

Minutes of the Meeting



Day/Date: Wednesday, 22nd August 2020

Time: 11.00 A.M

Venue: Auditorium

Members Present:

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| 1. Dr. (Fr.) Allwyn Mendoz, Principal | -Chairperson |
| 2. Fr. Walter Naveen, Vice Principal (Admin) | -Member (Admin Officer) |
| 3. Fr. Thomas Kollakompil, Vice Principal (Co & Extra-curricular) | -Member (Admin Officer) |
| 4. Dr. Utpal Talukdar, Senior Faculty | -Coordinator |
| 5. Dr. Bhaboklang Sohkhet, Senior Faculty | -Deputy Coordinator |
| 6. Mrs. Sonisha R. Syiem, Senior Faculty | -Member |
| 7. Mr. Dani Lalyang, Senior Faculty | -Member |
| 8. Ms. Withoam Socia, Senior Faculty | -Member |
| 9. Dr. Vajana Thakuria, Senior Faculty | -Member |
| 10. Mr. Jeremiah Modi, Faculty | -Member |

The meeting started with an opening prayer by Mrs. Sonisha R. Syiem followed by words of welcome from Dr. Bhaboklang Sohkhet, the Deputy Coordinator, IQAC

Agenda:

The meeting was held to discuss on the possibilities for revision and adoption of the newly prepared draft on promotional schemes under CAS submitted by IQAC.

The presentation on proposed promotion & CAS was given by Dr. Utpal Talukdar, Coordinator, IQAC

Discussion & Points drawn:

- The management council of SCCZ serves as the screening committee for academic performance and promotional schemes
- Except for 'on deputation', absence from regular duties (though related to CAS) will be counted as 'leave'.
- Code of conduct will be at the discretion of the screening/selection committee
- For coordinators and administrative related responsibilities, proper mechanism for monitoring and evaluation of tasks should be done.
- Grading criteria will be circulated and the same must be accordingly recorded by the teachers against their API.
- Punctuality & Regularity could be one of the major criteria

- Biometrics shall be mandatory.
- Publications in peer-reviewed journals (with ISSN) and books (with ISBN) will be considered.
- For each assessment period, all requirements/ score/ calculation on CAS must be met afresh while being at a given designation level.

Concluding remarks by Chairperson, IQAC:

- The chairperson informed that the 1st draft of CAS will be circulated to all IQAC members for examination and feedback on possible adoption at SCCZ
- On finalization and approval of the draft, CAS and promotion criteria will be in effect and implemented at the earliest possible

The meeting ended with a vote of thanks proposed by Dr. Bhaboklang Sohkhet, the Deputy Coordinator, IQAC

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Chairperson
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