

Department of Zoology
Sao Chang College, Tuensang
Meeting Minutes: 2021-2022

Minutes of meeting held on 14th June 2021

1. Meeting was chaired by the HoD, Zoology.
2. After briefing on the previous meeting minutes, the following points were discussed in the meeting;
 - (i) Status of syllabus covered in each semester were discussed.
 - (ii) Regularity in conduct of practical class were discussed.
 - (iii) Students attentiveness and involvement in class room teaching, assignment were also reviewed.
 - (iv) Status of the lab reagents including glass wares was checked and decided to prepare list for fresh procurement.
3. The meeting closed after discussion on the above points.

Members present:

1. Mr. Rejuba Pongen
2. Ms. K Vidila Jing

Minutes of meeting held on 8th October 2021

1. Meeting chaired by the HoD, Zoology, started with briefing of status related to department activities.
2. Evaluated the progress of the students and their preparation for the upcoming semester exam.
3. On time completion of syllabus was confirmed.
4. Students' participation and score in internal examinations, assignments and seminar presentations were discussed.
5. The meeting closed after discussion on the above points.

Members present:

1. Mr. Rejuba Pongen
2. Ms. K Vidila Jing

Minutes of meeting held on 25th March 2022

1. Syllabus coverage was discussed and department was confident it will complete the syllabus on time.
2. Department decided to purchase 2 microscopes, specimen jars, digital pH meter, 5 liters of formalin and 2 litres of absolute alcohol for laboratory use.
3. Upgradation of department library was discussed.
4. It was also decided to organize painting competition on 22nd April 2022 to celebrate Earth Day, in collaboration with the NSS unit, Sao Chang College.

Members present:

1. Mr. Rejuba Pongen
2. Ms. K Vidila Jing

Minutes of meeting held on 6th July 2022

1. Distribution of Odd semester syllabus was discussed and faculties were assigned different units.
2. The HoD highlighted the department about introduction of Choice Based Credit System (CBCS) from the current academic session.
3. Teachers were required to prepare lesson plan for Odd semester and submit the same to the Principal In-charge.
4. Department decided to approach the other science department for conducting a field trip-cum-picnic during the current semester.

Members present:

1. Mr. Rejuba Pongen
2. Ms. K Vidila Jing