

Minutes of the Departmental Meeting
Department of Physiotherapy, Regional Institute of Paramedical and Nursing Sciences
(RIPANS)

Date: 17 July 2026 (Friday)

Time: 2:00 PM – 3:30 PM

Venue: Meeting Room

Members Present: 1. Dr. Muhammad Azharuddin, Head Department of Physiotherapy
2. Dr. F. Lalawmpuii, Assistant Professor
3. Dr. Tarushi Tanwar, Assistant Professor
4. Dr. Ranjeev Kumar Singh (PT), Assistant Professor
5. Dr. Santa Lalmalsawmi Sailo(PT), Visiting Faculty
6. Mrs. Christina Lalrinthari, Visiting Faculty
7. Mrs. Lalrinsangi Sailo, Visiting Faculty
8. Dr. Lalnunpuii, Visiting Faculty
9. Mr. Sandip Modak, Demonstrator
10. Andrew Lalbiaknunga, Visiting Faculty
11. Mr. Samuel MS Ralte, Visiting Faculty
12. Dr. Namsata Sureshra Wankhade (Online).

Proceedings

The meeting commenced with the Head of the Department (HOD) welcoming all faculty members. The HOD introduced the newly joined faculty members, Dr. Tarushi Tanwar and Dr. Rajeev Kumar Singh (PT), and extended a warm welcome to them.

1. Academic Review and Planning

- i. The shortcomings identified during the previous academic session were reviewed, and appropriate corrective measures were discussed to prevent their recurrence.
- ii. Strategies to improve the academic performance of slow learners were discussed, with emphasis on timely identification and appropriate academic support.
- iii. Faculty members were advised to ensure the timely completion of the syllabus in accordance with the approved academic calendar.
- iv. The allocation of theory and practical classes was reviewed and noted to have been carried out equitably, taking into consideration credit hours, subject requirements, and the departmental teaching roster.
- v. Faculty members were reminded to regularly monitor the attainment of Course Outcomes (COs) and ensure their submission/upload within the stipulated timeline.
- vi. The HOD emphasized the importance of maintaining high standards of teaching and encouraged faculty members to provide additional academic support and doubt-clearing sessions whenever required.

2. Teaching and Learning Process

- i. The theory classes should be followed by their corresponding practical sessions to *facilitate* better learning.
- ii. Practical sessions should constitute approximately 30-40% of the overall teaching component, with active student participation being encouraged.
- iii. Dr. Sandip (PT) will not be assigned theory classes. However, he will assist in conducting practical sessions and will be responsible for the management and maintenance of the departmental laboratories.

3. Academic Administration

- i. Separate attendance registers shall be maintained for theory and practical classes.
- ii. Faculty members who are unable to conduct a scheduled class shall inform the department well in advance to facilitate suitable alternative arrangements.
- iii. All academic and departmental deadlines shall be adhered to strictly.
- iv. Faculty members are encouraged to maintain effective coordination and communication to ensure the smooth conduct of departmental academic activities.

4. Student Discipline and Evaluation

- i. Faculty members and students are expected to maintain punctuality and regular attendance.
- ii. Students shall strictly adhere to the prescribed dress code during both theory and practical classes.
- iii. Student attendance shall be maintained rigorously. Proxy attendance will not be permitted. Leave applications and medical certificates submitted through the proper channel will be considered in accordance with institutional regulations.
- iv. Internal assessments shall be conducted in a fair, transparent, and objective manner, without undue leniency or bias, while ensuring that students are adequately prepared for the standards expected in the university examinations.

5. Professionalism and Confidentiality

- i. Faculty members and non-teaching staff were advised to maintain the highest standards of professionalism in their interactions with students at all times. Faculty members are expected to adhere to the prescribed formal dress code.
- ii. Academic records and other confidential departmental documents shall be handled with strict confidentiality by both teaching and non-teaching staff and shall only be disclosed through authorized official channels.

6. Faculty Development and Research

- i. The HOD encouraged all faculty members to actively engage in research activities to strengthen the department's research output and academic profile.
- ii. Faculty members were also encouraged to undertake multidisciplinary and collaborative research initiatives.

7. Academic Enrichment Activities

- i. It was resolved that four online academic lectures (one hour each) be organized every month. Regarding the same, faculty members were encouraged to actively participate and contribute.

8. Quality Assurance

- i. A Departmental Quality Maintenance Committee will be constituted, and the names of the committee members will be communicated separately.

9. Examination and Moderation

- i. Discussions were held on the moderation of question papers for the annual exam. It was suggested that the respective subject teacher should remain available during moderation to provide clarification whenever required.

10. Student Activities

- i. First-year BPT students will be posted to Zoram Medical College (ZMC) for dissection studies. The timetable for the posting is currently under preparation.
- ii. The first-year BPT batch is expected to commence classes by mid-August 2026.

Conclusion

There being no further agenda items for discussion, the meeting concluded with a vote of thanks to the Chair.