

**Minutes of the IQAC Meeting held on 27th February 2020
at 1:30 P.M Noon in RUSA Conference Room, UCC**

Members present:

1. Dr. R.M. Manih, Principal and Chairman, IQAC.
2. Dr. C. R. Lyngdoh, Associate Professor Synod College.
3. Mr. Gideon L. Kharkongor, Associate Professor, St. Edmunds' College.
4. Dr. M. B. Mitri, Associate Professor, Union Christian College.
5. Dr. V. Kalita, Associate Professor, Union Christian College.
6. Mrs. M. Sebastian, Associate Professor, Union Christian College.
7. Dr. S. K, Singh, Associate Professor, Union Christian College.
8. Mr. Jonestar L. Nonglait, Asst. Professor, Union Christian College.
9. Dr. D. Nongsiang, Asst. Professor, Union Christian College.
10. Mr. C. Bina, Office Manager, Union Christian College.
11. Mr. Nick B. Diengdoh, Students' Member, President SRC.
12. Mr. B. L. Mawlong, Coordinator.

Apology of absence received from Rev. Ramengliana, Dr. J. Mathew, Dr. A. Malhotra and Mr. K. Sarma.

The meeting was chaired by the Principal.

The invocation prayer was offered by Mrs. M. Sebastian.

Resolution 1/2020- Agenda 2: Preparation and Submission of AQAR

The Coordinator briefs the house of the circular from NAAC Office dated 12th February 2020, regarding the mandatory submission of AQAR for the academic session 2018-2019. The Cell resolves to assign the task to Mr. Jonestar L. Nonglait.

Resolution 2/2020- Agenda 3: NAAC Preparation.

The Chairman informs the cell that the following NAAC Steering Committee has been constituted in the Staff Council meeting that was held on 14th February 2020.

Chairman: Principal

Secretary: IQAC Coordinator

Members: Vice-Principal, Mr. K. Sarma, Dr. J. P. Marak and Mr. Jonestar L. Nonglait.

NAAC Consultant: Dr. S.R. Lyndem (Former Principal).

The House also resolves to appoint the following as the Conveners of the different Sub-Committees pertaining to the seven criteria of NAAC:

- i. Curricular Aspects: Dr. J. P. Marak.
- ii. Teaching- Learning and Evaluation: IQAC Coordinator.
- iii. Research, Innovations and Extension: Dr. M. B. Mitri.
- iv. Infrastructure and Learning Resources: Vice-Principal.
- v. Student Support and Progression: Dr. A. Malhotra.
- vi. Governance Leadership and Management: Principal.
- vii. Institutional Values and Best Practices: i/c- Dr. (Mrs). M.Chand.

The conveners will constitute their committees members in consultation with the Coordinator.

Resolution 3/2020- Agenda 4: Staff Orientation/Faculty Department Program.

The Coordinator briefs the Cell on the Staff Orientation/Faculty Department Program which will be held from the 25th-27th of March 2020. The program is organised by the IQAC in collaboration with the Teaching Learning Enhancement Cell, CHRIST (Deemed to be University), Bangalore. The program is funded by the United Board for Christian Higher Education in Asia.

Resolution 4/2020- Agenda 5: Budget Allocation for IQAC

The Coordinator presented the Budget for the cell for the session 2020-2021. The same was approved with minor changes.

Sl. No	Heads	Proposed Budget	Approved Budget
1.	NAAC Fee & Preparation***	2,50,000.00	2,50,000.00
2.	Organisation of Seminars, Workshops, Conferences, etc.	5,00,000.00	5,00,000.00
3.	Stationeries	1,00,000.00	50,000.00
4.	Contingency: Conveyance, Honorarium, etc.	1,00,000.00	1,50,000.00
5.	Research & Publication	2,00,000.00	2,00,000.00

The House entrusts the Coordinator to send the Budget to the Competent Authority for necessary approval and information.

Resolution 5/2020- Agenda 6: Data Synchronization between the College Management and the IQAC

The House resolves to entrust the Coordinator to devise the methods for synchronization of data between the College Management and the IQAC.

Resolution 6/2020- Agenda 7: IQAC Equipment.

The Cell resolves to entrust the Coordinator to send the various requirements of the Cell to the Purchase Committee of the College.

Resolution 7/2020- Agenda 9: A. O. B.

1. The Cell resolves to entrust the following respective conveners in consultation with the Coordinator to constitute the following Committees under the IQAC for the term 2020-2022:
 - i. Career Counselling Cell: Dr. J. P. Marak, Convener.
 - ii. Placement Cell: Mr. R. S. Wahlang, Convener.
 - iii. Research and Publication Cell: IQAC Coordinator, Convener. Members: Dr. M. B. Mitri & Dr. D. Nongsiang.
 - iv. Seminar & Program Committee: IQAC Coordinator, Convener.

- v. Dept. Liaison Officer: The Cell resolves to entrust the Coordinator to request each dept. to appoint a liaison officer for smooth networking between the IQAC and the depts.
 - vi. Grievance Redressal Cell: Dean of Student's Welfare, Convener and Members- All Wardens.
 - vii. Prospectus Committee: Principal & IQAC Coordinator.
 - viii. Alumni Association: Dr. (Mrs) M. Chand, Convener.
 - ix. AISHE Nodal Officer: Mr. Jonestar L. Nonglait.
 - x. IT Cell: Dr. S.K. Singh and Dr. D. Nongsiang.
 - xi. Attendance Committee: Vice-Principal, Convener. Members: Mr. P. Syndai, Ms. Longnam W. Kharpuri, Mrs. P. Kharsyntiew and Mr. A. B. S. Kharkongor.
 - xii. Anti-Ragging Cell: Dr. J. P. Marak, Convener.
 - xiii. Women Cell: Ms. B. R. Lyngdoh, Convener
2. The House also resolves to revive the College Handbook/Diary and Academic Calendar. The House resolves to entrust the Coordinator to do the needful.
 3. The House also resolves to conduct periodic feedback from students. The House resolves to entrust the Coordinator to do the needful.
 4. The House also resolves to request all the depts. to record the minutes of the dept. meetings and to submit the same to the IQAC.
 5. The House also resolves to convene a parents-teachers meeting at the beginning of every academic session.

The meeting was closed by a prayer led by the Principal.

Dated: 27th February 2020

Sd/-
IQAC Coordinator
Union Christian College

Sd/-
Principal/Chairman IQAC
Union Christian College

