

## **Minutes of the IQAC Meeting held on September 2, 2021 at 1 P. M in RUSA Conference Room, UCC**

The meeting was chaired by Dr. R.M. Manih, Principal.

The meeting started with a prayer offered by Mr. C. Bina.

Apology of absence received from Mr. B. K. Lyngdoh.

### **Resolution 5/2021- Agenda 1: Conformation of Minutes of the last meeting held on July 28, 2021.**

The Minutes of the last IQAC Meeting July 28, 2021 were confirmed by the house.

### **Resolution 6/2021- Agenda: Review of Mock Assessment reg. NAAC Peer Team Visit**

As part of the college's preparation for the upcoming NAAC peer team visit scheduled from September 9-10, 2021, the Mock Assessment was held on August 26, 2021 by the Mock Peer team headed by Prof. S. M. Sungoh, Dept. of Education, NEHU and Dr. M. Rani, Vice-Principal, Synod College. As per the suggestions of the Peer Team, all depts. are requested to keep the following files/data in order:

1. All Departments must keep proper record of all their NAAC related files.
2. All Depts. will make a PowerPoint presentation of not more than 10 minutes each.
3. All reports/documents must be signed by the Head of the department.
4. Individual Staffs must sign in their Bio-Data.
5. Departments have laboratory facilities must keep a proper stock register of the list of equipment and facilities in their labs (Stock Register may be collected from the Office Manager).
6. Any other suggestions given to the respective department.

### **Resolution 7/2021- Agenda 3: NAAC Peer Team Visit**

**7.1** The Coordinator informed House that the NAAC peer team is scheduled to visit the college on September 9-20, 2021.

#### **Peer Team Members:**

1. Chairperson- Prof. Kuldeep Kumar Raina, Vice-Chancellor, Ramaiah University of Applied Sciences, Bangalore-.
2. Member Coordinator- Prof. Mufeed Ahmad, Department of Management Studies Srinagar Jammu and Kashmir, Srinagar.
3. Member: Dr. Dharmendra Nath, Principal, S. B. Deorah College Guwahati, Assam

**7.2 Constitution of the different Committees:** To facilitate the NAAC peer team visit, the following committees were constituted and briefed of their responsibilities and assignments:

- i. Transport Committee
- ii. Accommodation Committee
- iii. Reception Committee

- iv. Refreshment Committee
- v. Logistics Committee
- vi. Cultural Committee
- vii. Decoration Committee
- viii. Sightseeing Committee

### 7.3 NAAC Peer Team Visit Budget

The Budget proposed by the IQAC Coordinator was approved by the House

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>

The meeting was closed with a prayer offered by Dr. M. B. Mitri.

IQAC Coordinator  
Union Christian College



Principal/Chairman IQAC  
Union Christian College



Dated: September 2, 2021