



# Salesian College

## SONADA & SILIGURI

NAAC Accredited 'A' Grade (3<sup>rd</sup> Cycle) & twice UGC certified College with Potential for Excellence (CPE)

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Minutes of the Meeting of Support Staff and Management of Salesian College  
Siliguri Campus, held at Salesian College Siliguri Campus on Wednesday, 26<sup>th</sup>  
June 2020 at 9.30 a.m.

***The members of the Management present:***

1. Fr. C.J George, Bursar

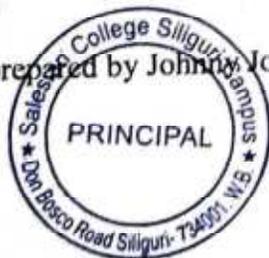
***The Members of the Support staff present:***

- 1) Manoj Tirkey
- 2) Johnny Joseph
- 3) Simon Lepcha
- 4) Praveen Singh

A short meeting of the maintenance team of Salesian College Siliguri Campus was held today at 9.30 a.m. in the office of the Bursar, to take a stock of the progress of the maintenance and repair works in the Campus. The meeting was presided over by Fr. C.J. George. He informed that many Godrej chairs of the Conference Hall need repair, and matter was already informed to Simon. As the work has not been done yet, the carpenter was called and was reminded of the same. He has assured that the repairing work will be done today (26/06/2020) itself. Fr. Bursar has authorized Simon & Praveen to go ahead with any minor repairing work (furniture, electrical, masonry etc.) in the Campus with intimation to him. The will be taken care of by Anil at Nazareth Block.

The meeting was ended with thanks to the Chair.

Minutes prepared by Johnny Joseph



## BoscoJavanti Celebration &Support Staff Training Programme

Date: 16/08/2020

The support staff of the Salesian College assembled in the Conference Hall at 1.30 pm for a three hour long orientation programme. The programme was started with a prayer led by Rev. Fr. (Dr.) Mathew Pulingathil, Rector of Salesian College. The beginning of the programme was dedicated for the session wise analysis and evaluation of the work done from the month of April 2019 to July 2019 which was moderated by Fr. (Dr.) George Chempakathinal, the Bursar of the college. The office, library, front desk and group D staff briefly shared their experience. Fr. AjuKurian Vice Principal, Salesian College thanked the support staff for their silent and dedicated service to the institution.

The inaugural session was followed by a session on mental health and hygiene. The talk was delivered by Ms PriyaTopno, Assistant Professor, the department of Education, Salesian College Siliguri. The session was conducted in Hindi, language which was understood by all support staff of the college. In her talk she gave a brief idea about the mental health and the need for hygiene. She pointed out that stress, depression, and anxiety may lead to physical health problems such as cancer, diabetes, and chronic pain. She highlighted how mental health can affect daily living, relationships, and physical health. Looking after mental health can preserve a person's ability to enjoy life. Doing this involves reaching a balance between life activities, responsibilities, and efforts to achieve psychological resilience. She also highlighted. The physical symptoms people might also experience such as restlessness, fatigue, tense muscles, interrupted sleep etc. She concluded by calling everyone to live a healthy life. The entire session was concluded at 4.30 pm with tea.

Report by: *Sushon*

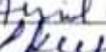
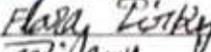
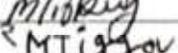
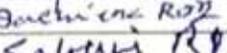
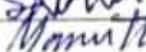
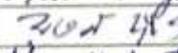
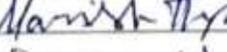
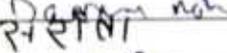
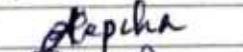
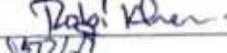


*George*

Fr. (Dr.) George Chempakathinal

The member of the support staff present for Training Programme

Date: 16/08/2020

NAME	REMARK
Sapana Gurung	
Johnny Joseph	
Manoj Tirkey	
Robin Rai	
Babita Ruchal	
Simon Lepcha	
Praveen Singh	
Susana Peter Lepcha	
Nirmala Kujur	
Rachana Ghatani	
Anil Kiro	
Lalit Kujur	
Adriana Kujur	
Flora Tirkey	
Mariam Tirkey	
Marystell Tirkey	
Sapna Soren	
Sachitra Roy	
Sokin Roy	
Mannu Thapa	
Ratan Das	
Manish Thapa	
Darshan Mohora	
Sarita Minj	
Amit Lepcha	
Robi Khan	
Jayanti	



Fr. Dr. George Chempakathinal

## Training on adopting safety methods against Covid-19

Date : 18<sup>th</sup> August 2020

Venue : Killian Hall

### The members of the management present:

1. Fr. George Thadathil, Principal Rector SCSC
2. Fr. C.J. George, Bursar SCSC.
3. Fr. Babu Joseph, Vice Principal Morning Session

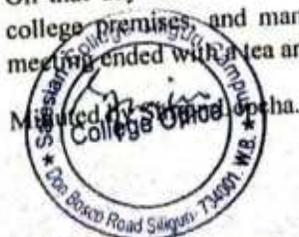
### The member of the support staff present:

NAME
Susma Gurung
Manoj Tirkey
Robin Rai
Johnny Joseph
Babita Ruchal
Anil Kiro
Simon Lepcha
Susana Peters Lepcha
Praveen Singh
Rachana Baraily
Nirmala Kujur
Lalit Kujur
Flora Tirkey
Mariyam Tirkey
Mary Estella Tirkey
Sapna Soren
Sachitra
Sarita Minj
Adriana Kujur
Shakhin Roy
Ratan Das
Jayanti
Mannu Thapa
Amit Lepcha

The programme was started with short payer by Fr. Babu Joseph vice Principal, morning session SCSC. All the participants were seated keeping in mind the social distancing point. Then Fr. Rector began by explaining to all present, the purpose of the meeting. The main agenda for the meeting was to explain and make aware of the present Covid-19 pandemic situation and as to what are the safety measures to be adopted in the college premises. Father explained to us how we can stay safe during this pandemic situation at home and about the steps to be taken to control the spread of virus.

Apart from the lectures management had also prepared a play (musical drama) to enact how the spread of this virus can be stopped.

On that day different placards were pasted on the entrance of the college campus and in the college premises, and management also distributed the mask to the staff of the campus. The meeting ended with tea and snacks.



The Principal  
SALESIAN COLLEGE  
Siliguri, West Bengal  
W Bengal 734001

The member of the support staff present for the meeting

Date: 18/08/2020

Time: 1:30 pm

NAME	REMARK
Sapana Gurung	<del>Present</del> 0
Johnny Joseph	<del>Present</del>
Manoj Tirkey	Manoj
Robin Rai	Robin
Babita Ruchal	Babita
Simon Lepcha	Simon
Praveen Singh	Praveen
Anil Kiro	Anil Kiro
Susana Peter Lepcha	Susana
Nirmala Kujur	Nirmala
Rachana Ghatani	Rachana
Amit Lepcha	Amit Lepcha
Lalit Kujur	Lalit Kujur
Adriana Kujur	Adriana
Flora Tirkey	Flora Tirkey
Mariam Tirkey	Mariam
Marystella Tirkey	Marystella
Sapana Soren	Sapana Soren
Sachitra Roy	Sachitra Roy
Sokin Roy	Sokin Roy
Mannu Thapa	Mannu Thapa
Manish Thapa	Manish Thapa
Darshan Mohora	Darshan Mohora
Sarita Minj	Sarita Minj
Robi Khan	Robi Khan
Jayanti	Jayanti
Ratan Das	Ratan Das



Fr. Dr. George Chempakathinal

**Minutes of the meeting for Animation for the support staff of Salesian  
College, Siliguri Campus:**

Venue : Bursar's Office  
Date : 29<sup>th</sup> October 2020  
Time : 11:00 am

**Agenda For the meeting:**

- Venue, date and time of the Animation Programme
- Speaker of the day
- Food and Snacks

**Members present:**

1. Fr. Dr. C.J. George, Bursar SCSC
2. Mr. Johnny Joseph
3. Miss. Sapna Gurung
4. Mr. Simon Lepcha
5. Mr. Praveen Singh

The meeting was chaired by Fr. C.J. George, Bursar, Salesian College Siliguri Campus and this meeting is called to discuss the preparedness for an Animation of one day.

**1. Venue and Schedule:**

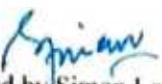
Proposed date for the Recollection : 31<sup>st</sup> October 2020.

The Recollection will be organized at Nazareth Block, Chapel, Siliguri campus as per the following schedule:-

08:00 AM	Reporting to the college campus for the regular duty till 10:00 am (all the support staff)
10:00 AM	All the support staff will report to Nazareth Block for the days programme after tea.

2. **Speaker of the day:** Speaker for the Recollection shall be Rev. Fr. Naresh Beck, Parish Priest of Our Lady Queen Catholic Church, Pradhan Nagar.
3. **Sound system & Preparation of the venue:** Mr. Anil Kiro will prepare the venue and see to the logistics.
4. **Food and Snacks:** Miss. Sapana Gurung and Mr. Praveen Singh will be in-charge of preparing food and snacks for all the support staff.

This meeting was concluded with thanks to the chair.

Reported by  Simon Lepcha.



Fr. C.J. George (Bursar)



**Siliguri, West Bengal, India**

Ashoka Apartment 1st floor, Near, St. Xavier's School Rd, Ward 42, Don  
Bosco Colony, Siliguri, West Bengal 734004, India

Lat N 26° 44' 52.4832"

Long E 88° 26' 47.6808"

31/10/20 01:33 PM

## REPORT ON ANIMATION FOR THE SUPOORT STAFF

*Salesian College, Siliguri Campus*

The support staff of Salesian College assembled in the Nazareth Bhawan common hall at 10:45 am for a three hour long animation programme. The programme was started with a short introduction to the speaker of the day Rev. Fr. Naresh Beck, Parish Priest, Our Lady Queen Church, Pradhan Nagar by Rev. Fr. (Dr.) C.J. George, Bursar of Salesian College, Siliguri campus.

The inaugural session was followed by a short prayer and the introductory part by the speaker. In his talk he gave a brief idea that mental health, inner peace and spiritual stronghold is a must in one's life. He pointed out that today's generation is so much dependent on the latest technologies like television, mobile etc. and people are so stressed because of money and the worries of their daily work. He highlighted how these products can affect daily living, relationships, physical health and the spiritual life of a person. By finding the inner peace and keeping self control in oneself can preserve a person's ability to enjoy life. Doing this involves reaching a balance between life activities, responsibilities, and efforts to achieve psychological resilience. He also highlighted. The physical symptoms people might also experience- loss of peace, quarrelling with the neighbor, disturbance in the family, unfaithfulness, restlessness, interrupted sleep etc. He concluded by calling everyone to live a good spiritual and a healthy life. After the session was over speaker asked us to spend an hour in meditating and reconciling with God.

On behalf of entire support staff Mr. Johnny Joseph thanked the speaker of the day, and Fr. Dr. George Thadathil, Principal, Rector; Salesian College Siliguri Campus also extended his gratitude towards the speaker and the support staff. He also suggested saying that the next animation programme will be combined with the religious residents and the support staff. The entire session was concluded at 1:30 pm with tea and snacks.

Reported by Simon Lepcha



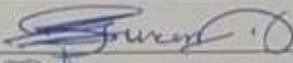
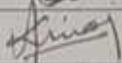
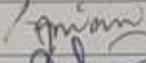
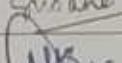
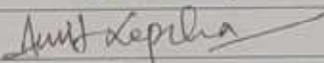
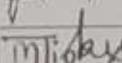
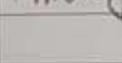
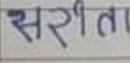
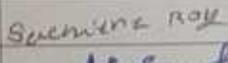
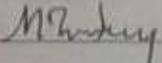
Fr. C.J. George, Bursar, SCSC

Animation for the support staff of Salesian College, Siliguri Campus:

Date: 31/10/2020

Time: 10:45 – 1:30 pm

Venu: Nazareth Block

NAME	REMARK
Sapana Gurung	
Johnny Joseph	
Manoj Tirkey	Absent
Robin Rai	Absent
Babita Ruchal	Buchal
Anil Kiro	
Simon Lepcha	
Praveen Singh	
Susana Peter Lepcha	
Nirmala Kujur	
Rachana Ghatani	Absent
Amit Lepcha	
Robi Khan	Robi Khan
Lalit Kumar Kujur	Absent
Flora tirkey	
Adriana Kujur	
Mariam Tirkey	
Mary Stella Tigga	
Sapna Soren	
Sarita Minj	
Suchitra Roy	
Mannu Thapa	Absent
Sakhin Roy	Absent
Ratan Das	Absent
Manish Thapa	Absent
Darshan Mohora	Absent
Jayanti	Absent
Monica Tirkey	

**WORKSHOP ON**  
**‘RESEARCH PROPOSAL AND REPORT WRITING**  
**RAPPORTEUR’S REPORT**

**01/12/2020**

A workshop was organised by the Department of Education, Salesian College Siliguri on the theme ‘Research Proposal and Report writing’ on 1st December 2020 over Google meet platform and YouTube. Around 50 participants were present for the workshop. The session began approximately at 12:10 pm and extended up to 2:15pm. The resource person for the session was Dr. Savita Mishra, Principal of Vidyasagar college of Education Phansidewa, West Bengal. The workshop began with a short introduction of the esteemed resource person by Ms. Ranita Chakraborty. This was followed by the welcome address by Fr. (Prof.) George Thadathil, Principal, Salesian College.

Before the presentation, a brief framework was provided with respect to the research and process of writing, followed by Dr. Savita Mishra’s discussion on how to identify the research problem. She also mentioned the area on which one is willing to do the research. In this context the resource person drew the attention of participants on how to write a research proposal. She discussed on the structure of a research proposal, elaborating on the different aspects of the proposal. Speaking of the process in research writing, Dr. Mishra shared her experience while writing her Ph.D. thesis. While elaborating on the steps of the research proposal the presentation mainly focused on the introduction, literature review, rationale of the study, statement of the problem, objectives of the study, hypothesis of the study, scope and delimitation, methodology, sample, tools, techniques of data analysis. She also discussed about importance of abstract and what should be taken into consideration while writing an abstract.

In conclusion, Dr. Savita Mishra emphasised on the different styles of reference writing such as those of APA, Chicago and the MLA referencing style. Apart from proper referencing, the resource person also drew the attention of the participants to the need to avoid plagiarism at all cost while preparing the research report. In this regard, Dr. Mishra presented an in detailed discussion on the various ways to avoid plagiarism and the need for proofreading before submitting the final research report.

Following the presentation, there was an activity session in which the participants were asked to prepare a research proposal on any topic of their choice. During the course of this activity session, many queries were raised by the participants to the resource person regarding the various aspects of the research process. Towards the end of the activity session, the participants presented their research proposal. This was followed by the closing remark by Fr (Dr) George Chempakathinal, Vice Principal, Arts/Humanities Stream, Salesian College Siliguri. The workshop ended with a vote of the thanks that was presented by Ms. Priya Topno, Assistant Professor, Department of Education, Salesian College Siliguri.

**Reported on behalf of Department of Education by:**

Priskilla Chettri

3<sup>rd</sup> Semester, MA Education,

Salesian College, Siliguri

## WORKSHOP ON

### 'RESEARCH PROPOSAL AND REPORT WRITING

01/12/2020



Salesian College Siliguri

Department of Education  
in collaboration with IQAC

*Presents*

## Online Workshop on Research Proposal and Report Writing



*By*

**Dr Savita Mishra**  
Principal

Vidyasagar College of Education  
Phansidewa, West Bengal

#### About the Workshop

Preparation of the research proposal as well as the final report is no less challenging a task than the research itself. It requires proper planning, reviewing, imagination, creativity and resourcefulness. The style of preparing therefore requires objectivity and precision thereby intending to provide information of not only the problem identified, but also presenting a clear picture about the methodology to be used, analysis and interpretation to be made and the conclusions reached. To achieve these purposes is not an easy task as it is more complicated owing to the various styles of writing the proposal as well as the report.

Taking cue from the above, this online workshop organised by the Department of Education primarily focuses on providing an insight on the format and style of writing of proposals and reports for researches conducted for academic purposes and for various funded projects. It will also throw light on ways of preparing an academic paper or research article for high impact factor journal publications. This workshop is intended for any researchers, academicians and students from the discipline of Social Sciences interested in pursuing a career in Research, conducting small Action Research Projects in their institutions or participating in various funded projects.

#### Chief Patron

Fr (Prof) George Thadathil  
Principal & Chairman IQAC

#### Advisors

Fr (Dr) George Chempakathinal  
Vice Principal, Arts & Humanities  
Fr Aju Kurian  
Coordinator IQAC

#### Organizing Team

Ms Priya Topno  
Ms Ganga Parajuli  
Ms Ranita Chakraborty  
Ms Priscella Ghimiray  
Mr Pinak Dey  
Ankur Boiragi  
Priskilla Chhetri

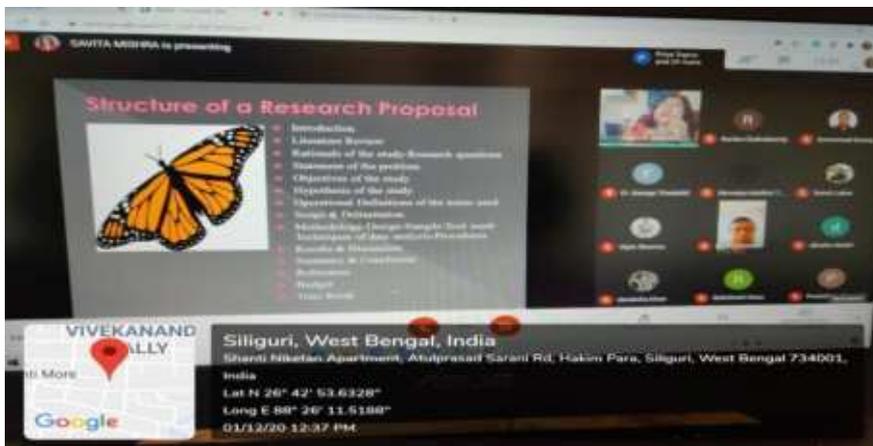
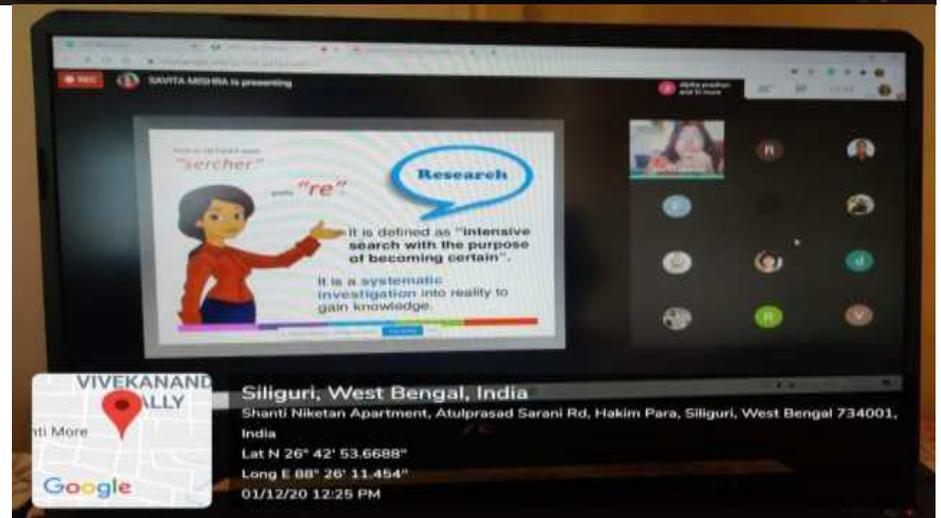
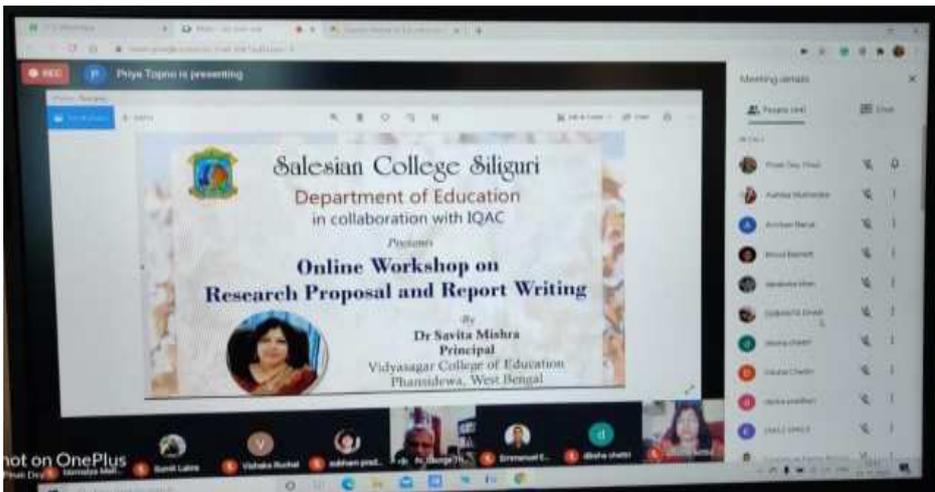
#### Tech Admin

Ms Yadika Prasad, Campus Coordinator (IT)

**Date:** 1 December 2020 | **Time:** 12:00 pm

Google Meet | YouTube

<https://meet.google.com/rxz-zrwf-sbk?hs=122&authuser=1> | [https://youtu.be/\\_7RgF5V6e1s](https://youtu.be/_7RgF5V6e1s)



# Salesian College Sonada & Siliguri

Exploring Teaching Online/Offline/Orientation Programme

9 January 2021

Saturday

Nazareth Hall, SCSC

The program started at 9:45am with welcome address and meditation/ prayer led by Fr. George Thadathil, Principal, Salesian College. At the outset, Fr. Principal explained the purpose of conducting this workshop for small group consisting of the College Management, Deans, Campus co-ordinators and faculty entrusted with special roles.



Inaugural session in progress

Fr. Principal presented the layout of the program as follows:

**Vision:** An attempt at SCS/SCSC to innovate Teaching in Blended Mode in 2021.

**Mission:** To Increase the Online/Offline creative collective activity of the students accompanied by the Faculty.

**Objectives:**

1. To carry forward the gainful experiences of Teaching Online in 2020 to 2021.
2. To increase the online presence of students for learning activity as a self-choice
3. To increase the offline-online (blended) mode of teaching-learning
4. To enhance the creative potential of the teacher-student relationship in a chosen activity
5. To create projects/events/action plans

**Tasks planned for the day**

Session - I

1. Listening to each other – to the success stories – to observe and comment on its replicability, continuity
2. Shortlisting – categorizing – streamlining the Activities as Doable Projects

## Session - II

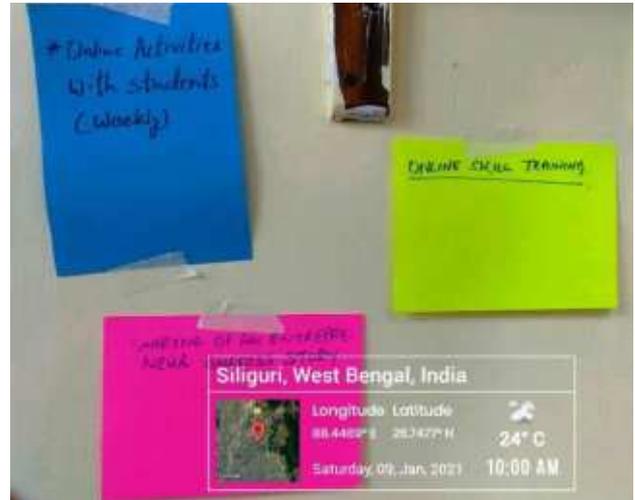
3. Creating a format out of the student engagement intended and oriented projects
4. Creating a flow chart for each Deanery and School (like minded subject formations)
5. Synchronizing the Subjects and Collaborative Teams (schools)

## Session - III

6. Engagement of Student Councils – Leaders as active role holders on these projects
7. Creating an Outline/Chart for Each faculty to Devise or Share his/her Dream Plan with colleagues
8. Strategizing in Teams the Ideas culled from the above for the January 22-23 Event for all of the Faculty across the campuses.

In Session I, participants were given further details about the present academic situation and the mode in which the upcoming University Examinations are to take place. Noting that year 2019 has been an unusual year with many challenges and the many positive outcomes despite those challenges that have taken place, and the need to move forward with innovative ways was emphasised. The first activity participants had to undergo was to list out what is uppermost in their minds as something that could be taken up as workable in short term. Participants wrote down the ideas in small pieces of papers and stuck them on the walls.





Meanwhile, some faculty who had arrived late also contributed to the idea pool.

A summary of ideas that came out as a result of this exercise is presented here:

- Student webinars
- Quiz using poll option
- Offline classes
- Student workshops, seminars
- More student participation
- Discussion of hobbies and respective activities with class
- Group discussions
- Online activities with students
- Departmental picnic
- Departmental magazine
- Field trips
- Sharing of entrepreneur success stories
- Becoming an inspiration for students
- Meeting students and sharing of lockdown experiences
- Making teaching and learning more interactive
- Sports training for those interested



- Inter-dependent subject wise research
- Weekly presentation by students
- Improvement in two-way communications
- Practical classes in smaller groups
- Back to college projects
- Visit to old age home
- Covid 19 NGOs and livelihood stories



The second activity of Session I was to write down success stories of online education during the lockdown period so far - on given chart papers. For this purpose, participants were divided into five groups. This exercise was done using the “World Café” mode of discussion.



Fr. George Thadathil facilitating the “Success story” activity

The five groups of participants listed out their ideas about success stories. Once this exercise was completed, all except one member, were asked to move to the next table. The one sitting, had to explain what their fellow mates discussed, to the new members. Then, the second part was to write down about what challenges were faced – primarily by students and parents, and suggestions made by parents/guardians, if any.

### SUCCESS STORY-

[1] Good No. of Admissions in the Dept. of B.Voc. & HISTORY.

[2] Improvement in the ONLINE ATTENDANCE AFTER REGULAR FOLLOW UP.

[3] REMAINS CALM & SUPPORTING ALL THE FACULTY MEMBERS THROUGH THEIR JOURNEY!

[4] ABLE TO CREATE A CONSISTENT TOUCH, SUPPORT, INTERACTION, CHANGES, & CARING IN OUR MOMENT!

[6] ABLE TO LEARN MUCH MORE IN TECH & PSYCHOLOGICAL ASPECTS.

[7] DHIREN.  
[8] PRAYAS.  
[9] SAMIP.  
[10] BE. JOSE.  
[11] THERESA.  
[12] SARSHA.

### DISTRESS STORIES

- \* Only 15% of Students have laptops/Desktop & 85% of the students are attending classes using their cell phones.
- \* No Practical Classes.
- \* Network Fluctuations
- \* Economic Hardships at Home.
- \* Psychological Distress
- \* Mental Fatigue
- \* Lack of accommodation to attend practical/adhoc classes.
- \* Continuous Classes. No break in between.
- \* Deprivation of College Life (Esp. final Year) students
- \* Difficulty in balancing Online Classes with Domestic Life.
  1. Distress
  2. Aarohan
  3. Teasing room
  4. Shasha room
  5. Dhara table
  6. Pragnyashil room.

### INSPIRATION STORIES

- \* BBA DEPARTMENT KILKARI ONLY CONDUCTED NATIONAL LEVEL WEBINARS SUCCESSFULLY.
- \* INSPIRED FROM B.VOC - ONLINE QUIZ (M&COM DEPT)
- \* INSPIRED FROM MARRIED FEMALE FACULTY - MANA BALANCING PERSONAL & PROFESSIONAL LIFE.
- \* INSPIRED BY THE DEAN - CONSTANTLY ENCOURAGING THE DEPARTMENTS UNDER HIM (FACULTY) TO WORK OUT INNOVATIVE IDEAS.
- \* INSPIRED BY FR. UPAUL - TO RECORD LECTURES FOR BROADCASTING THROUGH RADIO.
  - UDAY NALLA
  - SURAN PADDUMBER
  - FR. UPAUL
  - VEDHA SARA
  - ANURAGH THAPA
  - NITYANESHU PRASAD
- \* ISSUES & SUGGESTIONS FROM THE PARENTS:
  1. PARENTS CONCERN REGARDING CLASSE AND CANCELLING THEIR BOUETS.
  2. RECORDING FEES.



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\* LMS APPRECIATED

### SUCCESS STORIES

INTERNAL

- \* EXAMINATION SUCCESSFULLY CONDUCTED with 96.74% attendance (Both campus)
- \* The below average STUDENTS are motivated to score better due to the opportunity of open book exam.
- \* COULD MOTIVATE THE IRREGULAR STUDENTS TO ATTEND CLASSES REGULARLY
- \* MOTIVATING STUDENTS BY GIVING THEM BADGES OF ACKNOWLEDGEMENT IN MOODLE.
- \* ENCOURAGING THE STUDENTS TO WORK TOGETHER FOR LAUNCHING THE DEPARTMENTAL MAGAZINE

Students facing serious problems, due to the NBVU membership. Requested for

⑧ Motivation Factor

### MOTIVATIONAL STORIES OF COURAGE

- \* BOOK PUBLISHED BY Group Journal (PCC)
- \* ARTICLE FOR UGC Journal (PCC)
- \* ACTIVELY WORKING WITH OTHER DEPT (M)

---

### PROBLEMS SHARED BY PARENTS

- ① Economic Hardship - Fees, Tech Support, Budgets
- ② Health Issues - Strain in Eyes
- ③ Teacher not present in the class / LATE
- ④ Students using gadgets for other works, rather than classes.



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1. Guided directionless students for KNOW courses [Terrence Sir].

2. Personal videos of Yoga exercises by students [Physical Education Dept].

3. More projects by NSS [Tanay + Pooja]

① One voice @mpa campaign

② Webinars

Good participation

4. Dept. of Education [Pooja] - Creative Symposium [Event] Poetry writing cum Cultural Dance Competition [Inter-Departmental]

5. Addressing student technical issues, Counselling [Madhika]

6. Faculty lived a challenge while The Switchovers to The Tech Team definitely with teacher and staff, by colleagues & management

\* ONLINE/TECH FATIGUE BOREDOM @ HOME (PL) (TM)

\* CONNECTIVITY ISSUES FAR-FLUNG AREAS (SS) (SP)

\* PERSONAL VS PROFESSIONAL SPACE (SP)

\* PATIENCE - <sup>TECH TEAM</sup> 'शिरज' शैय

\* WALKING AN EXTRA-MILE BY YOUR COLLEAGUE

\* TEAM WORK - FACULTY/TECH-TEAM ADMISSION COMMITTEE

\* "HURVESTING-IN-FAMINE"

\* "DANGER OPPORTUNITY" "CRISIS"

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Saturday, 09, Jan, 2021 11:16 AM

LEARNT LAEX ANIMATION, HELPED TO CREATE SLIDES, APPRECIATED BY STUDENTS. SP(I)

DEMOTIVATION RCI(II)

TRAVELING TO ANOTHER VILL TO ATTEND CLASSES. MP(I)

WORKSHOPS TO INCREASE PARTICIPATION PJ(I)

LACK OF PRACTICAL CL ON FIELD. (II) WB, RBS

NETWORK ISSUES. MT, UM(II)

ONE SIDED COMMUNICATION MT(II)

FR. OF ASKED STUDENTS TO PRESENT A CASE SUMMARY AFTER EVERY CLASS. GPT(III)

LIMITATION OF MOBILE DATA. RBS(II)

LACK OF STUDYING AMBIENCE AT HOME SP(II)

SP PREPARED MATERIALS EVERYDAY. INQUIRY. TB(II)

LEARNT FROM DS TO TAKE SNAPSHOTS FOR ATTENDING. YP(II)

POS. SC. DEPT. OBTAINED STUDENT SOFTWARE, STUDENT ALSO TOOK CLASSES FROM CLASS. JAY(II)

EXHIBITING HIDDEN TALENTS BY THE STUDENTS. MUCH ENTHUSIASM WERE PORTRAYED. GPT(I)

INSPIRED BY YOUTUBE CHANNEL BBIB SP(III)

'PANDEMIC CAPTURE' SHARING PHOTOS SHORT-POEMS, VIDEOS. PARTICIPATION INCREASED. PL(I)

FINANCIAL CONCERNS

HAPPY WITH THE ONLINE ACTIVITIES (IMPLD)

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STUDENTS AT HOME ARE CREATING INTERESTANCES.

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SUCCESS STORY

1. PREP OF DEPARTMENTAL QUIZ, CMP
2. 100% TURNOUT IN EXAM, RBS
3. COMING TOGETHER, RA
4. LEARNT EDITING AND YT, CG
5. CONNECTING WITH STUDENTS PERSONALLY, RC

STRUGGLES OF THE STUDENTS

1. NETWORK CONNECTIVITY ISSUES, MP
2. OVER EXPOSURE TO DIGITAL PLATFORM LEADING TO BOREDOM & HEALTH ISSUES, GPT
3. UNAVAILABILITY OF PROPER DEVICES & DEMOTIVATION, PJ
4. ISSUES WITH PRACTICAL CLASSES, CG
5. LOSS OF ATTENTION DUE TO ENVIRONMENTAL SETTING, NC

SUCCESS STORY OF A COLLEAGUE WHICH MOTIVATED

1. FR CM PAUL, CG, DN
2. DHEERAJ SIR, SP, VN, UM, SG, HOD, TM
3. DEPT of HIST, SC
4. Sanjay Sir, PR
5. ALL of Sonada, SP

ISSUES OF PARENTS -

- (I) FEES.
- (II) Re-Opening of College
- (III) Financial Distress.
- (IV) NETWORK ISSUE.
- (V) HEALTH ISSUES.

SUGGESTION FROM PARENTS -

- (I) FEES CONCESSION.
- (II) COLLEGE MUST RE-OPEN.
- (III) REGULAR TALK WITH THEIR BOYS/ DAUGHTERS. (COMM)
- (IV) E-mail/ Calling the REGULAR PARENTS

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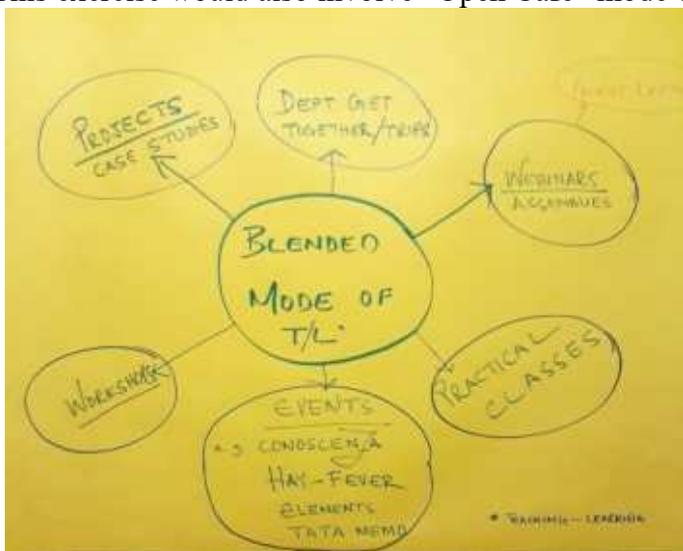
Summary of inputs:

Success stories	Challenges
<ul style="list-style-type: none"> <li>• Immediate switch to LMS based online education/ classes</li> <li>• Both students and faculty improved technically</li> <li>• Successful organisation/ execution of online programs like webinars, workshops, trainings</li> <li>• Successful completion of online examinations (96.74% participation)</li> <li>• 100% turnout in exams</li> <li>• Skill improvements like developing expertise in Video editing, Latex usage, Graphics designing</li> <li>• Personal counselling of students (academic, technical, non-technical issues)</li> <li>• Coming together, particularly for special events</li> <li>• Much enthusiasm shown by students to exhibit their hidden talents – dancing, playing instruments, singing, writing songs, writing poems, cooking</li> <li>• Faculty developed skills in lesson planning, preparing teaching materials like presentations and tutorial videos</li> <li>• Some faculty could motivate irregular students for attendance</li> <li>• Some faculty developed personal videos on Yoga exercises</li> <li>• Some faculty introduced “Acknowledgement badge” for students with high attendance</li> <li>• Some faculty encouraged students to work on Departmental Magazine</li> <li>• Mutual cooperation and team work among faculty and the spirit of comradery shown to live up to the challenges brought by pandemic</li> <li>• Faculty learnt a great deal about student psychology</li> <li>• Tech Team walked many extra miles with patience to help colleagues and students</li> <li>• Increase in admission number</li> <li>• Encouragement by management for audio lectures and for creative ideas of teaching</li> <li>• Some faculty have published books</li> <li>• Some have published articles in UGC recognised journals</li> <li>• Some have achieved A+ grades in National FDP on Higher Education</li> <li>• NSS conducted more projects</li> </ul>	<ul style="list-style-type: none"> <li>• Poor network connectivity and logistical issues to access networks</li> <li>• Low bandwidth</li> <li>• Limited mobile data</li> <li>• Health issues (e.g., strain in the eyes) due to overexposure to digital platform</li> <li>• Lack of computers (desktop/ laptop) at home (It was found using feedback forms that only 15% students had access to computers; whereas 85% have been managing by using smart phones only)</li> <li>• Mental fatigue</li> <li>• Psychological distress</li> <li>• Boredom due to confinement</li> <li>• Lack of motivation</li> <li>• Issues with practical classes</li> <li>• Loss of attention due to improper study environment at home</li> <li>• One sided communication</li> <li>• Economic hardship at home due to loss of job/ business of parents. Some students started working in the meantime to supplement family economic needs</li> <li>• Lack of accommodation to attend practical classes at college</li> <li>• Continuous online classes with no break in between</li> <li>• Deprivation of college life felt by final year students</li> <li>• Difficulty of balancing online classes with domestic life</li> </ul>
	<b>Suggestions by parents</b>
	<ul style="list-style-type: none"> <li>• Re-opening college</li> <li>• Fee concession</li> <li>• College/ faculty to keep in regular touch with students</li> <li>• Counselling by faculty</li> </ul>

Last activity was followed by a short tea break of 10 minutes, following which participants regrouped in the Hall for Session II.

Participants, having gone through the exercise of seeing every group's collection of points, were divided into four groups for this session. Group 1 would address "[proposed] Offline activities", group 2 would address "[proposed] Online activities", group 3 would address "Blended mode activities" and group 4 would address "Common college-wide activities" for the remaining part of the academic session.

This exercise would also involve "Open Café" mode of discussion.



BIG EVENTS			
TEST	PERFORMANCE	EXCITING CALL	CONTRIBUTION

- ### Proposed Offline Events
- ① Meet Students
    - ↳ Picnic
    - ↳ Get together
    - ↳ Teaching
    - ↳ Rally
    - ↳ College level program
  - ② Weekly practical Classes for Practical Papers. (Group wise)
  - ③ Report/Article writing based on secondary data
  - ④ Book/Article/ Movie/... Review
  - ⑤ Mentoring/Counselling - face to face [individually/in smaller groups]
  - ⑥ Allow students to express their talents/area of interest by making videos of their activities and then upload share uploaded link in LMS.
- Till mid February
- From 11<sup>th</sup> Jan onwards
- collaboration with English & Education Dept. to help Science Students.
- Collaboration with English & Mass Comm. Dept.
- Collaboration with Psychology Dept.
- ... twice a month.

- ### IMPLEMENTATIONS:
1. PROJECTS: 1/SEMESTER - MICRO-PROJECTS/PAPER WRITING
  2. DEPT. GET TOGETHER: FEBRUARY 2021 - (FINAL SEMESTER)
  3. WEBINARS: MAX 2/SEMESTER BY DEPTS.
  4. WORKSHOPS: HANDSON TRAINING WORKSHOPS FOR SKILLING MAAS LAB/ E LAB/ EAM/ PVAH/ B.VOC
  5. EVENTS: DEPARTMENTAL EVENTS - FEEST/DAYS COMPETITION
  6. PRACTICAL CLASSES: CORE COURSE REQUIREMENTS
- 
- ### STEPS:
1. DEPT MEETING PLANNING → STUDENTS IDEAS → OBJECTIVES
  2. EXECUTION - ROLES/RESPONSIBILITIES
  3. EVALUATION → SET OBJECTIVES
  4. RE-ENGAGE

After having gone through the thought process and discussions among peers, more inputs were added to the already existing ideas on the possible activities that could be organised in offline, Online, Blended modes, including the college-wide common events. Depending on which activities could be carried out in which mode, further planning will be necessary. Walls containing ideas were updated with further inputs.

- More extra-curricular activities for outdoor participation & engagements
- Trekking

- Flexible class timetable for online classes
- Online skills training, engagement and assessment of roles & responsibilities
- Weekly activities like film/ book review
- Finding out students' area of interest and organising events accordingly
- Meet students in public places, share moments of joy, struggles and help them come out of gloomy mood to happy mood
- Online National event “Conoscenza” for students
- Writing good research paper with the help of students to collect primary data
- Giving recognition to students in the form of certificates of scholarships
- Case studies on impact of pandemic on economy (micro & macro level)
- Sports activities like Cricket, Chess, Badminton
- Departmental get together



Peter sir explaining the blended mode activities



Subba sir with offline activities



Patrick sir with college-wide activities



Suggestions for online activities

It was time for lunch break. A sumptuous lunch was prepared at the Refectory and served outside the Hall – courtesy of Fr. C J George, Vice principal and Bursar, Salesian College, Siliguri Campus.

Post lunch, enthusiastic participants gathered inside the Hall for the third and last session.

Fr. Principal, the animator of the workshop, took us all into the vetting process – part of strategizing process – from all ideas generated during the exercise so far. In addition to the vetted ideas, involvement of student council and expansion of coordinators was also discussed and new coordinators were approved.



Activity approval process

List of activities approved for immediate action are as follows:

Srl No.	Activity	Deanery	Timeline/ Remarks
1.	Department gathering	All	To be decided by departments
2.	Republic Day	NCC & Sports	Offline
3.	Sangam - CulFest	All	30-31 <sup>st</sup> Jan 2021
4.	Faculty Rally	All	By mid-February
5.	Indoor games	All	Jan/ Feb
6.	Trekking	All	To be decided
7.	TIST [National Conference]	Science	28 <sup>th</sup> Feb 2021
8.	TATA memorial lecture	Commerce & Management	March-April
9.	Exsurge	Commerce & Management	
10.	Innovision	All	April-May
11.	Internal Exam	All	First week of March
12.	Ethnic Day	All	30 <sup>th</sup> Jan 2021
13.	Practical classes	Science, Mass Comm & Geography	As soon as possible
14.	Mindfulness Research	PG Departments	
15.	FDP – Outcome based learning	All faculty	22 <sup>nd</sup> March
16.	Meeting with parents	All	
17.	Magazines	Concerned departments	By end of February

Finally, as the day came to a close, the program ended with group photo session.



After workshop – Photography by Mr. Patrick Johnson

Taking input from this program, another program involving all faculty has been scheduled for 16<sup>th</sup> Jan 2021, where similar exercises will be undertaken to make everyone understand the plan of going forward and with every one's contribution and commitment, the forward processes would be further refined and executed.

### **Special Responsibilities**

*Chief Facilitator:* Fr (Prof) George Thadathil, Principal  
*Reporting & Documentation:* Mr Dhirodatta Subba and Mr Subhajit Paul  
*Photographs:* CS Chandan Gupta  
*Stationery:* Mr Patrick Johnson  
*Tech Admin:* Ms Yadika Prasad

Authorized By,

Fr. (Dr.) George Thadathil,  
Principal, Salesian College

Minutes of the meeting of the Office and Reception staff of  
Salesian College Sonada and Siliguri Campus held on 16  
February, 2021 at 3:30 p.m.

A meeting of the Office and Reception staff of Salesian College Sonada and Siliguri Campus was held on 16 February, 2021 at 3:30 p.m. on Google Meet (<http://meet.google.com/vtn-kkdg-ucw>).

The following members were present in the meeting:

1. Fr. (Prof.) George Thadathil, Principal
2. Mr. Robert Lepcha , Sonada
3. Mr. Savio Giri, Sonada
4. Mr. Robin Rai, Siliguri
5. Mr. Johnny Joseph, Siliguri
6. Ms. Susana Peters Lepcha, Siliguri
7. Ms. Sandhya Chamling, Sonada

The Agenda of the meeting was as follows:

1. Official communication between offices and from the office for dissemination to others - students, parents and faculty/management regarding official matters.
2. Examination
3. Admissions
4. Course Selection
5. Common tasks that need Coordination between campuses

The meeting began with Fr. Principal welcoming all the members to the meeting, the first one of this kind. He then informed everyone that the responsibility for any information going out of the College will lie on the 6 of us and the Principal. Any documents given out will be from one single point against and application and with the approval. Any information / notice going out of the office regarding events, examinations, holidays etc. should be shared across the campuses. Roll numbers of students should be continuous for both the campuses. Mr. Robert informed that till two years back, there was continuity in giving roll numbers but after ERP came, there is a gap now. Mr. Robin also mentioned that till 2017, we had system of giving 4 digit roll numbers, but after ERP came, the system has changed, and the roll numbers are automatically created from ERP. Mr. Savio expressed his view that since we cannot wait till the end of all admissions to be completed before giving roll numbers as ID

cards have to be provided to the admitted students. That is why it is difficult to keep the continuity of roll numbers in both the campuses. Fr. Principal has advised the members to update the roll numbers to match.

Fr. Principal reiterated that there should be easy availability of students data (both separate and jointly) for a particular year and till that year, as to how many joined, how many left and how many completed the course. This is required for various purposes such as NAAC, NIRF AISHE, NBU etc. On this Mr. Robin has suggested that we should use a common format for keeping data for both the campuses.

Any Faculty leaving must be allowed from a single point – after the formalities completed such as signatures from various departments, as per the Exit Policy and with the approval of the Principal. A faculty will come on the pay roll only after the appointment letter. Till then he or she will on wages.

The Principal informed the members that all Examination related work cannot be fully left to the examination Committee. Any information / notice related to examinations etc should go out from the office. A message to the examination committee has to be sent as the following: “While appreciating all the work that has been done by the Examination office, to improve the dissemination of information, it has been resolved in the meeting of the office staff of SCS & SCS with the Principal on 16/02/2021, that any information / notice may be sent out through the College office”.

The details of faculty doing IGNOU examinations duty to be submitted to the Principal / Office. Cross checking of information about inter-college (Salesian College) transfers of students is to be done thoroughly. Mr. Robin and Mr. Savio need to take stock of students who are studying in one campus but registered in the other campus.

The meeting ended at 4:30 p.m.

*Minutes by Johnny Joseph*



Faculty induction programme  
Salesian College Sonada and Siliguri

9th March 2021

Salesian College Sonada organised an induction programme for the new faculty members of both campuses. 22 newly appointed teachers attended the gathering which was held in the AV hall of SCS.

The programme started with a warm welcome from Fr Tomy Augustine, Rector, SCS, followed by a film screening. The film was based on the life of Don Bosco, patron saint of the Salesians. It was followed by a powerpoint presentation by Fr Tomy familiarising the new faculty about Don Bosco and his legacy. Br Jose, Vice Principal SCS also added to the points made by Fr Tomy.

The afternoon session was conducted by Dr Terence Mukhia, Dean, SCS and he was assisted by Mr Peter Lepcha, Dean SCSC and Miss Shradha Pradhan, Campus Coordinator, SCS. In between the sessions, Br Jose included some fun games for the new teachers. Towards the end of the programme, Principal, Father George Thadathil, explained the values, ethos and history of Salesian College. The programme ended with a feedback session and farewell speech by Dr Terence Mukhia, followed by a small photo session at 3 in the afternoon.

END

Reported by :  
Rakchana Karkidoli  
Semester III  
Mass Communication dept

**Salesian College Sonada & Siliguri**  
Faculty Training and Development Programme on Outcome Based Teaching, Learning and Evaluation

**25-26 March 2021**  
**Thursday-Friday**  
**AV Hall, SCS**

The programme started at 9:30 am with a prayer led by Fr Dr Tomy Augustine, Rector, SCS,. The prayer was followed by an introductory speech delivered by Principal, Fr George Thadathil where he laid down the three main objectives that would be discussed in the two day session. The objectives mentioned were – a) online classes evaluation b) the blended mode of teaching and learning and c) curriculum enrichment programme.



**Fr George delivering the introductory speech**

**Vision:** An attempt towards moving from teacher centric to student centric teaching and learning.

**Mission:** To evaluate and inculcate the Outcome Based Teaching and Learning method.

**Objectives:**

- 1. To evaluate the online mode of teaching and learning**

2. To evaluate and analyze the blended mode of teaching and learning.
3. To evaluate, analyze and plan the curriculum enrichment programme.
4. To implement Outcome Based Teaching Learning and Evaluation in the curriculum.

### Tasks planned for Day 1

#### Session – I

- Evaluation of odd semester
- Mr Peter Lepcha, Dean, SCSC, led the group into the technical session that focused on the objectives of the programme. The faculties were divided into their respective departmental groups and were made to analyse and evaluate the curricular and extra-curricular activities of the past year, taking into consideration the difficulties faced due to the pandemic.



Faculty listing down their points

#### Session – II

- “Outcome based Learning : A Way Forward” by Dr Aloysius Edward J, Dean, Faculty of Commerce and Management and Director, IQAC, Kristu Jayanti College (Autonomous), Bengaluru.

Dr Aloysius headed the key session on the topic “Workshop on Outcome Based Learning – A Way Forward”, where he threw light on how outcome should be quantifiable and measureable. He focused on the outcome based educational framework which also falls in line with the New Education Policy. He further elucidated on how Outcome Based Education (OBE) is fixated on shifting from the traditional teacher centric to student centric teaching and learning. Here, he explained how a teacher plays a big role in mentoring and guiding their students to achieve a particular objective/outcome. In his address, he talked about the four main aims of OBE: a) skill set improvement b) mentoring c) assessment and evaluation and d) continuous quality and improvement.



**PowerPoint Presentation by Dr Aloysius**

### Session – III

- Evaluation of odd semester (contd)
- Post lunch, each department presented their analysis and evaluations on the online and blended modes of teaching. The various departments summed up the problems and prospects of the semester gone by in relation to their curriculum framework.



Evaluation made by the faculty members



**Faculty members presenting their evaluation and analysis**

# SOCIOLOGY

## CURRICULAR ACTIVITIES

CLASSES ONLINE/OFFLINE

1. TOTAL NO. OF CLASSES - 90% ONLINE  
10% OFFLINE (REMARKS 2.5.1 USE OF ICT)

## ENRICHMENT PROGRAMME

### WEBSINAR (2021-22)

1. EXPERIENTIAL NARRATIVES MARGINAL VOICES AMIDST THE PANDEMONIUM OF OUR TIMES
2. MENTAL HEALTH AND COPING WITH COVID-19 SITUATION
3. AD GROS MEMORIAL LECTURE ON REFUGEE CRISIS IN COLLABORATION WITH THE DEPT. OF POL. SCIENCE AND BOW.

### AWARENESS PROGRAMME

1. NATIONAL GIRL CHILD DAY (SPECIAL ASSEMBLY) 7.1.6
2. ENVIS AND ENVIRONMENT (SPECIAL ASSEMBLY) 7.1.6 (1 DECEMBER 2020)

→ POSTER PRESENTATION 13 FEBRUARY 2021

→ CHRISTMAS ACAPELLA 20 DECEMBER 2020

→ MOVIE SCREENING 24 FEBRUARY 2021



Salesian College Sonada, West Bengal, India

Sonada, Hill Cart Rd, Dayal Thong Tea Garden, West Bengal 734209, India

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Long E 88° 16' 59.286"

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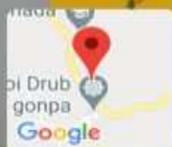
## ONLINE MODE OF EDUCATION

### TEACHER'S PERSPECTIVES & EXPERIENCES:

- ⊙ INTERNET PROBLEM/TECHNICAL PROBLEMS
- + UNABLE TO EXPLAIN CONTENT
- + PASSIVE PARTICIPATION OF STUDENTS
- + COMMUNICATION GAP WITH INDIVIDUAL STUDENTS
- + THIN LINE BETWEEN PERSONAL & PROFESSIONAL LIFE.

### STUDENT'S PERSPECTIVES & EXPERIENCES:

- + MORE INTERACTION
- + GROUP DISCUSSION
- + COULD NOT ACCESS LIBRARY FACILITIES
- + LACKING OF PHYSICAL PRESENCE & LEARNING ENVIRONMENT
- + TECHNICAL PROBLEMS



Salesian College Sonada, West Bengal, India

Sonada, Hill Cart Rd, Dayal Thong Tea Garden, West Bengal 734209, India

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Long E 88° 16' 59.286"

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**AWARENESS PROGRAMME**

1. NATIONAL GEAR UP DAY (SPECIAL ASSEMBLY) 11.11.2020

2. E-SHA AND STREETSIDE - (SPECIAL ASSEMBLY) 11.11.2020

3. FOOTER PRESENTATION 13 FEBRUARY 2021

4. CHRISTMAS ACADELLA 20 DECEMBER 2020

5. MOVIE SCREENING 24 FEBRUARY 2021

6. CRITICAL APPRAISAL ON CONTENT BASED ON YOUTUBE VIDEOS (DEBATE) 25 FEBRUARY 2021

7. EXCURSION/OUTING HIKING TO CHATAKPOK 6 MARCH 2021

8. SPECIAL LECTURE BY DR. JAYA CHAKRABORTY ON TEACHING LEARNING IN NEW NORMAL: CHALLENGES AND OPPORTUNITIES 19 FEBRUARY 2021

**STUDENT EVALUATION** 25 FEBRUARY 2021

1. GROUP DISCUSSION
2. STUDY CASE
3. INDIVIDUAL ASSESSMENT (ESSAY)
4. THEIR ASSIGNMENT (HOTS OR QUESTION)
5. STUDENT FEEDBACK (RELAXING CLASS)
6. CONCLUSION

**Salesian College Sonada, West Bengal, India**  
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**Department of HISTORY**

**1. CURRICULAR ACTIVITIES:**

**A. WRITING:**  
 → Data & activities from Curriculum by both the Colleges [Criteria - 3 Research Competency & Revision]

**B. CURRICULAR ACTIVITIES:**  
 → Data & activities from Curriculum by both the Colleges [Criteria - 5 Student Support & Progress]

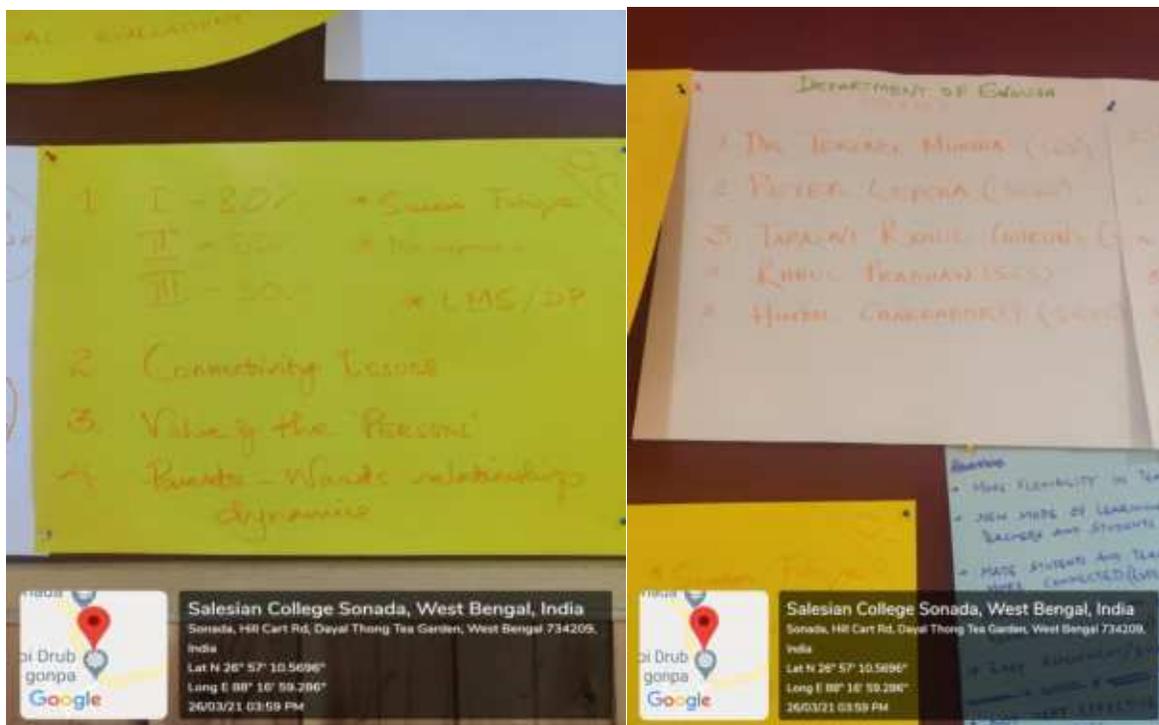
**C. EVALUATION:**  
 [Criteria 3 & 6] Curriculum support & Progress

**D. DEPT. OF COMMERCE**

**\* CURRICULAR ACTIVITIES:**

**# Basics**

**Salesian College Sonada, West Bengal, India**  
 Sonada, Hill Cart Rd, Dayal Thong Tea Garden, West Bengal 734209, India  
 Lat N 26° 57' 10.5696"  
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A summary of ideas that came out as a result of this exercise is presented here:

#### Problems faced during the online + blended mode of teaching

- Internet/ Technical problem
- Passive participation of students
- Limited/No access library
- Student monitoring
- Hindrance in smoothly conducting practical classes
- Low attendance
- Lack of interactivity and feedback
- Thin line between personal and professional life
- Lower number of students' participation
- Hectic schedule for teachers

Prospects of the online mode:

- Online mode provided flexibility to teachers as well as students
- Use of ICT
- Access to a lot of webinars and workshops
- Conduction and participation of faculty and students in various panel discussions, workshops and interactive sessions.
- Earn while you learn where some students were working part time.

Prospects of the blended mode:

- First Semester students got an opportunity to be acquainted with the climate of the institution as well as their peers.
- Doubt clearance/ revision for students
- Conduction of practical classes
- Group activities
- Access to libraries
- Educational tours/ Field trips
- Student evaluation
- Completion of AECC projects
- Faculty Development Programmes
- Faculty-student interaction
- Proper learning environment
- Organizing the Model of United Nations programme
- Organizing of various programmes by NSS, NCC, Women's Cell
- Conduction of sports training and competition.
- Active participation of students in organizing various events



**Group photo – Day 1**

Day two began at 9:00 am with a prayer service led by Br Jose, Vice Principal, SCS.

## **Tasks planned for Day 2**

### Session IV

- Planning for the year 2021 (Individual Faculty & Departmental level)
- Everyone was once again separated into departmental groups to formulate in detail the outcome based planning for the year 2021. This was followed by presentations on the same by all the departments.



Salesian College Sonada, West Bengal, India  
Sonada, Hill Cart Rd, Dayal Thong Tea Garden, West Bengal 734209, India  
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26/03/21 10:22 AM



Salesian College Sonada, West Bengal, India  
Sonada, Hill Cart Rd, Dayal Thong Tea Garden, West Bengal 734209, India  
Lat N 26° 57' 10.5696"  
Long E 88° 16' 59.286"  
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Salesian College Sonada, West Bengal, India  
Sonada, Hill Cart Rd, Dayal Thong Tea Garden, West Bengal 734209, India  
Lat N 26° 57' 10.5696"  
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## Session V

-Rubrics of Outcome Based Education – Dr P Baba Gnanakumar

-The key speaker of the day, Dr. P Baba Gnanakumar from Kristu Jayanti College, Bengaluru, joined the session online and delivered a presentation on “Rubrics of Outcome Based Education”. In his lecture, he explained in detail the implementation of the Rubrics method in OBE. He emphasized mainly on Bloom’s Taxonomy as the basis for Rubrics method of assessment.



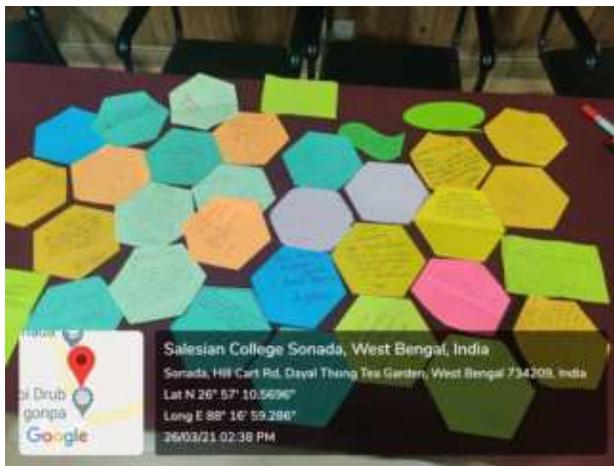
**PowerPoint Presentation by Dr P Baba Gnanakumar**



## Session VI

– Planning for the year 2021 (Clubs, Cells, Deanery, College level)

- After a short lunch break, all the faculties were divided Deanery-wise to discuss the various activities at the Deanery level for the year 2021. The various clubs and cells also did the same. Apart from this, each member of the faculty also jotted down their personal academic plans of the year. Following the discussion, the faculty members then came together for the sharing of the activities they have planned. Here, the Sociology team also spoke on the Service Learning programme.





### Presentations of the various Deaneries

A summary of ideas that came out as a result of this exercise is presented here

- Keeping in mind the outcome based education, the faculty prepared and planned out their activities for the academic year 2021
- Faculty members came together at the departmental level and sketched out various events and activities corresponding to their respective papers so as to implement outcome based education.
- Some Outcome Based activities that were discussed are listed below :
  - Workshop on research methodology specifically for 6<sup>th</sup> semester students
  - Workshops on short film and documentary making

- Service learning for the paper “Rural Sociology”
- Collaborative ventures with in-house community radio, Radio Salesian.
- Inter campus collaborations
- Students exchange programme
- Departmental orientations
- Literary fest (Hayfever)
- Video + audio tutorials
- Film screenings
- Role plays and simulations
- Conducting webinars, special lectures etc
- Group Discussions
- Paper Presentations by the students
- Case Studies

- Similarly, at the Deanery level, the points and activities for 2021 were :

- Inscape (college fest SCSC)
- Annual Sports
- LOP- Graduation and Gratitude Day
- Christmas Gathering
- Common orientation
- Ethnic Day
- TIST and Science journal
- DIGITREK
- Technokrat
- Bhasa Manyata Diwas
- Innovision
- Webinar, seminar, paper presentation
- Radio programmes on community issues
- MUN
- Financial literacy event
- tech.com fest
- Club activities
- Cell activities
- Faculty outing

The two-day event concluded with the vote of thanks by Fr George and Br Jose, followed by a photo session, tea and the departure of the faculty members of the Siliguri campus. 15 faculty members from SCSC and 25 from SCS were present physically for the programme. The programme also went live online via GMeet.



**Concluding session**



**Group photo – Day 2**

**Special Responsibilities:**

Facilitation: CS Chandan Gupta, Anirban Ghosh & Dr Terence Mukhia

Reports & Photographs: Shruti Chettri & Nawaneeta Subba

Logistics: Dhiren Newar & Sradha Pradhan



# Salesian College

## SONADA & SILIGURI

NAAC Accredited 'A' Grade (3<sup>rd</sup> Cycle) & twice UGC certified College with  
Potential for Excellence (CPE)

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Report on visit of Regional Superior

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### **Short Report of support staff activities during April may 2021**

On 5<sup>th</sup> April 2021 the Regional Superior Fr. Biju Michael met all the office and support staff of Salesian College Sonada.

He asked each staff members of their wellbeing and after having exchanged of greetings, wishes & introduction, he talked about the duties of the office and support staff of the college. He expressed his satisfaction about the work being performed by the support staff. The staff thanked Father for his inspirational words. This meeting ended with tea.

## A brief report of support staff activities during April & May 2021

On 15<sup>th</sup> April 2021 the Salesian college organized a day-long training/orientation Programme for Office & Support Staff of both the campuses. The Resource persons were Dr. Terence Mukhia, Associate Professor, IQAC Coordinator & Dean, Salesian College Sonada, Mr. JP Gurung, Director & Tea Promoters India, & Mr. Rajen Banerjee, Ex. Chief Executive Officer, Central Cooperative Bank Ltd. and a motivational speaker. The programme was coordinated by Ms Sradha Pradhan, Campus Coordinator, Salesian College Sonada. Father Principal was also present in the programme.

Around 35 office and support staff participated in the program. Each participant benefitted from the programme and expressed their satisfaction and unique experience. The Resource persons talked about the duties of the office and support staff. They reminded the participants how they are the heart, face and hands of the institution and highlighted the dignity of labour. The college vehicle driver, Mr. Samir Khati, could not attend the programme due to sickness

The programme ended at 3.30 pm



# NOTICE

## For

### IQAC (NAAC)

## LMS TRAINING SESSION



Salesian College

UGC Certified College with potential for  
Excellence (CPE)  
Accredited by NAAC with Grade 'A' (Third Cycle)  
Affiliated to University of North Bengal  
Sonada – 734 209 Siliguri – 734 001

**Date:** 19th July 2021

The Notice for the IQAC (NAAC) LMS Training Session is circulated to invite the entire faculty members and the NAAC Criterion Members. The LMS Training is held on 20<sup>th</sup> July 2021 from 9:00 am in the blended mode. It is organized by the Salesian Tech in Collaboration with Campus. Technology and Salesian IQAC. Request all the members to be present for the session.

### ■ Training Programme Details:

1	Date of Training:	20 <sup>th</sup> July '2021
2	Time:	9:00 am
3	Mode:	Blended
4	Venue:	Salesian College, Sonada Campus, AV Hall, Room # 301
5	Google Meet Link	 <a href="https://meet.google.com/vzr-qipk-qph">https://meet.google.com/vzr-qipk-qph</a>

### ■ Resource Person:

No.	Name of the Resource Person:
1	Suman Nandy
2	Sulagna Singha Roy
3	Salmoli Roy Chowdhury

## ■ IQAC CORE MEMBERS:

No.	Members:	Designation:
1	Fr (Prof) George Thadathil	Chairperson (IQAC), Principal/Rector
2	Fr (Dr) Saju Puthuserry	Vice Principal, Arts/Humanities
3	Fr (Dr) Babu Joseph	Vice Principal, Commerce, Management Studies & Vocational Studies
4	Fr C.M. Paul	Vice Principal, Sciences
5	Fr (Dr) Tomy Augustine	Rector (Salesian College Sonada)
6	Br Augustin Joseph	Vice Principal, Salesian College Sonada
7	Fr Jagjiwan Tirkey	Bursar & PG Coordinator (Education)
8	Dr Terence Mukhia	IQAC Co-ordinator, Salesian College
9	Dr SC Das	IQAC Co-ordinator (Siliguri)
10	Mr Peter Lepcha	Dean, Arts/Humanities
11	Mr Dhirodatta Subba	Dean, Sciences
12	Mr Patrick Johnson	Dean, Commerce, Management Studies & Vocational Studies
13	Ms Ganga Parajuli	Women Cell Representative
14	Mr Johnny Joseph	Principal's Secretary (Siliguri)
15	Mr Robert Lepcha	Principal's Secretary (Sonada)
16	Mr Subhajit Bose	IQAC Secretary (Siliguri)
17	Mr Subhajit Paul	IQAC Secretary (Siliguri)
18	Mr Dhiren Newar	IQAC Secretary (Sonada)
19	Mr Anirban Ghosh	Internal Auditor (Siliguri)
20	Ms Priyamrita Chatterjee	Alumni Officer (Siliguri)
21	Mr Prayash Rai	IQAC Member, HoD of History Dept (Sonada)
22	Ms Sonali Rai	Director, SalTeck
23	Mr Uday Malla	Dean of Commerce, BCA, Management & Vocation Studies (Sonada)
24	Ms Sradha Pradhan	Campus Co-ordinator (Sonada)
25	Ms Jessica M Nyss	IQAC Member (Sonada)
26	Mr Samip Sinchuri	IQAC Member (Sonada)
27	Mr Prashant Rai	IQAC Member (Sonada)
28	Mr Nikhil Pradhan	IQAC Tech Member (Sonada)
29	M. Priyadarshini Pradhan	IQAC Tech Member (Sonada)

■ **IQAC CRITERION MEMBERS, SONADA CAMPUS:**

No.	Title:	Team Leader:	Secretary:	Criterion Members:
1	Curricular Aspects	Mr. Uday Mall	Ms. Sumina Chettri	[1] Ms. Sradha Pradhan
				[2] Ms. Priyadarshini Pradhan
				[3] Mr. Vivek Shrestha
2	Teaching-Learning & Evaluation	Mr. Pawan Rai	Ms. Jessica M. Nyss	[1] Bro. Jose Puthenpurackal
				[2] Ms. Manisha Thami
				[3] Ms. Sophia Rai
3	Research, Innovations & Extension	Mr. Prayash Rai	Mr. Nikhil Pradhan	[1] Ms. Shikshita Dewan
				[2] Ms. Anmol Mongia
4	Infrastructure & Learning Resources	Mr. Dharendra Newar	Mr. Vasudeva Naidu	[1] Mrs. Nomu Sherpa
				[2] Mr. Rakesh Saibo
5	Student Support & Progression	Mrs. Tshering D. Sherpa	Mr. Prashant Rai	[1] Mr. Rahul Pradhan
				[2] Ms. Kriti BK
6	Governance, Leadership & Management	Mrs. Prayana Subba	Ms. Shruti Chettri	[1] Dr. Terence Mukhia
				[2] Mr. Samip Sinchuri
				[3] Ms. Stella Rai
7	Institutional Values & Best Practices	Mr. Manoresh Thapa	Ms. Shreya Agarwal	[1] Ms. Sneha Mangar
				[2] Dr. Fr. Tomy Augustine

■ **IQAC CRITERION MEMBERS, SILIGURI CAMPUS:**

No.	Criteria	Leader	Secretary	Criterion Members
1	Curricular Aspects	Mr Surendra Saha	Mr Subhajit Paul	Ms Priyanka Shaw, Mr Abhijit Dey, Mr Pinak Dey, Ms Manasi Debnath, Ms Deepti Naidu, Ms Rajashree Rai, Ms Arunima Bhowmick, Mr. Robin Rai, Fr. Aju Kurian
2	Teaching - Learning and Evaluation	Ms Ganga Parajuli	Ms Ranita Chakraborty	Ms Priya Topno, Mr. Sumit Pradhan, Ms Chimee Tamang, Ms Pratishtha Dewan, Mr Adarsh Rai, Ms Jayeeta Saha, Ms Edna Shalini Clare Chettri, Mr Subhajit Saha, Mr. Robin Rai, Fr. Aju Kurian
3	Research, Consultancy and Extension	Dr. Bikash Sarma	Ms Snigdha Roy	Lt Risha Chettri Sharma, Fr (Dr) James Chacko, Dr Gunjeet Aurora Mehta, Dr Suvradip Sarkar, Dr. Prajwal Chettri, Dr. Bhawana Khati, Dr. Paramita Datta, Dr Bipul Chettri, Mr Subhajit Bose, Mr Anik Sarkar, Mr Tanay Bhadra, Mr. Sunil Prasad, Mr Dipjyoti Das, Mr. Johny Joseph, Fr. (Dr.) Saju P.T
4	Infrastructure and Learning Resources	Mr Patrick Johnson	Mr Dhiodatta Subba	Fr (Dr) George Chempakathinal, Fr (Dr) Babu Joseph, Ms Yadika Prasad, Mr Ravi Bhushan Singh, Mr Mayukh Mazumdar, Mr Dipesh Patrick, Mr. Anuj Kumar, Ms Nawaneeta Subba, Ms. Sapna Gurung (Library), Mr. Manoj (Account's office)
5	Student Support and Progression	Dr Dipankar Rudra	Ms Rachel Salomit Sitling	Ms Gunjan Agarwal, Mr Dipanker Rai, Ms Tanisha Kansal, Mr Bickey Sharma, Mr Abhijit Ray, Ms Ranu Sherpa, Mr Sopiculia Hoque. Mr Debdut Sengupta, Mr. Wilson Bara, Ms Sarmila Biswakarma, Fr (Dr) Babu Joseph, Mr. Johny Joseph, Mr. Manoj, Ms. Priyamrita (Alumni)
6	Governance and Leadership	Mr Anirban Ghosh	Ms Manisha Pradhan	Fr.(Dr) George Chempakathinal, Fr (Dr) Saju P.T, Mr Peter Lepcha, CS Chandan Gupta, Ms Srijana Sinha, Mr Sangam Ghatani, Ms Chunku Lepcha, Mr. Manoj
7	Innovative Practices	Mr Rupam Majumder	Ms Debarati Deb	Mr Prasenjit Bhowmick, Bikramjit Chandra, Mr Vivek Kalikotey, Ms Pricella Ghimiray, Ms Neha Bansal, Ms Sujata Sinha, Ms Chingzong Helena Lepcha, Ms Monika Rana, Mr. Johny Joseph.



# Salesian College, Sonada

*A Don Bosco Institution*

*NAAC Accredited A Grade (3rd Cycle)*

*& twice UGC Certified College with Potential for Excellence (CPE)*

## Event & Activities:

1	Title of the Event:	Campus Canvas LMS Training.
2	Date:	20 <sup>th</sup> July 2021
3	Time:	9:30 am
4	Mode / Venue :	Blended Mode / Sonada, AV Hall (301)
5	Link:	<a href="https://meet.google.com/vzr-qipk-qph">https://meet.google.com/vzr-qipk-qph</a>
6	Total Number of Days:	1 (One)
7	Organized by Dept/Cell/Club/Committee:	Salesian Tech in Collaboration with IQAC
8	Faculty Incharge of the Event:	Mr. Dhiren Newar
9	Total Number of Participants:	135
10	Total Number of Faculty Involved:	5
12	Coordinator:	Dr. Terence Mukhia (IQAC Coordinator)
13	IT Facilitator	Ms. Priyadarshini Pradhan & Mr. Vivek Pradhan

*The Faculty incharge must submit the detailed reports, documents and geo tagged Photos of the events to the IQAC office within 2 days of the completion of the event and upload the reports in the College ERP.*

# REPORT

The Training Programme on: Campus Canvas (LMS) for the day was organized in Sonada Campus at AV Hall Room no. 301 on 20<sup>th</sup> July 2021 in a blended mode where the faculty members of Siliguri campus and Faculty members of Sonada Campus residing far were to attend through online (Google meet).

The Faculty Members of BCA Department, *Ms. Priyadarshini Pradhan* and *Mr. Vivek Pradhan* had reached the campus early in the morning and had taken initiative of setting up the AV Room with Laptop with Wi-Fi connection and Projector including all the necessary Tech formalities necessary for the Training Programme.

By 9:05 am, the faculty members residing in Sonada & Gorabari also arrived in the AV Hall. All the three Resource Persons (*Sulagna Singha Roy, Salmoli Roy Chowdhury & Suman Nandy*) arrived at Sonada Campus at 9:15 am in the morning and had their breakfast in the campus. After their breakfast, they arrived in the AV Hall at 9:30 pm where the faculty members of Sonada campus were waiting in the AV Hall to attend the LMS Training for the day.

*Dr. Terence Mukhia* (Dean of Arts & Humanities & IQAC Coordinator welcomed the Resource Persons in a traditional way by garlanding them and introducing the resource persons. Our Tech Team *Ms. Priyadarshini Pradhan* and *Mr. Vivek Pradhan* took incharge of operating the programme *and the Training event started at 9:50 am*. The Programme was delayed by half an hour due to internet connectivity issue but after a while it went off smoothly.

The following topics in regard to the Campus Canvas LMS was presented and discussed:

- Objectives & Advantages of using the Campus Canvas LMS.
- Basic Features of Campus Canvas LMS.
- Back End Process of Campus Canvas LMS.
- How to login to Campus Canvas LMS from PC & Mobile App.
- How to create a Course for the subjects assigned.
- How to enroll the Students.
- Function and Usage in the Offline Mode & Online Mode.
- Uploading of the Assignments, Answer scripts in the LMS.
- Automation of the Students' Daily Attendance Record.
- Interface of the Campus Canvas LMS.
- Mentoring & Feedback Features.

The Training Programme ended at 12:30 pm with a special vote of thanks by *Ms. Sumina Chettri* (HoD of Sociology) to the Resource Persons (*Sulagna Singha Roy, Salmoli Roy Chowdhury & Suman Nandy*), IT Team of Sonada Campus (*Ms. Priyadarshini Pradhan* and *Mr. Vivek Pradhan*), IQAC Secretary *Mr. Dhiren Newar* and all the Faculty Members attending the programme.

*Ms. Sraddha Pradhan* (Campus Coordinator) and *Fr. Nirmal Toppo* (Bursar) had arranged for a special Tea & a variety of Snacks for all the Faculty Members present and the Resource persons.



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***Report by:***

**Name: Mr. Dhiren Newar**

**Designation: IQAC Secretary, SCS**

**Date: 20<sup>th</sup> July 2021**

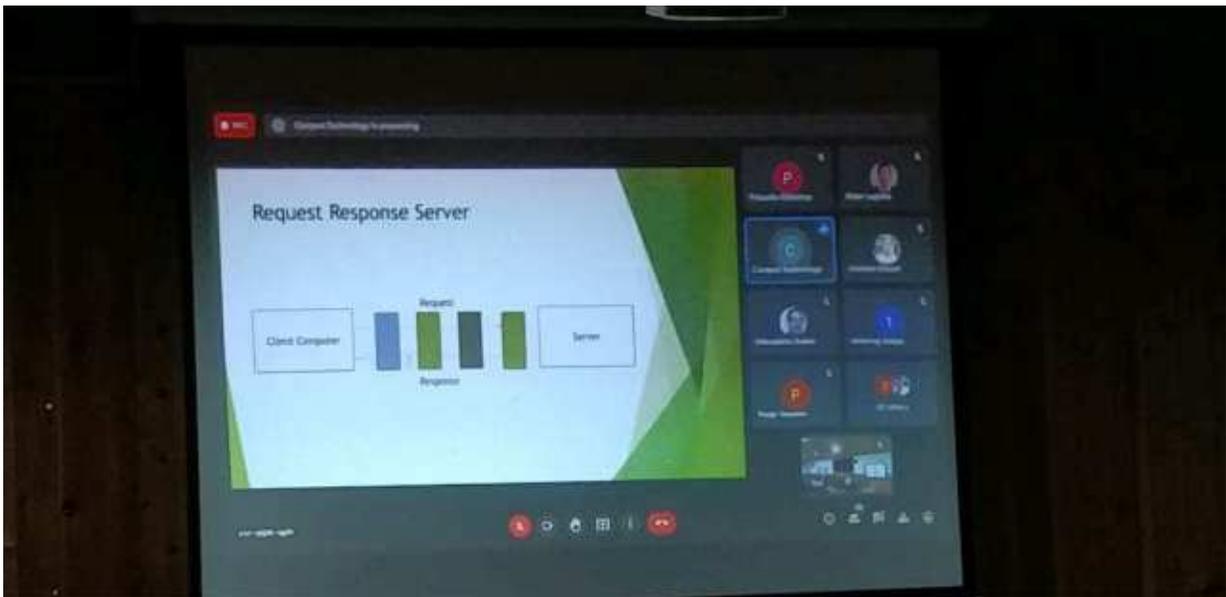
**Salesian College, Sonada**

**Secretary (SCS)  
Internal Quality Assurance Cell  
Salesian College Sonada  
Darjeeling, W.B.- 734209**

# GEO TAGGED PHOTO:



Salesian College Sonada, Darjeeling, West Bengal 734209, India  
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West Bengal  
India  
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Darjeeling  
West Bengal  
India  
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Hill Cart Rd, Sonada, West Bengal, 734209, India

Salesian College, Sonada

West Bengal

India

	Decimal	DMS
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Longitude	88.283148	88°16'59" E

2021-07-20(Tue) 10:42(am)

Sulekha College, Sonada  
LMS Training Session for IQAC (NAAC)  
DATED: 20.07.2021

Sl.No	NAME	DESIGNATION DEPARTMENT	SIGNATURE
1	Mr. Suman Nandy	Resource Person	Su
2	Ms. Sulagna Singha Roy	Resource Person	Sulagna Singha Roy
3	Ms. Salmoli Roy Chowdhury	Resource Person	Salmoli Roy Chowdhury
4	Fr. (Dr) Tomy Augustine	Rector / English Dept.	
5	Br. Augustin Joseph	Vice Principal Sociology Dept.	
6	Fr. Nirmal Toppo	Bursar / Mass Comm Dept.	LN
7	Dr. Terence Mukhia	Dean/HoD English	Terence
8	Mr. Vasudeva Naidu	English	
9	Mr. Rahul Pradhan	English	
10	Ms. Tapaswi Gurung	English	
11	Ms. Shruti Chettri	Mass Comm	
12	Ms. Shikshita Dewan	Mass Comm	
13	Mr. Pawan Rai	HoD/Political Science	
14	Ms. Jessica Marilyn Nyss	Political Science	Jessica
15	Mr. Jubin Rana	Political Science	
16	Ms. Sumina Chettri	HoD BSW	Sumina
17	Mr. Samip Sinchun	Sociology HoD	Samip Sinchun
18	Ms. Nomu Sherpa	Sociology	
19	Ms. Sophia Rai	Sociology	
20	Ms. Sradha Pradhan	Campus Coordinator/Education	Sradha Pradhan
21	Mr. Prayash Rai	HoD/History	Prayash Rai
22	Ms. Prayana Subba	History	Prayana Subba
23	Mr. Dikar Tamang	History	
24	Mr. Uday Mall	Dean	Uday Mall

	Mr. Manoresh Thapa	HoD Commerce	
26	Ms. Sreha Agarwal	Commerce	
27	Mrs. Tsering Dolma Sherpa	B.Voc	
28	Mr. Dharendra Newar	HoD B.Voc	
29	Ms. Kriti BK	B.Voc	<u>Shree</u> 20/9/21
30	Mr. Nikhil Pradhan	BCA	
31	Ms. Priyadarsani Pradhan	BCA	
32	Mr. Vivek Shrestha	BCA	<u>P. Pradha</u> 20/7/21 <u>Vivek Shrestha</u>
33	Mr. Prashant Rai	HoD BA General	
34	Mr. Rakesh Saibo	Sports	
35			
36			



# Salesian College, Sonada

*A Don Bosco Institution*

*NAAC Accredited A Grade (3rd Cycle)*

*& twice UGC Certified College with Potential for Excellence (CPE)*

## Event & Activities:

1	Title of the Event:	New Faculty Induction Programme '2021
2	Date:	5-8 August '2021
3	Time:	10:00 am to 7:30 pm
4	Mode / Venue :	Offline, Sonada Campus, AV Hall (301)
5	Link:	N/A
6	Total Number of Days:	4 Days
7	Organized by Dept/Cell/Club/Committee:	Management in collaboration with IQAC.
8	Faculty Incharge of the Event:	Br. Jose Augustine (Vice Principal, SCS)
9	Total Number of Participants:	23
10	Total Number of Faculty Involved:	10
12	Coordinator:	Fr. Nirmal Toppo (Bursar, SCS)

Dr. Terence Mukhia  
Dean of Arts & Humanities

**Co-ordinator**  
**Internal Quality Assurance Cell**  
**Salesian College Sonada**  
**Darjeeling, W.B. - 734209**

Br. Augustin Joseph  
Vice Principal

**VICE PRINCIPAL**  
**Salesian College**  
**P.O. Sonada, Dt. Darjeeling,**  
**W.B. Bengal - 734209**

*The Faculty incharge must submit the detailed reports, documents and geo tagged Photos of the events to the IQAC office within 2 days of the completion of the event and upload the reports in the College ERP.*

# REPORT

## **Induction Program for New Faculty 5-8 August, 2021 Salesian College, Sonada**

Salesian College Sonada and Siliguri organized the Induction Program for New Faculty from 5<sup>th</sup> August to 8<sup>th</sup> August at Salesian College Sonada, Darjeeling.

**Day 1** started with a breakfast, followed by a hearty welcome and a prayer conducted by Fr. (Dr.) Tomy Augustine, Rector, Salesian College, Sonada Campus, and Br. Augustine Joseph, Vice Principal, Salesian College Sonada set a positive tone for the days to follow. The program proceeded with a speech on “Why an Induction Program” by Fr. (Dr.) George Thadathil, Principal, Salesian College Sonada and Siliguri. A movie on Don Bosco, and Fr. (Dr.) Tomy Augustine’s talk on Don Bosco’s life and the history of Salesian College introduced the new inductees to the Salesian values. Dr. Terence Mukhia (Dean SCS) and Mr. Peter Lepcha (Dean SCSC), the two senior faculty members shared their valuable experiences about their journey of growth with Salesian College. Afterwards, Mr. Patrick Johnson (Dean SCSC) familiarized the new faculty to the college website and online teaching platforms. A visit to Sonada Monastery, group activities, and evaluation by Fr. (Dr.) George Thadathil were the other sessions of the day that ended with a grand dinner.

**Day 2** started with a needful meditation by Fr. (Dr.) George Thadathil, Principal, followed by an enlightening session on Don Bosco’s educational system by Br. Augustine Joseph was a very absorbing one. “The Use of Media in Education”, a session by Fr. Nirmal Toppo, RJ Samir, and Mr. Bruno Thapa showed how media could be used to enhance teaching. Familiarization with IQAC/NAAC/AQAR, an important part of higher education to achieve quality, was communicated by Dr. Terence Mukhia and Mr. Dhiren Newar, Faculty, Sonada Campus. Later on, Br. Augustine Joseph’s session on “Emotional Intelligence” was really engaging. A short Visit to TIEEDI Eco Village was a refreshing one. The day ended with group work and evaluation conducted by Fr. (Dr.) George Thadathil followed by dinner.

**Day 3** started with a Gospel Ghazal on Jesus’s journey by Hindol Chakraborty, Faculty, Siliguri Campus, and a prayer by Fr. (Dr.) George Thadathil, Principal. The day’s agenda started with a presentation on “Student Counseling and Mentoring” by Fr. (Dr.) James Chako, followed by an engaging talk by Dr. Irshad Ahmed on “Interdisciplinarity in Education”. Fr. (Dr.) Tomy Augustine presented a lecture cum discussion on “Promoting Research in Campus” with the core values and needs for research from the initiation days of undergraduate level. Afterwards, the new faculty members had a detailed visit of the campus under guidance of Fr. (Dr.) Tomy Augustine, followed by an adventurous

trekking to the Hydro Power Water Source under the supervision of Br. Augustine Joseph, Vice Principal, Sonada Campus. The day ended with group work and evaluation mentored by Fr. (Dr.) George Thadathil, and a get together and dinner.

On the last day of the Induction Program, Fr. (Dr.) George Thadathil, Principal, conducted the concluding session with evaluation and vote of thanks. A soothing song by Hindol Chakraborty, Faculty, Siliguri Campus, and summing up notes by two of the inductees, Shilpita Gayen and Biswajit Das ended the session. Certificates were presented to all the inductees. The day ended with a visit to Darjeeling and a grand lunch at the Glenary's.

**Written and Compiled by:**

**Pratibha Soni (Department of English, SCSC)**

**Hindol Chakraborty (Department of English, SCSC)**

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***Verified by:***

**Secretary (SCS)  
Internal Quality Assurance Cell  
Salesian College Sonada  
Darjeeling, W.B. - 734209**

# Attendance:

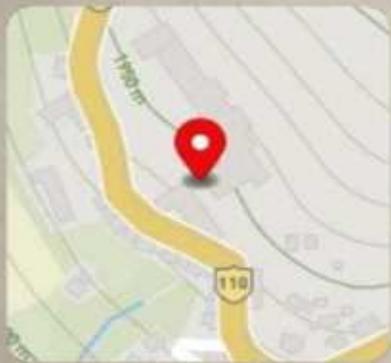
S/no	NAME	DEPARTMENT	GENDER	CONTACT NUMBER	CAMPUS
1	Alisha Subba	History	Female	9749642035	Sonada
2	Dr. Paramita Datta	Psychology	Female	9830638831	Siliguri
3	Mandobi Banerjee	Mathematics	Female	8902563770	Siliguri
4	Neha Bansal	Commerce	Female	9560033593	Siliguri
5	Pratibha Soni	English	Female	9434047850	Siliguri
6	Richayanti Peters Lepcha	Social Work	Female	8371913782	Sonada
7	Rini Bhadra	Social Work	Female	8001603935	Siliguri
8	Rubina Chhetri	Psychology	Female	9647851282	Siliguri
9	Sharmista Pradhan	Mass Com	Female	8454810588	Siliguri
10	Shilpita Gine	Sociology	Female	8981173234	Siliguri
11	Shradha Sharma	Management Studies/ B. Voc	Female	7908543651	Siliguri
12	Sunita Sherpa	B. VOC	Female	9064242667	Siliguri
13	Sujata Sinha	Physics	Female	8967992678	Siliguri
14	Ms. Chinzong Helena L	BSW	Female	806405749	Siliguri
15	Abhijit Ray	Mass Com	Male	8826820260	Sonada
16	Bhabya Chandra Khati	Mass Com	Male	9733408522	Siliguri
17	Biswajit Das	Geography	Male	9851664208 / 7908520788	Siliguri
18	Brian Gomes	Sociology/ Social Work	Male	7605857939 / 7518388139	Siliguri
19	Digvijay Kharga	Physics	Male	77974 90606	Siliguri
20	Hindol Chakraborty	English	Male	9230452767	Siliguri
21	Jeetendra Sah	Political Science	Male	8436115102	Siliguri
22	Jubin Rana	Political Science	Male	8370991146	Sonada
23	Phu Tshering Sherpa	Economics	Male	8972904705	Siliguri
24	Rajeev Dutraj	Management Studies/ B. Voc	Male	8927605179	Siliguri
25	Samuel Tamang	Economics	Male	9734518524	Siliguri
26	Suman Saha	History	Male	8346806630	Siliguri
27	Yudhen Tamang	Economics	Male	9641668474	Siliguri

Attendance Sheet

S/no	NAME	DEPARTMENT	CAMPUS	05.08.2021	06.08.2021	07.08.2021	08.08.2021
1	Alisha Subba	History	Sonada	Alisha Subba	Alisha Subba	Alisha Subba	Alisha Subba
2	Mandobi Banerjee	Mathematics	Siliguri	Mandobi Banerjee	Mandobi Banerjee	Mandobi Banerjee	Mandobi Banerjee
3	Pratibha Soni	English	Siliguri	Pratibha Soni	Pratibha Soni	Pratibha Soni	Pratibha Soni
4	Richyanti Peters Lepcha	Social Work	Sonada	Richyanti	Richyanti	Richyanti	Richyanti
5	Rini Bhadra	Social Work	Siliguri	Rini Bhadra	Rini Bhadra	Rini Bhadra	Rini Bhadra
6	Rubina Chhetri	Psychology	Siliguri				
7	Sharmista Pradhan	Mass Com	Siliguri	Sharmista	Sharmista	Sharmista	Sharmista
8	Shilpita Gine	Sociology	Siliguri	Shilpita Gine	Shilpita Gine	Shilpita Gine	Shilpita Gine
9	Shradha Sharma	Management Studies/ B. Voc	Siliguri	Shradha Sharma	Shradha Sharma	Shradha Sharma	Shradha Sharma
10	Sunita Sherpa	B. Voc	Siliguri	Sunita	Sunita	Sunita	Sunita
11	Sujata Sinha	Physics	Siliguri	Sujata Sinha	Sujata Sinha	Sujata Sinha	Sujata Sinha
12	Ms. Chinzoing Helona-L <i>CHINZOING HELENA LEPCHA</i>	BSW	Siliguri	Helona	Helona	Helona	Helona
13	Bhabya Chandra Khati	Mass Com	Siliguri	Bhabya	Bhabya	Bhabya	Bhabya
14	Biswajit Das	Geography	Siliguri	Biswajit Das	Biswajit Das	Biswajit Das	Biswajit Das
15	Brian Gomes	Sociology/ Social Work	Siliguri	Brian Gomes	Brian Gomes	Brian Gomes	Brian Gomes
16	Digvijay Kharga	Physics	Siliguri	Digvijay Kharga	Digvijay Kharga	Digvijay Kharga	Digvijay Kharga
17	Hindol Chakraborty	English	Siliguri	Hindol Chakraborty	Hindol Chakraborty	Hindol Chakraborty	Hindol Chakraborty
18	Jeetendra Sah	Political Science	Siliguri	Jeetendra Sah	Jeetendra Sah	Jeetendra Sah	Jeetendra Sah
19	Jubin Rana	Political Science	Sonada	Jubin Rana	Jubin Rana	Jubin Rana	Jubin Rana
20	Phu Tshering Sherpa	Economics	Siliguri	Phu Tshering Sherpa	Phu Tshering Sherpa	Phu Tshering Sherpa	Phu Tshering Sherpa
21	Rajeev Dutraj	Management Studies/ B. Voc	Siliguri	Rajeev Dutraj	Rajeev Dutraj	Rajeev Dutraj	Rajeev Dutraj
22	Samuel Tamang	Economics	Siliguri	Samuel Tamang	Samuel Tamang	Samuel Tamang	Samuel Tamang
23	Suman Saha	History	Siliguri	Suman Saha	Suman Saha	Suman Saha	Suman Saha
24	Yudhen Tamang	Economics	Siliguri	Yudhen Tamang	Yudhen Tamang	Yudhen Tamang	Yudhen Tamang

The Faculty incharge must submit the detailed reports, documents and geo tagged Photos of the events to the IQAC office within 2 days of the completion of the event and upload the reports in the College ERP.

# GEO TAGGED PHOTO:



Salesian College,, Ring Tong Tea Garden, West  
Bengal 734209, India

Lat: N 26°57'10.77516

Date: 05/08/2021

Long: E 88°16'59.52036

Time: 07:41 PM

🌡️ null°C



	Decimal	DMS
Latitude	26.953015	26°57'10" N
Longitude	88.28317	88°16'59" E

2021-08-05(Thu) 12:01(pm)



**Ring Tong Tea Garden, West Bengal, India**

Salesian College,, Ring Tong Tea Garden, West Bengal 734209, India

Lat 26.953011°

Long 88.283214°

06/08/21 06:55 PM





GPS Map Camera

## Ring Tong Tea Garden, West Bengal, India

Salesian College,, Ring Tong Tea Garden, West Bengal 734209, India

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Long 88.283208°

06/08/21 06:55 PM



GPS Map Camera

## Ring Tong Tea Garden, West Bengal, India

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Long 88.283207°

06/08/21 06:54 PM





Salesian College., Ring Tong Tea Garden, West Bengal 734209, India  
 Lat: N 26°57'10.77732 Date: 06/08/2021  
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Sonada, West Bengal, India  
 D.B Rd, Sonada, West Bengal 734209, India  
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 Long 88.273773°  
 05/08/21 03:55 PM



Hill Cart Road, West Bengal, India  
 X78F+CHR, Hill Cart Road, West Bengal 734209, India  
 Lat 26.9664°  
 Long 88.273754°  
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Salesian College., Ring Tong Tea Garden, West Bengal 734209, India  
 Lat: N 26°57'10.77516 Date: 05/08/2021  
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**Darjeeling, India**  
 18°C  
 06-08-2021  
 LAT: 26.952986 LONG: 88.283118



Ring Tong Tea Garden, West Bengal, India  
 Salesian College., Ring Tong Tea Garden, West Bengal 734209, India  
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 Long 88.283214°  
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## Faculty Development Program on Blended Learning – Phase I

28<sup>th</sup> August 2021 9:30 am onwards

Meet Link: <https://meet.google.com/uhn-oqdd-zdx>

The program started by prayer led by Fr. C. M. Paul, Vice Principal, Deanery of Science, Siliguri Campus. It was conducted in blended mode with the faculty from Siliguri Campus at the AV Hall, Savio Block and the faculty from Sonada campus joining through the google meet link.

Invocation was followed by a short address by Fr. George Thadathil, Principal, explaining the background that the FDP was a natural follow up from the National Webinar on Blended Learning that was held on 6<sup>th</sup> and 7<sup>th</sup> august. The goal was to be in preparation of the faculty and institution to adapt to the concept from UGC as well as NEP 2020. He laid emphasis on the fact that the resource personnel are our very own faculty and that we are indeed capable of educating our own.

Mr. Dhiodatta Subba, Dean, Sciences, Siliguri Campus then laid out the plan for the day. He further mentioned that the FDP would be conducted in phases to address many aspects of the teaching-learning process that are part of the New Education Policy.

First speaker was Ms. Ganga Parajuli, Department of Education. She spoke on the need to clearly define the Objectives – Institutional, Program specific and Course specific.



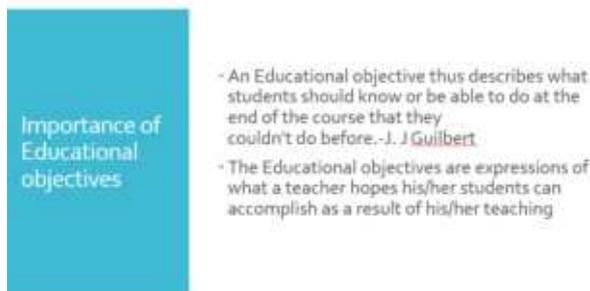
Slide-1



Slide-2



Slide-3



Slide-4

She elaborated on the different levels of objectives and how to identify them and define them.



**What are the different types of Educational objectives according to domain?**

- Bloom's Taxonomy can also be applied to learning objectives through Bloom's three "domains" of learning: cognitive, affective and psychomotor. These three types of learning include:
  - Creating new knowledge (Cognitive)
  - Developing feelings and emotions (Affective)
  - Enhancing physical and manual skills (Psychomotor)

Slide-5

**Bloom's Taxonomy**



Slide-6

**What are the components of Educational objectives?**

- Audience (the learners) - Who will be doing the behavior?
- Behavior (performance) - What should the learner be able to do? It is important to make sure the behavior is seen or heard.
- Condition - Under what conditions do learners demonstrate their mastery of the objective?
- Degree (or criterion) - How well must the learned behavior be done? Common degrees include: speed, accuracy, quality, and quantity.

Slide-7

**Types of Objectives**

- Institutional
- Departmental
- Instructional specific



Slide-8

**Institutional or General objective:**

- A set of statements identifying major skills that all graduates should possess at the completion of a degree



**Departmental objectives:**

- A set of statements identifying the skills to be acquired by all students who are taught within a particular department/school. This skill must be consistent with the institutional objective.

Slide-9

**Types of Instructional objectives:**

- Basic/ General: a brief clear statement of basic skill or competence which is to be demonstrated at the completion of a unit instruction.
- Specific Instructional objectives : a brief clear statement of a single skill , directly related to the basic skills and stated in terms of observable clear statement.

Slide-10

Second speaker for the day was Ms. Priscella Ghimire, faculty, Department of Education, Siliguri campus.

Her presentation was about **Learning Outcomes** – which are mapped against the stated objectives.

These correspond to the levels of Objectives that have been defined. It is possible that one objective could have multiple outcomes or multiple objectives could lead to a single outcome.

This presentation went into fair amount of detail in terms of how they are defined, supplemented by samples, and making reference to Bloom's Taxonomy, how they could be defined for each level.



Slide-1

## Learning Outcomes- Session Plan

### Objectives

This presentation aims to:

- State the meaning of/define the term learning outcomes
- Enumerate the features/characteristics of learning outcomes
- Exhibit examples/samples of learning outcomes
- Facilitate the construction/framing of learning outcomes (Paafat intervention) specific to -
  - a) the institution
  - b) programme
  - c) course

### Outcomes

This presentation will enable the attendees to:

- Describe and communicate the meaning of the term learning outcomes
- Recognise the features/characteristics of learning outcomes
- Construct/frame learning outcomes specific to -
  - a) the institution
  - b) programme
  - c) course

Slide-2

## Teaching-Learning Process



Slide-3

## Teaching-Learning Process

• Teaching/ Instruction and Learning = Behavioural changes in the learner  
(Observable & Measurable)

• Behavioural Changes in 3 domains

- Cognitive
- Affective
- Psychomotor

Slide-4

## Learning Outcomes: Meaning

- Learning outcomes are statements of the knowledge, skills and abilities individual students should possess and can demonstrate upon completion of a learning experience or sequence of learning experiences.
- Learning Outcome Based Education (LOBE) advocates the importance of establishing a clear picture of what is important for students to be able to do, organizing the curriculum, instruction, and assessment to make sure the learning ultimately happens (Evaluation Reform in Higher Educational Institutions, UGC 2019).
- Learning outcomes specify what graduates completing a particular programme of study are expected to know, understand and be able to do at the end of their programme of study (Learning Outcome-based Curriculum Framework for Undergraduate Education, UGC, 2020).

Slide-5

## Characteristics/Features

Realistic	Well defined and Specific	Simple and not compound	Spelled out in future tense	Use of active (action) verbs
Attainable Based on students' ability, developmental level, prior skill sets, time available.	Clear and concise statements	Avoid the use of bundled or compound statements that join the elements of two or more outcomes into one statement.	Students will be able to... Students should be able to...	Verbs: Using Words/ Define Write Critically analyze Discuss Enumerate etc.

Slide-6

## Characteristics/Features

Sufficient in number	Align with curriculum	Focus- learning products	Observable & Measurable	Framed in terms of programs
Between 3 to 5 For ease of assessment and evaluation	Learning outcomes should be in alignment with the program curriculum. (Eg. Sciences/ Business studies/ Arts & Humanities etc.)	Concerned with the products more than the process Focus is on the expected student performance rather than on what the faculty intends to do while teaching.	Learning outcomes (stated at the beginning) are connected with evaluation and assessment of students' progress.	Broadly framed in terms of programs instead of specific classes (Eg. BA Honours Programme in Education)

Slide-7

## REVISED BLOOM'S TAXONOMY



Slide-8

## Learning Objectives vs Learning Outcomes

- **Learning objectives**, for example, may outline the material the INSTRUCTOR intends to cover in the course / Program or the disciplinary questions the class will address. **Known as IN-PUTS.**
- **By contrast, learning outcomes** focus on what the STUDENTS know, comprehend and realistically are able to do... [skill performance] by the end of an assignment, activity, class, or course [achievement]. **Known as OUT-PUTS.**

Slide-9

## Benefits of Learning Outcomes for Teachers

<b>Effective course design</b>	By stating learning outcomes that are specific, teachers can identify courses in which all aspects of the course, including learning, assessment, and assessment, support what they want students to learn (2).
<b>Effective assessment of learning</b>	Clear expectations make it easier to evaluate students' progress and ensure that assessments are targeting the appropriate level of knowledge or skill (3, 4).
<b>Better time management</b>	Well-defined learning outcomes simplify difficult decisions about what content to include and what to omit when preparing lecture and assignments (3, 4).
<b>Improved communication</b>	Teachers can use learning outcomes to have explicit and meaningful dialogues with students about the course and their learning, and with colleagues about the responsibilities of courses (2).
<b>Improved teaching experience</b>	Teachers who use learning objectives report less stress, more confidence interacting with students, and use more diverse teaching and assessment strategies (2, 4).

Slide-10

## Samples of Learning Outcomes

### Physical & Biological Sciences

- Students will be able to demonstrate written, visual, and/or oral presentation skills to communicate scientific knowledge.
- Students will be able to acquire and synthesize scientific information from a variety of sources.
- Students will be able to apply techniques and instrumentation to solve problems.

### Mathematics

- Students will be able to articulate the rules that govern a symbolic system.
- Students will be able to apply algorithmic techniques to solve problems and obtain valid solutions.
- Students will be able to judge the reasonableness of obtained solutions.

### Business Studies

- Students will be able to work in groups and be part of an effective team.
- Students will be able to communicate business knowledge both orally and written.
- Students will be able to recognize and respond appropriately to an ethical and regulatory dilemma.
- Students will be able to recognize and diagnose accounting problems.

Slide-11

## Samples of Learning Outcomes

**Social Sciences**

- Students will be able to write clearly and persuasively to communicate their scientific ideas clearly.
- Students will be able to test hypotheses and draw correct inferences using quantitative analysis.
- Students will be able to evaluate theory and critique research within the discipline.

**Arts and Humanities**

- Students will demonstrate in-depth knowledge of historical, social and philosophical contexts.
- Students will be able to critique and analyze works of various philosophers, thinkers and historians.
- Students will be able to communicate both orally and verbally about different schools

**Languages and Literature**

- Students will be able to apply critical terms and methodology in completing a literary analysis following the conventions of standard written English.
- Students will be able to locate, apply and cite effective secondary materials in their own texts.
- Students will be able to analyze and interpret texts within the contexts they

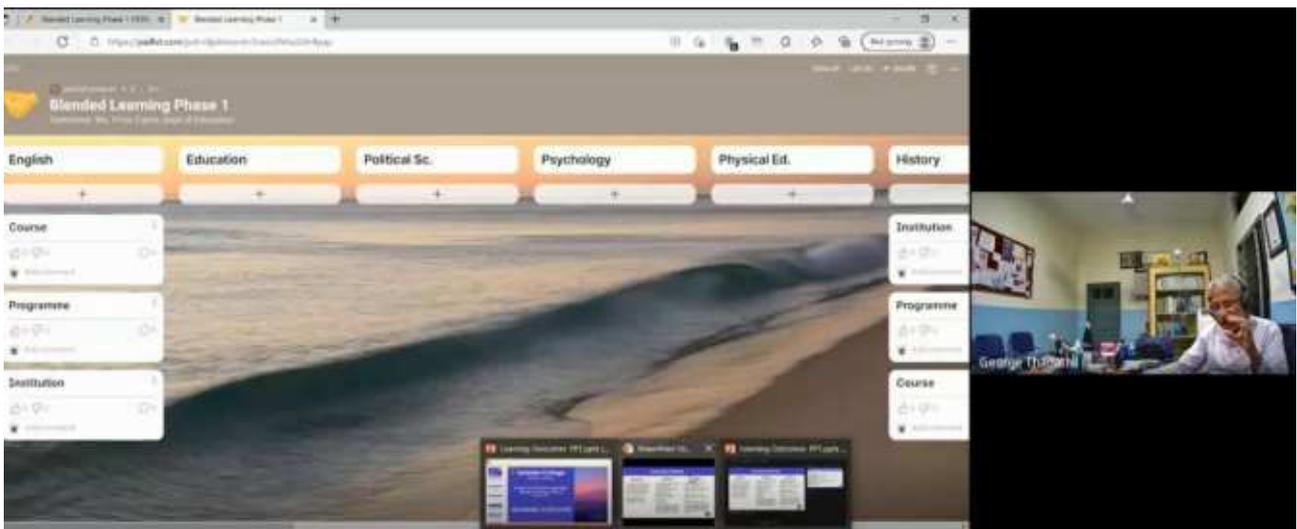
Slide-12

## Learning Outcomes Checklist

Sl. No.	Aspects to be considered	Discipline Specific	Programme Specific	Course Specific
1.	Can be directly measured and observed			
2.	Major directly in curriculum			
3.	Focus on student learning outcomes and not teaching activity			
4.	Refer to action verbs in finite form			
5.	To enable to identify areas to improve			
6.	Describe what students are intended to do, know, produce			

Slide-13

Meanwhile, Mr. Patric Johnson, Dean of Commerce and Management studies as well as Vocational studies, assisted in setting up Padlet app for participants to post their discussion points, queries and observations. Faculty utilized the lunch break also to post in the site.



Post lunch, the speaker was Mr. Peter Lepcha, Dean of Arts and Humanities, Siliguri Campus. His topic was Competencies. He laid emphasis on the fact that a number of competencies could be defined; but what is most relevant for our students today is what are called 21<sup>st</sup> Century competencies or Graduate attributes.

He illustrated the application of concepts from previous two talks in his own presentation as the Objectives and Expected Outcomes from his presentation. Then he went on to explain what competencies are and the 15 most desirable graduate aptitudes, segregated into three groups.



Slide-1

### 21<sup>st</sup> Century Competencies Graduate Attributes

**Peter Lepcha**  
Dean, Arts/Humanities

\*\*\*\*

Faculty Development Programme  
28 August 2021

### Plan for my Presentation

OBJECTIVES:

- To make the faculty grasp the short historical trajectory of 21 Century Competencies/Graduate Attributes
- To explain each of the attributes
- To assist them to make/construct/adapt their own discipline specific graduate attributes

EXPECTED OUTCOMES:

- The faculty will be able express the short historical trajectory of 21 Century Competencies/Graduate Attributes
- The faculty will be able to explain each of the attributes
- The faculty will be able to formulate (adapt) their own graduate attributes (competencies)

Slide-2



Slide-3



Slide-4



Slide-5



Slide-6



Slide-7



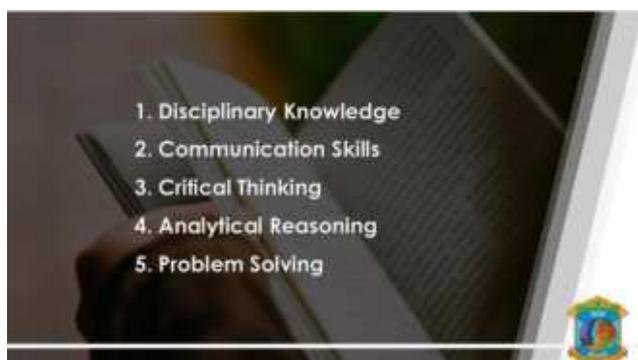
Slide-8



Slide-9



Slide-10



Slide-11



Slide-13

## VISION

The educative community of Salesian College endeavours to excel in the preparation of noble citizens and leaders who are intellectually competent, socially sensitive, morally upright and emotionally balanced. We seek to be a transformational force through advancement of scholarship in diverse disciplines, providing services and championing justice, accountability and collaboration, thereby, becoming *flamma ardens et lucens* – a flame that enlightens and enlivens.

Slide-15

## CORE VALUES

1. Intellectual Competence and Reasonableness
2. Moral Uprightness
3. Social Sensitivity and Emotional Balance

Slide-17

Slide-12

- 
11. Digital Literacy  
12. Multicultural Competence  
13. Values: Moral and Ethical and Human  
14. Leadership Readiness/Qualities  
15. Lifelong Learning

Slide-14

## MISSION

1. Preparation of Noble Citizens
2. Advancement of Academic Scholarship
3. Providing Professional & Social Services
4. Providing right-based education specially to disadvantaged groups
5. To equip the students with skills for employability

Slide-16

## References:

1. Soland, Jim et al. 21<sup>st</sup> Century Competencies Guidance for Educators, Rand Corporation, 2013.
2. Central Board of Secondary Education. 21<sup>st</sup> Century Skills: A Handbook. CBSE, 2020.
3. Fry, Heather et al. A Handbook for Teaching and Learning in Higher Education, Routledge, New York.
4. URL: [www.ugc.ac.in](http://www.ugc.ac.in) [accessed on 20 August 2021]
5. URL: [www.unesdoc.unesco.org](http://www.unesdoc.unesco.org) [accessed on 20 August 2021]

Slide-18

Making reference to the Vision and Mission statements of our Institution, we could see that many of the desirable competencies/ graduate aptitudes we are already addressing. There is scope to address others, specific to individual disciplines, and to fine tune the common and specific ones so that the goal would be to achieve maximum possible by all stakeholders.

Finally, there was discussion and feedback session, followed by final observations by Fr. Principal. He congratulated all presenters and organisers and all who participated. It was decided that Heads of Departments would complete the task of defining Department / Program level Objectives and Outcomes and each faculty would assist the Head of the Department to define Course Objectives and Outcomes. Further, Heads were to submit the same to the facilitators of this FDP for review. Eventually the reviewed information would be configured in Learning Management System for actual use.

### Credits:

Technical support for AV Hall - Mr. Simon Lepcha & Mr. Cyril Singh  
Padlet - Mr. Patric Johnson, Dean, Commerce & Management Studies  
Google meet setup, record keeping – Ms. Yadika Prasad, Faculty, Department of CSA  
Coordination & Reporting – Mr. Dhirodatta Subba, Dean of Science  
Posters, Certificates – Mr. Amit Lepcha, Graphics Designer



# Salesian College

SONADA & SILIGURI

*NAAC Accredited 'A' Grade (3<sup>rd</sup> Cycle) & twice UGC certified College with Potential for Excellence (CPE)*

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## *Events & Activities*

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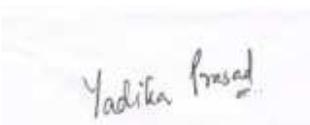
Title of the Event	ERP Training for new faculty
Date	11/09/2021
Time	1:00 pm
Mode/Venue	Google Meet(Online)/Offline /AV Hall
Link	<a href="https://meet.google.com/ebc-jqfg-rij">https://meet.google.com/ebc-jqfg-rij</a>
Total number of Days	1
Organized by Dept/Club/Cell/Committee	Tech Team
In Collaboration with	Deanery of Science
Event Organizers	Tech Team
Faculty-in-charge of the Event	Yadika Prasad & Dhirodatta Subba
Total number of Participants	21
Total number of Faculty involved	23
Faculty-in-charge of Report & upload in ERP	Yadika Prasad

# Report

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## ERP Training for new faculty

An hour-long session for new faculty was conducted on 11<sup>th</sup> September 2021. It started with an introductory note from Mr Dhirodatta Subba, Dean of Sciences, he gave some insights on the technical capabilities and services provided by the college. Thereafter, a detailed demonstration of the ERP modules was given by Ms Yadika Prasad. It included adding attendance, activities, events and new features of ERP. It was followed by a Q&A by the participants regarding the issues and clarification on the ERP usage. In the next part, Moodle, the college LMS was explained and the roles and implantation details as a faculty were explained. In the final part, Google Workspace and its features were explained and faculty were encouraged to use its facilities for online classes. During the last Q&A, the technical issues regarding registration, email etc were discussed. Finally, at the end of the session, Mr Dhirodatta Subba gave a vote of thanks and shared information on the importance of recording activities in the college ERP.



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Ms. Yadika Prasad  
IT Coordinator



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Dr. Terence Mukhia  
IQAC Coordinator

**Date : 13th November 2021**

**Time: 9:00 am - 4:00 pm**

A day of recollection of the Catholic faculty and office staff of Salesian College, Sonada and Siliguri Campus was organised on 13th November 2021 in the Audio Visual Hall of Salesian College, Sonada with the agenda on 'Forming a Salesian Educative Pastoral Community' by SCSEPC (Salesian College Sonada Educative Pastoral Community). The resource person for the programme was Mr. Rajen Banerjee.

The programme began at 9:00am with the arrival and registration of the participants. By 9:15 am the participants were directed towards the AV Hall followed by a prayer and words of welcome by Rev. Fr. Rector Tomy Augustine. The session began with the talk by Mr. Rajen Banerjee on 'Vocation' of life. After a short break, at 10:45am the second session began on the importance of 'Confession' followed by the sacrament of confession conducted by Dr. Fr. Babu, Fr. Ashish and Fr. Pritam. After the sacrament of confession was over, the faculties and the office staff were directed towards the seminary chapel for the Holy Mass. The mass ended by 12:30 pm followed by lunch until 1:30 pm.

The afternoon session which was on meeting and sharing was led by Fr. Dr. Tomy Augustine focusing on Salesian mission and Educative Pastoral Community. He informed that men and women have the opportunity to become a part of Salesian community by making Jesus known among people, by praying, making people grow spiritually, by being a role model, by being an evangeliser and maintaining spiritual environment.

Mr. Robert, an office staff of the Sonada Campus shared his experiences on his role as a corporator.

Vice Principal of Sonada Campus Br. Augustine Joseph highlighted on Volunteers of Don Bosco.

Dr. Fr. Babu talked about spiritual journey and Service Learning for both the students as well as the faculties.. He also suggested to focus on the newly joined Catholic students.

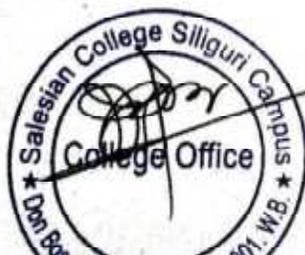
Dr. Terrence Mukhia mentioned that to fulfill to Will of the Lord is the first duty of the corporator.

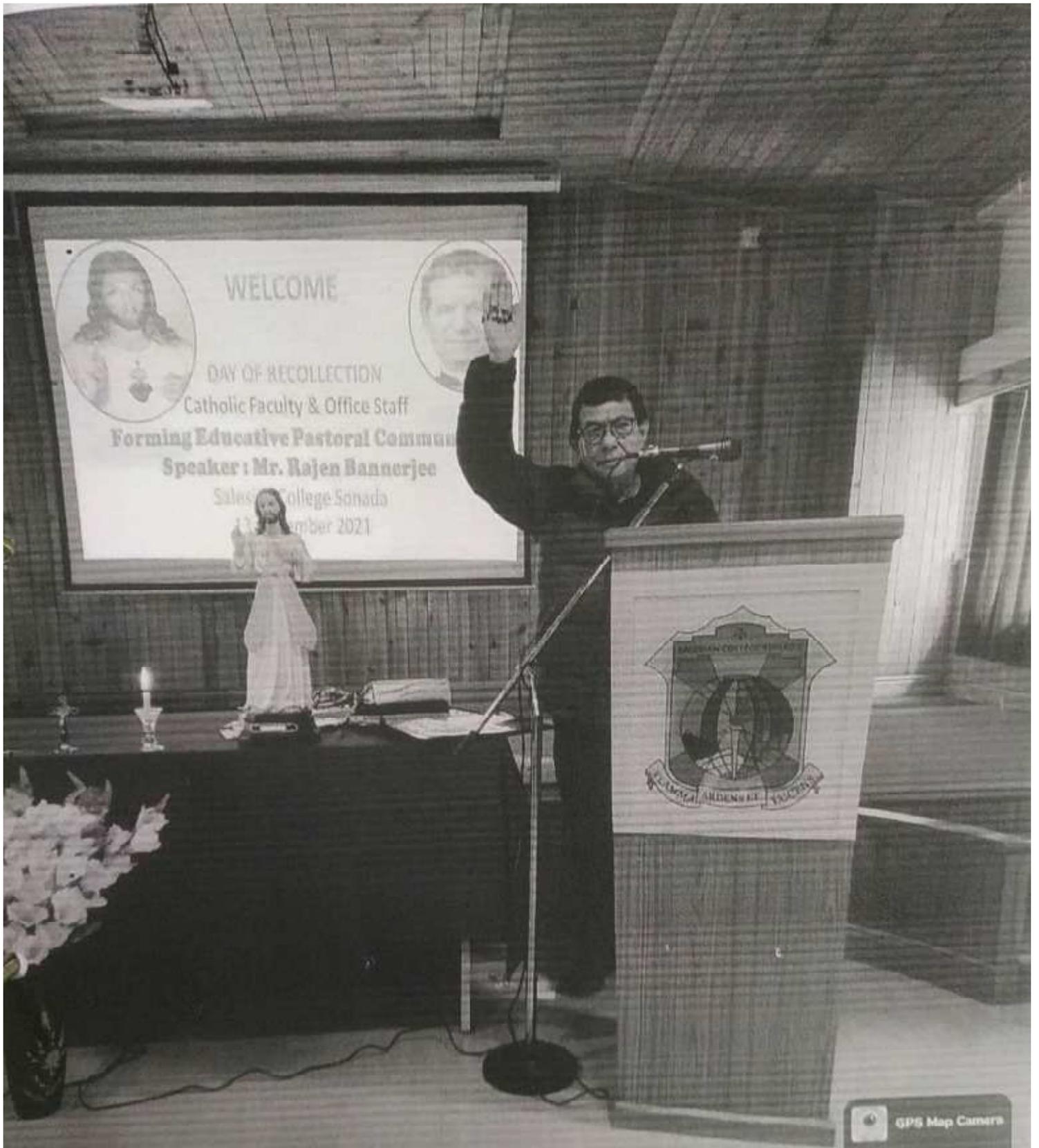
Fr. Nirmal also shared his views on the role of Catholic Faculties and office staff. He suggested to look beyond the physical differences but to bond spiritually.

This was preceded by each of the participants sharing of experiences and reflections on their spiritual journey.

The programme ended with a few suggestions made by the faculty members and the office staff to organise one retreat and one recollection every year for the students. Secondly, to start with the Adoration, for the student's spiritual growth.

There being no matter to discuss the meeting and the sharing ended by 4:00pm.





GPS Map Camera

Salesian college Sonada, West Bengal, India

Salesian college Sonada, West Bengal 734209, India

Lat 26.952886°

Long 88.283237°

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Google



# Salesian College, Sonada

*A Don Bosco Institution*

*NAAC Accredited A Grade (3rd Cycle)*

*& twice UGC Certified College with Potential for Excellence (CPE)*

## **Events & Activities:**

1	Title of the Event:	Orientation Programme for the preparation of question papers under UGC guidelines and Bloom Taxonomy.
2	Date:	7 <sup>th</sup> December 2021
3	Time:	2:45 pm
4	Mode / Venue :	College, Auditorium Hall (301)
5	Link:	N/A
6	Total Number of Days:	1 Day
7	Organized by Dept/Cell/Club/Committee:	Examination Committee
8	In Collaboration with:	N/A
9	Event Organizers:	Examination Committee
10	Faculty Incharge of the Event:	Mr. Uday Mall (Dean of B.Voc, B.Com & BCA / Examination Coordinator)
11	Total Number of Participants:	20
12	Total Number of Faculty Involved:	2
13	Faculty Incharge of Report & Upload in ERP:	Mr. Uday Mall (Dean of B.Voc, B.Com & BCA / Examination Coordinator)

*The Faculty incharge of Report must submit the detailed reports, documents and geo tagged Photos of the events to the IQAC office within 2 days of the completion of the event and upload the reports in the College ERP.*



# Report

An Orientation Programme for the preparation of question papers under UGC guidelines and Bloom Taxonomy was organized by the Examination committee on 7<sup>th</sup> December 2021 at 2:45 pm in the AudioVisual room.

The orientation was felicitated by Mr. Uday Mall (Dean and Examination coordinator). Twenty faculty members from across departments and deanery were present.

The following major points were clarified and discussed in the programme:

1. Total no of units
2. Total number of lecture hours
3. Allocation of unitwise marks on the basis of lecture hours
4. Allocation of marks under the rubrics
5. Preparation of question paper following the standards and guidelines prescribed by the UGC.

The above discussion was followed by question and answer session. The programme came to an end with the vote of thanks by Dharendra Newar (IQAC Secretary) at 3:30 pm.

**Report by:**

**Name:** Mr. Uday Mall

**Designation:** Dean of B.Voc, B.Com & BCA /  
Examination Coordinator

**Date:** 7<sup>th</sup> December 2021

**Salesian College, Sonada**



# Attendance:

EXAMINATION COMMITTEE MEETING WITH FACULTY( SCS)			
No.	Name:	Designation	Signature
1	Dr. Fr. Tomy Augustine	Rector/English	
2	Br. Augustin Joseph	Vice Principal/Sociology	
3	Fr. Nirmal Toppo	Asstt Prof./ Masscomm	
4	Dr. Terence Mukhia	Dean/Assoc. Prof./English	
5	Ms. Tapaswi R Gurung	HoD. /Asstt. Prof. /English	
6	Mr. Rahul Pradhan	Asstt. Prof. /English	
7	Ms. Shruti Chettri	Asstt Prof. /Masscomm	
8	Ms. Shikshita Dewan	Asstt. Prof. /Masscomm	
9	Mr. Abhijit Ray	Asstt. Prof. /Masscomm	
10	Mr. Prashant Rai	HoD/BA Prog./ Asstt. Prof.	
11	Ms. Sradha Pradhan	CC/ Asstt. Prof. /Education	
12	Mr. Pawan Rai	HoD Political Sc./ Asstt Prof.	
13	Ms. Jessica Merylyn Nyss	Asstt. Prof. /Political Sc.	
14	Ms. Sneha Manger	Asstt. Prof. /Political Sc.	Sneha Manger
15	Mr. Jubin Rana	Asstt. Prof. /Political Sc.	Jubin Rana
16	Ms. Sumina Chettri	HoD BSW/ Asstt. Prof.	Sumina Chettri
17	Ms. Edna Shalini Clare Chettri	Asstt. Prof. /BSW	Edna Chettri
18	Mr. Samip Sinchuri	HoD./ Asstt. Prof./Sociology	Samip Sinchuri
19	Ms. Nomu Sherpa	Asstt. Prof. /Sociology	Nomu Sherpa
20	Ms. Sophia Rai	Asstt. Prof. /Sociology	Sophia Rai #12/21
21	Ms. Anmol Mongia	Asstt. Prof. /Sociology	Anmol Mongia
22	Mr. Prayash Rai	HoD History/ Asstt. Prof.	Prayash Rai
23	Ms. Anisha Limbu	Asstt. Prof. /History	Anisha Limbu #12/21
24	Mr. Uday Mall	Dean / Asstt. Prof. /B.Com	Uday Mall
25	Mr. Manoresh Thapa	HoD./ Asstt. Prof. /B.Com.	Manoresh Thapa
26	Ms. Sreha Agrawal	Asstt. Prof. /B.Com	Sreha Agrawal
27	Mr. Dharendra Narayan Newar	HoD. Bvoc/Asstt. Prof.	Dharendra Newar
28	Mrs. Tshering Dolma Sherpa	Asstt. Prof. /Bvoc	Tshering Dolma Sherpa
29	Ms. Kriti BK	Asstt. Prof. /Bvoc	Kriti BK #12/21
30	Mr. Nikhil Pradhan	HoD BCA/ Asstt. Prof.	Nikhil Pradhan
31	Ms. Priyadarshini Pradhan	Asstt. Prof. /BCA	Priyadarshini Pradhan
32	Mr. Vivek Shrestha	Asstt. Prof. /BCA	Vivek Shrestha
33	Mr. Rakesh Saibo	Asstt. Prof. /Sports Management	Rakesh Saibo
34	Mr. Vivek Tiwari	Asstt. Prof. /History	Vivek Tiwari
35	Ms. Megha Lama	Asstt. Prof. /Political Sc.	Megha Lama
36	Ms. Shristi Rai (GUEST Faculty)	Asstt. Prof. /History	Shristi Rai
37	Ms. Ashwini Tamang	Asstt. Prof. /English	Ashwini Tamang



# GEO TAGGED PHOTO



NH110, Sonada, West Bengal, 734209, India  
Salesian College, Sonada  
District Darjeeling, West Bengal



11°C  
52°F

2021-12-07(Tue) 03:09(PM)



NH110, Sonada, West Bengal, 734209, India  
Salesian College, Sonada  
District Darjeeling, West Bengal



11°C  
52°F

2021-12-07(Tue) 03:08(PM)



## Verified & Approved By:

1. Mr. Uday Mall (Dean of B.Voc, B.Com & BCA /  
Examination Co-ordinator)

Signature

2. Mr. Prashant Rai (Event Coordinator)

Signature

3. Dr. Terence Mukhia (IQAC Coordinator)

Signature

Co-ordinator  
Internal Quality Assurance Cell  
Salesian College Sonada  
Darjeeling, W.B.- 734209

4. Mr. Dhiren Newar (IQAC Secretary)

Signature

Secretary (SCS)  
Internal Quality Assurance Cell  
Salesian College Sonada  
Darjeeling, W.B.- 734209

5. Br. Augustin Joseph (Vice Principal)

Br. Augustin Joseph sdb  
Vice Principal  
VICE PRINCIPAL  
Salesian College  
RD, Sonada, Dt. Darjeeling,  
W. Bengal - 734209

Signature



# Salesian College, Sonada

## Department of Commerce Subject: Management Accounting

**Blue Print** for Setting Question Papers showing Marks according to Units / Credits & Bloom Taxonomy.

Unit	lectures	Marks	Remembering (20%) 21			Understanding (35%) 36			Application (25%) 24			Analyzing, Evaluating, creating (20%) 21		
			L	M	S	L	M	S	L	M	S	L	M	S
1	6	09			1.a		2.a							
2	10	15						1.b	3.a					
3	12	18		2.b					3.b					
4	12	18		2.c				3.c i (3)				3.c ii (9)		
5	20	33		2.d			2.e	1.c,d,e				3.d		
6	5	9					2.f	1,f						
<b>To tal</b>	<b>65</b>	<b>102</b>	<b>0</b>	<b>18</b>	<b>3</b>		<b>18</b>	<b>18</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>0</b>

# Design of the Question Paper

## Learning outcome wise break-up

S.No.	Typology of Questions	Weightage
1.	Remembering	20%
2.	Understanding	35%
3.	Application	25%
4.	Higher Order Thinking Skills - HOTS (Analyzing, Evaluating, Creating)	20%
	Total	100%

## University Pattern for 60 marks question paper:

- **Group A (12 marks)** – 4 out of 6 questions, each of 3 marks
- **Group B (24 marks)** – 4 out of 6 questions, each of 6 marks
- **Group C (24 marks)** – 2 out of 4 questions, each of 12 marks

**60 Marks**

**18 Marks**

**36 Marks**

**48 Marks**

**102 Marks**

# **SYLLABUS**

## **B.Com. Honours Program:**

### **Semester - V**

#### **Course: DSE – 2 (a): MANAGEMENT ACCOUNTING**

**Marks: 100**

**Lectures: 65**

*Objective: To impart the students, knowledge about the use of financial, cost and other data for the purpose of managerial planning, control and decision making.*

#### **COURSE CONTENTS:**

##### **Unit 1: Introduction (6 Lectures)**

Meaning, Objectives, Nature and Scope of management accounting, Difference between cost accounting and management accounting, Cost control and Cost reduction, Cost management

##### **Unit 2: Budgetary Control (10 Lectures)**

Budgeting and Budgetary Control: Concept of budget, budgeting and budgetary control, objectives, merits, and limitations. Budget administration.

Functional budgets. Fixed and flexible budgets. Zero base budgeting. Programme and performance budgeting.

**Unit 3: Standard Costing** (12 Lectures)

Standard Costing and Variance Analysis: Meaning of standard cost and standard costing, advantages, limitations and applications. Variance Analysis – material, labour, overheads and sales variances. Disposition of Variances, Control Ratios.

**Unit 4: Marginal Costing** (12 Lectures)

Absorption versus Variable Costing: Distinctive features and income determination. Cost-

Volume-Profit Analysis, Profit / Volume ratio. Break-even analysis- algebraic and graphic methods. Angle of incidence, margin of safety, Key factor, determination of cost indifference point.

**Unit 5: Decision Making** (20 Lectures)

Steps in Decision Making Process, Concept of Relevant Costs and Benefits, Various short term decision making situations – profitable product mix, Acceptance or Rejection of special/ export offers, Make or buy, Addition or Elimination of a product line, sell or process further, operate or shut down. Pricing Decisions: Major factors influencing pricing decisions, various methods of pricing

**Unit 6: Contemporary Issues** (5 Lectures)

Responsibility Accounting: Concept, Significance, Different Responsibility Centres, Divisional

Performance Measurement: Financial and Non-Financial measures. Transfer Pricing

**Suggested Reading:**

8. Charles T. Horngren, Gary L. Sundem, Dave Burgstahler, Jeff O. Schatzberg. *Introduction to Management Accounting* , Pearson Education.
9. Anthony A. Atkinson, Robert S. Kaplan, Ella Mae Matsumura, S. Mark Young. *Management Accounting*. Dorling Kindersley(India) Pvt. Ltd.
10. Ronald W. Hilton and David E. Platt. *Managerial Accounting: Creating Value in a Global Business Environment*, McGraw Hill Education.
11. Singh, Surender. *Management Accounting*, Scholar Tech Press, New Delhi.
12. Goel, Rajiv, *Management Accounting*. International Book House,
13. Arora, M.N. *Management Accounting* .Vikas Publishing House, New Delhi.
7. Maheshwari, S.N. and S.N. Mittal. *Management Accounting*. Shree Mahavir Book Depot, New Delhi.
9. Singh, S. K. and Gupta Lovleen. *Management Accounting – Theory and Practice*. Pinnacle Publishing House.
10. Khan, M.Y. and Jain, P.K. *Management Accounting*. McGraw Hill Education
11. H.V. Jhamb, *Fundamentals of Management Accounting*, Ane Books Pvt. Ltd.

**Note: Latest edition of text books may be used.**

Level	Description	Verbs				Examples
		Knowledge dimension				
		Factual	Conceptual	Procedural	Metacognitive	
Creating	Using diverse elements to build a completely new structure. It also involves putting various parts together to form a whole.	Generate (a daily activity log).	Gather (an experts team).	Design (a workflow project).	Produce (a theory of learning style).	Turn a "regular" recipe for lasagna into a "healthy" recipe by finding replacements for certain ingredients. Explain why the chosen substitutes are better than the original ingredients.
		Write (a short story).	Devise (a classification system).	Develop (an approach to solve the problem).	Create (a portfolio).	
		Combine (the components).	Plan (the activities).	Compose (poetry).	Actualize (the plan).	
		Invent, categorize, compile, compose, explain, modify, organize, plan, arrange, summarize, tell, build, choose, construct, estimate, formulate, imagine, invent, make up, originate, predict, propose, solve, discuss, modify, change, improve, adapt, minimize, maximize, elaborate, test, improve.				Write a working manual for a company's employees.
Evaluating	Defending your own opinion, or presenting a new one. Judging the value and quality of work, information and ideas. The judgment is based on certain criteria and standards.	Check (the consistency of sources).	Define (the relevance of an outcome).	Judge (the efficiency of a process).	Reflect (on the progress).	Choose the best blogging platform for beginners. Explain the reasons for such a choice.
		Criticize (an article).	Review (the objectives).	Evaluate (the rightness of a technique).	Rate (the effectiveness of a strategy).	
		Rank (the current issues).	Assess (the likeliness of a result).	Conclude (the system's working mechanism).	Prioritize (the use of programs).	Judge the effectiveness of a learning style and select an option that is more efficient.
		Appraise, compare, conclude, defend, describe, discriminate, explain, justify, relate, summarize, support, award, decide, determine, dispute, measure, mark, recommend, select, agree, prove, perceive, value, estimate, influence, deduct.				
Analyzing	Examining the information and separating it into component parts. Determining and understanding the organizational structure and relation between those parts. Distinguishing facts and hypothesis.	Choose (the fullest activity list).	Distinguish (the attitudes).	Integrate (the approved framework).	Match (the learning styles).	List 4 apps for keeping notes and talk about the advantages of each one. Add references.
		Classify (the words).	Identify (the levels of awareness).	Compare (the opposing approaches).	Analyze (one's prejudice).	
		Order (the importance of the events).	Explain (the importance of understanding the rule).	Differentiate (the related terms).	Achieve (a level of understanding).	Gather the information about the new students and select the best studying program for them.
		Break down, contrast, deconstruct, illustrate, infer, outline, select, separate, categorize, discover, dissect, divide, examine, inspect, simplify, survey, list, assume, conclude.				
Applying	Solving problems and dealing with issues by using acquired knowledge. Applying the rules, facts and techniques to new situations and scenarios.	Use (a certain algorithm).	Give (the advice).	Carry out (the laboratory trials).	Select (the matching solution).	Deciding whether or not increased the consumption of carrots improves eyesight.
		Answer (the common question).	Set (the objectives).	Employ (the method).	Enhance (the professional skills).	
		Classify (the principles of fundraising).	Experiment (with the reactions between components).	Calculate (the amount of possible damage).	Construct (the section of a site).	Measure the reliability of a test using statistics laws.
		Apply, change, compute, construct, demonstrate, manipulate, modify, operate, predict, prepare, produce, show, solve, build, choose, develop, interview, make use, organize, experiment, plan, utilize, model, identify.				
Understanding	Delivering the main ideas, as well as translating, comparing, interpreting, organizing, and describing information. Stating a problem, idea, or a fact in your own words to demonstrate your comprehension.	Interpret (a paragraph).	Categorize (the species).	Paraphrase (the definition for better understanding).	Foresee (the experiment's outcome).	Compare the main characteristics of two devices with different types of processors.
		Categorize (a product's features).	Describe (the rule in your own words).	Clarify (the given instructions).	Explain (the working principles).	
		Summarize (an article in your own words).	Consider (the connection between structure and its function).	Predict (the future of an industry).	Execute (a particular technique).	Make a step-by-step explanation of how to use a tool for gathering statistics.
		Comprehend, convert, distinguish, estimate, extend, generalize, translate, compare, contrast, demonstrate, illustrate, outline, rephrase, show, classify, infer, exemplify, tag, comment, annotate.				
Remembering	Answering the questions, as well as describing terms, facts and basic concepts through retrieving or recalling previously learned information. This doesn't necessarily involve a complete understanding of the meaning.	Label (routes on the map).	Recognize (the author of a composition).	Recall (how to research keywords).	Outline (the process of finding an inspiration).	Recite a poem or a passage from a novel.
		Spell (a difficult word).	Name (the levels of Bloom's taxonomy).	Recap (the steps in reaching the agreement).	Identify (the downsides of a learning method).	
		List (the European capitals).	Describe (the history of a nation).	Tabulate (the elaborate process).	Omit (the irrelevant terminology).	Name the prices for the products and services of a company from memory.
		Retrieve, state, define, know, match, reproduce, select, omit, choose, find, show, relate, tell, locate, point out, highlight, bookmark, search.				

**Mr. Uday Mall**

**Dean of Commerce, B.Voc & BCA**

**Salesian College, Sonada**

## Report of Faculty Training Programme on Service Learning



**14 March 2021, Siliguri:** Salesian College Sonada and Siliguri campus organized an online Faculty Training Programme on Service-Learning in collaboration with IQAC.

It was a two days programme. The first session was conducted on 12<sup>th</sup> March 2021 and the second on 13<sup>th</sup> March 2021. Each session was of two hours duration.

The Resource persons were Dr A.S. Priscilla, Asst. Professor in Zoology Lady Doak College Madurai, Coordinator for life frontier engagement centre and Dr Victor Paul, HoD Department of Social Work and Sociology at CHRIST – Deemed to be University. 100 faculty members joined the training from both Siliguri and Sonada campus.

As the whole education system will be undergoing a tremendous change during the forthcoming years it is time for the faculty to reinvent their teaching method by enhancing the student's assimilation of the subject. The heart of the matter of Salesian education is Student-faculty rapport, which can be achieved through Service learning.

The programme was an initiation of introducing Service Learning to the existing curriculum as a separate module.

**Day 1:** The session started at 10:00 AM with a welcome note from Principal Fr. George Thadathil. Dr A.S. Priscilla started her session with 'Need of Service-learning in academics'. She focused on Faculty development stating that faculty should understand the types of students he/she is teaching and channelize them accordingly into society as Service Learning is a course-based credit-bearing educational experience. She emphasized the reason for including Service Learning in Salesian College mentioning that the college is already practising it as per their vision and mission it is only to include the policy in the curriculum.

Dr Victor Paul Started his session with the concept of Service-Learning and its key elements. He had narrated the conceptual framework and the methodology of linking it with the academic curriculum and community service.

The session was concluded with a question-answer round and appreciating remarks.

**Day 2:** At 11:00 AM the second-day session started with a recap of the previous day presented by Mr Pinak Dey. During the presentation, he stated “rekindling not merely the memory level of learning but also spreading a reflective and creative level of learning. Service-learning targets the very fulcrum of learning by doing.” He mentioned that by this practice faculty can have a better understanding of his/her students not only as a ‘sage on the stage’ but a guide by the side.

Dr Priscilla was the resource person for the day. She had presented the Service Learning curriculum of Lady Doak College as a model for the participants. Later she covered the topics of Assessment procedures of Service-Learning by framing the rubrics and also explained the fine line of difference between service-learning and volunteer service.

In the end, the resource person cleared the doubts and queries of the participants. One of the questions asked by the participants was “What kind of difficulties may arrive while implementing Service learning and how to overcome those challenges.” To this, the resource person said that most of the time at the beginning students or their guardians becomes reluctant about field visits, the only way to motivate them is proper counselling. Later the Department of Psychology had shared their experience and plan of the service-learning curriculum.

The programme winded up with concluding remarks by Fr. George Thadathil and an official Vote of thanks.

- **Report by**  
**Priyamrita Chatterjee**  
**Salesian College, Siliguri**



## Faculty Development Program on Blended Learning – Phase II

24<sup>th</sup> and 25<sup>th</sup> September 2021 9:30 am onwards

Meet Link: <https://meet.google.com/fic-zmwu-qxf>

First day of two-day Faculty Development Program was inaugurated with prayer by Fr. C. M. Paul, Vice Principal, Deanery of Science, Siliguri Campus. It was followed by welcome address by Fr. George Thadathil, Principal. He mentioned this program as being a continuation of the program held in August. He gave his best wishes to the faculty who would be presenting and also to all those attending in person as well as through google meet.

Mr. Dhiodatta Subba, Dean, Sciences, Siliguri Campus, then explained the schedule of the program and the topics that would be addressed, laying emphasis on the importance of interaction as this was a group learning process.

First session was about the Choice Based Credit System. Two faculty – Mr. Patric Johnson, Dean of Commerce and Management Studies, and Mr. Subhajt Paul, Head, Department of Mathematics, then led us into the details of the CBCS system.

• Core Course

• Elective Course (Discipline Specific Elective / Dissertation / Generic Elective)

• Ability Enhancement Courses (Ability Enhancement Compulsory Courses / Skill Enhancement Courses)

OUTLINE OF CHOICE BASED CREDIT SYSTEM

Slide-1

• An undergraduate degree with Honours in a discipline may be awarded if a student completes 14 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AEC), minimum 3 Skill Enhancement Courses (SEC) and 4 papers each from a list of Discipline Specific Elective and Generic Elective papers respectively

OUTLINE OF CHOICE BASED CREDIT SYSTEM

Slide-2

• A student can opt for more number of Elective and AE Elective papers than proposed under the model curriculum of UGC. However the total credit score earned will not exceed 160 credits for UG Honours and 140 credits for UG Program degree.

• It is suggested that wherever required, obtaining 24 credits in particular discipline may be considered as the minimum eligibility, for admission in the concerned discipline, for entry in PG/Technical courses in Indian Universities/Institutions.

OUTLINE OF CHOICE BASED CREDIT SYSTEM

Slide-3

Course Components	No. of Courses					
	B.A./ B.C.A.		B.S.		B.Com./ B.B.A.	
	Honours Program	Program	Honours Program	Program	Honours Program	Program
Discipline Specific Core Course (DCC)	14	13	14	13	14	13
Discipline Specific Elective (DSE) Course	4	6	4	4	4	4
Generic Elective (GE) Course	4	—	4	2	4	2
Ability Enhancement Compulsory Course (AEC)	2	2	2	2	2	2
Skill Enhancement Course (SEC)	2	6	2	4	2	4
<b>Total Courses</b>	<b>26</b>	<b>24</b>	<b>26</b>	<b>24</b>	<b>26</b>	<b>24</b>

CBCS – UNIVERSITY OF NORTH BENGAL

Slide-4

7. Credit Detail of the Courses of B.A./B.Sc./B.Com./B.A./B.Sc./B.Com. Program under CBCS

Sl. No.	Courses	Credit			
		Practical Based Courses		Non-Practical Based Courses	
		Theory + Practical	Total	Theory + Tutorial	Total
1.	Core Course (14 Courses)	(14×4) + (14×2)	84	(14×3) + (14×1)	84
2.	Elective Courses (8 Courses)	(8×4) + (8×2)	48	(8×3) + (8×1)	48
3.	Ability Enhancement Courses	(8×4) + (8×2)	48	(8×3) + (8×1)	48
3.A	AIECC - 1 (EDWS)	(2×1)	2	(2×1)	2
	AIECC - 2 (Com. Engg./MLL)	(2×1)	2	(2×1)	2
3.B	SRE (2 Courses of 2 Credits each)	(2×2)	4	(2×2)	4
Total Credit			140		140

Slide-5

8. Credit Detail of the Courses of B.A./B.Sc./B.Com. Program Course under CBCS

Course	Credit			
	Practical Based Course		Non-Practical Based Course	
	Theory + Practical	Total	Theory + Tutorial	Total
1. DSC Course (12 Courses)	(12×4) + (12×2)	72	(12×3) + (12×1)	72
2. Elective Courses (6 courses)	(6×4) + (6×2)	36	(6×3) + (6×1)	36
3. GE (4 Courses)	—	—	(2×3) + (2×1)	12
3. Ability Enhancement Courses				
3A. AIECC - 1	(1×2)	2	(1×2)	2
3B. AIECC - 2	(1×2)	2	(1×2)	2
3B. SEC (4 Courses taking 2 credits each from chosen DSC course)	(4×2)	8	(4×2)	8
<b>TOTAL CREDIT</b>		<b>120</b>		<b>120</b>

Slide-6

Meanwhile a Padlet session was available for participants to provide their inputs.

Faculty Development Programme (24th -25th Sept 2021)  
Blended Learning Phase 2

Construct a test of 25 marks in Cognitive Domain reflecting the appropriate course objectives (Ms Ranita)

Remembering

Understanding

Applying

Prepare a list of at least 6 formative assessments for your respective courses using the tools of assessment as suggested by the UGC guidelines. (Ms Priscella)

PHYSICS

- Anonymous 1m Test
- Anonymous 2m CCS - Mathematical Physics II - Binayit Chandra: 1. Class tests 2. Home assignment 3. Individual Viva 4. Group problem solving 5. Semester Examination 6. Computational

Evaluation System under CBCS  
for colleges affiliated under the University of North Bengal

Subhajit Paul  
Head, Dept. of Mathematics,  
Subsida College, Siliguri Campus  
September 24, 2021

Slide-7

Basic Rules of Examination

- End-Semester examination (SEE):** There shall be one written and one practical examination (where applicable) at the end of each semester as per the prescribed syllabus in the course concerned.
- Internal evaluation (CIA):** The evaluation of the students shall be a continuous process and shall be based on their performances in internal and the SEE.
  - All the CIA's shall be conducted by the Teachers of the Department.
  - It shall be on the basis of term papers, reports, seminar presentations, class tests, field work or any combinations thereof, spread over the entire period of study.
  - The modalities of such assessment will be recorded and documents will be preserved by the colleges at least for a period of six months after the publication of the result of the relevant Semester-end Examinations. The University Authority may ask for any such records, if required.

Slide-8

## Basic Rules of Examination

### 2. Internal evaluation:

- ▶ The CIA marks shall be communicated to the Examination Branch of the University at least 10 days before the commencement of the University Examinations.
- ▶ The CIA marks will be carried over in case the student fails to pass the course(s).

### 3. Eligibility to appear in a Examination: A candidate shall be eligible for appearing at any of the SEE, fulfilling the following two essential conditions:

- ▶ Minimum 75% attendance of lectures delivered in all courses,
- ▶ Students should appear in all internal assessments.

### 4. Final Evaluation: The final evaluation in a course means the total or aggregate of the marks obtained in CIA and the marks obtained in the SEE (Theoretical & Practical).

Slide-9

## Basic Rules of Examination

### 7. Validity of student's registration: A candidate (Honours/Programme) shall have to complete each semester examination with 3 (Three) consecutive chances including his/her first appearance in the concerned semester examination.

### 8. A student will have, at the most, five academic years or ten semesters to complete the course.

### 9. Position in the merit list: To qualify for position in the merit list a candidate shall have to pass all the semesters in his/her regular chances.

Slide-11

## Question Patterns in SEE FOR 60 MARKS PAPERS

Group	Questions to be answered	Marks of each question	Total marks in the group
A	4 out of 6	3	12
B	4 out of 6	6	24
C	2 out of 4	12	24
Total marks			60

Slide-13

## Results

- The final result of a candidate shall be determined on the basis of CGPA.
- Grade Card shall be made as per grading system.
  - ▶ Course-wise marks (SEE and CIA added together) will be converted into percentages.
  - ▶ Percentages will be converted into Grade Letter and Grade Point.
  - ▶ Credit and Grade point will be converted into Credit Point.
  - ▶ Finally, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be computed.
- The Grade Card of a Semester shall be issued only after completion of this semester.

Slide-15

## Basic Rules of Examination

### 5. Qualifying marks: The qualifying marks for each course shall be 40% in each course of a semester taken together of CIA and SEE exams. However, there are the following relaxations:

- ▶ There shall be no qualifying marks for CIA but the candidates shall have to appear at the said part of the examination.
- ▶ To qualify in a practical-based course, an examinee is to appear in the theoretical as well as the practical portion of the examination in the same semester.

### 6. If a candidate secures qualifying grade ('P' grade) in all courses (s)he will be declared to have qualified the said semester and the result will be shown as 'Q'. However, if a student fails to secure qualifying grade P in a particular course his/her result of the concerned SEE will be declared 'SNC' (Semester Not Cleared).

Slide-10

## Marks Distribution of Papers (except AECC1 & AECC2)

Examination	Non-practical based course	Duration	Practical based course	Duration
SEE (Theory)	60	2 hours	40	2 hours
SEE (Practical)		Up to 5 hours	20	
CIA	10		10	
Attendance	5		5	

Slide-12

## Question Patterns in SEE FOR 40 MARKS PAPERS

Group	Questions to be answered	Marks of each question	Total marks in the group
A	5 out of 8	1	05
B	3 out of 5	5	15
C	2 out of 4	10	20
Total marks			40

Slide-14

## CALCULATION OF SGPA/CGPA

Course	Full credit of the course	Grade Point obtained	Credit Point
Course	$C$	$g$	$C \times g$
<b>Total credits</b>	$\sum C$	<b>Total credit Points obtained</b>	$\sum C \times g$

$$SGPA = \frac{\sum(C \times g)}{\sum C}$$

where the sum runs over all the courses of the semester.

$$CGPA = \frac{\sum(C \times g)}{\sum C}$$

where the sum runs over all the courses of ALL the semesters.

Slide-16

Then

$$CGPA = \frac{\sum (SGPA \times \text{Total credit of the semester})}{\sum \text{Total credit of the semester}}$$

where the sum runs over all the semesters.

$$(\text{Approximate}) \text{ Percentage of marks} = 10 \times SGPA \text{ (or CGPA)}$$

Slide-17

FINAL RESULT GRADE

CGPA	Result Grade	Class
[9.00, 10.00]	O (Outstanding)	Outstanding
[8.00, 9.00)	A+ (Excellent)	First Class Exemplary
[7.00, 8.00)	A (Very good)	First Class Distinction
[6.00, 7.00)	B+ (Good)	First Class
[5.50, 6.00)	B (Above average)	High Second Class
[5.00, 5.50)	C (Average)	Second Class
[4.00, 5.00)	P (Pass)	Pass Class
[0, 4.00)	SNC	SNC

Slide-19

Second speaker for the day was Ms. Pricella Ghimire, faculty, Department of Education, Siliguri Campus. Her presentation was about the Assessments and Evaluation. Though it was an introductory session, the subject matter was addressed in depth. At the end of it, it was clear to the participants how the two concepts are different and the purpose of conducting them as well as the methods/ techniques that need to be applied, were very informative.

Slide-18

This was a productive session as a number of new faculty were not familiar with the system when they joined the institution.

Moreover, some of the evaluation and grading concepts were not clear even to existing faculty.

Overall, it was a reminder about the system that our University is following in academics.

SALESIAN COLLEGE  
SONADA / SILIGURI

Faculty Development Programme  
Blended Learning – Phase II  
24<sup>th</sup> September 2021

Introduction to Assessment and Evaluation

Principals Director  
Assistant Professor  
Department of Education  
Salesian College Siliguri

Slide-1

OUTLINE

- ◆ Concept of Measurement, Assessment & Evaluation
- ◆ Relationship & difference between Measurement, Assessment & Evaluation
- ◆ List of Tools for Assessment – UGC Guidelines for Higher Education
- ◆ Mapping of Assessment Types – Revised Bloom's Taxonomy
- ◆ Activity / Exercise

Slide-2

Teaching-Learning Process

```

    graph TD
      A[Stating objectives & outcomes of learning experiences] --> B[Instructional Strategies]
      B --> C[Assessment & Evaluation]
    
```

Slide-3

Certain Pre-queries

- Do the marks or grades obtained in different subjects represent the actual performance of the students?
- Do they tell anything about the learning style or the way of learning of the individual student?
- Do they indicate anything about the difficulties a student face during the learning process?
- Do they provide information on the areas of strengths and weaknesses of the student in the learning process?
- Do they tell anything about the extent and pace of learning?
- Is there any alternative or / and supplementary mechanism to assess learning in a better way?

Slide-4



## What is Measurement?

- Measurement refers to the process by which the attributes or dimensions of some objects or phenomena are **quantified**.
- Measurement** answers the question **How much** (How much weight, height, time, area, volume, pressure etc.). Generally, some **standard instrument or scale** is used to measure the extent of any aspect or attribute of an object.
- To measure the **learning achievement** of students, we as teachers usually make students to answer oral or written questions by conducting tests. When we assign scores to students from a given test, we are performing an act of **measurement**.

For example, Alex secured 40 out of 100 in a Science test during the half-yearly examination. His achievement (what is learned) has been quantified to be 40 in a scale of 100.

Slide-5



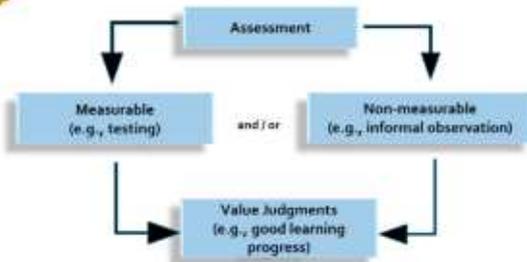
## What is Assessment?

- In a generic term, assessment is a process of **collecting evidence and making judgements relating to outcomes**.
- Assessment of learning achievement** includes the full range of procedures used to gain information about students' learning (observation, ratings or performances in projects, paper-and-pencil tests) and the formation of value judgements concerning learning progress. It helps a teacher/assessor to develop a deep understanding of **what students know, understand and can do with their knowledge as a result of their educational experience**.
- On the basis of assessment data, steps can be taken for facilitating and enhancing learning of the students.

Slide-6



## The Assessment Process



Slide-7



## Forms of Assessment

- Placement Assessment
- Formative Assessment
- Diagnostic Assessment
- Summative Assessment

Slide-8



## What is Formative Assessment?

- It is an ongoing assessment used to monitor learning progress of learners during instruction.
- Its purpose is to provide continuous feedback to both students and teachers concerning learning successes and failures.
- It is also known as **assessment for learning** as it is practiced by teachers to their students during the teaching-learning process.
- It uses a range of formal and informal assessment procedures employed by teacher during the teaching-learning process in order to modify teaching and learning activities so as to improve student attainments. For example: Class discussions, observations, questionnaires, interviews, checklists, teacher-made class tests, assignments etc.

Slide-9



## What is Summative Assessment?

- Summative assessment typically comes at the end of a course as it is useful in determining how far the instructional objectives has been achieved.
- Summative assessment is the assessment of learning that 'sums' or 'summarizes' the development of students at a particular time.
- It is also known as **assessment of learning** as it basically focuses on learners' achievement against some predefined outcomes and standards.
- Some examples of Summative Assessment are – End Term Examinations, Final Projects, Graded Tests, Research Reports, Practical Examinations etc.

Slide-10



## What is Evaluation?

Evaluation is a wider and more inclusive term. This includes all the three terms discussed in the previous slides i.e., Test, Measurement and Assessment. When we compare the score of a learner with those of other learners and judge whether it is **good/average/satisfactory/unsatisfactory/bad**, we are performing an act of evaluation.

**Here is an illustration.** To say Alex has scored 32 out of 50 in a test is a report of measurement but, to say Alex is good in English is an instance of evaluation. To be more clear, let us take another example: A typist types 50 words per minute. Here, 50 is a symbol by which his/her ability is being measured. When we say that he/she types better than other typists in the office, we evaluate his/her typing ability. So in the case of evaluation, we assign a value judgement to measurement.

Slide-11



## Forms of Evaluation Procedure



Slide-12



## Relationship between Measurement, Assessment & Evaluation

- Evaluation may be considered as an umbrella term which includes measurement & assessment.



For example, Alex has scored 65 marks in Mathematics in the final year examination, which is above average performance but he has not performed well on test items related to Trigonometry. Alex has improved significantly while compared to his half-yearly examination.

In this, 65 marks is a measurement indicator, the above average performance, identification of areas of improvement comes under assessment and judgement of his performance in relation to half-yearly examination is evaluation.

Slide-13



## Differences between Assessment & Evaluation

BASIS FOR COMPARISON	ASSESSMENT	EVALUATION
Meaning	Assessment is a process of collecting, reviewing and using data, or the purpose of improvement in the current performance.	Evaluation is described as an act of passing judgement on the basis of set of standards.
Nature	Diagnostic	Judgmental
What it does?	Provides feedback on performance and areas of improvement.	Determines the extent to which objectives are achieved.
Orientation	Process Oriented	Product Oriented
Feedback	Based on observation and positive & negative points	Based on level of quality as per set standard
Relationship Between parties	Reflective	Perspective
Criteria	Set by both the parties jointly.	Set by the evaluator.

Slide-14

**List of Tools for Assessment –UGC Guidelines for Higher Education**

Written Mode	Oral Mode	Practical Mode	Integrated Mode
1. Exams	1. Viva/Oral exam	1. Lab work	4. Paper Presentation/Seminars
2. Class Tests	2. Group discussion/ Followed Technique	2. Computer simulation/ Virtual Labs	5. SWOC Analysis
3. Open Book Exams/ Tests/ CA	3. Role play	3. Craft work	5. Authentic Problem solving
4. Open House Exams/ Tests/ CA	4. Authentic Problem Solving	4. Co-curriculars	6. Field Assignments
5. Self Tests / Online Test	5. WLD (Watch Summarize Question)	5. Work Experience	5. Poster Presentation
6. Essay/ Article Writing	6. One Question Quiz		6. Portfolios
7. Quizzes / Objective Tests	7. End of the class quiz		

Slide-15

**List of Tools for Assessment –UGC Guidelines for Higher Education**

Written Mode	Oral Mode	Practical Mode	Integrated Mode
8. Class Assignment	8. Think-Pair-Share		
9. Home Assignment	9. Socratic Seminar		
10. Annotated Bibliographies	10. Rapid Fire Questions		
11. Reports	11. KWL (Know – Want To Know – Learned)		
12. Portfolios			
13. Dissertations			
14. Book Review			

Slide-16

**List of Tools for Assessment –UGC Guidelines for Higher Education**

Written Mode	Oral Mode	Practical Mode	Integrated Mode
15. Article Review			
16. Journal Writing			
17. Case Studies			

Slide-17

**Sample of Mapping Assessment Types to Revised Bloom's Taxonomy Levels for Courses related to the Academic Disciplines**

Assessment Type for Academic Activities	Remembering	Understanding	Applying	Analyzing	Evaluating	Creating
Daily Home Assignment -Objective						
Daily Home Assignment -Subjective						
Class Assignment						
Seminar and GD						
LAB Quiz						
Project						
Term Exam						

Slide-18

**Activity / Exercise**

Prepare a list of at least 6 formative assessments for your respective courses using the tools of assessment as suggested by the UGC Guidelines.

**EXAMPLE: Sample - 1**

**Formative Assessments applied for Course – C302: Curriculum Construction**

1. Class Tests
2. Essay / Article Writing
3. Home Assignments
4. Group Discussions
5. Quizzes / Objective Tests
6. Oral Exam
7. Class Assignments
8. Paper / PPT Presentations

Slide-19

**Activity / Exercise**

**EXAMPLE: Sample - 2**

**Formative Assessments applied for Course – SEC-1A: Statistical Analysis**

1. Class Test
2. Home Assignment
3. Authentic Problem Solving
4. Rapid Fire Questions
5. Class Assignment
6. Viva / Oral Exam

Slide-20

Speaker for the post lunch session was Ms. Ranita Chakraborty, Head, Depart of Education, Siliguri Campus. Her presentation was about the tests and how they are constructed for assessments and evaluations of academic learning, and to assess whether students have met the outcomes and whether faculty have been able to achieve the objectives. This was an intense session going into great depth.

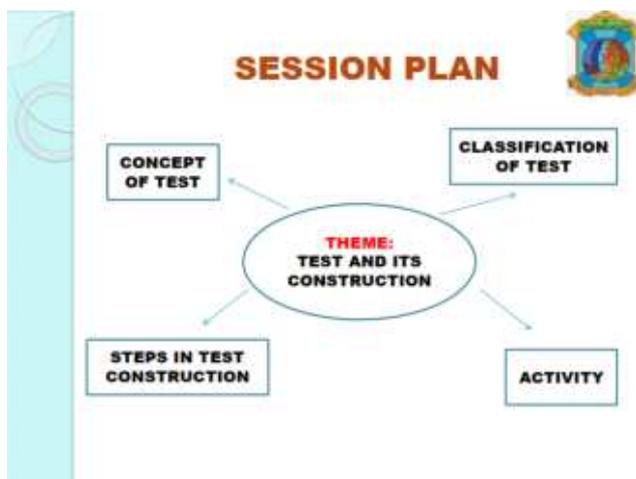
**Salesian College  
Sonada & Siliguri**

Faculty Development Programme  
Blended Learning-Phase II  
24<sup>th</sup> September, 2021

**TEST AND ITS CONSTRUCTION**

RANITA CHAKRABORTY  
ASST. PROFESSOR  
DEPT. OF EDUCATION, SCSC

Slide-1



Slide-2

## CONCEPT

A test is a procedure in which a sample of an individual's behaviour is obtained, evaluated and scored using standardised procedures (AERA et al., 1999).

The main goal of classroom testing is to obtain valid, reliable and useful information concerning the learning outcomes and various other indirect evidences.

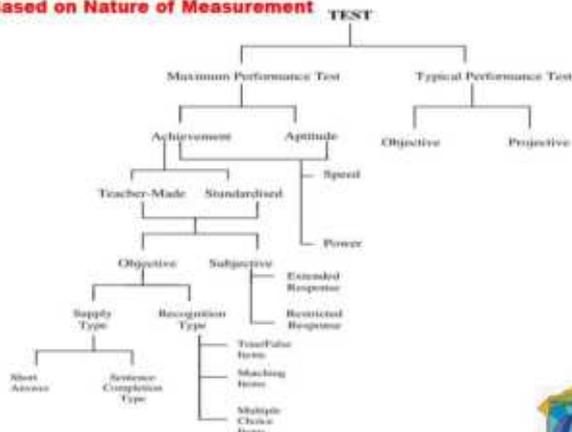
Slide-3

## CLASSIFICATION

- ✓ **BASED ON NATURE OF MEASUREMENT**
- ✓ **BASED ON FORMAT OF TEST**
- ✓ **BASED ON SCORE INTERPRETATION**

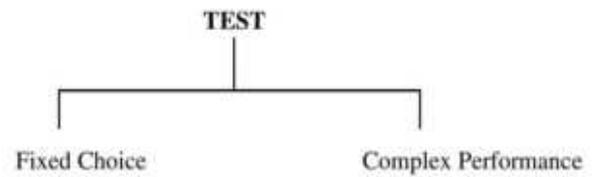
Slide-4

### Based on Nature of Measurement



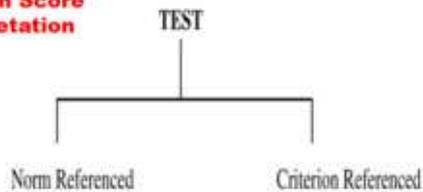
Slide-5

### Based on Format of Test



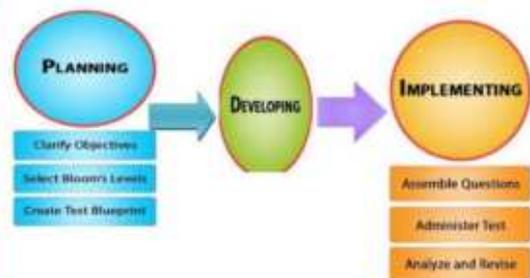
Slide-6

### Based on Score Interpretation



Slide-7

## STEPS IN TEST CONSTRUCTION



Source: Created by the Center for Instructional and Institutional Effectiveness, Weber State University <https://weberinstructure.com/courses/331442>

Slide-8

## PLANNING

### I. Clarify Objectives & Weightage to the Content

- ✓ Before creating any assessment, write down all the learning objectives of a lesson or unit first.
- ✓ Objectives should be neither too broad nor too specific.
- ✓ Use those objectives which focus more on higher learning
- ✓ Do not include only objectives that are easy to measure and ignore the difficult ones
- ✓ Brainstorm ideas with your colleagues, assessment experts, and/or instructional designers
- ✓ Revisit those objectives to make sure they are still relevant

Slide-9

## PLANNING

### I. Clarify Objectives & Weightage to the Content

- ✓ For determining the weightage to the content refer the LOCF document for each Course as given in the UGC website  
<http://www.ugc.ac.in/508page/LOCF.aspx>
- ✓ Alternately, content weightage can also be decided based on the total course marks (as given by the University), number of lecture hours for each Unit (as mentioned in the syllabus), total number of questions (if allotted previously), topics in each unit etc. according to the discretion of the faculty.

Slide-10

## PLANNING

### II. Select Bloom's Taxonomy Level

- ✓ Each objective indicates learning in one of the three learning domains (cognitive, affective, or psychomotor).
- ✓ Each level differs in its complexity. Each level may be assessed by some test formats.

Slide-11

## PLANNING

### III. Test Blue Print

A test blueprint is a document that reflects the content of an assessment that you will give your students. It contains :

- ✓ the instructional objectives that you have for your students,
- ✓ the questions or tasks that you design to match all the instructional objectives, and
- ✓ the learning domains and levels therein at which you ask students to think and perform on the test.

Slide-12

## PLANNING

The **Cognitive Domain** will reflect items being prepared under the objectives namely remembering, understanding, applying, analyzing, evaluating, and creating. For example, if a learning objective focuses on remembering facts (e.g., dates, names, terminology, or process), test questions should assess memorization of these facts, not assess analysis or application.

The **Affective Domain** reflects feelings and emotions. Learning in this domain is reflected by behaviors that indicate things such as interest, awareness, values, and attitudes. These kinds of learning are important in all classrooms and may be demonstrated in activities such as debate, teamwork, ethical case studies, and others.

The **Psychomotor Domain** reflects physical functions, reflex actions, and imitative movement objectives. These objectives reflect movement done to encode or demonstrate concepts; are simply physical acts done in support of cognitive learning. For example, looking through a microscope to describe cell division is not considered psychomotor as the physical act is only done to support the cognitive goal of understanding cellular division, whereas tuning instruments, performing dance movements, or dismantling/rewassembling electronic components in proper order would be.

Slide-13



### Test Blue Print (Preparation)

Slide-14

### EDUCATION (HONOURS)

PAPER CODE/TITLE: CCG / Educational Evaluation and Statistics  
SEMESTER: 2<sup>nd</sup> (1st) YEAR: 2021  
FULL MARKS: 80  
ASSESSMENT TYPE: Subjective Examination (Continuous)  
QUESTION TYPE: Subjective  
WEIGHTAGE: TB: Ten Short (10x3), D: Short (2x4), L: Long (12x4)  
1-5 questions from each cell

### BLUEPRINT (COGNITIVE DOMAIN)

Topic	Instructional Objectives	Bloom's Taxonomy							TOTAL
		Remembering	Understanding	Applying	Analyzing	Evaluating	Creating		
Unit 1: Measurement and Evaluation in Education	To critically examine the concept of measurement and evaluation in education.	1		1	1				4
Unit 2: Educational Statistics	To understand about the different aspects related to the theory of educational statistics.		1	1	1	1			4
Unit 3: Tests and Techniques of Evaluation	To analyze about the various tools and techniques in the field of education.	1	1	1		1		1	6
Unit 4: Evaluation Process	To develop ideas regarding the process of evaluation.			1		1	1		3
TOTAL		2	2	3	2	2	1	1	16

Instructional Objective	Test Questions	Affective Domain				Characterization by Value or Value Complex
		Receiving	Responding	Valuing	Organization	
After hearing experts debate a topic in a video provided by the teacher, the student will objectively summarize the viewpoint of each participant.	After you watch a video excerpt (during which you may take notes) of a televised debate among experts discussing the U.S.'s presence in Iraq, list each expert and objectively summarize his or her views on the topic.		1			
Following class discussion of several workplace scenarios, the student will list 3 criteria that he/she will look for in a future workplace environment and explain why he/she values those characteristics.	Read the following list of 10 behaviors that you might encounter from coworkers or supervisors at a future place of employment. Choose the 3 that best represent the kind of workplace where you would enjoy working and write a paragraph explaining why you chose them.			1		
Given 3 classroom rules for showing respect (to the teacher, to classmates, and to property), the student will demonstrate respectful behavior during an observation period of 3 consecutive days.	Now that we have discussed respect and how to show it in this classroom, I will observe your behavior each day this week and rate it using the chart below. Each day you will rate your own behavior on a similar chart kept in your desk. Friday afternoon you and I will compare charts and reflect on how respectful your behavior has been during the week.					1

Sources: Created by Kevin Mosberg, Department of Language & Literature and Teacher Education, Dickinson State University.  
[http://www.dickinson.edu/oceri/documents/Teaching%20Review%20Resources/Test\\_Blueprint\\_Guide\\_Final.pdf](http://www.dickinson.edu/oceri/documents/Teaching%20Review%20Resources/Test_Blueprint_Guide_Final.pdf)

Slide-15

Instructional Objective	Type Question	Techniques/Items						
		Perception	Set	Directed Response	Mediation	Original Stimulus Response	Adaptation	Organization
Learn to play an air on a recorder and all its parts. The student will adjust the reed, stop and all other accessories that the recorder plays to have the same sound.	Show that you can name a guitar by doing an using the rest of four guitar and its parts provided. When you are done, play each string of the guitar followed by its corresponding note on the piano to demonstrate that being in tune with each other.							
Using a table with the student will change one table for another, remove and then replace the table, and use the same and off following table of table.	Follow the safety procedures that are use demonstrate getting the way of table can and show me that you can change the table, remove and then replace the table, and use the same on and off to show your proficiency in showing the student.							
Learning a 10-minute work period, the student will take no more than 5 minutes to check one right-handed table, one left-handed table, one three-way, and one three-point table. You will have 5 minutes maximum to complete all 4 tables. You will have 10 minutes to to clean up and practice standing.	Learning the following tables only one attempt each a right-handed table, a left-handed table, a three-way, and a three-point table. You will have 5 minutes maximum to complete all 4 tables. You will have 10 minutes to to clean up and practice standing.							
Learning some students require drawing table to draw, the student will draw each an original table including at least 4 legs and then back to a table with 4 legs 5 minutes.	Learning an original table drawing table that includes at least 4 of the student draw that one table in class. The student will have 5 to the other 4 pencils to your table, and one table that 4 of your table for the table.							

Source: Created by Kevin Moberg, Department of Language & Literature and Teacher Education, Dickinson State University.  
[https://www.dickinson.edu/sites/documents/Teaching%20Review%20Resource%20Blueprint\\_Guide\\_Final.pdf](https://www.dickinson.edu/sites/documents/Teaching%20Review%20Resource%20Blueprint_Guide_Final.pdf)



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**ACTION VERBS (COGNITIVE DOMAIN: REVISED BLOOM'S TAXONOMY)**

Definitions	I. Remembering	II. Understanding	III. Applying	IV. Analyzing	V. Evaluating	VI. Creating
<b>Bloom's Definition</b>	Retrieve memory of previously learned material by recalling facts, terms, basic concepts, and answers.	Demonstrate comprehension of facts and ideas by organizing, comparing, summarizing, giving descriptions, and stating main ideas.	Take an object to new situations by applying acquired knowledge, facts, techniques and skills in a different way.	Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations.	Present and defend opinions by making judgments about information, validity of inferences, or quality of work based on a set of criteria.	Compile information together in a different way by combining elements in a new pattern or proposing alternative systems.
<b>Verbs</b>	<ul style="list-style-type: none"> <li>Choose</li> <li>Define</li> <li>Find</li> <li>Identify</li> <li>List</li> <li>Match</li> <li>Name</li> <li>Recall</li> <li>Repeat</li> <li>Select</li> <li>State</li> <li>Spell</li> <li>Tell</li> <li>What</li> <li>When</li> <li>Where</li> <li>Which</li> </ul>	<ul style="list-style-type: none"> <li>Classify</li> <li>Compare</li> <li>Explain</li> <li>Identify</li> <li>Interpret</li> <li>Relate</li> <li>Summarize</li> <li>Translate</li> </ul>	<ul style="list-style-type: none"> <li>Apply</li> <li>Assess</li> <li>Classify</li> <li>Construct</li> <li>Describe</li> <li>Explain</li> <li>Identify</li> <li>Interpret</li> <li>Organize</li> <li>Plan</li> <li>Select</li> <li>Use</li> <li>Useful</li> </ul>	<ul style="list-style-type: none"> <li>Analyze</li> <li>Assess</li> <li>Categorize</li> <li>Compare</li> <li>Contrast</li> <li>Determine</li> <li>Distinguish</li> <li>Divide</li> <li>Examine</li> <li>Explain</li> <li>Identify</li> <li>Infer</li> <li>Interpret</li> <li>Justify</li> <li>Relate</li> <li>Support</li> <li>Verify</li> </ul>	<ul style="list-style-type: none"> <li>Agree</li> <li>Assess</li> <li>Assess</li> <li>Choose</li> <li>Classify</li> <li>Compare</li> <li>Contrast</li> <li>Defend</li> <li>Design</li> <li>Describe</li> <li>Defend</li> <li>Develop</li> <li>Defend</li> <li>Describe</li> <li>Defend</li> <li>Design</li> <li>Describe</li> <li>Defend</li> <li>Design</li> <li>Describe</li> <li>Defend</li> </ul>	<ul style="list-style-type: none"> <li>Adapt</li> <li>Build</li> <li>Change</li> <li>Choose</li> <li>Combine</li> <li>Compare</li> </ul>



Slide-19

**ACTION VERBS (PSYCHOMOTOR DOMAIN: SIMPSON'S CLASSIFICATION)**

Level	Definition	Possible Verbs
1. Perception	The ability to use sensory cues to guide physical activity	Distinguish, identify, select
2. Set	The readiness to act, requires the learner to demonstrate an awareness or knowledge of the behaviors needed to carry out the skill	Assume a position, demonstrate, show
3. Guided response	The early stage of learning a complex skill, includes imitation can complete the steps involved in the skill as directed	Attempt, imitate, try
4. Mechanism	The ability to perform a complex motor skill, the intermediate stage of learning a complex skill	
5. Complex overt response	The ability to perform the complete psychomotor skill correctly	Carry out, operate, perform
6. Adaptation	Can modify motor skills to fit a new situation	Adapt, change, modify, revise
7. Origination	The ability to develop an original skill that replaces the skill as initially learned	Create, design, originate



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Slide-16

## DEVELOPING

- ✓ Many test formats can be used to assess learning.
- ✓ The format for the test depends on the instructional objectives prepared, scope of each topic, total marks allotted, level of the students, availability of resources etc.
- ✓ Good tests should exhibit following characteristics:
  - ✦ Assess only important information
  - ✦ Write simple and clear questions
  - ✦ Include questions appropriate for age, ability, individual limitations
  - ✦ Do not use interrelated questions
  - ✦ Avoid irrelevant cues and give-away questions
  - ✦ Ask someone to review the test questions

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**ACTION VERBS (AFFECTIVE DOMAIN: KRATHWOHL'S CLASSIFICATION)**

receiving	responding	valuing	organization	characterization
observe be conscious realize be sensitive attend listen discriminate be alert prefer/dislike cooperate contribute volunteer	willing comply obey look engage listen display practice respond prefer/dislike accept contribute be loyal to voluntarily consider participate extend embrace explain	controlling desire grow feel participate assume responsibility establish initiate examine	crystallize form judgement relate weigh is realistic judge regulate	readily react change view approach plan relate assess judge is consistent



Slide-20

INSTRUCTIONAL OBJECTIVE	TEST TYPE	TEST ITEM
Remembering	Subjective	What is measurement?
	Objective	The scale of measurement which represents the concept of absolute zero is _____
Understanding	Subjective	Reverse using suitable examples, the different modes of measurement
	Objective	The process of making value judgement is a _____
Applying	Subjective	Construct a frequency distribution table from the given raw scores: 24, 45, 62, 72, 86, 44, 67, 88, 98, 67, 23, 45, 35, 86, 77, 65
	Objective	Choose the most appropriate option: a. Measurement is the quantitative description of data b. Assessment is the process to achieve the data c. Evaluation is the value judgement of the data d. All of the above
	Subjective	Elaborate between formative and summative evaluation.
	Objective	The function of Bloom's Taxonomy is _____
Evaluating	Subjective	Determine the significance of educational statistics in teaching-learning process.
	Objective	Select the odd one out: a. Teacher-made tests are used locally b. No norms are followed in teacher-made tests c. Teacher-made tests have proper difficulty levels d. Teacher-made tests are prepared by classroom teachers
	Subjective	Develop a plan for using different assessment techniques in classroom evaluation at college level. Include to give an idea of the personality of a student to the teacher, C.R.E. can be combined with: a. Thematic Apperception Test b. Differential Aptitude Test c. Sociometric Test d. Wechsler Individual Achievement Test
	Objective	

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This was followed by Question and Answer session and a review and feedback by Fr. Principal. First day of the program was a great learning experience.

Second day program started with prayer by Fr. George Thadathil, Principal and Rector (Siliguri Campus). First session speaker for the second day was Dr. Paramita Datta, faculty, Department of Psychology. She spoke on the importance of Psychometric tests and how it plays an important role in identifying the personality types. Faculty could then do the mentoring of students accordingly. Over time there are changes in behaviours and regular personality assessments are also important to know the progress made by students in attitudes and behaviours.



Slide-1



Slide-2



Slide-3



Slide-4



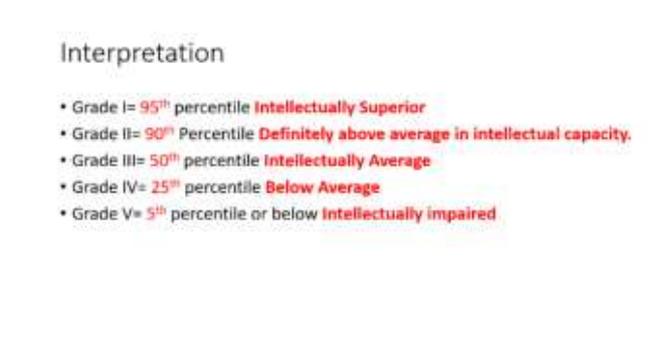
Slide-5



Slide-6



Slide-7



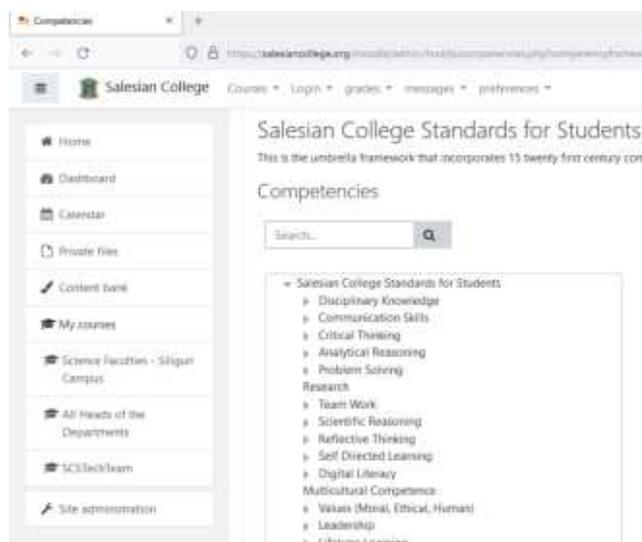
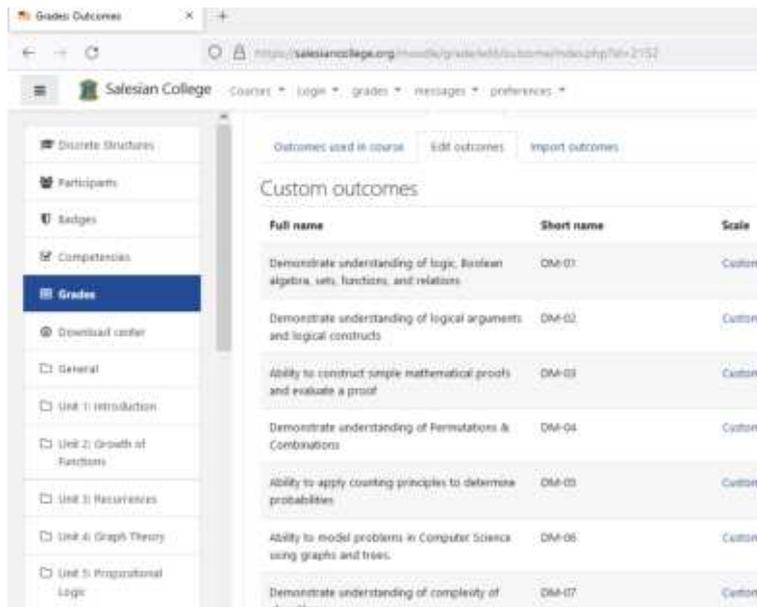
Slide-8

After she was done introducing the concepts, faculty were subjected to a fairly involved test which was amusing and interesting to participate, and difficult at times to answer. Finally, we could tally the correct answers we had given individually and depending on the grade, we could assess our own intellectual capacity.

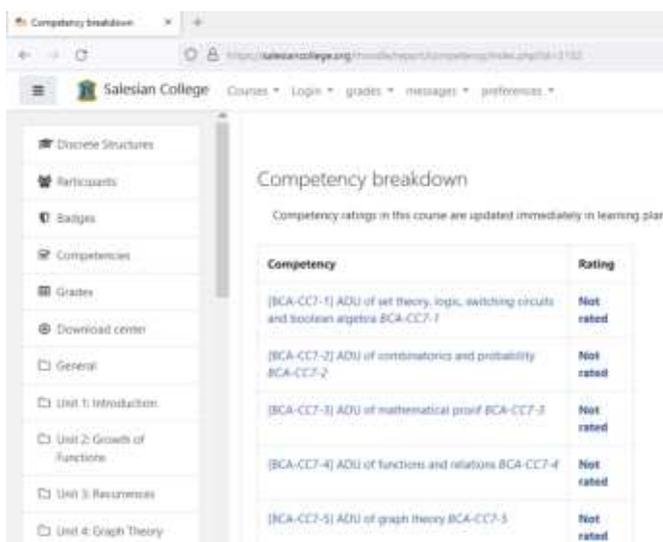
In the second session, there were discussions related to the Phase-I FDP. Also, Departments which were ready with their Objectives and Outcomes submitted them.

Post lunch we moved on to the next session which was on the introduction to implementation of concepts learnt in Phase-I in our institution Learning Management System (LMS). This was conducted by Mr. Dhirodatta Subba, Dean, Sciences, Siliguri Campus.

He showed some available competency frameworks and the one we have configured for our institution based on the 21<sup>st</sup> century aptitudes. He also showed Outcomes configured for a subject/ course being taught by him.



Competency framework



Competency assessment



The final session was on clearing any LMS or ERP related issues. This was facilitated by Ms. Yadika Prasad, IT Coordinator. It was very interactive as faculty expressed many issues and difficulties they face in working on the system. With experience and familiarity, things get better.

Finally, Fr. George Thadathil, Rector and Principal, delved into the concepts of the day and reminded all how we should be planning and implementing them in our day to day activities to excel in what we are doing. With congratulatory words, he concluded the day's program mentioning this was another day well spent in learning.



*Credits:*

*Technical support for Marengo Hall - Mr. Simon Lepcha & Mr. Cyril Singh*

*Photography - Mr. Badshah Das – Department of Mass Communications & Journalism.*

*Conference setup and recording – Ms. Yadika Prasad, Department of CSA and IT Coordinator*

*Coordination & Reporting – Mr. Dhirodatta Subba, Department of CSA*

*Posters & certificates – Mr. Amit Lepcha, Graphics Designer*



## Salesian College Siliguri Campus

29<sup>th</sup> and 30<sup>th</sup> October 2021

### Faculty Development Programme: Blended Learning Phase III

Salesian Tech team in collaboration with the Department of Education, Salesian Research Center and IQAC organised a two day Faculty Development Programme (FDP) as part of the series on Blended Learning on 29<sup>th</sup> and 30<sup>th</sup> of October. First day of the FDP was held in blended mode where some faculties mainly from Sonada Campus attended the session online on Google meet platform and the rest attended offline in the A.V Hall Siliguri Campus. The phase three FDP commenced with a welcome speech by Dr. Dhirodatta Subba, Dean Sciences which was followed with a prayer initiated by Father Dr. Babu Joseph Vice Principal of Commerce and Management invoking the blessings of the Lord. Father Dr. George Thadathil, Rector and Principal, presented the opening comments, informing the faculty of the re-opening of the college on the 16<sup>th</sup> of November as per the Government's order, and the required actions done in preparation for it. He further said that the aim of conducting the FDP was to have 100 percent computer literate and ITC enabled faculty in line with the learning objectives and outcomes as suggested by UGC. In accordance to this, Mr. Subba mentioned the importance of Learning Management System Moodle as a tool to achieve the goal.

The first session of the day was conducted by Mr. Pinak Dey, Assistant Professor department of Education who delivered his presentation on 'Rubrics' explaining the faculties how rubrics can be used as an assessment tool that articulates the expectation for assignment and performance task by listing criteria and describing levels of quality. In the process, students will know what is expected out of them and the teacher will be aware of where the student is lacking and work towards improving them. This, he explained, will be useful to both the faculty and the students.

He also mentioned that it is not necessary to stick to Blooms Taxonomy at the category level as it is inherently present in the evaluation.

In the next session Miss Yadika Prasad, Faculty Computer Science and Applications, Siliguri Campus explained the 'Advanced features of Moodle LMS' like proctoring, virtual labs, gamification, Rubrics, and H5P. Faculties of both the campuses actively participated in the session going through the sample activities created for all the features mentioned.

This was followed by lunch and the session resumed with a presentation by Mr. Ravi Bhushan Singh, HOD Department of Mass Communication and Journalism Siliguri Campus on 'Making Video for Lessons.' He explained the process of making a video using the video editing application InShot and preparing an audio visual presentation using Microsoft PowerPoint programme. Faculties were asked to edit the pre-recorded video of their lesson as an activity after the session. The session came to an end with a vote of thanks given by Mr. Peter Lepcha.

Second day of the FDP was held in Sonada i.e., on 30<sup>th</sup> October which was in physical mode where all faculties were present under one roof. The programme was invoked by Father Tomy Augustine Kumplankal, Rector, Sonada which was followed by LMS training session on entering Objective, Outcomes and Competencies conducted by Dr. Dhirodatta Subba, Dean Science Section and Miss Yadika Prasad, Faculty Computer Science and Applications, Siliguri Campus.

For this all faculties of both the campuses were asked to sit together as per their departments and follow the instructions for updating the LMS as well as to clarify their doubts. This was followed by a lunch break and soon after that all gathered back for a session on Question Paper Construction conducted by Mr. Subba and Ms. Prasad. Second day of the FDP came to an end with a session of Father Dr. George Thadathil, Rector and Principal, regarding feedback on all three phases of FDP from the faculties as well as with a vote of thanks.

Report: Nawaneeta Subba and Bhabya Chandra Khati, Asst. Professors, Dept. of Mass Communication and Journalism.



Mr. Pinak Dey, Assistant Professor Department of Education, Salesian College, Siliguri Campus



**Salesian College, Siliguri, West Bengal, India**

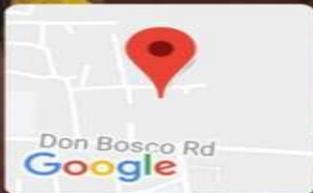
Don Bosco Rd, Ward 41, Don Bosco Colony, Siliguri, West Bengal 734004,  
India

Lat N 26° 44' 48.624"

Long E 88° 26' 43.0332"

29/10/21 01:47 PM

Mr. Ravi Bhushan Singh, Assistant Professor Department of Mass Communication, Salesian College, Siliguri



**Salesian College, Siliguri, West Bengal, India**

Don Bosco Rd, Ward 41, Don Bosco Colony, Siliguri, West Bengal 734004,  
India

Lat N 26° 44' 48.624"

Long E 88° 26' 43.0332"

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Fr. (Dr.) Babu Joseph, Vice-Principal, Commerce & Management, Siliguri campus

Day two of the FDP held in Sonada.

