

**Minutes of the HoDs-Liaison Officers Meeting with IQAC held on April 22,
2021 at 2:30 PM at RUSA Conference Room**

Members Present:

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|---------------------------|----------------------------------|
| 1. Dr. R.M Manih | Principal |
| 2. Dr. J. Mathew | Vice-Principal & HoD Mathematics |
| 3. Dr. S. Pio | HoD Geography |
| 4. Dr. J. W. Lyngskor | HoD Economics |
| 5. Dr. (Mrs). V. Kalita | HoD Botany |
| 6. Dr. Mrs. A. G. Paul | HoD Zoology |
| 7. Dr. A. Malhotra | HoD Chemistry |
| 8. Mrs. M. Sebastian | HoD Physics |
| 9. Mr. K. Sarma | HoD Assamese |
| 10. Mr. S. Sohlang | HoD Philosophy |
| 11. Mr. A. Lyngdoh | HoD Pol. Science |
| 12. Mrs. L.S. Lyngdoh | HoD Nutrition |
| 13. Mr. A.H. Sawkmie | HoD Khasi |
| 14. Dr. (Mrs). A. Khyriem | Representative English Dept. |
| 15. Mrs. R. B. Kharpuri | Pol. Sc dept. Liaison Officer |
| 16. Mrs. D. P. A. Sawian | English dept. Liaison Officer |
| 17. Mr. R. S. Wahlang | History dept. Liaison Officer |
| 18. Mr. P. Syndai | Physics dept. Liaison Officer |
| 19. Miss. P. W. Umdor | Nutrition dept. Liaison Officer |
| 20. Dr. J. W. S. Rani | Representative Chemistry Dept. |
| 21. Mr. Daniel S. Manih | Representative EVS Dept. |
| 22. Mr. B. L. Mawlong | Coordinator, IQAC |

Apology of absence received from Dr. (Mrs). C. M. Lyngdoh and Dr. (Mrs.). E. Lianchawni.

The Meeting was chaired by the Principal

The meeting started with a prayer offered by Mrs. D. P. A. Sawian.

Resolution 10/2020: Minutes of last meeting

The Minutes of the last meeting held on November 12, 2020 were confirmed by the house.

Resolution 11/2020: Internal Examinations

The Coordinator brief the house of the proposal to restructure the Internal Examination as under:

Category A: Subjects without practical

1. Elective/General Subjects:
 - Internal test: 15 Marks.
 - Assignments: 10 Marks.
2. Hons Subjects:
 - Internal test: 15 Marks.
 - Departmental Seminars/Presentation: 10 Marks.

Category B: Subjects with practical

1. Elective/General Subjects:
 - Internal test: 12 Marks.
 - Assignments: 7 Marks.
 - Practical: 6 Marks
2. Hons Subjects:
 - Internal test: 12 Marks.
 - Departmental Seminars/Presentation: 7 Marks.
 - Practical: 6 Marks

The proposal was accepted by the house and it will come into effect w.e.f the session 2020-21. The report of the Departmental Seminar MUST be submitted to IQAC within two (2) Weeks from the end date of the Seminar.

Resolution 12/2020: Monthly Attendance

The House resolves that all Depts. through the liaison office must submit the compiled monthly attendance report (preferably in soft copy) within the 5th of every month to the IQAC.

Resolution 13/2020: NAAC Dept. Records

The House unanimously resolves that w.e.f the session 2020-21, all depts. through the liaison officer shall ensure that records are being kept in both hard and soft copy:

- Teacher's Research Profile
- Dept. Activities 2015-2020- Reports with Photos
- Students Progression 2015-2020

- Attendance register 2015-2020
- Class Routine and Allotment 2015-2020
- Dept. Results 2015-2020

Resolution 14/2020: A.o. B

14.1: After detailed deliberations, it was decided that normal classes will continue till May 03, 2021.

14.2: The House resolves that w.e.f May 3, 2021, all staffs (both teaching and non-teaching) MUST wear their ID Cards at all times during office hours.

The meeting was closed with a prayer offered by the Chairman.

IQAC Coordinator
Union Christian College



Principal
Union Christian College



Dated: April 22, 2021