

# SHRI BINZANI CITY COLLEGE

Umrer road, Nagpur

## ICT Use in Teaching -Learning Process

1. **Policy Title:** The policy delineates the platform and the methods of including ICT in the Teaching - Learning Process.

2. **Policy Objectives and Purposes:**

- ◆ To combine innovative techniques of teaching along with traditional teaching to develop global competencies in students.
- ◆ To have a systematic cohesive plan of teaching through ICT incorporated in the Lesson Plans.
- ◆ To provide a common LMS to all the teachers for delivery of content.
- ◆ To encourage MOOC, Moodle Courses introduced during the year.
- ◆ To create a database of the various ICT tools the teachers have used while teaching throughout the session.

3. **Policy Scope:**

- i. The policy is

4. **Step by step process involved:**

- i. To train the interested teachers to create content for MOOC/Moodle Courses and work on LMS.
- ii. To prepare modules for MOOC, Moodle courses before the session begins.
- iii. To enrol interested students by the third week of July in the online course.
- iv. To conduct an orientation for the students to acquaint them with the platform.
- v. To conduct online classes for the students and collect assignments in the stipulated time period.
- vi. To keep a record of the evaluation of all the online assignments given to the students.
- vii. The students should be given certificates after successful completion of the course.

5. **Guidelines:**

- The HoDs should invite proposals for starting MOOC, Moodle Online Courses by the faculty before the beginning of each session.
- No fees should be charged to the students for the online course.



- All the faculties should prepare a well-organized Lesson Plan with details of pedagogy to be used, and submit it at the beginning of each session to the IQAC through the HoD.
- To have consistency in the teaching-learning process, a common ICT platform must be chosen for all the teachers.
- The permanent faculty, Adhocs, CHBs and the Contributories should be given training to work on the ICT platform. The training should also be extended to include the students.
- The teachers should upload the recordings of the various online lectures conducted by them on their personal websites for access to students.
- A systematic database must be created and maintained by the HoDs of the lectures/presentations/activities conducted by the faculties. A consolidated report of the same must be submitted to the IQAC Criterion III head.
- A Feedback of the ICT enabled teaching-learning process must be taken from the students at the end of each session.

**6. Terms and conditions:**

- The students should be asked to sign an undertaking before enrolling them in the online MOOC/Moodle Course. The Undertaking should be for compulsory and successful attendance, and output. If a student fails to attend the lectures or does not submit the assignments on time, he or she should not be certified by the institute.
- If a teacher fails to complete the course in the session, he or she should continue the course in the next session. There should be no compromise with the content or the quality of the course.
- Strict action must be taken against the teacher/clerk if found charging the students fees for the course.

**7. Outcome:**

- i. The students would be able to learn at their convenient time and place, free of cost.
- ii. The course lectures would be recorded. The recording can thereby cater to the other students also at a later date and time.
- iii. The students would get certificates after successful completion of the course thereby adding weightage to their biodata.

**8. Outcome measurement parameters and Period of measurement:**

- ✓ Feedback of the students through Google Forms and Viva Voce.
- ✓ Better University Results
- ✓ Increase in the employability of the students.



Period of measurement: Every year

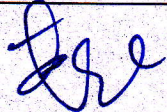
9. Policy execution responsibility rests with: Dr Pranjali S Kane

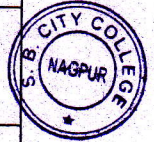
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10. Review to be made by: Principal & Vice Principal

11. Review frequency: At the beginning of each Semester.

Approved by:

Name	Signature	Date
Dr Sujit Metre Principal		23.07.2021
Dr Pranjali Kane Coordinator, IQAC	<u>PSKane</u>	23.07.2021



Document updates	Date
Policy Date	23.07.21
First Revision	
Second Revision	

