

#Best Practice 1#

SHANIWAR MANCH

Objectives/intended outcomes:

1. This practice focuses on the holistic development of a student.
2. It helps to boost self-esteem and confidence of the students.
3. It aims to share unique skills and talents with students and faculty members.

Underlying principle of this practice:

Shaniwar Manch is an activity conducted by the students for the students every Saturday for a duration of an hour. Various cultural and sports activities are organized in Shaniwar Manch. It's a platform for the students to showcase their talent.

The Context:

Shaniwar Manch is a practice where students organize events of smaller scale throughout the year for inspiring talents of this institute. It was established in the year 2005. It encourages students to participate in cultural events and activities with equal enthusiasm as academics. Shaniwar Manch should not be looked upon just as a cultural event but an attempt to promote friendship, teamwork, and alliances. This activity takes place in the Tree area of VSIT. It is an opportunity to exhibit student talents to other students and faculties of the institute. We continued this activity even in online mode every Saturday with the same rigour and enthusiasm as how it used to be in offline mode.

Uniqueness:

Different cultural and sports activities organised in Shaniwar Manch give different exposure to students. All these activities were planned online by the students for the students with support from faculty members. As these activities were planned during pandemic, students found it very helpful to divert themselves from the stressful environment. Through this activity students learnt various things like time management, event management, marketing skills, social skills, etc. It helps to boost confidence in students and foster a better understanding of the surroundings. This practice helps to mould the students holistically by exposing them to a variety of activities along with academics.

Constraints/limitations faced in designing and implementing:

As all the Shaniwar Manch activities were conducted online there were network challenges and all the performance of students were constrained by space.

Events conducted In 2020-21:

1. Shaniwar Manch Inauguration:

Date: 11 July, 2020

Inauguration of Shaniwar Manch for academic year 2020-21 was done by Principal of VSIT Dr.Rohini Kelkar. In the event, students were given a glance of activities carried out in last academic year and overview of student council activities was given to all students.



2. Barasti Boonde:

Date: 18 July, 2020

As we start our academic journey in the month of June- i.e., in rainy season, Barsati Boonde was an event organised by Student Council based on the theme “Monsoon” to create a lively environment at the beginning of the semester. Students of VSIT presented their songs based on monsoon. The Voice India fame Mr. Rohan Pathak was the celebrity judge of this event.

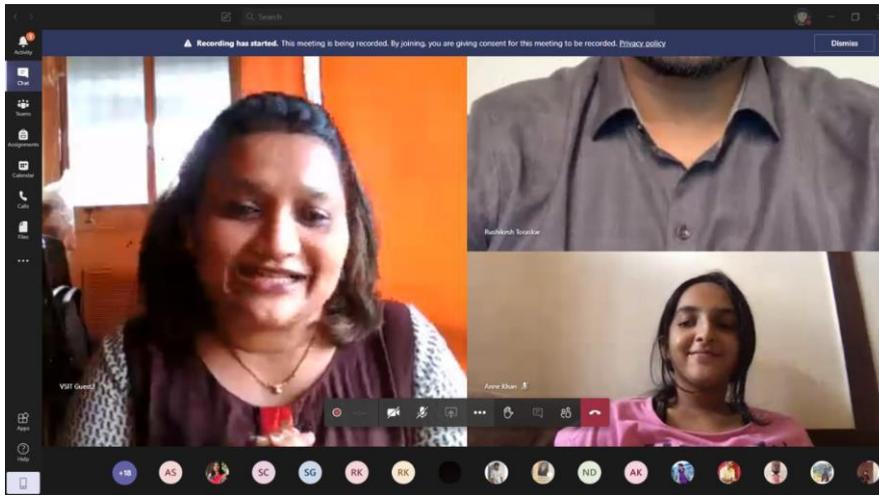


3. Personality Enrichment through singing

Date: 22 July, 2020

In this session, Chief guest Smt. Mansi Kelkar Tambe who is passionate about music, enlightened students about how music and hobbies can help personality development. She did sing some songs
Criteria VII - Institutional Values and Best Practices

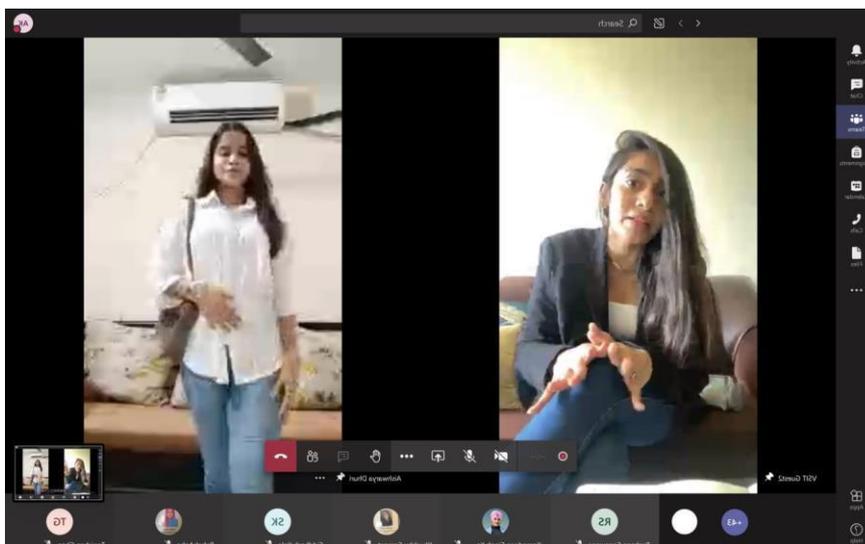
and created a very positive atmosphere in the session. She also provided the glimpse of how you can be happy and positive with your hobby.



4. Styling with Sakshi

Date: 25 July, 2020

Along with skill set and knowledge, it is equally important to be presentable. A Shaniwar Manch on Styling was conducted by Sakshi Sampat who gave students some great day-to-day fashion tips to be confident and presentable in any life event to make their mark, be it an interview, any social event or activity.



5. Teachers' Day

Date: 5 September, 2020

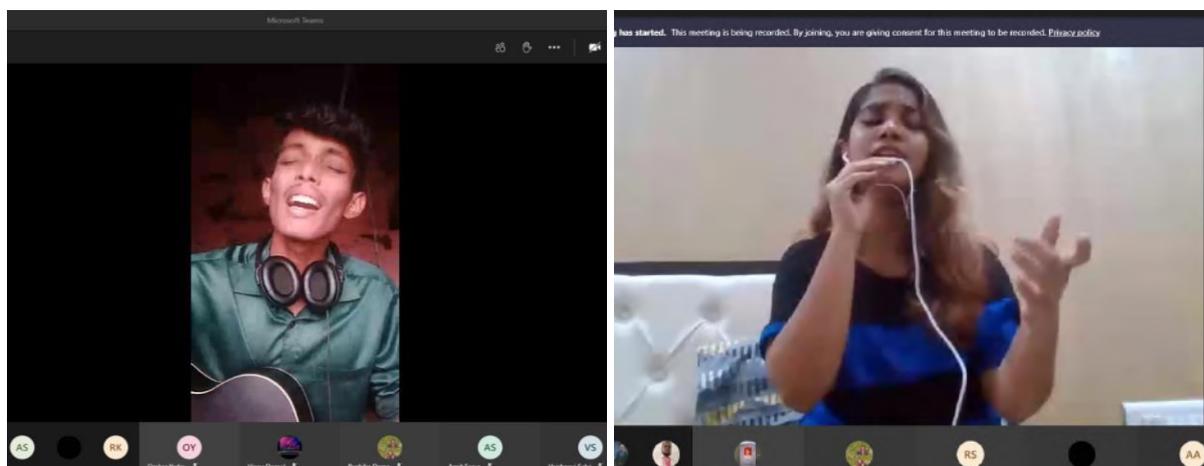
Students Council organised Teachers' Day celebration where our VSIT students showed their gratitude towards our amazing faculty through their kind words. Students arranged various games, puzzles for teachers, students prepared and presented a nice video showing their gratitude towards faculty members.



6. The Big Bang Bash

Date: 19 September, 2020

Big Bang Bash was an event organised for the freshers of VSIT where few First-year students showcased their talents like singing, dancing, painting. Due to the online lectures, first year students did not get a chance to communicate with their classmates or seniors. This platform really helped first year students to come out of their shell and interact with other students and teachers.



9. RJ-Hunt

Date: 10 October, 2020

RJ Hunt was an event in which the students showcased their Radio Jockey talent and competed against each other and was judged by RJ Kartikesh who then gave them some great knowledge about this field.

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Information Technology

STUDE
COUNCIL
2020-21

VERNE

Shaniwar
March

**RJ
HUNT**

10th OCT 2020

TIME
12:30 pm Onwards

PLATFORM
MS TEAMS

(<https://tinyurl.com/SC-RJ-HUNT>)

CONVENERS
Prof. Ashwini Koyande | Prof. Shreyas Bondre
Prof. Sabir Shaikh | Mr. Sanjay Gore

10. Mandala Art and Dream Catcher Workshop

Date: 17 October, 2020

Anamika Salvi a student of VSIT conducted a workshop on basics of Mandala Art and Sehaj Kaur our guest took a workshop about how to make a dreamcatcher.

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STUDENT COUNCIL
2020-21

**Shaniwar
Manch**

**Mandala &
Dreamcatcher
Workshop**

17th OCT 2020

TIME
12:30 pm Onwards | PLATFORM
MS TEAMS

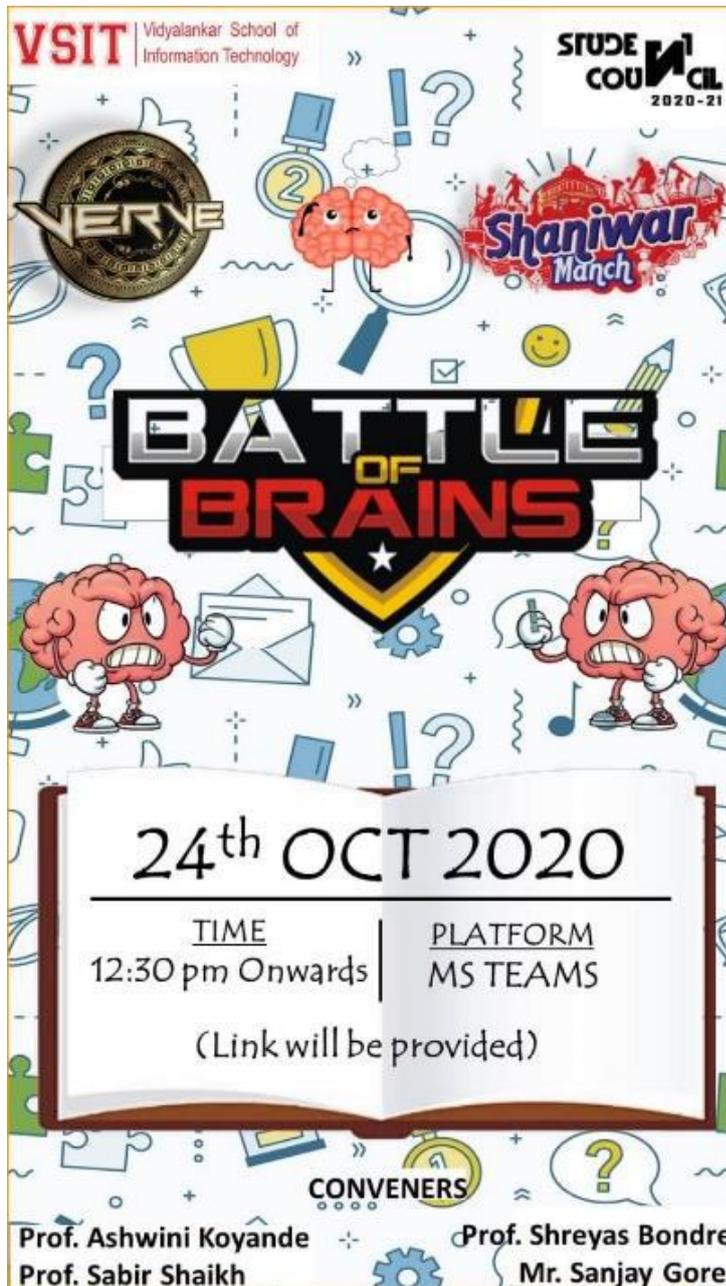
(LINK WILL BE PROVIDED LATER)

CONVENERS
Prof. Ashwini Koyande | Prof. Shreyas Bondre
Prof. Sabir Shaikh | Mr. Sanjay Gore

11. Battle of Brains

Date: 24 October, 2020

Battle of Brains was an event where our students from different houses competed against each other in a general knowledge-based quiz contest.



The poster for the 'Battle of Brains' event is a colorful, cartoonish illustration. At the top left, it features the VSIT logo and name. To the right, it says 'STUDENT COUNCIL 2020-21'. In the center, the title 'BATTLE OF BRAINS' is written in large, bold, stylized letters. Below the title, two cartoon brains with faces and limbs are shown, one holding a magnifying glass and the other holding a pencil. The background is filled with various icons like question marks, a trophy, a lightbulb, and a gear. At the bottom, there is a section for 'CONVENERS' listing Prof. Ashwini Koyande, Prof. Sabir Shaikh, Prof. Shreyas Bondre, and Mr. Sanjay Gore. A central white box contains the date '24th OCT 2020', the time '12:30 pm Onwards', and the platform 'MS TEAMS', with a note that a link will be provided.

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Information Technology

STUDENT COUNCIL
2020-21

BATTLE OF BRAINS

24th OCT 2020

TIME | PLATFORM
12:30 pm Onwards | MS TEAMS

(Link will be provided)

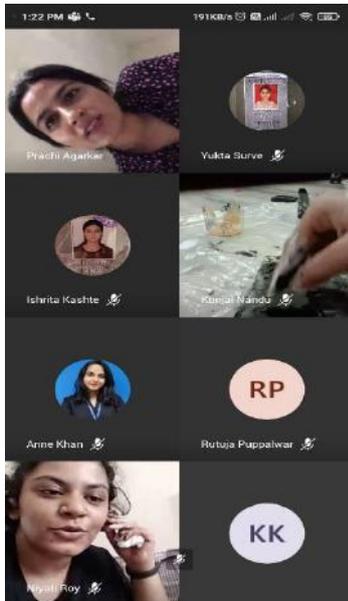
CONVENERS

Prof. Ashwini Koyande | Prof. Shreyas Bondre
Prof. Sabir Shaikh | Mr. Sanjay Gore

12. Fluid Painting Workshop

Date: 31 October, 2020

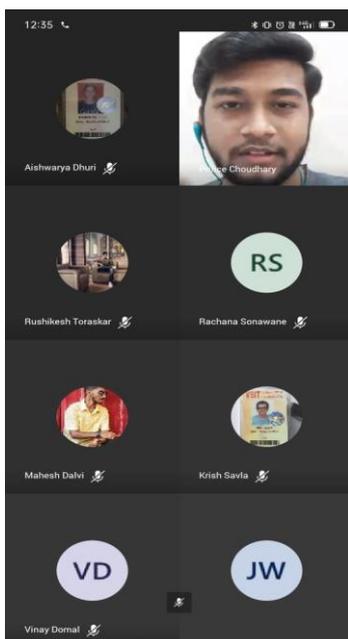
Our very own VSIT faculty Prof. Prachi Agarkar conducted a workshop on Fluid Art and taught us some amazing ways to create beautiful fluid art.



13. Lantern Making Workshop

Date: 7 November, 2020

On the occasion of festival of lights-Diwali one of our VSIT student Prince Choudhary took a workshop on Lantern Making. He taught us some simple yet creative ways to make a lantern.



14. Pot Painting

Date: 13 March, 2021

Simran Paralkar one of our VSIT student took a workshop on Pot Painting where she instructed some DIY ideas of decorating a simple pot.



15. DJ Workshop

Date: 20 March, 2021

DJ Swapnil Sanas and DJ Tanmay Bakkar conducted a DJ workshop for students of VSIT where they gave their suggestions and some pointers to the students who wish to pursue a career in this field.



16. Music Battle

Date: 3 April,2021

Music Battle was an event where the singing stars of VSIT competed against each other to win the title of Music Battle.



17. Stock Market Workshop

Date: 17 April, 2021

A webinar on Decoding Stock Market was conducted by Anuj Baniya and Umar Punjabi who gave us knowledge about Stock Market and briefed regarding the pros and cons about investments.

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STUDENT COUNCIL
2020-21

Shaniwar Manch

DECODING STOCK MARKET
Conducted By
StockDock Company

Resource Person: Mr. Umar Punjabi

17th April 2021

TIME
1:00 PM Onwards

PLATFORM
MS TEAMS

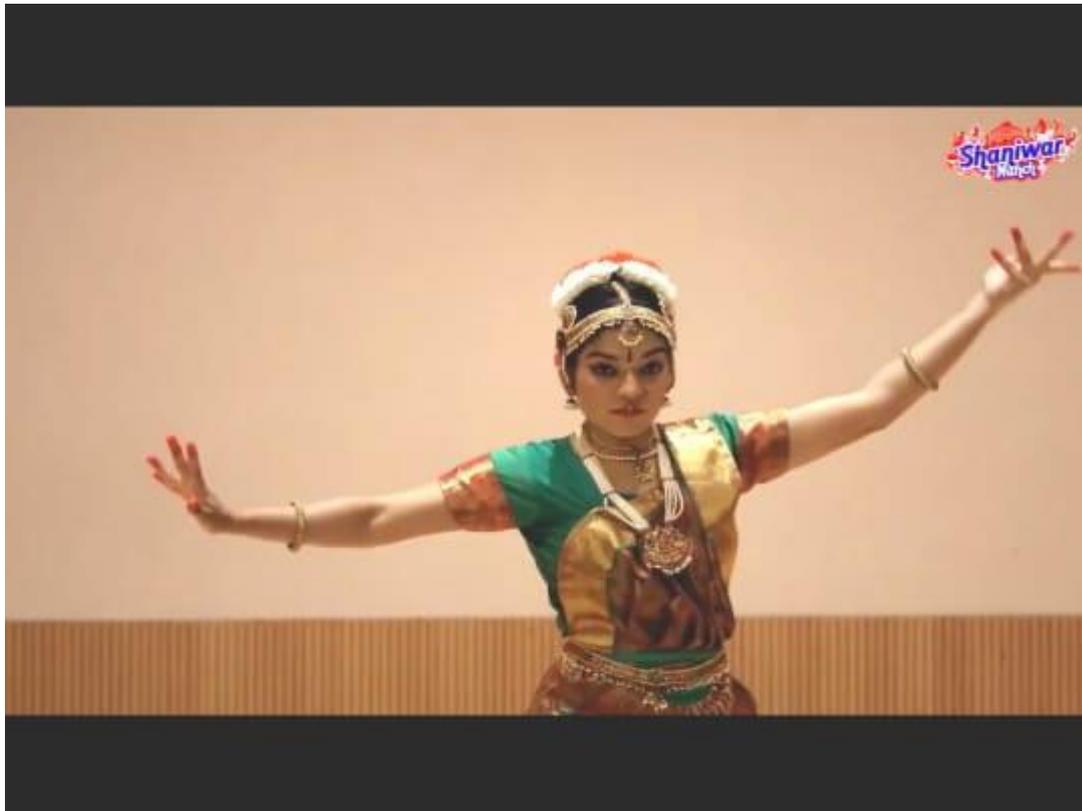
QR CODE FOR REGISTRATION

CONVENERS
Prof. Ashwini Koyande
Prof. Sabir Shaikh
Prof. Shreyas Bondre
Mr. Sanjay Gore

18. Hunar 21

Date: 24 April, 2021

Hunar' 21 was an event which gave a platform to the students of VSIT to exhibit their talents in various fields and win the crown of Hunar' 21.



#Best Practice 2#

VIRTUAL OFFICE

Objectives/intended outcomes:

1. The service will benefit its stakeholder to address and resolve their academic queries.
2. This is a special facility provided to the student to raise their queries related to transcripts, results, admissions, examinations, eligibilities, admission, scholarships etc.

Underlying principle of this practice:

As technology is the key to advanced communication and management, the virtual office concept is designed in a secure mode where the registered students at the college can access and communication is continuous.

The Context:

Virtual office hours are a Teams-based chat or meeting where any student of the college can ask questions related to academics and administration. This type of support is proactive, helpful, and capable of reaching a wide student audience. Administrative experts to answer questions are trained accordingly.

Challenging issues:

While student participation is quite active on-site, often one of the major challenges that arise in the practice are:

- **Stealth listeners** - They attend as a silent participant
- **Monopolisers** - They over share and monopolize a session.
- **Repeaters** - They ask the same question repeatedly and derail other people's hopes to have their questions answered.

The Practice:

As an administrator, there are settings that can be managed for students and teachers alike. They can set meeting policies for entire student's community as well as specific settings that will apply to all meetings within the organization.

Real time Practice:

1. Teams syncs seamlessly with Outlook and Calendar and automatically sends calendar invites to any participants you invite.
2. One can set Teams meetings to recur throughout the week like in-person office hours would.
3. With Optional Attendees, students can join if they want to but are not required.

Criteria VII - Institutional Values and Best Practices

4. In the call, Admin Staff can see students who join and interact with them live and then they are required to fill the form that contain the details of the official work and accordingly the students is guided with the official formalities.
5. Students are well-informed about office hours, and they can share their screen if they need to show a problem they are having.
6. Students can join a Teams call either from a mobile app or laptop and doubts are clarified.

Uniqueness:

Virtual office initiatives of our institute bring students closer to issues during the pandemic situation and the experience of voluntarily sharing with other college-mates make students better aware of the of Virtual office service and avail the same.

Constraints/limitations faced in designing and implementing:

In comparison to the total strength of the learners enrolled at the institute, the number of student enrolling is low and encouraging registration and active participation remains a considerable limitation.

Evidence of Success:

Steps for Virtual Office Desk

1. Inauguration



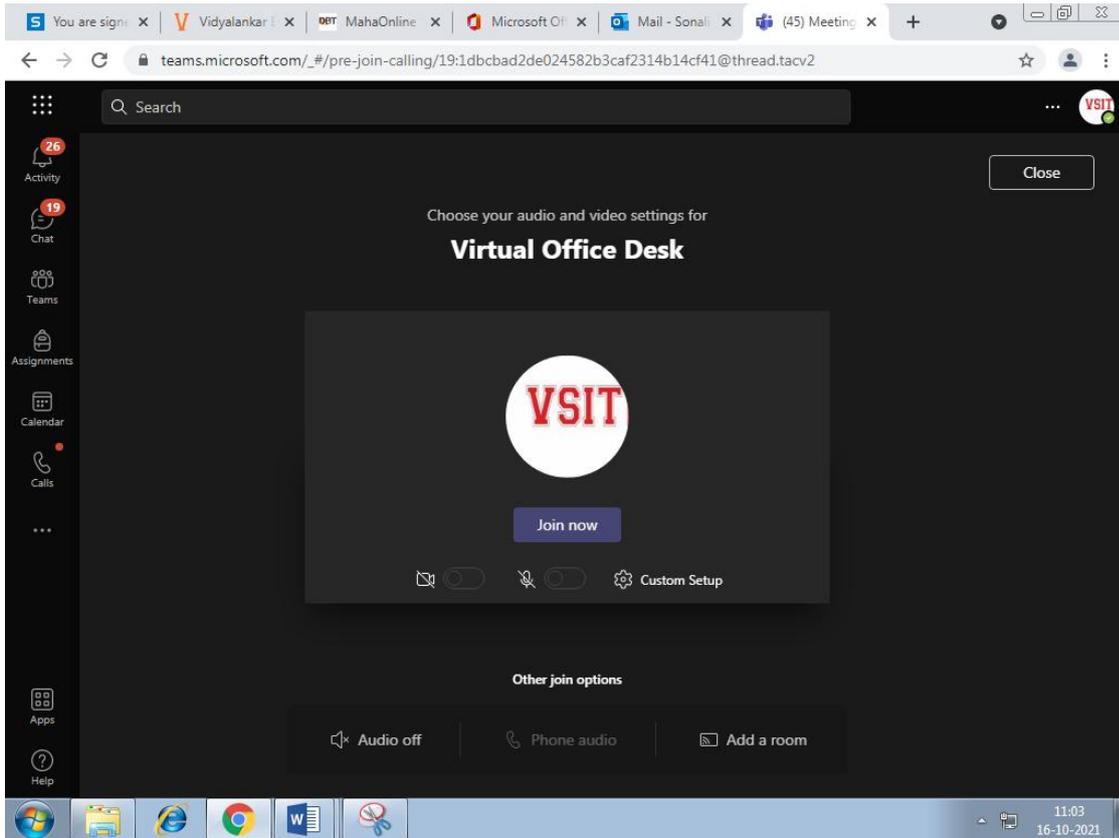
Welcome to Virtual Office Desk Service

Instructions:

- Please fill in the service request form with the link (<http://bit.ly/VSITofficeDesk>) provided in chat box.
- After submitting the request the administrative staff will attend you as soon as possible
- Virtual Office Timings:
 - Mon – Sat -- 9:00 a.m. to 1:00 p.m.

2. Steps to operate

The screenshot shows a web browser window displaying the VSIT website. The browser tabs include 'You are signed in', 'Vidyalankar', 'MahaOnline', 'Microsoft Office', 'Mail - Sonali', and 'VSIT | MSc.IT'. The address bar shows 'vsit.edu.in/mscit.html'. The website content includes two yellow buttons for 'First Year Syllabus' and 'Second Year Syllabus'. Below these are four columns of text: 'VSIT Vidyalankar School of Information Technology' with a description of the school; 'Contact Us' with address, phone number, and email; 'Academics' with a list of programs including B.Sc.IT, B.Sc. Data Science, B.M.S, B.A.F, B.B.I, B.F.M, B.A.M.M.C(B.M.M), M.Sc.IT, M.Com(B & F), M.Com(AA), M.Com(Management), M.A. (Entertainment, Media & Advertising), and Ph.D; and 'Website' with a list of navigation links: Home, About Us, Student Life, Admissions, Placements, Alumni, Events & Updates, Notice Board, Transcript, and Contact Us. The footer contains copyright information: '© 2020, All Rights Reserved By Vidyalankar School of Information Technology' and links to 'Terms & Conditions' and 'Privacy Policy'. The Windows taskbar at the bottom shows the time as 11:02 on 16-10-2021.



Number of Students Benefited

Sr No.	Visitors Name	Course	Year	Reason To Visit	Answer Given
Virtual Desk Service - 07-09-21 - 17-09-21					
On Desk - Apurwa M, Sakshi V					
1	Niket Pande	BAF	FY	Asking about how to join MS. Teams Meeting	Go to MS Teams calender and see todays date you find their joining option
On Desk - Apurwa M, Sakshi V					
1	Niket Pande	BAF	1	Asking about how to join MS. Teams Meeting	Go to MS Teams calender and see todays date you find their joining option, talked with Technical
On Desk - Apurwa M, Sakshi V					
1	Rohit Gharate	B.SC.IT	3	Fee structure	Received certificate from college
2	Jayesh Sathe	BMM	1	Bonafide	Ask him to filled a online form

Virtual Office Daily Visitors List-September-October-2020 (1)-1

Sr No.	Visitors Name	Course	Year	Reason To Visit	Answer Given
1	Niket Pande	BAF	1	Submission of income certificate(scholarship)	I told him to fill the online form.
2	Balaji Devendra	BMS	3	Bonafide certificate	I told him to fill the online form.
3	Mohd zaid Shaikh	BAF	1	Bonafide certificate	Done
4	Jayesh Sathe	BMM	1	Bonafide certificate	Done

Observation:
There is problem if student join meeting from their mobile, they are not able to select the link for form filling and also they can not see the chat box

On Desk-Jaymala B, Shreya G.

Virtual Office Daily Visitors List-September-October-2020 (1)-1

Sr No.	Visitors Name	Course	Year	Reason To Visit	Answer Given
1	Niket Pande	BAF	1	Submission of income certificate(scholarship)	I told him to fill the online form.
2	Balaji Devendra	BMS	3	Bonafide certificate	I told him to fill the online form.
3	Mohd zaid Shaikh	BAF	1	Bonafide certificate	Done
4	Jayesh Sathe	BMM	1	Bonafide certificate	Done

Observation:
There is problem if student join meeting from their mobile, they are not able to select the link for form filling and also they can not see the chat box

On Desk-Jaymala B, Shreya G.

Sr No.	Visitors Name	Course	Year	Reason To Visit	Answer Given
5	Alshifa Shaikh	BBI	1	Only for Inquiry	Given detail about virtual office Desk.
On Desk- Jaymala B, Shreya G.					
1	Balaji Devendra	BMS	3	Bonafide certificate	I told him will receive bonafide certificate on Email within 2-3 days
2	Prupesh Mendiratta	BAF	1	Name Correction in ERP system	I told him to fill the online form (actual Name- Trupesh Mendiratta)
On Desk- Jaymala B, Shreya G.					
1	Prince Sharma	FYBAF	1	Inquiry about NCC.	I told him to fill the online form
2	Shravani Kadam	FYIT	1	Scholarship	I told her to fill the online form
On Desk- Jaymala B, Shreya G.					

Sr No.	Visitors Name	Course	Year	Reason To Visit	Answer Given
Aditya Bh	BSCIT	3	Exam Related query	Done	
On Desk- Jaymala B, Shreya G.					
1	Muzammil darbar	BSCIT	3	Fees structure & Stamp, sign on Scholarship Form	For fees structure I told him to fill the online form & for stamp , sign on scholarship form go to the
On Desk- Kavita B, Yogita A					
No visitors					
On Desk- Kavita B, Yogita A					

Sr No.	Visitors Name	Course	Year	Reason To Visit	Answer Given	Remark
43	No visitors					
44	No MS Forms					
On Desk- Kavita B, Yogita A						
47	No visitors					
48	No MS Forms					
On Desk- Kavita B, Yogita A						
51	Sahil Jangam	FYBsc.IT	FY	Bonafide certificate	To fill online form	
52	No MS Forms					

Sr No.	Visitors Name	Course	Year	Reason To Visit	Answer Given	Remark
54	1 Lavanya Dasari	TY	BFM	Enquiry about whether college is open for submitting fees cheque	College is open from 10 to 4 pm, can go to submit cheque	
55	2 Niket Pandey	FY	BAF	Wanted to submit Income Certificate	College is open from 10 to 4 pm, can go to submit it	
56	No MS Forms					
On Desk- Komal L, Sakshi V						
58	1 Lavanya Dasari	TY	BFM	Asked whether the Accounts section is open to submit fees cheque	Yes, can go to submit it	
59				MS Forms will check in Evening & if any mail to concerned person		
60	1 Sahil Jangam	FYBsc.IT	FY	Bonafide certificate	Done	
61	No MS Forms					
On Desk- Komal L, Sakshi V						
64						

Sr No.	Visitors Name	Course	Year	Reason To Visit	Answer Given	Remark
1	Advait Raut	BMS	5Y	He want 12th Original Marksheet, purpose of passport verification.	MS Forms will check in Evening & if any mail to concerned person	I told to gokhle sir, then they called to office and inform them.
On Desk- Jaymala B						
69	SHADAB	M.SC.IT	2	FOR FEES PURPOSE	TALK TO BEENA MAAM	
On Desk- Jaymala B						
72	1 NIKHILESH PEDNEKAR	B.SC.IT	3	BONAFIDE CERTIFICATE		YOU WILL RECEIVE MAIL UPTO EVENING
On Desk- Jaymala B						
75	1 PREETI BAIKADI	BBI	TY	BONAFIDE CERTIFICATE		TO FILL ONLINE FORM

Sr No.	Visitors Name	Course	Year	Reason To Visit	Answer Given	Remark
75	1 PREETI BAIKADI	BBI	TY	BONAFIDE CERTIFICATE		TO FILL ONLINE FORM
76	2 RAMANDEEP SINGH SAQ	BMS	FY	SCHOLARSHIP		INFORMED TO APURVA
On Desk- Jaymala B						
79	1 Muazzamil darbar	B.SC.IT	3	FEE STRUCTURE		TO FILL ONLINE FORM
On Desk- Jaymala B						
82	1 Mansoor Mithaiwala	M.S.C.IT		1 FEE STRUTURE		To fill the online form
On Desk- Jaymala B						
85	1 Omkar Dhurat	M.SC.IT	II	online payment		done

The screenshot shows an Excel spreadsheet titled 'Virtual Office Daily Visitors List-September-October-2020 (1)-1'. The data is as follows:

Sr No.	Visitors Name	Course	Year	Reason To Visit	Answer Given	Remark
2	Shiddhesh Surve	BMS	1	fee receipt		done
On Desk- Jaymala B						
1	Sunidhi Solanki	B.A.F		3 Bonafide certificate	To fill the online form	done
On Desk- Jaymala B						
1	Charleson Matla	B.SC.IT	2	Scholarship purpose		Done