



Salesian College
Sonada & Siliguri

MINUTES OF THE HOD MEETING

Held via BigBlueButton (BBB)

April 6, 2020

The agenda for today's meeting were as follows:

1. Moodle usage: opportunities and prospects;
2. AQAR upload assistance;
3. Varia

The meeting started as scheduled at 11 o'clock with a minute of silence observed towards the deceased people in Covid-19. Fr. George Thadathil, Principal, chaired the meeting and asked the HoDs to come up with their Moodle usage reports one by one.

1. Moodle usage: opportunities and prospects

Mr. Dhiren Newar, Head, Dept. of BBA, Salesian College, Sonada, started the feedbacks by stating that they have uploaded all the notes in the Moodle. But the students are not able to use it conveniently because of connectivity problems. His department is also communicating with the students through WhatsApp as a standby mode. Later, in the discussion, Ms. Tshering Sherpa of BBA Sonada too updated the attempts made to teach online the students.

Mr. Patrick Johnson, Head, Dept. of Management Studies, Salesian College, Siliguri, informed that the scenario is a little different in Siliguri. The students are able to login to Moodle but are not able to upload the scanned assignments in the server. As a made-easy, students are sending the assignments to the teachers via e-mails and the teachers are uploading them into the students accounts.

Mr. Dhiodatta Subba, Head, Dept. of Computer Sc. & Applications, Salesian College, Siliguri, said that students mainly from the hilly region are facing much of the problems.

Mr. Nikhil Pradhan, Head, Dept. of BCA, Salesian College, Sonada, said most of the students are responding via Moodle with an exception of a few. Regular connection with the rest of the faculty members from his department is active. Students are facing issues with the subject of Mathematics as it demands more physical mode of teaching. Ms. Priyanka Lama has made and uploaded videos on the said subject.

Fr. Principal commented that a video circulated by her is completely in Hindi while also appreciating the other videos on Mathematics which were very student friendly. It may be noted duly as we are an institution with English language as the medium.

Ms. Ganga Parajuli Tirkey, Head, Dept. of Education, Salesian College, Siliguri, said that the departmental WhatsApp group was already in place and Fr. Aju Kurian, Vice Principal, Salesian College, Siliguri was added to the group after the recent circular from the management. Students to a large extent is using Moodle. The defaulters who were having problems with the platform were helped out by Ms. Yadika Prasad, System Administrator, Moodle. She also added that the MA students were added to the system. Fr. Principal asked to arrange for a meeting with the MA students in one or two days. Fr CJ George, the PG Coordinator, also noted that the work is in progress for the teaching of MA students online by providing notes.

Fr. C. M. Paul, Head, Dept. of Mass Communication & Journalism, Salesian College, Sonada, said that the fourth semester students are not yet added into the system. Mr. Privat Giri commented on that that there are only 3 students in the fourth semester and they are sort of out of reach. Since the number is small, they can be taken care of individually.

Mr. Ravi Bhushan Singh, Head, Dept. of Mass Communication & Journalism, Salesian College, Siliguri, said that teaching is going on parallelly on Moodle and on WhatsApp. Assignments are uploaded on the Moodle server. But he is facing problems with uploading talks of even small durations. To continue the learning process, the department after a discussion with Fr. Vice Principal, has come up with the idea of a short-film competition to be participated voluntarily by the students during this lock-down period. He also circulated a written version of the previous two weeks work-diary of the department.

Ms. Rachel S Sitling, Head, Dept. of Sociology, Salesian College, Siliguri, said that the courses are created in the Moodle, but a few students are not able to connect. She tried an online session with all 30 students of the dept which could not be concluded fully. Therefore, they have decided to divide them into groups of 10 each and have separate sessions. Ms. Pratishtha Dewan, faculty, is having troubles in accessing the Moodle, so other faculty members are uploading the study materials from her portion into their accounts. Ms. Sumina Chettri from Sonada campus too updated the progress of the online teaching and that they are in touch with the siliguri campus departmental team and collaborating on the monitoring of the progression of the Project Work of the final year students.

Ms. Risha Chhetri, Head, Dept. of Commerce, Salesian College, Siliguri, said that 300 students in their department are hard to keep an eye on virtually. 20% of them are not traceable. Fr. Principal commented on that that the 20% is an alarming portion. Ms. Chhetri responded that most of that group are from hilly region and probably have changed their e-mail ids and that needs verification.

There was a break in the communication at this point as a number of faculty had power failure in their respective localities. There was also an issue of the time set up for the BBB video-chat session, due to which it had been re-set up, as it had timed out.

On Resuming the connection, from among those present, Mr Deepjyoti Kotuwal updated the English Department of Sonada campus as having been into the Moodle based teaching, after the initial hiccups and technology support provided by the

Tech Team of the campus. The assignments are being submitted and graded.

At this point Fr. Principal, updated those present and hearing that the reason for having shifted to Moodle and of the progress we are making there was sufficient reason to be happy, as we are among the leading online communities of higher education in terms of presence and reach, especially given our location and student clientele. There is also an attempt being made by the Tech Team, to communicate with Moodle headquarters to partner with them, and in this regard the earlier experience of Moodle use by one or two departments are being attempted to be tracked back.

The meeting ended with a wrapping up and a rescheduling for the sake of those who could not fully participate or have the time to share: Departments of Mathematics, History, Political Science, Physics, Economics, Statistics, and BSW. However, the following departments have submitted reports on their departmental Moodle usage and are attached at the end of this document in the following order:

- (a) Department of Physics,
- (b) Department of Mass Communication & Journalism, Siliguri Campus,
- (c) Department of Mathematics,
- (d) Department of History and BA Programme, Siliguri Campus,
- (e) Department of Political Science, Siliguri Campus,
- (f) Department of Psychology,
- (g) Department of Commerce, Sonada Campus.

Mr Siddharth Rai's comments on the work done and summarising the comments of the faculty of the department notes that the shift to the Moodle classroom has been a learning and a timely intervention to enable a comprehensive and multi-layered approach to teaching. It also gives the details of the hours taken by each faculty and the assignments given against each of the papers. There is a concern however, of the practical sessions, due at the earliest for the benefit of the students.

2. AQAR upload assistance

The second agenda for the day, the AQAR submission related discussion could not be pursued, as the meeting had to be adjourned due to technical snag.



Minuted by:

Subhajit Paul, HoD, Mathematics, SCSC
and supplemented by Fr. George Thadathil.

Sd/-
Fr. George Thadathil.

Moodle Usage Report (Till 05 April, 2020)

Department of Physics
Salesian College, Siliguri

After the announcement for the closure of college due to Covid-19 crisis, we continued our teaching mainly via Whatsapp group, in the first week starting from 16th April till 23rd April, where we have focused mainly on giving assignment and providing lecture video links for relevant topics. From the second week, we slowly shifted towards the Moodle and it took few days to get going in terms of familiarization and learning other technical details.

*As of now, faculties and students are comfortable with the Moodle, as evident from the feedback taken. As physics lessons require a lot of mathematical stuff, we are happy that the Moodle allows usage of **LaTeX** script for scientific/mathematical writing. Self-made lectures, videos, existing lecture videos (NPTEL, Khan Academy, YouTube) followed by some briefing, are being used for the classes. The only concern, for now, is the practical/laboratory classes, though relevant lectures/videos have been arranged for the same. Brief statistics of the classes taken and assignments are provided for below*

Semester	Courses Taken	No. of Classes Taken	Assignments Given
II	CC3	5	4
	CC4	5	2
IV	CC8	2	3
	CC9	3	2
	CC10	7	2

AQAR Upload Assistance :

All the documents, reports and individual profiles from all the faculty members have been submitted to the VP/Principal in the form of soft copy. Some of the hard copies are yet to be submitted.

The individual report for faculties are provided below.

1. Faculty Member: **Mr. Mayukh Mazumdar**

- Using Since : 25.03.2020 (Wednesday)
- Courses Covered : Three (Semester II : CC3+CC4 , Semester IV : CC10)
- Methods of Teaching Used : Sharing links of YouTube videos, web-pages, self-made videos, PDFs
- Assignments : Given through PDFs

Semester	Courses Taken	No. of Classes Taken	Assignments Given
II	CC3	2	2
	CC4	4	1
IV	CC10	7	2

Feedback on Moodle :

Moodle is very user-friendly. I can easily link/add additional sources/files with/to my classes and the description box is also very helpful to type scientific equations and expressions. Moodle has made the teaching-learning experience more diverse, interactive and interesting.

2. Faculty Member: **Ms. Sujata Sinha**

- Courses: (i) CC3 (Electricity and Magnetism) (ii) CC8 (Mathematical Physics III) (iii) CC9 (Elements of Modern Physics)
- Method of teaching: Uploading lecture videos , Giving daily assignments of theory and numerical of previously covered chapters

Semester	Courses Taken	No. of Classes Taken	Assignments Given
II	CC3	2	2
IV	CC8	2	3
	CC9	1	1

Feedback on Moodle :

The idea of using Moodle to take online classes is really appreciable. This platform is easy to handle for teachers and also for the students as well. This e-learning provides the opportunity for student to interact electronically with each other as well as with their teachers. This interaction can be via e-mail or on discussion board or in chat rooms or in conference. For having different features, in many educational institutes like IITs , NISER Moodle is used as regular basis. This is a great opportunity to us to explore new areas of online teaching with the help of Moodle.

3. Faculty Member: **Dr. Siddarth Rai**

- Courses: (i) CC3 (Electricity and Magnetism) (ii) CC4 (Waves & Optics) (iii) CC9 (Elements of Modern Physics)
- Using Since : 23 March, 2020

- Method of teaching: Uploading lecture videos (YouTube/NPTEL), self made lecture using LaTeX Giving daily assignments of theory and numerical of previously covered chapters,

Semester	Courses Taken	No. of Classes Taken	Assignments Given
II	CC3	3	2
	CC4	1	1
IV	CC9	2	1

Feedback : As the history is accelerating during this time of crisis, I am happy to adapt myself to the online way of teaching and learning. For subject like physics, though chalk duster method of teaching is irreplaceable, but current method is ideal for this time. My only concern remains the practical classes which needs to be conducted asap.

ACTION PLAN (Dept. of Mass Communication & Journalism)

Due to the unprecedented outbreak of Covid-19 virus the Government of West Bengal declared all University and Colleges to be closed with effect from March 14 to stop the spread of virus. Thereafter, the Prime Minister announced a total nation-wide lockdown for 21 days, with effect between 25th March and 14th April 2020. Salesian college, Sonada and Siliguri campuses keeping in view of the seriousness and effects of the situation, started the process of teaching-learning on the online platforms like Moodle and WhatsApp. The following was done to engage the students in the best possible manner in the current situation:

- At first a WhatsApp group was formed for the students which also included Fr. Aju Kurian (Vice Principal, Siliguri Campus), Mr. Peter Lepcha (Dean), all faculty members and the students of the department.
- The group was used to not only give study materials and assignments but also to address any problem faced by the students.
- When the use of Moodle came into effect, the courses were created by faculty members and students were enrolled in their respective courses.
- Study materials, case studies and self-explanatory lecture notes were uploaded in the Moodle.
- Assignments were given in the Moodle which the students had to submit within the given date.
- Assignments were downloaded and checked by faculty members.
- Grades were given to the students, based on their assignments.
- Informative self-explanatory video was uploaded in the Moodle to help the better understanding of the subject.
- Students were given a project to make short film/documentary on the topic- “My days of quarantine/lockdown”. They were advised to strictly maintain the norms of social distancing and therefore shoot in/from home.

ACTIVITIES PERFORMED ON MOODLE:

- ✓ Allot assignments to the students on the concerned curriculum for the respective subjects.
- ✓ Evaluate assignments and grade them accordingly
- ✓ Share study materials, case studies and self-explanatory lecture notes for the respective subjects concerned for the students to read and engage for discussion.
- ✓ Create discussion forum for the subjects concerned for the students to raise and post questions for clarifying doubts and queries relating to the topics shared and address them individually.

ACTIVITIES ON WHATSAPP:

- ✓ A WhatsApp group was created for the students which included Fr. Aju Kurian (Vice Principal), Mr. Peter Lepcha (Dean), all the faculty members and students of the department.
- ✓ This group was used for regular interaction between faculty members and students
- ✓ Students were informed additionally in this group regarding the courses, study materials and assignments, created for them on Moodle
- ✓ Doubts and problems faced by students on Moodle and in their studies were attended and cleared on WhatsApp
- ✓ Students with low internet speed in their areas were assisted with study materials on WhatsApp as well
- ✓ A short film/documentary competition was announced (activity during lockdown) and students were guided on the same.

AQAR ACTIVITIES COMPLETED BY FACULTY MEMBERS:

- ✓ Prepared Personal Career Advancement Record and updated CV.
- ✓ Prepared ERP Report including attendance of the subjects' concerned.
- ✓ Prepared report on the duties performed and assigned for the department for the year 2018 till March 2020.
- ✓ Prepared Mentoring Report & Value Education Report
- ✓ Prepared Minutes of the Meeting report for the department
- ✓ Preparation of the SCSC Media Association Content
- ✓ Preparation of the Course Objectives, learning Outcomes & teaching Methodologies content
- ✓ Preparation of the Dept. mission, vision, objectives content for the website

OTHER ACTIVITIES:-

- ✓ Prepared question papers for the Selection examinations
- ✓ Prepared Question papers for University Exams (Assigned by university to Mr. Ravi Bhushan Singh and Mr. Dipjyoti Das)
- ✓ Weekly Department meeting of faculty members held online through WhatsApp audio and video conferencing. (Dates: 28th March and 4th April, 2020)
- ✓ Regular communication maintained between HOD and Vice Principal/ Dean.

FUTURE PLANS:

- Create real time chat sessions for live synchronous discussions and feedback and enable the students share their experience of the same.
- Engage students with some new innovative activity to develop self-learning potential For example – choice activity module or database activities
- Assign students with individual/group project on the topics from the curriculum

- Prepare self-learning study materials for students to read and understand topics from the curriculum as well as engage in discussion
- Organize an online Guest Lecture for students (if the network connectivity of majority of students are good enough for video conferencing)
- Uploading of short lectures in audio format.

Report made by:

Mr. Ravi Bhushan Singh

Head, Dept. of Mass Communication & Journalism

Assisted by following faculty members:

Mr. Dipjyoti Das

Ms. Nawaneeta Subba

Salesian College, Siliguri

Department of Mathematics

The students from first and second year are using the Moodle platform. Mr. Subhajit Paul, HoD, had tried to have an online session with the students which did not succeed. So he has made videos, uploaded them in YouTube and posted the links in the Moodle. The other colleagues have uploaded study materials and assignments in the system.

Thanks and regards,

Subhajit Paul.

Salesian College, Siliguri

Departments of History and BA Programme

Everyone has logged in Moodle except 2 students from Hons. and Programme. We have tried to reach them but couldn't get any information. Regarding classes as per the knowledge of the faculty to use the Moodle each one is taking care of uploading data videos as well as study materials. In the same way student are also uploading their assignments.

Observation of few weeks when going to the activity report it is seen that very few students have access to the sources data that is uploaded in the Moodle. Maybe they are also learning.

Network is the main issue for all as there are students who stays in areas where connectivity is unavailable in proper way. There are students also who doesn't have proper smartphones to have access to Moodle. However, efforts are made that the reading materials are sent to them either by WhatsApp or Via mails.

Action Plan to avail students with more resources and planning to have at least one time sitting of together if possible having consulted with the technical team so that they can have virtual classes.

The journey is not easy but students as well as faculty is trying out the best to overcome with this difficult phase and provide students with the best of what can be done.

Thank You,

Manisha Pradhan.

Salesian College, Siliguri

DEPARTMENT OF POLITICAL SCIENCE

Report on Moodle

At the initial stage, our department tried to communicate the messages to students through WhatsApp and emails. The first assignment was asked to be submitted through emails to the respective faculty. While sending the acknowledgment for the first assignment it was informed in detail to the students about the importance of accessing Moodle. Assignment information and reading materials were uploaded and students were asked to regularly visit Moodle. Students participation is quite positive they have submitted one assignment of each paper in Moodle. We are also conducting conference/audio classes but until now except a few students are participating and the response is dismal from others. Most of the students in first year are from the hills and are complaining that they are having problem in accessing online classes in Moodle due to lack of internet facilities because of this our online classes for first year have not develop so far till date. Still hoping with the second assignment that is due in two days, the number of users will go up. We as a departmental faculty are working together to coordinate with the students in Moodle.

Salesian College, Siliguri

DEPARTMENT OF PSYCHOLOGY

A report on the classes that are being facilitated through Moodle an online based teaching and learning platform. The department started having a full-fledged class on Moodle after few days of official announcement/notification from the management to start having classes on Moodle. Initially we faced lot of challenges and issues for getting ourselves familiar with Moodle, but we are thankful to the IT cell of the college especially Yadika mam for her support and help at the time of need. So far we have observed 100% of participations of students from 1st year and almost 80% of student's participation from 2nd year. Prior to that we were having and facilitating classes in WhatsApp group in which we have added Dean of Arts and Fr. VP to monitor the progress of department and the topic that was covered in WhatsApp was also reintroduced again in Moodle. The department has a total of 7 core papers excluding AECC & V.ED. Each faculty has created the course in Moodle with respect to their papers and have been facilitating the online class for respective papers/courses through various teaching methods and resource materials such as PPT, providing reading materials which includes articles, books and website references, video links, PPT with an audio and use of voice conference (so far this has been done once by two of the faculty) and an assignments on the discussed topic for which we have kept scale grading system of 10 or 20 marks depending upon the type of assignment with a special message to the students that their submitted assignment and received grade will be evaluated as their class internal assessment.

The major issue that we are facing right now is that since we are a practical oriented discipline and we are not in position to conduct and provide instructions to students about their practical's through online mode of classes as we need tools for conducting practical class and we have decided from our departmental meeting that once we resume our normal classes we would be looking into this matter and get it done as soon as possible.

Lastly we have been co coordinating, taking feedbacks and monitoring our progress of the classes through official departmental WhatsApp group for smooth and effective functioning of the department at this time of crisis.

Salesian College, Sonada

Department of Commerce

Report of the online classes

The department of Commerce, Salesian College, Sonada has enrolled all the students in Moodle. The departmental faculty members have provided YouTube video links, notes to the students and on that basis had given assignments to the students. The department was able to hold its first departmental faculty meeting. As per the outcome of the meeting, the department decided to have a meeting with the CR's (also joined by the Principal). All the CR's were not able to join the meetings, there as on being poor internet connectivity. Thus, it was decided that we will continue with the assignments. Since, some of the students have not submitted their assignment, the department further decided to organise all students meeting. Since all them were not able to join in. Thus, on the same day the faculty interacted with some of the students with the help of WhatsApp video chatting facility. Those students who joined the session with the teachers assured that they will inform all the students about the outcomes of the meet.

Uday Mall

Head of the Department

Department of Commerce.