Best Practice I

Title: Online Teaching and Learning

Objective: To continue the teaching-learning programmes of the college and keep the academic progress of the Institution unhindered during the Pandemic times.

Context: The Covid 19 Pandemic started from March 2020 in full vigour. All offline activities pursued by all academic and non-academic institutions had to be forcefully brought to a standstill due to the rising anxiety about the same.

Practice: An online/remote teaching-learning practice had to be introduced for the successful running of the academic institution. All administrative and faculty meetings were conducted online. All teaching and non-teaching staff were introduced to ICT tools and techniques to help them adapt to the online operational methods of official work. Online classes were held following the original CBCS syllabi and stipulated credit hours. Online examinations were conducted and answer-scripts were checked online and the semester marks were also uploaded to the university portal. The college created separate committees for holding the online university examinations and the marks upload process successfully. Training programs were done to train the teaching staff in pdf editing soft-wares for answer-script correction online.

Outcomes: Regular online lectures, administrative and academic meetings and frequent webinars were held in all the different departments. Online lectures were delivered by different national and international speakers in the different departments. An ICT workshop was organised by the IQAC for all the teaching and non-teaching staff of the college for providing training in Google tools for successful implementation of online teaching-learning and administrative work. Other webinars and lectures along with the regular time-table determined class lectures and overall teaching-learning as well as the administrative work of the institution remained unhindered amidst the difficult pandemic constraints. The departments organised a number of national and international webinars to keep the students motivated during this hiatus in the offline teaching and learning processes. Some of these webinars were as follows:

- Department of English: An international webinar series on Epidemics, Body and Medicines: Inquiries through Literary and Cultural Texts; 13th, 14th and 15th June 2020.

- Department of Political Science: A State-level webinar lecture series on "Politics in Pandemic Times" held on 17th and 22nd June, 2020

- Department of Geography: 5 days Online GIS-GNSS evening Workshop 10.2.20 to 14.2.20

- Department of Psychology: Two-day long Online Lecture Series and Interactive Sessions with Students and Parents - The Perception of Confinement: Psychological Connotations across Generations 17th and 18th June 2020

- National Seminar on Bio-Psychological and Philosophical Perspectives to Death Anxiety held on the 9th and 10th of July, 2020

- Department of Philosophy and Bengali: State-level Webinar on Feminism: Issues and Concerns through the Glasses of Philosophy and Literature on 30th June 2020.

- Department of History: A State level Webinar on "Public Health, Epidemics and State: A Legacy of Colonial Bengal 27th June, 2020

- NSS Unit 1 Webinar- "An Approach to Management of Monsoon Fever with Special Reference to Dengue and Covid 19" held on 17th August, 2020 and conducted by the eminent virologist Dr. Amitabha Nandy, formerly associated with the School of Tropical Medicine, Kolkata

Problems: Internet data crisis was a predominant issue faced by the students of the institution. The rigour of the online classes also sometimes could not be met by all the students due to disadvantages at their home fronts, very prominently being lack of space, lack of infrastructural facilities often lacking in remote areas of residence.

THE INTERNAL QUALITY ASSURANCE CELL
GOKHALE MEMORIAL GIRLS' COLLEGE

offers

"DEVELOPING SKILLS THROUGH ICT TOOLS AND TECHNIQUES"

A Workshop & Training Programme for the Professional Development of Faculty and Administrative Staff

02.07.2020 to 04.07.2020

Programme Content & Schedule

Date	Time	Topic	Resource Persons
02.07.2020 (Thursday)	11:00 am - 1:00 pm	*Topic 1*: Google Drive Tools: Basic Google Form, Google Docs, Google Sheet & Google Slides, Google Classroom Create & Join Only	Dr. Manash Kr. Baidya Sri Biprateep Mandal (Technical Assistant)
	4:00 pm - 6:00 pm	*Topic 2* : Basics of Google Form & Preparation of Online MCQ test and evalution	Mr. Chandan Roy Sri Biprateep Mandal (Technical Assistant)
03.07.2020 (Friday)	11:00 am - 1:00 pm	*Topic 3* : Google Classroom and Documentation related to NAAC	Dr. Indrajit Chakraborty Sri Somnath Dutta (Technical Assistant)
	4:00 pm - 6:00 pm	*Topic 4* : Creating Class Lecture Video (Capturing and Editing) and Uploading for online access, Youtube Live	Md. Rafiqul Alam (Librarian) Mr. Kankan Sarkar
04.07.2020 (Saturday)	11:00 am - 1:00 pm	*Topic 5* : Personal Website Development, E-learning Module Development	Mr. Chandan Roy Mr. Kankan Sarkar
	4:00 pm - 6:00 pm	*Topic 6* : Collaborative work: Online Central or Class Routine preparation, Online AQAR preparation, Online Class Attendance & Administrative work, IQAC work related to NAAC evaluation	Dr. Manas Kr. Baidya Sri. Somnath Dutta (Technical Assistant)

The Faculty and Administrative Staff of all Higher Education Institutions are cordially invited for participation.

The Resource Persons & Trainers

Mr. Chandan Roy,
Assistant Professor
Dept of Political Science,
Malda College

Sri Biprateep Mandal,
Technical Assistant,
Malda College

Dr. Manash Kr. Baidya,
Principal,
Malda College

Sri. Somnath Dutta,
Technical Assistant,
Malda College

Dr. Indrajit Chakraborty,
Assistant Professor,
Dept. of Chemistry,
Malda College

Mr. Kankan Sarkar,
Assistant Professor, Dept. of
Mathematics & Coordinator
Dept. of Computer Science &
Applications, Malda College

Md. Rafiqul Alam,
Librarian (Sr. Scale),
Malda College

Organising Committee (IQAC):
Chairperson :
Dr. Atashi Karpha, Principal
Gokhale Memorial Girls' College
Kolkata
Dr. Sanchita Sen (Co-ordinator),
Dr. Ivy De,
Dr. Ballari Ray Chaudhury,
Dr. Goutam Mahata,
Dr. Nabamita Chakraborty,
Dr. Saurabh Niyogi

Registration Process & Details

➢ Online Platform - Google Meet.
➢ Meeting link will be sent through e-mail / Whatsapp.
➢ Participation shall be restricted to 150 on a First come-First serve basis.
➢ E-certificate of participation will be provided on successful participation and submission of Feedback Form.

➢ Registration Fees - Rs. 250/-
➢ Participants would be required to make payment of registration fees before filling in the Registration Form
➢ Payment Receipt screenshot/image/pdf to be attached while filling in the Registration Form
➢ Mail your queries to - iqac@gokhalecollegekolkata.edu.in

How to pay & Register :-
Step 1 : Click on link given below
Step 2 : Make Payment & take screen shot/ image/pdf of receipt
Step 3 : Click on registration link appearing on receipt page to register
Step 4 : Click on the Whatsapp link provided in the registration confirmation page to join the workshop participant group

★ Registration Deadline 1st July, 2020 upto 12 noon

☛ *Payment & Registration link:*
http://www.gokhalecollegekolkata.edu.in/payments/webinars/ictwrkshpjul2020.htm

Dr. Palok Aich
Associate Professor, (Scientist - G) School of Biological Sciences, National Institute of Science Education and Research (NISER) & Homi Bhabha National Institute (HBNI).
Formerly : 1st Chairperson, School of Biological Sciences, 1st Dean/FIC: (a) International Affairs & Resource Planning, (b) NISER Library, (c) Institute Works Department.

Dr. Biswajit Mondal
Associate Professor, Department of Economics, Visva-Bharati University, Deputy Dean Vidya Bhavana, Visva-Bharati

Dr. Sanjay Roy
Professor, Department of Sociology, North Bengal University

IQAC, GOKHALE MEMORIAL GIRLS' COLLEGE, KOLKATA **&** **IQAC, VIJOYGARH JYOTISH RAY COLLEGE, KOLKATA**

Jointly Present a Webinar Series
"Future of Institutional Education, Economy and Society in the Post-Covid Era"

on **Wednesday 20 May 2020 @ 4:30 pm** with
Dr. Palok Aich
Topic : "Influence of COVID on Future Learning and Teaching : Will it be Furloughed or a Novel Exigency?"

on **Friday 22 May 2020 @ 5:00 pm** with
Dr. Biswajit Mondal
Topic : "Economic Ramification of COVID-19"

on **Monday 25 May 2020 @ 5:00 pm** with
Dr. Sanjay Roy
Topic : "Life will Never be Same Again"

WHEN & HOW TO REGISTER:
Webinar platform will be Google Meet. Webinars shall be one-hour duration and begin promptly at the time mentioned alongside the dates. Participants from all walks of life are welcome. Participant registration shall be on a first come – first served basis for the first 80 participants for each day. For Registration Details visit link :
https://forms.gle/3DuxHgEsyKmDSFBN7

Professor Sumit Mukerji
Professor & Head of the Department of Political Science and Director, Centre for Studies on Bengali Diaspora, University of Kalyani.

Professor Anindya Jyoti Majumdar
Professor, Department of International Relations and Former Director, School of International Relations & Strategic Studies, Jadavpur University, Kolkata

DEPARTMENT OF POLITICAL SCIENCE, GOKHALE MEMORIAL GIRLS' COLLEGE, KOLKATA
Organises
A State-Level Webinar Lecture Series on

"POLITICS IN PANDEMIC TIMES"
17th and 22nd June 2020 @ 4:30 pm

Webinar Schedule :

<u>17th June 2020</u> - <u>Lecture 1</u> - **Professor Sumit Mukerji**
<u>Topic</u> : *"Indo-Chinese Relations in the Midst of Pandemic."*

<u>22nd June 2020</u> - <u>Lecture 2</u> - **Prof. Aninda Jyoti Majumdar**
<u>Topic</u> : *"International Relations in the Times of Pandemic."*

All are cordially invited to attend the webinar.

<u>**WHEN & HOW TO REGISTER:**</u>
Webinar platform will be <u>Google Meet</u>. Webinars shall be of one-hour duration and begin promptly at the time mentioned alongside the dates. Participants from all walks of life are welcome. Participant registration shall be on a <u>first come – first served basis for the first 80 participants</u> for each day.
For <u>Free Registration</u> Click <u>Link</u> :
https://forms.gle/WZTW2RwFaTggZ3yn6

THE DEPARTMENT OF PSYCHOLOGY
of
GOKHALE MEMORIAL GIRLS' COLLEGE, KOLKATA
organises
A Two-Day long Online Lecture Series & Interactive Sessions with the students of the Department and their parents.

Title: "The Perception of Confinement: Psychological Connotations Across Generations"

Dates – 17th June 2020 & 18th June 2020

<u>**Speakers:**</u>
<u>Day 1</u> - <u>Session 1</u> (12:30pm to 1:30 pm): **Prof. Nilanjana Sanyal**
(Retired Professor of the Department of Psychology, University of Calcutta)

<u>Day 1</u> - <u>Session 2</u> (3:00pm to 3:45 pm): **Dr. Rajlakshmi Guha**
(Assistant Professor, Centre for Educational Technology IIT Kharagpur)

<u>Day 2</u> - <u>Session 3</u> (4:30 pm to 5:30 pm): **Prof. Pritha Mukhopadhyay**
(Professor, Department of Psychology, University of Calcutta, Chairperson, Under-Graduate Psychology Board of Studies)

WHEN & HOW TO REGISTER:
Webinar platform will be <u>Zoom Cloud App</u>.
Day 1 Session 1 & 2 : https://forms.gle/PN9dgRhWfNYw8SDT7
Day 2 Session 3 : https://forms.gle/fLJiQXxBpAg7ZkfE9
E-certificates will be provided to participants.

Dr. Arabinda Samanta
Rtd.Professor of the History
Department,Burdwan University

Dr. Sujata Mukherjee
Professor of the Department of
History,
Rabindra Bharati University

'E-certificates will be provided
to participants'

Contact persons:
Akash Mondal:98300 52688
Prasanta Kr. Pal:
6291683590/
9874146238(WhatsApp)

The Department of History
Of
Gokhale Memorial Girls' College
Organizes
A State Level Webinar On
*Public Health, Epidemics and
State; A Legacy of Colonial Bengal*

Date: 27th of June, 2020.

1st session (6:00pm-6:50pm)
Topic: "*Differing Perceptions of Epidemics in
Colonial Bengal*"
Prof. Arabinda Samanta

2nd session (7:00pm-7:50pm)
Topic: "*Public Health and Pandemics in
Colonial Bengal*"
Prof. Sujata Mukherjee

Chairperson: Dr. Sarmila Sarkar
Convenor: Prasanta Kumar Pal

Last Date of
Registration:
25th June,
2020.

Registration Fees Required: Nil
Registration Link:
https://forms.gle/B2d6N4eWtDH9SMCx5
Webinar Platform: YouTube
Designed by Samadrita Dutta, History dept(sem-2),GMGC

Two - Days National Level Webinar

on

EMERGING TRENDS IN CHEMICAL &
MATERIAL SCIENCES

Organized
by
The Department of Chemistry & Physics,
Gokhale Memorial Girls' College, Kolkata–20
DATE: 28th & 29th JUNE, 2020

RESOURCE PERSONS

Dr. Susmita Kundu
Senior Scientist
Central Glass & Ceramic
Research Institute,
Kolkata, W.B.

Dr. Snehadrinarayan Khatua
Assistant Professor
Department of Chemistry,
North-Eastern Hill University,
Shillong, Meghalaya

Dr. Aritra Banerjee
Assistant Professor
Department of Physics,
University of Calcutta,
Kolkata, W.B

Dr. Uday Narayan Maiti
Assistant Professor
Department of Physics,
IIT Guwahati, Guwahati
Assam

Registration is free and open from 22nd June,2020 up to 25th June,2020
Link for Registration: https://forms.gle/96V3pyjr5Sfimv4D7
Registration is limited up to 200 participants on first come first served basis

Gokhale Memorial Girls' College

Department of Philosophy and Bengali jointly organise

STATE LEVEL WEBINAR

Feminism

Issues and Concerns through the Glasses of Philosophy and Literature

Speakers

Dr. Aditi Dasgupta
Department of Philosophy
West Bengal State University

Dr. Sanat Kumar Naskar
Department of Bengali
University of Calcutta

30 June 2020, 4:00 P.M – 6:00 P.M

The NSS Unit-1
Of
Gokhale Memorial Girls' College
Presents
A Webinar on

"An Approach to the Management of Monsoon Fever with Special Reference to Dengue and COVID-19"

Date: 17th August, 2020
Time: 5:00 pm

Platform: Zoom and YouTube Live Streaming

Last Date of Registration: 16th August, 2020.

Link for Registration: https://forms.gle/JDUE2wU4WoRgfiMY7

Speaker:

Contact Persons:
Dr. Goutam Mahata
Mr. Prasanta Kumar Pal

Contact Numbers:
9874146238
9932541009

Dr. Amitabha Nandy
Renowned Virologist & Formerly Associated with School of Tropical Medicine, Kolkata

N.B.- The link to join the Webinar will be given in the College website and will be sent to the registered email ids.

Designed by Samadrita Dutta, Dept. of History, GMGC.

Best Practice II

Title: Library Policies for Effective Library Usage

Objective: "As we read so we produce"-herein lies the actual role of Library. The College Library is the most valuable campus resource - a productive and inspiring space to study. The underlying principle of Library Orientation is to make library use easy and effective for students at all course and difficulty levels. Better usage of library resources certainly enhances the academic quality in the institution. This became the foremost objective during the Covid-19 pandemic lockdown when students could not access the library physically and were greatly constrained. Hence it became necessary to initiate effective library policies to facilitate both the student as well as the faculty.

Context: With a strong and efficient library management already in place and a few effective library policies already been taken, special LOPs for informing teachers and students about new library resources became necessary. Prior to lockdown LOPs used to be conducted in the institution and as usual guided the students in the use of books, journals, encyclopaedia and E- journals.

The Practice: The College Library reflects the government initiatives in the field of higher education and its role in teaching, research and extension activities in higher educational institutions. The institution ensures that the medium of information is not restricted to print media alone and cloud information is also available. Rigorous LOPs are held during the academic session in several batches for disseminating information about the open-access shelves containing text and reference books and other relevant books pertaining to the syllabus, the 5-user Libsys LSease- software, computers for OPAC searching, display racks for latest informational resources, cheap reprographic facility, online resources, etc.

Outcomes: Outcomes of LOPs get reflected in the increasing frequency of student visits to the library for reading, note-taking, home issue of books and for accessing online resources. Altogether, 1074 new books were purchased under the RUSA 2.0 scheme between June 2019 and May 2020 valued at 513292/- (Five lakhs thirteen thousands two hundred and ninety-two)

During the pandemic lockdown, a Central Libary Website in August 2020 was created. This provides services free of cost to all and enables online usage to users in their comfort zones. The website URL is www.gmgclibrary.wordpress.com

Users can access the library resources remotely through this gateway through the following :
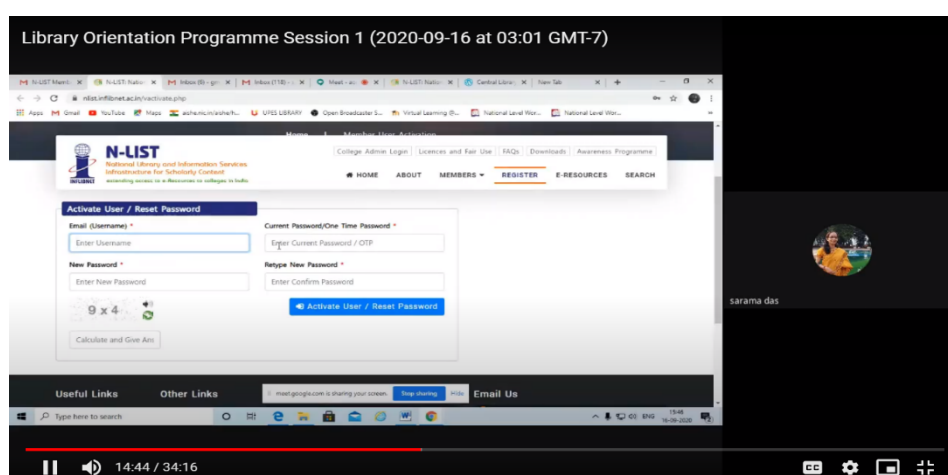I Library OPAC
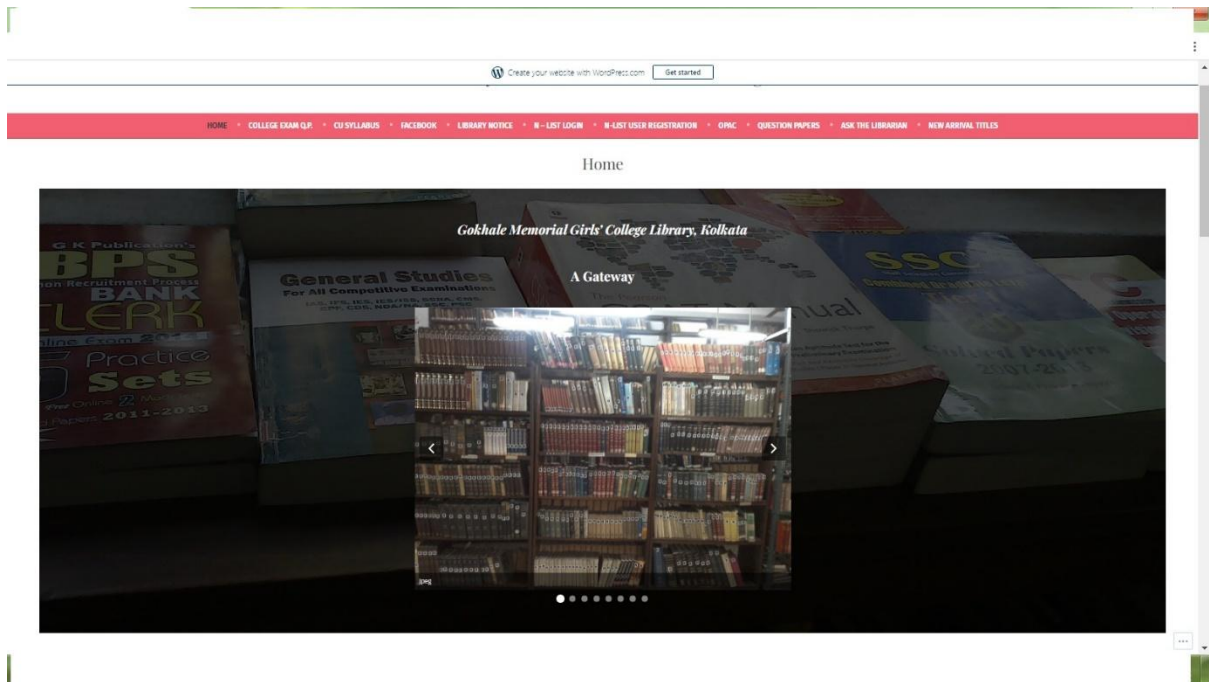II. NLIST resources
III. C.U. Question Papers
IV. Other Open resources
V. New arrival of library books

Library Orientation Programmes for e-resource use is conducted and the outcome is reflected in the number of visitors to the different sites including NList at Inflibnet. A large volume of material gets downloaded as students confidently manoeuvre through the huge volume of e-resources. Online Library Orientation Program on "Remote Access of College Library" during the pandemic environment on 16/09/2020 and 17/09/2020 in three sessions. All present students, teachers and staffs attended that program. This program basically highlighted on how all users can access their learning resources through the gateway of College Library Website at their comfort zone – like N-LIST resources, college examination papers, university examination papers, C.U. Syllabus, and other so many free educational sites. The outcome was amply reflected in the increase in the number of NList users. Records show that the number increased from 11 users in 2019 to 393 users in 2020.
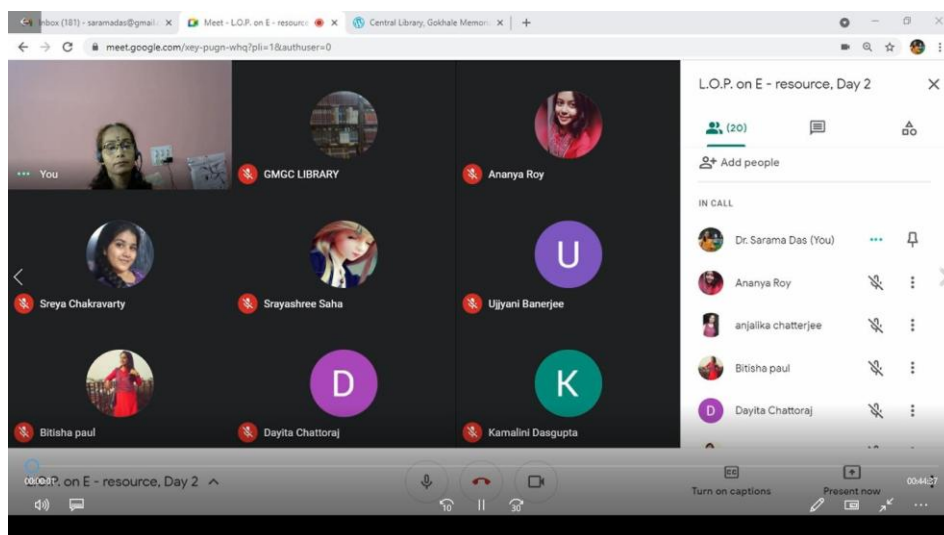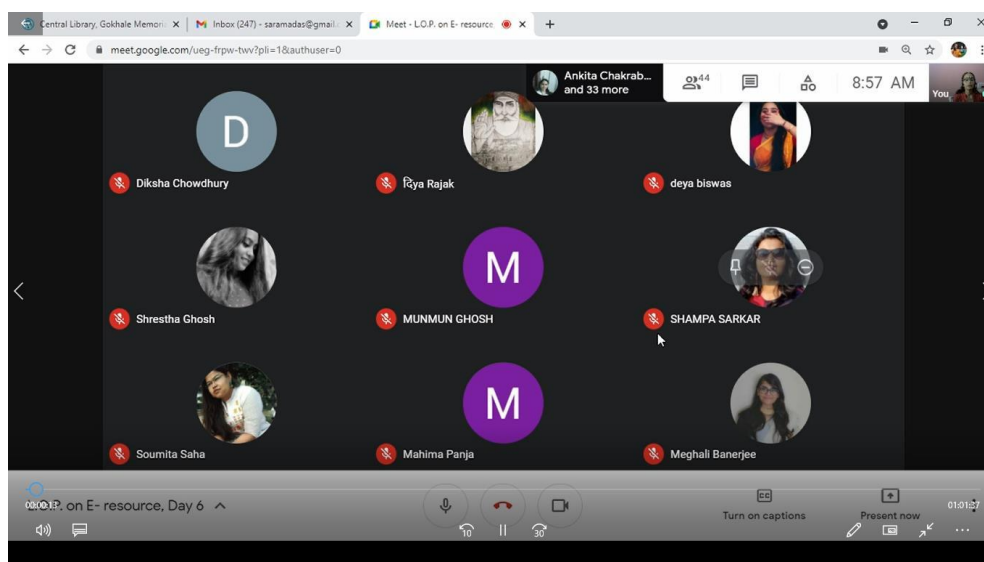
Figure 1.

Home Page of the Central Library GMGC

Library Orientation Programme in the Central Library

Online LOP 1

Online LOP 2

Problems: Accommodating a large number of students eager to use the reading room is a challenge when students are able to visit the Central Library physically. Problem is particularly encountered during rush hours when the reading room gets crowded. Students are compelled to look into a large volume of prescribed study material and photo copy a number of them within a short time. The library administration follows a systematic procedure to ensure orderly issuance and return of books and provision of reprographic material.

In online learning, internet connectivity disruptions pose a definite problem. Also, students are deprived of the facility of open access reading which helps to choose appropriately among the vast reading material available.