

GENERAL BODY MEETING FOR TEACHING STAFF

TIME : 11:00 AM
PLACE : Professors' Common Room
DATE : 6th October, 2020

Attendance : Members present endorsed their presence giving their signatures on the attendance register book circulated to the members.

I. The Principal Prof. B. Zoliana welcomed all the members present and regretted that a General Body Meeting such as this had to be called in spite of pandemic situation as this is the best method to discuss and communicate information in continuing the academic session.

II. The Principal reported on the various works being carried out at the new college building at Durtlang. He also thanked all the faculty for their co-operation in conducting the 2nd and 4th Semester smoothly. Marks have been submitted to the Examination Department within the stipulated time. The Chairman also gave a brief report on new developments taking place in the college.

III. The Principal Prof. B. Zoliana informed the meeting that the college has a new Librarian since 1st October, 2020. She is Dr. Esther Lalnunpuii with a Ph.D in Library Science. She will sit in the office, Library for a period of one year.

IV. The Principal Prof. B. Zoliana informed the meeting about the new MZU notification regarding exams which will comprise only of MCQ's. He requested the concerned teachers to carry out the task assigned to them regarding preparation of model questions on time. The Chairman gave us a glimpse of the resolutions made by the last HOD Meeting. It was decided that the 1st Internal Exam is to be conducted through online with 30 MCQ's where students will attempt 25 questions.

AGENDA:

I. Maintenance of Log Book by the teachers:

On the invitation of the Principal, Prof. B. Zoliana, Mrs. Lalrinsangi Nghinglova, the IQAC co-ordinator gave a detailed presentation of the Monthly Teaching Report – Log Book Maintenance.

It is clear from the presentation given by the co-ordinator that each teacher has to keep a good record of whatever he/she performs and then submit the same to the Principal as well as the Head of Department. These records submitted will positively affect the overall reports.

2. Mentoring:

The IQAC co-ordinator also informed us about the guidelines made for the mentoring. The format is also highlighted. Slight changes have to be made in the format due to the pandemic which restricts many of our usual schedules. Parents of our mentees be contacted and feedback must be also sought. This is extremely important for the AQAR and teachers must see to it that contact with parents is duly materialized.

3. Online Mode of Teaching:

The Principal invited our webmaster Mr. H. Thangkhanhau to talk about the online mode of teaching.

The webmaster explained the different features that Moodle provides. He stated that Moodle is the best learning material as of today. The distinct features that Moodle offers are very useful and they cover a wide range. The resources offered by Moodle are many and if used effectively, they are one of the best today.

4. 2020 College Year Book Release and Declaration of best Department 2019-2020:

The Principal invited the IQAC co-ordinator, Mrs. Lalrinsangi Nghinglova to release the College Yearbook 2020 and to announce result of the 'Best Department 2019-2020 Award'. The IQAC co-

ordinator then informed the members on the various parameters used for choosing the Best Department Award.

The Best Department Award for 2019-20 went to Geology Department.

IQAC coordinator then told us the short history of our college Yearbook and how improvements have been made along the way. Mrs. Lalrinsangi Nghinglova repeatedly informed the meeting that the Yearbook is not the effort of the IQAC alone but the concerted effort of all the departments.

On releasing the College Yearbook 2020, the Principal thanked the IQAC for bringing out the Yearbook and he also thanked all the departments for their co-operation .

The College Yearbook 2020 was then distributed to each department.

The Chairman mentioned that some of our colleagues have been promoted to higher positions and congratulated those and added that a grand dinner or the like may be organized in future under the aegis of Staff Welfare Association.

5. Problems in Online Classes: The English Department reported the problem they faced during their online classes as only a 100 students could be accommodated in Google Meet. There are more than hundred students in both Life Science and Physical Science.

The following teachers have been appointed to look into this matter:

Prof. B. Zoliana Principal

Dr. R. Lalengmawia

Mr. Lalrinmawia

Mr. H. Thangkhanhau

Mrs. Lalmalsawmi Chhangte

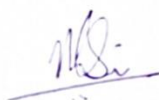
Regarding online classes, those students who could not access the class due to poor connectivity are to be marked present. It is to be noted that the case should be genuine though and teachers need not inform the students about this specifically.

6. Continuation of Hiring of Cleaner: As funds collected for hiring our cleaner have been exhausted, it was reported that hiring a cleaner at this juncture is no longer possible. The decision taken by the meeting will be conveyed to the concerned by the Secretary of the Cleanliness Sub Committee.

7. Purchaes of Microwave Oven by Canteen Committee: On the invitation of the Chairman and Principal, a representative of the Canteen committee gave a report that a new Microwave Oven had been purchased for the common room. It costs Rs. 8500/-

8. Teachers' Photo Session for Magazine: Since the General Body Meeting is such an oportune moment, teachers' photo was taken for the Magazine at the College Auditorium. The Magazine Editor and Assistant Editor were in charge, assisted by the Editorial Board of the College Magazine.

CONCLUSION: Chairman concluded the meeting with vote of thanks to all members.



(LALMALSAWMI CHHANGTE)
Minutes Recorder



(Prof. B. ZOLIANA)
Principal