UNIVERSITY OF MUMBAI

REG/ICC/2020-21/08

<u>CIRCULAR</u>

The Heads/Directors of the various Departments of the University, Principals / Directors of the affiliated / conducted / autonomous Colleges / Institutions in Arts, Science, Commerce, Technology, Pharmacy, Architecture, Education, Law and Management, Directors / Coordinators of University Sub Campuses Ratnagiri, Thane and Kalyan and all concerned are hereby informed that, with due consideration to the serious prevailing COVID-19 pandemic and unprecedented difficult times persistent across the globe including India, there has been drastic changes in the Educational and other spheres of human life.

Due to Lockdown there has been disruption of learning and research process in Universities and Colleges, and hence it has become imperative to make use of technology and other options for continuation of educational process.

Keeping in mind the health, safety and security of the students, faculty and staff and also to continue academic activities, the University has chartered out the following guidelines for the smooth conduct of Online teaching academic activities -

1. 0nline classes are commenced from 7th August 2020.
2. Initially, few lectures can be conducted as a prerequisite for actual subjects as per the requirement. 4 quadrants – (i) video lecture, (ii) specially prepared reading material that can be downloaded/printed (iii) self-assessment tests through tests and quizzes and (iv) an online discussion forum for clearing the doubts.
3. Various applications – Microsoft Team, Zoom, Google Meet, Webex, Google Classrooms can be used for conducting online classes. It may please be noted that vide circular issued by University of Mumbai in the month of May, the departments/colleges were asked to develop the e-content for conducting classes online.
4. Weekly timetable should be made available to the students well in advance. Please ensure that a break of 10 to 15 minutes is given between 2 online lectures. Maximum 3 to 5 lectures are to be conducted in a day. Appoint Mentors so as to provide essential and smooth Mentor-Mentee interactions. Mentor should form WhatsApp groups of students and obtain regularly the feedback on education.
5. For Students who are unable to connect due to lack of equipment or internet connections, Mentors should provide i) recorded lectures to the students who cannot attend the online lecture because of internet issue, ii) Upload videos on YouTube, iii) Notes can be sent on email or WhatsApp, iv) Facebook can also be used to upload videos or supply notes. v) Dial the students on the phone and provide due counseling to students, v) Small groups of five to ten students can be formed and communication within the group to discuss lessons can be encouraged.
6. Conduct counseling classes as and when required with . Be in touch with parents, take them in confidence.

7. Question answer format be implemented in online mode as it is a very effective method to explain extensive concepts.
8. Multiple choice questions can be given on google form on a day to day basis so that students can get proper practice and the link be sent on WhatsApp group.
9. Students should be asked to upload solved exercises on teachers' email. Teachers should promptly assess the exercises and respond to the students.
10. Teachers can create their channels on YouTube to upload PPT/ video lectures/ Study Materials. You Tube link can be sent on WhatsApp group.
11. Simulations can be utilized to provide an experience as close to the 'regular experiments' as possible; a simulated activity has the advantage of allowing learners to 'reset' the scenario and try alternative strategies and approaches. This allows learners to develop experience of specific situations by applying their wider learning and knowledge.
12. You are also free to use your own open Source LMS, and online platform depending on the availability and requirements of the students for the smooth conduct of the Online Classes.

Mumbai – 400 032   **(Dr. Vinod Patil)**
Date : 24th August, 2020   **I/c. Registrar**

Copy to –

The Heads/Directors of the various Departments of the University, Principals / Directors of the affiliated / conducted / autonomous Colleges / Institutions in Arts, Science, Commerce, Technology, Pharmacy, Architecture, Education, Law and Management , Directors / Co-ordinators of University Sub Campus Ratnagiri, Thane and Kalyan and all concerned.

Copy for information and necessary action to :-

All Deputy Registrars and Assistant Registrars

Copy for information to :-

Deans in the Faculty of Humanities, Science and Technology, Commerce and Management, Interdisciplinary.

Copy for information to :-

(1) P.A. to Hon'ble Vice-Chancellor (2) P.A. to Hon'ble Pro Vice-Chancellor (3) P.A. to Registrar (3) P.A to Director, Board of Examinations and Evaluation