

Title of Best Practice: Execution of Online Classes

The aim of the college is to reach each and every student of the college in normal time or pandemic or any other crisis.

Objectives

The New Education policy envisions an education system rooted in Indian ethos that contributes directly to transforming India, that is Bharat, sustainably into an equitable and vibrant knowledge society, by providing high-quality education to all, and thereby making India a global knowledge superpower.

Online teaching is an educational medium that allows students to participate in courses via the internet. They don't need to visit lecture halls or classrooms, and they can choose to learn whatever they want from the comfort of their own homes.

The whole education system from elementary to higher education level has been collapsed during the lockdown period of the novel coronavirus disease (COVID19) not only in India but across the world. It was the biggest challenge to the education institutions to provide the education. GDCW Kathua took this challenge and came out with the online mode of education, which is also known as E- Learning. Most of the students (girls) in the college come from far flung area of Kathua district and it was difficult for them to reach the college in view of COVID restrictions so the college started online teaching-learning process and made the following objectives for Online Teaching.

The Major Objectives of Online Classes

- *To enhance the quality of learning and teaching.
- * To meet the learning style or need of students.
- * To improve the efficiency and effectiveness of teaching.
- * To improve user accessibility and time flexibility to engage learners in the learning process during the pandemic.
- *Motivation: as mentor helping learners develop their own understanding of content.
- *To enhance dynamic interaction between task, instructor and learner.
- * The recent rise in epidemics and pandemics necessitates to be ready with the alternative modes of quality education whenever and wherever traditional and

in-person modes of education are not possible. In this regard, the National Education Policy-2020 recognizes the importance of leveraging the advantages of technology while acknowledging its potential risks and dangers.

Concept

The concept of traditional education has changed radically within the last couple of years. Being physically present in a classroom is not the only learning option. Nowadays, the students can have access to quality education whenever and wherever they want, as long as they can get online. The following points helped the college to execute this concept.

Flexibility

In GDCW Kathua, online education enabled the teacher and the student to set their own learning pace and there was added flexibility of setting a schedule that fits everyone's agenda. Studying online teaches you vital time management skills, which makes finding a good work-study balance easier.

It offers a wide selection of programs

A growing number of universities and colleges are offering online version of their programs for various levels and disciplines. In GDCW Kathua, students learnt regular as well as Industrial skill courses through online classes in 2020 and 2021.

Accessibility

Online education enables you to study or teach from anywhere in the world. This means there's no need to commute from one place to another or follow a rigid schedule. On top of that, not only do you save time but you also save money. In GDCW Kathua, the teachers conducted the classes from the campus/home during the lockdown period and were able to reach to the students from far flung areas of district Kathua.

Context

It is clear that E- Learning is the acquisition of knowledge which take place through electronic technologies and media. In GDCW Kathua, the fundamental elements of online education implementation included teachers, materials and students. Its features included clear organization and structure of online materials, frequent opportunities for students to practice new knowledge or skill, immediate and targeted feedback. Apart from this, it was seen that the evolution and use of system and technologies like Wise app/Zoom app favoured the development and expansion of online education

opportunities to the students of the college. Online learning proved to be effective especially in the case of shy students who usually do not have the courage to speak up and express themselves in the classroom.

The Practice:

The Covid-19 has resulted in educational institutions shutdown all across the world. The college authority decided to take classes in online mode so that the studies of students may not suffer and they can complete their syllabus before time. Online teaching process started after the formal notice issued by the Higher Education Department. After that, the college framed Time Table Committee comprising of various faculty members for the smooth conduct of online classes. All the teaching faculty followed the order given by the administration for conduct of online classes. The first step for online classes was to frame the time – table for all the three semesters. The college table committee framed it so that there may not be clash in conduct of online classes by the faculty members.

The Higher Education Department had recommended Wise App, a web app for educational institutions to take classes in online mode and mentioned that if any problem occurs while using this app (wise app), the institutions can take classes through another online mode or web portal. The teachers of GDCW Kathua took their classes mostly on Wise app and they also took the help from Zoom, Google Meet, WhatsApp to deliver lecture or provide the course material and information related to their courses. The students were encouraged to utilize social media channels or set up virtual discussion groups to work together. Online teaching has made aware about the different modes of teaching to the faculty of college which helped in teaching with new tools of technology like using the white board, power points and video lecture etc. through the apps. Even the exams and evaluation were also conducted online.

Online teaching allowed both the teachers and the students to know each other more personally. In online classes, students found it more comfortable to open up and ask questions which otherwise they find it challenging to ask. They feel, uncomfortable while putting their questions in front of everyone in offline classroom. Besides, the teachers also invested more time on one student at a time. A teacher was also able to personalise the lesson according to the requirement and convenience of the student. Even chat boxes are available in the apps, which allowed the students to put on their questions without disturbing the whole class. The teacher went through the questions while delivering the lesson and explained accordingly. The teachers used to make groups on WhatsApp, wise app etc. and the students were added on them, they delivered important instructions and course material through them.

Teaching online mathematics and science courses was very challenging because of the limited resources available to the instructors at home and the online courses came out to be less successful than the traditional face-to-face courses offered on campus in case of mathematics and science courses.

Evidence of success:

Most Important success evidence of online teaching was that each and every faculty member learned this technology and took it as a challenge so that students should not suffer at the time of crisis. With the help technology, the college faculty not only come to know about teaching online but also took the part in the webinars, refresher courses, paper presentations, meetings and workshops. Online mode has not only opened the door for faculty/students in the state but also in other parts of India and the world where they participated in various events/activities. The syllabus was completed within the time. Apart from this, the execution of online classes by the college faculty saved the time and money of college/students because it did not require much maintenance charges of infrastructure resources, paper and sheet for the test and exams and students easily attended classes from their homes. As GDCW Kathua is working on Green Campus objectives, this aspect gave a plus point to enhance the clean and green college environment.

It was found that the online classes helped the students to feel more comfortable than in the classroom because the shy students participated most of the time in the online classes.

Problems encountered:

- Adaptability Struggle: Switching from traditional classroom and face to face instructor to computer- based training in a virtual classroom made the learning experience entirely different for students.
- Technical Issues: Many students were not provided with the high bandwidth or the strong internet connection that online courses require, and thus fail to catch up with their virtual classroom.
- Computer Literacy: Students are generally tech savvy, and thus able to manage apps well but still lack of computer literacy was a major issue among the students of college.
- Lack of Interaction: During the online lectures, it's hard to keep students engaged without a teacher's physical presence and face to face contact.
- Fear of Cheating: Sometimes teachers felt concerned about the risk of cheating in online learning. They felt that students can cheat to get better results in the tests and assignments.

Conclusion:

Learning is a lifelong process of attaining success. Taking online classes, may have been difficult in the beginning but eventually, everybody adapted to the concept. It has now become the 'new normal' in GDCW Kathua. With the introduction of Online classes, teachers and students learnt many new things and are now more adaptable to the new trends in the education.

Best Practice II

Title- Conduct of Online Examinations

The aim of the institution is to eliminate logistical hassles and drawbacks in the traditional mode of the pen and paper examination. They can conduct online exams anytime, anywhere, while preserving the exam's credibility and integrity.

Objectives of Online Examinations

Organizing and running exams online not only reduces an organization's administrative burden but also cost and time. Following the guideline given by NEP-2020 and instructions of Higher Education department, UT of J&K, GDCW Kathua has conducted online mode of education and online mode of examination from March 2020 to 2021. Following are the main objectives of this practice: -

- To follow the COVID-19 guidelines.
- Conducting assessments that are accessible to all.
- To reduce the paper work.
- Environmentally friendly.
- To reduce administrative burden.
- Flexibility to take exams anywhere during COVID 19.

Context

The introduction of online examination has replaced the conventional system of assessment with the following advantages:

Candidates are used to Digital

Candidates can work on a computer in a way they are familiar with, rather than using pen and paper.

Reduced administrative burden

Online Examination reduced the administrative burden of organizing and running exams while following COVID-19 guidelines. Printing and conducting

exams on paper and organizing evaluation of completed scripts is a time-consuming and costly process.

Quicker to mark

It was much quicker to mark online answer scripts from anywhere.

Environmentally Friendly

It was more environmentally friendly with less paper printing and transport used overall.

Flexibility to take exams anywhere

Online examination gave candidates the access to sit in a secure atmosphere in view of COVID-19 from the comfort of their home, which was less stressful and saved time and money going to the college.

Practice of Online Examination:

Current social distancing norms has resulted in adopting new technology for secure online exams process. The Online examination system uses fewer resources and reduces the need for question papers and answer scripts, exam room scheduling, arranging invigilators, coordinating with examiners, and more during the period of COVID-19.

Online examinations were conducted with instruction and guidelines so that the students can understand properly. All the terminal end exams of Semester first, third and fifth were held online in 2020 because of prevalent covid situation in the world. The Internal assessment exams were also conducted online in 2020 and 2021 in theory and practical. Online examinations came out to be more flexible than the written examinations.

Conduct of Online Examination in GDCW Kathua:

The University of Jammu decided to convert the written examinations that used to take place physically within the classrooms into online open-book examinations due to covid pandemic. In GDCW Kathua, online examination system was adopted for the conduct of Internal as well as external examinations after the notification of the University of Jammu. The University of Jammu issued an order regarding this and advised the colleges to conduct external examinations through online open book method. In open-book exams, students were allowed to have their textbooks and other approved reference

materials. They can check the material while writing their answers. The ability to find, analyse and apply the information are tested through this type of exams.

The Examination Committee of the college conducted online exams as per the instructions of University of Jammu. The task of the examination committee was to instruct and help the faculty in setting up of the question papers and creation of google forms/links for conducting the exams. For this, the examination committee issued orders for setting up of question papers by the teachers of various departments. The External Examination of Skill Enhancement courses were also conducted online in 2020 and 2021 for the respective semesters.

The examination Committee also ensured smooth conduct of online Internal Examination tests and proper evaluation of internal test sheets received through the online mode.

- The structure of paper was set up by the teachers of various departments as per the norms of University of Jammu.
- After selecting up the structure of question paper, the further step involved the creation of paper in google forms clearly mentioning the title of the examination through which the students properly identified their subject and semester.
- The next step followed was to set the time limit of examination.
- While conducting the exams, the question paper and link was made available to the students at a scheduled date and time which was notified earlier to them.
- Students sent their completed assessment answer scripts on the scheduled time on the assigned link.

The external examinations of 6th Semester-2021 were also conducted Online by the University of Jammu. The various departments of the college conducted mock test papers for students to practice them for the external examination of 6th Semester. As Online examination is a relatively new concept, mock tests were conducted by GDCW Kathua to help students to prepare psychologically for the exams leaving the unnecessary fear of technology.

Evidence of Success

The practice of online examination was conducted successfully in the college due to which there has been timely completion of conduct of examinations and submission of internal and external awards to the University of Jammu while following the COVID 19 SOPs.

Problems Encountered and Resources Required

- The question and answers may be tricky and confusing as there are multiple choices for answers.
- Network Problems may arise in online examination system due to which test may be postponed or cancelled.
- Problems arose in rural areas where there is deficiency of E-resources.
- While attempting online exams, the students falsely pressed the submission tab before completing the papers.