

UNION CHRISTIAN COLLEGE

Umiam Khwan, Ri-Bhoi, Meghalaya - 793122

An Educational Project of the North East India Christian Council (NEICC)

Permanently Affiliated to the North Eastern Hill University | Recognized under 2 (f) 12 (B), UGC Act 1956



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. UCC/IQAC/Noti/2020/SL-17

Date: 17th March, 2020

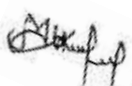
Guidelines for the Composition and Working of the different cells under Internal Quality Assurance Cell (IQAC):

1. The cells shall function under the supervision of the IQAC.
2. The Principal, by virtue of being the Chairman of the IQAC, shall be the ex-officio Chairman of all the cells under IQAC. The meeting of the cell shall be presided by the Principal.
3. The The Vice-Principal and IQAC Coordinator shall be the ex-officio Vice-chairman of all the cells under IQAC. The IQAC Coordinator shall preside over the meeting of the cell in case the Principal is absent.
4. The daily functioning and working of the cell shall be performed by the Convener in consultation with the IQAC Coordinator.
5. The convener of the cell shall convene the meeting of their respective cells after consultation with the Principal and the IQAC Coordinator.
6. The minutes and attendance of the meetings shall be properly recorded and submitted to the IQAC in both hard and soft copy.
7. The quorum to constitute a meeting of the cell shall be 2/3rd of the total number of members of the cell.
8. The cells may co-opt not more than 3 members as co-opted members of the cells.
9. Any program or activity (including financial requirements, if any) proposed by the cell shall be forwarded to the Principal through the IQAC Coordinator.
10. The Conveners of the cells shall submit a **report (as per format provided by the IQAC) of the programs with photographs (in soft copy)** conducted by the cells not more than two weeks after the conclusion of the programs.

Copy to:

- i. The Principal, UCC, Chairman, IQAC
- ii. The Vice Principal, UCC
- iii. Concerned conveners of the different cells

} For favour of kind information


Mr. B. L. Mawlong
Coordinator, IQAC

