

# J.D. BIRLA INSTITUTE

DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT

## INSTITUTIONAL BEST PRACTICE, 2019-2020

CRITERIA: VII  
QUESTION NO.: 7.2

### BEST PRACTICE - 1

**Title of the Practice:** Re-orienting the teaching-learning and administrative processes during lockdown imposed by Covid'19

**Objective:** Meeting the challenges posed by the closure of college due to the pandemic.

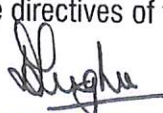
**Context:** Closure due to the pandemic, necessitated the college to rediscover its identity, practices and operations while maintaining its ethos, values, and mission vision.

**Practice:** In order to ensure continuity in operations of all academic and administrative affairs of the College and ensure the well-being of all its stakeholders, several new initiatives, across following dimensions were taken:

1. E-communication with all stakeholders and between them through online platforms of zoom and various Whatsapp and email groups; Faculty-student communication remained two-way.
2. Special weekly timetables were made by all departments for all the courses and online classes were conducted regularly. Assignments under CIE were conducted in the form of competitions and some were collected as videos.
3. Multi-modal channels (online classes through Zoom platform and use of e-resources) to deliver the curriculum were adopted. Consequently, students were informed of the modalities for accessing e-resources through the institutional website.
4. Digitization of the library resources and documents required by students and providing individual INFLIBNET links to students and teachers.
5. Placements and other students' activities continued intensively and smoothly.
6. Support to staff through college-paid zoom accounts and allowances for internet usage
7. The Principal and non-teaching staff provided uninterrupted and undeterred support with information and documents to all. The Principal herself was a part of all Whatsapp groups and her phone number was shared with all students and staff. Some necessary payments were made online by the college including disbursement of salaries.
8. Understanding and appreciating the concerns of students and faculty, the Principal proactively remained in touch with the University and took necessary action wherever and whenever required.

**Evidence of Success:** The initiatives taken proved to be fruitful and the college could tide of challenging time without any hindrance.

- Effective pedagogy and timely course completion: The entire syllabus was covered through online teaching and course was completed in time. Internal assessment under CIE was conducted for all courses. Examination would be conducted for students as per the directives of the state government.

  
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- Uninterrupted and continuation of co and extra-curricular activities: In order to keep students and staff engaged effectively during the challenging times and for their mental well being several webinars, special lectures and counselling sessions were conducted; thirty webinars involving fifty-one resource persons were successfully conducted. In addition several engaging cultural activities were also organized.
- Effective governance strategies and uninterrupted provision of rendering all services: Whatsapp groups created ensured timely dissemination of information and prompt redressal of queries and there were no adverse feedback from students. Payment of salaries to all was done on time. Security, maintenance and cleanliness of the campus continued unhindered and prompt action was taken to urgent matter like termite outbreak.

**Problems Encountered and Resources Required:** The lockdown being an unprecedented situation catapulted the prevalent processes and placed everyone into a state of shock initially. Teachers and students had to adapt to a new mode of interaction. There was anxiety and angst as both had to perform experiment with new tools, methods, techniques and platforms. Adapting to the new mode of teaching-learning took some time.

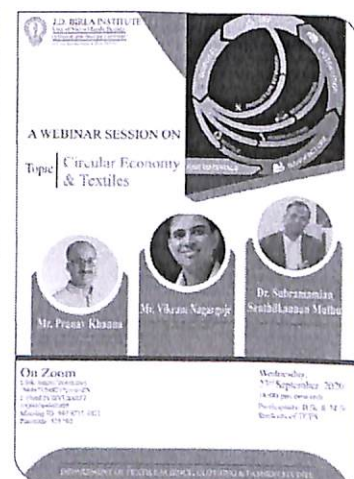
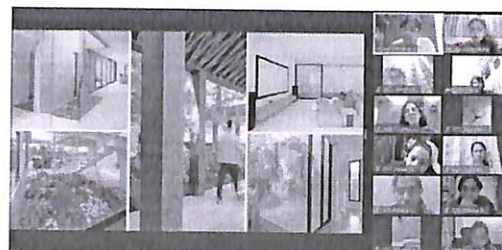
Non-payment of fee initially by many students led to an impediment in the cash flow. Also concession in fee was also announced to provide financial respite to parents facing economic loss owing interrupted/closure of businesses due to the pandemic.

The college management had to allocate funds for adopting of online mode of teaching and paid subscription to zoom was made. Each teacher was given a zoom link for uninterrupted teaching. They were also given an allowance for internet usage. As a part of safety measures, equipments for sanitization of the campus like fumigators, sanitizers, etc were purchased. Special expenditure was involved to attend to termite outbreak during the lockdown and related re-vamp of the administrative office.

The problem though appeared to be of gargantuan proportions initially however, proved only ephemeral. The College demonstrated phoenix like resilience and adapted to the new situation with great aplomb, ensuring continuity of operations, and well-being of teachers, students and staff by re-orienting methods, processes and strategies.



*International Webinar  
on Play Therapy as a  
Therapeutic Intervention*



*International Webinar  
on Circular Economy and Textiles*



# प्रभात खबर

कोलकाता, बुधवार

8.07.2020

03

जरूरतमंद बच्चों के लिए जेडीबी इंस्टीट्यूट की छात्राओं की विशेष पहल

## ऑनलाइन मंच के लिए जरिये बच्चों को पढ़ाया

संवाददाता &gt; कोलकाता

पूरे विश्व में फैली कोविड-19 महामारी के कारण शैक्षणिक संस्थानों में वचुअल शिक्षा प्रणाली शुरू हो गयी है. इसी क्रम में जेडी बिरला इंस्टीट्यूट ने वरचुअली सामाजिक सेवाएं देने के लिए एक अभिनव पहल की है.

इंस्टीट्यूट के ह्यूमन डेवलपमेंट विभाग की छात्राओं द्वारा इंटरनेट ट्रेनिंग के दौरान हाशिये का जीवन जी रहे गरीब बच्चों के लिए इन्वेस्टिव गेम्स, फन क्राफ्ट आदि का ऑनलाइन आयोजन किया गया. इन छात्राओं के अध्ययन-सिलेबस में बाल कल्याण, प्रारंभिक बाल शिक्षा, बाल शिक्षा प्रणाली व तकनीक और पैरेंट्स व कम्युनिटी



एजुकेशन जैसे विषय पाठ्यक्रम का हिस्सा हैं. इसी के मद्देनजर, छात्राओं द्वारा बच्चों के लिए कई गतिविधियां आयोजित की गयीं.

जेडी बिरला इंस्टीट्यूट की छात्राओं ने बताया कि अभी कोविड-19 के

दौर में बच्चों के लिए भी सीखने को ज्यादा कुछ नहीं है. बच्चे घरों में बैठे हैं. एनजीओ टुवर्ड्स फ्यूचर व इंस्टीट्यूट ऑफ मोटीवेटिंग सेल्फ एम्प्लॉयमेंट द्वारा इन छात्राओं को दो-आठ साल के बच्चों को इंग्लिश, मैथ्स व लाइफ

स्किल्स की शिक्षा देने का मौका दिया गया. पावर प्वाइंट प्रेजेंटेशन, कलरफुल प्रोप्स व स्टोरी टेलिंग के जरिये बच्चों को पढ़ाया गया. इन छात्राओं ने सुंदरवन की संस्था परिचय एक पहचान के सदस्यों से भी घातचित कर उनके बीच कोविड-19 से बचने के लिए जागरूकता का प्रचार किया. मेंटल हेल्थ के प्रति भी सजग रहने का संदेश दिया. ऑनलाइन प्लेटफार्म के जरिये ग्रुप में गतिविधियां आयोजित की गयीं. तीन सप्ताह तक छात्राओं ने ऑनलाइन मंच के जरिये बच्चों को पढ़ाने की कोशिश की. छात्राओं ने कहा कि ऑनलाइन वॉलेंटियर सेवाओं के जरिये उन्हें भी बहुत कुछ सीखने को मिला.

JDBI, Prabhat Khabar, Page 3, 08.07.2020

### BEST PRACTICE - 2

**Title of the Practice:** Creation of Repositories & Databases

**Objective:** Creation of repositories and databases for future use

**Context:** With more time in hand due to the closure of the college as a result of the lockdown announced by the government, it was decided that documentation and compilation of various information, resources and documents that have been collected over the years could be undertaken to create a database/repository.

**Practice:**

The following repositories and databases were prepared:

**For college administration**

- Updated database of all infrastructural resources at college in the form of a dossier
- All media and press coverage clips.



### ***For faculty and college administration***

- Database with designation and contact details of all resource persons and experts who visited the college during the last 7 years.
- Database of various activities conducted by the college during the last 10 years were listed and categorized as conferences, webinars, MDPs, FDPS, workshops, special lectures, exhibitions, field visits, educational excursions, students' activities including social activities for future reference.

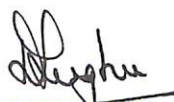
### ***For students and faculty***

- Question bank for all subjects including grand viva for all courses.
- Question bank for NET exams pertaining to Home Science & Commerce disciplines.
- Documentation and accessioning of the resources collected by the TCFS department.
- Downloaded repository of e-version of expensive books published by Springer on Science & Technology.
- Downloaded repository of free AV-resources (videos) on spinning, weaving, processing, garment manufacture etc.

### **Evidence of Success:**

Currently the evidence of success is not clearly visible, but it is expected that college administration shall make use of this information for future planning, teachers can have handy access to information for their academic use and students shall benefit from the student of the resource like question banks, AV resources and documented textiles resources.

**Problems encountered and resources required:** Due to the impending lockdown, access to the college was restricted and it was difficult to get the data and resources required for compilation. But some preliminary work was done by compiling data available with various HoDs, faculties and administrative staff. Later this was updated when the college office opened in the month of May 2020. No other resources were required and most work was done in an e-version.



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