

**Minutes of the IQAC Meeting held on July 28, 2021  
at 1:00 P.M Noon in RUSA Conference Room, UCC**

**Members present:**

1. Dr. R.M. Manih, Principal and Chairman, IQAC.
2. Dr. C. R. Lyngdoh, Associate Professor Synod College.
3. Mr. Gideon L. Kharkongor, Associate Professor, St. Edmunds' College.
4. Dr. A. Malhotra, Associate Professor, Union Christian College.
5. Dr. V. Kalita, Associate Professor, Union Christian College.
6. Dr. S. K, Singh, Associate Professor, Union Christian College.
7. Mr. K. Sarma, Associate Professor, Union Christian College.
8. Mr. Jonestar L. Nonglait, Asst. Professor, Union Christian College.
9. Dr. D. Nongsiang, Asst. Professor, Union Christian College.
10. Mr. Babiang K. Lyngdoh, Asst. Professor, Union Christian College.
11. Mr. C. Bina, Office Manager, Union Christian College.
12. Mr. B. L. Mawlong, Coordinator.

Apology of absence received from Dr. J. Mathew and M. Sebastian.

The meeting was chaired by the Principal.

The invocation prayer was offered by Dr. D. Nongsiang.

**Resolution 1/2021- Agenda 1: Conformation of Minutes of last IQAC Meeting held on February 27, 2020.**

The Minutes of the last IQAC Meeting held on February 27, 2020 were confirmed by the committee.

**Resolution 2/2021- Agenda 2: Action taken report based on the resolutions of the last IQAC Meeting**

The Coordinator presented before the committee the action report that were undertaken as per the resolution of the last IQAC Meeting:

**2.1 Preparation and Submission of AQAR-** The AQAR for the academic session 2019-2020 has been successfully submitted to NAAC.

**2.2 NAAC Preparation-** The Coordinator brief the committee than the process of NAAC preparation has been successfully undertaken by the IQAC. In this regard the Coordinator informed the house that the IQA, SSR and the SSS were successfully submitted and dully approved by NAAC. The Coordinator also inform the committee that as per notification from NAAC, the NAAC peer team is scheduled to visit the college from September 09-10, 2021

### **2.3 Staff Orientation/Faculty Department Program.**

The Coordinator briefs the committee that the Staff Orientation/Faculty Department Program which was supposed to be held from the 25<sup>th</sup>-27<sup>th</sup> of March 2020, was indefinitely postponed due to the Covid- 19 Pandemic.

### **2.4 Data Synchronization between the College Management and the IQAC**

To facilitate smooth and efficient sharing of data in the office the following software / IT initiatives were implemented even the session 2020-2021.

- I. E-learning Software provided by MyClass Campus firm, Gujarat.
- II. Fully online Admission Portal which was developed by M/s. MeghSol, Shillong.
- III. The College Website was restructured and updated.

### **2.5 The Coordinator inform the committee that the following measures were also implemented:**

1. The various committees under IQAC were notified and various program and activities were organized by the different committees.
  - A Cancer Awareness Program was organized on September 30, 2020, in collaboration with Sanjeevani Life Beyond Cancer (SLBC), Mumbai.
  - A One-day National Level Webinar on “Recent Advances in Nanomaterials Based Pesticides Sensor” was organized by the department of Chemistry, Union Christian College on December 4, 2020.
  - A Webinar on “Women and the Spaces They Inhabit” was organized by the Women Cell, IQAC December 11, 2020.
  - A Webinar Lecture Series consisting of six series on “Exploring New Dynamics and Methodologies in the Studies of History” was organized by the dept. of History between December 14, 2020 and February 05, 2021.
  - A Webinar on “Sustainable Development: Battling Environmental Problems through Systematic Lockdown” was organized by the Economics Department & Commerce Department, Union Christian College in Collaboration Agency- ICAI, Kolkata on January 16, 2021.
  - An International Webinar on “The Austro-Asiatic and the Trans Himalayan Language” was organized by the dept. of History on February 12, 2021.
  - An International Webinar on “Climate Change and Agriculture in North East India” was organized by the dept. of Geography on January 07, 2021.
  - A Webinar on “Wireless Communication and 5G” was organized by the dept. of Physics on January 30, 2021.
  - A Workshop to observe the International Women’s Day was organized by the Women Cell, IQAC on March 8, 2020.
  - A Seminar on the Commemoration of 75th Anniversary of India’s Freedom Struggle was organized by the History Department, Union Christian College in Collaboration with NSS Unit, Union Christian College on March 12, 2021.
2. The Coordinator inform the committee that the College Handbook/Diary for both staff and student was published and the same will be published academic year.

3. The feedback from students was collected via google form and the report of the same was compiled and submitted to the Principal for necessary action. The feedback process will be repeated for every academic year.

### **Resolution 3/2021- Agenda 3: NAAC Peer Team Visit**

The Coordinator presented before the committee the minutes of the NAAC Steering Committee held on July 26, 2021. The committee deliberated on the minutes of the Steering Committee and the following inputs were put forwarded by the members:

- 3.1 **Constitution of the different Committees:** To facilitate the NAAC peer team visit, the following committees were constituted:

- i. **Transport Committee:** i/c Dr. A. Malhotra.  
Members: Dr. S. Pio & Mr. R. S. Wahlang.
- ii. **Accommodation Committee:** i/c. Dr. (Mrs). A. G. Paul.  
Members: Dr. (Mrs). V. Kalita and Dr. S. K. Singh.
- iii. **Reception Committee:** i/c. Dr. (Ms). R. Lalrintluangi.  
Members: Dr. (Mrs). A. Khyriem, Dr. (Ms.) J. S. Wahlang, Dr. (Mrs). E. Lianchhawani, Dr. M. B. Mitri, Mr. S. Kharshiing, Mr. S. Sohlang, Mr. A. Lyngdoh, Dr. (Mrs). U. Shilla, Mrs. R. B. Kharpuri, Mrs. A. B. Lyndem, Mrs. P. Kharsyntiew and Mr. P. Syndai.
- iv. **Refreshment Committee:** i/c. Mrs. L. S. Lyngdoh.  
Members: Dr.(Mrs). C. M. Lyngdoh, Mrs. H. Shangpliang, Mrs. M. Sebastian, Dr. J. W. S. Rani, Ms. Nissi O. Wahlang & Mr. F. Madur.
- v. **Logistics Committee:** i/c Dr. D. Nongsiang. Member: Mr. G. Mawñiuh & Mr. D. Manih.
- vi. **Cultural Committee:** i/c. Dr. (Mrs). M. C. Chand.  
Members: Ms. B. R. Lyngdoh, Mrs. D. P. A. Sawian, Ms. L.W. Kharpuri, Mr. A. B. S. Kharkongor, Mr. Stefferson Malngaing, Mrs. I. Mawlong & Ms. I. Lyngdoh.
- vii. **Decoration Committee:** i/c. Ms. P. W. Umdor.  
Members: Mrs. R. Thabah, Dr.(Mrs.) M. Dkhar, Ms. B. S. Pde, Ms. I. Wanniang, Ms. J. M. Rani, Dr.(Ms). I. Turnia, Ms. C. M. Suting, Ms. E. Kharuimnuid, Ms. E. P. Khonglah, Mrs. A. Rumnong, Ms. F. L. Nongpiur, Ms. I. Mawñiuh, Ms. I. Shanpru, Ms. J. Pala, Mr. B. Nadon, Mr. B. K. Lyngdoh & Mr. Santosh Safi.
- viii. **Sightseeing Committee:** i/c. Mr. A. H. Sawkmie.  
Members: Mr. K. Kharchandy & Mr. B. Mawleiñ.

The Principal, Vice-Principal and IQAC Coordinator shall be the ex-officio Chairman and Vice-Chairmen of the different committees.

The members of the NAAC Steering Committee shall assist the IQAC Coordinator in the overall preparation pertaining to the NAAC Peer Team Visit.

3.2 Dr. C. R. Lyngdoh suggested that:

- a) the Handbook be periodically updated and published highlighting the details like the academic calendar and the composition of the various cells and committees.
- b) that the report of the various activities be made available in both and soft copy for easy access.
- c) that a Covid-Task Force team be constituted at the institutional level to address the issue of the pandemic.

3.3 Mr. Gideon L. Kharkongor suggested that:

- a) the entire NAAC Peer Team Visit must video graphically recorded and the same shall be submitted to the peer team at the end of the visit.
- b) To include a female staff member in the Transport committee.
- c) Dept. feedback be kept in every dept in both hard and soft copy.
- d) To organize a meeting with the Alumni and the parents.
- e) To prepare a report of the actions undertaken as per the recommendation of the last Peer Team.

Dr. C. R. Lyngdoh and Mr. Gideon L. Kharkongor also emphasized the need on the part of the college management-the Principal and the IQAC Coordinator and all the departments to be very thorough with all the facts and data about the institution and information about the various activities conducted by the college.

### 3.4 NAAC Peer Team Visit Budget

The Budget proposed by the Steering Committee was approved by the committee.

The committee proposed the following Budget for the Peer team visit

Sl. No	Particulars	Amount (₹)
1.	Transport	40,000.00
2.	Accommodation	5,000.00
3.	Reception	20,000.00
4.	Cultural Program	50,000.00
5.	Decoration	50,000.00
6.	Refreshment	1,10,000.00
7.	Sightseeing	20,000.00
8.	Logistics	50,000.00
9.	Contingency (IQAC)	55,000.00
<b>Total</b>		<b>4,00,000.00</b>

3.4. The Committee entrust the Coordinator to call a meeting(s) with each and every cell/dept. within the institution and to brief them of their responsibility and the drill of the assessment process.

3.5. The committee resolved to conduct a one-day Community Work Project on September 3, 2021 involving all staffs and students who are still in the campus.

### **Resolution 4/2021- Agenda 4: Next IQAC Meeting**

The Committee resolve to meet again in the third week of August 2021 after the Mock Assessment.

The meeting was closed by a prayer offered by Dr. C. R. Lyngdoh.

Sd/-  
IQAC Coordinator  
Union Christian College

Sd/-  
Principal/Chairman IQAC  
Union Christian College

Dated: July 28, 2021

