by using departmental/classwise g-mail account. The link and password of meeting should communicate with students through whats app/Telegram.
4. **Delivery of online lectures:** As per the time table online lectures will be delivered through video conferencing tool '**Google meet**'. Teacher can use the blackboard or PPT while delivering lectures. PPT should have minimum 5 bullet points in one slide. Maximum use of infographics, graphs and charts is expected. Students have different learning styles, so teacher should take into consideration these learning styles and prepare weekly plan.
 5. **Lecture halls for online classes:** Well-equipped lecture hall is essential for online classes. It must have regular supply of electricity, strong connectivity, tripod stand, laptop, mic, Bluetooth headset etc. In the faculty of science, last year classes will be delivered from their respective laboratories. Classes of 2nd and 1st year will be delivered from specific halls.
 6. **Technical committee:** Technical committee headed by IT expert will help to teachers if any problem encountered during online lecture.
 7. **Online teaching monitoring committee:** Online teaching monitoring committee headed by senior most professor will monitor the lectures. This committee will also take a review from all Heads of department at the end of week.
 8. **Partial online:** In the partial online recorded video lectures of teachers will be provided to students. Student must watch these videos, as per the convenient time of students during the said day. Apart from the recorded video lectures, teacher should share e-content with students.
 9. **Evaluation of student performance:** At the end of week, subjectwise online quiz will be organized. It is mandatory for students to attend and solve the quiz. Assigning task will be a motivating for students. If a class is having more subject that time alternately quiz has to organize. Weightage of online quiz will be of (10-20 Marks).
 10. **Code and conduct for students:** Students should follow the code and conduct designed by college for the online teaching, learning and evaluation.