

MODEL CHRISTIAN COLLEGE
Internal Quality Assurance Cell.

Meeting Minutes

Date : 12th March 2018

Time : 10:00 am

Venue: Conference Hall.

The following members were present: List attached

The meeting was held in the Conference Room on 12th March 2018 under the Chairmanship of Dr. Luke Rymbai, Principal, Model Christian College.

At the outset, the Principal and Chairman welcomed all the members present in the meeting. He also thanked and welcomed the two new external members Dr. Vituo Belho and Mr. Keniekol for making it convenient to attend the meeting without fail.

The meeting started with a prayer pronounced by the Managing Director Mr. S. P. Francis, thereafter the agenda items were taken up for discussion.

1. A review of the previous meeting minutes was done and analysed.
2. Add on course: The following add on course were suggested for implementation
 - a. Music class
 - b. Online Programme from dish TV
3. Best Practices: The following Best practices were suggested
 - a. Social services
 - b. Blood donation

These Practices were discussed upon but could not come to a conclusion. So it was given as a home work to all the members to ponder upon and decided to meet on 7th April for final discussion.
4. AQAR: To prepare the Annual Quality Assurance Report (AQAR) for the year 2017-2018, a sub-committee was form consisting of the following members:
 - a. IQAC Coordinator
 - b. Dean (Acad.)
 - c. Dean (SW)
 - d. Mr. Zaleto Medeo
 - e. Ms. Zuchano Jami.
5. Research work: To promote and encourage Research work among the faculty the college management decided to sanction some amounts for a minor Research project to the faculty.
6. College Website: Up gradation of the College Website was discussed and one teacher incharge to take care of the website was suggested. Computer teacher of the college, Mr. Kumar, was nominated.

7. IAE: Proper conduct of IAE, Proper seat arrangement and flexibility in making questions was discussed upon and resolved to be implemented from the next session.
8. Others:
 - a. Quality, Price and timing of the college canteen were discussed.
 - b. Information regarding End semester exam related matters like issuing of admit cards, Backlog students of 2012 and 2013 batch were briefed by the principal.

Recorder
Dr. Nungshikokla Jamir