

25th June 2021

Time: 12:00 PM

Venue: Teachers Common room

Members Present

1. Longtichang Tsudir
2. Dekhingpila Sangtam
3. Imnatula Kechular
4. Hotoni Yeptho

Meeting Minutes

1. The HOD chaired the meeting and gave the opening remarks by thanking everyone for their sincerity.
2. Meeting Minutes of the previous meet was reviewed.
3. The members shared their concern on the limited books in the library.
4. The meeting decided to meet the poor attendance of the students.

Date: 12/09/2021

Time: 12: 00 PM

Venue: Conference Hall

Members Present

1. Longtichang Tsudir
2. Dekhingpila Sangtam
3. Imnatula Kechular
4. Hotoni Yeptho

Meeting Minutes

1. HOD chaired the meeting.
2. Meeting minutes of the previous meet was reviewed.
3. HOD highlighted on timely submission of internal marks and also on preparation of result analysis.
4. The HOD informed for timely preparation and submission of lesson plan.

Date: 26/11/2021

Time: 12:00 PM

Venue: Teachers Common Room

Members Present

1. Longtichang Tsudir
2. Dekhingpila Sangtam
3. Imnatula Kechular
4. Hotoni Yeptho

Meeting Minutes

1. The HOD chaired the meeting.
2. Meeting minutes of the previous meet was read.
3. Class allotment and paper distribution of the even semester was given.
4. It was also discussed on the concern for the limited number of books for the honours paper and decided to meet the principal in charge.
5. The members decided to find out the weaker students and meet them.

Date: 9/02/2022

Time: 12:00 PM

Venue: Teachers Common Room

Members Present

1. Longtichang Tsudir
2. Dekhingpila Sangtam
3. Imnatula Kechular
4. Hotoni Yeptho

Meeting Minutes

1. The HOD chaired the meeting and welcomed back the members from the winter break.
2. Meeting minutes of the previous meet was viewed.
3. The Department viewed the students with poor attendance and to take strict action.
4. The members decided to approach the principal to approach higher authority to send regular teachers in the department.

Date: 22/06/2022

Time: 12:00 PM

Venue: Teachers Common Room

Members Present

1. Longtichang Tsudir
2. Dekhingpila Sangtam
3. Imnatula Kechular
4. Hotoni Yeptho

Meeting Minutes

1. The HOD chaired the meeting.
2. Meeting minutes of the previous meet was read.
3. Distribution of class and syllabus was done by the HOD.
4. The HOD requested the members to be regular to take the class. If absent, to inform the other members to fill in her class.