

KABI JOYDEB MAHAVI DYALAYA

Estd.-2007

A Govt-aided College Affiliated to the University of Burdwan
ILLAMBAZAR, BIRBHUM, PIN-731214, Email:kjmahavidyalaya@gmail.com
College Code-314 Website-www.kjmahavidyalaya.co.in

Ref. No. Nil

Date: Nil

Online Meeting of the IQAC

Date-09.08.2020

Mode-Online (Via Google Meet)

Link: meet.google.com/nro-dvka-mjj

Time: 11.00 am to 12.35 am

Members Present:

1. DR MAHADEV DEWASHI-Principal & Chairman of the IQAC
2. PROF BHARAT DAS-Head, Dept. of Bengali
3. PROF. RUNA LAYLA-Head, Dept. of Education
4. PROF. AKRUR SARDAR- Head, Dept. of History
5. PROF. FATEMA MALLICK- Head, Dept. of Philosophy
6. PROF. SAIKAT BISWAS- Head, Dept. of Political Science
7. PROF. PRASUN BANERJEE-Coordinator, IQAC

Resolutions:

1. Following the instructions received from the Department it has been decided that classes for Semester-3 and 5 would start from 17.08.2020. Before that every department would prepare a weekly routine for themselves in consultation with the faculty members and students. For the preparation for routine for online a general guideline has been prepared and all departments are requested to follow them as far as practicable. They are:
 - a) Considering the practicality of situation and crisis of proper internet services for the students, three (3) hours of direct teaching per week in online mode for every 6 credit courses and 1 hour of the same for 2 credit courses are prescribed. The rest of the time should be used by the teachers in discussing, counseling or providing tutorial assistance to the students. This should be taken as the standard guideline till the College reopens or further guidelines are issued regarding this.
 - b) Considering the above mentioned formula, a minimum of total 13 classes for Sem-3 and 19 classes for Sem-5 has to be arranged(except Department of English which has to arrange a minimum of 16 classes for Sem-3 including the language classes). However, departments teaching only general course students are requested to abide by the traditional six credit formula as they have no honours course students to teach.
 - c) Three time zones are prescribed for arranging the classes-the early morning session (from 7.30-9.30 am), the mid morning session (10.30am to 12.30 pm) and the afternoon session (2-5 pm). However, departments and individual faculty members are allowed the flexibility to conduct the classes as per the convenience of the students.

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- d) Records of the classes taken have to be kept and sent to the HOD every week. The HODs would then prepare a weekly report of classes taken and student participation in prescribed format and sent it to the IQAC. Links of online classes in the form of meeting ids, screenshots of the classes have to be preserved for necessary citation.
2. Classes taken via Google Meet/Skype/Zoom/Teamlink/Webex or any standard online meeting platform would only be considered as direct teaching. Considering the unavailability of smartphones among many students, teleconferencing would be also be considered for direct teaching purposes. Uploading of video and audio classes on youtube would accepted as modes of direct teaching and a half an hour upload would be treated as equivalent to one hour of direct teaching. For indirect teaching, materials upload in WhatsApp groups or College website or Google classroom or via mail will be accepted.
3. After through discussion of the matter of copyright and IPR, it has been decided that photocopies of books or excerpts from website can not directly be uploaded to the College website; only links to important materials may be given there. Only materials prepared exclusively by the individual teachers following proper rules of documentation would be uploaded to the College website.
4. To maximize the participation of the students to the online classes, it has been decided that a notice regarding the starting of the classes along with the whatsapp number and the email ids of the teachers would be provided so that the students can contact them. The notice would also be spread through known whatsapp groups. Principal and HODs are requested to help regarding the collection of the contacts of the faculty members.
5. All the faculty members are requested to regularly use powerpoints and other online devices like online quizzing, students seminars to make learning varied and attractive.

With no more agendum to discuss, the meeting ended with vote of thanks to and from the chair.

Sd/-Convenor, IQAC

Sd/-Chairman, IQAC