

Salesian College
Sonada & Siliguri

MINUTES OF THE IQAC WEB-MEETING

Held via BigBlueButton (BBB)

July 29, 2020

The meeting, chaired by Fr George Thadathil, Chairman, IQAC and Principal, Salesian College, Sonada & Siliguri and moderated by Fr Aju Kurian, Coordinator, IQAC, Salesian College, Siliguri, started at 03:00 pm with a prayer lead by him. He invited Fr George Thadathil to submit his inaugural words. Fr Principal welcomed the house and briefed about the agenda to be followed. The following minutes are arranged according to the agenda:

1. Minutes of the previous meeting

Mr. Subhajit Paul, Asst. Secretary, IQAC, read out the minutes of the last meeting held on April 16, 2020.

2. Departmental preparedness for the Webinars

A circular to conduct webinars during the lockdown period in the coming semester was issued to every department. Mr Peter Lepcha, Secretary, IQAC, informed the house that different proposals have been forwarded to IQAC. He invited the HoD's to present their plans in front of the house. In response to that

1. Ms Priya Topno, Head, Dept. of Education, Salesian College, Siliguri, informed that her department will be organising a webinar on "Mental Health of students: Education implications, Issues and Challenges" on August 16, 2020, the occasion of Bosco Jayanti. The resource persons will be Dr Kaushik Rej, MBBS, PDM, Psychiatrist consultant and Dr Ritwika Laskar, Asst. Prof., Dept. of Education, Alipuduar Mahila Mahavidyalaya.
2. Ms Debarati Deb, Asst. Prof., Dept. of Commerce, Salesian College, Siliguri, on behalf of Dr. Dipankar Rudra, Head, Dept. of Management Studies, Salesian College, Siliguri, informed that his department will be hosting two webinars in the coming academic semester. The first webinar on "Challenge the change: Business strategies in the contemporary era" will be held on August 8, 2020, as a part of the annual event Tata Memorial National Webinar. The second webinar on "Intellectual property rights: Dynamics of copyright laws and emerging challenges" will be held on August 24, 2020.
3. Ms Manisha Pradhan, Deputy Head, Dept. of History, Salesian College, Siliguri, informed that her department is going to host a series of webinars. The first two of which will be on July 31, 2020. Mr

Arijit Kundu, Asst. Prof., Dept. of History, Panchthupi Haripada Gouribala College, Murshidabad, will be speaking on “History of Animals in Colonial India: A New Dimension in Historiography” and Miss Upasana Negi, will be speaking on “Social Development Sector in current scenario and future perspectives for upcoming generation”. The third Webinar will be an interactive session titled “In Conversation with Dr Ramachandra Guha” on August 12, 2020. On August 23, 2020, Dr Swatasiddha Sarkar, Director, Center for Himalayan Studies will be joining for another talk. Dr Mahendra P Lama, Senior Professor, Jawaharlal Nehru University, will also be joining in the above-mentioned talks.

4. Ms Helena Lepcha, Asst. Prof., Dept. of Social Work, informed that they are planning a webinar to be hosted along with the orientation of the new students in the month of August.
5. Dr Gunjit A Mehta, Associate Prof., Dept. of English, Salesian College, Siliguri, informed that the department had already conducted a webinar on “Decolonising Indian theatre” on June 3, 2020. Dr Vikram Singh Thakur, Ambedkar University, Delhi, was the main speaker at the same. She also informed that her department is planning to organise a workshop on acting. The execution of the same does definitely depend on the state of the ongoing pandemic.
6. Mr Surendra Saha, Head, Dept. of Commerce, Salesian College, Siliguri, said that his department is planning to organise a webinar on the tentative topic of “Impact of Covid-19 on local business among various industries” in the month of September.
7. Dr Bipul Chhetri, Head, Dept. of Geography, informed the house that his department is planning to organise a webinar on migration issues related to Covid-19 in the month of October tentatively.
8. Mr Mayukh Mazumder, Head, Dept. of Physics, informed that his department is planning to invite either of Dr Subir Mukhopadhyay, Associate Prof., Dept. of Physics, Sikkim University or Dr Amitava Chakraborty, Associate Prof., Dept. of Physics, Sikkim University, in the coming months.
9. Mr Dhirodatta Subba, Dean of Sciences, informed that the departments of Sciences are planning to host webinars by individual departments. Apart from that, organisation of annual events Comphymathix, Mathematics Day, Einstein’s birthday (also π -day) and two-day national conference on “Trends In Science & Technology” are also on the cards.
10. Ms Nawaneeta Subba, Asst. Prof., Dept. of Mass Communication & Journalism, Salesian College, Siliguri, on behalf of Mr Ravi Bhushan Singh, Head, Dept. of Mass Communication & Journalism, Salesian College, Siliguri, informed that his department has organised a webinar on “Newspaper production” on July 27, 2020. The invited speaker for the event was Mr Irfan-E-Azam, senior journalist, North Bengal.
11. Mr Prayash Rai, Asst. Prof., Dept. of History, Salesian College, Sonada, informed that his department is planning a webinar on foreseeable future after the pandemic with collaboration with its counterpart at Siliguri campus.

3. Execution of the online events according to NAAC criteria

Fr Aju Kurian requested the organising committees for different events to keep the morale of the events in sync with the NAAC criteria. He instructed that the following would be an ideal practice which is to be followed regarding organising of the events:

- the financial requirements should be forwarded to the Bursar or the Principal;
- the posters/flyers should have the phrase “in collaboration with IQAC” mentioned in them;
- the respective departments should select the dignitaries but the official invitation must be sent from college office;
- the reports of the events should be submitted in hard copy to the respective Vice Principals and to the IQAC with an e-copy uploaded to ERP.

He also added the following points as general working principles from the point of IQAC:

- Minutes of the Deanery meetings and the departmental meetings should be kept properly.
- Clubs and associations must also follow the above mentioned practice while organising events.
- Faculty members must submit their academic achievements to IQAC.

4. Guidelines on blended teaching mode

Every deanery has already conducted separate meetings on this agenda. Orientation programmes for the existing batch of students will be held on August 1 and August 4, 2020 (with management and subject-wise orientation on the respective days). Online classes for the same students will start from August 4, 2020. Mr Peter Lepcha prepared and submitted a plan for orientation for the new students on August 16, 2020 (preferably, on the day of Bosco *Jayanti*). The plan is attached to this minutes in Annexure – 1.

5. AQAR submission preparedness

Mr Subhajit Bose, faculty-in-charge of AQAR upload process, informed the house that he has received data from every criterion head. The data have already been approved and are ready to be uploaded.

6. Report on online examination in the month of July

College conducted an online examination from July 6 to July 11, 2020 for both its campuses together. Mr Dhirodatta Subba, Head, Tech Team, informed the house that approximately 95% of the students from Siliguri campus appeared in the online examination whereas 2% student chose to appear the examination offline and 3% of students remained absent. From the Sonada campus, approximately 95% students appeared in the online examination and 5% remained absent.

Mr Rupam Majumdar, Coordinator of Examinations, Salesian College, Siliguri, read out the detailed report of the said examination in front of the house. The report is attached to this minutes in Annexure – 2.

7. Varia

Mr Patrick Johnson, Dean of Commerce and Management, informed that we are getting good number of applicants for the new session. Over 250 applicants have already applied in the morning session itself.

Dr Minakshi Chakraborty, member of IQAC as external educator, appreciated the effort put up by the whole college in the last days and commented that the meeting was very comprehensive.

Mr Eugene Gurung, member of IQAC as Industry representative, also commented the same.

The meeting ended at 4:45 pm with some appreciative words from Fr George Thadathil.

Minuted by,

Subhajit Paul,
Asst. Secretary, IQAC,
Salesian College, Siliguri.

Dated, August 1, 2020.

Sd/-

Fr George Thadathil,
Chairman, IQAC and Principal,
Salesian College, Sonada & Siliguri.

ANNEXURE – 1

Salesian College Sonada & Siliguri

Plan and Concept for the Inauguration

YouTube Live Streaming

16 August 2020 (???)

Bosco Jayanti

- 1. First Footage:** A single static Slide – Welcome to Salesian College Sonada & Siliguri, Inaugural Programme 2020 - 2021 – College Logo and background score – We thank you O Lord for Don Bosco – piano version – a few college building photos of both campuses and graduations day photographs of both campuses can be animated (upto 30 seconds)
- 2. Video:** Initial welcoming by Mr Peter Lepcha, Dean Arts/Humanities, HoD, English, Salesian College Siliguri (2 minutes – shoot location – portico – soft background score)
- 3. Second Footage:** A single static Slide – The day’s programme with background instrumental (10 seconds)
- 4. Video:** Residential Students – Our Father who art in heaven (sung - 3 minutes) [Direction: Video shot in light colour shirts and dark colour pants in AV Room for acoustics.](#)
- 5. Video:** Welcome Address by the Principal – Fr (Prof) George Thadathil SDB – (4 minutes – shoot location – of Principal’s choice – Nazareth Block front suggested - soft background score)
- 6. Third Footage:** Text runner with voice over of RJ Bryan Kerr – Vision, Mission and Core Values of the College (3 Minutes - soft background score)
- 4. Video:** Br Augustin Joseph SDB, Vice Principal, Salesian College Sonada (3 Minutes) [Direction: department names of Sonada as runner/scroll - soft background score – preferred location – in front of the seminary building.](#)
- 5. Video:** ‘Salesians in the Himalayas’ (already in Youtube 12 minutes)
- 6. Video:** Fr (Dr) George Chempakathinal SDB (Vice Principal, Arts/Humanities, Siliguri Campus) (3 Minutes) [Direction: Arts/Humanities department names as runner/scroll.](#)
- 7. Video:** Fr (Dr) Babu Joseph SDB (Vice Principal, Commerce & BBA, Siliguri Campus) (3 Minutes) [Direction: BBA Specialisations and Commerce subjects as runner/scroll.](#)
- 8. Video:** Fr Aju Jurian SDB (Vice Principal, Sciences) (3 Minutes) [Direction: Science department names as runner/scroll](#)
- 9. Video:** Vote of Thanks – Dr Terence Mukhia - (3 Minutes)
- 10. Video:** ‘We thank you O Lord for Don Bosco’ – Residential Students - (3 Minutes) [Direction: Video shot in cassocks](#)
- 11. Fourth Footage:** Static slide – Thank you. Please join the online classes as notified by your departments
“Education of the heart is the heart of education.” – Don Bosco (as runner below - 1 minute)

**Video Shoot Schedule for Siliguri Campus
1 August 2020**

Name/Group	Time	Location
1. Fr (Prof) George Thadathil	09:00 am	NZB (or of his choice)
2. Fr (Dr) George Chempakathinal	09:15 am (or before*)	Savio Block (or of his choice)
3. Fr (Dr) Babu Joseph	09:30 am (or before)	His Office (or of his choice)
4. Fr Aju Kurian	10:00 am (or before)	NZB (or of his choice)
5. Mr Peter Lepcha	10:30 am (or before)	SB Portico
6. Brothers	11:00 am (or before)	AV Hall (set up to be done before)

(*This is subjects to takes and satisfaction of the camera person and other environmental/weather conditions)

Camera Person –	Mr Patrick Johnson
Lights & Sound –	Br Simon Bara and Br Sudip Mondol
Editor –	Mr Bruno Thapa
Platform –	YouTube Salesian TV
Concept –	Mr Peter Lepcha

29 July 2020

ANNEXURE – 2

Salesian College

Sonada & Siliguri

Online Examination Report

From 6th July 2020 to 11th July 2020

The online internal examination of the both the campuses commenced on 6th July 2020 and was concluded on 11th July, 2020 in 6 different time slots as notified in the schedule from the Examination Office as per the schedule. Number of students in each time slots was less than 300 which led to smooth running of the examination without any problem in the dedicated server. There were 35 courses examinations held during the said tenure and time slots as per schedule. The marks distribution for the same was 20 marks for multiple Choice Questions, 20 marks for reflective questions, 20 marks for VIVA, 10 marks for CIA and 5 marks for attendance while few departments like Political Science, Mass Communication had prepared separate mode of framing the questions for the online examination after approval from College Management. Total number of students appeared for the online examinations from Sonada Campus and Siliguri Campus was 1215 as shown below:

Sl. No	Campus Name	Semester	No. of Students	Total No. of Students
1	Sonada	2 nd	138	Sonada Campus: 236
2	Sonada	4 th	98	
3	Siliguri	2 nd	547	Siliguri Campus: 979
4	Siliguri	4 th	432	
Total Examinees			1215	1215

	Result Summary of Sonada Campus			
	2nd Semester		4th Semester	
SONADA CAMPUS	Percentage Slab	No of Students	Percentage Slab	No of Students
	Less than 60%	43	Less than 60%	27
	60% -70%	48	60% -70%	33
	70%-80%	41	70%-80%	28
	80%-90%	6	80%-90%	10
	Above 90%	0	Above 90%	0
	Total	138	Total	98

	Result Summary of Siliguri Campus			
	<i>2nd Semester</i>		<i>4th Semester</i>	
Siliguri Campus	Percentage Slab	No of Students	Percentage Slab	No of Students
	Less than 60%	251	Less than 60%	55
	60% -70%	86	60% -70%	85
	70%-80%	170	70%-80%	124
	80%-90%	36	80%-90%	155
	Above 90%	4	Above 90%	13
	Total	547	Total	432

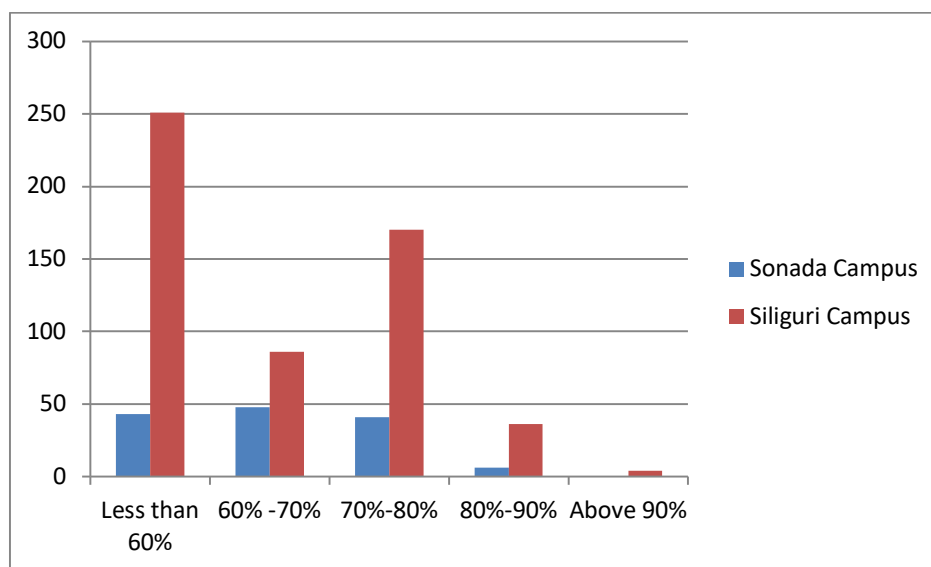


Figure 1: Bar Chart of 2nd Semester Students' Performance

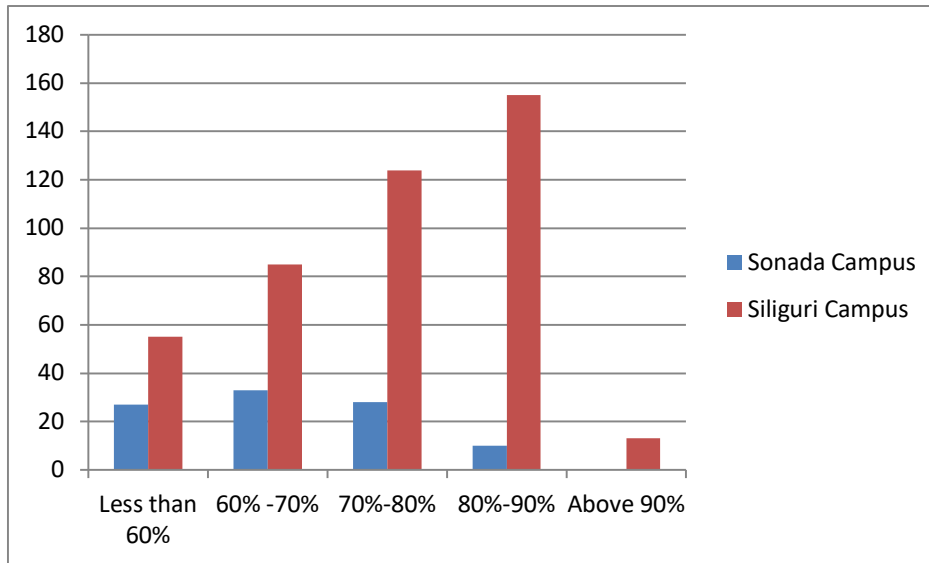


Figure 2 Bar Chart of 4th Semester Students' Performance

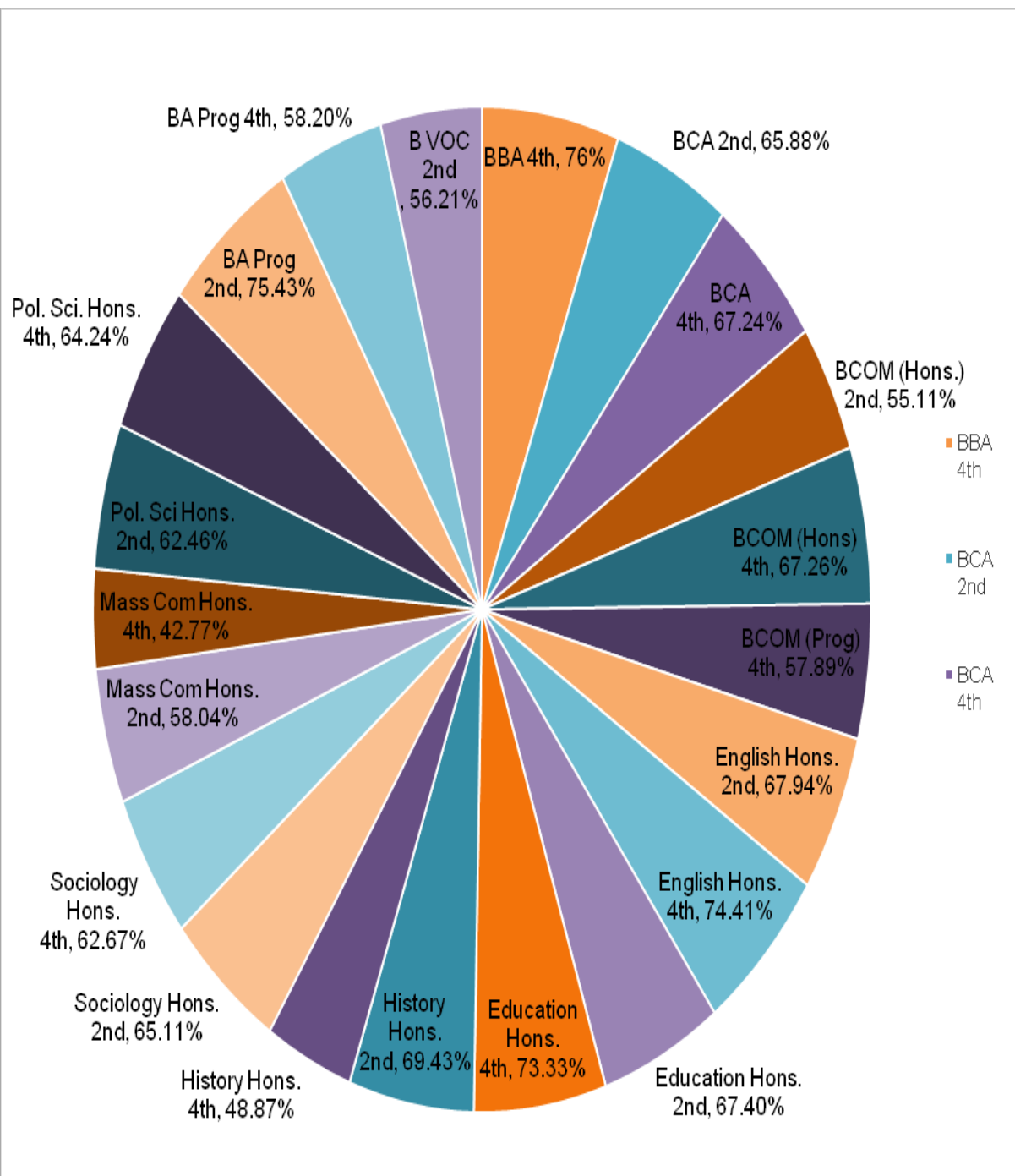


Figure 3 Pie Chart of Students' Performance of Sonada Campus

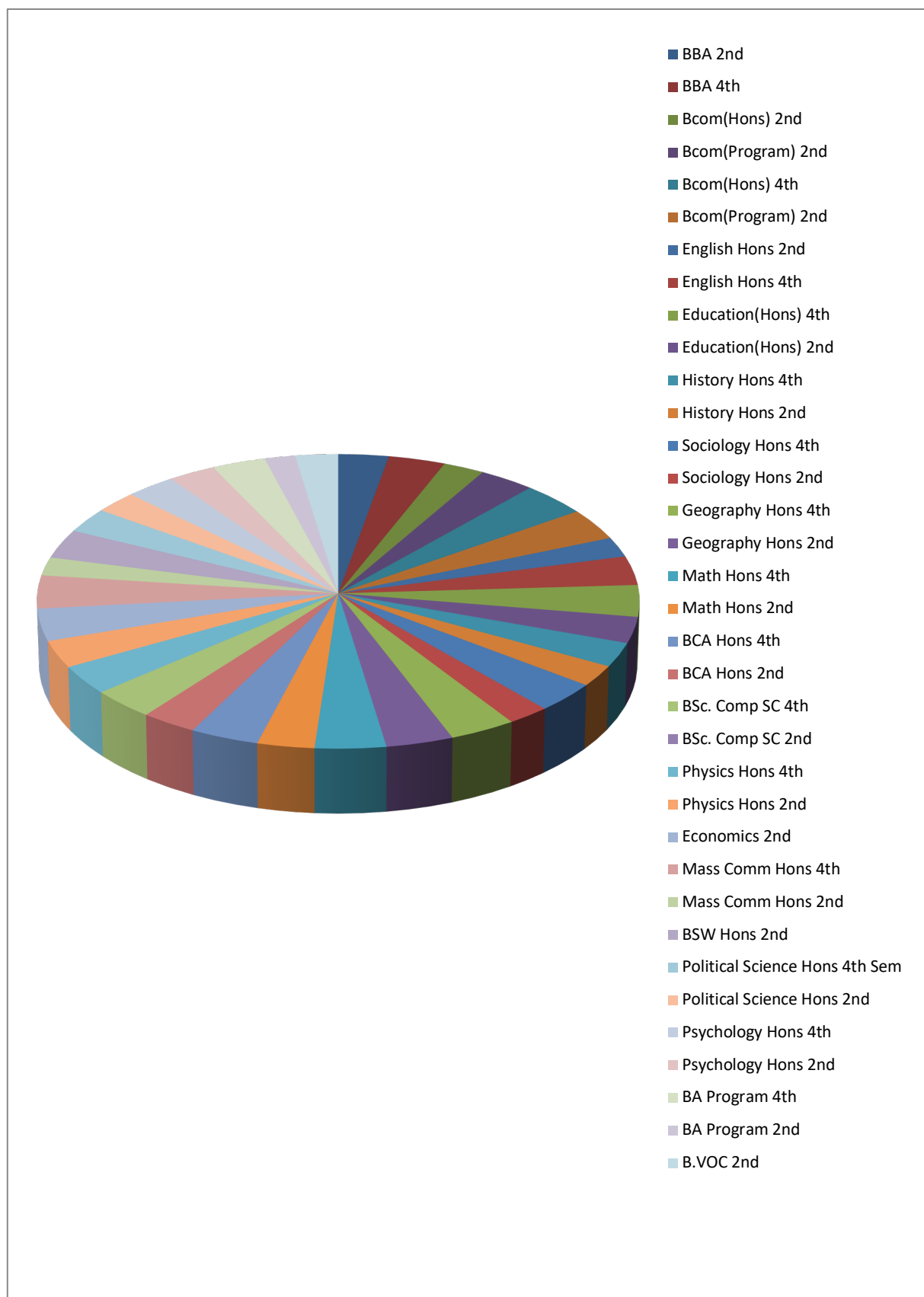


Figure 4 Students performance in Siliguri campus

Conclusion

1. Exam Coordinator along with all the Deans, subject wise faculty and HOD of the respective departments and System administrator monitored and supervised the examination process during the period 6th July 2020 to 11th July 2020 in stipulated time slots as per schedule. Fr. Vice Principals of Commerce & Management, Arts & Humanities and Science have monitored the entire examination and after the completion of the examination HOD of all departments sent their daily examination report to Fr. Principal, Fr. Vice Principals, Deans and Examination Coordinator with the students' attendance.
2. The total number of students appeared in each time slots of an examination was less than 300 and thereby the server ran smoothly though there was minor problems regarding the students' login to URL which were solved by Mr. Patrick Johnson, Dean of Commerce and Management.
3. Altogether, the exams (online for the first time) were conducted smoothly. All the faculty members gave their full cooperation. Overall, a very new experience for the faculty as well as for the students.

Report by Rupam Majumder (Examination Coordinator)