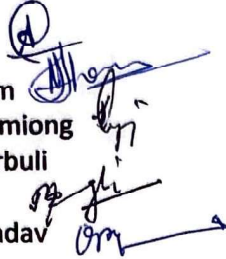


Certificate Courses: 2018

Minutes of Departmental Meeting held on 21st February 2018

Members Present:

1. Shri. Anjan Das
2. Smt. Medari J. Tham
3. Shri. Kesterlee Syiemiong
4. Shri. Polynia V Kharbuli
5. Shri. Bablu Rajak
6. Shri. Omprakash Yadav



Agenda

To design/update the syllabi for certificate courses








Decisions taken:

1. The syllabi of the various certificate/add-on courses needs to be updated and syllabus designed for the newly created add-on courses
2. The following teachers were assigned to design the syllabus for
 - 1) Basic IT - Shri. Lemuel Rapsuk
 - 2) Programming in Java- Smt. Polynia Kharbuli
 - 3) Adobe Premiere Pro- Shri. Nathaniel Majaw
 - 4) Fundamentals of Android Development- Shri. Kyrshanlang R. Dkhar
 - 5) Adobe Photoshop- Shri. Kesterlee Syiemiong
3. The concerned teachers are to submit their respective syllabus to the HOD, Dr. Anjan Das by 28th February 2018.

Certificate Courses: 2018

Minutes of Departmental Meeting held on: 5th March 2018

Members Present:

1. Shri. Anjan Das 
2. Smt. Medari J. Tham 
3. Shri. Kesterlee Syiemiong 
4. Shri. Polynia V Kharbuli 
5. Shri. Lemuel Rapsuk 
6. Shri. Bablu Rajak 
7. Shri. Omprakash Yadav 

Agenda

To approve the syllabi for certificate courses 2018

Decisions taken:

1. The syllabi designed by the teachers were reviews and suggestion were proposed.
2. Shri. Shri. Kyrshanlang R. Dkhar and Shri. Nathaniel Majaw could not be present due to earlier engagements. The HOD was assigned the responsibility to convey the decisions of the meeting to them.
3. The designed syllabi were approved by the committee subject to the changes proposed in the meeting.
4. The HOD, Dr. Anjan Das thanked the following teachers for their contribution.
 - 1) Basic IT - Shri. Lemuel Rapsuk
 - 2) Programming in Java- Smt. Polynia Kharbuli
 - 3) Adobe Premiere Pro- Shri. Nathaniel Majaw
 - 4) Fundamentals of Android Development- Shri. Kyrshanlang R. Dkhar
 - 5) Adobe Photoshop- Shri. Kesterlee Syiemiong