

Date: 7-8-2021

Time: 10:07 AM

Mode: Conferencing call.

Minutes:

- ① The HOD welcomed the members and briefed about the purpose of meeting with the approach of fresh academic session.
- ② In the meeting, the faculty members distributed the syllabus work implementation for the old academic session of August - December 2021.
- ③ The HOD requested all its colleagues to sincerely perform the allotted duties of taking classes of (both online and offline mode) so as to complete the course in time.
- ④ During the meeting, the members also deliberated on the department's award to the 6th Semester Student securing the highest marks in Education which was due for one student but delayed due to the pandemic. Here, it was decided that the department will contact the passed out Student who secured the highest marks in Education in the college and at the appropriate time, the Award would be given to him/her.

Temjentula

Chuhosanga

Yanglikumla

Kisuvono

Mudang

Recorded by

(Mudang) 7/8/21

Date: 18/9/2021

Time: 10:00 AM onwards

Venue: Education House c/Room

Minutes

- ① On 18th September 2021, the department prepared official lesson plan for the current old semester. Prior to this meeting, respective teachers had prepared its own lesson plan and was implementing the course accordingly. However, it was felt that, the department must have an official lesson plan for further submission to the college authority for their kind information, therefore we prepared it accordingly.
- ② During the meeting it was decided that we will conduct maximum class/mock tests for the students to enable them to come back to the academic normalcy as they have been online for many months due to Covid-19 outbreak.
- ③ In the meeting it was also decided to list down the textbooks for the department with special reference to CBCS course for further submission of the list to the college authority for necessary procurement.
- ④ The department will observe National Education Day 2021.

Ternjuntala
Chakrasangla
Yangli Kunla
Visekrom
Madang

— 18/9/21

kg

af

Madang

Madang

Recorded by:

18/9/21

(Madang)

Date: 20/10/2021

Time: 12:00 Noon

Venue: Hms C/Room

Minutes:

- ① In the meeting, the HoD briefed the members about the need to start internal assessment activities. In the deliberation, it was found that some teachers have already started the assessment activities. To this, the HoD expressed her gratitude to the department's faculty for their sincerity in the classroom academic activities for the welfare of students. It was further decided that all the internal assessment activities must be completed before the ~~28th~~ 28th of October 2021.
- ② It was also decided to start establishing Education Department library separately. This library will be established with donations of books from the teachers (department). In this regard, we decided that more textbooks will be purchased and donated by respective teachers to the department library. Here, the expected books will preferably be of C.B.C.S course contain textbooks.
- ③ The department also decided to prepare department's profile / Report and result analysis of the previous semester for submission to ICHE. In this regard, Mudang and HoD will prepare the Report and Gangdikanda, Chubasagera and Viswara will prepare the result analysis.

Recorded *[Signature]*
Date: 20/10/2021

Date: 22/11/2021

Time: 12:00 Noon

Meeting Minutes:

Venue: H/Classroom

- ① Joint meeting with the education honours 5th semester students was held on 22/11/2021 at the honours classroom at 12:00 noon to discuss the educational tour matter.
- ② After thorough discussion, it was decided that educational tour for education honours students will be undertaken in their 6th semester.
- ③ It was decided that, the students will start collection of money and raise fund for the same. The department teachers will also contribute money for the same purpose.
- ④ The department organized National Education day on 11th November 2021 under the theme "Education for all", where poster painting competition was the activity of the day. The winners were given cash award along with certificates. Consolation prizes were also given to all the participants as a gesture to further encourage them in the future programmes.

Recorded by:

Mudang. Jini
22/11/21

Date: 26/11/2021

Time: 12:00 Noon

Venue: Staff Room

Meeting Minutes:

- ① The previous meeting minutes was reviewed and found that the decision taken during the 20/10/21 in Minutes No. 1 & 3 was successfully carried out. However, Minutes No. 2 was not implemented till date. Hence, in this regard, the department decided to start the library by textbooks contribution/donation within the November 2021.
- ② Nagaland University odd semester examination answer scripts checking work distribution was done. The HOD requested all the members to complete the scripts checking within 3 days of this paper exam and submit the marks to the principal without fail.
- ③ A sum of Rs. 2000/- (Two thousand) was received from the principal for department's maintenance. In this regard, it was decided that this money will be utilized for fund generation for the various activities of the department. At the same time, we decided to contribute 600 rupees each for the department fund in the month of February 2022.
- ④ As per the intification of the IQAC, the department submitted the programme outcome report to IQAC on 26/11/2021.



(5) The faculty members decided to copy on the syllabus distribution in the forthcoming semester as usual workload. Hence, the HOD will update the syllabus distribution in the whatsapp group.

(6) It was decided that the department's award of securing the highest marks in education in the 6th semester H.U. examination will be given away during the forthcoming passing social programme to two passed out students.

2017¹⁸ (a) Ms. TSUKHUMLA . R H.U. Roll - AH 17410078 (86 marks)

2018¹⁹ (b) Mr. THSAROLI . L. SIM " - AH 18410011 (81 marks)

Recorded by:

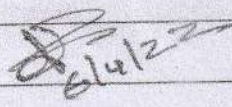
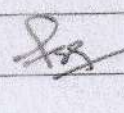
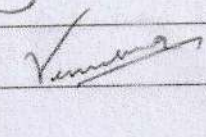
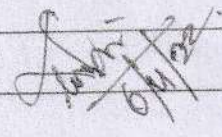
Mudang

[Signature]
26/11/21

Meeting Minutes.

1. A short meeting was held in the staff room to discuss and review the internal assessment performance of all the even semester before submitting to the office.
2. The house decided to conduct an improvement test for 4th semester honours students scoring below 14 marks on 7th April 2022 at 8:30 am.

Members present.

1. Temjertula -  6/4/22
2. A. Chubasangle Chanya - 
3. Visavona Terhaja - 
4. Mudang Khiamwinger -  6/4/22

FACULTY MEETING HELD ON 25/4/2022

1. Department meeting was held to discuss the academic excellent award for the last two graduated students. In this regard, 2017 batch award will be sponsored by the HOD Ms. Temjanakula and 2018 batch award will be given with department faculty contribution of Rs. 500/- each. In this regard Rs. 500/- will be utilized for preparation of certificates and photo frame for both the award.

The award will consist of certificate and a cash of Rs. 2000/- each and will be given away on 29/4/2022 during the sporting social programme.

2. It is also decided that 6th semester education of (2022) graduate students will be taken to Shillong for educational tour after the examination.

Recorded: Mustang
25/4/22