

## **4<sup>th</sup> DEPARTMENT MEETING MINUTES, 2025**

**Venue** : Faculty Room  
**Time** : 2:00 p.m. onwards  
**Date** : 22<sup>nd</sup> July, 2025  
**Agenda** : Review and follow up of Meeting of 17<sup>th</sup> July 2025.  
**Members Present** :

1. Dr. H. Lalrinmawia
2. Dr. CS Zodinpuui
3. Dr. H. Lalchhanhimi
4. Mr. Wahengbam Gopeshore
5. Mr. Bharat Bhuyan
6. Ms. Lalrohlu
7. Ms. PC Lalthanliana
8. Ms. P.C. Lalrinfeli
9. Ms. Rebecca Lalhlimpui
10. Mrs. Subarna Debnath
11. Mr. Lalruatfela
12. Ms. Lalmachhuani
13. Ms. R. Lalnunsangi
14. Mr. Micky Lalnuntluanga
15. Mr. Gabriel Lalthlanawma
16. Ms. Jerusalem A Byhnadingia

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. A Departmental Internal Examination Moderation Board has been formed:

Chairman: Dr. H. Lalrinmawia

Secretary: Dr. H. Lalchhanhimi

Asst. Secretary: Mr. Gabriel Lalthlanawma

Member: Concern Subject Teacher (Only for 1<sup>st</sup> Year)

Internal question papers shall be submitted to the moderation board two weeks before the commencement of the internal exam.

2. Academic Committee along with other members of the Radiology Department have decided the marks distribution for all internal and Semester practical Examination.

**Marks Distribution for semester practical exam:**

**A. Spotting/Practical- 40 marks**

|    |                 |
|----|-----------------|
| 1. | Identifications |
| 2. | Case Study      |
| 3. | Assignments     |
| 4. | Presentation    |

**B. Record: 10 marks**

|    |                    |
|----|--------------------|
| 1. | Logbook            |
| 2. | Practical Notebook |

**C. Viva-voce- 25 Marks**

**Marks Distribution for Internal practical exam:**

|    |                    |          |
|----|--------------------|----------|
| 1. | Spotting           | 05 marks |
| 2. | Practical Notebook | 05 marks |
| 3. | Viva-voce          | 10 marks |

**Marks Distribution for Internal theory exam:**

|                |        |
|----------------|--------|
| MCQ            | 1X5=05 |
| Short Question | 2X5=10 |
| Short Essay    | 5X1=05 |

3. Management of absentees:

- All subject teachers shall submit the monthly attendance report to the respective class teachers.
- Monthly report of the students having attendance below 75% to be submitted to the mentor by respective class teacher.
- Leave applications shall be considered after a proper evaluation and can be reviewed at the month end.
- SMS should be sent by concern faculty members for the students who remain absent for three consecutive days.

Copy to:

1. Director, RIPANS for information
2. Office file
3. Noticeboard (staff room)

(डॉ. एच. लालरिनमाविया/Dr. HLALRINMAWIA)

विभागाध्यक्ष/Head of Department

आआईटी विभाग/Department of RIT

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