

**1.1.1 ADDITIONAL INFORMATION**

**T**he college purchased a license for GSuite to handle online classes during 2020-2021. Every member of the institution had their own email account in the college domain, classes were created and managed by staff members and students were invited to join online. GSuite user training was provided to all faculty members and students. Originally google meet was used to take classes. But as assignments, quizzes, tests and tasks could be assigned and managed online only through a Learning Management system, the college implemented GSuite for its requirements. It was very easy to manage all the classes, and evaluate the performance of students through online assignments and grading was also easy. It was very easy to assign CIA marks and also conduct online exams for the university and receive the scanned pdf copies of exam papers online.

 Workload allotment and distribution, timetable preparation and distribuition, managing students, conduct of tests and exams, even conduct of theory of practicals, online programming and links to online resources were easily done through GSuite and WhatsApp. A new paradigm in pedagogy was embraced by the teachers due to the pandemic lockdown. Even attendance could be taken through GSuite. Recordings of classroom sessions was possible. This could be used by students who could not attend the classes later.

 The same things were also used to conduct online quizzes, classroom interaction activities, webinars etc. Whiteboards were used to write and interact with students. Faculty were also facilitated with camera and headphones to write on the board and interact with students.