

2nd MEETING MINUTES, 2025

Venue : Faculty Room
Time : 2:00 p.m.
Date : 15th July, 2025
Member Present :

1. Dr. H. Lalrinmawia
2. Dr. CS Zodinpuii
3. Dr. H. Lalthanhimi
4. Mr. Wahengbam Gopeshore
5. Mr. Bharat Bhuyan
6. Mr. Ranbir Arambam
7. Ms. Lalrohloi
8. Ms. PC Lalthanliana
9. Ms. P.C. Lalrinfeli
10. Ms. Rebecca Lalhlimpuli
11. Mrs. Subara Debnath
12. Mr. Lalruatfela
13. Ms. Lalhmachhuani
14. Ms. R. Lalnunsangi
15. Ms. Jerusalem A Byhnadingia
16. Mr. Gabriel Lalthlanawma

The meeting was chaired by the Head of Department; he welcomed all the members present and thanked them for making it convenient to attend the meeting

Agenda Discussed as below:

1. Regarding the preparation for MMRIT Entrance Examination:
 - a. Two sets of Entrance Examination Question Papers have been received from the External Experts.
 - b. Subject Experts shall be appointed, and a confidential notification will be given.
 - c. Subject Experts shall moderate the question papers received from the External Experts and the finished sets of question papers will be submitted to the Director, RIPANS, with the two (2) sets of the original question papers.
 - d. Date for Entrance Examination for MMRIT course will be on the 4th of August 2025.

e. Preparation of Examination Hall and appointment of Invigilators shall be made according to the numbers of application received and in accordance with other departments.

f. The Central Evaluation of Answer Papers and Results Declaration will be on the same date and results will be uploaded on the RIPANS official website.

g. The Central Evaluators will be appointed by giving a confidential notice.

2. A Department Academic Committee has been formed as follows:

Chairperson	:	Dr. C.S Zodinpuii
Secretary	:	Mrs. Subarna Debnath
Members	:	
		i. All teaching faculties
		ii. All demonstrators
		iii. All Visiting Faculties

The Department Academic Committee will study whatever shortfall we had in conducting theory/practical examinations and the University Guidelines, etc. Accordingly, will review in department Committee following which an appropriate decisions/patterns shall be decided.

3. Internal Complaint Cell has been formed, and the following faculty are appointed as in-charge:

- a. Mr. Wahengbam Gopeshore
- b. Ms. Rebecca Lalhlimpuii

4. Every Class Teachers are appointed as an in-charged for the Academic Activity in every Semester in accordance with the Academic Calendar.

5. Internal Examination Moderation Board has been formed as follows:

Chairman	:	Dr. H. Lalrinmawia (HOD)
Secretary	:	Mr. Gabriel Lalthlanawma
Members	:	
		i. Dr. H. Lalchhanhimi
		ii. Mrs. Subarna Debnath
		iii. Ms. Lalmachhuani
		iv. Mr. Lalruatfela

6. Miss P.C Lalrinfeli has been appointed as an in-charge for Academic Calendar and will works to make sure that the department follows the Academic Calendar.

7. The following faculties are appointed as Committee Members for the expansion of MMRITCommittee:

- a. Mrs. Subarna Debnath
- b. Ms. P.C Lalrinfeli
- c. Mr. Lalruatfela.

NOTE: Every Committee formed shall maintain a separate Files.

Copy to:

- 1. Director, RIPANS for information
- 2. Notice Board
- 3. Office File