

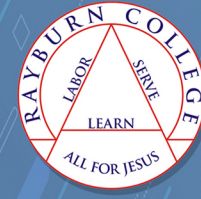
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Rayburn College

BSF Road, Gangpimual
Churachandpur, Manipur
India - 795006



Rayburn College



**HAND BOOK
2021-22**

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HANDBOOK

2021-2022



RAYBURN COLLEGE

BSF Road, Gangpimual,
Churachandpur, Manipur, India - 795006

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GOVERNING BODY

- Chairman : Langkhanpau Guite, M. A., M. Ed.
- Vice Chairman : H. Thangdam, M.A., B.T., ZEO (Retd)
- Secretary : Rev. Dr. Khen P. Tombing, M.A.,
M.Th., (USA), D.D., Principal
- Teacher's Representative : Thuamson Hangzo, M. A.
Lecturer (Retd), Rayburn College
- Educationists : 1. Rev. Dr. T. K. Muana
Principal (Retd) Lamka College
2. S.L.Thanga
Assistant Professor (Retd)
- Guardian's Representatives: 1. Dr. J. Songoukham, M. B. B. S., M.D.
2. H. Thangdam, M. A, Z.E.O (Retd)
- Sponsor's Representatives : 1. Rev. Thongzagou, B. A.
Co-ordinator (I), PCI(R) (Retd)
2. Rev. Suanzalam, B.A., M.Div., M.Th.
3. K. Liankhanthang, Educationist (Retd)
4. Dr. L. K. Tombing, M.B.B.S. (Retd)
- Public Representative : L. Chinkhanlian, Editor, Manipur
Express & Social Reformer
- M.U. Representatives : 1. Dr. Ruolkhumzo
Assistant Professor
Department of Political Science
Manipur University
: 2. Dr. Ngahpi Lhouvum
Assistant Professor
Department of Philosophy
Manipur University

ABOUT RAYBURN COLLEGE

Rayburn College was initially established as Higher Secondary School in the year 1994. From 2003 it was upgraded to College with a vision to achieve academic and spiritual excellence and to cater to the unique needs of the remote and backward tribal people of Southern Manipur. The College is named after Dr Robert G. Rayburn who had inspired the founders of this college towards the need for high-quality Christ-centered and community- centered education in our country.

The College is situated at a distance of 62 kilometers from the State capital in the urban area of Churachandpur District of Manipur. It is attended by students from Schedule Tribe and Backward Class of the state. The area of the present College campus is approximately 5.5 acres. The building is H-shaped four-storied buildings with a total built-up area of 21, 720 square meter which housed classrooms, laboratory rooms, mini auditorium, library, offices, etc.

The College has been supported by a donation from friends, churches, NGOs, fees collected from students. In our 24 years of existence, the Manipur Government has helped us thrice with a total amount of Rs. 200000/- (Rs.100000/- in March 2012; Rs.50000/- in March 2015; Rs.50000/- in April 2017 respectively). We are happy to mention that for the first time Rayburn College received Rs.280000/- from the University Grant Commission under General Development Assistance in Colleges during the XII plan period in July 2017. Rayburn College offers programme such as Bachelor of Arts Degree (Six Semester) courses in History (Hons.), Political Science (Hons.), Geography (Hons.), English (Hons.), Sociology (Hons.) and Psychology (Hons.). We also offer Bachelor of Commerce (Hons.) Programme and B. Sc programme (Physics, Mathematics, Botany, Zoology & Chemistry). From academic session 2021, we offer Post Graduate course such as M.A. (Pol. Science), M.A.(History) & M.Com. Since the time of its existence, the college has produced many officers in the government as well as in the non-government sectors. Our alumni are Impacting our great nation and beyond. We endeavor to train everyone who comes to Rayburn College to bring out the best in them, excel in everything they do, impacting and contributing to society. It has been a great encouragement, personally to see graduates year after year impacting our nation and beyond as torchbearers for progress.

AFFILIATIONS

1. Rayburn college affiliated to Manipur University is also permitted to run Bachelor of Arts Degree (General & Honours) by Manipur University under Permission No.: MU/2-1/2003(CDC) on 5th August 2003, and Bachelor of Commerce under permission No. MU/1-68/98/CDC/303 on 19th June 2008.
2. It is also permanently affiliated to Manipur University under permission No. MU/1-65/98/CDC/136 on 7th August 2012.
3. The college is recognized by UGC under 2(f) @ 12(B) of the UGC Act, 1956, No. 8-29/2015(CCP-I/C), dated, Delhi, 23rd April, 2015.
4. Permission for opening Bachelor of Sciences (H) in Physics, Mathematics, Botany, Zoology, Chemistry & Psychology from the academic session 2020-21 (Permission No: MU/1-65/1998 CDC/675, dated 27 Nov 2020).
5. Permission for opening Master Programs in M. A (History), M. A. (Pol. Science) & M. Com under No: MU/1-65/98/ CDC/997 dated 15th April, 2021.

**“To God be the glory great things he had done at
Rayburn College”**

“ALL FOR JESUS”

VISION, MISSION AND CORE VALUES

VISION

To create socially responsible and academically competent professionals through innovative, quality, and holistic learning experiences.

MISSION

Rayburn college has its articulated mission as provided under:

- * To provide and promote equal learning opportunities for all.
- * To equip students with holistic education and skills requisite for employment.
- * To provide resources and innovative knowledge to achieve academic par excellence.
- * To inculcate a unique value system in the learning environment & develop socially responsible citizens.

CORE VALUES

- * Academic Excellence
- * Personal Integrity
- * Social Responsibility
- * Social Justice
- * God Quotient

RAYBURN COLLEGE AT A GLANCE

Rayburn College started undergraduate programme from 2003 and PG programme in 2021 to provide academic and spiritual excellence in the art of higher Education and facilitating services to the backward and economically deprived community. The college is affiliated to Manipur University under permission No. MU/1-65/98/CDC/136. The college is recognized by UGC under 2(f) @ 12(B) of the UGC Act, 1956, No. 8-29/2015(CCP-I/C), dated, Delhi, 23rd April, 2015.

The college is a multi-faculty college with more than 50 faculty members in Arts, Science and Commerce. At present, the college offers B.A., B. Sc. and B.Com in its undergraduate programme. B.A. with compulsory English, various tribal languages, Political Science, History, Sociology, Geography, Psychology. B.Sc. with English, Chemistry, Botany, Zoology, Mathematics, Physics and B.Com with English, Accountancy, Banking, Finance, Economics, Anthropology and Computer Science respectively. Significantly, the College is the only College in the Hill District of Manipur which provide Master Degree programme in Political Science, History and Commerce.

The college has well equipped and adequate infrastructural facilities– 29 spacious classrooms, the reputed Largest single floor College library in the state of Manipur, equipped with state of the art e-learning facilities and 10500 Books, computer laboratory, Audio Visual Teaching aid, Basketball and Volley ball court long with additional spacious playground all under 5 acres of land. Apart from the regular teaching learning activities, the college have a strong commitment to lifelong learning, to intellectual, creative and personal growth and have many Skill Development programs such as TATA Affirmative Action Program (TAAP) under TCS; multiple trades training under NESEED (an NSDC initiative), computer course training under NIELIT and Korean language courses under King Sejong Institute for the overall development of the students.

National Cadet Corps (NCC) with the only Senior Cadet in the Hill districts of Manipur is a valuable asset. It had currently 104 cadets

actively engaged in various activities, earning laurels for the college. The Rayburn NCC has taken a second in command position in Republic Day Parade by Jasper at New Delhi on the 26th of January 2019. The college cadets have actively participated in the Republic Day Marching held at New Delhi 16 times till date. The NCC also participated in extended activities such as helping traffic Police, Cleanliness drive in and around Churachandpur town, providing a helping hand to the district administration during Covid-19 pandemic.

The National Service Scheme (NSS) have 2 units and constitute an important asset to the college which have 200 volunteers with 100 in each units. This unit conducts various extension activities to help the community around the college. It helps the students to become more aware of their environment and social responsibilities.

Besides, the Rayburn College has been diligently rendering remarkable yeoman service to the development of students, not only in terms of providing education per se, but also promoting enrolment and studentship by coordinating freeships/scholarships in the best medium possible. Many students under different categories have remained beneficiaries of the various scholarships handed out through several schemes of the institution. The valuable scholarships availed by the students has greatly intervened, impacted and encouraged their educational pursuits, leaving an indelible mark in the history of the institution at large.

The college has various dynamic and efficient extended committees such as IQAC Cell, Students Grievance Redressal Cell, Anti Ragging Committee, Committee for SC and ST Students, Alumni Association, Research Cell etc. The teaching faculty of the college is well qualified and devoted. The college faculty members have 4 current faculty with Postdoc, where 17 faculty members have Ph.D. degree and 6 faculty members currently pursuing Ph. D. and 2 M.Phil degree holders while the rest of the faculty are Master with NET holders. The staff is consistently busy in several research activities.

Roughly the total strength of the student of the college at present is 1300. The college is constantly upgrading its academic standards with the help of well-qualified faculty. Remedial classes are

conducted frequently for academically weak students. 99% of the students are from rural areas.

Growth is the Mantra of the college. The institution grows from a humble beginning of primary Education to High School which was later upgraded to Higher Secondary School. Now it is a full-fledged college with Master degree programme. The college aspires to become an autonomous college in the near future.

DETAILS OF BUILDING AND ROOMS

Eastern Block : A three storied building of 220' X 45' size pucca building.

Western Block : A three storied 220' X 45' size pucca building.

1. Principal's Office	1	28' X 18'
2. Vice Principal's Office	1	18' X 14'
3. Dean of Student's Office	1	18' X 10'
4. Dean of Academic	1	18' X 10'
5. Dean of Examination	1	18' X 10'
4. Counselor's Office	1	18' X 10'
5. MI Room	1	18' X 10'
6. IQAC Office	1	18' X 20'
7. ANO, NCC Office	1	18' X 10'
8. Co-ordinator, Skill Dev. & Placement	1	18' X 10'
9. Faculty Lounge	1	42' X 18'
10. Student's Common Room	2	45' X 18' each
11. Lecture Hall	1	Under Construction
12. Library & Reading Room	1	72' X 45'
13. Laboratories (Physics, Chemistry, Botany, Zoology & Geography)	4	18' X 45' each
Class Rooms (Large)	26	27' X 18' each
Class Rooms (Small)	4	18' X 18' each
14. Skill Development & Placement Office	18'	x 10'
15. Ministerial Staff Office	37'	x 18'

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) of Rayburn College plays a pivotal role towards the realisation of quality enhancement & sustenance in improving and assuring quality in academic and related activities of the College. The College has the IQAC established since 2015. The cell meets from time to time at frequent intervals to plan and evaluate the functioning and progress of every activity of the college.

IQAC MEMBERS

Chairman	: Rev.Dr. Khen P. Tombing, Principal
Coordinator	: Dr. Siamkhanthang Neihisial Assistant Professor & Head Department of Chemistry
Assistant Coordinator	: Chinmuanthang Guite Assistant Professor & Head Department of Botany
Assistant Coordinator	: Immanuel Malsawmlien Assistant Professor & Head Department of Physics
Member	: Dr. Langthianmung Vualzong Assistant Professor Department of Political Science
Member	: Dr. Ginneihching Assistant Professor Department of History
Member	: Dr. Kh. Thianminlian Vaiphei Vice Principal
Member	: All Department HOD'S
Member	: S. Muansangluai Ngaihte, Librarian
Member	: M. T. Ngura, Senior Accountant
Member	: Langkhanpau Guite, Chairman, Governing Body
Member	: L.T. Ngaihte IFS (Retd.), External Expert
Member	: President, Rayburn College Alumni Association (RBCAA)
Student Representatives:	Zamlianthang, B.Sc. Sec–A (4th Sem)
Student Representatives:	Pauthianmuang, B.Com. (4th Sem)

DEPARTMENT FACULTY

DEPARTMENT OF ENGLISH (Estd. 2003)

1. **Dr. Siambiakmawi Guite, M. A., Ph.D, HOD**
2. Dr. Marina Laltlinzo Infimate, M. A., M. Phil., Ph. D., NET-JRF
3. T. Tawnkhansiam, M. A., NET
4. Livia Tinglianhoi, M. A., NET
5. Vungthianmuang, M. A., B. Ed

DEPARTMENT OF GEOGRAPHY (Estd. 2003)

1. **Dr. S. Thangboi Zou, M. A., Ph. D, Postdoc, NET, HOD**
2. Dr. Chinglianmawi, M. A., Ph.D., NET
3. Dr. Niangpi Guite, M.A., M. Phil, B.Ed., PhD.
4. Paukhankhual Tonsing, M. A., NET

DEPARTMENT OF HISTORY (Estd. 2003, PG 2021)

1. **Dr. Mary Nengneichong Baite, M. A., M. Phil., Ph. D, NET, HOD**
2. Dr. Ginneihching, M. A., Ph.D
3. Velthangkhum Hauzel, M. A., NET
4. Niangdeihnuam, M. A., M. Phil
5. Thangboi Kipgen, M.A., SLET, NET
6. Dr. L. Letkhomang Haokip, M.A., M.Phil., Ph.D
7. H. Pausuanthang Gangte, M.A., NET
8. Prof. Lal Dena (Guest Faculty)
9. Prof. Salam Irene (Guest Faculty)

DEPARTMENT OF POLITICAL SCIENCE (Estd.2003, PG 2021)

1. **Dr. Nehkhomang Haokip, M. A., Ph. D, NET, HOD**
2. Dr. Langthianmung Vualzong, M.A.,M.Phil., Ph.D
2. T. Lawmpi, M. A., Ph. D (Sch.)
4. Dr. Paolenthang Khongsai, M. A., Ph. D., NET
5. Kamkholal Sithhou, M. A., NET
6. Niangthianmawi, M.A., NET
7. Dr. Chungkhosei Baite, M.A., Ph.D., Postdoc
8. LT. Suan Hauzel, M.A

DEPARTMENT OF SOCIOLOGY (Estd. 2003)

1. **Dr. Dorothy Lalneizo, M. A., M. Phil., Ph.D.,NET, HOD**
2. Manthianching, M.A., M. Phil, M. Ph.D (Sch.)
3. Cindy Lalhmingmawi, M.A., B. Ed., NET
4. Dr. Mercie Gangte, M.A., M.Phil., Ph.D, NET-JRF

DEPARTMENT OF PSYCHOLOGY (Estd. 2020)

1. **Mercy Chingnunhoih, M.A., NET, Ph.D. (Sch.), HOD**
2. Jenny Ngaihlian Guite, M.A.
3. Lalngaihawmi, M. A., NET-JRF, Ph. D (Sch.)

DEPARTMENT OF COMMERCE (Estd. 2008, PG 2021)

1. **Liankhoshyam Tunlut, M.Com., NET-JRF, HOD**
2. Kimzalun, M. Com., B. Ed, NET,
3. L. Lhingzalam Haokip, M. Com.II, PGDBA, NET
4. Deborah Kulpuisang Buongpui, M. Com., NET
5. Emmanuel Lalneimawi Hmar, M. A., (Economics), NET
6. Dr. John Mang Muan Lian Zou, M.Com., Ph.D, NET
7. Dr. Guna Nidhi Bag, MA, Ph.D., (Economics), Ph. D.
8. Prof. Kheiruddin (Guest Faculty)
9. Dr. A. S. Aleng, MA, Ph.D., (Guest Faculty)
10. Pauginlun, M.Com, NET
11. Tingchawikim Vaiphei, M.Com, NET

DEPARTMENT OF BOTANY (Estd. 2020)

1. **Chinmuanthang Guite, M, Sc., B. Ed., GATE, SLET, Ph. D (Sch.), HOD**
2. Japhet Lulun Misao, M. Sc.
3. Grace Chinghoinuam, M.Sc.

DEPARTMENT OF CHEMISTRY (Estd. 2020)

1. **Dr. Siamkhanthang Neihisial, M. Sc., Ph. D. Postdoc, DST-SERB Young Scientist Fellow, HOD**
2. L. Chungkholen Kom, B. Ed, M. Sc., Ph. D (Sch.)
3. Zamitlian Thangsing, M. Sc.

DEPARTMENT OF MATHEMATICS (Estd. 2020)

1. **Jambiakmuan Laingek, M.Sc, HOD**
2. Thanggoulien Hangshing, M.Sc.

DEPARTMENT OF PHYSICS (Estd. 2020)

1. **Immanuel Malsawmlien, M. Sc, HOD**
2. Susmita Salam, M.Sc, GATE
3. Mairambam Kelvin Singh, M.Sc., NET-JRF

DEPARTMENT OF ZOOLOGY (Estd. 2020)

1. **Dr. Hnunlalliani, M. Sc., Ph. D, SLET, NET, HOD**
2. Dr. Kh. Thianminlian Vaiphei, M. Sc., Ph.D.
(UPE- Project Research Fellow)
3. Niang Sial Ching, M.Sc., NET.

**Ph.D.(Sch.) = Pursuing Ph.D.*

NON TEACHING STAFF**LIBRARY STAFF**

1. **S. Muansangluai Ngaihte, M.Lib.I.Sc, M.Phil, NET, Librarian**
2. Richard V. Valte, B.Lib.I.Sc Assistant Librarian
3. Liankhenkhum, M. A. Library Assistant
4. Niangbiaklun, B. A. Library Assistant
5. Tunsianlian, B.A Library Assistant

OFFICE STAFF

1. M.T. Ngura Senior Accountant
2. Thang Muanlal Hangsing Head Clerk
3. Niangpi Office Assistant
4. Kh. Ginthianlam Office Assistant
5. Ngainunmoi Nurse
6. Ningngaihlian Office Assistant
7. Daniel Liansonthang Office Assistant
8. James Thangsuanlian System Administrator
9. Chiinnunmawi Office Assistant
10. Nuching Teller
11. N. Thangkhsiam Chaplain
12. Ngaizakim Ellu, Coordinator, Skill Development & Placement Cell
13. Ginsianmuang Tombing Technical Assistance

SUPPORTING STAFF

- | | |
|-------------------------|------------|
| 1. Thangkhanmung | Driver |
| 2. James Doumang | Driver |
| 3. Khoithianmung | Care Taker |
| 4. Chingngaihlian Guite | Grade IV |
| 5. G.Chingkhanniang | Grade IV |
| 6. T. Mangliansiam | Grade IV |
| 7. G.Chinsuanthang | Grade IV |
| 8. Hauminthang | Grade IV |
| 9. T. Mangliansiam | Grade IV |
| 10. T. Songkhopau | Grade IV |

PROGRAMMES OFFERED

The College offers following fifteen programmes from across the disciplines of humanities, Social Sciences, Commerce and Sciences.

1. B.A. (H) ENGLISH
2. B.A. (H) GEOGRAPHY
3. B.A. (H) HISTORY
4. B.A. (H) POLITICAL SCIENCE
5. B.A (H) SOCIOLOGY
6. B.A (H) PSYCHOLOGY
7. B.COM. (H), BANKING & FINANCE, MANAGEMENT
8. B.SC. (H) BOTANY
9. B.SC. (H) CHEMISTRY
10. B.SC. (H) PHYSICS
11. B.SC. (H) MATHEMATICS
12. B.SC. (H) ZOOLOGY
13. MA HISTORY
14. MA POLITICAL SCIENCE
15. M.COM

The medium of instructions in the College is English.

COURSE STRUCTURE FOR THE ACADEMIC YEAR

BACHELOR OF ARTS (B. A.)

Course Offered

The College offers Bachelor of Arts, Commerce and Science (Semesters Course/System)

Course Offered

The Three Years academic session is divided into Six Semesters and the duration of each Semester is Six Months. Semester examinations is normally held at the end of each Semester.

I. B. A. - 1st Semester:

Students may choose one of the four given options and one Language paper

Group-A:

Political Science paper -I
Geography paper -I
History paper -I
MIL/General English paper -I

Group-B:

Political Science paper -I
History paper -I
Psychology paper -I
MIL/General English paper -I

Group-C:

Geography paper-I
English paper -I
Sociology paper -I
MIL/General English paper -I

Group-D:

Psychology paper - I
English Paper - I
Sociology paper -I
MIL/General English paper -I

**NB : • Major Indian Languages - Paite, Thadou-Kuki, Mizo, Hmar
• The College provides only General English Class.**

Details of the subject & paper:

<i>Subjects</i>	<i>Paper code</i>	<i>Name of the Paper</i>
Political Science	PSC 101	Political theory
Geography	GEG 101	Introduction to Geography
History	HIS 101	History of Ancient India from Early period to 6th century BC
English	ESL 101	English Literature: History, Poetry & Drama
Sociology	SOC 101	Introduction to Sociology
Psychology	PSY 101	Foundations of Psychology
Language	MIL/General	English paper –I

II. B. A. - 2nd Semester:

Students will continue to take all the 3 Elective subjects they have opted in the 1st Semester & Language Paper/ General English

Detail of the subjects & papers:

<i>Subjects</i>	<i>Paper code</i>	<i>Name of the Paper</i>
Political Science	PSC 202	Political theory
Geography	GEG 202	Introduction to Geography
History	HIS 202	History of Delhi Sulatnate: 1200-1526
English	ESL 202	English Literature: History, Poetry & Drama
Sociology	SOC 202	Sociology of India
Psychology (<i>Practical based on theory paper</i>)	PSY 202	Theories of Intelligence & Personality.
Language	MIL/General	English paper –II

NB: College provides only General English class.

III. B. A. - 3rd Semester:

Students will continue to take all the 3 Elective subjects they have opted in the 1st Semester & Regional Development(NE).

Detail of the subjects & papers:

<i>Subjects</i>	<i>Paper code</i>	<i>Name of the Paper</i>
Political Science	PSC 303	Indian Government and Politics
Geography	GEG 303	i) Human Geography ii) Cartography -II (Practical) Geography
History	HIS 303	History of Modern India: 1600-1857
English	ESL 303	Western Criticism
Psychology (Practical based on theory paper)	PSY 303	Social Psychology
Sociology Regional Development (RD)	SOC 303	Sociological Thought

IV. B. A. - 4th Semester:

Students will continue to take all the 3 Elective subjects they have opted in the 1st Semester & Environmental Studies.

Detail of the subjects & papers:

<i>Subjects</i>	<i>Paper code</i>	<i>Name of the Paper</i>
Political Science	PSC 404	Comparitive Government and Politics
Geography	GEG 404	i) Population and Settlement Geography ii) Cartography - II (Practical)
History	HIS 404	History of Modern Europe: 1789-1945
English	ESL 404	Linguistics and English Language
Sociology Psychology (Practical based on theory paper)	SOC 404 PSY 404	Indian Sociological Tradition Systems and Trends in Psychology
Environmental Studies (EVS)		

V. B.A. - 5th & 6th Semesters :

The College offered the following Honors Courses in B.A. starting from the 5th Semester:

Students can choose one of the following subjects, if they -

- (i) Do not have back subject.
- (ii) Scored a minimum of 45% in aggregate of 1st, 2nd, 3rd, & 4th semester in that particular subject and
- (iii) Provides seats are available in that subject.

1. HISTORY HONOURS:

History Honours 5th Semester

<i>Paper Code</i>	<i>Name of Paper</i>
HIS 501	History of Ancient India
HIS 502	History of Mughal India
HIS 503	History of Indian National

History Honours 6th Semester

<i>Paper Code</i>	<i>Name of Paper</i>
HIS 603	History of Manipur
HIS 609	History of South East India
HIS 610	History of America Movement

2. POLITICAL SCIENCE HONOURS:

Political Science 5th Semester

<i>Paper Code</i>	<i>Name of Paper</i>
PSC 505	International Politics
PSC 506	Socialist Thought
PSC 507	Public Administration

Political Science 6th Semester

<i>Paper Code</i>	<i>Name of Paper</i>
PSC 608	Govt. & Politics of North East India
PSC 609	Gandhian Studies
PSC 610	Indian Political Thought

3. GEOGRAPHY HONOURS:*Geography Honours 5th Semester*

Paper Code	Name of Paper
GEG 505	Geomorphology
GEG 506	Geography of India
GEG 507(P)	Cartography-III/(Practical)

Geography Honours 6th Semester

Paper Code	Name of Paper
GEG 608	Economy Geography
GEG 609	World Regional Geography
GEG 610	Cartography-IV (Practical)

4. ENGLISH HONOURS:*English 5th Semester*

Paper Code	Name of Paper
ESL 505	20th Century British Literature
ESL 506	Indian Writing in English
ESL 507	Literary Theory

English 6th Semester

Paper Code	Name of Paper
ESL 608	North East Literature
ESL 609	Common Wealth & American Literature
ESL 610	European Literature in Translation

5. SOCIOLOGY HONOURS:*Sociology Honours 5th Semester*

Paper Code	Name of Paper
SOC 505	Sociological Research Method
SOC 506	Political Sociology
SOC 507	Social Demography

Sociology Honours 6th Semester

Paper Code	Name of Paper
SOC 608	Sociological Theory
SOC 609	Sociology of Marginal Groups
SOC 610	Social Change and Development (with special reference to India)

6. PSYCHOLOGY HONOURS:*Psychology Honours 5th Semester*

<i>Paper Code</i>	<i>Name of Paper</i>
PSY 505	Research Methodology & Statistics
PSY 506	Psychopathology and Psychological Disorders
PSY 507	Developmental Psychology
<i>(Practical based on theory paper)</i>	

Psychology Honours 6th Semester

<i>Paper Code</i>	<i>Name of Paper</i>
PSY 608	Organisational Behaviour
PSY 609	Guidance and Counseling
PSY 610	Psychological Assessment
<i>(Practical based on theory paper)</i>	

BACHELOR OF COMMERCE (B.Com)

The Three year academic session is divided into Six Semesters and duration of each Semester is Six Months. Semester examinations are normally held by the end of each Semester.

I. B. Com - 1st Semester

<i>Paper Code</i>	<i>Name of Paper</i>
FC-1 (General English)	E1-101 (Business Communication)
E2-101 (Finance Accounting)	E3-101 (Business Economics & Environment)

II. B.Com - 2nd Semester

<i>Paper Code</i>	<i>Name of Paper</i>
FC-2 (E-Commerce)	E1-202 (Principal of Management)
E2-202 (Foundation of Entrepreneurship)	E3-202 (Cost Accounting)

III. B.Com - 3rd Semester

<i>Paper Code</i>	<i>Name of Paper</i>
FC-2 (Fundamental of Computer)	E1-303 (Commercial Laws)
E2-303 (Business Mathematics & Accounting)	E3-303 (Management Statistics)

IV. B.Com - 4th Semester

<i>Paper Code</i>	<i>Name of Paper</i>
FC-2 (Environmental Studies)	E1-404 (Auditing)
E2-404 (Elements of Income Tax)	E3-404 (Company Laws)

V. B.Com - 4th Semester students can choose any of the two options when they make Admission/Enrolment for the 5th Semester.

VI. B.Com 5th and 6th Semesters/ Honours Course:

B. Com (Hons) subject specialisation offered by the college are:

(i) Management and (ii) Banking and Finance.

Group – B : Management**5th Semester**

<i>Paper Code</i>	<i>Name of Paper</i>
H(505)	Marketing Management
H(506)	Human Resources Management
H(507)	Industrial Relations

6th Semester

<i>Paper Code</i>	<i>Name of Paper</i>
H(508)	Retail Management
H(509)	International Marketing Management
H(510)	(i) Research Methodology (ii) Dissertation

Group – C : Banking and Finance**5th Semester**

<i>Paper Code</i>	<i>Name of Paper</i>
H(505)	Money, Banking and International Trade
H(506)	Modern Banking
H(507)	Indian Financial System

6th Semester

<i>Paper Code</i>	<i>Name of Paper</i>
H(508)	Law & Practice of Banking
H(509)	Fundamental of Insurance
H(510)	(i) Research Methodology (ii) Dissertation

BACHELOR OF SCIENCE (B.Sc)

Students may choose one of the two given options and one Language paper

GROUP A - PHYSICS, CHEMISTRY, MATHS (PCM)**1st Semester**

<i>Paper Code</i>	<i>Name of Paper</i>	
PHY -101	: Mechanics	} <i>Practical (based on theory papers)</i>
CH-101	: Inorganic, Organic & Physical	
BMATH – 101	: Algebra -I	
MIL/General English paper -I		

- NB :** 1. Major Indian Languages - Paite, Thadou-Kuki, Mizo, Hmar
2. The College provides only General English class

2nd Semester

<i>Paper Code</i>	<i>Name of Paper</i>	
PHY -202	: Thermal Physics & Optics	} <i>Practical (based on theory papers)</i>
CH-202	: Inorganic, Organic & Physical	
BMATH – 202	: Calculus & ODE	
MIL/General English paper -II		

3rd Semester

<i>Paper Code</i>	<i>Name of Paper</i>	
PHY- 303	: Electricity & Magnetism	} <i>Practical (based on theory papers)</i>
CH -303	: Inorganic, Organic & Physical	
BMATH - 303	: Geometry, Vectors, Theory of Probability	
RD	: Regional Development (NE)	

4th Semester

<i>Paper Code</i>	<i>Name of Paper</i>	
PHY-404	: Atomic & Nuclear Physics	} <i>Practical (based on theory papers)</i>
CH - 404	: Inorganic, Organic & Physical	
BMATH – 404	: Mechanics	
EVS	: Environmental Studies	

5th Semester***Paper Code* *Name of Paper***

Physics (Hons)

PHY 505 : Electronics

PHY 506 : Mathematical Physics

PHY 507 : Practical (Based on Theory Papers)

Chemistry (Hons)***Paper Code* *Name of Paper***

CH – 505 : Inorganic Chemistry

CH – 506 : Organic Chemistry

CH – 507 : Physical Chemistry

CH -508P : Practical (based on theory papers)

Maths (Hons)***Paper Code* *Name of Paper***

BMath-505 : Algebra -II

BMath-506 : Analysis-I

BMath-507 : Computer C-Programming, Practical,
Numerical Analysis**6th Semester*****Paper Code* *Name of Paper***

Physics (Hons)

PHY 608 : Quantum Mechanics

PHY 609 : Physics of Materials

PHY 610 : Practical (Based on Theory Papers)

Chemistry (Hons)***Paper Code* *Name of Paper***

CH – 608 : Inorganic Chemistry

CH – 609 : Organic Chemistry

CH – 610 : Physical Chemistry

CH -611P : Practical (based on theory papers)

Maths (Hons)***Paper Code* *Name of Paper***

BMath-605 : Partial Differential Equations, Laplace
Transform, Calculus of variation

BMath-606 : Analysis-II Metric Space

BMath-607 : Optional Paper

GROUP B - CHEMISTRY, BOTANY, ZOOLOGY (CBZ)**1st Semester**

<i>Paper Code</i>	<i>Name of Paper</i>	
CH-101	: Inorganic, Organic & Physical	{ Practical (based on theory papers)
BOT-101	: Virus, Bacteria and Cryptograms	
ZOO-101	: Principles of Classification, Zoogeography and Paleozoology	
MIL/General English paper -I		

NB : • Major Indian Languages - Paite, Thadou- Kuki, Mizo, Hmar
 • The College provides only General English class

2nd Semester

<i>Paper Code</i>	<i>Name of Paper</i>	
CH-202	: Inorganic, Organic & Physical	{ Practical (based on theory papers)
BOT - 202	: Gymnosperms, Angiosperms, Applied Botany & Embryology	
ZOO-202	: Functional Anatomy of Non-Chordata	
MIL/General English paper -II		

3rd Semester

<i>Paper Code</i>	<i>Name of Paper</i>	
CH-303	: Inorganic, Organic & Physical	{ Practical (based on theory papers)
BOT-303	: Plant Geography, Ecology, Plant Physiology & Molecular Biology	
ZOO-303	: Functional Anatomy of Chordata	
Regional Development (NE)		

4th Semester

<i>Paper Code</i>	<i>Name of Paper</i>	
CH - 404	: Inorganic, Organic & Physical	{ Practical (based on theory papers)
BOT - 404	: Cytogenetics, Biotechnology & Biometrics	
ZOO-404	: Environmental Biology, Applied Zoology, Wildlife and Computer Application	
EVS	: Environmental Studies	

5th Semester**Chemistry (Hons)*****Paper Code******Name of Paper***

CH – 505	:	Inorganic Chemistry
CH – 506	:	Organic Chemistry
CH – 507	:	Physical Chemistry
CH -508P	:	Practical (based on theory papers)

Botany (Hons)***Paper Code******Name of Paper***

BOT – 505	:	Microbial Diversity, Plant Pathology & Embryophyta
BOT – 506P	:	Advance Plant Taxonomy, Anatomy, Embryology and Palynology
BOT – 507	:	Practical (based on theory papers)

Zoology (Hons)***Paper Code******Name of Paper***

ZOO-505	:	Cell Biology and Genetics
ZOO -506	:	Evolution, Ethology Biotechnology & Bioinstrumentation
ZOO – 507P	:	Practical (based on theory papers)

6th Semester**Chemistry (Hons)*****Paper Code******Name of Paper***

CH – 608	:	Inorganic Chemistry
CH – 609	:	Organic Chemistry
CH – 610	:	Physical Chemistry
CH -611P	:	Practical (based on theory papers)

Botany (Hons)***Paper Code******Name of Paper***

BOT – 608	:	Ecology, Plant Physiology & Molecular Biology
BOT – 609	:	Cell Biology, Genetics, Plant Breeding, Biotechnology & Computer Application
BOT – 610P	:	Practical (based on theory papers)

Zoology (Hons)

<i>Paper Code</i>	<i>Name of Paper</i>
ZOO-608	: Animal Physiology & Endocrinology
ZOO-609	: Developmental Biology, Histology and Biological Chemistry
ZOO-610P	: Practical (based on theory papers)

B. A./ B. Com/B.Sc (Honours) Semester system

Examination rules, Admission rules and Promotion rules.

1st Semester

Eligibility for examination:

Must be a regular students and have 75% attendance.

Eligibility for admission into classes in the next semester:

All who appeared the 1st Semester, exam can join the 2nd Semester

2nd Semester

Eligibility for examination:

Must be a regular students and have 75% attendance.

Eligibility for admission into classes in the next semester:

All who appeared the 2nd Semester exam can make admission in the 3rd Semester.

3rd Semester

Eligibility for examination:

Must be a regular students and have 75% attendance.

Eligibility for admission into classes in the next semester:

All who appeared the 3rd Semester exam can join then 4th Semester.

4th Semester

Eligibility for examination:

(i) Must be a regular students and have 75 % attendance.

- (ii) Should not have more than 4 back papers in the 1st, 2nd & 3rd Semester taken together.

Eligibility for admission into classes in the next semester:

All who appeared the 4th Semester exam are eligible for admission in the 5th Semester.

5th Semester

Eligibility for examination:

Must be a regular students and have 75% attendance.

Eligibility for admission into classes in the next semester:

All who appeared in the 5th Semester exam can join the 6th Semester.

6th Semester

Eligibility for examination:

- (i) Must be a regular students and have 75 % attendance.
 (ii) Should not have more than 4 back papers in the 1st, 2nd, 3rd , 4th & 5th Semesters taken together.

1. Students who passed all the Semester examinations as regular candidate and secure 85% in aggregate in all Honours subjects (including Honours elective paper) will be placed in “Honours with Distinction” category.
2. Students who secure 60% or above, but below 85% aggregate in all Honours subject (including Honours elective paper) will be placed in the “First Class” category.
3. Students who secure 45% or above marks, but below 60% in aggregate of all Honours subjects (including Honours elective papers) will be placed in the “Second Class” category.
4. Students who passed all the papers but secure less than 45% marks, will be placed in the “Pass only” category.

MASTER OF ARTS (M.A.)***Master of Arts (M. A.) in Political Science*****1st Semester*****Paper Code*** ***Name of Paper***

MPS-101	: History of Western Political Thought
MPS-102	: Indian Political System
MPS-103	: Public Administration
MPS-104	: International Relation

2nd Semester***Paper Code*** ***Name of Paper***

MPS-201	: History of Western Political Thought;
MPS-202	: Political Sociology
MPS-203	: Indian Administration
MPS-204	: India's Foreign Policy

3rd Semester***Paper Code*** ***Name of Paper***

MPS-301	: Social and Political Thought of Modern India
MPS-302	: State Politics in India
MPS-303	: Indian Political Economy
MPS-304	: South East Asian Studies

4th Semester***Paper Code*** ***Name of Paper***

MPS 401	: Political System and Political Analysis
MPS 402	: Gandhian Thought
MPS 403	: Govt. And Politics in Manipur
MPS 404	: Socialist Thought

Master of Arts (M. A.) in History**1st Semester*****Paper Code* *Name of Paper***

- HSM-101 (Compulsory): History of Manipur from early times to 1467
 HSM-102(Compulsory) : East Asia 1839-1950
 HSM-103 (A) : Pre and Proto History of India
 HSM-103 (B) : Political History of Delhi Sultanate
 HSM-103 (C) : Political History of Modern India, 1757-1858
 HSM-104 (A) : History of India from 600 BC to 1200 AD.
 HSM-104 (B) : Political History of Mughal India (1526-1707)
 HSM-104 (C) : Medicine and Public Health in Modern India
 HSM-105 (A) : Ancient Indian Society
 HSM-105 (B) : Maritime Trade & Commerce (15th-17th Century)
 HSM-105 (C) : History of Borders and Borderland in India

2nd Semester***Paper Code* *Name of Paper***

- HSM-201 (Compulsory): History of Manipur from 1467 – 1826.
 HSM-202 (Compulsory): South East Asia 1800-1945
 HSM-203 (A) : Political Ideas and Institutions in Ancient India
 HSM-203 (B) : State Formation and Political Structures in
 Peninsular India 1000 – 1700 A.D.
 HSM-203 (C) : Colonialism and Capitalism
 HSM-204 (A) : Development of Religions in Ancient India
 HSM-204 (B) : Gender Relations in Pre-Colonial India
 HSM-204 (C) : Social History of Modern India
 HSM-205 (A) : Historical Geography of Ancient India
 HSM-205 (B) : The Eighteenth Century in Indian History
 HSM-205 (C) : Gender and Society in Modern India

3rd Semester***Paper Code* *Name of Paper***

- HSM-301 (Compulsory): History of Manipur 1826 - 1949
 HSM-302 (Compulsory): History of North East India
 HSM-303 (Compulsory): Freedom Movement in India
 HSM-304 (A) : Historical Archaeology
 HSM-304 (B) : Economic History of India 1200 – 1750

HSM-304 (C)	: Economic History of Modern India
HSM-305 (A)	: Agrarian Economy of Ancient India
HSM-305 (B)	: Social Classes & Culture in Medieval India
HSM-305 (C)	: Sub Nationalist Movements and Insurgency in North East India
HSM-306	: CBCS Elective Indian Nationalism

Semester 4

<i>Paper Code</i>	<i>Name of Paper</i>
HSM-401	: East Asia 1839-1949
HSM-402	: Historiography
HSM-403 (A)	: Historical Geography of Ancient India
HSM-403 (B)	: Cultural, Science and Technology
HSM-403 (C)	: Post Colonial India 1947 - 2000
HSM-404	: Dissertation - A, B, C

MASTER OF COMMERCE (M.Com)**1st Semester**

<i>Paper Code</i>	<i>Name of Paper</i>
MCCC-101	: Entrepreneurship Development & Small Business Management
MCCC-102	: Financial Management
MCCC-103	: Business Statistics
MCCC-104	: Marketing Management
MCCC-105	: International Business

2nd Semester

<i>Paper Code</i>	<i>Name of Paper</i>
MCCC-201	: Advancement Accounting
MCCC-202	: Financial Institution and Markets
MCCC-203	: Managerial Economics
MCCC-204	: Business Strategic Management
MCCC-205	: Human Resources Management

3rd Semester

<i>Paper Code</i>	<i>Name of Paper</i>
MCCC-301	: Business Research
MCCC-302	: Business Ethnic and Corporate Governance
MCCC-303	: Business Environment and Policy
MCCC-304	: Global Financial Reporting and disclosure
MCCC-305	: Generic Elective Course – 1 (To be chosen by a student of Commerce from the other department)

4th Semester**Finance (Hons)**

<i>Paper Code</i>	<i>Name of Paper</i>
MCEC – 401A	: Security Analysis and Portfolio Management
MCEC – 402A	: International Financial Management
MCEC – 403A	: Financial Derivatives
MCEC – 404	: Dissertation & Viva Voce/Project Work
MCEC – 405	: Generic Elective Course -2 (To be chosen by student of commerce from the other Department)
MCEC – 405	: Generic Elective Course -2 (To be chosen by the student from the other department)

Accounting (Hons)

<i>Paper Code</i>	<i>Name of Paper</i>
MCEC-401E	: Strategic Cost Analysis & Performance Evaluation
MCEC-402E	: Advance Corporate Accounting
MCEC-403E	: Financial Statement Analysis
MCEC-4041	: Dissertation & Viva Voce/Project Work
MCEC-405	: Generic Elective Course – 2 (To be chosen by a student of commerce from the other department)

ADMISSION

Admission Procedure:

1. Application Form and Prospectus will be available from the College Office soon after the Class XII and BA/B.COM results are declared.
2. Fill the Application Form.
3. Submit the required documents physically.
4. Come for a selection test (written/personal interview).
5. If selected, pay the first quarter course fee at the college counter or online.
6. Fees should be paid on or before the last date, which will be given during the time of the interview.
7. No application will be accepted after the deadline.
8. Issuance of prospectus and application form does not guarantee a seat until you complete all the Admission procedures.
9. Downloaded marksheet can be used for admission purpose only before the original is issued.
10. Students who are not from Manipur University will need to get Migration certificate after 3 months of admission in the college.

FEE STRUCTURE

1. Selected candidates will have to pay course fee and enroll themselves immediately.
2. Course fee must be paid on four installments (Quarterly).
3. Failure to pay the required fees on time may result in cancellation of admission.
4. Fee once paid is not refundable.
5. The amount will vary from time to time.

DRESS CODE

1. Each students must wear college ID card within the campus.
2. Students must wear black/white shirt with trousers (Blue or Black jeans).
3. Shorts, sandals and slippers are strictly forbidden.
4. Student(s) not following the dress code will not be allowed inside the campus.

5. Distasteful appearances: punky hair cuts, earrings and neck laces(Boys), bangles (Boys), tattoos, etc. are strictly prohibited. Permission should be obtained from the Principal for religious, cultural and health reasons.

DISCIPLINE

1. Students who do not wear their identity cards shall not be allowed to enter the campus and into lecture halls, library, labs and canteen.
2. Students are to wear their identity card in the campus throughout the academic schedule.
3. Students should carry their identity cards when they represent the college for any function outside.
4. Loss of identity card must be intimated to the college office immediately.
5. Replacement of a lost identity card will be done by paying the required amount. decided by the Principal.
6. The consumption of narcotic drugs, tobacco, alcohol etc. is strictly prohibited in the campus. Serious punitive action shall be taken against those who consume them.
7. Students are strictly prohibited from indulging in anti-national, antisocial, communal and political activities in the campus.
8. No student shall circulate notices, pamphlets, leaflets etc. in the campus unless they are published by the offices of the College.
9. Every student shall behave and conduct himself/herself in the college in a dignified and courteous manner.
10. The College and the Campus are under CCTV surveillance.
12. The Campus is Wi-Fi-enabled for students and staff to access the internet.
13. No student shall exhibit banners, flags, flex boards etc. inside the campus without the permission of the Principal.
14. No student shall solicit fund from students in the campus without the permission of the Principal.
15. No students shall enter into any contract in the name of the college except with prior written authorization from college officials vested with the authority.

16. Students are to maintain the etiquette required of campus life avoiding vulgar and profane language.
17. No students can leave the campus during academic hours without the written permission of the concerned authority.
18. Students should maintain a sense of belonging to the college taking care of classrooms, furniture, ICT equipment and electrical fittings. Avoid sitting on Desks.
19. With regard to posting and spreading of information on social media platforms, students should exercise utmost caution and respect for another avoiding any political, religious, financial, racial, gender or judicial biases. Such matters will be dealt as per the IT policy of the college
20. Violence or cruelty against animals is to be avoided and such offences will be dealt with as per laws in force.

ATTENDANCE & LEAVE PERMISSION

1. Students are required to maintain a minimum attendance of 75% in each paper, for both theory and practical to take up the semester Examination.
2. Student(s) absent for five consecutive days without application or prior notice to the College Authority have to meet the Dean of Attendance with their parents.
3. Student(s) absent for one month will have his/ her name removed from the college registers.

ASSESSMENT OF STUDENTS

1. Projects and assignments for each course/subject will be set by the subject teachers with the deadline for submission.
2. If an assignment is not submitted as per deadline, it is up to the teacher's discretion to decide on allotment of marks in the internal assessment.
3. Continuous evaluation of the students is done by the college in the form of internal assessment, assignments, projects, and presentations.
4. Internal assessment is conducted by the college as per University norms.

INSTRUCTIONS FOR EXAMINATIONS

1. The Examination will commence on the date according to the programme previously notified.
2. The door of the examination Hall will be opened in the morning of the first day one hour and in the afternoon and on the other days fifteen minutes before the commencement of the examination. The doors will be closed on each day five minutes before the commencement of the examination after which no candidate will be admitted without the special permission of the Officer-in-charge. No candidate will be admitted after thirty minutes from the commencement of the examination.
3. No candidate will be permitted to leave the Examination Hall before one hour from the commencement of the examination.
4. Candidates are required to bring their own pens, pencils, ink and any other instruments permitted by examination rules. The university will supply answer-books, additional sheets and graph paper.
5. Candidates should produce their admit cards and registration cards at the time of signing their names in the attendance sheet before the invigilators on duty.
6. Candidates are forbidden to carry into the Examination Hall or to keep in their possession any book, note, mobile, etc., except their Admit Cards and Registration Cards.
7. Candidates are warned that any attempt to use unfair means at the examination or any breach of the examination rules will render them liable to expulsion or to any such other penalty as the University may deem fit.
8. Notwithstanding the issue of the Admit Card, the University shall have the right for any reason which may appear to them sufficient to cancel the admission of any candidate to an examination.
9. For any emergency case not covered by any one of the above instructions a reference may be made to the officer in-charge for redressal and approval by the University.

MOBILE PHONE

1. Mobile phone must be set on silent mode during class and only be accessed with the permission of the teacher or during off period or recess.
2. Misuse of cellphone inside and outside the College campus may result in disciplinary action.
3. College has the right to confiscate cellphones if they are distracting to the learning environment (and can be returned to the student at the end of the day).

SOCIAL MEDIA GUIDELINES

Today, social media has become part and parcel in our modern existence. Along with it, there is destructive impact and opposing effects owing to misuse of social media. Though the constitution of India warranted freedom of speech and upon its imposition of reasonable restrictions in Article 19 (2), Rayburn College has adopted its own self-regulatory management to check and evaluate inflammatory content through guidelines. Below are the general guidelines of etiquette designed to provide advice and guidance to Rayburn College students who avail social media in any capacity.

1. Maintain respectful tone towards your teachers and staff across the internet platforms.
2. Do not post or circulate offensive statements, pictures or videos about the college, teachers and staff on any social media platform.
3. Refrain from revealing confidential and proprietary information about Rayburn College, teachers, students, employees and alumni.
4. Discourage immoral disposition towards unacceptable, violent, illegal activities like sexual assault, fighting, vandalism, cheating, drug abuse, drunkenness and disorderly behaviour in any form.
5. Do not use ethnic slurs, disparaging remark, personal insults, obscenity or engage in any conduct that would not be acceptable in Rayburn's community.

Students who post views, opinions or images online in breach of these guidelines may be subject to strict disciplinary action.

COMPUTER LAB RULES

1. Students must present a valid ID card before entering the computer lab.
2. Playing games on computer in the lab is strictly prohibited.
3. Users are strictly prohibited from downloading, viewing or distributing any offensive materials (for example pornography, profane language etc.)
4. Users are strictly prohibited from modifying or deleting any important files and install any software or settings in the computer
5. Eating and drinking inside the computer labs is strictly prohibited.
6. Internet facility is only for educational/ study purpose.
7. The lab must be kept clean and tidy at all times.
8. If any problem arises, please bring the same to the notice of lab in-charge.
9. Lab timing will be as per the academic time table of different classes
10. Conversation, discussion, loud talking & sleeping are strictly prohibited.
11. Students are not allowed to use personal Pen Drives, CDs, DVDs etc., in a Computer Lab. Only prescribed official Pen Drives, CDs, DVDs etc. will be used in the Computer Lab to avoid VIRUS in Computers.
12. In case of theft / destruction of the computers or peripherals, double the cost of the loss will be charged from the student/user.
13. The use of cell phones is prohibited in the computer lab. Cell phone usage in the computer lab is distracting to other students and instructors.
14. Students found Internet surfing or chatting for personal reasons may be asked to leave.
15. Personal files are not to be stored on the local drive C. Students are responsible for providing their own means of digital storage. All lab computers are set up to remove any data stored or any programs installed by users.
16. Before leaving the lab, users must close all programs positively and keep the desktop blank.
17. DO NOT leave your personal belongings at the computer lab. The College is not responsible for items left behind.

LIBRARY

Rayburn College library was established since the inception of college, it was shifted in the new campus on November 2020, located at the Eastern Block, Ground Floor of the Main College building, Gangpimual, BSF Road, Churachandpur Manipur. The main purpose of the library is to maintain an amicable learning environment and to provide right books or right information to the right users at the right time. The Library also plays a vital role in preservation and conservation of the documents pertinent with the Rayburn Institution community and other important rare documents in different subject areas.

The present library collection is: Total number of books – 10500 volumes inclusive of reference books and total number of print journals and magazines subscribed: 40. The Library also does have a collection of year books published by ministry of information and broadcasting annually since the past 10 years.

The Library has been functioning with a semi-automated process. Automation has been operated using Integrated Library Management Software (ILMS) SOUL 2.0 (Full edition) since 2019 and recently upgraded with SOUL 3.0 in the year 2021 (Full edition) designed and developed by the INFLIBNET (an autonomous Inter-University Centre of the University Grants Commission (UGC) of India. In regards to classification of books, the library follows DDC 23rd latest Edition. The Library opens on all working days of the College as such:

* **Opening Hours: 7:00 AM to 5:00PM**

* **Business Hours: 9:30 AM to 3:30 PM**

Library Guidelines:

1. Library users should maintain absolute silence inside the library premises.
2. The library is open from 7:00 AM onwards on all college working days.
3. Library Membership ID Card is a must for all library transaction. Membership ID Card are non-transferrable

4. Users should keep their belongings in the property stack before entering the library.
5. Personal books/printed reading materials, issued books (except return/renewal purpose) are not allowed inside the library.
6. Two books can be issued at a time for students.
7. Books are issued to a member for a period of 10 days.
8. A fine of Rs. 5 per day per volume will be charged if books are not returned or renewed on time.
9. A particular title once issued cannot be re-issued for a second consecutive borrowing period, unless sufficient numbers of copies of the same title are available.
10. If the due date of a book falls on a holiday for the library, the next working day will be taken as the due date.
11. No member will be allowed to borrow books until the dues, if any, are cleared.
12. Reference books, magazines/journals and periodicals are for consultation purpose only.
13. Any sort of underlining/highlighting on pages and removing pages of books are absolutely forbidden.
14. Under special circumstances, the librarian may not issue books or retrieve the book already issued from any member without assigning any reason thereof.
15. Entry to the library will be restricted to Rayburn College students and staff only. However outside visitors may be entertained if special consideration compel.
16. Mobile phone must be kept in silent mode in the library. Users are not permitted to chew or consume food items in the library.
17. Every user must not re-shelf books by themselves after use; re-shelving will be done by library staff.
18. Library furniture, fitting or equipment should not be tampered with or their arrangements altered.
19. Respect for library staff is to be always maintained, and library materials are to be treated with utmost care.
20. Any violation of the library rules and regulations will result in disciplinary process including cancellation of library membership.

COUNSELLING

Life offers endless opportunities and possibilities. Life also comes with bundles of pitfalls which are insidious and forceful. Unrealized expectations from self, parents, peers and society can have disastrous impact on young minds physically and psychologically. These problems often drive young people to the precipice. Aware of these problems, Rayburn College has a qualified and experienced counselor who provides professional counseling to students, parents and staff to overcome challenges and helping them to navigate towards positive attitude and result oriented goals.

CERTIFICATE COURSES

The College offer various certification to equipped and empower Students Bridge the gap between education and Industry requirements. All students must attend the following certification courses during their stay in the College.

1. Employability Training in collaboration with TCS.
2. Computer skills in collaboration with NIELIT, Churachandpur.
3. Skill development courses in collaboration with NESEED.
4. Korean Language studies in collaboration with King Sejong Institute, Imphal.

GRADUATION

Every year the college has its popular Graduation ceremony for graduating students. The main purpose of this auspicious ceremony is to bless students with Pastoral prayer. These ceremonies promote peace and harmony among students of different ethnic backgrounds and encourage to preserve their Tradition and Culture. The ceremony is full of attractions where students with the best talents perform in their respective fields including musical feats, spectacular dance moves and many more. The best student and Teacher are given prizes. The ceremony reaches the climax with various bands of the College and local Artistes performing melodious numbers at their very best. It is an amazing sight to witness students from diverse backgrounds mingling with one another so well within the four walls of this college. It's a nice way to bid Goodbye, after all!

AWARDS AND SCHOLARSHIPS

The Rayburn College has been diligently rendering remarkable yeoman service to the development of students, not only in terms of providing education per se, but also promoting enrolment and studentship by coordinating freships/scholarships in the best medium possible. Many students under different categories have remained beneficiaries of the various scholarships handed out through several schemes of the institution. The valuable scholarships availed by the students has greatly intervened, impacted and encouraged their educational pursuits, leaving an indelible mark in the history of the institution at large.

Awards

The Institution promotes learning and acknowledges achievements at par by providing Cash Awards along with Citations to Meritorious Achievers in the University Examinations annually since 2013. The money value of which is fixed as:

(a)	1st	Rank Holder	Rs.	10,000/-
(b)	2nd	Rank Holder	Rs.	9,000/-
(c)	3rd	Rank Holder	Rs.	8,000/-
(d)	4th	Rank Holder	Rs.	7,000/-
(e)	5th -10th	Rank Holder	Rs.	5,000/-

Scholarships Scheme

1. Students who are children of Church Minister/Priest/Pastor are sanctioned a 50% discount on all annual fees.
2. Students listed under the Marginalized List are exempted from paying full annual fees.
3. The Covenant Foundation (NGO run by the Institution) pays full annual fees of the students who fall under their care.

COMMITTEES

ADMISSION COMMITTEE

The Admission Process is a matter of significance as it is vital to the reputation of the college. Selecting the right students and giving equal opportunities to all without any discrimination are the two main objectives of this committee. A separate committee is formed at the end of every academic year to look after the admission of the students for the subsequent year. The Committee guides and counsels the students to choose the right course of study. Details about the members of the Admission Committee and its functions are given below:

Functions of the Admission Committee.

1. To receive applications and scrutinize through the admission committee to confirm the eligibility.
2. To offer counseling on the contents of the programmes offered by the College.
3. To give priority to merit and maintain reservations as directed by the University.

Committee Composition:

Chairman	: Rev. Dr. Khen P. Tombing, Principal
Vice Chairman	: Dr. Kh. Thianminlian Vaiphei, Vice Principal
Members	: Dr. Siamkhanthang Neihzial, Coordinator, IQAC
	: L. Lhingzalam Haokip, Academic Dean
	: Velthangkhum Hauzel
	Dean of Examination & Attendance
	: T. Tawnkhansiam, Dean of Students & Discipline

FINANCE COMMITTEE

The Finance Committee present the financial implications and the audit report to the Governing Body. It also serves as an advisory team, which would offer sagacious suggestions to the Governing Body to use the funds with discretion.

Committee Composition:

Chairman	: Rev. Dr. Khen P. Tombing, Principal
Vice Chairman	: Dr. Kh. Thianminlian Vaiphei, Vice Principal
	: M. T. Ngura, Senior Accountant

- : Dr. Siamkhanthang Neihzial, IQAC Coordinator
- : L. Lhingzalam Haokip, Academic Dean
- : Velthankhum Hauzel
Dean of Examination & Attendance
- : T. Tawnkhansiam, Dean of Students & Discipline

COLLEGE DEVELOPMENT COMMITTEE

The College Development Committee (CDC) is the apex body of the institution that plans and executes the developmental activities. The College Development Committee of the institute was set up in 2021. The College Development Committee is a very effective body in Rayburn Collge which serves as link a between the colleges, student community and Administration. With a view to establish an effective interface between various agencies, the University Grants Commission (UGC) introduced the concept of the College Development Committee (CDC) in the 1980's. Given the substantial growth of Indian higher education system with fast increasing autonomous colleges, innovative teaching and learning methods, change in pedagogical perspectives as well as the challenges emerged out of socio-political and economic policies in relation to education, the CDCs have emerged as vital forces that frame collegiate education policies aiming at inclusive quality education. Numerous innovative schemes and best practices were introduced at Rayburn Collge, which were funded by the College Development Committee (CDC) and dealt with all the issues relating to College Development.

Roles and Responsibilities:

1. Recommend to the management regarding new add on modules concered with Head of the Departments
2. Recommended and take action to make use of an effective ICT in campus
3. To promote a FDP for Teaching Improvement of faculty
4. Discuss the reports of the IQAC and make suitable recommendations
5. Track all activities of students and staff regarding indiscipline or other activity which is not beneficial for the institution.

Committee Composition:

- Chairman : Rev. Dr. Khen P. Tombing, Principal
- Vice Chairman : Dr. Kh. Thianminlian Vaiphei, Vice Principal

- Members : Dr. Siamkhanthang Neihisial, Cooridnator, IQAC
: M.T. Ngura, Senior Accountant
: L. Lhingzalam Haokip, Academic Dean
: Velthangkhum Hauzel,
Dean of Examination & Attendance
: T. Tawnkhansiam, Dean of Students & Discipline
: Velthangkhum Hauzel
Dean of Examination & Attendance
: T. Tawnkhansiam, Dean of Students & Discipline

LIBRARY DEVELOPMENT COMMITTEE

The Library plays a vital role in preservation and conservation of the documents pertinent with the Rayburn Institution community and other important rare documents in different subject areas. The library has a committee which consists of Principal, Vice Principal, Librarian and all Head of Department. The committee meeting is convened twice a year and it takes stock of overall functioning of the library and offers useful suggestion for the betterment of the library.

Committee Composition:

- Chairman : Rev. Dr. Khen P. Tombing, Principal
Vice Chairman : Dr. Kh. Thianminlian Vaiphei, Vice Principal
Secretary : S Muansangluai Ngaihte, Librarian
Executive Members : Dr. Nehkhomang Haokip
HOD, Political Sceince
: Dr Mary Nengneichong Baite, HOD, History
: Liankhoshyam Tunlut, HOD, Commerce
: Dr. S Thangboi Zou, HOD, Geography
: Dr Siambiakmawi. HOD, English
: Dr. Dorothy Lalneizo, HOD, Sociology
: Mercy Chingnunhoih, HOD, Psychology
: Immanuel Malsawmien, HOD, Physics
: Dr Siamkhanthang Neihisial, HOD, Chemistry
: Chinmuanthang Guite, HOD, Botany
: Dr Hnunlalliani, HOD, Zoology
: Jambiakmuan Laingek, HOD, Mathematics

CANTEEN COMMITTEE

The Committee monitors, at regular intervals, the quality and quantity of services provided by the canteen and work together with the canteen Caretaker to improve the services with regards to quality of the food provided, timing of canteen, prices of articles sold. The canteen offer light refreshments and lunch at reasonable rates.

Committee Composition:

- Chairman : Rev. Dr. Khen P. Tombing, Principal
 Vice Chairman : Dr. Kh. Thianminlian Vaiphei, Vice Principal
 Members : Dr. Siamkhanthang Neihzial, Cooridnator, IQAC
 : Rithang, President, Covenant Babies Home
 : Nu Mawi, Caretaker, Rayburn Canteen
 : James Thangsuanlian, System Administrator
 : Nu Ching, Teller
 : Niangpi, Office Assistant
 : Jambiakmuan Laingek, HOD, Mathematics
 : Dr. Niangpi Guite, Assistant Professor, Geography

INTERNAL COMPLAINTS COMMITTEE

Rayburn College is a coeducational institution providing equal opportunities to all. There is a congenial work culture and atmosphere between all genders. However if there are any complaints involving physical contacts or advances, demand for sexual favours, sexually tainted remarks, and any unwelcome physical, verbal or nonverbal expressions of a sexual nature; it is addressed to the ICC cell and appropriate action is immediately taken. The ICC cell formed in the year 2020, aims at sensitizing the students and faculty to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

It is formed according to the provisions of the POSH ACT-Sexual Harassment of Women at Workplace Act of 2013, 9th December

2013. (Prevention, Prohibition and Redressal). The POSH Act demanded an ICC be made at all workplaces for the redressal of sexual harassment cases. It is also mentioned in University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015- 2nd May 2016.

Any student who wishes to file a complaint can contact any member of the ICC committee in the college or Students can file the complaint online.

Aims & Objectives:

1. To ensure the prevention of any sexual harassment against any gender within the college premises.
2. To prevent gender discrimination amongst the student community and staff by promoting gender amity.
3. To conduct and educate the college community through periodical awareness programmes on gender sensitization and gender parity.
4. To understand the differences between the genders and create a conducive environment for all.
5. To provide conducive environment and congenial atmosphere for all within the fold.
6. To intervene and undertake immediate and stringent action against any form of harassment cases within the college premises.

Committee Composition:

President officer	: Dr. Mary Nengneichong Baite HOD, History
Members	: Dr. Nehkhomang Haokip HOD, Political Science : L. Chungkholen Kom Assistant Professor, Chemistry : Mercy Chingnunhoih, HOD, Psychology : Emanuel Lalhneimawi Hmar Assistant Professor, Commerce
External Members	: Janice Vungbiakching Guite : Grace Zamnu
Male Student	: Thangliansiam Hilsia
Female Student	: Ruth Niangbiaksiam

COLLEGE GRIEVANCE REDRESSAL COMMITTEE

Rayburn College has maintained a transparent yet equally efficient grievances redressal system for the college community alike. The College Administration takes full responsibility to provide a safe, secure and contented learning environment to all the students and staff. The College Grievance Redressal Committee was established in the year 2020 as per the UGC regulations (2019) to cater to the needs of the various sections of the college. The Committee has been playing a very vital role in the administration setup since its inception. Under the direct purview of the Head of the Institution, the Committee has been continuously striving to achieve a conducive and harmonious atmosphere to every stakeholder within the college community. The grievances received by the Principal are forwarded to the Committee who then take turns in solving the crisis at hand, depending on the seriousness of the issue.

All students of the College reserve the right to appeal any academic matter for redressal. If any problem arises regarding disputes over grades, Course requirements, Staff conduct, exorbitant fines, etc., the student may file a grievance formally to the CGRC for official review. A Student Representative may assist the aggrieved student in presenting the case. The hearing of the case is carried out as per the UGC guidelines of the Committee as well.

Aims & Objectives:

1. To accept written grievances from students and staff related to the college apparatus.
2. To create a conducive learning atmosphere and implement an efficient mechanism to handle the reports.
3. To forward the findings/resolutions to the Management Body if deemed necessary for further action.
4. To represent the valid grievances pertaining to the concerned section and redress the same.
5. To evaluate and validate the authenticity of the reported grievances with strict integrity, not undermining the gravity involved.
6. To conduct and convene meetings within the Committee to address the impending issues, whether solved and pending. And initiate follow-up till the final disposal.

Committee Composition:

Chairman : Rev. Dr. Khen P. Tombing, Principal
Members : Velthangkhum Hauzel
 Dean of Examination & Attendance
 : Paukhankhual Tonsing
 Assistant Professor, Geography

EXAMINATION COMMITTEE

The Examination Committee deals with various examinations held by the college and oversees the specialty and specifications. Examination committee advises on all matters relevant to College examinations, including time tables, timing, content, and evaluation (internals and other) of exams.

Objectives:

The examination committee shall meet at least once in each academic term and perform the following duties, namely:

1. To organize and holding examination with preparation of the schedule of dates of holding internal and university practical and theory examination as per academic calendar and university schedule.
2. To devise policy, mechanism and operational strategies to do the tasks relating to assessment of performance of students efficiently and in a time bound manner.
3. To ensure proper organization of university, sessional and continuous in semester examinations of the institute, including appointment of examiners, internal squad, display of schedule, assessment, evaluation and timely declaration of results.
4. To arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors etc.
5. To undertake examination and evaluation reforms in order to make examination and evaluation system more efficient.
6. It shall be obligatory on every teacher and on the non-teaching employee of the institute to render necessary assistance and service in respect of examination of the institute.

Committee composition:

Chairperson	: Rev. Dr. Khen P Tombing, Principal
Vice-ChairPerson	: Dr. Th. Thianminlian Vaiphei, Vice Principal
Member Secretary	: Velthangkhum Hauzel, Dean of Examination
Member	: Dr. Siamkhanthang Neihisial, IQAC Coordinator
Member	: All HOD

DISCIPLINARY COMMITTEE

The Disciplinary Committee of Rayburn College has been constituted in the year 2020 as a mandatory body under the provisions of UGC regulations on curbing the menace and indiscipline behavior in the campus. The committee addresses the issues of ill incidents taking place in the campus, monitors the performance of healthy campus environment and oversees the prevention of any in-disciplinary activity in the institution. The Cell has been actively involved in taking cognizance of indiscipline and unruly behavior of students within the Rayburn community.

Aims & Objectives:

1. The Disciplinary Committee plays a vital role in maintenance of discipline in the college. It takes cognizance of the complaints or allegations received of against the students in the college.
2. The Disciplinary Committee is to create awareness against any ill incidents taking place within the college campus and to prevent it.
3. The Disciplinary Committee shall ensure compliance to the provisions laid by the UGC Regulations on curbing the menace of Indiscipline Behavior within the campus jurisdiction.
4. The Disciplinary Committee is to monitor and oversee the duties and performances over the prevention of indiscipline amongst students.
5. The Disciplinary Committee shall regulate the behavior of the students by developing a well planned machinery to take cognizance of indiscipline and unruly menace.
6. The Disciplinary Committee may inflict penalties to the students, if found guilty in the acts of misdemeanor in the campus.

Committee Composition:

Convenor : T. Tawnkhansiam, Dean of Students & Discipline

Members : Liankhoshyam Tunglut, HOD, Commerce

: Jambiakmuan Laingek, HOD, Mathematics

: Dr. S. Thangboi Zou, HOD, Geography

: Dr. Dorothy Lalneizo, HOD, Sociology

: Immanuel Malsawmlien, HOD, Physics

: Chinmuanthang Guite, HOD, Botany

: Dr. Hnunlalliani, HOD, Zoology

: Dr. Marina Laltlinzo Infimate

Assistant Professor, English

: Niangpi Guite, Assistant Professor, Geography

: Dr. Chinglianmawi, Assistant Professor, Geography

ANTI RAGGING COMMITTEE

The Anti-Ragging Committee of Rayburn College has been constituted in the year 2020 to look into the affairs of the well-being of the students on campus as per the UGC guidelines under Section 26 (1) (g) of the UGC Act, 1956. The University Grants Commission has repeatedly notified regulations on curbing the menace of ragging in Higher Education Institutions (2009) – to prohibit, prevent and eliminate the scourge of ragging. Rayburn College strictly desists from any kind of ragging within the college premises and community. The college has developed efficient monitoring mechanism and devised regulatory measures to view offences seriously. The Committee has pioneered into publicizing adequate mediums of awareness campaigns for Anti-Ragging.

Aims & Objectives:

1. To ensure compliance with the provisions of the regulations as well as the provisions of any law concerning ragging.
2. To monitor and oversee the performance of the anti-ragging activities within the college premises.
3. To curb the menace of ragging through surprise checks, raids of places vulnerable to incidents of, and having potential of, ragging.
4. To keep a continuous vigil and watch over ragging activities so as to prevent its occurrence and recurrence.

5. To aware the students of the dehumanizing effect of ragging inherent in its perversity through awareness programs, counseling sessions or stringent penalties, if deemed necessary.

Penalties for Abetment in Ragging:

1. Cancellation of admission to college.
2. Suspension/rustication from classes.
3. Withholding of free-ships/scholarships or other financial benefits.
4. Debarring from appearance in examinations/promotional discourses.
5. Withholding certificates/degrees from the college.
6. Non-representation from the college in any programmes.
7. Expulsion under severe cases and consequent debarring of entry into other college.
8. Fine up to Rs. 10,000/-.

Committee Composition :

Convenor : Rev. Dr. Khen P. Tombing, Principal

Members : T. Tawnkhansiam, Dean of Students & Discipline

: T. Lawmpi, Assistant Professor, Political Science

: Kimzalun, Assistant Professor, Commerce

: Japhet Lulun Misao, Assistant Professor, Botany

: Lt. Liankhansuan Hauzel, ANO, NCC

: M T Ngura, Senior Accountant

: Khoithianmung, Parent

: Isaac Khamgoulien Vaiphei, Senior Student Member

: Jabez N Guite, Fresher Student Member

SC/ST COMMITTEE

As per the provisions laid down by The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, Act No.33 of 1989, dated 11/09/1989 & the Notification No. GSR – 316 (E) by the Ministry of Welfare, New Delhi dated 31/03/1995 and as per the UGC Directives to be adhered and followed by the educational institutes in this regard, The Rayburn College has constituted an SC/ST Committee in 2020 for the general welfare of SC/ST students of the college with regards to the scholarships,

admission procedures and other miscellaneous affairs. The committee promotes the special interests of the students in the reserved category, which comprises of the larger section of the students' community in the college. As such, the matters relating to the special category need to be addressed with a paramount detail. The committee also looks into the matters that may hamper the students' progress and learning.

Aims & Objectives:

1. To implement, monitor and evaluate continuously the Reservation Policy in the college.
2. To ensure effective implementation of policies and programmes/schemes for the SC/ST students, at State and Central level, if any.
3. To create and maintain safe, healthy and supportive environment for SC/ST students in the campus.
4. To address the issues of SC/ST students and ensure the prevention of atrocities against them.
5. To provide special inputs into the areas where the students experience difficulties of any kind.

Committee Composition:

Convenor : Paukhankhual Tonsing, Assistant Professor, Geography

Member : Japhet Lulun Misao, Assistant Professor, Botany

: L. Chungkholen Kom, Assistant Professor, Chemistry

: Deborah Kulpuisang, Assistant Professor, Commerce

: Livia Tinglianhoi, Assistant Professor, English

WEBSITE MANAGEMENT COMMITTEE

The Website Management Committee serves in an oversight role for the Rayburn College website. As such, they maintain content, ensure the quality of the content, and administer the system and features of the website. The Committee troubleshoots issues and assists members to update content. Each faculty is provided with institute email for their official use

Aims & Objectives:

1. To disseminate the efforts and the achievements of the College, Students, Staff to the outer world through Website updates.

2. To identify to update academic, administrative and auxiliary functions.
3. To identify to enhance for all Programme offered by the institution are stated and displayed on website.
4. To identify strategic initiatives for the website and present it to governing body for review and updating.
5. To display core values, Vision & Mission Program outcomes, Program specific outcomes and course outcomes.

Committee Composition:

Chairperson	: Rev. Dr. Khen P. Tombing, Principal
Website Moderator	: Dr. Siamkhanthang Neihisial Coordinator, IQAC
Website administrator	: James Thang Suan Lian System Administrator
Website Information Manager:	Chinmuanthang Guite HOD, Botany
Website Technical Assistant	: Dr. Langthianmung Vualzong Assistant Professor Political Science
Website Technical Assistant	: Immanuel Malsawmlien HOD, Physics

MAGAZINE EDITORIAL BOARD

The college has an annually published College Magazine titled “PHOENIX” since 2017. The College magazine caters to the varied literary interests of all stakeholders within the Rayburn Community and also serves as a valuable memorabilia that commensurate the annual functioning of the prestigious institution. It is the guide into the campus life which reflects the identity of the college through the interesting and entertaining literary writings/contributions of the students and the teachers as well.

Aims & Objectives:

1. To help the entire college community boost the morale of the college by improving the power of reading/writing skills to a great extent.
2. To inform, inspire and engage the student readers in literacy and other varied dimensions through representative illustrations.

3. To provide opportunities for improving creativity skills and trigger the imagination into reality.
4. To reflect and showcase the academic excellence within the campus community.
5. To nurture the latent creative talents and provide a platform to exhibit their interests on varied topics.
6. To educate and entertain by creating a high sensory reading experience amongst the students and boost their power of memory retention.

Editorial Board Member

Chairman : Rev. Dr. Khen P. Tombing, Principal

Members : Dr. Siambiakmawi, HOD, English

: Dr. Ginneihching, Assistant Professor, History

: Livia Tinglianhoi, Assistant Professor, English

: Vungthianmuang, Assistant Professor, English

: James Thangsuanlian, System Administrator

: Zamitlian Thangsing, Assistant Professor, Chemistry

IN HOUSE JOURNAL EDITORIAL BOARD

The Rayburn Journal is a bi-annual peer-reviewed journal established in 2021 focusing on inter-disciplinary researches from various scholars and practitioners. It is published once in a year in the month of June. The Rayburn Journal welcomes original contributions on any academic research from all disciplines that provide scientific information, new concepts, methodology and research findings on any area of study.

Editorial Board Member:

Editor : Dr. S. Thangboi Zou, HOD, Geography

Joint Editor : Dr. Siamkhanthang Neihzial, IQAC, Coordinator

Associate Editors: Dr. Langthianmung Vualzong
Assistant Professor, Political Science

: Dr. Mary Nengneichong Baite, HOD, History

: Dr. Siambiakmawi, HOD, English

: L. Lhingzalam Haokip

Assistant Professor, Commerce

- Reviewers**
- : Dr. Paolenthang Khongsai
Assistant Professor, Political Science
 - : Dr. Chinglianmawi
Assistant Professor, Geography
 - : Dr. Dorothy Lalneizo, HOD, Sociology
 - : Mercy Chingnunhoi, HOD, Psychology
 - : Immanuel Malsawmlien, HOD, Physics
 - : Jambiakmuan Laingek , HOD, Mathematics
 - : Chinmuanthang Guite, HOD, Botany
 - : Liankhoshyam Tunglut, HOD, Commerce
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Centre for the Study of Law & Governance
Jawaharalal Nehru University
 - : Dr. Chinkhanlun Guite
Assistant Professor, Department of Physics
St.Stephen's College
 - : Dr. Lalzagou Neihzial
Associate Professor, Department of Geography
Churachandpur College
 - : Dr. Pau Biak Sang
Assistant Professor
Department of Microbiology
Delhi University
 - : Dr. Jangkhongam Dounyel
Professor, Department of Political Science
Mizoram University

CLUBS AND ASSOCIATIONS

BOTANIC CLUB

Founded by Department of Botany in 2021, Botanic Club is perhaps the first student club initiated since the creation of the Science department in the college. The objectives of the club includes the introduction of students to various aspects of Botany that are not usually dealt with in the classroom and to provide a well-rounded education for students by organizing various co- and extracurricular activities such as field trips, plant collection, lectures and training workshops by eminent scientists. It also aims to conduct other educational events like seminars, debates, quizzes, and competitions in relevant topics. The Club continues to pursue these objectives with great enthusiasm and aspires to maintain this tradition in the future.

Coordinator	:	Chinmuanthang Guite, HOD, Botany
Members	:	Grace Chinghoinuam Assistant Professor, Botany
	:	Japhet Lulun Misao Assistant Professor, Botany
Students' Representative :		Two Students from each Semester

THE VERSATILE CLUB

A student's club named '*The Versatile Club*' in Rayburn College is based on a co-curricular club. It was named 'versatile' to engage and lead the student community from our college to explore extracurricular activities, which would further enhance our academic knowledge.

The Versatile club was founded with the approval of the principal on 17th March 2022. The club by undertaking pro-academic activities wants to set a standard for the students to elevate, and strongly believed that this club will allow the students to explore and expose their talents and prepare to take part in different competitions or activities. The club seeks to bring names and laurels to the college.

Objectives of “The Versatile Club”:

1. Allow students to cultivate interest in different areas
2. Reinforce the relevance of culture in the student’ lives
3. Inculcate the spirit of Teamwork
4. Aid the students to gain knowledge, skills, and experience in Leadership, communication, presentation, and public speaking.

Regards, The Versatile Club has Advisors from the faculty members of Department of Political Science and Supervisors from all HOD. The club looks forward to working with all.

One For All, All For One

The Versatile Club Executive Members:

<i>Name</i>	<i>Class</i>
1. H. Thangmalsawm	MA (Political Science)
2. Palwin Jamkhanlian	MA (History)
3. Lal Tha Sang	MA (History)
4. Samuel Lamminsang	MA (History)
5. Lhingneihoi	M.Com
6. Thiemjoykim	B.Com 4th Sem
7. Teresa Ngailun	B.A 4th Sem
8. Miriam Chiinkhualkim	B.A 4th Sem
9. Hoiching Chongloi	B.A 4th Sem
10. Lily yangngam Tali	B.A 6th Sem (Political Science)
11. Chingtuahkim	B.A 4th Sem
12. Pauthiangoi Hallei	B.A 2nd Sem
13. Khumbiaksang Dousel	M.Com

RED RIBBON CLUB

The National AIDS Control Programme (NACP) was launched in 1992 with the aim to prevent and control HIV/AIDS in India. In view of this, Red Ribbon Club is initiated and supported by the State AIDS Control Society and implemented involving the services of cadre officers of the State’s National Service Scheme (NSS). The Red Ribbon Club was established at Rayburn College in the year 2007 and acted under the aegis of NSS. Since then, on several occasions, various activities pertaining to the Club were undertaken. However, the club was relaunched officially at a later date.

Red Ribbon Club is a movement initiated by the Government of India in schools and colleges through which, students will spread awareness over HIV / AIDS. The club conducts regular activities to encourage Voluntary Blood Donation and increase Awareness on AIDS and its related issue. Ribbon Week is designed to create critical mass, which is necessary to reduce destructive social norms/behaviours and promote positive social norms/behaviours.

Objectives:

- i) To create awareness on adolescence health
- ii) To organise blood donation camps.
- iii) Mobilise intensive awareness about HIV-AIDS and its prevention.

Joint Conveners : Kimzalun, Assistant Professor, Commerce
: Mercy Chingnunhoih, HOD, Psychology

Members : Students are appointed from each semester.

RAYBURN COLLEGE ALUMNI ASSOCIATION (RBCAA)

The Rayburn College Alumni Association (RBCAA) is made up of former students who have voluntarily organized themselves into an association attached to Rayburn College. It was formed in the year 2018 and registered under Section 7(1) of the Manipur Societies Registration Act, 1989 bearing Registration No. 28 of 2021-CCp on the 29th day of November, 2021.

The College is proud of having an alumni association formed by past students of the college, most of whom are now serving somewhere holding prestigious posts. With zeal to render whatever support- moral or physical, cash or kind to the college and wherever opportunity comes or situation demands, ex-students of the college constituted a body entitled “Rayburn College Alumni Association (RBCAA)”.

The association also encourages a sense of belonging by opening a portal for friends and colleagues to keep in touch. Admission to the

association is done annually with a sum of ₹100/- only as Annual membership fee to any ex-students of the college. The association also welcome anyone willing to donate for the overall development of the college as well as to help the marginalize students of the college. The association presently is administered by an executive body of 9 (nine) members and the Principal as the Adviser for smooth functioning of the association.

Objectives:

- To create and develop a healthy cooperation, exchange ideas and views among the member alumni.
- To organise various programmes like interactive session on academic, cultural and social issues.
- To organise various activities like civic programmes, awareness programmes, sponsoring students through scholarship.
- To provide cooperation and coordination from time to time on vital issue of the university.
- To institute prizes and awards for outstanding performance in the field of competition, project work, research paper, etc.

The present office bearers of RBCAA are as follows:

- President : T. Tawnkhansiam
- Vice President : Thongsianmung.
- Secretary : Puginlun
- Assistant Secretary : Liankhosyam Tunglut
- Finance Secretary -cum- Treasurer : Thang Muanlal Hangsing

The Office Bearers of RBCAA from time to time have been involved in various activities of the college. The association also holds regular executive meetings to discuss and deliberate on various activities and events that need to be organized. The Alumni Association is always keen for the wellbeing and development of the college. They have a sense of gratitude, devotion, and dedication for the college. There is always a gesture of moral or physical support in them in favour of the alma mater.

STUDENT REPRESENTATIVE BODY

The Rayburn College embrace the notion of cooperative governance through all its stakeholders. The Students' Representative Body is an apex body and a vital stakeholder within the Rayburn Community. The Body is a representative structure through which the students may involve in the working affairs of the college along with the management, towards the benefit of the college and its students in particular. Various decisions/programmes of the college operate through the cooperation of the students. The Students' Members are nominated annually by the Management from various departments. The students are given an opportunity to acquire and develop leadership qualities by organizing and carrying out activities, events and students' interactive projects which will be of benefit to them in their future lives.

Roles & Responsibilities:

1. To enhance effective communication between students, management and staff.
2. To offer a variety of support services to individual students/ staff and to ensure administrative assistance to the management as a whole.
3. To participate in the delivery of institutional decision making structures and policy.
4. To assist in managing and administering student representation at different levels on matters of general concern to them.
5. To ensure the participation of students' community in the development and implementation of academic/co-curricular programmes or student-learning experiences.
6. To engage in meaningful pursuits of academic as well as co-curricular programmes of the college.

CELLS

RAYBURN COLLEGE RESEARCH AND DEVELOPMENT CELL (RCRDC)

Developing the habit of scientific temper rather than mere bookish learning, traditional lecture or laboratory courses among the students is extremely necessary in today's education. We are committed to inculcating scientific knowledge among the student community from early stage of learning. Such preparatory stage will go a long way in training potential students for future research or doctoral programs. Research work in the form of field survey and exposure will validate and enhance the knowledge of the students and teachers. In view of this, a Research Committee of Rayburn College has been established.

The committee encourages, not the students alone, the teachers too to engage in research. It emphasizes the importance of involving the teaching faculties in research activities in relation to their respective areas of studies or interest on the one hand and pertaining to contemporary issues, on the other hand. To this, it aims to organize seminars, conference of college, national or international level and also proposes to take up research projects from various sources. The research committee of the college has now been rechristened to 'Rayburn College Research and Development Cell' (RCRDC) as per the UGC Guidelines of 2022.

Member composition:

Advisor Council	: Rev. Dr. Khen P. Tombing, Principal
Convenor	: Dr. S. Thangboi Zou, HOD, Geography

Secretaries

I. Finance and Information

1. Dr. Kh. Thianminlian Vaiphei, Vice Principal
2. Dr. John Mang Muan Lian Zou, Assistant Professor, Commerce
3. S. Muansangluai Ngaihte, Librarian

II. Research Programme Policy & Development

1. Dr. Nehkhomang Haokip, HOD, Political Science
2. Dr. Marina Laltlinzo Infimate, Assistant Professor, English
3. Dr. Siambiakmawi, HOD, English

III. Collaboration & Community

1. Dr. Ginneihching, Assistant Professor, History
2. Dr. Paolenthang Khongsai
Assistant Professor, Political Science
3. Dr. Dorothy Lalneizo, HOD, Sociology
4. Chinmuanthang Guite, HOD, Botany

IV. Product Development, Monitoring and Commercialization

1. Dr. Siamkhanthang Neihzial, IQAC, Coordinator
2. Dr. S. Thangboi Zou, HOD, Geography

V. IPR, Legal and Ethical Matters

1. Dr. Langthianmung Vualzong
Assistant Professor, Political Science
2. Mercy Chingnunhoih, HOD, Psychology

WOMEN DEVELOPMENT CELL

The Women Development Cell of Rayburn College has been constituted in the year 2020 as a mandatory body under section 3.2 (15) of the UGC guidelines of 2015 to address the issues of gender discrimination, sexual harassment, wellbeing & safety of female students and female employees within the college premises. The Cell has been actively involved with the welfare of the female students and female employees within the Rayburn community.

Aims & Objectives

1. To prevent sexual harassment and to promote general well-being of female students, teaching & non-teaching staff of Rayburn College.
2. To provide appropriate and adequate safety measures and provide suitable working conditions with respect to work, leisure, health and hygiene.
3. To prevent glass ceiling workspace for women employees and that there is no hostile environment towards women at workstations with regards to her gender.
4. To provide guidelines for the redressal of grievances related to female sexual harassment.
5. To create social awareness about women issues and gender discrimination.

6. To encourage and extend help to participation of NGO's working on women issues and development.
7. To organize seminars, workshops for creating general awareness and orientation of students and faculty.
8. To organize various programmes for self-employment, self-defence, self-reliance of women for boosting the confidence and morale.

Cell member composition:

Convenor : Dr. Siambiakmawi, HOD, English

Members : Jenny Ngaihlian Guite, Assistant Professor, Psychology
 : Lalngaihawmi, Assistant Professor, Psychology
 : Cyndi Lalhmingmawi, Assistant Professor, Sociology
 : Deborah Kulpuisang Buongpui
 Assistant Professor, Commerce
 : Niangpi Guite, Assistant Professor, Geography
 : Manthianching, Assistant Professor, Sociology
 : Ngainunmawi, Staff Nurse
 : Chiinsuanching Tombing, Head, Little Gems Academy

SKILL DEVELOPMENT AND PLACEMENT CELL

Skill development is the ability to identify skill gap and acquiring through deliberate, systematic, and sustained effort to carryout complex activities involving cognitive skills, technical skills, and interpersonal skills. It enhances the proficiency of a person in any area. It is a career-orientated method of teaching to equip individuals with the competencies required to perform a particular job. Multiple skills are required for a person to successfully execute a task. Skill development thereby enhances the proficiency of a person in any area, nurturing their talents to build professional network. It is an integral part of an employee's life, a necessity for career growth. Rayburn college as an educational institution for youth, endeavours to develop these skills and has taken the initiative by introducing training and employability programmes. This initiative is aimed at empowering the youth with adequate skill sets, to equip them with market-relevant skills and boost their chances of getting employment in various sectors of the economy.

Coordinator: Ngaizakim Ellu

NATIONAL SERVICE SCHEME (NSS)

- Motto** : “Not Me, but You”
Established : 2007
Affiliation : Manipur University, NSS Cell
Unit Strength : Unit I- 100 Volunteers, Unit II- 100 Volunteers

Rayburn College had been participating in the scheme from the year 2007. The service has been established with a fundamental aim to create social consciousness, sense of responsibility and personality development among the students through involvement in social work and community service. From the date of its inception, volunteers and Programme Officers of this unit have been already rendering their voluntary services for the expansion of NSS activities in taking up various programmes. Presently Rayburn college has two units- Unit I and Unit II. As per the NSS guidelines, various programmes have been under taken up under Regular and Special camping programmes.

The two units has 3 Adopted villages namely:

- i) Mata ii) Tanguam iii) Mission Compound

Programme Officer:

- Unit 1: Mercy Chingnunhoih, HOD, Psychology
 Unit 2: Kimzalun, Assistant Professor, Commerce

NATIONAL CADET CORPS (NCC)

The National Cadet Corps (NCC) is the largest Youth Organisation in India. The Corps aims to make the youths disciplined, dutiful and inculcates a spirit of courage, selfless sacrifice, sense of patriotism and self confidence. Rayburn College is the only institution in all the hill districts of Manipur where NCC Senior Division(Boys) and NCC Senior Wing(Girls) is introduced. It is attached to 14(M) Bn. NCC Imphal , Imphal Group, Manipur. The NCC cadets, besides receiving NCC training at the unit, serve as an organized work force in all college activities. Interested students can contact the ANO for enrolment.

- Associate Ncc Officer (ANO)** : Lt. Liankhansuan Hauzel
Senior Under Officer (SUO) : H Thangmawlsawm

COUSSELLING CENTER

The motto of Rayburn College – “All for Jesus” is what guides the goals and aims of our college counselling. It is to inculcate in the lives of the students, a spiritual understanding and wholistic support as they come to the college for academic progress and learning. Knowledge is necessary and good for a standing in the society and to build a better future but it is also imperative for each individual to grow in wisdom and the fear of God. This is what serves as the true and strong foundation and the basis for every moral decision one must make.

In order to ensure this, our college counselling focuses the following areas with regard to student’s care; Counselling and Care, Mentoring/Guiding, Organizing/Networking.

Counselling and Care

- To provide counselling services and necessary supports to the students going through any personal and emotional challenges.
- To provide spiritual guidance to students and staffs when necessary.
- Nurturing the spiritual life of students with wholistic well-being as the focus.

Mentoring/Guiding

- Mentoring and guiding students to develop a good moral character and honourable etiquette and to teach how to have Godly relationships with self, friends, parents, teachers and God.
- Helping students to understand the importance of seeking to live meaningful and purpose-filled lives and to grow in making meaningful contributions in their communities.
- To provide “a relaxed youth-friendly environment” by providing a range of services which includes individual pastoral care & support, voluntary students’ group meeting (e.g., EU), home visit to needy students and their families, emotional interview etc.

Organise/Networking

- Worship services, faith-based education programmes, community prayer meetings and regular weekly/monthly Bible Study groups among the students and interested staffs.
- Mental health awareness programmes with the help of leading experts/counsellors.
- Administering validated questionnaire to students with the purpose of counselling and care.
- Organised interaction with students and teachers from reputed institution in India and abroad.

Counsellor cum Chaplain: Evan. N. Thangkhansiam

EVANGELICAL UNION (EU)

The Evangelical Union (EU) in Rayburn College functions under the Union of Evangelical Students of India (UESI). UESI is a students' ministry, it was launched in 1954 in Chennai as a national movement. By God's grace we are blessed to have EU in our college, EU has been looking into the spiritual needs of the students in Rayburn College. The main activities of Evangelical Union include- Bible Camp, Discipleship Camp, Hostel penetration, personal evangelism, fellowship, raising testimony and prayer meetings. Worship services are held once a week. Rayburn Degree Evangelical Union. Through these activities, many students come to know and receive Christ as their personal Lord and Saviour.

Committee of Evangelical Union 2021-2022

- President : Alex
- Vice-President : Chingzoukim
- Secretary : Ginmuanlal
- Asst. Secy : Lamneithiem
- Finance Secy : Ginpiaklian
- Treasurer : Zammuankim

MENTORING

Mentoring is aimed at helping students to manage their own learning in order to maximize their potential, develop their skills to improve their performance and become the persons they want to be. Thus mentoring is a fundamental form of human development where the tutor invests time, energy and personal know how, assisting the growth and development of the students. Mentoring originated from the Greek word meaning “enduring”. It is defined as a sustained relationship between a youth and an adult. Through continued involvement the adult (usually older & always more experienced) offers support, guidance and assistance as the younger person goes through a difficult period, faces new challenges, or works to correct earlier problems. Mentoring is thus a development oriented initiative.

Mentee’s Role

- Be honest
- Regard everything as confidential
- Express your wants clearly from beginning
- Do not expect problems to be fixed
- Be Flexible in Meeting Arrangements

Responsibilities of the Mentees

- Utilize the possibilities of mentoring
- Be prepared to divulge all relevant information about particular issues.
- Regard all conversation with the mentor as confidential.
- Ensure that you make known what help you want from your mentor and seek clarifications whenever necessary.
- Be flexible in meeting arrangements if mentors cannot honor prior arrangements and changes have to be made.
- Ensure that the documentation of the mentoring sessions is done regularly, and

Benefits for Mentees

- Enhances confidence and offers challenges to set higher goals, take risks and achieve at higher levels.
- Individual recognition and encouragement.

- Psychosocial support.
- Advice on balancing range of academic and personal responsibilities.
- Provides role modelling for professional life and facilitates the development of increased competencies and stronger interpersonal skills.
- Access to a support system during critical stages of your academic and career development.
- Exposure to diverse perspectives and experiences.
- Direct access to powerful resources within the academic environment.
- Provides a welcome point of stability during a time of change.
- Provide guidance on areas the student is unfamiliar with, such as facing life on the campus, preparing for exams etc.
- Provides opportunity to sound off ideas with mentors in a safe space.
- Increases personal knowledge and awareness.
- Develops an environment that supports constructive criticism
- Gives wisdom, advice, help and encouragement
- Provides an effective learning atmosphere
- Stimulates thinking about potential future employment options

Benefits to both mentors and students

- Mentoring helps both the mentee and the mentor recognise their abilities and limitations, thus highlighting areas for future development.
- It helps prompt thought about academic development and come to a realistic conclusion about their career potential.
- It can help increase the motivation of both the mentee and the mentor. The mentee gains a new direction or perspective while the mentor feels a sense of achievement when the mentee succeeds.

INFORMATION TECHNOLOGY (IT) CENTER

The Information Technology (IT) Center well-equipped with computing resources to cater the academic needs of the students. The center is a constant hub of activities, providing a conducive learning environment. It ensures that our students have a deep and analytical understanding of the field and to enable them to use their immense potential to enhance the quality of human life by contributing to the field of technology, preparing them for their Career in the Industry, and to the needs of the Society with Ethical responsibilities.

GREEN CAMPUS

Rayburn College is committed to providing the best quality education in the best possible setting that also includes a Campus and an infrastructure that are eco-friendly. The College has endeavoured long and hard these past many years in its attempt to create an eco-friendly Campus and an infrastructure that contributes to the conservation of energy. The college has now joined the list of colleges which has either been certified as Green Campuses or are on the way to achieving that status. The College also have a Botanical garden within the campus dedicated to collection, preservation of plants which are typically labelled with Botanical names.

POLICY DOCUMENTS

Policy title: *Environmentally sustainable green campus.*

Policy Number : *RBC/IQAC/ESGC/2020*

Introduction

The need for conservation and protection of environment cannot be exaggerated. The Government of India has enacted through legislation and notify many laws, rules and regulations pertaining to sustenance of the environment. Institutionally, there is a need to view the issue of the environment and ecology in a holistic manner. Rayburn College is situated in Lamka, Churachandpur District where the average air quality index (AQI) of the district is 108 by 2020, which is quite high. In view of this, it has been a keen concern that the college campus be environmentally sustainable, clean and green.

Joining in the mass cleanliness campaign of the Government of India, the Swachh Baharat Abhiyan, this policy pledges the commitment of the college to ecological well being and environmental protection and sustainability.

Policy Statement

Rayburn College is dedicated to protect and enrich the ecology of the campus through water conservation, proper waste management systems, eco-friendly practices, thoughtful landscaping, sensitization regarding social responsibility and perception towards the environment.

Policy Purpose and Objective.

1. To sensitize the students, teaching and non-teaching staffs of the college about the importance of environmental protection and encourage them to maintain a clean and green campus.
2. To Reduce, Recycle and Reuse.
3. To make the campus smoke and plastic free.
4. To ensure judicious use of all resources and save for future generations.

5. To work with all the stakeholders and local community and to raise awareness related to environmental problems, ways of addressing them and motivate to adopt environmentally friendly practices.
6. To undertake auditing procedures and assess environmental performance and adopt strategies for improvement.

Features of the policy

Clean and Green Campus Initiatives: Eco-friendly Practices.

1. Waste segregated dustbins to be placed in all prominent place on the campus.
2. Organizing regular cleanliness drives.
3. Organizing tree plantation drives.
4. Energy conservation by use of LED light bulbs.
5. Environmentally friendly electronic appliances.
6. Switching off electrical appliances when not in use.
7. Increased use of daylighting.
8. Campus to be no smoking zone.
9. Campus to be plastic free zone.
10. Prevent food wastage and ensure proper disposal in the College Cafeteria.
11. Composting biodegradable waste and use the same for organic gardening.
12. Restrict entry of automobiles.
13. Use of bicycle to reduce carbon emission.

Water Conservation

1. Installation of rain water harvesting plant.
2. Ensure leak proof fixture. Install water saving devices in taps and toilet flushes.

Waste Management System: Degradable and non-degradable waste.

1. Solid Waste Management:
Setting up of Vermicompost to decompose organic/biodegradable waste and use the compost for college gardening.
2. E-Waste Management:
 - (a) E-waste collection drives.
 - (b) Collaboration for proper disposal of e-waste.
3. Liquid Waste:
 - (a) Setup a sewage treatment plant.

Waste Recycling system

1. Systematic collection of waste paper produced in the campus
2. Collaboration for recycling waste paper.
3. Reduce use of paper in the long run by digitization of attendance and internal assessment records.
4. Reduce use of paper in administrative functioning; implementing double-side printing.
5. Reduce use of toilet papers.

Landscaping and Infrastructural Initiatives

1. Maintain and increase the green cover of the campus and surroundings areas.
2. Installation of solar powered street lights on campus with rooftop solar power panels.
3. Beautify the college campus with flowers and landscaping with evergreen trees.
4. Setting up of Botanical Garden within the campus.

Sensitisation and Awareness

1. Establish eco-club.
2. Periodically organize workshops and awareness campaigns on the environment related issues in the college campus and areas surrounding the college.
3. Sensitise the students, teaching and non-teaching staffs to maintain cleanliness in the campus.
4. Organise competitions (poster making, slogan writing, essay/creative writing, poetry) on pressing environmental concerns.

5. Undertake activities under “Swachh Baharat Abhiyan” by environment society, NSS and NCC of the college.

Audits

1. Energy Audit: The college will regularly conduct Energy Audit to review its energy consumption, identify wastage of energy and take measures to reduce carbon footprint.
2. Green Audits: The college will regularly conduct Green Audit to examine the environmental conditions in the campus, ascertain that the rules and regulations are being followed and better maintain sustainability of the institution.
3. Environment Audits: The college will regularly undertake Environment Audit to assess the College’s environmental performance and take measures to improve the same.

Process and Procedure

1. A detailed action plan will be drawn to implement the areas identified in the policy.
2. Circulars and notification will be issued whenever required.
3. Display posters and signages in the campus for awareness and implementation.
4. External agencies maybe engaged, wherever required, through formal MoU’s for waster management, recycling and other requirements for environmental sustainability.
5. Various plantation drives and collection drives will be integrated and involving external agencies wherever required.

Note: This policy is subjected to periodic review whenever necessary.

Policy Title: *Barrier-free and inclusive campus for the differently -abled.*

Policy Number: *RBC/IQAC/DAP/2020*

Introduction

The Person with Disability (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 entails barrier-free situations as a measure for non-discrimination to enable the differently-abled to access inclusive education. The University Grants Commission (UGC) enjoys higher education institutions, colleges and Universities to support and empowered differently-abled. The UGC started the scheme of assistance to colleges/ universities for Higher Education for person with special needs (HEPSN), providing for infrastructural support, inclusivity and non-discrimination. This policy is being put in place in pursuance with the 1995 Act and the UGC scheme to make Rayburn College a differently-abled friendly institution.

Policy Statement

Rayburn College is committed to enable differently-abled students, teaching and non-teaching staff to equally participate in the academic, social and cultural life of the college by providing infrastructural facilities, promoting inclusivity and non-discrimination, creating awareness and extending counselling support.

Policy Purpose and Objective

1. To ensure that every possible infrastructural development will be inclusive of facilities that will be conducive to the differently-abled.
2. To enable the differently-abled to choose to study and work at Rayburn College without any hesitancy.
3. To support differently-abled teachers and students to participate on an equal basis in the teaching-learning process, co-curricular activities and differently-abled non-teaching staff to carry on their assigned roles and duties.
4. To empower and allow the differently-abled to grow and realize their aspirations in a sensitized environment.
5. To eliminate barriers, discriminatory practices and social exclusion.

6. To promote the rights, dignity and self-worth of all individuals.

Features of the Policy

Inclusion and non-discrimination

1. Strict implementations of admission policies for differently-abled students in accordance with the updated UGC guidelines for admission.
2. Ensure non-discrimination during admission of differently-abled students, with proper mentoring and counselling.
3. Providing a discount of 25% on all academic Fees.
4. Establish Equal Opportunity Cell as per the UGC guidelines and its smooth functioning to address the special issues and needs of the differently-abled.

Infrastructural Support

1. Making the campus infrastructural accessible for the differently-abled to enable barrier-free movement
 - (a) Railings.
 - (b) Ramps.
 - (c) Elevators.
 - (d) Separate disable friendly washrooms.
2. Making provision to physically and technologically support the differently-abled:
 - (a) Wheelchair.
 - (b) Writers during exam.
 - (c) Digitized audio books.

Sensitization and Awareness

1. Organizing programs and activities to sensitize and generate awareness to make the campus a safe and friendly space for the differently-abled.
2. Inclusion of differently-abled students and teachers in the organization of academic, co-curricular and extra-curricular activities and facilitating their participation in the same.
3. Training the teachers in specific ICT and software tools to better communicate the curriculum to the differently-abled students.

Counselling and additional support

1. Counselling facilities for the differently-abled.
2. Remedial classes for differently-abled students.
3. Mentoring of differently-abled students.
4. Collaboration with NGO's and other external agencies to create more learning, placements and vocational training opportunities for differently-abled students.

Process and Procedure

1. The identification and classification of the disability will be done as per the government of India rules and regulations.
2. The detailed action plan is required to implement the areas identified in the policy, as and when required.
3. Circulars and notifications will be issued, whenever required.

Note: The policy is subjected to periodic review.

CODES OF CONDUCT

STUDENTS CODE OF CONDUCT

Treat all College staff & College properties with respect.
Students are expected to behave at all times.
Behave and speak in a way that does not offend others.

Playing truant is strictly forbidden. Any form of strike, demonstration or collective indiscipline against the College Authority is not allowed.

Any grievances should be brought to the Grievance Cell.

Possession of any sharp objects, firearms, etc. is strictly forbidden in the campus.

Smoking, chewing betel nuts, tobacco, spitting inside the College building and walls, possession of any addictive drugs and alcohol, beverages are strictly prohibited.

All students must attend all classes on time. Punctuality and regularity should be the priority of the students.

Attendance should remain above 75%.

Ragging, bullying and any form of discrimination based on ethnicity, race, sexuality, disability, age, gender or religion will not be tolerated. If you are concerned about your safety, or see inappropriate behaviour, please inform the College Authority immediately.

We work with each other to create a safe and rewarding learning environment.

CODE OF CONDUCT FOR TEACHERS

The role of the teacher is to educate

RESPECT

Teachers uphold human dignity and promote equality and emotional and cognitive development. In their professional practice, teachers demonstrate respect for spiritual and cultural values, diversity, social justice, freedom, democracy and the environment.

CARE

Teachers' practice is motivated by the best interests of the pupils /students entrusted to their care. Teachers show this through positive influence, professional judgement and empathy in practice.

INTEGRITY

Honesty, reliability and moral action are embodied in integrity.

Teachers exercise integrity through their professional commitments, responsibilities and actions.

TRUST

Teachers' relationships with pupils/students, colleagues, parents, school management and the public are based on trust. Trust embodies fairness, openness and honesty.

CODE OF CONDUCT FOR NON-TEACHING STAFF

Loyalty to the College by being punctual and reliable
in all duties.

Integrity by being honest in words and actions.

Creating and maintaining strong relationships with
students and staff:

Proper interactions with students.

Maintaining professional boundaries with students
and staff.

Maintaining dignity by treating students with care
and kindness.

Being supportive and cooperate with other staff
members.

Fulfilling responsibilities by meeting the required
standards for every assigned task.

Practise mutual respect, trust and confidentiality.

Practise justice by being committed to the well
being of individuals, the wider community and the
common good of all people.

Must respect and maintain the hierarchy in the
Administration.

Should adhere strictly to the official resumption/
closing time and must dress decently & appropriately.

Must not use unauthorised persons to perform
official duties.

NATIONAL ANTHEM

by Rabindranath Tagore

Jana-gana-mana-adhinayakajayahe
Bharatha-bhagya-vidhata.
Punjaba-Sindhu-Gujarata-Maratha-
Dravida-Utkala-Banga,
Vindhya-Himachala-Yamuna-Ganga
Uchchhala-Jaladhi-taranga
Tava Subha name jage,
Tava Subha asisa mage,
Gahe tava Jaya-gatha.
Jana-gana-mangala-dayaka Jaya he
Bharata-bhagya-vidhata.
Jaya he, Jaya he, Jaya he,
Jaya Jaya, Jaya, Jaya he.

English translation by Rabindranath Tagore

Thou art the ruler of the minds of all people,
dispenser of India's destiny.
Thy name rouses the hearts of the Punjab, Sindh,
Gujarat and Maratha,
Of the Dravida, Orissa and Bengal.
It echoes in the hills of the Vindhyas and Himalayas,
mingles in the music of the Jamuna and Ganges
and is chanted by the waves of the Indian Sea.
They pray for thy blessings and sing thy praise.
The saving of all people waits in thy hand,
thou dispenser of India's destiny.
Victory, Victory, Victory to thee.

ACADEMIC CALENDER 2021- 2022

MONTH	DATE & DAY	OCASSION
August, 2021	<ul style="list-style-type: none"> • 4th- 18th (14 days) • 13th (Friday) • 15th (Sunday) • 30th & 31st (2 days) 	<ul style="list-style-type: none"> * Admission of 1st Semester B.A, B.Com & B. Sc. * Patriots' Day (Holiday) * Independence Day (Holiday) * Admission for 3rd Semester B.A, B.Com & B. Sc.
September, 2021	<ul style="list-style-type: none"> • 1st & 2nd (2 days) • 5th (Sunday) • 14th (Tuesday) • 16th (Thursday) • 27th (Monday) 	<ul style="list-style-type: none"> * Admission for 5th Semester B.A & B.Com * Teachers Day * Teacher's orientation programme * Orientation for 1 st Semester B.A, B.Com & B. Sc. * Commencement of classes for 1st, 3rd and 5th Semester B.A, B.Com & B. sc.
October, 2021	<ul style="list-style-type: none"> • 2nd (Saturday) • 15th (Friday) • 21st (Thursday) 	<ul style="list-style-type: none"> * Gandhi Jayanti (Holiday) * Dussehra Holiday * Entrance Test for PG (M.A. & M.COM)
November, 2021	<ul style="list-style-type: none"> • 1st (Monday) • 4th (Thursday) • 6th (Saturday) 	<ul style="list-style-type: none"> * Kut (Holiday) * Diwali (Holiday) * Ningol Chakkouba (Holiday)

MONTH	DATE & DAY	OCCASION
	<ul style="list-style-type: none"> • 9th- 12th (4 days) • 15th (Monday) • 22nd (Monday) • 24th -29th (6 days) 	<ul style="list-style-type: none"> * Registration for 1 st Semester B.A, B.Com & B.Sc. * Commencement of optional classes for 1 st Semester B.A, B.Com & B.Sc. * Declaration of PG Entrance test result. * Admission for PG
December, 2021	<ul style="list-style-type: none"> • 1st- 15th (15 days) • 14th (Tuesday) 	<ul style="list-style-type: none"> * Payment of fees- 2nd instalment B.A, B.Com & B.Sc. * Commencement of 1st Semester for PG
16th December, 2021 -5th January, 2022 - Winter Vacation		
	<ul style="list-style-type: none"> • 6th (Thursday) • 20th - 22nd (3 days) • 26th (Sunday) • 20th -31st (12 days) 	<ul style="list-style-type: none"> * Resumption of classes for both UG and PG. * Departmental Documentation for teachers (UG) * Republic Day (Holiday) * Study leave for 1st, 3rd and 5th Semester B.A, B.Com & B.Sc.
February, 2022	<ul style="list-style-type: none"> • 1st Feb - 15th March • 20th (Sunday) • 14th-28th (15 days) 	<ul style="list-style-type: none"> * University examination for 1st, 3rd and 5th Semester B.A, B.Com & B.Sc. * Zomi Namni(Holiday) * Enrolment for 2nd, 4th and 6th Semester B.A, B.Com & B.Sc. along with payment of 3rd installment

March, 2022	<ul style="list-style-type: none"> • 14th (Tuesday) • 18th (Friday) • 23rd & 24th (2 days) • 25th (Friday) • 29th (Tuesday) 	<ul style="list-style-type: none"> * Commencement of 4th and 6th Semester B.A, B.Com & B.Sc. * Holi/ Yaosang (Holiday) * Sports for 6th Semester students * Cultural Fest for 6th Semester students * Commencement of 2nd Semester B.A, B.Com & B.Sc.
April, 2022	<ul style="list-style-type: none"> • 14th (Thursday) • 15th (Friday) • As per MU notification 	<ul style="list-style-type: none"> * Cheiroba (Holiday) * Good Friday (Holiday) * University examination for 1st semester M.A. & M.Com.
May, 2022	<ul style="list-style-type: none"> • 3rd (Tuesday) • 16th (Monday) 	<ul style="list-style-type: none"> * Id-ul-fitar (Holiday) * Hmar Martyr's Day (Holiday)
June 2022	<ul style="list-style-type: none"> • 10th (Friday) <p>As per MU notification</p>	<ul style="list-style-type: none"> * Graduation day for 6th Semester <p>Commencement of 2nd Semester classes for M.A. & M.com.</p>
June - July 2022	As per MU notification	University Examination for 2nd, 4th and 6th semester B.A., B.Com. & B.Sc.

Note: The academic calendar is subjected to change according to the University Examination Schedule.