

## **List of meeting minutes held during the academic session from June 2017- May 2018**

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

### **Meeting No. 07**

**Date: 19/6/2017**

**Recorder: Ms. Elone**

Joint meeting of Teaching and Non-Teaching Staff with the Chairman of Governing Body held on 19<sup>th</sup> June 2017 at 1:30 P.M. at the College A/V room. The meeting was presided over by Dr. Loso Chalai, Chairman, Governing Body and following Teaching and Non-Teaching Staff were present.

The following members are present:

1. Th. Sharatchandra Singh, Principal (Chairman IQAC)
2. T. Imchanochetla Changkija, Vice Principal
3. Vepu, Coordinator, IQAC
4. N. Elone, Asst. Coordinator, IQAC
5. Rosy, Asst. Prof., Dept. of Chemistry
6. Reshma Thakuri, Asst. Prof., Dept. of Zoology
7. Temsutola, Asst. Prof., Dept. of Botany
8. Abeni Mozhui, Asst. Prof., Dept. Education
9. Lothunglo, Asst. Prof., Dept. of Botany
10. Akutu Poireng, Asst. Prof., Dept. of English
11. Shungbanthung, Asst. Prof., Dept. of Zoology
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. Surfudin Ali, 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. Sonia, Office Superintendent
35. Khalong, Office Asst
36. Temjenlila, Office Asst

Action Taken:

Introduction and Provisional affiliation of three years B.A (Hons) in Economics and B.Sc. (Hons) in Chemistry

Agenda of the Meeting:

1. Review of the meeting held earlier
2. Review of the examination result of B.A and B.Sc 2017
3. Punctuality of the Teachers
4. Summer Break
5. Seminar on Waste Management
6. Graduation Day.
7. Error in the Internal marking (Should be avoided)
8. Evaluation

Introduction of the newly appointed Staff:

1. Ms. Channi Flavice, Accountant Officer.
2. Sir. Subham Dasgupta, Computer instructor.

Meeting review:

1. The Department of Political Science and Botany were asked to publish their articles at the earliest.
2. The research committee was asked to choose the Journal title and get the ISSN no. through proper channel as early as possible.

Review of the Examination result

1. Result of B.A and B.Sc IV and VI Semester of 2016-2017 was reviewed in the meeting.
2. The department of Zoology was applauded for producing University Gold Medallist twice with highest CGPA.

Punctuality of the Teachers: The Teachers were reminded to exercise the allotted time of each period fully and properly.

Teachers who take the first period were asked to be present for the assembly and monitor the students.

Summer vacation is set from 15<sup>th</sup> July -7<sup>th</sup> August, 2017 and the staff meeting will be held on 8<sup>th</sup> August. The classes will be resumed on 9<sup>th</sup> August 2017.

Seminar on Waste Management on 20<sup>th</sup> June, 2017 is set purposefully for the Science departments and the students of B.Sc 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> were made compulsory to attend the seminar.

In order to avoid any issues related to internal assessment, lecturers were requested to be very meticulous in their internal marking. The office clerks were asked to make the list of the selected student who had cleared in the internal assessment and put up their names on the notice board. Thereafter, no request and appeal will be entertained.

**Sl. No. 2**

**Meeting No. 08**

**Date: 8/8/2017**

**Recorder: Ms. Elone**

A Joint meeting of Teaching and non- Teaching staff with the Chairman of the Governing Body after the summer vacation was held on 8<sup>th</sup> August, 2017 at the premises of the College A/V room at 10:00 A.M. The meeting was chaired by the Principal, Sir Sharatchandra Singh

The following members are present:

1. Th. Sharatchandra Singh, Principal (Chairman IQAC)
2. T. Imchanochetla Changkija, Vice Principal
3. Vepu, Coordinator, IQAC
4. N. Elone, Asst. Coordinator, IQAC
5. Rosy, Asst. Prof., Dept. of Chemistry
6. Reshma Thakuri, Asst. Prof., Dept. of Zoology
7. Temsutola, Asst. Prof., Dept. of Botany
8. Abeni Mozhui, Asst. Prof., Dept. Education
9. Lothunglo ,Asst. Prof., Dept. of Botany
10. Akutu Poireng, Asst. Prof., Dept. of English
11. Shungbanthung , Asst. Prof., Dept. of Zoology
12. Roland , 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. Surfudin Ali, 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. Sonia, Office Superintendent
35. Khalong, Office Asst
36. Temjenlila, Office Asst
37. Channi, Accountant Officer
38. Subham Das, Computer instructor

#### Review of the last meeting:

- The Principal congratulated the departments of Botany and English on the publication of articles in the newspaper, and he wished that even the department of Political Science could have published in the allotted time.
- Seminar on Solid Waste Management was conducted by the department of Chemistry in collaboration with the Nagaland Pollution control Board has been done successfully.

#### Upcoming events:

1. Seminar on Research Methodology has been scheduled on 18<sup>th</sup> August, 2017. Dr. Samuel Wati, Assistant Professor in Sociology, NIT, Nagaland and Rev. Phuveyi Dozo would be the resource persons of the day.
2. Dr. R.K. Behera, Senior Faculty of Patkai Christian College will be taken up an orientation Programme on 19<sup>th</sup> August 2017 with the teaching faculty of the college.
3. The annual day of the college which was previously scheduled for Friday, 18<sup>th</sup> August, 2017 has been rescheduled for Wednesday, 23<sup>th</sup> August, 2017. It will then celebrated with the dedication of the new college building which will be graced by Shri. N.N Kire, Roads and Bridges Minister of Nagaland.
4. Any reports that are to be submitted to the IQAC shall be given to the IQAC co-ordinator or Asst. Co-ordinator within the due dates, hence after no reports will be accepted
5. The chairman, Dr. Loso Chalai emphasized his speech on the need of reading to be able to speak with full of wisdom. Constant exercising of the brain will help in conducting brain sense regularly and the memory will not be degenerated easily. He then said that moral value should be taught while imparting knowledge in the class

- because society is growing fast in a terrific ways but the moral value is reducing terribly. Therefore, the teacher should also be a good mentor to build a better society.
6. The Vice Principal reminded the mentor to consider the mentoring programme as serious task and should create a strong bondage with one's mentees.
  7. A new lap-top is given to the faculty members for easy access and everyone is permitted to use it.
  8. A budget of one lakh has been made to purchase books for the library, said the Chairman, to accomplish the needs of the students and everyone concerned. Required books are to be listed and submit it to the librarian.

**Sl. No. 3**

**Meeting No. 9**

**Date: 22/9/2017**

**Recorder: Ms. Elone**

A joint meeting of teaching staff with the IQAC was held on 22<sup>nd</sup> September, 2017 at 12: 30 P.M at the premises of the college Conference hall.

The following members are present:

1. Th. Sharatchandra Singh, Principal (Chairman IQAC)
2. T. Imchanochetla Changkija, Vice Principal
3. Vepu Coordinator, IQAC
4. N. Elone, Asst. Coordinator, IQAC
5. Rosy, Asst. Prof., Dept. of Chemistry
6. Reshma Thakuri, Asst. Prof., Dept. of Zoology
7. Temsutola, Asst. Prof., Dept. of Botany
8. Abeni Mozhui, Asst. Prof., Dept. Education
9. Lothunglo ,Asst. Prof., Dept. of Botany
10. Akutu Poirang, Asst. Prof., Dept. of English
11. Shungbanthung, Asst. Prof., Dept. of Zoology
12. Roland , 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. Surfudin Ali, 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. Sonia, Office Superintendent
35. Khalong, Office Asst
36. Temjenlila, Office Asst
37. Channi, Accountant Officer
38. Subham Das, Computer instructor

**Agenda:**

1. Reshuffling of the Convenor and members in various committees under IQAC.
2. End semester Examination and evaluation and its result.
3. Winter Break
4. Admit Card for B.A and B.Sc. will be issued on 3<sup>rd</sup> and 4<sup>th</sup> Oct. 2017.
5. Examination for the end semester of B.A and B.Sc. will begin on 5<sup>th</sup> October, 2017.
6. Invigilators were requested to be in the college 30 minutes before the fixed scheduled.
7. Adjustment in the examination duty should be informed before the due dates.
8. 5 days time will be given for (examination) answer script evaluation. Therefore the examiners were asked to submit it on time to avoid inconveniences.
9. Winter break (will begin on) for the year 2017 is scheduled from 13<sup>th</sup> December, 2017 till 8<sup>th</sup> January, 2018.
10. The staff meeting will be held on 9<sup>th</sup> Jan, 2018.
11. Classes will be resumed on 10<sup>th</sup> Jan 2018.

**Sl. No. 4**

**Meeting No. 10**

**Date: 12/3/2018**

**Recorder: Ms. Elone**

Teaching staff meeting with the Chairman, Governing Body held on 12/3/2018 under the chair of Dr. A. Loso Chalai,

The following members are present:

1. Th. Sharatchandra Singh, Principal (Chairman IQAC)
2. T. Imchanochetla Changkija, Vice Principal
3. N. Elone, Coordinator, IQAC

4. Rosy, Asst. Prof., Dept. of Chemistry
5. Reshma Thakuri, Asst. Prof., Dept. of Zoology
6. Temsutola, Asst. Prof., Dept. of Botany
7. Abeni Mozhui, Asst. Prof., Dept. Education
8. Lothunglo ,Asst. Prof., Dept. of Botany
9. Vepu, Asst. Prof., Dept. of Botany
10. Akutu Poireng, Asst. Prof., Dept. of English
11. Lanusangla , Asst. Prof., Dept. of Zoology
12. Lipoktola , Asst. Prof., Dept. of Zoology
13. Imolangla Pongen, Asst. Prof., Dept. of English
14. Hriizial Lazeo, Asst. Prof., Dept. of History
15. Lunghilang, Asst. Prof., Dept. of History
16. Nillo Achumi, Asst. Prof., Dept. of Education
17. I. Moanaro Jamir, Asst. Prof., Dept. of Political Science
18. Kriitalu Dozo, 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. Surfudin Ali, 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

#### Meeting Minutes:

1. The Principal has highlighted about the research activities that the college will be organising in the month of May.
2. Miss Imjungla, Convenor of Research Committee has suggested to first select the title of the Journal and then to get registered under Registrar for Newspaper of India (RNI) Prefix had to be added with the title of the Journal.
3. The staff were asked to submit their article for the Journal.
4. Reshma has highlighted some of the activities conducted under the previous Research Committee. The department of Zoology and History has conducted departmental Seminar in the month of December 2017.
5. The Principal has requested the lecturers to present the paper in the Seminar for.....
6. For the development of the college, the staff (lecturers) must be resourceful and use their talent for the benefits of the students and college.

7. Sir Talichuba has proposed to provide constant ICT facility for all the classes. To introduce smart classes for the students.
8. The Principal has proposed to provide power backup for the AV Room and Conference Hall.
9. To provide Smart board in some classrooms.
10. To provide one classroom for Chemistry department and white board.
11. Miss Abeni has requested to provide some Honours classroom.
12. Sir Temjen has suggested to improve the facility of the sound system, to provide first Aid for the students and keep one suggestion box for the staff to share their grievances. To change the colour of the uniform for the Higher secondary students.
13. Punctuality of the staff must improve.
14. From the next semester consecutive classes should not be assigned to one lecturer, so that their next class is distracted.
15. Internal assessment for the students must be strict, and the concern lecturers must be aware of their students.
16. Mrs Nati has been appointed as the Convenor for the Silver Jubilee Committee.
17. The Chairman, Governing Body, Dr. A Loso Chalai, has concluded the meeting with words of encouragement to the staff.

**Sl. No. 4**

**Meeting No. 11**

**Date: 17/5/2018**

**Recorder: Th. Sharatchandra Singh**

Meeting of the Admission Committee held on 17/5/ 2018 at the Office premises of the Principal, presided over by the Principal, Th. Sharatchandra Singh.

The following members were present:

1. Areni, Convenor Admission Committee
  2. Reshma, Member
  3. K.P Das, Member
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1. To set a systematic and firm admission, a check- list of documents for admission in various classes was given to the members present.
  2. The admission committee members were asked to assist the administrative staff during the admission and check the documents and forms to make sure that every particular in the form is filled and all the required documents are attached.
  3. For B.A degree, the students who opts for honours will have to tick just one in the option given in the form, whereas for the general students besides the compulsory papers the student will have to tick 3 out of 4 from the elective papers.
  4. For the students who are migrated from other states will have to produce their original and Xeroxed copies of Migration Certificate during the admission or submit it to the office on or before 30<sup>th</sup> June, 2018.



5. The documents verification Mr. Mishra and Mr. K. P. Das will take up in the morning shift and Miss Areni and Mrs. Reshma in the afternoon shift.
6. The students who opts for honours subject must obtain a minimum of 50% in the subject he/she wants to take up.
7. The academic session for the year 2018-2019 with the new batch will be starting on 5<sup>th</sup> June 2018.

**Sl. No. 6**

**Meeting No. 12**

**Date: 19/5/2018**

**Recorder: N.Elone**

Meeting of Library Committee held on 19/5/2018 at 12: 30 P.M. which was presided over by Th. Sharatchandra Singh, Principal, Immanuel College. The following members of Library Committee along with HOD's were present:

The following members were present:

1. Veeven, Convenor
2. O. Lothunglo, Member
3. Abeni, Member

Agenda:

1. Brief report by Librarian.
2. Library memberships card for faculty.
3. Orientation programme.
4. To discuss on procuring new books.
5. Suggestion if any.

Meeting Minutes

A Agenda 1

1. In the year 2017, the college has procured 150 Books with 60 titles.
2. At present the college library has total volumes of 1923 books with 1100 titles.
3. Within a period of 12 months in the year 2017, the college library has added with four new magazines. The newly added magazines are: i) Yogana, ii) Science Reporter, iii) Economic and Political Weekly and, iv) Pratiyogita Darpan.
4. The library is automated; books will be issued and returned by using the barcode scanner.
5. The college also got an opportunity to access E-resources where the students and the faculty members would be able to access N-list, open access Journals, open Access books and National Digital Library (NLD). The librarian also said that NDL was developed by ministry of Human resources for education through information and communication technology. N-list is jointly processing with UGC- INFONET, a

digital library consortium managed by Information and Library network (INFLIBNET)

#### B Agenda 2

1. The college library has now upgraded to an automated library, as per the system mandatory for all the faculty members to have a library card to borrow books from the library.
2. The borrowed books would be issued for 14 days for the teaching faculties and if the concerned teacher needs to prolong the days he or she has to review it within the due dates to avoid disruption.

#### C Agenda 3

1. Orientation program to update and inform about the new system would be given both for the faculty members and the students of the college. The students would be imparted according to the class wise roster which will be bringing out by the Librarian.

#### D Agenda 4

1. The house decided to procure new books which are urgently required and to add more volumes of books that are already there yet required more copies.
2. To be equipped with the required resources the HOD's were requested to submit the book list according to the need of the department.

#### E. Agenda 5

1. The house suggested that the college library need to be equipped with a Xerox machine.
2. The college library should be provided with Air Condition (AC) facility suggested by the members present.
3. The house was also on the opinion that the library being small needs to be expanded.
4. More chairs and tables are highly on demand to accommodate more readers in the library. Therefore, the house agreed to bring the matters to the management to meet the requirements at the earliest.

The meeting was concluded at 1: 30 P.M.

