

SAO CHANG COLLEGE
BOTANY DEPARTMENT
TUENSANG, NAGALAND

Departmental meeting (Online)

Date: 05/07/2021

Venue: Conference Call

Time: 6:00 PM

Meeting Agenda:

1. To observe World Nature Conservation Day
2. Departmental Best practice
3. Syllabus distribution

Meeting Minute:

1. The house decided to conduct online poster cum essay competition on 28th July 2021 to observe World Nature Conservation Day with the objective to raise awareness about protecting the natural resources and to make students understand the importance of the conservation of nature.
2. It was decided to conduct the competition only for the college students (B.A and B.Sc 3rd and 5th semester) only. The communication will be through whatsapp and email ID
3. Mr. Tekameren Walling was given the in-charge to make the flyer, registration link, submission link, feedback link and Ms. Tongpangkokla Chang and Dr. S. Arenla will take care of notifying the students.
4. It was decided to contribute Rs. 1000/- each from the faculty for the prize money. First prize will carry a cash amount of Rs. 2000/- and a E- Certificate and second prize will carry a cash amount of Rs. 1000/- and a E-certificate.
5. For the judge, Dr. Iris Odyuo, Associate professor , Department of History and Mr. Akyuba Sangtam, Assistant professor, Department of English will be approached by the HoD
6. Last date of submission will be on 24th July 2021 and declaration of result by 28th July 2021. The students will be asked to submit the hard copy at a feasible time.
7. For the best practice, it was decided to give books to all the outgoing students, B.SC Bio-Chem, for the previous academic year, but from this academic year it was decided to give to the best two students only. A collection of Rs. 50/month from each faculty will be collected starting from July 2021 onwards for the said purpose
8. The syllabus for the 1st, 3rd and 5th semester will be taken as before.

Members present:

1. Tongpangkokla Chang, HoD
2. Tekameren Walling
3. Dr.S.Arenla

SAO CHANG COLLEGE
BOTANY DEPARTMENT
TUENSANG, NAGALAND

Departmental meeting

Date: 14/09/2021

Venue: Botany Lab

Time: 1:00 PM

Review of the meeting:

1. Online poster cum essay competition on 28th July 2021 related to World Nature Conservation Day was successfully conducted. First Position-Mr. Sandeep Kumar Singh, B.Sc 3rd Semester and Ms. K. Jeliem, BA 5th Semester
2. Books were also distributed to all the B.Sc, Bio-chem., Students as part of departmental Best Practise

Meeting Agenda:

1. Department Seed Money
2. End semester examination paper checking remuneration
3. Income and Expenditure register
4. Purchase of CBCS Book
5. Practical fees
6. First Internal test
7. Paper publication

Meeting Minute:

1. HoD mentioned the amount of Rs. 2000/- received from the Principal-in-charge as seed money . It was decided to discuss the activities for the said purpose in the next meeting only.
2. The house decided to include the last end semester examination paper checking remuneration of Rs. 500/- to the departmental best practice fund and also decide that further on all end semester examination paper checking remuneration will be included in this fund.
3. Separate register for income and expenditure of the department will be maintained and the in charge for the same is given to Dr. S. Arenla
4. HoD requested all the faculty to submit the list of book, CBCS , required so as to submit it to the Librarian by 20th September 2021
5. HoD highlighted the Practical fee extract. She mention that Previous practical fee collection was Rs. 6300 and the current semester as Rs. 6300, totalling to Rs. 12,800/-. Out of this collection , it was decided to purchase the following items:

Sl.No	Items	Budget allocated
1	Microscope	Rs. 9000
2	Chemical apparatus	Rs. 2800
3	Weighing Balance	Rs. 1000

6. It was decided to conduct the 1st internal test on 20th and 21st September for B.Sc 1st, 3rd and 5th semester.
7. The importance of department paper publication was also discussed, the details of which will be discussed in the next meeting

Members present:

Tongpangkoka Chang
HoD

Tekameren Walling

Dr.S.Arenla

SAO CHANG COLLEGE
BOTANY DEPARTMENT
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Departmental emergency meeting

Date: 1/10/2021

Venue: Botany Lab

Time: 1:00 PM

Meeting Agenda:

1. Remedial class
2. Syllabus

Meeting Minute:

1. HoD thanks the members for the positive response and conveys the purpose of the meeting. Since it is an emergency meeting so it was decided to review the previous meeting minute in the next meeting only.
2. It was decided to collect the doubt topic from the students and to resolve it during the remedial class to be held in between 11th-18th November 2022

Tentative remedial class routine			
11 th Nov 2021		18 th Nov 2021	
Semester	Name of the faculty	Semester	Name of the faculty
B.SC 1 st and 3 rd Semester	Mr. Tekameren Walling	B.Sc 1 st Semester	Ms. Tongpangkokla Chang
B.SC 3 rd and 5 th Semester	Dr.S.Arenla	B.SC 3 rd Semester	Mr. Tekameren Walling
		B.SC 5 th Semester	Dr.S.Arenla

3. HoD requested the faculty to finish the syllabus at the earliest.

Members present:

1. Tongpangkokla Chang, HoD
2. Tekameren Walling
3. Dr.S.Arenla

SAO CHANG COLLEGE
BOTANY DEPARTMENT
TUENSANG, NAGALAND

Departmental emergency meeting

Date: 1/02/2022

Venue: Botany Lab

Time: 1:00 PM

Review of the meeting:

1. The house reviewed the previous meeting minutes and it was found that all the resolution was successfully implemented. HoD highlighted that two microscope was bought.

Meeting Agenda:

1. Seed money
2. Distribution of syllabus
3. Internal test date
4. Internal exam pattern distribution
5. Internal exam marks distribution
6. Remedial class
7. CIE mark submission date

Meeting Minute:

1. With the seed money, the house plans to sit with the final year students so that they also can share some innovative ideas
2. The syllabus for the even semester will be taken as before.
3. The date for the Internal test was fixed on:
1st Internal Test- 21st February 2022
2nd Internal Test- 21st March 2022
4. It was decided to give the internal exam topics to the student prior two week ahead. Distribution of exam pattern among the faculty for the internal test

1 st Internal Test			
Name	2 nd Semester	4 th Semester	6 th Semester
Ms. Tongpangkokla Chang	Objective	Descriptive	Objective
Mr. Tekameren Walling	Objective	Objective	Descriptive
Dr.S.Arenla	Descriptive	Objective	Objective
2 nd Internal Test			
Name	2 nd Semester	4 th Semester	6 th Semester
Ms. Tongpangkokla Chang	Objective	Objective	Descriptive
Mr. Tekameren Walling	Objective	Descriptive	Objective
Dr.S.Arenla	Descriptive	Objective	Objective

5. Distribution of marks for internal test as follows

Descriptive question	-	7 Marks
Objective question		
a) Short Question	-	$2 \times 3 = 6$ marks
b) MCQ	-	$1 \times 4 = 4$ marks
c) True or False	-	$1 \times 3 = 3$ marks
Total	=	20 marks

6. The house set 18th-22nd April as the tentative date to conduct remedial class for the even semester

7. Submission of CIE marks to the authority latest by 24th March 2022

Members present:

1. Tongpangkokla Chang, HoD
2. Tekameren Walling
3. Dr.S.Arenla