

Minutes of the 2nd Staff Council Meeting

Date: 4th September, 2019

Venue: Room No. 5

Members Absent: Dr. Utpal Talukdar, Mr. Jeremiah Modi, Miss Withoam Socia and Miss Tailang Rillung.

The meeting started with an opening prayer led by Mrs. Sonisha R. Syiem.

Chronicles was read by the Chronicler Dr. Jenny Jami.

Points Discussed:

1. The Chairperson urged the Cells and Associations Coordinators to inform the management regarding various events and activities to be presented and executed.
2. The Chairperson asked all the HoDs to submit their enhanced syllabus by 07 September, 2019.
3. The Chairperson informed that the internet facility is available in one computer in Library and suggested faculty to make use of the facility extensively for academic purposes.
4. The Principal officially welcomed the faculty in the department of Education, English and ICT.
5. The Chairperson asked the teachers to be strict regarding 'Note of Absent' submitted by student and the same should be followed according to the instruction detailed in the Handbook.
6. In case of late arrival of the students, Late mark (L) must be entered against such students.
7. With regards to leave provisions for teachers the same must be strictly followed as detailed in the Staff Service Manual. In case of any special requisition, the same must be communicated to the management in a written format so that it may be examined and implemented accordingly.
8. In regards to result analysis, the Chairperson congratulated all the departments for their hardwork and commitment to contributing to all the excellent result achieved. For the improvement of the same he also suggested the IQAC to monitor the performances and various activities conducted by each department.

9. Regarding result analysis, the Chairperson asked all the teachers not to make count on PWBP from 1st Semester to 4th Semester as the same only counts for 5th and 6th semester.
10. The Chairperson also asked all the teachers to use yellow cards against those students who remain absent for three classes consecutively, in order to help them realize their shortcomings.
11. With respect to release of Departmental Newsletter, the Principal urged the departments to release before November, 2019.
12. The Principal congratulate the Mass Communication department for their release of 1st ever electronic media news launched and also encouraged them to significantly continue the same.
13. The Chairperson put emphasis on the timely submission of the Staff Service Journal and same must be submitted on or before every Saturday of the week.
14. In connection to the awareness of ecosystem friendly practices, the Chairperson announced the single-use plastic products will be banned on campus with immediate effect so that the same must comply with the orders from the higher authority.
15. With regards to the printing materials, the Principal suggested to the teachers that only those related to academic must be printed in the college office.
16. The Chairperson shared his experience regarding the meeting held by the District Administration on the use of liquors, cigarettes and other contraband substances and instructed that teachers of Saint Claret College can also visit nearby shops and informed the shopkeepers not to sale any contraband substances to the students.
17. The Chairperson informed that there might be a surprised check for vehicle documents by the District Administration and instructed all the staffs to carry their required documents with them.
18. The Principal reminded the teachers that for any query, students should not be sent to the Principal, however, the same must be dealt by the teachers and the management themselves.
19. The Principal reminded the teachers to make maximum use of the ICT facilities in Teaching-Learning process.
20. For the smooth conduct of the Resonance 2019, the use agreed to appoint Mr. Debajit Gogoi, Assistant Professor, Department of Geography as the Chief Coordinator along with the SCALE and SAGA Coordinators will also work as a team. The