

**Department of Physics
Sao Chang College
Tuensang: Nagaland**

MEETING NOTICE

This is to inform to all teaching and non teaching staff under the Department of Physics, Sao Chang College, that there will be a meeting of the Department at Physics Lab on 12th July, 2022 (Tuesday) at 11.00 AM to discuss certain important agendas related to the Department.

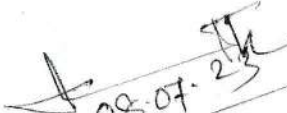
All concerned are therefore directed to attend the meeting without fail. Your active co-operation and kind support shall be anticipated and highly appreciated.

Agenda to be discussed

1. Syllabus distribution
2. Internal Assessment Schedule
3. Workload/Week
4. Fund status of the department
5. Best Practice of the Department
6. Departmental Library
7. Future plans of the department for academic year 2022-23
8. Any other



Principal in charge
Sao Chang College,
Tuensang : Nagaland


(Dipak Nath)
Head, Department of Physics,
Sao Chang College, Tuensang

DEPARTMENTAL MEETING

Date: 12/07/2022

Venue: Physics Laboratory

Members Present

1. Mr Dipak Nath.

Assistant Professor & HOD

2. Ms Nungsangtola.

Assistant Professor

Meeting Minutes

1. **Review of the last meeting:** A review of last meeting minutes and followed up action taken were discussed:-

- a) Internal Marks was submitted to Vice Principal on 3rd May 2022
- b) Matter of Purchasing of books (Best Practice) shall be discussed in today's meeting.
- c) Action Plan of the Department for academic year 2022-23 shall be discussed in today's meeting

2. **Agenda 1: Syllabus distribution**

Resolution : Syllabus was distributed between the faculty as follows

SL. NO	NAME OF FACULTY	1 st SEM	5 th SEM
1.	Mr. Dipak Nath	Unit 1, Unit 2, Unit 3 (half), Practical	Unit 1, Unit 2, Unit 3
2.	Ms. Nungsangtola	Unit 3(Half), Unit 4, Unit 5	Unit 4, Unit 5, Practical

3. **Agenda 2: Internal Assessment Schedule**

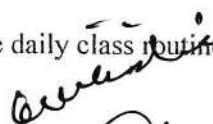
Resolution: Following the time table of College academic calendar, the internal assessment tests shall be conducted as per the schedule mentioned below

SL. NO	NAME OF FACULTY	1 st SEM (CBCS)	5 th SEM
1.	Mr. Dipak Nath	1 st internal- 1 st week of August 3 rd Internal(Combined) - 1 st week of October	2 nd Internal – 1 st week of October
2.	Ms. Nungsangtola	2 nd internal- 1 st week of September 3 rd Internal (Combined - 1 st week of October	1 st Internal- 1 st week of August

3. **Agenda 3: Workload/Week**

Resolution: Daily Physics classes were divided as per the daily class routine of Science stream.

4. **Agenda 4: Fund Status of the Department**


Principal in charge
Sao Chang College,
Tuensang : Nagaland

Resolution: The total income and expenditure of the department with effect from 2020 to till date were highlighted by Mr Dipak Nath. it was informed that the total department's fund in hand at present is Rs 2751/-

5. **Agenda 5: Best Practice of the Departmet**

Resolution: It was decided that three numbers of books (CSIR, NET) will be purchased and handed over/presented to the passed out (PCM) students as the best practice of the department. The above books will be sponsored by the faculty of the department. Hence, Mr. Dipak Nath to the charge to order the books accordingly.

6. **Agenda 6: Departmental Library**

Resolution: It was also decided to maintain a departmental library. Initially two books based on CBCS syllabus for the departmental library shall be purchased for which the responsibility was given to Mr Dipak Nath.

7. **Agenda 7: Future Plan of Action for academic year 2022-23**

Resolution: The future plans of the department for academic year 2022-23 are as follows:-

- i) Awareness program about the importance of the Physics subject to Class X/class XII Science students of school under Tuensang District through science model and poster by the students of the department as an extension service
- ii) Celebrate National Science Day 2023 and also observe other National/International Commemorative days.
- iii) Field Trip for all the science students of the college will be organized. Trip will be tentatively within Tuensang District.

Action Taken Report:-

1. Three numbers of books (Rs 1017/-) were purchased for presenting to the passed out (PCM) students as the best practice of the department.
2. Four books (Rs 1160) based on CBCS syllabus for the departmental library were purchased.



Principal in charge
Sao Chang College,
Tuensang : Nagaland

**Department of Physics
Sao Chang College
Tuensang: Nagaland**

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Dated: Tuensang, 3rd August, 2022

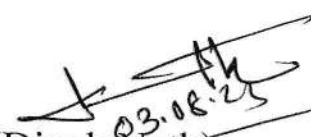
MEETING NOTICE

This is to inform all students, teaching and non teaching staff under the Department of Physics, Sao Chang College, that there will be an emergency meeting of the Department at Physics Lab on 6th August, 2022 at 12.00 NOON to discuss an important agenda related to the extension service of the Department.

All concerned are therefore directed to attend the meeting without fail. Your active co-operation and kind support shall be anticipated and highly appreciated.

Agenda for the meeting

1. Awareness Program as an extension Service
2. Book list.
3. Any other


(Dipak Nath)

Head, Department of Physics,
Sao Chang College, Tuensang


Principal in charge
Sao Chang College,
Tuensang : Nagaland

Departmental Meeting

Date: 06/08/2022

Venue: Science Staff Room

MEMBERS PRESENT

1. Mr Dipak Nath, HOD
2. Ms Nungsangtola. Assistant Profesoor
3. Mr. Kukabo K Sholho, 5th Semester student
4. Ms Natisonla Chang, 5th semester student
5. Mr. Buhu, 1st semester student

An emergency meeting was held to discuss an important agenda related to extension service and adopted the following decisions

MEETING MINUTES

1. **Review of the last meeting:** A review of last meeting minutes and followed up action taken were discussed:-
 - a. Departmental Routine was prepared and shared.
 - b. Three numbers of books (CSIR, NET) amounting Rs 1017 were purchased and presented to the passed out (PCM) students as the best practice of the department
 - c. Four books (Rs 1160) based on CBCS syllabus for the departmental library were purchased.
 - d. Future Plan of action of the Department for the academic year 2022-23 was Prepared.

2. **Agenda 1: Awareness Program as an extension Service**

Resolution: It was decided that an awareness program about the importance of the Physics subject to class X / class XII science students of schools under Tuensang district through science model by the students of the department as an extension service shall be organized tentatively in the 1st week of April 2023.

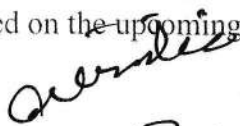
It was decided by the students that they would like to demonstrate on the topic 'Light' where three different experiments will be elaborated by them. The name of the experiments shall be proposed by the students in the upcoming meeting scheduled to be held on 12th September 2022

3. **Agenda 2: Book list**

Resolution: List of Books amounting Rs 5000 (Sanctioned from Library Fund) shall be prepared on basis of CBCS syllabus for 2nd and 3rd semester and the same shall be submitted to the librarian at the earliest by HOD.

Action Taken Report:-

Preparation for extension service is under process and the name of the Experiments will be declared on the upcoming departmental meeting.


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Sao Chang College,
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Department of Physics
Sao Chang College
Tuensang: Nagaland

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Dated: Tuensang, 10th Sept, 2022

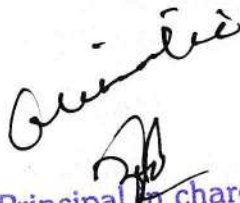
MEETING NOTICE

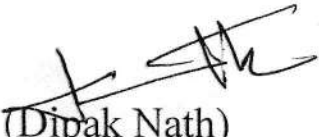
This is to inform all students, teaching and non teaching staff under the Department of Physics, Sao Chang College, that there will be a meeting of the Department at Physics Lab on 12th September, 2022 (Monday) at 12.00 NOON to discuss certain important agendas related to the Department.

All concerned are therefore directed to attend the meeting without fail. Your active co-operation and kind support shall be anticipated and highly appreciated.

Agenda for the meeting

1. Selection of the experiments for extension service
2. Road map (strategic Plan) of the department for the next five years
3. Stock Register
4. Departmental Library
5. Procurement of Laboratory Equipments
6. Any other


Principal in charge
Sao Chang College,
Tuensang : Nagaland


(Dipak Nath)
Head, Department of Physics,
Sao Chang College, Tuensang

Departmental Meeting

Date: 12/09/2022

Venue: Physics Lab

MEMBERS PRESENT

1. Mr Dipak Nath, HOD
2. Ms Nungsangtola. Assistant Profesoor
3. Mr. Kukabo K Sholho, 5th Semester student
4. Ms Natisonla Chang, 5th semester student
5. Mr. Buhu, 1st semester student
6. Imsuyanger, Lab assistant
7. N. khabou, Lab bearer

Meeting Minutes:

1. **Review of the last meeting:** A review of last meeting minutes and followed up action taken were discussed:-
 - (a) Preparation for extension service is under process and the name of the experiments will be declared in today's meeting
 - (b) Book list amounting Rs 5000 (Sanctioned from Library Fund) is prepared and handed over to librarian 8th September 2022
2. **Agenda 1: Selection of the experiments for extension service**
Resolution: Demonstration regarding extension service will be executed on 17th October 2022. The following experiments will be undertaken by the students of the Department
Natisonla:- Polarisation of light
Buhui: Scattering of light
Kukabo: Reflection and dispersion of light using Prism.
3. **Agenda 2: Road map (strategic Plan) of the department for the next five years**
Resolution: Basing on the directives of principal, it was decided to submit the road maps (2021-2026) of the department to the IQAC at the earliest.
4. **Agenda 3: Stock register**
Resolution :It was informed to the Lab assistant to list out the working and non working equipments of the laboratory and maintains a new stock register.
5. **Agenda 4: Departmental Library**
Resolution: The incharge for departmental library was given to Lab Assistant and also he was instructed to keep the records of the books properly.
6. **Agenda 5: Procurement of Laboratory Equipments**
Resolution: It was decided that the list of apparatus (CBCS-2nd & 3rd Semester) to be procured shall be prepared and shall be finalised in the upcoming meeting.

Action Taken Report

1. Demonstration was not performed on the stipulated day as students were not ready.
2. Road maps Prepared and ready for submission to IQAC.
3. Rough list of Apparatus to be procured has been prepared
4. Lab Assistant was instructed to prepare new stock register.


Principal in charge
Sao Chang College,
Tuensang : Nagaland

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**Department of Physics
Sao Chang College
Tuensang: Nagaland**

Dated: Tuensang, 30th Oct, 2022

MEETING NOTICE

This is to inform all students, teaching and non teaching staff under the Department of Physics, Sao Chang College, that there will be a meeting of the Department at Physics Lab on 1st November 2022 Tuesday at 11.00 AM to discuss certain important agendas related to the Department and also to give away books (Departmental Best Practice) to the passed out students.

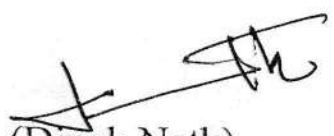
All concerned are therefore requested to attend the meeting without fail. Your active co-operation and kind support shall be anticipated and highly appreciated.

Agenda for the meeting

1. Extension service
2. Reports of Independence Day celebration
3. Procurement of Laboratory Equipments
4. Any other



Principal in charge
Sao Chang College,
Tuensang : Nagaland


(Dipak Nath)
Head, Department of Physics,
Sao Chang College, Tuensang

Departmental Meeting

Departmental Meeting

Date: 01-11-2022

Venue: Physics Lab

MEMBERS PRESENT

1. Mr Dipak Nath, HOD & Assistant Professor
2. Ms Nungsangtola. Assistant Profesoor
3. Mr. Kukabo K Sholho, 5th Semester student
4. Ms Natisonla Chang, 5th semester student
5. Mr. Buhu, 1st semester student
6. Imsuyanger, Lab assistant
7. N. khabou, Lab bearer

MEETING MINUTES:-

1. **Review of the last meeting:** A review of last meeting minutes and followed up action taken were discussed:-
 - a) Demonstration was not performed on the stipulated day as students were not ready.
 - b) List of Books (Rs 5000) prepared and submitted to librarian on 18th September 2022
 - c) Road maps of the department for five years was prepared and submitted to IQAC
 - d) Rough list of apparatus to be procured was prepared and shall be finalized in Today's meeting.
2. **Agenda 1: Extension service**
Resolution: Students was reminded and given some fostering tips for extension service.
3. **Agenda 2: Reports of Independence day celebration**
Resolution: HOD briefed the house about the details information of quiz competition jointly organized by Department of Physics and Department of economics to commemorate Independence Day. He also expressed his gratitude to all the members for their active cooperation.
4. **Agenda3: Procurement of Laboratory Equipments**
Resolution: The laboratory equipments list to be purchased was roughly prepared and was decided that after winter vacation it shall be finalized and will be sent to the seller for quotation.
5. **Any other Agenda: Stock Register**
Resolution: HOD reminded to lab assistant about the maintenance of new stock register.

Action Taken Report:

1. 1st Demonstration of student extension service is done on 30th January 2023
2. The laboratory equipments list to be purchased is prepared
3. Lab Assistant is Maintaining a new Stock register


Principal in Charge
Sao Chang College,
Tuensang : Nagaland

**Department of Physics
Sao Chang College
Tuensang: Nagaland**

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Dated: Tuensang, 5th Feb, 2023

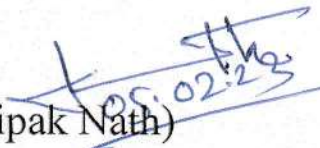
MEETING NOTICE

This is to inform all students, teaching and non teaching staff under the Department of Physics, Sao Chang College, that there will be a meeting of the Department at Physics Lab on 6th February 2023 (Monday) at 12.00 NOON to discuss certain important agendas related to the Department.

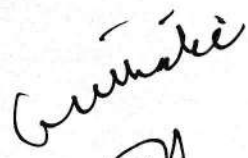
All concerned are therefore requested to attend the meeting without fail. Your active co-operation and kind support shall be anticipated and highly appreciated.

Agenda for the meeting

1. Extension service
2. Syllabus
3. Class Routine
4. Laboratory Equipments
5. Best Practice
6. Any other.


(Dipak Nath)

Head, Department of Physics,
Sao Chang College, Tuensang


Principal in charge
Sao Chang College,
Tuensang : Nagaland

Departmental Meeting

Date: 06/02/2023

Venue: Physics Lab

MEMBERS PRESENT

1. Mr Dipak Nath, HOD
2. Ms Nungsangtola, Assistant Profesoer
3. Mr. Kukabo K Sholho, 5th Semester student
4. Ms Natisonla Chang, 5th semester student
5. Mr. Buhu, 1st semester student
6. Insuyanger, Lab assistant
7. N. khabou, Lab bearer

MEETING MINUTES:-

1. **Review of the last meeting:** A review of last meeting minutes and followed up action taken were discussed

- (a) 1st Demonstration of student extension service is done on 30th January 2023
- (b) The laboratory equipments list to be purchased is prepared
- (c) Lab Assistant is Maintaining a new Stock register

2. **Agenda 1: Extension service**

Resolution: It was decided by the house that students will give a demonstration of the assigned experiments in the 2nd week of April 2023 at Physics Lab and final presentation to a school shall be done in the 3rd week of April 2023. In this regard it was also decided that Mr. Dipak Nath, H.O.D shall write an application to that school under the district for getting permission to conduct extension service.

3. **Agenda 2: Syllabus**

Resolution: Syllabus was distributed between the faculties as follows

SL. NO	NAME OF FACULTY	2 nd SEM	6 th SEM
1.	Mr. Dipak Nath	Unit 3, Unit 4, Unit 5	Unit 1, Unit 2, Unit 3, Practical
2.	Ms. Nungsangtola	Unit 1, Unit 2, Practical	Unit 4, Unit 5,

4. **Agenda3: Class Routine**

Resolution: Workload per week for each faculty was discussed and finally H.O.D was given responsibility to prepare the departmental routine.

5. **Agenda 4: Laboratory Equipments**

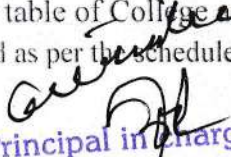
Resolution: List of equipments to be purchased was finalized and it will be sent to the seller (Nature Way, Dimapur) for quotation at the earliest.

6. **Agenda 5: Best Practice**

Resolution: To continue with the departmental best practice, it was decided that books (Best Practice) shall be given to the 6th semester students during their practical Examination (Even Semester 2023)

7. **Any other Agenda: Internal Assessment Class Test**

Resolution: Following the time table of College Academic calendar, the internal assessment tests shall be conducted as per the schedule mentioned below:


Principal in charge
Sao Chang College,
Tuensang : Nagaland

SL. NO	NAME OF FACULTY	2 nd SEM (CBCS)	6 th SEM
1.	Mr. Dipak Nath	1 st Class Test 3 rd Class Test(Combined)	1 st Class Test 3 rd Class Test (Combined)
2.	Ms. Nungsangtola	2 nd Class Test 3 rd Class Test(Combined)	2 nd Class Test 3 rd Class Test (Combined)

Action Taken Report:

1. Department carried out student extension service at Wela Foundation School, Tuensang on 15th April 2023.
2. Departmental routine was prepared on 7th February 2023.
3. List of equipments to be purchased was sent to Nature Way (Seller) on 23rd March 2023.
4. Books (Best practice of the department) were given to the 6th semester students on 12th May 2023



Principal in charge
Sao Chang College,
Tuensang : Nagaland

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Department of Physics
Sao Chang College, Tuensang Nagaland

Dated: Tuensang, 6th May, 2023

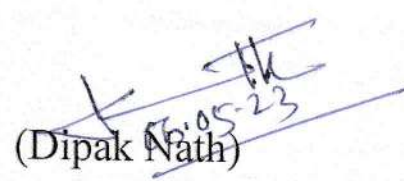
MEETING NOTICE

This is to inform all teaching staff under the Department of Physics, Sao Chang College, that there will be a telephonic meeting of the Department on 9th May 2023 at 7.00 PM to discuss certain important agendas related to the Department.

All concerned are therefore requested to attend the meeting without fail. Your active co-operation and kind support shall be anticipated and highly appreciated.

Agenda for the meeting

1. Best Practice
2. Practical Equipments
3. Students' Feedback
4. Major Course in Physics
5. Any other.


(Dipak Nath)

Head, Department of Physics,
Sao Chang College, Tuensang


Principal in charge
Sao Chang College,
Tuensang : Nagaland

Departmental Meeting

Date: 09/05/2023

Venue: Telephonic

MEMBERS PRESENT

1. Mr Dipak Nath, HOD & Assistant Professor
2. Ms Nungsangtola, Assistant Profesoor

MEETING MINUTES:-

Review of the last meeting: A review of last meeting minutes and followed up action taken were discussed:-

- a) Students of the departments along with one Faculty visited Wela Foundation School on 15th April ,2023 and taught the class X students about the subject Physics through power point presentation and model.
- b) Departmental Routine was Prepared and shared
- c) Quotation of equipments was received from Natyresway on 27th March 2023 and accordingly final order is placed on 30th April 2023 with a payment of Half amount (Rs 15,100/)
- c) For Purchasing Books (Best Practice), the order is placed.

1. Agenda 1: Best Practice

Resolution: Two books were purchased (Rs) for departmental best practice and it was decided that on 11th May 2023 after their (6th Semester PCM students) practical examination, it shall be handed over to them at College conference hall.

2. Agenda 2: Practical equipments

Resolution: Practical equipments amounting Rupees 30,192/- were received on 6th May 2023.

3. Agenda3: Feedback from students

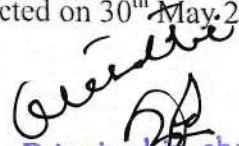
Resolution: It was decided that feedback about the department shall be collected from physics students and for which Google form shall be given to them at the earliest.

4. Agenda 4: Major in Physics

Resolution: After thorough discussion, it was decided that department of physics is not in the position to start major course as the departmental lab is not updated with equipments for honours course and also presently only two Faculties are working in the department.

Action Taken report:

1. Departmental Best practice (CSIR –NET Books) were handed over to the students on 11th May 2023.
2. Filled up students' feedback forms collected on 30th May 2023


Principal in charge
Sao Chang College,
Tuensang : Nagaland