Dear Colleagues, Greetings from AKI’s Poona College of Arts, Science and Commerce, Pune -1.

In the wake of COVID-19 pandemic, we are staying and working from our homes, in order to be safe ourselves and to contribute our part in keeping the country safe too. The UGC, Government of Maharashtra, Savitribai Phule Pune University has directed to work from home and we must ensure that, while at the same time as responsible academicians, we need to be positively constructive too.

No doubt the situation is challenging but there is virtually nothing which cannot be done online. Technology is a blessing for 21st century learners, so just go ahead and connect with fellow educationists worldwide and try to make the most productive use of this time with the help of technology.

We may utilise this period for undertaking different activities, making the best possible use of technology.

1. Planning for the forthcoming semester/academic year
a) Preparation of semester/annual teaching plan. You may also break these down into their monthly/weekly pedagogical plans.

b) Defining of Learning Outcomes for different subjects and classes. Preparation of Lesson Plans may be done by:
   - Writing Learning Outcomes (LOs) in tune with the curriculum.
   - Detailing the lesson plans replete with experiential and joyful activities etc.
   - Integrating assessment activities for the measurement of attainment of each Learning Outcome.

c) Mapping Learning Outcomes to the Curriculum.

d) Assessment tools may be developed systematically for all Learning Outcomes.

e) Activities may be designed for enhancing the 21st Century Skills; Social Skills and other Life Skills, Mathematical Literacy Skills, Scientific Literacy Skills and other Language Skills.

f) E-content may be developed related with topics/subtopics of curriculum.

2. Student Enrichment Activities
a) Tutorials/Video Lectures on different topics may be recorded and uploaded on YouTube or on departmental blog or on college website, teachers’ Facebook page or WhatsApp group. In this connection Digital/e-learning platforms provided by MHRD/NPTEL/SWAYAM-NPTEL for online education may be referred.

b) As already instructed teacher may use ZOOM app for creation of real time e classroom.
c) Teachers can also make use of videos and other learning content readily available online after verifying the content and then share it with their students.

c) Design online formative assessments and self-assessment activities for students to keep track of their learning.

d) Small creative assignments or projects or practice worksheets or exercises which students can complete easily on their own.

e) Guidelines on social isolation, coping with isolations and games that can be played by staying at home may be provided.

f) Study timetable and Self learning techniques may be conveyed to students.

g) Online discussion forum may be created to reach out to the students, resolve their queries and support them.

h) Weekly announcement to provide an overview of the coming week’s topic or a recap of the previous week’s work, or both may be posted.

3. Teacher Enrichment Activities

a) Teachers may self-update themselves by:

- Reading books
- Using online training platforms like SWAYAM, and others
- Watching videos, documentaries, Khan Academy lessons, Moodle groups etc.
- Joining online groups of teachers which share best practices

b) Teachers may write blogs on best practices adopted by them and share with others.

All of you must ensure to complete above mentioned activities and update us by email on iqacpc@gmail.com no later by the end of this month i.e. March 31, 2020.

We shall see each other in the field soon; till then stay positive, productive and proactive.

With all best wishes.

Dr. Aftab Anwar Shaikh
PRINCIPAL

Place: PUNE
Date: 26/03/2020