



COMMUNITY COLLEGE OF SKILL DEVELOPMENT (CCSD)

Subject: Regarding adoption of Online Teaching Learning Methodology in CCSD for upcoming semester.

In view of ongoing pandemic due to spread of COVID-19, it has been decided to adopt '**Online Teaching Learning Methodology**' from 20th July, 2020 in CCSD. In order to finalise the Teaching Learning Processes and evaluation system for the upcoming semester, following provisions are to be adopted:

1) Effective Teaching Learning Methodology for theory

An effective teaching learning process is to be adopted by means of an effective online platform and strategies for theory classes.

- a) Discussing the content by just speaking as in class.
- b) Discussing by sharing PDF, PPT & Notes (by Sharing Screen).
- c) Writing on a board physically and student seeing that through video (online).
- d) Pre-recording own lecture (by using a software) and showing it to the students and taking doubts in between.
- e) A mixed blend of above is to be used in the best interest of the students.

2) Effective Teaching Learning Methodology for laboratories

An effective teaching learning process is to be adopted by means of an effective online platform and strategies for laboratories:

- a) Explaining the theoretical concepts related to practical.
- b) Use of Virtual Labs.
- c) Performing the simulation / MAT Lab / Software based experiments.
- d) A part of lab syllabus may be covered as far as possible.

3) Time-Table

- a) There may be five classes in a day.
- b) Maximum three lectures and two Lab Classes.
- c) Duration of lectures should be 50 minutes.
- d) There should be break of 10 minutes in between each class.
- e) Time Slot are to be fixed as follows:
9:00 am – 9:50 am, 10:00 am – 10:50 am, 11:00am – 11:50 am, 2:00 pm – 2:55 pm and 3:00 pm – 3:55 pm
- f) The mechanism is to be started from 20th July, 2020 and continued till the end of October/November, 2020.
- g) Based on the situation, actual lab classes may be conducted in the month of October / November, 2020.

4) Continuous Evaluation Process

- a) Six Online MCQ's / Partial Subjective tests are to be conducted out of which best five will be considered for final evaluation. The test will be conducted after an interval of 15 days. Course Coordinators keep the record for the same.
- b) Four Assignments will be given to the students for evaluation.
- c) Attendance must be taken on regular basis.
- d) There will be end semester exam in the end of current semester.

5) Feedback

At least two feedbacks should be taken from the students during the semester to understand and address their problems. Course Coordinators are required to keep the record for the same.

NODAL OFFICER

PRINCIPAL