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This report has been divided into two parts:

**Part- A**: Routine Preparation, Class Commencement, and teaching load distribution

**Part- B**: Procedure adopted for effective curriculum delivery and implementation

## Part- A

### Routine Preparation, Class Commencement, and teaching load distribution during the academic session 2020-21

- The Routine and the Academic Calendar Sub-Committee is created to frame the Master Routine and the academic calendar of the College and the Convenerof the Committee sends the same to different departments for preparation of departmental routines
- All departments then prepare their departmental routines based on the master routine provided by the committee and send it to the committee, which is finally approved by the Coordinator, IQAC and the Principal. Routine is prepared keeping into consideration the credit points prescribed in the University Curriculum, University Academic Calendar, Faculty Strength of the Department and Specialization ofthe Faculty Members.
- The Principal notifies commencement of classes of each semester on the basis of the University academic calendar
- At the beginning of each academic session, departmental meetings are held in which the teaching assignments of each faculty in each paper are decided upon before the commencement of an academic session.

**Part- B**

**Procedure Adopted for effective curriculum delivery and implementation during the academic session 2020-21**

- ***Informing students about the Class routine, lesson plan, CBCS curriculum and the mode of delivery to be adopted by the department***

The Class Routine for the Even and the Odd semester are provided to students and college authorities concerned on time. Lesson Plans are prepared by teachers for different courses prior to commencement of the classes after receiving their teaching load. The lesson plans are prepared in accordance to the number of lectures for the topic prescribed in the Affiliating University Curriculum. Teachers prepare their module plans and inform students through Google classroom, e-mail and WhatsApp group. This helps the students to become aware of the time frame and other subject specific modalities of the curriculum delivery.

In addition to the routine and lesson plan information, Departments have also taken specific initiativesto make the students aware of the CBCS curriculum and the mode of delivery. In this respect every department organize orientation programmed for the newly admitted 1st semester students through google link.

- ***Mechanism of the curriculum delivery:***

With COVID-19 and the subsequent closure of education institutions following the lockdown, the teachers and students of the department had to face myriad challenges. The scenario had changed drastically: we could no longer be dependent on the chalk-and-talk method in the secure confines of the classroom with one-to-one interaction with our students. Teaching-Learning took place chiefly with ICT assistance through online platforms. Not that the concept of ICT was totally new. Even before the pandemic, the teachers used to send e-books, online journal articles to the students through e-mail. We could not „see" our students-only their profiles or display pictures on our computer screen. They too could only hear their teachers through their smartphones or computers. We soon found out that our lectures needed to be attractive and innovative so that we could connect with our students, give them a „feel" of the classroom. However, we discovered thatonline classes could be as motivational as they could be informative. The various strategies adopted by faculty

members helped remodel our pedagogy from a teacher-centric to a learner- centric one.

Each department followed a structured department specific curriculum delivery mechanism. The schematic representation of the curriculum delivery mechanism of Department of

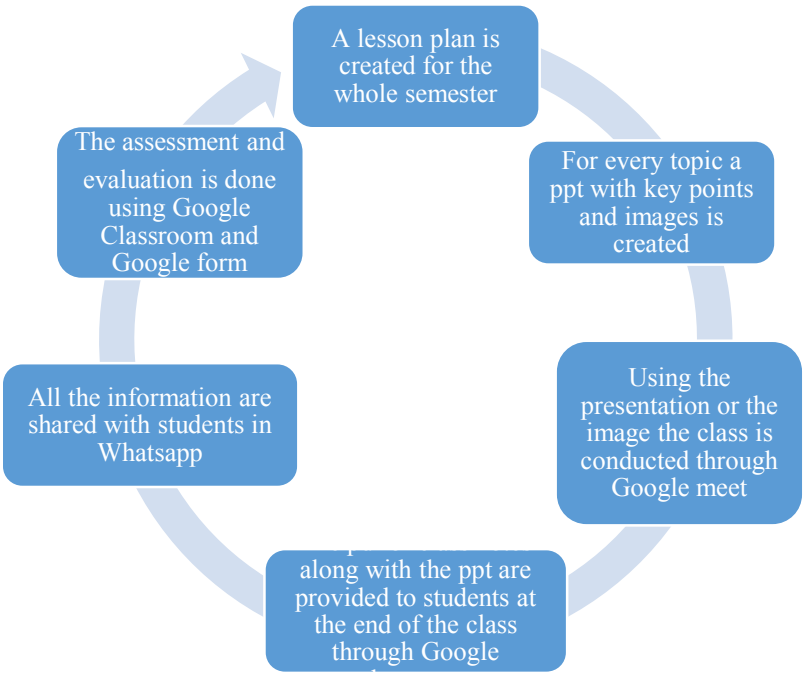



Fig: Process of Curriculum Delivery During the academic year 2020-21

- ***Online Platforms used for classes during academic session 2020-21:***

1. **Zoom Platform:**

   During this time period many department taken class through Zoom platform. It is the cloud based video conferencing plat form for meeting and group discussion. Teachers given meeting link and student joined class through the link.

2. **Skype Platform:**

   During this time Geography department taken class through Skype platform. It is the cloud based video conferencing plat form for meeting and group discussion. Teachers given meeting link and student joined class through the link.

3. **Google Classroom and Google Meet:**

Google Classroom which is a cloud-based learning management system, enabled our students to access the platform from computers, tablets and smartphones. Teachers created Google Classroom for each semester sothat they could create Google Docs and quizzes to manage assignments, post YouTube videos links and attach files (power points, PDFs) from Google Drive.

4. **Making Video Lectures available to students through Youtube:**

Department of Political Science has uploaded the lectures of faculty members to ensure the availability tostudents at any time and also students can lear at their own pace.

5. **Email and WhatsApp groups with students:**

Teachers are regularly sending material, assignments and assessments through email and WhatsApp groups created with students. The students are sending back completed assignments/assessments to be checked by respective teachers.

- **Some Glimpse of Online class:**

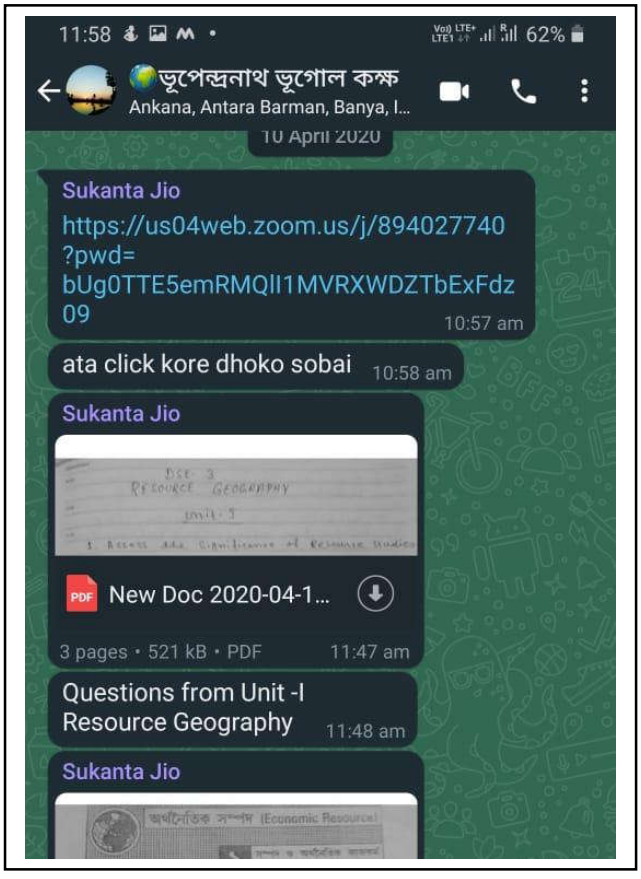



Plate-1: Use Zoom platform for Curriculum Delivery

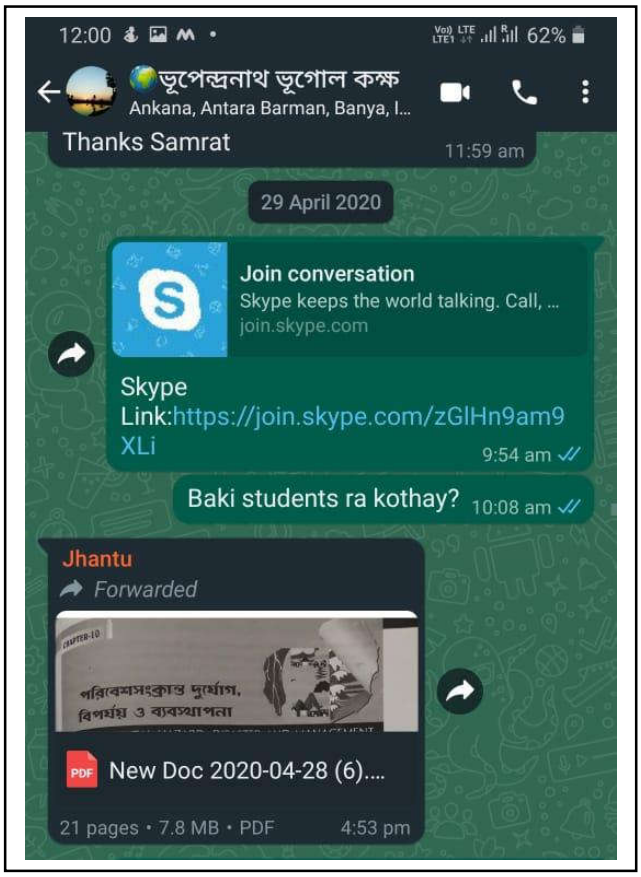



Plate-1: Use Skype platform for Curriculum Delivery

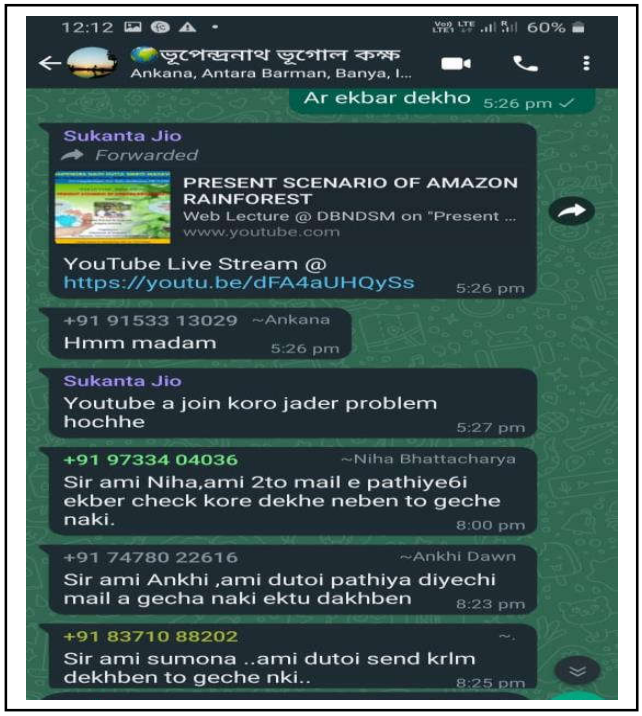



**Plate-3: Use YouTube for knowledge gathering**

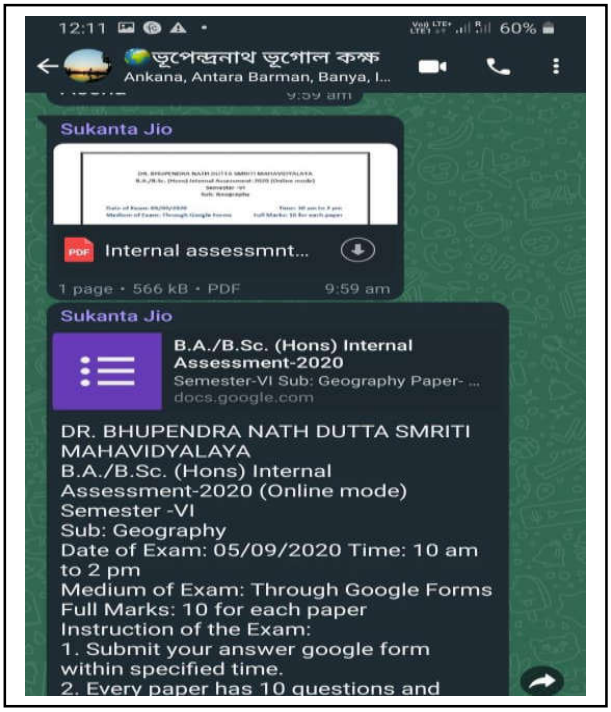



**Plate-4: Use Google form for Evaluation**


**Plate-5:** Use Google meet platform for Curriculum Delivery

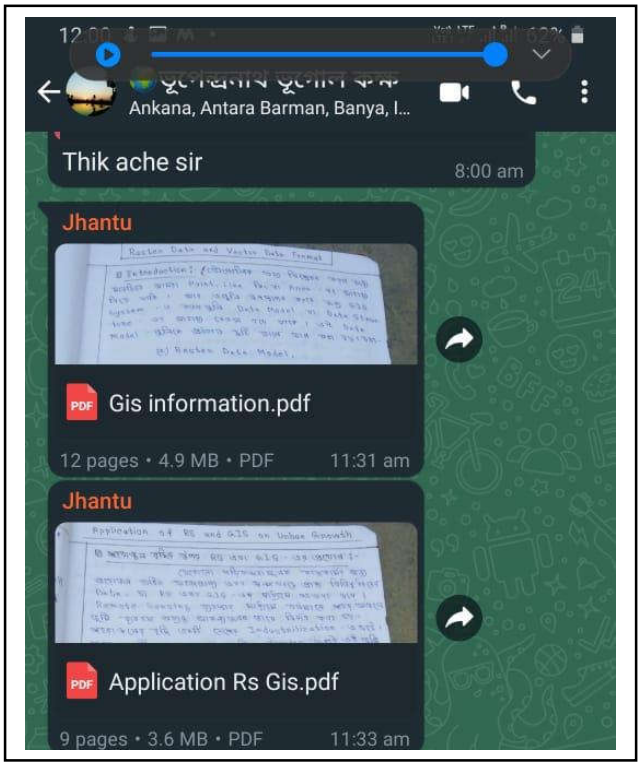



**Plate-6:** Use WhatsApp for Deliver Class Notes

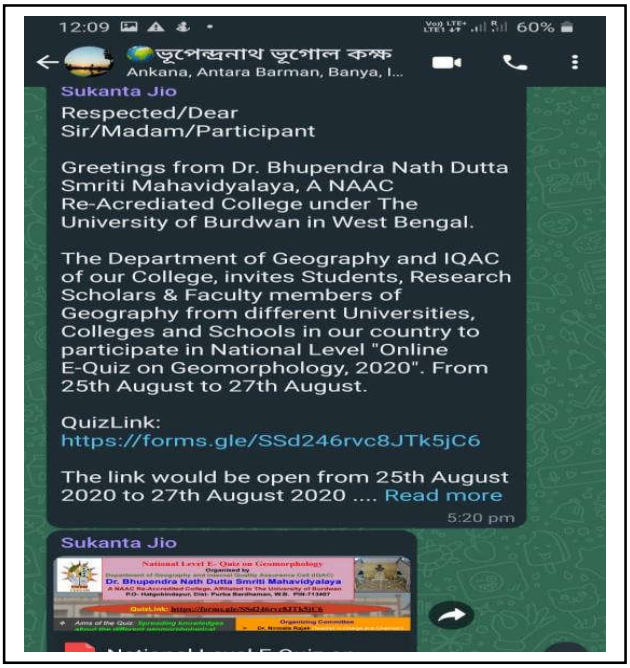



Plate-7: Link for National level Students Quiz Participation


Plate-8 : Teacher use PowerPoint for Curriculum Delivery in online mode

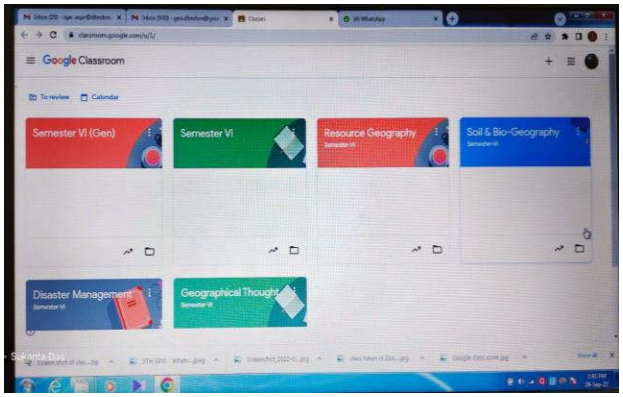



Plate-9: Used Google Class room for Curriculum Delivery

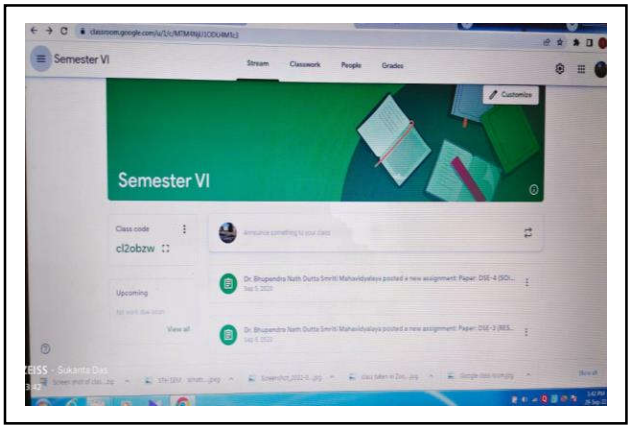



Plate-10 : Used Google class room for used Assignment declaration

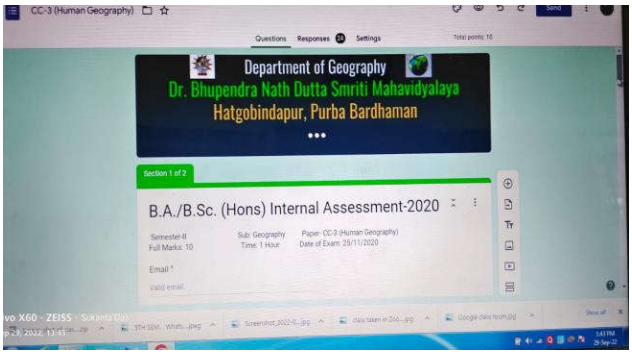


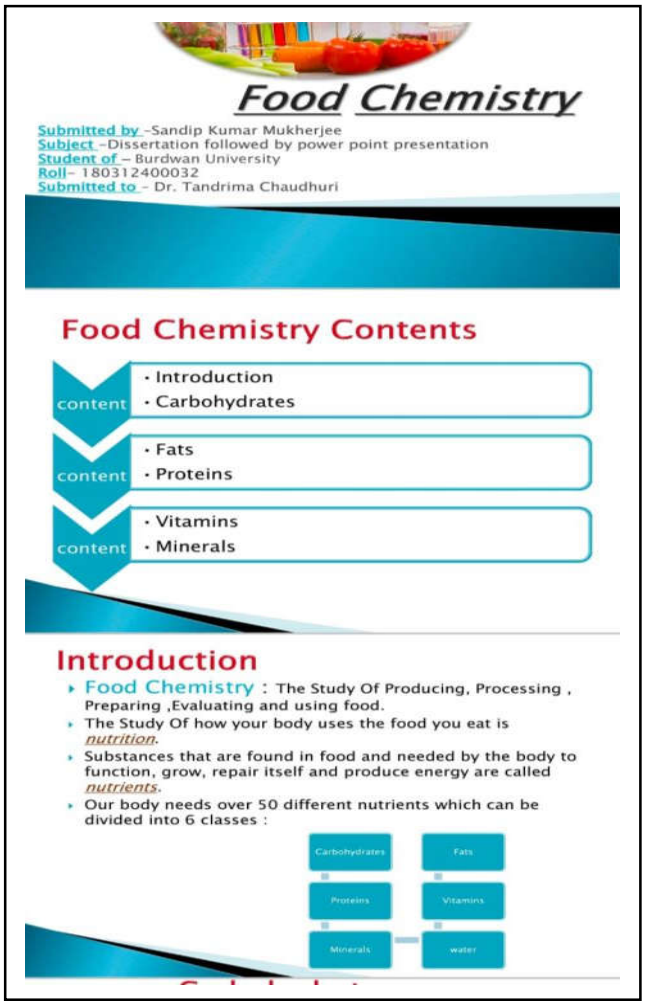

Plate-11: Used Google form for Evaluation

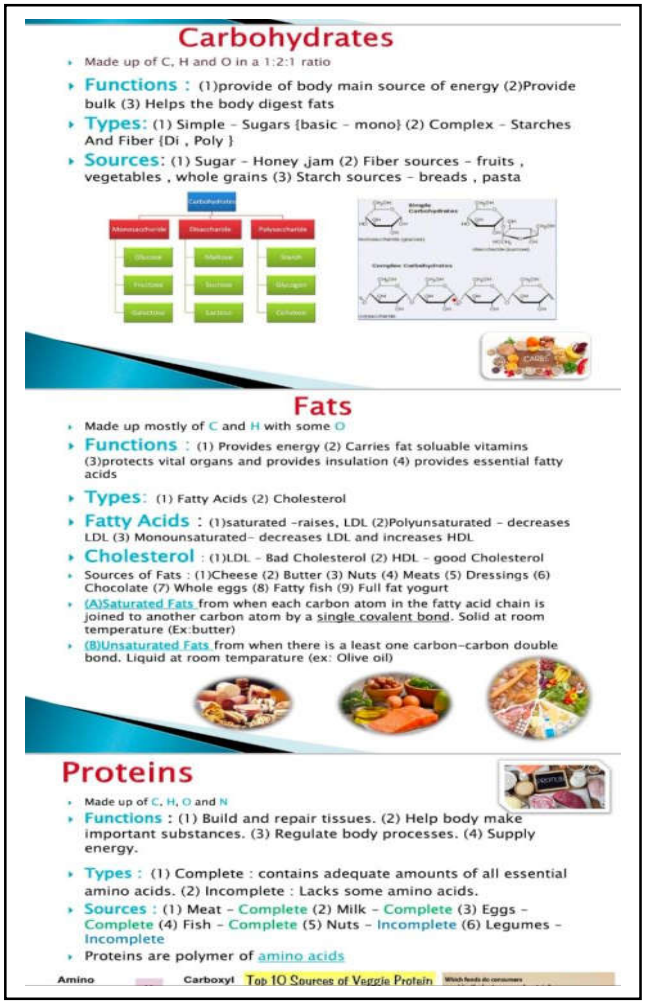

Plate-12 : Students response in Google form

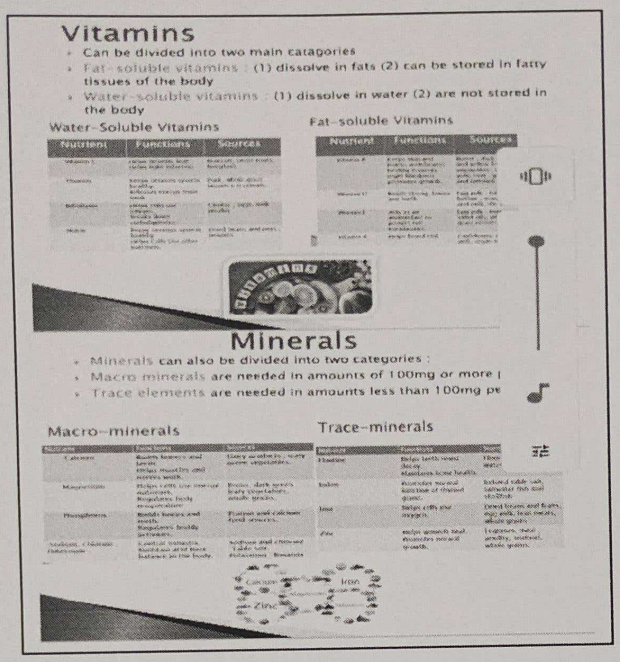
➢ ***Substitutes for curriculum delivery of the field work, project work and laboratory based courses:***

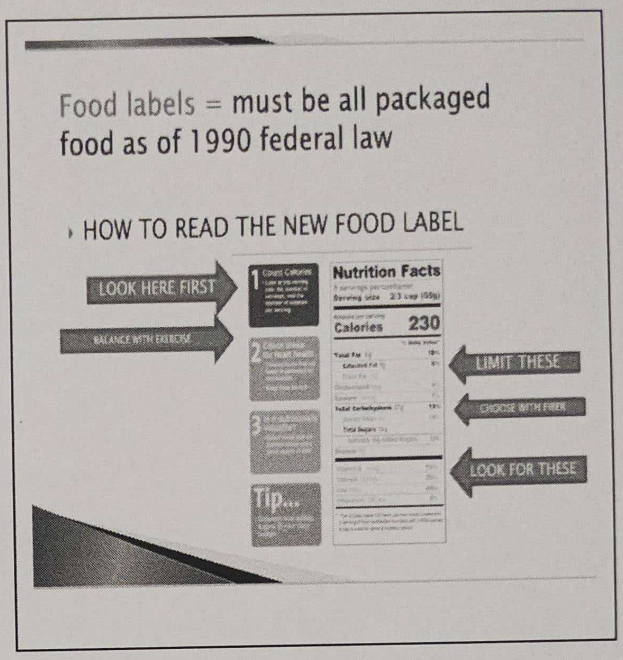
Curriculum delivery of the field work and laboratory based practical courses was the most challenging one in thepandemic situation. Although online mode cannot take the place of the hands on laboratory experiences andfield visits, faculty members have adopted various strategies as the substitutes of the field work and laboratory based practical classes to deliver the knowledge of practical techniques. Department of Chemistry Prepare project on Food chemistry.

➢ **Some Glimpse of Field work:**






29/09/2022

Dr. Amal Kr. Ghosh
Principal
Dr. Bhupendra Nath Dutta Smriti Mahavidyalaya