

**MODEL CHRISTIAN COLLEGE**  
**Internal Quality Assurance Cell**  
**Minutes of the Meeting**

Date: 26<sup>th</sup> January 2021

Time: 11:00 AM

Venue: Conference Hall

The meeting was held in the Conference Hall under the Chairmanship of Dr. Luke Rymbai, Principal, Model Christian College. It started with a prayer pronounced by Mr. S.P. Francis, Managing Director.

The following items were taken up for discussion

Agendas:

1. NAAC Assessment and Accreditation
2. College website update
3. Webinar for every Department
4. Recommendations of the NAAC Peer Team
5. Commencement of even semester 2021
6. Academic calendar
7. Low enrollment- reasons
8. Internal and external Audit
9. LAN connection network

**Agenda 1: NAAC Assessment and Accreditation:**

Dr. Mhabemo Odyuo IQAC Coordinator highlighted the member for college 2<sup>nd</sup> cycle of NAAC accreditation. A steering committee member was formed for the SSR preparation. The steering committee members consist of:

1. Dr. Luke Rymbai Principal
2. Dr. Mhabemo Odyuo Coordinator
3. Mr. S.P. Francis Managing Director
4. Dr. Nungshikokla Jamir Vice Principal
5. Mr. Albert Arucho Administrator
6. Mr. Vikhoho Sothu Dean of Students Welfare
7. Ms. Nengpilhing Singson Academic Dean
8. Mr. Graceson Mohobo Office Superintendent

9. Mr. Akum Ozukhum College Cashier  
10. Department Coordinators for SSR

SL. NO.	CRITERIA	DEPARTMENTS	COORDINATOR
1	CURRICULAR ASPECTS	ENGLISH & COMPUTER SCIENCE	MS. WEWA
2	Teaching-Learning and Evaluation	EDUCATION & SOCIOLOGY	MS. PETENEINO
3	Research, Innovations and Extension	ZOOLOGY	MR. NISHAN
4	Infrastructure and Learning Resources	POL. SCIENCE & LIBRARIAN	MS. KETUNIPHRE-E-GWIRIE
5	Student Support and Progression	BOTANY	MR. GUNAMANI
6	Governance, Leadership and Management	GEOGRAPHY & GEOLOGY	MR. KEDOZOLIE
7	Institutional Values and Best Practices	CHEMISTRY & HISTORY	MR. BICHUMO

#### **Agenda 2: College website update**

The college website which needs to be updated and operational every time, the administration of the college was informed to entrust concerned person from the college working staff to look after.

#### **Agenda 3: Webinar for every Department**

The members from the meeting decided that a webinar from each department from the college will be conducted mandatory, where Mr Gouthenlal college librarian will be in charged for the system management for conducting the webinar.

#### **Agenda 4: Recommendations of the NAAC Peer Team (Cycle I)**

A detailed review of the NAAC peer team recommendation was readout and decided to look into the various quality enhancement of the institution recommended by them. The members also decided to put a time frame for submission of reports from committees and cell from the college.

The college administration gave a report on the status of Language lab and made assurance of setting up the earliest as possible. The member also informed the in charge of the alumni association to set date for the alumni meet in the month of March or April 2021, invitation will also be send regularly to the college alumni while conducting the annual college "Phoenix" meet.

**Agenda 5: Commencement of even semester 2021**

The members also decided that commencement of the even semester 2021 will be conducted through online mode until formal notification is given from Nagaland University for reopening of classes.

**Agenda 6: Academic calendar**

The Academic calendar for 2021 was asked to make as per the directives from Nagaland University, tentative dates for the academic calendar 2021 was highlighted by the Academic Dean, Ms. Nengpilhing Singson.

**Agenda 7: Low enrollment-reasons**

The members had a discussion about low enrollment of students in the college and made a certain findings of reason to:

- i. Reputations of other colleges
- ii. Transportations more to be provided

After discussion about the low enrollment of students, the members also suggested in certain areas for improvement.

- (i) Making proper channel of advertisement
- (ii) Making the seat limit increase of each department from current 25 seat.
- (iii) More transportation facilities to be provided.

**Agenda 8: Internal and external Audit**

The internal and external audit for the current cycle (2 Cycle) will not be taken into account, however from the 3<sup>rd</sup> cycle all audits i.e Internal and external will be accounted.

**Agenda 9: LAN connection network**

Management will initiate for the installation of LAN connection.

LAN connection incharge:

- 1. Mr. Albert (Administrator)
- 2. Mr. Kumar (Computer Teacher)
- 3. Mr. Graceson Mohobo (Office Superintendent)



Dr. Mhabemo Odyuo  
IQAC CO-ORDINATOR

*IQAC Coordinator*  
*Model Christian College*