

MODEL CHRISTIAN COLLEGE
Internal Quality Assurance Cell (IQAC)
Meeting minutes

Date: 15/04/2024

Time: 11:30 AM

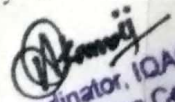
Venue: Office of the Managing Director

A total of eight members were present during the meeting and the names are listed below:

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| 1. Dr Luke Rymbai | Principal & Chairman |
| 2. Dr. Akano Yhokha | Coordinator |
| 3. Dr. Mhabemo Odyuo | Vice Principal |
| 4. Mr. Albert Arucho | Administrator |
| 5. Ms. Vizono Khesoh | Dean of Student Welfare |
| 6. Ms. Shovelu Keyho | Academic Dean |
| 7. Mr. Vikhoho Sothu | Teacher representative (Science) |
| 8. Dr. Jamkhanmoi | Teacher representative (Arts) |

The Main agenda for the meeting was '**Teacher's feedback**', which was collected during the month of March 2024, from the teaching faculty on: 'Teaching, Learning, Evaluation and Research', 'Infrastructure' and 'Governance'. During the meeting suggestion given by the teachers were discussed in details. And some of the suggestion/issues discussed are given below:

- Encourage and give opportunities to the teachers to go for faculty development programs. If possible the college can sponsor a teacher each semester to go for refresher course. The college sponsor 1 teacher every 3 three years.
- Punctual teachers should be rewarded or at least be called out by the end of semester/year to encourage and promote being punctual.
- A laptop to be provided for the students/teacher to utilize during the students presentation or tutorial classes.
- A smart board or projector to be fixed in the conference room.
- Heater to be provided in the employee lounge for the teaching faculty during the winter time.
- To upgrade the computer hardware in the office and computer lab.
- A water boiler and microwave to put up in the employee lounge to be utilized by the staffs.
- Staffs working under the administration should undergo some kind of training to ensure smooth functioning of the institution. Maintaining soft copy of the office records.


Coordinator, IQAC
Model Christian College
Kohima : Nagaland