

## Meeting Minutes of the faculty held on 6<sup>th</sup> Dec. 2016

### Members Present :-

1. H. Sema
2. Alemla Longkumer
3. Runi Nakro
4. Asale Vitso
5. Sashilemla Ao
6. Temsutula Longkumer
7. Maongchila Jamir
8. Anisha Himb
9. Sanemnarong Ningtangri
10. Mhasizovono Peseyie

The meeting started with a thanksgiving prayer


### Decision :-

1. Internal marks of B.Ed. to be submitted to Mr. H. Sema, Vice-Principal by 8<sup>th</sup> Dec. 2016
2. As per the information from the University, Ms. Runi Nakro was appointed as Placement Officer.
3. Library-
  - a) The progress of digitisation of the library was let known to the faculty
  - b) It was decided that from next academic year onwards the faculty can borrow books for one month, which can be renewed for 2times
  - c) A fine of Rs.5 per day to be imposed for the defaulting faculty.
4. All the members of different committees were encouraged & reminded to start re-activating their activities.
5. Faculty incharge for Cultural Programme during the NAAC Peer Team visit-
  - a. Ms. Anisha Himb
  - b. Ms. Temsutula Longkumer
  - c. Ms. Asale Vitso
6. If the faculty find anything to be edited in the syllabus, it should be given to Mr. Alo at the earliest
7. For M.Ed. 4<sup>th</sup> Semester, it was decided that the College will offer only one theme- Theme 1.

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Copy to Ms. Thonlem

8. The holiday list for next Semester to be prepared by the Vice-Principal.
9. From 2016-18 batch onwards, the B.Ed. student- teachers will be send for their pre-internship in the 2<sup>nd</sup> & 3<sup>rd</sup> Semester.
10. For M.Ed., the internship will be in the month of April.
11. The in-charge for dairy will be Ms. Thronlem J. Konyak & Ms. Maongchila will be incharge for the Reflective Journal.
12. The daily routine for the next Semester to be prepared by Ms. Alemla Longkumer & Ms. Runi Nakro
13. The faculty incharge for the various programmes in the next Semester are:
  - a. Inter-house Competition - I/C Student Activity Incharge
  - b. Sports Meet - I/C Ms. Vedulu Tetseo & Ms. Maongchila
  - c. International Womemn's Day & World Literary Day - I/C Ms. Runi Nakro & Ms. Mhasizovono Peseyie
  - d. Chart Making(4<sup>th</sup> Sem.) - I/C Ms. Thronlem J. Konyak
  - e. Earth Day - I/C Ms. Rokuonuo Usou & Ms. Sanemnarro
  - f. Faculty Motivation Seminar - I/C Dr. Bendangyapangla
14. Mr. Keduo, Computer Assistant will be in charge of maintenance of student attendance records
15. Discussion on B.Ed. Course Content (4<sup>th</sup> Semester) for all STEIs will be held on 30<sup>th</sup> January 2017 I/C Vice principal.



(DR BENDANGYAPANGLA)  
Principal  
SCTE-K