

## **Best Practice-2**

### **1. Title of the Practice**

ICT Enabled Teaching Learning Process (iTLP)

### **2. Objectives of the Practice**

Finolex Academy of Management and Technology (FAMT) is committed to constant enhancement in Teaching- Learning activities. The use of Information and Communication Technology (ICT) is a symbol of a new era in education. Use of ICT technology enhances teaching and learning process and facilitates better performance. ICT enables the use of innovative educational resources and the renewal of learning methods, establishing a more active collaboration of students. It is catering to life-long learning aspirations and that too at an affordable cost. The ICT enabled Teaching Learning Process(iTLP) is implemented in the institute as a best practice. The main objectives of this practice is:

- To enable digitally deployed and student centric platforms to create smart environment for learners.
- To manage academic and administrative resources with efficiency and optimum utilization.

### **3. The Context**

As the need of the day, the institute adopted ICT enabled Teaching and Learning process as one of its best practice in the year 2018-19. In the start of COVID-19 pandemic, when the nation was put under lock down first time in March 2020, the institute within few days, switched to online education mode. The best practice helped as boon to faculty and students to adopt quickly to online teaching mode.

In current information society, people have to access knowledge via information and communication technology (ICT) to keep pace with the latest developments. With the help of ICT constraints of time and place can be overcome in the field of Teaching and Learning. Use of ICT is a new era in education.

In such a scenario, education, which always plays a critical role in any economic and social growth of a country, becomes even more important. Education increases the skills of the individual and their social interaction.

The use of ICT in education has intensely reformed teaching and learning processes. Furthermore, it has expanded new opportunities for learning and accessing to educational resources beyond those traditionally available.

ICT is considered as a mainstream in higher education. ICTs are being used in many areas such as: developing course materials; delivering content and sharing content; communication between learners, teachers and the outside world; creation and delivery of presentation and lectures.

#### **4. The Practice**

FAMT, over a period of 25 years, has worked on some best practices by way of educational strategies and activities which enhanced quality of teaching and learning such as ICT Enabled Teaching Learning Process (iTLP). Use of ICT enabled teaching and learning as a best practice started in 2018-19 helped to switch to online teaching- learning method during pandemic.

In view of Digital India initiative of Indian Government, FAMT has set up the following ICT deployments to promote active use of technology on the campus:

- Google Workspace for email, document storage, Online meetings.
- E-learning -Google Classroom and lecture repository
- Collaboration with various national / international recognized organizations such as Coursera, IBM, edX, ISRO etc.
- SWAYAM / NPTEL Repository
- Access of multi-disciplinary e-content through library portal of FAMT
- Cloud based MIS by Akron Systems, Online Feedback, Surveys and Attendance
- Alumni Portal

#### **Google Workspace for email, document storage, Online meetings.**

The institute in collaboration with Google got access to Google Workspace (formerly known as G-Suite). All the faculty have the access to email, document storage, Google class room and Google meets with facility to record the lecture.

Faculty members have been using EDMODO as an LMS in AY 2018-2019 and later it was shifted to Google Classroom. Google Classroom provides centralized management of the students, assignment sharing and evaluation, term work submission and online lecture conduction.

The google meet and google drive enables teachers to create a repository of every lecture which is conducted. Further, many teachers are having their YouTube channel and course web sites which are specifically used for sharing course contents.

Apart from online teaching activity, the important enhancement made by faculty and institution are

- Website for dedicated courses created by few faculty members
- You-Tube channels from faculty
- Recorded lecture repository on Google-class room.
- Live broadcasting of expert sessions by various departments on institute You-Tube channel.
- Creation of animated videos by some faculty members.
- Using Virtual laboratories for practical and sharing of recorded performance of practical by faculty.
- Creating of cross word puzzles for various courses.

**Collaboration with various national / international recognized organizations such as Coursera, IBM, edX, ISRO etc.**

The institute has collaboration with various leading national and internal universities/organizations. Under this the faculty and students of institute can register and complete courses online free of cost.

#### **SWAYAM / NPTEL Repository**

The institute encourages faculty to upgrade the knowledge through NPTEL courses by providing financial assistance in the course fee. Students are made aware about SWAYAM/NPTEL courses and encouraged to register and complete the courses.

The Central Library has an indexed repository for NPTEL lectures; students have been using the same on the campus for their reference purpose.

#### **Cloud based MIS by Akron Systems, Online Feedback, Surveys and Attendance**

FAMT has a cloud based MIS which takes care of the management of common activities. This MIS has two main modules (i) **Administration** (ii) **Academics**

- **Under administration module following key functionality are provided**
  - User Login is provided for faculty and students. Students can get the details related to tuition fees, Hostel fees, Exam fees. These details are updated in real time. Students can pay the fees also through the payment gateway.
  - Regular SMS updates are sent to all faculty, staff and students and their parents for institute related news and announcements.
  - Admission related processes are managed, and different types of certificates are issued through the MIS.
- **Under Academics module following modules are operational**
  - Activities like assigning division to students, division transfer, assigning Roll No, assigning batch to student, batch transfer, assigning subjects to teacher, assigning batch to teacher, teaching Plan, practical plan, attendance sheet, marking daily attendance, assigning mentor, continuous assessment, Internal Assessment marks entry are carried out through this module. Master, class wise, individual timetables are created by using this module
  - Data related to faculty achievements, research publication, conference, published books etc can be stored here.
  - For the staff the Leave application, substitute request, approval of leave, Gate Pass approval as well as various reports related to Syllabus coverage, Teaching Learning Plans, students attendance and administrative process are generated herein

This MIS is accessible on the internet and it can be accessed remotely at any location. University related processes are updated in the MIS as and when required. This MIS saved lots of time, energy and paperwork.

#### **5. Evidence of Success**

The teaching learning continued without break during the lock down period.

Faculty have developed the e-content for various courses and shared to students through various platforms.

[https://famt.ac.in/NAAC\\_Documents/aqar/2020-21/Criteria7/Best%20Practice-2/BP-2\\_E-content\\_2020-21.pdf](https://famt.ac.in/NAAC_Documents/aqar/2020-21/Criteria7/Best%20Practice-2/BP-2_E-content_2020-21.pdf)

In addition to regular teaching learning following is the details of online certification completed by FAMT students and faculty members:

[https://famt.ac.in/NAAC\\_Documents/aqar/2020-21/Criteria7/Best%20Practice-2/Coursera%20ISRO%20and%20IBM%20Skill%20Build\\_2020-21.pdf](https://famt.ac.in/NAAC_Documents/aqar/2020-21/Criteria7/Best%20Practice-2/Coursera%20ISRO%20and%20IBM%20Skill%20Build_2020-21.pdf)

In terms of administration, all activities related to students and faculty are carried out through cloud based MIS system from Akron systems.

#### **6. Problems Encountered and Resources Required**

FAMT is equipped with all the resources and infrastructure required for the utilization of Google Workspace, YouTube Streaming as well as NPTEL repository hosting which is now a well-established best practice at the Institute.

Financial constraint in upgradation of ICT hardware and software.

Students staying in rural areas of Ratnagiri district, face the problem related to network issues.