


2009

The meeting held on 3rd April 2009

member present-

1. Smt E. Okkar HOD
2. Mr B. Rysheig Asst Prof
3. Mr R. Sim "
4. G. Marweir "

Signature



Br





The meeting resolved the following resolution

① distribution of periods & Syllabus

~~to~~ ~~be~~ ~~for~~ the academic session 2009-10

② ^{to} Questions for the selection class XII & BA I (C) was entrusted to Sir R. Sim and for correct the answer script will be distributed equally to all teacher

③ ^{to} Question for selection class XII ~~and~~ was entrusted to Sir B. Rysheig & BA I (C) to Smt E. Okkar and the answer script will be distributed equally to all teacher

④ Hows paper questions ^{to} ~~to~~ all internal exams was entrusted to the teacher concerned

⑤ The distribution of Syllabus are as follows

① BA I (H) (C) R. Sim

② BA I (G) (C) B. Rysheig

③ BA II (H) (C) Paper V ED

BA II (H) (C) Paper VI BR

BA II (G) (C) R. S

BA II (G) (C) ED

BA III Paper VII ED

BA III " VIII BR

④ Morning Section ^(Paper) distribute one period in a week for each teacher

⑤ All class (XII) -

⑥ class X (C) XII (H) one share equally by all

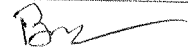
The meeting held on 10th Dec 2009

Members Present

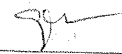
1. Smt E. Dhas
2. Smt B. Rupshey
3. Shri R. Sun
4. Shri. G. Marwani

Signature










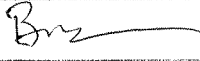


The meeting passed the following resolution.

① Tutorial classes for Degree Students in the month of Feb 2010 will share equal period by all teachers

② The meeting had discuss the matter relating to completion of Syllabus and all teachers were requested students attendance and resolve to intimate the students that they are free to contact all the teachers during winter holidays for any problems relating to the subject.

2010

The meeting held on 10th Feb 2010

Member Present	Signature
1. Mrs E. Olla	
2. Mr B. Ryshief	
3. Ms R. Sun	
4. Mr G. Harwen	

The meeting discussed the following Resolution.

- ① Class XII Day & Morning classes, were distributed the syllabus according to the period allotted to all teachers.
- ② Degree 1st year Hons Sci R. Sun
Degree 1st year Day Sci B. Ryshief
Degree 2nd year (Gen) Day Sci R. Sun
Degree Hons II yr Paper V Sub E. Olla Paper VI Sub B. Ryshief
Degree III yr Gen (D) Sub E. Olla
Degree III yr Hons Paper VII Sub E. Olla Paper VIII B. Ryshief
Morning Section Degree 1st, 2nd, & 3rd year are distributed to all teachers & Class XI Day & Morning to all teachers.
- ③ All teachers are to submit their student attendance at the end of academic session.
- ④ Questions Papers for Hons Papers & Connection for all external exam are entrusted to the teacher concerned.
- ⑤ Questions & Connection for Class XI & XII will share among all teachers for external exam.

The meeting held on 16th Dec 2010

Members Present

1. Sut E. Okhar
2. Sri B. Roshing
3. Sri R. Sun
4. G. Palween

Signature



Bm



The meeting had discuss the Students Performance during the academic Session and resolved to intimate the Students to contact any teacher to any Problems relating to the Subject during winter holiday to arrange extra classes.

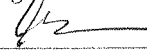
~~2011~~ 2011

The meeting held on 4th March 2011

Members Present

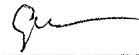
Signature

1. Sut E. Okhem
2. Mr B. Ryschay
3. Mr R. Sam
4. C. Makwani









Agenda I Distribution of Period

Agenda II Setting internal questions Paper & evaluation

Agenda III Conduct Class Test.

Resolution I The meeting resolved that the HOD will prepare a departmental routine & distribution of Syllabus and a copy ~~will~~ to all teacher

Resolution II Resolved that all teacher will set a question of ~~the~~ ^{the} topic allotted and submit to ~~the~~ Sri B. Ryschay for final arrangement before submitted to the examination committee & evaluation of answer script ~~is~~ one share equally to all teacher for class XI, XII & general papers where as for Hons paper the teacher concern will set the questions & evaluate

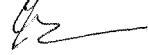
Resolution III Resolved that after completion of one unit ~~each~~ will conduct a class test during tutorial period and after evaluation it ~~will~~ the answer script will distribute to the students

The meeting held on 6th Dec 2011

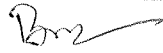
Members Present

Signature

1. Smt F. Dhar



2. Ms. B. Kishij



3. Ms R Sur



4. C. Marwen



1. The meeting resolved & fixed the tentative date for departmental meeting for the year 2012 on 12th Feb 2012 at 2 PM and entrusted the HOD to prepare Agenda ~~for the~~.

2. ~~The~~ After a thorough discussion of Student performance all teachers the meeting decided to conduct extra classes during winter holiday.

3. The HOD closed the meeting with a note of thanks

2012

The meeting held on 12th Feb 2012

Members Present

Signature

Smt E. Dhar

- Mrs B. Rynshief

Bm

- Mrs R. Sen

RSP

- Mrs G. Mahajan

gm

Agenda I Distribution of Periods & Syllabus
Resolution - Resolved that the distribution of Period A Syllabus for 2012 will continue by the same allotment of 2011.

Agenda II Internal examination

Resolved that the 10+2 Section's general Paper & general questions paper ~~will~~ entrusted to Sri B. Rynshief & Sri R. Sen & evaluation of answer script ~~will~~ will share equally by all teachers where as for Home Paper the teacher concerned ~~will~~ are entrusted to set the question & evaluate the answer script.

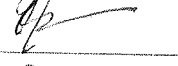
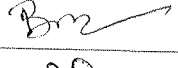

Agenda III Conduct Class test.

The meeting resolved to conduct a class test every last Saturday of the month & in case a last Saturday is a holiday it will shift to the 1st Saturday.

The meeting held on 14th Dec 2012

- Members Present -
1. Smt E. Dikhan
 2. Dr B. Kishore
 3. Ms R. Sani
 4. G. Manwar

Signature


Bm


Gm

Agenda - Students Performance. After a thorough discussion of the Students performance of the degree result 2012 the meeting resolved to intimate the Students that during winter holiday they can contact ~~any~~ to the teachers to ~~help~~ residence to any problem face ~~for~~ while preparing for final examination free of cost.

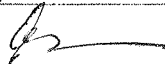
2013

The meeting held on 12th Feb 2013

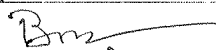
Members Present

Signature

1. Sut E. Dkhan



2. Mr B. Rynshingy



3. Mr R. Sen



4. G. Max Ween



Agenda I Distribution of Periods Syllabus
Resolved to entrust E. Dkhan & B. Rynshingy
to prepare a departmental routine & distri-
bution of Syllabus.

Agenda II Internal examination

Resolved that Degree General for Setting
Questions Paper entrusted to Sir R. Sen & B. Rynshingy
~~who~~ ^{whose} ~~as~~ for evaluation of answer Script-
will share equally by all teachers.

② Class XI internal questions & evaluation
entrusted to Sut E. Dkhan.

③ Class XII questions & evaluation entrusted
to Sir R. Sen.

④ Degree Hons respective teacher entrusted
~~to~~ ^{to} questions & evaluation

The meeting held on 16th Dec 2013

Members Present

Signature

1. Sat E Khan
2. Mr B. Rajasingh
3. Mr R. Sim
4. G. Harwen

Bm




Agenda: Completion of course -
All teachers have completed the course and submitted attendance registers. At the same time ~~it~~ was in relation to tutorial classes for 2014 classes are divided equally to all teachers for general students whereas for Hons students ~~respective~~ are entrusted to the concerned teacher allotted.

2014

The meeting held on 3rd Nov 2014

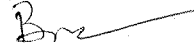
Members Present

Signature

1. Smt E. Dhan



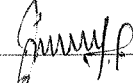
2. Mr B. Raju



3. Mr R. Sani



4. Miss J. Nongren



The minutes of meeting discussed the following Resolutions

- (1) Distribution of Syllabus, will be prepared by ED, BR & distributed to all teachers.
- (2) All internal & annual internal exam are entrusted to ED, BR & SN.
- (3) 1st Semster internal exam are entrusted to R. Sani.
- (4) 1st Semster classes are allotted to R. Sani
- (5) Class XI, XII Morning & Day Shift - internal exam are shared by all teachers.
- (6) All teachers ~~have~~^{are} to conduct a group discussion on any topic in the Syllabus at least once in a month.
- (7) To conduct a class test after completion of units or topic during the off period.
- (8) To prepare a teaching plan during the academic session & submit the same to the HOD
- (9) ~~Assignment for 1st~~

The meeting held on 13 Dec 2014

Members Present

Signature

1. Smt E. Dhar
2. Mr B. Rynshay
3. Mr R. Sen
4. Messrs J. Nongson



Bm

RJS

Juny P.

Agenda No 01. ~~Discussed~~ Report of completion of course. All teachers were reported that the course were completed before the practical examination.

Agenda No 02 Resolutions. The meeting were unanimously resolved to arrange a free tuition at teachers residence during winter holiday and intimate to the students before ^{winter} holiday.

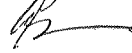
2015

The meeting held on 6th March 2015

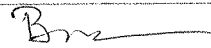
Members Present

Signature

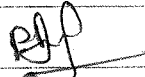
1. Sut E. Akher



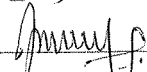
2. Mr B. Rapshef



3. Mr R. Sam



4. Miss J. Nongsem



Agenda I Distribution of Syllabus Class XI, XII, Degree Resolution

1. Paper I (CD) 10 to 18 chapters, ~~Chapter 11 to 18~~, Paper II (CD) 10 to 18 chapters, ~~Chapter 11 to 18~~, Class XI (CD) 10 to 18 chapters, ~~Chapter 11 to 18~~, XII (CD) Chapter 11 to 18.

ED → XIII (M) Chapter 3, 6, 7, 8, 9, 10, 12, 13, 14, XI (CD) Chapter 1 to 5.

XII (CD) Chapter 1, 6, 10, 11, 13, Degree Paper II (CD) 5 & 6 units, Paper III (CD) 1, 2, 3 & 6 units, Paper V 1 to 6 units, Paper VI (CD) All units

BR → XII (M) Chapter 2, 5, 7, 14, XII (CD) 2, 5, 7, 14, Paper II (CD) 1, 3, 4 units

Paper III (M) 3, 4, 5 & 6 units, Paper III (CD) 1 to 5, Paper VI All units, Paper VIII All units

RS → XI (M) Chapter 10 to 18, XII (CD) ^{Chapter} 10 to 18, Paper I All units

Paper II (M) unit 2, Paper III (CD) unit 4

JN → XI (M) Chapter 1 to 9, Paper II (M) units 5 & 6,

Agenda 2 Setting internal exam question papers & correction, Assignment Mt Sinoh Resolution.

1. Paper I (Sinoh I) All question for internal test and correction of papers entrusted to R. Sam and assignment are divided into 3 group for E.D, BR & RS to guide the students.

2. Internal exam questions & correction for class X & class XII will be share equally among teachers

3. Internal exam for Degree general paper Morning & Day Section are entrusted to Sut ED, BR & JN.

4. Hows internal exam for Hows are entrusted to

ED & BR

The meeting held on 10th Dec 2015

Members Present

Signature

1. Smt E. Dkhar



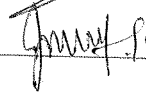
2. Mr B. Repshiy



3. Mr R. Sen



4. Miss J. Nougren



Agenda NO 1 Completion of course

All teachers have completed the course allotted during the academic session.

Agenda NO 2 Classes for II Semster on 2016

The meeting resolved to distribute equally 2 periods for each teacher in a week till the end of the Semster.

Agenda NO 3. Submission of II Semster Assignment, on 1st week of march 2016.

The meeting was closed with a vote of thanks from the Chair.

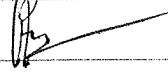
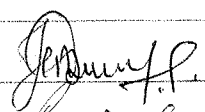
2016

The meeting held on 22nd March 2016

Members Present

Signature

1. Smt E. Shikha
2. Mr B. Rynchiya
3. Mr R. Sun
4. Miss J. Nongsen

Agenda NOT distributions of period ~~can~~ Syllabus
preparation of Period distribution attached

2. Internal examinations ^{assignment} for Semester one shared
equally by all teachers

3. Settle questions Papers for annual Pre-final
Papers III, RS, Paper 7 ED Paper & BR.
Correction of Paper one shared equally by
all teachers

4. ~~or~~ Class XI Pre-Promotion questions
Settled by Mr R. Sun, Correction shared
equally by all teachers

5. Class XII Pre-Selection & Selection Test
Pre-Promotion ~~Pre-Promotion~~ question ~~Settled~~ entrusted
to Mr B. Rynchiya, Selection to Smt E. Shikha
Correction of answer paper ~~are~~ shared
by all teachers, Correction of Class XI

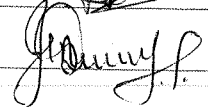

Pre-Promotion examination 2016 & Promotion
2017 are shared equally by all teachers

The meeting held on 15th Dec
2016

Member Present

1. Sat E. Okhar
2. Shri B. Rynshing
3. Shri R. Gur
4. Mrs J. Nayner

Signature



1. Regarding Completion of Course
Approved BA III year courses completed
and Semester II & Semester 4, classes
to be in 2017 will share equal period
by all teachers

2. Connection for class XI Promotion
Examination will divide ~~share~~ equally by all teachers

2017

The meeting held on 4th Feb 2017

Members Present

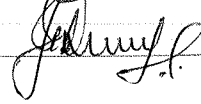
1 Smt. E. Debar HOD

2 Smt. B. Rameshwarj

3 R. Sunn

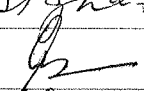



4. Miss J. Nongrum

Signature



- 1 The meeting ~~has~~ decided to take extra classes one period in a week each Paper.
2. Preparation of departmental Routine is entrusted to Smt. R. Sunn
3. Distribution of Syllabus is entrusted to the HOD

The meeting held on 3rd Feb 2018

Member Present -	Signature
1. Smt E. Dhas HOD	
2. Mrs B. Pynshing	
3. R. Sunn	
4. Mrs J. Nongram	

The meeting Resolved

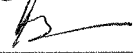
1. To conduct unit test after completion of each unit after or before the ~~the~~ academic time schedule
2. ~~Academic~~ departmental Routines distribution of Syllabus is entrusted to the HOD

The meeting held on 2nd Feb 2019

Member Present

Signature

1. Sat E. Dkar HOD



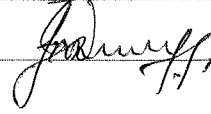
2. Smt B. Ruyshraj



3. R. Sreen



4. Miss J. Nougrem



The meeting resolved to




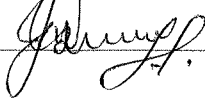
- ① Intimate the Parents in case of irregularity of Students
- ② All papers of unit test will be distributed to the Students and the Students have to submit the same to the teacher concerned after Parents Signature.
- ③ In case of Students illness during the unit test a special test will be arranged by the concerned teacher.
- ④ Internal marks & Assignment have to submit on time to the HOD

The meeting held on 8th Feb 2020

Members Present

Signature

1. Smt E. Dkhar
2. Smt. B. Purohit
3. R. Srna
4. Mr. J. Nayyar

The meeting have decided the following decisions

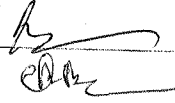
- ① To maintain strict attendance record and students absent for more than 3 days consecutively have to attach a medical certificate
- ② To proposed a departmental Routine and diversion of syllabus is entrusted to the HOD.

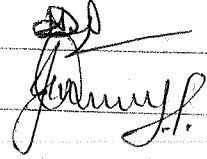
The meeting held on July 4th 2020

Members Present

Signature

1. Smt E. Dhan
2. Smt. B. Rameshwar
3. A. Sana
4. Miss J. Nageswari





The meeting has decided to start online classes and to conduct unit test assignment online but the students have to submit both soft and hard copy to the college and students are divided into groups to submit ~~alternately~~ alternate date fixed by the department. Papers are ~~decided~~ divided each semester online. Departmental routine will send ~~arrangements~~ to the students.

The meeting held on January 2nd 2021

Member Present

Signature

1. Smt E. Dkhar



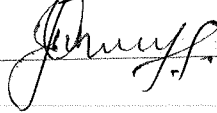
2. Smt. B. P. Prabhakar



3. R. Sunn



4. Miss J. Nagesam



Agenda I - Progress of online classes/off line/semi-

Agenda II - Consultation classes

Agenda III - Division of papers for the coming
Semester 2021 odd semester

Agenda I - Regarding online classes all the students
who are responding, test assignment has
submitted only two or three students from each
Semester have not submitted,

Agenda II Pertaining to consultation classes are
divided according to their the respective
Papers/units.

Agenda III Odd Semester, Semester II, Semester
IV & Semester VI the distribution of classes
are

Paper II BR, JN.

Paper IV RS

Paper VIII ED

Paper VII RS

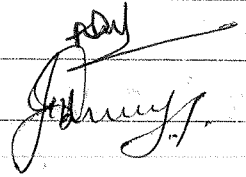
The Dept Meeting held on 24th Jan 2022

Member Present

1. E. Dhan
2. Shri. B. Ramesh
3. R. Suman
4. Mr. J. Nongrum

Signature





The meeting has decided the following decisions

- ① Distributions of classes - as follows
Paper II - Mr. J. Nongrum
Paper VIII - Mr. E. Dhan
Paper Paper IV - Shri R. Suman
Paper Paper VII - Shri B. Ramesh
- ② Regular attendance should be maintained and monthly attendance percentage.