

BSW

Department Minutes of the meeting (July 2023 – June 2024)

Date : 06.07.2023

Time : 11am

Points Discussed :

1. Class Routine : The department can arranged the class timetable. It has been decided that the class will begin from 8.30 am onwards.
2. BSW 1st semester class will start on the 1st August 2023
3. If any Teacher attends any program, they have to inform the HoD . A register will be maintained by the Head.
4. Any teacher visiting the field information to the Head either through text messages and to write in the register.
5. Field work programmes to conduct after class hours.
6. BSW Odd Semester papers: Faculty Incharge
101 : Ms. A.D, Ms. E.K and Mr. R.L
102 : Ms. I.D. , and Mr. D.K.
301 : Ms. A.D. and Ms. E.K.
302 : Ms. I.D. , Mr. D.K. and Mr. R.L.
502 : Ms. A.D. , Mr. D.K., Ms. E.K., Mr. R.L. and Ms. I.D.
7. Centenary program.

Date 14.08.2023

Time : 11am

Points Discussed :

1. Brother Simon congratulated for the good results.
2. Dicussing on the NEP syllabus – for the department to take classes. (MDC and SEC)
3. Any publications / research work to submit to Ms. I.D.
4. Rural camp and study tour presentation on the 31st August 2023 from 10.30 am onwards.
5. Field work attendance sheets to be maintained in the organization.
6. The Dean will maintain a field work register in her office.

Faculty present:

Ms. A.D. Dohling, Mr. D. Kharkongor, Ms. E. Kynta, Mr. R.V.Langstieh, Ms. I.A.R.Dorphang and Ms. A. Kharbuli.

Date : 08.02.2024

Time : 12.30pm

Points Discussed :

1. Ms. A. Kharbuli will remain as the field work coordinator and can assist with few classes as when necessary.
2. A substitute for Ms. E.Kynta but not needed as she is able to take her own classes.
3. Department website : Mr. D.K, Mr. R.L and Ms. I.D – Incharge
4. Programmes Incharge :
Add-on course : A.D. and All
Documentation : A.K and E.K
Dept. Magazine : A.D, D.K,R.L, and I.D.
Newslwtter : AD, EK and AK.
Mentoring : All
Field work : AK (Incharge) and All.
Library : EK (Incharge), AD and DK.

DATE : 18.03.2024

Time : 12.51 pm

Points Discussed :

1. 1st semester examination – 1st April 2024. Room – 25 & 30 for classes
2. April 3rd , 8th , 10th , and 12th from 1pm onwards classes will begin at own department.
3. VAC – 2nd semester paper – Health and Wellness , Chemistry Department (Incharge)
4. Visitor register to be maintained by the department.
5. Department website : AK (Incharge), Committee clubs and Best practices.

Faculty present – All.

Date : 27.04.2024

Time : 11am

Points Discussed :

1. Monday 1st April 2024 – Room 25 and 30 classes for 1st semester .3rd, 8th, 10th and 12th April 2024 classes for the 1st semester to be held in the department classroom.
2. BSW 2nd semester – Orientation for field work
Faculty Incharge : AD, DK,EK,RL and ID (Theory), AK (Field).
3. Class arrangements for Minor / Major classes. Minor student will join along with major students.
4. Walk for Freedom – Faith Foundation approached Ms. AD for participation in the walk to be held on the last week of June 2024.
5. NGOs – Field work coordinator to contact the NGOs for orientation visits of the 1st semester and to confirm the date and time.
6. To meet the Vice Principal (Academics)for a meeting regarding 2nd semester classes.

Faculty Present : A.D., D.K., E.K., R.L., and A.K.

Date : 16.05.2024

Time : 10.45am

Points Discussed:

1. VAC – Timings for classes at 8.30am Monday – Saturdays.
2. Topics for VAC for the Department Faculty :
Socio-economic factors and wellness – RL
Contemporary problems of ypuh, Alcohol, Drugs, Use of Tobacco, (chewing, buffing, and smoking.their harmful effects. – DK
Substance abuse mamagement – ID
Addiction Management – AD.
3. Nomination for the Edmundian of the year
Edmundian of the year – Ms. Tanvi Farzeen
Best field worker – Sister Camilia Wahlang

Faculty Present - All

Date : 01.07.2024

Time : 11.30am

Points Discussed :

1. Records of the department meetings fro 2018 – 2023.
2. Alumini lists – an invitation for the NAAC visits.
3. Admission Flyer – to update the flyer and submit ti Mr. B.Dkhar
4. To work on the department library.
5. During pandemic – classes from offline to online, to get attendance from Priya.
6. Mentoring booklets and IC/GCs – conducted by the facukty.
7. Training for Linways – from Priya.
8. Library – Students to access from State central library and department library.
9. Feedback from students – Ms. ID will create a google form for Parents, alumini and present students.
10. Lists of NGOs for placement.

Faculty present : AD,DK,EK,ID and AK.

Date: 11.07.2024

Time : 11.15am

Points Discussed :

1. Discussion on the message from Brother Simon.
2. Mock NAAC visit by Brother. Teachers to distribute for the presentation.

Faculty present : AD, DK, EK, ID and AK.

BSW



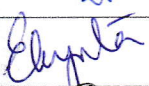



Department Minutes of the meeting (July 2023 – June 2024)

Date : 06.07.2023

Time : 11am

Points Discussed :

1. Class Routine : The department can arranged the class timetable. It has been decided that the class will begin from 8.30 am onwards.
2. BSW 1st semester class will start on the 1st August 2023
3. If any Teacher attends any program, they have to inform the HoD . A register will be maintained by the Head.
4. Any teacher visiting the field information to the Head either through text messages and to write in the register.
5. Field work programmes to conduct after class hours.
6. BSW Odd Semester papers: Faculty Incharge
101 : Ms. A.D, Ms. E.K and Mr. R.L
102 : Ms. I.D. , and Mr. D.K.
301 : Ms. A.D. and Ms. E.K.
302 : Ms. I.D. , Mr. D.K. and Mr. R.L.
502 : Ms. A.D. , Mr. D.K., Ms. E.K., Mr. R.L. and Ms. I.D.
7. Centenary program.

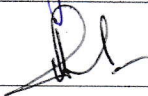
Name of Faculty	Signature
Ms. A.D.Dohling	
Mr. D. Kharkongor	
Ms. E. Kynta	
Ms. A.Kharbuli	
Mr. R.V.Langstieh	
Ms. I.A.R.Dorphang	

Date 14.08.2023

Time : 11am

Points Discussed :

1. Brother Simon congratulated for the good results.
2. Dicussing on the NEP syllabus – for the department to take classes. (MDC and SEC)
3. Any publications / research work to submit to Ms. I.D.
4. Rural camp and study tour presentation on the 31st August 2023 from 10.30 am onwards.
5. Field work attendance sheets to be maintained in the organization.
6. The Dean will maintain a field work register in her office.



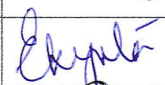
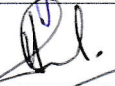


Name of Faculty	Signature
Ms. A.D.Dohling	
Mr. D. Kharkongor	
Ms. E. Kynta	
Ms. A.Kharbuli	
Mr. R.V.Langstieh	
Ms. I.A.R.Dorphang	

Date : 08.02.2024

Time : 12.30pm

Points Discussed :

1. Ms. A. Kharbuli will remain as the field work coordinator and can assist with few classes as when necessary.
2. A substitute for Ms. E.Kynta but not needed as she is able to take her own classes.
3. Department website : Mr. D.K, Mr. R.L and Ms. I.D – Incharge
4. Programmes Incharge :
Add-on course : A.D. and All
Documentation : A.K and E.K
Dept. Magazine : A.D, D.K,R.L, and I.D.
Newslwtter : AD, EK and AK.
Mentoring : All
Field work : AK (Incharge) and All.
Library : EK (Incharge), AD and DK.



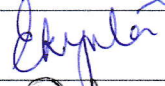
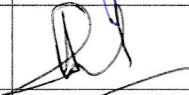


Name of Faculty	Signature
Ms. A.D.Dohling	
Mr. D. Kharkongor	
Ms. E. Kynta	
Ms. A.Kharbuli	
Mr. R.V.Langstieh	
Ms. I.A.R.Dorphang	

DATE : 18.03.2024

Time : 12.51 pm

Points Discussed :

1. 1st semester examination – 1st April 2024. Room – 25 & 30 for classes
2. April 3rd, 8th, 10th, and 12th from 1pm onwards classes will begin at own department.
3. VAC – 2nd semester paper – Health and Wellness , Chemistry Department (Incharge)
4. Visitor register to be maintained by the department.
5. Department website : AK (Incharge), Committee clubs and Best practices.



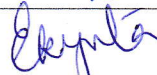



Name of Faculty	Signature
Ms. A.D.Dohling	
Mr. D. Kharkongor	
Ms. E. Kynta	
Ms. A.Kharbuli	
Mr. R.V.Langstieh	
Ms. I.A.R.Dorphang	

Date : 27.04.2024

Time : 11am

Points Discussed :

1. Monday 1st April 2024 – Room 25 and 30 classes for 1st semester .3rd, 8th, 10th and 12th April 2024 classes for the 1st semester to be held in the department classroom.
2. BSW 2nd semester – Orientation for field work
Faculty Incharge : AD, DK,EK,RL and ID (Theory), AK (Field).
3. Class arrangements for Minor / Major classes. Minor student will join along with major students.
4. Walk for Freedom – Faith Foundation approached Ms. AD for participation in the walk to be held on the last week of June 2024.
5. NGOs – Field work coordinator to contact the NGOs for orientation visits of the 1st semester and to confirm the date and time.
6. To meet the Vice Principal (Academics)for a meeting regarding 2nd semester classes.



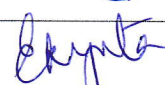



Name of Faculty	Signature
Ms. A.D.Dohling	
Mr. D. Kharkongor	
Ms. E. Kynta	
Ms. A.Kharbuli	
Mr. R.V.Langstieh	
Ms. I.A.R.Dorphang	

Date : 16.05.2024

Time : 10.45am

Points Discussed:

1. VAC – Timings for classes at 8.30am Monday – Saturdays.
2. Topics for VAC for the Department Faculty :
Socio-economic factors and wellness – RL
Contemporary problems of youth, Alcohol, Drugs, Use of Tobacco, (chewing, buffing, and smoking).their harmful effects. – DK
Substance abuse management – ID
Addiction Management – AD.
3. Nomination for the Edmundian of the year
Edmundian of the year – Ms. Tanvi Farzeen
Best field worker – Sister Camilia Wahlang



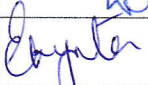



Name of Faculty	Signature
Ms. A.D.Dohling	
Mr. D. Kharkongor	
Ms. E. Kynta	
Ms. A.Kharbuli	
Mr. R.V.Langstieh	
Ms. I.A.R.Dorphang	

Date : 01.07.2024

Time : 11.30am

Points Discussed :

1. Records of the department meetings fro 2018 – 2023.
2. Alumini lists – an invitation for the NAAC visits.
3. Admission Flyer – to update the flyer and submit ti Mr. B.Dkhar
4. To work on the department library.
5. During pandemic – classes from offline to online, to get attendance from Priya.
6. Mentoring booklets and IC/GCs – conducted by the facukty.
7. Training for Linways – from Priya.
8. Library – Students to access from State central library and department library.
9. Feedback from students – Ms. ID will create a google form for Parents, alumini and present students.
10. Lists of NGOs for placement.



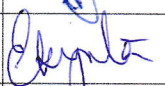


Name of Faculty	Signature
Ms. A.D.Dohling	
Mr. D. Kharkongor	
Ms. E. Kynta	
Ms. A.Kharbuli	
Mr. R.V.Langstieh	
Ms. I.A.R.Dorphang	

Date: 11.07.2024

Time : 11.15am

Points Discussed :

1. Discussion on the message from Brother Simon.
2. Mock NAAC visit by Brother. Teachers to distribute for the presentation.

Name of Faculty	Signature
Ms. A.D.Dohling	
Mr. D. Kharkongor	
Ms. E. Kynta	
Ms. A.Kharbuli	
Mr. R.V.Langstieh	
Ms. I.A.R.Dorphang	