

**Minutes of the HoDs Meeting with IQAC held on 25th August 2020 at 11 A.M
at RUSA Conference Room**

Members Present:

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| 1. Dr. R.M Manih | Principal |
| 2. Dr. (Mrs). R. Lalrintluangi | HoD English |
| 3. Dr. (Mrs). V. Kalita | HoD Botany |
| 4. Mr. S. Sohlang | HoD Philosophy |
| 5. Mr. K. Sarma | HoD Assamese |
| 6. Dr. M. B. Mitri | HoD History |
| 7. Mr. A. Lyngdoh | HoD Pol. Science |
| 8. Dr. (Mrs.) E. Lianchhawni | HoD Education |
| 9. Mrs. L.S. Lyngdoh | HoD Nutrition |
| 10. Mrs. A. B. Lyndem | Zoology Dept. representative |
| 11. Mrs. H. Shangpliang | Chemistry Dept. representative |
| 12. Mr. K. Kharchandy | Physics Dept. representative |
| 13. Mr. Gabriel Lyngdoh | Commerce Dept. representative |
| 14. Mr. A.H. Sawkmie | HoD Khasi |
| 15. Mr. B. L. Mawlong | Coordinator, IQAC |

The Meeting was chaired by the Principal

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

Resolution 1/2020: NAAC Preparation

The Coordinator brief the house of the status of the NAAC preparation of the College who impressed upon the house of the importance of timely submission of data. To avoid any further delay in the accreditation process, all depts. are requested to direct their respective dept. liaison officer and staffs to provide the data within the deadline so as to enable the IQAC to prepare the Self Study Report (SSR) on time.

The Coordinator also informed the house that the process of NAAC application depends on the receipt of Nutrition Dept. Affiliation Notification from NEHU.

Resolution 2/2020: Online Classes

The Coordinator propose to the house to purchase an Online Learning Software: MyClassCampus Pocket Study app for the purpose of e-learning. The same was agreed upon by the house. The House also resolves:

- To conduct Online Class for 1st, 3rd and 5th Semester w.e.f. Sept 2nd Week, 2020.
- To conduct online class from the campus.
- All staffs must prepare their respective subjects study material for uploading in the application.
- An in-house training will be conducted for staffs regarding the pocket study app.

Resolution 3/2020: 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:

- Semester Wise Result of the dept.
- Students progression
- Reports of any programs/activities conducted by the departments.

Resolution 4/2020: VI Semester Examination

Keeping in mind that final VI semester may be held at any point of time in September, the house resolves that-

- All Depts. shall conduct online class for VI Sem Students.
- All Depts. shall ensure that Study material in the form of pdf files are made available to all students.

The meeting was closed with a prayer offered by Dr. (Mrs.) E. Lianchawni.

Sd/-

IQAC Coordinator

Union Christian College



Sd/-

Principal

Union Christian College



Dated: 27th August, 2020