

PACHHUNGA UNIVERSITY COLLEGE

MINUTES OF HOD/ ACADEMIC MEETING HELD ON
14th September 2015 AT 2:00PM AT PRINCIPAL'S CHAMBER

Member present :

1. Dr Tawnenga, Principal - *Chairman*
2. Prof. J.V.Hluna, History Deptt.
3. Smt. Vanlalauvi Chawngthu, Mizo Deptt.
4. Smt. Lalbiaksangi Chawngthu, English Deptt.
5. Pu Lalchamlia, Pol. Sc. Deptt.
6. Dr M.Z.Khiangte, Economics Deptt.
7. Dr H.S.Thapa, Botany Deptt.
8. Smt. Lalhlmpuii, Geog. Deptt.
9. Smt. Lalsangkimi Sailo, Philosophy Deptt.
10. Shri Lallungmuana, Sociology Deptt.
11. Dr Rinpari Ralte, Psychology Deptt.
12. Dr. Saitluanga, Geology Deptt.
13. Dr. David Zothansanga, Pub. Adm. Deptt.
14. Dr RKPG Singh, Commerce Deptt.
15. Dr Lalthankungi, Education Deptt.
16. Shri S.Shantikumar Singh, Statistics Deptt.
17. Dr. K.Lalchhandama, Zoology Dept.
18. Dr Shivraj Gurung, Physics Deptt.
19. Dr Kulendra Chandra Das, Env. Sc. Deptt.
20. Pu L.Thangmawia, Maths Deptt. - *Member Secretary*

The chairman welcomed the members and explain the reason for calling the meeting. He gave a brief report on the following :

1. Rs 42 lakhs was approved for fencing of the college campus and the work was allotted to one contractor. The work will be start from this week. Mr L.P.Lalduhawma will supervise the work.
2. For security reason, CCTV will be installed in the college. Tender had already issued and out of 7 firm who submitted their expression of interest, Zone Security firm was selected to do this work.
3. On 2nd October, 2015, Hla Kutpui programme will be organised by our college with Govt. Lunglei College and Govt. J.Buana College at Saikuti Hall Lunglei. The Mizo Department will took initiative on behalf of the college. Chief Minister was invited to grace this function as Chief Guest and Mr Joseph Lalhimpua, Parliamentary Secretary will be the Guest of Honour.
4. Second Continuous Assessment test will be held during 28th September, 2015 to 1st October, 2015
5. Proposal for construction of fountain in the college is going on and approval of Building Committee will be require to materialise the proposal.

Then the following points were discussed and necessary decision were made by the meeting :

1. **TRAINING FOR BLOCK III TEACHER:** It was decided that training for use of electronic equiptment etc. will be held on 16/9.2015(Wednesday) 12:30PM at Teachers' Common Room. All Teachers in Block III are expected to attend.
2. **ATTENDANCE :** The University fixed the last date for submission of examination form on 15th October, 2015. It was proposed that the 1st Semester students will filled up the form on 5th, 3rd Semester on 6th and 5th Semester on 7th of October.

In this connection, the meeting decided the following:

- 2.1 Attendance for ongoing semester will be calculated up to 24th September, 2015.
 - 2.2 Attendance should be submitted to Mathematics Department on or before 30th September, 2015.
 - 2.3 Attendance in normal class and CCA should be submitted separately.
 - 2.4 Students who attended below 65% in normal class and CCA will not be eligible for filling up the examination form.
3. **DEPARTMENT NEWS LETTER** : The proposal for publication of Department new letter by each department once in a month or twice in a semester was discussed. This proposal was made to give good activities to talented students. After serious discussion it was decided that this issue should be discussed in each Departmental meeting.
4. **CASE OF COMMERCE STUDENTS** : It was reported that the Commerce students organised Picnic on 11th September, 2015 (Friday). This day was already scheduled for Blood donation for 1st Semester, Environmental cleanliness for 3rd and 5th students. The commerce students organised Picnic knowing all this. So, the meeting viewed this seriously and the following action will be taken as some kind of punishment :
- 5.1 All commerce students will do Cleanliness work on 19th September, 2015(Saturday) whole day, from 10AM. The Commerce faculty will supervise the work. Students who are absent will not be allowed to fill up the examination form.
 - 5.2 Leaders from Commerce department (SU leaders and CRs) will be called to Principal Chamber on 16th September, 2015(Wednesday) 2:00PM. Commerce HOD, Vice Principal, Pu Lallungmuana, Pu Lalchamlia and Dr Zoramdinthara will assist the Principal.

Since 1st Semester(Commerce) students missed blood donation on 11th September, 2015, they will be given a chance to donate blood again on the next shift along with 3rd Semester students.

It was felt necessary to issue circulation/notice regarding Picnic to announced in the class. Pi Lalbiaksangi Chawngthu, HOD, English Department was entrusted to draft this circular.

No matter came up for discussion and the meeting ended at 3:10PM.



(TAWNENGA)

Principal & Chairman
HOD/Academic Committee

- Copy to :
1. PS to Principal, for kind information of the Principal and for further necessary action please.
 2. All members/HODs, for kind information.
 3. Meeting minute file.



(L. THANGMAWIA)
Secretary

PACHHUNGA UNIVERSITY COLLEGE

Minutes of Hod/Academic Committee Meeting with IQAC Co-ordinators.

Date: 29th AUGUST 2016

Time: 3:00 pm

Venue: Teacher's Common Room

A meeting of the HODs along with departmental IQAC Co-ordinators was held at the Teacher's common room. The meeting was attended by 36 members along with IQAC Co-ordinator Dr. Vanramliana and Principal Dr. Tawnenga.

The Chairman welcomed the members and explained the agenda for the meeting. After careful deliberation, the following decisions were made:

1. **Teacher's day Celebration** The Chairman informed the members that the SU leaders want the Teacher's day celebration be departmentalized as has been practiced in the previous years. Considering the number of students, the committee resolved that the usual practice be continued. It was further resolved that the celebrations be held in two shifts viz Morning Shift (10:00-12:00) and Evening Shift (1:00-3:00).

Arts Stream:

Morning Shift: All Arts department except History.

Evening Shift: History

Science Stream:

Morning Shift: All Science departments other than Physics, Chemistry and Mathematics.

Evening Shift: Physics (Sc-1), Mathematics (Sc-3) and Chemistry (Sc-4).

Commerce Stream:

Evening Shift: Golden Jubilee Hall.

2. **Time-table for CA-II** Chairman informed the members that students in general have not done well in the CA-I exam due to tight schedule of the exam. He suggested that CA-II be held over five days (**19-23 Sept**) rather than the usual four days so that students might get extra time for preparation. The members heartily accepted Principal's view and the committee resolved that CA-II will be held between **19-23** September.

3. **CCA** The committee resolved to utilize CCA classes in the following manner for the month of September.

Sept. 2 : Dept Activity/ Preparation for Teacher's day.

Sept. 9 : Departmental Counselling.

Sept. 16: Study leave for CA-II.

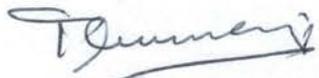
4. **NAAC Visit** The Chairman informed the house that the NAAC peer team visit is slated for 25-28th Oct 2016. The Chairman along with IQAC Co-ordinator highlighted the different steps to be taken by the departments for the ensuing NAAC Peer team visit such as preparation of Departmental presentation and Departmental beautification etc.

For smooth conduct of the visit, a hospitality committee was constituted as follows:

- Chairman: Prof. J V Hluna, Vice Principal
Vice Chairman: Shri Lallungmuana, HOD Sociology
Secretary: Shri H C Lalchhuanawma
Members: 1. Dr Vanramliana, IQAC Co-ordinator
2. IQAC Asst. Co-ordinators
3. Dr. Rinpari Ralte, HOD Psychology \times
4. Dr. Rohmingmawii, History B^7
5. R. Zothanmawia, Economics 8
6. Dr. Y Rangeela devi, Physics 6
7. Dr. H S Thapa, HOD Botany D
8. Dr. K C Das, EVS 9
9. Dr. David Zothansanga, HOD PA 5
10. Dr. Arvind Pandey, HOD Statistics 4
11. Dr. H Lalruatsanga, Botany A^3
12. Vice President, Student Union

The Chairman along with IQAC Co-ordinator highlighted the different steps to be taken by the departments for the ensuing NAAC Peer team visit.

No other matter came up for discussion and meeting ended at 4:30 PM.


(TAWNENGA)
Principal & Chairman
HOD/Academic Committee

Copy to:

1. P.S. to Principal, for kind information of the Principal and for further necessary action.
2. All members/HODs, for kind information.
3. Meeting minute file.


(SHIVRAJ GURUNG)
Astt. Secretary

PACHHUNGA UNIVERSITY COLLEGE

Minutes of Hod/Academic Committee Meeting

Date: 1st AUGUST 2017

Venue: Teacher's Common Room

A meeting of the HODs was convened in the Principal's chamber on 1st Aug at 12:30 pm. The meeting was attended by 19 members including the Principal. The Chairman welcomed the members and explained the agenda for the meeting.

The meeting was attended by following Teachers:

1. Dr. Tawnenga
2. Pu Lalchamliana
3. Pu lallungmuana
4. Dr. Margaret Z Khiangte
5. Dr lalbiaksangi Chawngthu
6. Pi Lalrintluangi
7. Dr. Lalropari renthlei
8. Dr. K Lalchhandama
9. Pi Enid H Lalrammuani
10. Pu L. Thangmawia
11. Dr. Grace Sjarah
12. Dr. Saitluanga
13. Dr. Anupam Kumar
14. Dr. K Khelchandra Singh
15. Dr. HL Lawmzuala
16. HS Lalsangpuia
17. Pi Lalsangkimi Sailo
18. Dr H S Thapa
19. Dr. Shivraj Gurung

The meeting was chaired by the Principal who highlighted the agenda for discussion. After careful deliberation, the following points were resolved:

1. **Postponement of College Week** The Chairman informed the members that the SU leaders requested for the postponement of the college week as there is no time for them to select the participants for the various events for the upcoming college week as it starts right after the CAT1 test. Accordingly, the committee resolved to hold the college week from 18th to 24th August.

Further, it was resolved that Vice Chancellor of MZU may be invited as chief guest for the opening ceremony. However, if Vice Chancellor cannot make it, Registrar may be invited in his lieu.

The committee discussed in length the Roll-Call of students during college week. It was resolved that the Roll-Call be collected by teachers unlike previous years when SU leaders did the job. The committee resolved that one or two teachers of each department may be assigned the job of conducting Roll-Calls under the guidance of Over-all student in-charges.

2. **Teacher's day Celebration** Teacher's day celebration will be departmentalized as has been practiced in the previous years. The room allotment for the department along with time will be issued by the Principal.

3. **Time-table for CAT-II** In view of the postponement of college week, it was decided to postpone the CAT-II accordingly. Therefore, the house resolved to hold the CAT-II between **3-9 Oct.**

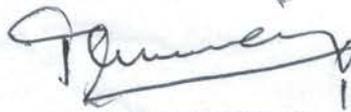
3. **Red-Ribbon Campaign** An awareness campaign on HIV/AIDS will be held on 3rd August 2017 under the aegis of the Red-Ribbon club at the Rural Development Department, Chanmari. In this connection, the committee resolved to allow two students (CR and ACR) of the Vth Sem to attend the same

Further, HODs were requested to instruct the selected students to attend a briefing in this regard on 2nd August at the Teacher's common room at 12:30pm. A college bus carrying the student will leave for the venue on 3rd August at 9am from the college.

4. **Action against students having poor attendance in the month of July**

The Chairman informed the members to conduct one to one counselling of students having short-fall in attendance. In this regard, it was decided that the List of students with low attendance (< 75 %) be prepared core wise and the same be circulated amongst the departments to get a clear picture about the overall attendance of the student.

No other matter came up for discussion and meeting ended at 1:30 PM.


(TAWNENGA) 11/8/2017
Principal & Chairman
HOD/Academic Committee

Copy to:

1. P.S. to Principal, for kind information of the Principal and for further necessary action.
2. All members/HODs, for kind information.
3. Meeting minute file.


(SHIVRAJ GURUNG)

**MINUTES OF H.O.D./ACADEMIC MEETING
HELD ON 11th September, 2018 IN THE PRINCIPAL'S CONFERENCE HALL**

Members present:

1. Dr. Tawnenga, Principal - Chairman
2. Dr. H.S.Thapa
3. Lallungmuana
4. H.L.Lawmzuala
5. Lalchamlia
6. H.S.Lalsangpuia
7. Dr. Lalthankungi
8. Dr. M.Z.Khiangte
9. Dr. Grace Skariah
10. Lalsangkimi Sailo
11. Dr. Shiv Raj Gurung
12. Dr. Saitluanga
13. Dr. Rinpari Ralte
14. Dr. K.Lalchhandama
15. Henry Lalmawizuala
16. Dr. Zoramdinthara
17. Dr. Lalhunthara
18. Dr. L.P.Lalduhawma
19. Dr. K.C.Das
20. Dr. Liansangmawii Chhakchhuak
21. Dr. C.Vanlalkulhpuia
22. Lalhmachhuana Sailo
23. Dr. David Zothansanga - Recording Secretary

The Principal welcomed the members.

Resolutions:

1. **Fine/Collection:** Fine collected for CCA, t-shirt etc will be submitted to the office. The account will be maintained by the Private Secretary to the Principal. Each department will appoint one teacher for maintaining and recording at the departmental level.
2. **Study Tour:** Students may be allowed to go on Study Tour provided they can generate fund for themselves. Escort teacher should be a regular teacher. TA/DA will be given to the escort teacher.

Departments having study tour as a part of the syllabus should confine their tour to the North East.

Drop and pick-up to and fro from the College upto Silchar may be done by the College bus.

3. **Collection of Wastes:** Sensitization of usage of new waste management be done for the students.
4. **Attendance for filling up of exam forms:** Attendance will be taken upto September, 2018 for filling up of forms.
5. **Publication of Diamond Jubilee Report:** Report of Diamond Jubilee may be published in the month of December, 2018. Different departments may hold Diamond Jubilee related programmes during this period and the report may be submitted to H.C.Lalchhuanawma, Secretary, Diamond Jubilee Committee.


(TAWNENGA)
Principal & Chairman

Copy to:-

All members/HODs for information and necessary action.


(DAVID ZOTHANSANGA)
Recording Secretary

**MINUTES OF H.O.D./ACADEMIC MEETING
HELD ON 24th April, 2019 IN THE PRINCIPAL'S CONFERENCE HALL**

Members present:

1. Dr. Tawnenga, Principal & Chairman
2. Dr. Lalbiaksangi Chawngthu
3. Dr. H.S.Thapa
4. Lallungmuana
5. Dr. Lalrammawii
6. H.S.Lalsangpuia
7. Dr. Lalthankungi
8. Dr. M.Z.Khiangte
9. Dr. R.Ramthara
10. Lalsangkimi Sailo
11. Dr. Shiv Raj Gurung
12. Dr. Saitluanga
13. Dr. Rinpari Ralte
14. Enid H.Lalrammuani
15. Dr. Vanramliana
16. Dr. Anupam Kumar
17. Dr. K.Khelchandra Singh
18. Dr. C.Vanlalkulhpuia
19. Dr. Lalhriatzuala, Special Invitee
20. Dr. David Zothansanga - Recording Secretary

The Principal welcomed all the members and invited Dr. Lalhriatzuala, Special Invitee to give brief report on the new subject combination.

RESOLUTION:

1. *Committee on Subjects Combination:* A committee to look into Subjects Combination was formed as under
 - i) Chairperson - Dr. Lalbiaksangi Chawngthu, Vice Principal
 - ii) Secretary - Dr. David Zothansanga
 - iii) Members - Dr. M.Z.Khiangte, Dr.R.Ramthara, Dr.Shiv Raj Gurung, Dr.Rinpari Ralte, Dr. Lalhriatzuala, Dr. L.P.Lalduhawma, Dr. K.Khelchandra SinghThe committee is to submit its report and recommendation by 3rd, May 2019.
2. *Internal Marks:* The last date of online entry is 3rd May, 2019. Departments are requested to lock their marks entered and to take a print out for moderation. Date of moderation is 7th May, 2019 afternoon. Departments are requested to depute teachers who are well versed in the internal marks.
3. *Change of Core:* It was resolved that for students to change their Core in the V Semester the following criteria may be applied: -
 - a) No back papers in all subjects upto III Semester
 - b) SGPA with a minimum score of 6 in all semesters.
 - c) At least 'B' grade in the subject proposed to be taken as core in all semesters.



**(TAWNENGA)
Principal**

Copy to:-

All members/HODs for information and necessary action.



**(DAVID ZOTHANSANGA)
Recording Secretary**

**MINUTES OF H.O.D./ACADEMIC MEETING
HELD ON 1st September, 2020 IN THE SEMINAR HALL**

Members present:

1. Dr. Tawnenga, Principal
2. Dr. Lalbiaksangi Chawngthu
3. Dr. H.S.Thapa
4. Lallungmuana
5. H.L.Lawmzuala
6. Dr. Lalrammawii
7. H.S.Lalsangpuia
8. Dr. M.Z.Khiangte
9. Lalsangkimi Sailo
10. Dr. Shiv Raj Gurung
11. Dr. Saitluanga
12. Dr.Rinpari Ralte
13. Dr. Anupam Kumar
14. Susan Lalthanpuii
15. Enid H.Lalrammuani
16. Dr. L.P.Lalduhawma
17. Dr. Thanhmingliana
18. Dr. K.Khelchandra Singh
19. Dr. C.Vanlalkulhpuia
20. Dr. Liansangmawii Chhakchhuak
21. Dr. Henry Lalmawizuala - IQAC Coordinator
22. Dr. David Zothansanga - Recording Secretary

Resolutions:

1. **Academic Calendar:** Commencement of online classes has been postponed to 22nd September 2020, due to the change in the UG Examination Routine.
For the revision of the Academic Calendar a committee was formed as under.
Chairman - Principal
Members - i) Dr.LP Lalduhawma ii) Dr. David Zothansanga
2. **Meet the Students:** The following changes were made
 - a) The first Meet the Students for the First Semester will be conducted for two days. The students will be divided into two groups.
 - b) Meet the Students for Third and Fifth Semester students will be conducted for one day as previously decided.
3. **CAT - I:** CAT - I will be conducted online.
4. **Lockdown Teaching Mode:** Due to the financial expenditure involved, it was decided that handing out of compiled printed materials by the College was not feasible. Instead appropriate methods may be implemented by the Departments concerned after each online class.
It was further suggested
 - a) Materials in the form of PPT, Study Materials, Hand Outs Reference materials/books in Soft Copy (Hard copy optional) be provided.
 - b) Notes/hard copy be developed/prepared by each student based on the lecture and study materials provided which may be evaluated as per the weightage decided by the concerned department.
 - c) Any number of assignments from each unit which will be a part to Continuous Assessment carrying 8 marks (to be modified as per convenience of the Department).
5. All the departments are requested to create WhatsApp group etc as early as possible.


PRINCIPAL

Copy to:-

All HODs for information and necessary action.


Recording Secretary