

DEPARTMENT OF ENGLISH
SAO CHANG COLLEGE, TUENSANG

Department meeting

Date : 19-09-2022

Time : 11:00 AM

Venue : Arts faculty room

Members present :

1. Mr.Akyuba Sangtam, Asstt. Prof & HoD
2. Dr. Santosh Kumar Singh, Assoc.Prof.
3. Ms. Limayangla Pongener, Asstt.Prof.
4. Mr. Veduvolu Nienu, Asstt. Prof.

Meeting agendas:

1. Casual leave application of faculty under the department to be routed through the HoD.
2. Submission of monthly students attendance report.
3. Submission of CIE (Continuous Internal Assessment marks) for the current term.
4. Conduct of remedial classes for the current term.
5. Maintenance/preparation of result analysis for the term July 2021 to June 2022.
6. Submission of department book list to the librarian for the current term.
7. Update of financial status (collected from department pool fund).
8. Adoption of department best practice.
9. Five year department strategic plan.

Action taken :

- a) Notice served to all concerned that casual leave availed by faculty shall be routed through the HoD.
- b) Monthly student attendance report shall be submitted to the HoD for further submission to the Vice-Principal.
- c) All CIE (Continuous Internal Assessment) marks for the current term to be submitted to the HoD on or before 9th October 2022.
- d) Remedial classes for the current term to resume from October 2022.
- e) Ms.Veduvolu, Asstt.Prof. shall prepare the result analysis for the term July 2021 to June 2022.
- f) List of required books to be procured submitted to librarian.
- g) A sum of Rs.3000/- sanctioned for purchase of reference books, text books and such other necessary books/materials.
- h) One of the best practice of the department shall be to award a book authored by a Naga writer which shall be sponsored by the department. This award shall be presented to the best performing

student of 3rd semester Honours paper (writings in English from Nagaland). This best practice is instituted in order to encourage students to promote and celebrate Naga writers writing in English.

- i) The following points were considered as the departments' five year strategic plan :
1. To organize a regional or national seminar in collaboration with research committee of the college
 2. The department shall form a Literary society.
 3. Publish a collection of Eastern Naga tribal folklores.

Sd/-

Head
Dept.of English, SCC