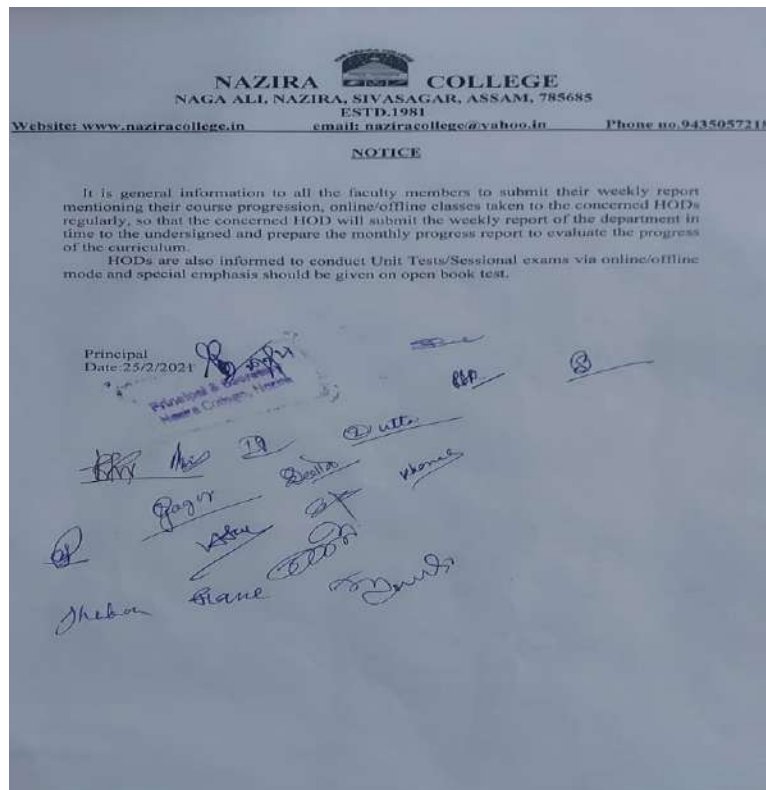
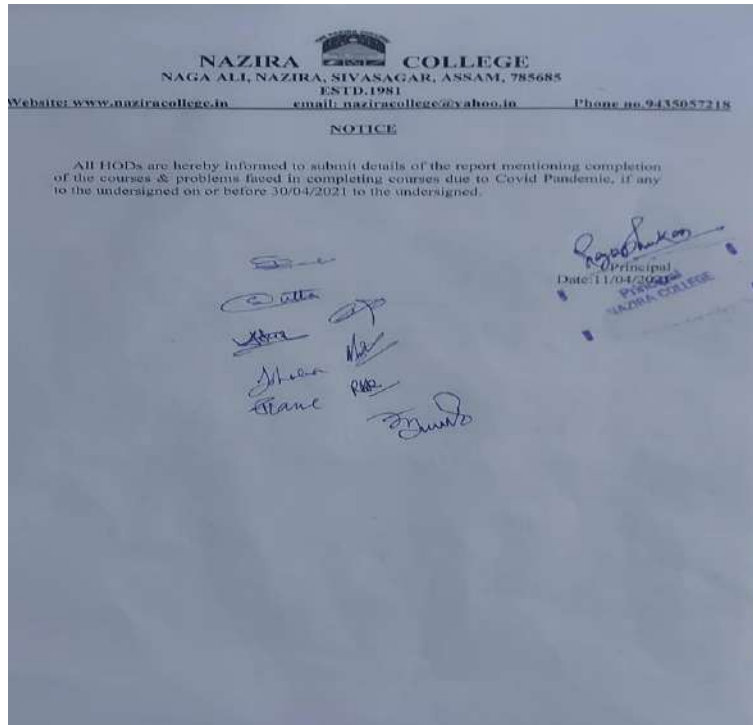


2.6.2.



Minutes of the HOD Meeting held on 21/09/2020

A meeting of the all HODs has been convened on 21/09/20 under the chairmanship of the Principal, Nazira College, Nazira in the Seminar Hall at 4 P.M. The HODs of the all 12 Departments were present in the meeting. The Coordinator, IQAC & Vice Principal of the College were also present in the meeting. The following agendas were discussed and unanimously decisions were taken.

Agenda 1. Opening of offline classes in alternate days.

The Principal read out the guideline of the State & Central Govt. regarding Covid-pandemic and decision has been taken to run the classes both in online and offline mode by maintaining covid protocol in the college campus.

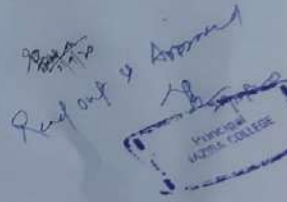
Agenda 2. Discussion on Completing Syllabuses.

The problems of online classes mainly very low participation by the students were briefly discussed in the meeting. The coordinator, IQAC requested the Principal to discuss the matter with the concerned authorities regarding reduction course curriculum before commencement of examination as students were lagging behind in all the HODs due to Lockdown. Decision has been taken to forward a proposal to the University for the same and the Principal requested all the HODs to communicate as much as students who were completely out of the range of online platform.

Agenda 3. Discussion on assigning Internal Marks to Students

Due to network problems/non availability of smart phones most of the rural students were failed to appear in the online classes as well as in online examination conducted by all the Departments. By considering the present pandemic, decision has been taken to invite those students who failed to attend online classes/exams physically to the departments by maintaining all covid protocol.

At the end of the meeting the Principal requested all the members present in the meeting to offer their service sincerely and also to monitor the students regularly. The IQAC Coordinator requested all the members to cooperate him in third cycle of NAAC Assessment process by submitting all necessary documents. The Vice Principal of the College offers vote of thanks to all the members present in the meeting.

Read out & Approved


Proceeding of the Academic Committee Meeting held on 20/12/2020

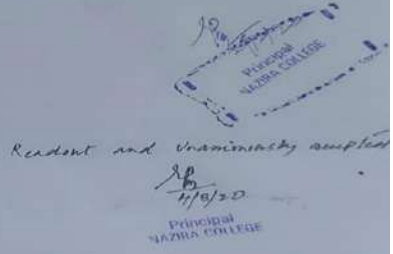
Nazira College, Nazira

An emergent meeting of all HoDs under the chairmanship of the Principal, Dr. Raju Phukan has been held on 20/12/20. The Chairman started the meeting with a query from all the heads as to how much of the syllabus of each semester has been covered through the Online mode of transaction of Teaching-learning process till date and what steps are to be taken to complete the courses of the study for all semester within the stipulated time.

That the Head, Dept. of Geography, said that the dept. has made every possible effort to help the students tide over the problem of syllabus completion and emphasized that a large chunk of the syllabus (60%) has been finished till now. The Head, Dept. of Education opined that the Dept. having practical classes has also taken steps to complete the Syllabus and as much as 60% of the courses of study has been completed till date. And such has been the view of most of the Heads regarding Syllabus completion.

The next point on Agenda stated has been the steps to cover the syllabus by the end of the stipulated time. That all the Head assured the Principal that they would send the study materials and even the voice message-lecture to the students of every Semester in their Whatsapp groups. They also made a point that physical classes/ online classes have to be regularly held and physical classes on the alternate days would be conducted in the collage fulfilling the COVID-19 protocol for the completion of the Courses of study on time subject to the Govt. Guidelines. Every segment of Internal Assessment would also be properly carried out to the satisfaction of the stakeholders.

The meeting came to a conclusion with the President stressing on the seriousness regarding the teaching learning process during the pandemic days and faculty members' responsibility towards the demand of present time.

Readout and Unanimously accepted


Rajushukan
Principal & Secretary
Nazira College, Nazira

Professors need to write Logbook for the purpose of Criterion 2nd Teaching, Learning and Evaluation (NAAC), and for APIs in CAS (UGC) and also for self Assessment

LOGBOOK

For the Professor

Name DR SURESH RAJKONWAR
 College NAZIRA COLLEGE
 DEPARTMENT- EDUCATION

From 21/11/21 onwards 2021 New routine class format no 03

Class	Some classes Topic are through online	No of Students Present	Remarks
19/10/21	3rd (H) Sem	9	stabi
20/11/21	5th (M) Sem	9	Score 16 To
21/10/21	4th (H), 3rd (M) ✓	08	Edu. Sem
22/10/21	online 3rd Sem, 4th (M)	07	Mean
23/10/21	5th online		

Extra curricular Class for API

Class	Topic related to Student	Remarks

Date: 23/11/21 Professor: [Signature] HOD: [Signature] Principal: [Signature]

Time of arrival 9:15 Time of departure 3:00

Class	Topic	No of Students Present	Remarks
25/11/21	4th (H) / 3rd (M)	13/07	12 A.C. meet 11:00 AM
26/11/21	Republic Day		Observed
27/11/21	5th Sem	04	Principle of Teaching
28/11/21	3rd (M) Sem	10	Medium

Extra curricular Class for API

Class	Topic related to Student	Remarks

Date: 29/11/21 Professor: [Signature] HOD: [Signature] Principal: [Signature]

Time of arrival 8:45 Time of departure 4:30 PM

Rajashukan
 Principal & Secretary
 Nazira College, Nazira

January 5th to 17th Janum 2021 Winter Vt

Class	Topic	No. of Students Present	Remarks
Lt(H)	Nature of Edu Sociology	6	
5th(M)	Definition of Teaching	4	

Extra curricular Class for API

Class	Topic related to Student.	Remarks

Date 04/1/2021

Professor

HoD

Principal

Monday

Time of arrival 9 Time of departure 4

Class	Topic	No. of Students Present	Remarks
1st(M)	Principle of Edu Sociology	7	
5th(M)	Meaning of Teaching	8	
2nd(M)	Educational Statistics	04	

Extra curricular Class for API

Class	Topic related to Student.	Remarks

Date 18/01/2021

Professor

HoD

Principal

Monday

Time of arrival 6:30 Time of departure 4:30

Rajshukan
Principal & Secretary
Nazira College, Nazira