



Date: 11 May 2020;
Time 6:00Pm-9.00 pm

Minutes of Meeting held on 11/05/2020
(Conducted using Zoom meet)
(Advisory Guidelines for online teaching during academic year 2020-21)

Agenda:

1. Load Distribution for Semester-I of academic year 2020-21
2. Planning and content development for online teaching for FE,SE,TE,BE in AY 2020-21
3. Exam form filling as per SPPU circular if received and conduction of exams as per the expected guidelines from SPPU.

Minutes of Meeting:

1. Students who have not filled examination form, they should fill as per news published in newspaper, after receiving the circular from SPPU regarding the same and that activity should be completed in time.
2. HODs to collect Draft copy of SE syllabus for 2020-21. (Structure and title of subjects/syllabus)
3. Workload should be Distributed to teachers from FE-BE for Semester-I of 2020-21 considering preferences, expertise, and requirements of students (from FE to BE).
4. Subject distribution must be completed on or before 20th May 2020.
5. Subject teachers should prepare online teaching material for respective subjects after load distribution.
6. Online teaching material should be prepared for Theory and practical as per guidelines and it should be uploaded and delivered effectively on MOODLE/through Zoom lectures or Google meet etc.
7. The entire online teaching should include theory and practical and continuous internal assessment through MOODLE, Whatapp etc based on tests, assignments, quiz, presentations etc.
8. All departments should prepare academic calendar starting from 1 June 2020 till the date of conclusion of teaching as recommended by SPPU.
9. Online activities should be carried out as per well-defined time table.
10. Dean academic should conduct weekly meeting with Department academic coordinator from 1 June 2020 to review the online teaching activities and submit the report to respective HODs and Principal.
11. HODs should conduct weekly meeting with Department academic coordinator and department teacher from 1 June 2020 to review the online teaching activities and submit the report to Principal.

Content Development for online teaching:

For effective implementation of academic activities the contents to be developed by subject teachers are enlisted below based on the discussion during Zoom meeting.

Theory:

1. Unit wise notes should be prepared by respective subject teachers keeping in mind the quality parameters.
2. Topic wise video for 10 to 12 minutes duration on each topic from the units of the subject.



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Founder Secretary

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Principal

3. Number of videos to be prepared per unit shall be at the discretion of the respective subject teachers depending on the subject and necessity of video lectures and their effectiveness.
4. Elaborated PPTs supplemented with topic wise short video/animations should be prepared
5. Animated videos can be used (if readymade: courtesy mentioned)
6. Webinars should be arranged by utilising Zoom, Google meet etc.
7. NPTEL videos relevant to the topics only be suggested to students by putting links on MOODLE. (https://swayam.gov.in/nc_details/NPTEL)
8. AICTE-Free e-Learning Resources on ELIS portal for Students , URL: <http://free.aicte-india.org>
9. For mathematical subjects: elaborated notes and stepwise solved problems must be prepared so that students can easily understand by reading/ practicing. (put the ref so that , they can also go through the same)
10. Provide the website link from where students can download E-Books or upload link on Moodle.
11. Any extract of e-material available in typed form to be also be uploaded on MOODLE.
12. Insist students to go through the MOOCs available and Give the link for specific topic.
13. Creation of BLOGs by faculty members to provide learning material to the students.
14. Guidelines be given to students to make use of free webinars, schemes available through AICTE.

Continuous internal evaluation (CIE):

For continuous internal evaluation direct and indirect tools should be used. In this connection respective departments should prepare the time slots for evaluation through direct and indirect methods. All evaluation process should be well documented by Dean, DAC, Subject teachers and HODs. It is suggested that the continuous internal evaluation should include.

1. Preparation of Question bank unit wise for all subjects by respective subject teachers.
2. Assignments should be prepared unit wise and assessment process must be followed on MOODLE.
3. Conduction of tests and re-tests based on the assignment questions.
4. Result analysis after each evaluation activity.
5. Type of questions shall be as per awaited SPPU guidelines.
6. Online presentation /quiz competitions/mini project

Conduction of Practical's:

If it comes to condition of online practical's, the following options/means can be adopted depending upon the subject.

1. Advise students to install free software on their mobile/PC to carry out the practical assignments/tasks given by subject teachers and also for online teaching. (Particularly for computer and IT departments)
2. Use of Virtual lab should be explored for core branches like ETC, Mechanical and Electrical and subject teachers/HODs should submit proposal for approval of necessary funds for subscription of such virtual labs. (e.g.: <http://www.vlab.co.in/>); Just go through it
3. Proposal for approval of necessary funds for Conduction of webinar for students by Industry expert/ academician as per industrial requirement should be prepared by all departments and submitted for further actions.
4. Utilization of FOSSEE (Free/Libre and Open Source Software for Education).
5. Mock orals on telephone after conduction each experiment and its formatted documentation.
6. On line Internship (<http://www.internship.aicte-india.org/>)
7. Internshala (<https://internshala.com/internships/internship-at-AICTE>,
https://trainings.internshala.com/?utm_source=internshala-menu-dropdown-FTUD1)



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Employability skill development activities by Training and Placement Cell

1. Training and Placement Officer and TPCs should conduct online seminars/training programs online possible batch wise and adopt a evaluation process to measure the outcome.
2. TPO should prepare the schedule of activities for FE/SE/TE/BE in consultation with all HODs and TPCs on or before 30 May 2020.
3. Updates should be given to students regarding all types of free training activities conducted by industries may be as CSR activities.
4. TPO should see that all programs conducted should be based on CSR activities and paid activities should be avoided.

Above guidelines are advisory emerged through the meeting held. However all HODs and teachers are most welcome to suggest/use any innovative methods/means to implement the curriculum in an effective manner from time to time as and when they come across such online teaching techniques/methods which are not mentioned in this document of online teaching guidelines.

Attendee:

Principal; Dr. T.K. Nagaraj
Dean Academics; Dr. A.L. Wanare
HOD Mech; Prof. P.V. Jatti
HOD E&TC; Dr. Yogesh Anagal
HOD ELECT; Dr. N.N. Ghuge
HOD Comp; Dr. Gayatri Bhandari
HOD IT; Prof. Ankita Tidake
FE HOD; Dr. Prafulla Sharma
ALL DACs of respective Depts. and FE
Moodle Coordinator of Institute
Moodle coordinators of respective Depts.



Dr. T.K. Nagaraj

Principal
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