

February 2016

1st Meeting . 15<sup>th</sup> Feb - 2016 .

- 1) J. Manithoh Law
- 2) M. Lyngdoh Math
- 3) K. Lyngkhoh - Agri
- 4) V. Syiem - Gen

Agendas :

- 1) Assignment for 2<sup>nd</sup> Semester .
- 2) Questions for 2<sup>nd</sup> Semester tests (Internal)
- 3) Division of work for 2016 .
- 4) Continuation 2<sup>nd</sup> Semester classes .
- 5) Submission of Deptt reports for NAAC Visit .

Resolved that

- Assignments for BA 2<sup>nd</sup> Semester to be submitted by students on or before 20<sup>th</sup> Feb 2016 as per the topics given already .
- Questions for internal tests for 2<sup>nd</sup> Semester entrusted to M. Lyngdoh and K. Lyngkhoh
- K. Lyngkhoh to look after assignments and marks secured in assignments in 2<sup>nd</sup> Semester
- M. Lyngdoh and V. Syiem to look after (check) attendance for the current session apart from what is maintained by teachers in different classes .
- Teachers are to see that classes functions smoothly in 2<sup>nd</sup> Semester and that courses are fully covered within time (ie) before the start of final exam<sup>n</sup> (most probably) last week March 2016 .
- All teachers are to finalise the marks secured by students in the internal test after test are over so as to be able to

Submitted to Excess Dept in due time.  
- also agreed to submit NAAC report to the Dept  
and then to IQAC.

J. K.

Meeting on 28<sup>th</sup> - April 2016.

Members Present.

- 1) J. Manthoh
- 2) M. Lyngdoh
- 3) K. Lyngkhair
- 4) K. Lyngdoh

J. Manthoh  
M. Lyngdoh  
K. Lyngkhair  
K. Lyngdoh

Agendas:

- 1) class distribution.
- 2) Unit wise distribution of course contents
- 3) Submission of Teaching/Lesson plan
- 4) Attendance.
- 5) Assignments, Dept Seminars, Mentoring

Resolved:

- that classes will be taken as per the allotment of classes in <sup>the</sup> routine.
- Courses for 3<sup>rd</sup> Semester will be 2 Units each.
- To prepare lesson plan for every class and to submit according to class allotted.
- To look after Attendance monthly - ML.
- To look after Assignment/Text - KL.
- For maintaining nos of students in the Dept for both M & Female by to see the Pass P.C in the subject - IM.
- Checking students progress for 2015-16.
- To conduct Dept Seminars in June. tentatively on 16/6/16.
- Strict Attendance to be maintained regularly.
- For Honours III BA, students will be under the mentoring of teachers. Groupwise division of students to be followed.
- To indent more text books for BA III / Sem 3.

Meeting held on August - 16/08/16.

Members present:

- |                |     |        |
|----------------|-----|--------|
| 1) D. Manthok  | HOD | J. hui |
| 2) M. Lyngdoh  |     | Bladh  |
| 3) K. Lyngkhui |     | Ngai   |
| 4) E. Lyngdoh  |     | Ngai   |

Agendas:

- 1) Test & Assignments for BA 1<sup>st</sup> semester and 3<sup>rd</sup> semester.
- 2) Test for BA II.
- 3) checking on courses for 1<sup>st</sup> semester and 3<sup>rd</sup> semester.
- 4) Submission of Test marks and Assignment grades.

The Committee decided to look into the matters related to the above agendas.

J. hui

Meeting held on 15<sup>th</sup> Nov '16

Date: \_\_\_\_\_  
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Members present.

- 1) J. Manothok - J. Manothok
- 2) M. Lyngdoh - M. Lyngdoh
- 3) K. Lyngdoh - K. Lyngdoh
- 4) E. Lyngdoh - E. Lyngdoh

Agendas : 1) Completion of Courses for 1<sup>st</sup> and 3<sup>rd</sup> Semester 2016.

2) Submission of Assignments (Internal) marks to Exam Dept.

3) Course Completion for B.A final year.

4) Setting up of Question papers for B.A. Pre-final Examination 2016.

- Resolved that all courses to be covered for class B.A 1<sup>st</sup> and 3<sup>rd</sup> Semester 2016. The Committee also decided to finalize the marks (internal) for the above 2 semesters.
- Decision was also made on course completion in relation to B.A final year.
- Setting of Pre-final Questionnaires was entrusted to Ms M. Lyngdoh.



Meeting on Feb. 2017

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- Continuation of class BA 2<sup>nd</sup> & 4<sup>th</sup> Sem

Members present

- 1) B. Mawthoh
- 2) M. dyngdoh
- 3) K. dyngkhoi
- 4) E. dyngdoh

L. Tu  
N. dyngdoh  
dyng  
dyngk

- Agendas:
- 1) Topics for Test and Assignment
  - 2) To collect students feedback semester wise
  - 3) Submission of Internal marks.

The committee resolved that,

- a) Assignment topics to be given from the entire syllabus on optional basis for both 2<sup>nd</sup> & 4<sup>th</sup> sem
- b) Test topics should be given from the covered/completed portions/contents
- c) Decision was also made to distribute and collect students feedback from both semester 2<sup>nd</sup> & 4<sup>th</sup>.
- d) The committee also decide ~~to~~ <sup>and</sup> entrusted Smt. K. dyngkhi to compile the internal marks for both semesters and submitted to the exam dept. on time.



June, 2017

Members present

for - I, III & V<sup>th</sup> Semester

- 1) T. Mawthoh
- 2) M. dyngdoh
- 3) S. dyngkhoi
- 4) E. dyngdoh

~~L. Tu~~

M. dyngdoh

~~Agals~~

Agals

Agendas:

- 1) Class distribution for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semesters
- 2) Unit wise distribution of course contents
- 3) Submission of Teaching plan and lecture plan.
- 4) Assignment and Test

Resolved:

- Classes were distributed equally for all semesters as per <sup>hourly</sup> allotment.
- For all semesters Ino unit each was divided
- Teachers are advised to submit their teaching plan and lecture plan
- Topics for assignment were given ~~group wise~~ ~~address teachers~~ ~~are~~ ~~advice~~ ~~to~~ ~~give~~ by all teachers on the basis of group allotted to them.
- Also decide that teachers should submit the mark to ~~the~~ ~~lead~~ but S. dyngkhoi to do the needful.
- It was decided that the topic for the test shall be given on the basis of the completion of the course.

Members present

- 1) J. Marthoh
- 2) M. dyngdoh
- 3) J. dyngkhoi
- 4) K. dyngdoh

II, IV, VI semester

L. H.  
M. dyngdoh  
M. dyngkhoi  
K. dyngdoh

Agendas: 1) Distribution of classes as scheduled in the routine.

ii) for contents / courses / unit the same shall be continued as distributed earlier for II<sup>nd</sup>, IV<sup>th</sup> and VI<sup>th</sup> semester -

iii) students attendance to be properly recorded.

iv) to conduct class / department seminar for IV<sup>th</sup> and VI<sup>th</sup> semester.

v) to mentor the students

vi) Assignment

vii) Internal test (test 1, 2, & 3<sup>rd</sup>)

viii) Submission of Internal marks

ix) to complete the course in time

x) Teachers are requested to be punctual and regular.

The committee has decided to look into the above agendas judiciously for the smooth functioning of the classes for this session.



Members present

- 1) I. Mawthoh
- 2) M. dyngdoh
- 3) K. dyngdoh
- 4) E. dyngdoh
- 5) ~~M. dyngdoh~~

2, 4 & 6<sup>th</sup> sem

I. Mawthoh  
 M. dyngdoh  
 K. dyngdoh  
 E. dyngdoh

Agendas: 1) course completion

2) Submission of Internal marks to the exam department.

Resolution

= It was decided to check on the matter carefully and do the ~~works~~ work as needed.

JUNE 2018 (I<sup>st</sup>, II<sup>nd</sup> & V<sup>th</sup>)

- Agendas:
- 1) Distribution of classes for I, II & V<sup>th</sup> Sem
  - 2) Distribution of courses/contents for I, II and V<sup>th</sup> Semesters
  - 3) Allotment of Assignment Topics
  - 4) Questioning for Internal 1<sup>st</sup> test, 2<sup>nd</sup> test and 3<sup>rd</sup> test
  - 5) ~~Review~~ Internal marks
  - 6) Submission of Teaching plan and lecture plan

1<sup>st</sup> Meeting on 14<sup>th</sup> Sept 2018

Members present:

Dr. Mrs P. Mawthoh

- M. Lyngdoh - Lyngdoh

- S. Lyngkhai - Lyngkhai

- K. Lyngdoh - Lyngdoh

- W. Nonglang - Nonglang

Agendas:

1. Classwise divisions of courses as per Academic year
2. Lesson plan with references
3. Log book and attendance
4. Feedback from students
5. Unit Test and Assignment Marks
6. Percentage of courses completed.

2<sup>nd</sup> Meeting held on the 21<sup>st</sup> Nov. - 2018

Members present.

1) Smt K. Lyngkhai -

2) Smt M. Lyngdoh -

3) Smt E. Lyngdoh -

4) Shri W. Nonglang. -

Agendas:

1. Daily Routine for Current Session
  2. Division of classes
  3. Division of units / Topics
- Resolved that teachers are to follow the class routine strictly.
  - Adjustment can be done on genuine reasons
  - Equal distribution of units and topics are being discussed.
  - Also resolved to check the attendance of the students.

3<sup>rd</sup> Meeting held on the

Nov. 2019.

Date:

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Members present

- |                    |   |            |
|--------------------|---|------------|
| 1. Smt M. Lyngdoh  |   | M. Lyngdoh |
| 2. Smt K. Lyngkhai | - | Lyngkhai   |
| 3. Smt E. Lyngkhai |   | Lyngkhai   |
| 4. Shi K. Nonglang | - | Nonglang   |

Agendas:

1. Assignment
2. Topic for 1<sup>st</sup> internal test for ~~11<sup>th</sup>~~ 11<sup>th</sup>, 12<sup>th</sup> & 13<sup>th</sup> semester.

Resolved:

- that Assignment to be allotted for all semesters -
- Equal distributions of topics as per the syllabus.
- for 1<sup>st</sup> internal test all the teachers are requested to allot their topic for the test on time.

February - 2019

Date:

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1<sup>st</sup> Meeting

Members Present

1. Smt. M. dyngdoh - M. dyngdoh
2. " K. dyngdoh - ~~dyngdoh~~
3. " E. dyngdoh - ~~dyngdoh~~
4. Shi W-L. Nonglang - Nonglang

Agendas:

- Continuation of classes, II, IV, & VI Sm
- Collection of Assignment
- 2<sup>nd</sup> and 3<sup>rd</sup> internal test.
- log book

Resolved:

- that courses should be complete in time

- Assignment Marks to be submitted in time

- Internal marks to be completed and submitted to the Data entry on time -

- All teachers are advised to maintain records of class taken on the log book provided by the IBAC on daily basis.

Members Present:

1. Smt. M. Lyngdoh -
2. " K. Lyngdoh -
3. " E. Lyngdoh -
4. Shri W. Nonglang -

1st meeting held on  
13/June 2019  
M. Lyngdoh  
K. Lyngdoh  
E. Lyngdoh  
W. Nonglang

Agendas :-

- Class distribution for I, II, III & IV Sem
- Allotment of Assignment
- Distribution of Topics

Resolution :-

- 1) Classes was distributed according to the routine allotted.
- 2) Assignment given to the students as per NEHU norms.
- 3) <sup>2nd</sup> meeting held on \_\_\_\_\_ 2019  
Topics was allotted equally unit wise according to the syllabus.

WJ

2nd Meeting for June Session held on 13-11-2019

Date:

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Member present

- |                       |             |
|-----------------------|-------------|
| 1) Smt. M. dyngdoh -  | M. dyngdoh  |
| 2) Smt. K. dyngkhui - | K. dyngkhui |
| 3) Smt. K. dyngdoh -  | K. dyngdoh  |
| 4) Shri W. Nonglang - | W. Nonglang |

Agenda: 1) Completion of courses for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> sem.  
2) Submission of (Assignments marks & Test) Internal marks to the exam department

Resolution: 1) All teachers are requested to finish the course in time for all semesters  
2) Entrusted to Smt. K. dyngkhui to compile the internal marks and submit to the exam department.



Meeting was held on the 18<sup>th</sup> Feb. 2020

Members present:

- 1) Smt. M. Dnygdoh - M. Dnygdoh
- 2) Smt. J. Dnygkhoi - Dnygk
- 3) Smt. E. Dnygdoh - Dnygdoh
- 5) Shri W.L. Nonglang - Nonglang

Agendas: -

- 1) Class distribution
- 2) Unit wise distribution of course content
- 3) Submission of teaching plan / lesson plan
- 4) Attendance
- 5) Assignment, Dept. presentation and seminar

Resolutions:

- 1) classes will be taken as per the allotment of classes in the routine.
- 2) classes for 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester will be 2 units each.
- 3) To prepare and submit the teaching plan / lesson plan according to class allotted.
- 4) - to look after attendance monthly - E.L
- 5 - to look after assignment / test - K.L
- 6 - to conduct dept. seminar / dept presentation to the 4<sup>th</sup> and 6<sup>th</sup> sem - M.L

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# x Department Meeting for NAAC Inspection 2021

Date: 26/02/2021

Members present

- 1) Smt. M. Lyngdoh - M. Lyngdoh
- 2) Smt K. Lyngkhai - Lyngkhai
- 3) Smt E. Lyngdoh - Lyngdoh
- 4) Shi W.L. Nonglang - Nonglang

Agendas: -

- 1) Students Attendance - 2016 - 2020 (Feb-March)  
2020-21 online Routine
- 2) Log Book
- 3) Teaching plan
- 4) Divisions of classes - Unit wise, Semester wise  
- divisions of
- 5) Students' progress
- 6) Students' Enrollment (Hons + Elective)  
- Semesterwise  
- Percentage of passing  
- Students / Teachers Awards
- 7) Department proceedings / meeting
- 8) Books in the library:  
- list of title  
- Journals  
- Encyclopedia
- 9) Departmental Activities
- 10) Teachers self Appraisal.

Resolved:

1) All teachers are advised to cross check their log book and submission of Teaching plan on the 9<sup>th</sup> March 2020

2) To submit lecture plan according to the topics/contents allotted to them.

3) ~~For~~ Regarding students' progress the  
4 books in the LIBRARY

Committee entrusted to Smt K. Lyngdoh

4) for student enrollment, Semester-wise / Percentage of passing the committee entrusted to Smt. M. Lyngdoh.

5) regarding dept Proceedings, Dept. Activities the committee entrusted Smt K. Lyngdoh to submit the details on time.

6) Shri W. Mouleng ~~is~~ is advised to help and support ~~at~~ in different activities required by the department.

Member present:

- 1) M. dyngdoh - M. dyngdoh
- 2) K. dyngkhai - K. dyngkhai
- 3) E. dyngdoh - E. dyngdoh
- 4) W. d. Nonglang - W. d. Nonglang

Agendas:

- 1) Distribution of classes, 1<sup>st</sup>, 11<sup>th</sup> & 12<sup>th</sup>
- 2) Distribution of topics unitwise as per syllabus
- 3) Allotment of Assignments

Resolution:

1) The classes was distributed equally to all the staffs, as per given in the syllabus.

- for paper I Educational Psychology
  - unit I - E. dyngdoh
  - unit II - W. d. Nonglang
  - unit III + IV - K. dyngkhai
  - unit V + VI - M. dyngdoh

- paper II. Educational System in India
  - unit I + II - K. dyngkhai
  - unit III + IV - M. dyngdoh
  - unit V + VI - E. dyngdoh

paper I + II

- unit I + II - M. dyngdoh
- unit III - E. dyngdoh
- unit IV - K. dyngkhai
- unit V + VI - W. d. Nonglang

2) AS for Assignment, It was decided that topics will be given at the earliest to prevent any issues and problems arises in case of any unforeseen circumstances and situations.

Department Meeting for NAAC

Date - 21<sup>st</sup> February - 2022

Member present:

- |                  |                       |
|------------------|-----------------------|
| - M. dyngdoh     | - M. dyngdoh          |
| - K. dyngkhoh    | - <del>dyngkhoh</del> |
| - S. dyngdoh     | - <del>dyngdoh</del>  |
| - W. d. Morylung | - <del>Morylung</del> |

Agendas:

As per notification given from the principal office related to NAAC Matters the following agendas were discussed:

1. Syllabus
2. Semester Routine
3. Departmental routine semester-wise with class distribution.
4. Monthly attendance with percentage in the register.
5. Departmental proceedings in register
6. Log Book
7. Lecture plan
8. Teaching plan
9. Records of internal marks (semester-wise)
10. Final Result pass percentage.
11. Records of students progression
12. Departmental profile (semester-wise)
13. Teachers profile with latest update.
14. Casual leave records in the department.

On the basis of the contents above, the department has agreed to check the details and necessities to be provided as asked on the 15<sup>th</sup> of March 2022 and to compile the same.



# Department Meeting for NAAC

Date: 5<sup>th</sup> March 2020

Member present:

- |                     |            |
|---------------------|------------|
| 1) M. dyngdoh -     | M. dyngdoh |
| 2) K. Lyngkhoi -    | Dyngdoh    |
| 3) K. dyngdoh -     | Dyngdoh    |
| 4) W. L. Nonglang - | Nonglang   |

Agenda: 1. To finalise and document the file requires as suggested by the Head of the Institution.

Resolution:

1) It was decided that for the remaining work to be done for finalization of each criteria, therefore criterion wise of each item to be completed and to carry on the work for other criteria immediate after completion of each item.

a) Therefore the department decided to first look into the matter related to documentation and arrangement of internal marks.

b) Monthly Attendance with percentage in the register

c) other related criteria required for completion.