BEST PRACTICES IN
WOMEN'S COLLEGE, CALCUTTA

2019-2020

1. Title of the practice:
Early online adaptation of academic & administrative practices during pandemic.

2. The context that required the initiation of the practice:

Early in November, 2019, the Website Committee of Women's College, Calcutta began the process of activating GSuite for Education package with exclusive accounts for individual faculty, major administrative bodies, and the college, with sheer foresight to adapt to growing necessity for e-Content and digitalization. Secure domain was needed for various formal communication and professional body memberships. However, after the lock-down started on 16th March, 2019 Website Committee has taken the initiative to fasten the process and provide individual account access to all faculty by 11th April, 2019. The pandemic situation has given the context to utilize the package in all its potential which is still continuing as all faculty are fully utilizing its various features regularly. Major administrative functions have also been done using the secure domain provided early in the pandemic.

3. Objectives of the practice:

- To continue regular classes during pandemic in the most student-friendly manner

- To continue all necessary academic and administrative college activities during the pandemic situation with easy access and user-friendly features and minimum requirement of learning new applications or maintaining new account

- Enabling individual official account for all faculty to enhance various research-based and professional activities

- For online data collection, organization, storage, analysis and access

4. **The Practice**:

Every faculty has been given individual account as well as every department has its own account. Also, major administrative bodies have been given their own account. IQAC early in the implementation process has organized training session for faculty on various features of GSuite package for Education. Online classes which earlier was conducted in staggered manner through individual accounts and some time over social media have been given a structured and more efficient management. Features like Google Classroom is being used for regular class where every faculty and every course has its own room. Regular Google Meet classes are being used for interactive discussion. Huge amount of learning references is being shared by faculty in a structured manner. Faculties are also creating e-Content and uploading video lessons in their YouTube channels to share with students. Classes are being recorded and shared to enhance the accessibility of all students who might face connectivity issue even during the class. Regular assignment submissions, evaluations, individual feedback, regular quiz assignments to track the progress of the students are being done online. Features like Jam board, audio notes, are also being used along with full support from various social media for creating study groups and regular communication. College library has also started giving access of NList and NDL to every student along with other digital resources.

Apart from classes, the institution is conducting regular administrative meetings through official GMeet platforms. The institution has not stopped any of its activities for shifting online. Through Google Forms regular information has been collected from all faculty, departments and committees for audit as well as for data processing and storage.

Various cultural events, extension programs, placements, internships, exchanges, research works, seminars and conferences – all are taking place regularly through online platforms with much ease. The college has organized two major international conferences online during the pandemic. Students have published regular magazines, participated in various competitions and programs – all online. This has pushed many students to learn the digital media fast as well as helped many faculty and staff to adapt to digital environment.

5. **Obstacles faced and strategies adopted to overcome them**:

Diffusion of any innovation has its own journey through obstacles. The major obstacle faced is lack of digital literacy and the issue of affordability for many students. It was very difficult for all faculty to adapt to this completely new environment of teaching as it demanded a lot of effort and time. However, with proper assistance and patience, every faculty of the institution is now able to utilize and explore various features of online learning. However, issue of connectivity, access and reach of internet and particularly the affordability by all students in the changing situation of pandemic is still a major issue to address. However alternative platforms and blended learning as much as possible has been utilized for such individual cases.

6. **Impact of the practice**:

Due to early adaptation of online platforms, all students, faculty and staff are able to get the best benefits out of it in an easy manner by the time online learning becomes normalized for a long

term. Our students adapted to online classes, regular quiz to track the progress, online assignment submissions, full online examinations, arranging major online events without even meeting each other quite early during the pandemic. This has pushed all students to adapt to digital environment which has become indispensable in their career prospect.

In the same manner the faculty and staff adapted to the online environment of teaching and working quite early enabling to continue with all academic and administrative activities relentlessly. Due to starting from early April, 2019 the transition and training phase lasted for initial few months. Thus, by the time instructions reached for online classes and examinations, our full faculty and staff along with the students were ready to implement it.

7. **Resources required**:

- GSuite for Education package

- Departmental laptops

- NList and NDL accounts

- Regular training and continuous support team

8. **About the Institution**

- Name of the Institution: Women's College, Calcutta

- Year of Accreditation :   2016

- Address: P29, Kshirode Vidyavinode Avenue, Baghbazar,

  Kolkata –700003, West Bengal. India.

- Grade awarded by NAAC : B+

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