

3rd DEPARTMENT MEETING MINUTES, 2025

Venue : Faculty Room
Time : 2:00 p.m.
Date : 17th July 2025
Agenda : Review and follow up of Meeting with Director on 16th July 2025.
Members Present :

1. Dr. H. Lalrinmawia
2. Dr. H. Lalchhanhimi
3. Mr. Wahengbam Gopeshore
4. Mr. Bharat Bhuyan
5. Ms. Lalrohlu
6. Ms. PC Lalthanliana
7. Ms. P.C. Lalrinfeli
8. Ms. Rebecca Lalhlimpuii
9. Mrs. Subarna Debnath
10. Mr. Lalruatfela
11. Ms. Lalmachhuani
12. Ms. R. Lalnunsangi
13. Mr. Micky Lalnunluanga
14. 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. The Committee has appointed the following staff as an in-charge for NAAC and will take an appropriate measure as required:
 - a. Ms. P.C Lalrinfeli
 - b. Mrs. Subarna Debnath
 - c. Ms. Lalmachhuani

They are requested to have a meeting at the earliest and submitted to HOD by 23rd July 2025 (Wednesday). And are also requested to make sure the incorporation of activities LMS as per NAAC criteria.

2. A Class teacher and Asst. Class teacher for the current Academic Session has been arranged as follows:

- a. **BMRIT** :
 - i. 1st Year :
 - a. Mr. Gabriel Lalthlanawma
 - b. Mr. Micky Lalnuntluanga
 - ii. 2nd Year :
 - a. Ms. P.C Lalrinfeli
 - b. Ms. Lalmachhuani
 - iii. 3rd Year :
 - a. Ms. Rebecca Lalhlmpuii
 - b. Mr. Lalruatfela
- b. **MMRIT** :
 - i. 1st Year :
 - a. Mrs. Subarna Debnath
 - b. Ms. R. Lalnunsangi
 - ii. 2nd Year :
 - a. Dr. H. Lalchhanhimi
 - b. Mr. Wahengbam Gopeshore

Each class teachers shall coordinate with subject lecturers and students as per LMS guidelines.

- 3. A Monthly Department Activity Report should be made and submitted to the Head of Department, Department website in-charge and will be forwarded to Dr. H. Lalhlenmawia via Google Drive share.
- 4. The Department Academic Committee will have a monthly review of student's attendance and will take a necessary action for those students who have a poor Attendance Record. This will include Mentor's report and necessary actions to be taken.
- 5. Study materials (Videos, PPTs, pdfs, etc.) should be shared with the students through LMS system.
- 6. The Department Academic Committee will discuss the format to be followed for setting Internal Examination Question papers by applying Bloom's Taxonomy and will co-relate whether the question papers pattern matches the POs and COs of the syllabus.

7. To improve and empower the teaching staff, the following points are proposed:
 - a. Every teaching staff shall be registered and finished at least two MOOC course in a department related subject.
 - b. Every teaching staff shall prepare and secure a PhD degree in the department related subjects.
8. For the smooth functioning and well maintenance of the Mammography Machine, the following staff were appointed for an in-charge:
 - a. Mr. P.C Lalthanliana
 - b. Mr. Bharat Bhuyan

They will follow up the necessary AMC with the Administrative Section and report to Head of Department by 23rd July 2025 (Wednesday).

Copy to:

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

(डॉ. एच. लालरिनमाविया/Dr. H. LALRINMAWIA)
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