

## List of meeting minutes held during the academic session from June 2016- May 2017

### **Sl. No. 1**

#### **Meeting No. 01**

**Date: 29/11/2016**

**Recorder: Ms. Elone**

A meeting was convened by the IQAC Coordinator with the HoD through the internal notice issued by the IQAC coordinator dated 28/11/16 at the IQAC office at 12:30 P.M.

Sir Vepu, newly appointed Coordinator, thanked the Governing body for building their trust on him and giving him the position of Coordinator for the 2<sup>nd</sup> NAAC Assessment. He assured his commitment to achieve a better grade in the next assessment.

Agenda:

1. To work on the future plan
2. Some areas which need an immediate special attention are Job placement, Research activities and slow learner.
3. To form IQAC Committee.

Resolution:

- The house decided to take pro-active action in the future plan and research activities.
- Constituted IQAC Committee in the following position
  1. Coordinator
  2. Assistant Coordinator
  3. Members:
    - i) One SDO, Civil Administrator
    - ii) Parent Body; to take one of the neighbouring colleges which has "A" Accreditation.
    - iii) One village council from Lengrijan
    - iv) One from the College Administration
    - v) HoD from all the departments
    - vi) One from the University.
- The house also has decided to reshuffle the committee convener. Therefore the following people were chosen to take up the given position.
  1. Dr. Pelesakuo, Dept of chemistry, Convener of Career Guidance, Remedial Classes, Pre-service Coaching and Placement committee.
  2. Mr. Nello, Dept of Education, Convener of RRC
  3. Ms. Natty, Dept. of English, Convener of PTA
  4. Ms. Atu, Dept. of Botany, Convener of Eco Club
  5. Ms. Hriizia, Dept. of History, NSS Programmes Officer.

### **Sl. No. 2**

#### **Meeting No. 02**

**Date: 3/12/2016**

**Recorder: Ms. Elone**

Meeting agenda

Internal assessment for B.A and B.Sc 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester.

1. How to achieve the objective of assessing the students and select the eligible students based on their performance

2. Common test or assignment to be given to the students
3. In order to prevent a student from securing imbalance performance report the HoD must meet and consult each other before submitting the final list to the office.
4. Individual lecturer must assess carefully
5. Date of submission of internal Assessment for selecting eligible students to sit for external examination is 8<sup>th</sup> September 2016 by 12:00 Noon

Resolution

- 1 To put request to the management for increased allowance to convenor or controller of examination and Asst. controller
- 2 HoD put up a resolution to seek clarification from management about the granting of Allowance for news-letter charge, this appeal is placed before the Chairman for his favourable decision since the allowance is equivalent to the HoD'S allowance.
- 3 The house decided to utilize the staff welfare fund for financial relief as a symbolic gesture of celebrating the passage of the NAAC Peer team visit.

Member present

Sl. No.	Name	Designation	Signature
1.	Charles M Ezung	V. Principal	
2.	L Athisii	Dean	
3.	Lothunglo	HoD Botany	
4.	Temjenzungla	HoD History	
5.	S. Keppen	HoD Pol Science	
6.	Sungjenmongla	HoD Economics	
7.	Imchanochetla	HoD English	
8.	Abeni	HoD Education	
9.	Reshma	HoD Zoology	
10.	Mumtaz Ali	HoD Chemistry	

**Sl. No. 3**

**Meeting No. 03**

**Date: 9/1/2017**

**Recorder: Ms. Elone**

A general meeting was held on 9<sup>th</sup> January 2017 in the presents of the Chairman and Director of the Governing Body.

The following members are present:

1. Th. Sharatchandra Singh, Principal (Chairman IQAC)
2. Charles Mhonthung Ezung Vice Principal
3. Vepu, Coordinator, IQAC
4. N. Elone, Asst. Coordinator, IQAC

5. T. Imchanochetla Changkija, Asst. Prof. Dept. of English
6. Rosy, Asst. Prof., Dept. of Chemistry
7. Reshma Thakuri, Asst. Prof., Dept. of Zoology
8. Temsutola, Asst. Prof., Dept. of Botany
9. Abeni Mozhui, Asst. Prof., Dept. Education
10. Lothunglo ,Asst. Prof., Dept. of Botany
11. Akutu Poirang, Asst. Prof., Dept. of English
12. Lhousilenou, Asst. Prof., Dept. of Zoology
13. Imolangla Pongen, Asst. Prof., Dept. of English
14. Hriizial Lazeo, Asst. Prof., Dept. of History
15. Imjungla Imchen, Asst. Prof., Dept. of History
16. Nillo Achumi, Asst. Prof., Dept. of Education
17. I. Moanaro Jamir, Asst. Prof., Dept. of Political Science
18. Sinyhunlo Keppen, Asst Prof., Dept. of Political Science
19. D. Sophia Besa, Asst. Prof., Dept. of History
20. Temjenzungla, Asst. Prof., Dept. of History
21. Talichuba Walling, Asst. Prof., Dept. of Political Science
22. Natty Chang, Asst. Prof., Dept. of English
23. P. K. Mishra, Asst. Prof., Dept. of Physic
24. Anungba Ao, Lab. Asst., Dept. of Chemistry
25. Olempenla, Asst Prof., Dept. of EVS
26. K. P. Das ,Asst. Prof., Dept. of Mathematics
27. Subham Dasgupta, Computer Teacher
28. Loli Athisii, Asst. Prof., Dept. of Political Science
29. Mumtaz Ali, Asst Prof., Dept. of Chemistry
30. Abul Hussan, Asst Prof., Dept. of Chemistry
31. Sungjemongla Asst Prof., Dept. of Economics
32. Thungbemo, Asst Prof., Dept. of Economics
33. Temjen LKR, Asst. Prof., Dept. of Education
34. Shumbenthung,Asst. Prof., Dept. of Zoology
35. Meren, Accountant Officer
36. Sonia, Office Superintendent
37. Khalong, Office Asst.
38. Temjenlila, Office Asst
39. Shakiba, Computer Instructor

#### Meeting Agenda:

The following are some of the agenda presented by the Chairman for discussion.

- a. Research programme for faculties
- b. Research activities involving the students and faculties
- c. To undertake a survey-Study on the issue of ‘why our Students are spending less time for academic Study’
- d. Morning Assembly, more active involvement of the faculties
- e. Survey on the reading of Newspaper and Journals by Staff
- f. Cleanliness strategy

## Meeting Minutes

1. The Vice Principal spoke on the re-commitment towards the goal of “Quality Education” by equipping each faculty member with higher knowledge through Research Programme. He encouraged the faculties to get admitted the Ph.D programme within 2017 and 2018, keeping in mind the NAAC Assessment for the 2<sup>nd</sup> Cycle.
2. As the meeting progressed on the discussion of the above mentioned agenda the following decision and resolutions were adopted:
  - a. To involve informers in keeping track of habitual offenders of littering and spitting in the classroom
  - b. Award to be given to the cleanest class and best performer in cleanliness.
  - c. To provide more bookshelves in the staff room.
  - d. To award the lecturer-in-charge of Assembly at the end of the year as a token of appreciation.
  - e. To prepare a roster for taking up Research study by faculty seniority wise.
  - f. Library to be kept open from 9:00 A.M till 3: 00 P.M.
  - g. Staff warned to refrain from using Talab, etc. within the campus. Principal to act sternly upon those staff stubbornly resisting from following the college rules.
  - h. To prepare roster for staff in enabling them to take part in the morning assembly.
  - i. Faculties who are having 1<sup>st</sup> period class must involve actively in gathering students for the Morning Assembly so as to save time and complete the activity on time.
  - j. Students late comers shall be made to do compulsory hard labour or any other penalty the administration deems fit.
  - k. Installation of Electric cum electronic Bell.

### **Sl. No. 4**

### **Meeting No. 04**

**Date: 25/2/2017**

**Recorder: Ms. Elone**

A joint meeting of the Chairman of the Governing Body with Teaching Staff was held on 25<sup>th</sup> Feb. 2017 (Saturday) at 12: 00 P.M at the A/V room under the chair of Dr. Loso Chalai. The meeting was led by the Principal.

The following members are present:

1. Th. Sharatchandra Singh, Principal (Chairman IQAC)
2. Charles Mhonthung Ezung Vice Principal
3. Vepu, Coordinator, IQAC
4. N. Elone, Asst. Coordinator, IQAC
5. T. Imchanochetla Changkija, Asst. Prof. Dept. of English
6. Rosy, Asst. Prof., Dept. of Chemistry
7. Reshma Thakuri, Asst. Prof., Dept. of Zoology
8. Temsutola, Asst. Prof., Dept. of Botany
9. Abeni Mozhui, Asst. Prof., Dept. Education
10. Lothunglo, Asst. Prof., Dept. of Botany
11. Akutu Poirang, Asst. Prof., Dept. of English

12. Lhousilenou, Asst. Prof., Dept. of Zoology
13. Imolangla Pongen, Asst. Prof., Dept. of English
14. Hriizial Lazeo, Asst. Prof., Dept. of History
15. Imjungla Imchen, Asst. Prof., Dept. of History
16. Nillo Achumi, Asst. Prof., Dept. of Education
17. I. Moanaro Jamir, Asst. Prof., Dept. of Political Science
18. Sinyhunlo Keppen, Asst Prof., Dept. of Political Science
19. D. Sophia Besa, Asst. Prof., Dept. of History
20. Temjenzungla, Asst. Prof., Dept. of History
21. Talichuba Walling, Asst. Prof., Dept. of Political Science
22. Natty Chang, Asst. Prof., Dept. of English
23. P. K. Mishra, Asst. Prof., Dept. of Physic
24. Anungba Ao, Lab. Asst., Dept. of Chemistry
25. Olempenla, Asst Prof., Dept. of EVS
26. K. P. Das, Asst. Prof., Dept. of Mathematics
27. Subham Dasgupta, Computer Teacher
28. Loli Athisii, Asst. Prof., Dept. of Political Science
29. Mumtaz Ali, Asst Prof., Dept. of Chemistry
30. Abul Hussan, Asst Prof., Dept. of Chemistry
31. Sungjemongla Asst Prof., Dept. of Economics
32. Thungbemo, Asst Prof., Dept. of Economics
33. Temjen LKR, Asst. Prof., Dept of Education
34. Meren, Accountant Officer
35. Shakiba, Computer Instructor
36. Sonia, Office Superintendent
37. Khalong, Office Asst
38. Temjenlila, Office Asst

Meeting Agenda for discussion:

1. Research process expected to be pursued by the teachers and to organise Seminar.
2. Strategies for compensation of the Semester classes which was affected due to agitation.
3. Future Plan for improvement of the College in various aspects.
4. Annul Quality Assurance Report for NAAC.
5. To pursue for honours in Economics and Chemistry

Meeting Minutes and resolution:

The Principal conveyed his regret for postponing the meeting due to several problems that had occurred seriously in the past. He then proceeded with the matters which the NAAC Peer team had recommended the college to look into i.e, Research and Publication. He therefore, urged the faculty members to take up some minor researches and extension in order to make up the deficient areas.

The chairman initiated his address with an acknowledgement; thanking God for granting the college with an excellent grade in the 1<sup>st</sup> NAAC Assessment and he also appreciated the selfless sacrifices

which has been rendered by everyone concerned. He exhorted the faculties to strive again with humble attitude and struggle to challenge the next level with better grade. The Chairman then expressed his desire to produce more Ph. D degree holder before the end of 2<sup>nd</sup> Cycle. He, thus, motivated the staff to enrol in Ph. D studies and try hard also to crack NET.

The IQAC coordinator, Sir Vepu thanked all for their benevolent support. To be contented with the secured grade would be a great mistake, he said. Therefore to overpower the previous achievement the college needs to focus on the following areas: 1) Research and Publications and 2) Job Placement. He, appealed the faculty members to give a serious thought on those matters and start working on it by taking Minor Research Project, Extension Research etc.

With regard to the Research and Publication, the Vice Principal supplemented and said that it doesn't refer only to the lecturers but it includes students' involvement as well. However, the research should have an authentication and be documented. For validation, he said, the research has to be published either in Journals.

Dr. Meyila suggested Guest Lecturer, who is specialized in any specific/relevant subject of the course or issues, to be invited from abroad to broaden one's mindset and to get specific understanding.

The house agreed to arrange extra class and covers the syllabus within the department if the syllabus is unable to cover within the stipulated time.

Seminar on 'Research Methodology' has been proposed by Sir Athisii, Dean of Students and the opinion was supported by the house. Therefore, the Chairman consented to conduct the Seminar as early as possible.

**Sl. No. 5**

**Meeting No. 05**

**Date: 28/3/2017**

**Recorder: Ms. Elone**

Meeting of the Library Advisory Committee and IQAC Coordinator was held on 28<sup>th</sup> March 2017 at 2: 30 P.M at the Principal's Office to discuss certain issues for the library updating and improvement.

Members present

1. Th. Sharatchandra Singh
2. H. Veveen
3. Charles Mhonthung Ezung
4. Athunglo
5. Abeni
6. Vepu IQAC Co-ordinator

Resolution

1. Member's decided to purchased Dewey Decimal classification 23<sup>rd</sup> edition (DDC)
2. Installation of Library Software (Koha)
3. Proper internet facility should be provided in the library

#### 4. Binding of Journals.

**Sl. No. 6**

**Meeting No. 06**

**Date: 4/4/2017**

**Recorder: Ms. Elone**

Meeting of the Research/Consultancy/Collaboration/Extension/Seminar/Workshop/Journal Committee held on 4<sup>th</sup> April 2017 at 12: 30 P.M. at the office of the Principal under the chair of Th. Sharatchandra Singh, Principal.

The following members attended the meeting:

1. Dr. Pelesakuo, Dept of chemistry, Convener of Career Guidance, Remedial Classes, Pre-service Coaching and Placement committee.
2. Mr. Nello, Dept of Education, Convener of RRC
3. Ms. Natty, Dept. of English, Convener of PTA
4. Ms. Atu, Dept. of Botany, Convener of Eco Club
5. Ms. Hriizia, Dept. of History, NSS Programmes Officer.

Agenda:

1. Upcoming Seminar on Research Methodology
2. Publication of the College Journal (to propose three titles)
3. To find out the areas of Action Research/Publication
4. Pursuance of Minor Research Projects under UGC and
5. Pursuance of Research for Doctoral Degree.
6. Any other.