

Minutes of 4th Staff Council Meeting

Date: 19th Nov., 2019

Venue: Room No. 05

I. **Opening Prayer:** The meeting started with an opening prayer by Dr. Jeny Jami.

II. **Members Absent:** Dr. Fr. Allwyn Mendoz, Mrs. Sonisha R. Syiem, Dr. Bhaboklang Sokhlet and Miss Geeta Zirdo.

III. The chronicles of events was presented before the house by Miss Junu Elapra.

IV. **The following agendas/points were discussed in the meeting:**

1. Use of paper cups in the campus: In connection with the circular notified by UGC, the house decided to replace the usage of single use plastic water bottles with paper cups to promote plastic free environment on campus.

2. Security: In connection with security issues related with use of contraband substances in the campus, the Chairperson informed that the security checking and frisking of students will be tightened and effective from January 2020.

3. Gastronomica 2019: Announcing the successful conduct of the fund raising and food festival Gastronomica 2019, the Chairperson extended his appreciation to all the departments for their valuable contribution towards fund raising programmes.

4. End Semester Exam Nov-Dec. 2019:

a. The Exam Superintendent Miss Withoam Socia presented a detailed instruction of the conduct of end semester exam 2019.

b. The Chairperson reminded the teachers for special care related to verification of answer scripts, invigilation related duties, punctuality, exam logistics, discipline, etc.

c. The IQAC Coordinator informed that all the exam related remuneration will be handled and settled in accordance to the RGU norms.

d. Any discrepancies/doubts all matters must be reported to the exam cell. Incase of serious issues the same shall be addressed to the College management.

e. Exam days are normally considered as no leave days. However, incase of genuine requirements related with outstation leave the same must be intimated to the Principal.

f. The Chairperson told all teachers that 20th Dec., 2019 will be the last working day of the semester.

5. Departmental Task:

a. The Chairperson urged all the departments to update their files during the exam days and also to help the IQAC team in preparing AQAR.

b. Old and outdated files must be kept in stock and which later will be shifted to archive section in the new building.

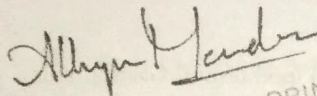
6. **Central Evaluation:** The Central Evaluation Coordinator, Dr. Utpal Talukdar informed that during Central Evaluation, teachers other than the Central Evaluation Staffs and evaluators will not be allowed to enter in the stock as well as evaluation room.

7. **CIA and Assignments:**

a. In connection with the students shortage of attendance the Chairperson told that for such students all assignments must be submitted on a daily basis based on their attendance percentages.

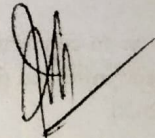
b. All assignments are mandatory. Therefore, no such misinformation should be passed to the students that they do not need to write any assignments.

8. The meeting ended with closing prayer by Miss Ipi Bomjen.



Chairperson
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