

IQAC MEETING with FACULTY

3rd September, 2020/ 11:00 AM

Agenda: 6th Semester Online University Exam

The IQAC convened a meeting with the Faculty residing in the campus on 3rd September, 2020 at 11:00 hrs in the Sky Hall in regard to the Online University Exam for 6th Semesters. The meeting was chaired by IQAC Chairperson, Dr. Visakhonü Hibo, Principal, JCC.

Meeting minutes:

1. ONLINE EXAM CO-ORDINATOR

As directed by the University, Lt. Vil Pusa is nominated to be the Online Exam Coordinator. He will act as link between University Exam Section, Faculty and Students.

2. ONLINE EXAM COMMITTEE

2.1. Faculty members present in the meeting will be part of the Committee and will assist in the online exam process.

2.2. The following members will constitute the MOCK Online Exam Committee:

- a. Dr. A. Husca, Convener
- b. Mr. Chitaranjan Wareppam
- c. Mr. Vizapo Kikhi
- d. Mr. Menosele Yhoshü
- e. Mr. Rajesh Choudhary
- f. Mr. Erangchube Philip

3. MOCK EXAM

3.1. There will be a Mock Exam on 9th September, 2020, to prepare the students for the Final Online Exam. The OEC will make necessary preparations for the same.

3.2. A Guideline for the Mock Exam (Attendance, answers script format, submission etc), in line with the University's Final Exam Guidelines will be prepared and shared to the students.

3.3. Mock Exam will be for 1 hour and another 30 minutes for downloads and uploads.

Attendance : 9:30 am -10:30 am (Students will respond with Official Names)

Exam time : 10:30 am – 11:30 am

Due time : 12:00 noon all *answers scripts to be submitted on or before the said time.*

3.4. College's Jio WhatsApp number (9366607184) will be used for answers script submission. Students will also submit the same to College email:

faithandworkjcc@gmail.com.

4. ONLINE CLASSES/ ASSIGNMENTS

- 4.1. Online Classes and assignments in Google Classroom will continue.
- 4.2. UG Teachers to complete required units by September end.
- 4.3. Remaining Video Lectures that are yet to be edited will also require uploading by September end.
- 4.4. Students missing the Online Mid Term Exam are being traced and informed by Mr. Dithanglo Magh. Teachers are to implement the penalty imposed on late submissions.
- 4.5. There will be no retake for the Online MCQ Exam that concluded on 31st August 2020.

5. CAMPUS SELF ISOLATION – COVID 19

- 5.1. Keeping in view the approaching University Online Exam and the need for manpower and support during the exam, Principal requested Campus residents to desist from going outside.
- 5.2. In case of emergencies, any resident going out will require the mandatory 7 days self isolation on return. During this period, ZAPA indoor stadium and Office will be off limit areas.

6. WORK FROM HOME

- 6.1. College Office will remain closed till 15th September 2020.
- 6.2. Office Staff will continue their work from home.
- 6.3. If required or preference to work from office, Faculty and Staff may come to office for the same during this period.

03-09-2020

IQAC Secretary

Lt. Vil Pusa