

Model Christian College  
Internal Quality Assurance Cell (IQAC)  
Meeting Minutes

Date – 03/10/2025

Time- 1:30 P.M

Venue- College Auditorium

The following agendas were taken up for discussion

1. Formation of NAAC Steering Committee and sub- committee for each of the seven- criteria
2. Organising a National Seminar
3. Others.

1. The following members were chosen for the NAAC Steering Committee:

1. Principal – Chairmen
2. IQAC Co-ordinator – Co- ordinator cum secretary
3. Managing Director – Member
4. Administrator – Member
5. Vice Principal – Member
6. Dean of Students' Welfare – Member
7. Dean of Academics – Member
8. Office Superintendent – Member
9. Cashier – Member

For the sub- committee for each criterion:

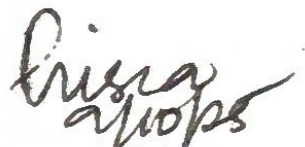
- Criterion I -Dept of English
- Criterion II - Dept of Sociology
- Criterion III -Dept of Geology
- Criterion IV -Dept of Pol Science
- Criterion V -Dept of Education, Librarian and Office Superintendent
- Criterion VI - Dept of History and Cashier
- Criterion VII - Dept of Geography, Linguistics and Computer Science

Each committee is responsible for collecting data, preparing documents, gathering evidence and planning new activities for their respective criterion.

2. It was decided that a National Seminar will be organised. The Dept of English and Linguistics will be jointly responsible for planning and executing the event.

3. The following key dates for the upcoming academic period were confirmed.

- The college reopens after the semester exam on the 2<sup>nd</sup> of December 2025.
- The last date for the submission for marks will be the 2<sup>nd</sup> of December 2025.
- Moderation will be conducted on the 5<sup>th</sup> of December 2025.
- Pre- Christmas and Thanksgiving will be held on the 6<sup>th</sup> of December.
- The Annual sports meet will be conducted from the 10<sup>th</sup> to 12<sup>th</sup> of December 2025.
- 12<sup>th</sup> Dec 2025 will be the last working day of the year.
- The college will reopen on the 14<sup>th</sup> of January, 2026.

  
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