Vedavyasa Institute of Technology

Action plan for ODD sem Academic year 2020-21

(As per the notification of KTU No. KTU/ASST6(ACADEMIC)/3536/2020 dt. 07.08.2020)

Sl.No	Item	Description	Remarks
1	Starting of Classes for S3 S5 S7	Online mode, from 8.30 am to 1.30 pm Everyday from 17.08.2020	All teachers to follow schedule given by Department Heads
2	Handling of Theory classes	**Online- Synchronous** – using google meet or Zoom All Theory classes will be taken using any of the video conferencing app. Create a whatsapp group for each subject, add students and HoD . Subject handled by HoD will ad Principal in the group. Use whatsapp group to share the meeting link. A fixed meeting link can be kept for each subject(facility available in Google meet/zoom)	All teachers will use google meet for online classes as per their schedule.
		Check entry and exit of students. Mark Attendance Take snapshot and send to HoD.	If any student faces problem in connectivity it should be reported to faculty advisor.
		Online asynchronous – using Google class room/ Whatsapp/ Youtube All materials must be uploaded to google classroom, so that the student can learn at his own pace. Recorded classes / explanation of some specific topics can be uploaded in Youtube and link need to be shared to students.	Teachers to create a new mail id for teaching purpose. Create Google classroom for the subject which they teach. Collect mail id (recent) of the students and add students in class.
3	Documents to be maintained	Course journal – all teachers to take printout of course journal and record the transactions on daily basis. If soft copy is used for entering, it should be updated on the same day. Record of Attendance , Quiz(google forms/ any other) , tests, Assignments, Online courses recommended everything should be documented (if available in course journal enter in course journal)	Prepare course journal if not prepared already. A document showing the contents/materials uploaded as per the format given in annexure 1 should be submitted every week to the Faculty advisor of that class by every teacher. HoD should maintain daily class taken report for every semester as per the format followed in previous semester. (annexure 2)

4	Feedback about the online classes / grievances	Faculty advisor should collect feedback from students about the online classes.	Every two weeks using vedavyasa APP or using Google form- Report to HoD. HoD to take necessary action and submit action taken report to Principal.
		Faculty advisor to collect the grievances if any from students and give a report to HoD. HoD to take necessary action with input from other teachers or Principal.	Faculty advisor, keep a close monitor of connectivity issues of students by collecting data from subject teachers on daily basis.
5	Conduct of Practical classes	HoD to assign a lab in-charge along with lab assistant to check www.vlab.co.in website. Those experiments that can be done online need to be done by students and records must be maintained. Other experiments can be recorded and videos uploaded to students.	Start the work parallelly with theory subjects. Afternoon time can be utilized for this.
6	IQAC to constitute team from each department	IQAC must constitute a team of minimum 3 members, one Professor, one Associate Professor, one Asst professor to do internal audit for every 1 and a half month.	A consolidated e-report must be prepared by IQAC after auditing the documents of course delivery.
7	Assessment of students	Online quiz, assignments and test should test the understanding ability and logical thinking ability of the students, it should not be just checking the memorizing power of the students. Faculties should prepare the questions in such a manner that mere copying will not score marks.	Use plagiarism checker for assignments, use google forms or kahoot for quizzes.
8	Summary of reports to be submitted to Principal	1. Course journal of lab &theory 2. Daily class report 3. Feedback and action taken 4. Grievance and action taken 5. Materials uploaded for offline studies (annexure 1)	Every two weeks/ when asked for
9	Send report to KTU	IQAC after auditing should, prepare e-audit report, get approval from Principal and send to IQAC of KTU.	Every 1.5 months.

Annexure 1 (per subject)- by subject teachers- updated after/before class- Write subject name in title

Sl.no	Date & hr	Topic & module	Material uploaded Pdf/ video	Link	Remarks
1	17.08.2020 1	Mod 1, Topic 1	Video of introduction to Data Structures Xx....	www.you.tube.co/3derl yy....	

Annexure 2 (per sem)- by HoDs- write class name in title --updated everyday.

S3CSE

Sl.No	Date & Hr	Hr	Subject name	Faculty	Portion covered	Grievances / Issues reported
1	17.08.20	1				
		2				
		3				
		4				
		5				
2	18.08.20	1				
		2				
		3				
		4				
		5				

Note : HoDs should prepare a academic schedule by using the following KTU action plan before 20.08.2020.

6. ACTION PLAN: PHASE 1 (For existing students of all the UG/PG programmes)

An action plan is proposed for uniformity of academic delivery in all colleges as follows:

Sl. No	Date	No. of working days	Activity
1	17/8/20	1	Commencement of classes and registration
2	21/8/20	5	Course selection registration and mapping begins
4	27/8/20	9	1 module completed

6	28/8/20 to 6/9/20		ONAM HOLIDAYS Assignment/Quiz/Viva based on first module
7	7/9/20	10	Reopens after Onam holidays
5	9/9/20	12	Course selection registration and mapping ends
8	18/9/20	18	Assignment/Quiz/Viva based on second module
9	25/9/20	22	Assignment/Quiz/Viva based on second module
10	30/9/20	25	Exam registration begins/ More than 2 modules completed
11	3/10/20 to 7/10/20		First test paper based on first 2 modules (time 1 hour): Maximum 50 % students at a time
12	7/10/20	29	

IQAC → to improve Quality by continous feedback from stackholders _ Alumni| industry ppl →

Ultimate aim of Education should be to create self developed students fit for society who can contribute to society on a whole.

→ value education → AICTE →.

→   Quality of Qn papers w.r.t online exams.

→   internal audit team - from each dept

→ Series test will be in offline mode - 2 modules|
    1 hr -

- Enrolling to NPTEL. - by teachers & students_