

**Peren Government College
Peren, Nagaland**

Faculty Meeting

2nd March 2019

The IQAC Co-ordinator along with the Principal & Vice-Principal had an in depth discussion on the **Academic Audit Performa for Self Assessment of the Institution** with the teaching faculty at the College ICT Classroom on the 2nd of March.

Outcome of the Meeting:

1. From the Principal:

- a) Reviewed each teacher's attendance data & classes taken in the last semester & reminded the teaching faculty not to be lackadaisical in their duties
- b) Suggested every department for a reshuffle of papers among the teachers
- c) To bring forth a more systematic class time-table from the next semester where every teacher equally gets a proper class rota
- d) A student who takes leave is to address the same to the Examination & Assessment Committee which will be forwarded to the Principal. The Committee is also to maintain a file in the staffroom & keep the attendance record of the students for teachers' reference
- e) All HoDs are responsible to report the monthly log book of their concerned department to the Principal at the end of every month
- f) Casual Leave(CL) of 12 days will be maintained for one annual calendar i.e., from January- December
- g) Remedial classes to be conducted at the convenient of the teacher
- h) HoDs to collect datas of students' progression report for the last five years and submit it to Mr. Joseph KJ for compilation & to make the data chart of each department and the institute as a whole
- i) Reminded the teachers to discuss & solve question papers in the classroom

2. From the Vice-Principal:

- a) Reminded the teachers to bring the class attendance register to him for countersigning on daily basis & not to keep it pending
- b) Requested the teachers not to switch their classes without prior information to the authority & the students
- c) CL to be applied at least one day in advance & Class Representatives are to be informed so that it is notified to the concerned class

Recording Secy


(Dr. Wabangnaro Imchen)

Katari / Kamech
2/3/19.