MODEL CHRISTIAN COLLEGE
Internal Quality Assurance Cell
Minutes of the Meeting

Date: 31st January 2020
Time: 10:00 AM
Venue: Conference Hall

The following members were present:

	Name	Designation
1.	Mr. S.P. Francis	Managing Director
2.	Dr. Luke Rymbai	Principal & Chairman
3.	Dr. Nungshikokla Jamir	Vice Principal
4.	Mr. Albert Arucho	Administrator
5.	Dr. Vituo Belho	Local Society Representative
6.	Mr. Vikhoho Sothu	Dean of Students Welfare
7.	Mrs. Jamkhanmoi	Academic Dean
8.	Mrs. Kevileno Zao	Teacher Representative
9.	Ms. Nengpilhing Singson	Teacher Representative
10.	Mr. Graceson Mohobo	Office Superintendent
11.	Dr. Mhabemo Odyuo	Coordinator

The following Agendas were discussed in the meeting.

1. National Seminar
2. Academic calendar for May 2020 - May 2021
3. Choice Based Credit System (C.B.C.S)
4. Mentor and Mentee
5. Best Departmental report
6. Any other

Agenda 1: National Seminar.

1. A committee was formed on 31st January 2020

Convener:	Dr. Subongwabang Assistant Professor, Department of Zoology
Organizing Secretary:	Mr. Thounaojam Gunamani Singh Assistant Professor, Department of Botany
Members:	1. Dr. Mhabemo Odyuo

Co-ordinator, IQAC

2. Mr. Kedozolie Nagi
   Assistant Professor,
   Department of Geography.

2. The tentative date set for the National Seminar was on 19th June 2020 to 20th June 2020.
3. The Advisors to be consulted for the National Seminar were:
   a. Dr. G. T. Thong
      Professor, Department of Geology
      Nagaland University, Meriema Campus
   b. Dr. Limatemjen
      Assistant Professor, Department of Zoology
      Kohima Science College, Jotsoma

Agenda 2: Academic calendar:

- Academic calendar was rectified for the academic year 2020-2021 by the Dean of academics, Miss Nengpilhing Singson.

Agenda 3: Choice Based Credit System (C.B.C.S)

1. The possibility of the introduction of CBCS by the Nagaland University was discussed upon and the process of systematic implementation in the College was discussed.
2. The in-charge for the management of Class rooms for the same was entrusted to
   a. Dr. Nungshikokla Jamir, Vice Principal
   b. Ms. Nengpilhing Singson, Dean of Academics

Agenda 4: Mentor and Mentee

1. Academic dean to keep a track on the Mentor and Mentee records
2. Mentors to be instructed to keep a documentation regarding the progress of the Mentee.

Agenda 5: Best Departmental Report.

With objective to increase the efficiency of the departments, the college Management resolved to award the department with the best report for an Academic year. The award will also encourage the Departments to give their best towards the development of the college in general and the Students in particular.

Criteria:

1. Total meetings held by a Department.
2. Detailed records of the Activity conducted by a department.
3. Academic Performance of the students
4. Mentor and Mentee records
5. Faculty extension services: 1. Faculty development programme
   2. Seminars attended by the faculty

Agenda 6: Any Other

1. Private College Association of Nagaland

- Make a selection of the best participants to represent the college
- Guidance to the selected students participating in any event.

Recorder

Dr. Mhabemo Odyuo
Coordinator, IQAC
Model Christian College
Kohima : Nagaland