

# RAYBURN COLLEGE



(Autonomous, Accredited B++ Grade, 2.96 CGPA out of 4 by NAAC 2023)

Affiliated to M.U: No. MU/1-65/98/CDC/136:07.08.2012.

Recognized by UGC under Section 2(f) & 12(B) of 1956 Act: No.8-29/2015(CPP-I/C):23/04/2015.

BSF ROAD, GANGPIMUAL, LAMKA, CHURACHANDPUR, MANIPUR - 795 006, INDIA.

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Website: [www.rayburncollege.ac.in](http://www.rayburncollege.ac.in)

## INTERNAL QUALITY ASSURANCE CELL

### Department heads must maintain a yearly list of files for the Second NAAC cycle Self-Study Report's requirement.

We highly appreciated the work of every department in terms of departmental documentation in our first cycle of NAAC's assessment. The second cycle of NAAC assessment is scheduled for 2028-29. Now is the appropriate time for each department's head to compile a comprehensive inventory of files and documents for every annual documentation. **The record-keeping of all departments will be reviewed by IQAC every month.** The following is a typical inventory of necessary files and documents:

#### Academic Information

1. **Program and Course Files:** Syllabus, course materials, and curriculum design.
2. **Time-Table:** Class schedules and academic calendars.
3. **Faculty Files:** Faculty profiles, qualifications, publications, and research activities.

#### Student Information

1. **Student Enrolment Records:** Admission details, demographic information.
2. **Attendance Records:** Attendance registers for each course.
3. **Evaluation Records:** Internal and external examination results, grade sheets.

#### Administrative Information

1. **Finance and Accounts:** Budget allocations, audit reports, financial statements.
2. **Library Records:** Books, journals, digital resources, usage statistics.
3. **Infrastructure and Facilities:** Details of classrooms, labs, equipment, and maintenance records.

#### Quality Assurance

1. **Internal Quality Assurance Cell (IQAC) Records:** Meeting minutes, action taken reports, annual quality assurance reports.
2. **Feedback Files:** Feedback from students, parents, alumni, and other stakeholders.
3. **Best Practices:** Documentation of best practices and innovations implemented.

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### Research and Development

1. **Research Projects:** Details of ongoing and completed research projects.
2. **Research Publications:** List of research papers published by faculty and students.
3. **Collaborations and MOUs:** Memoranda of Understanding, partnerships with other institutions and industries.

### Extension Activities

1. **Community Service:** Records of extension and outreach activities, social responsibility initiatives.
2. **Cultural and Sports Activities:** Details of cultural programs, sports events, and achievements.

### Miscellaneous

21. **Alumni Records:** Details of alumni, their contributions, and engagement activities.
22. **Grievance Redressal:** Records of grievances received and actions taken.
23. **Policy Documents:** Institutional policies on various aspects like admissions, examinations, research, etc.

These files must be regularly updated and well-organized to facilitate smooth and effective preparation for the NAAC assessment process.

A handwritten signature in black ink, appearing to read 'Dr. Siamkhanthang Neihzial'.

**Dr. Siamkhanthang Neihzial**  
Director,  
Internal Quality Assurance Cell

**Director**  
**Internal Quality Assurance Cell**  
Rayburn College, Gangpimual, Lamka,  
Churachandpur, Manipur.

*Copy to*

- |                             |  |
|-----------------------------|--|
| 1. Principal/Vice Principal | : For general Information                    |
| 2. Registrar                | : For general Information                    |
| 3. Deans & Directors        | : For general Information                    |
| 4. All HoDs                 | : For general Information & necessary action |
| 5. Guard File               | : For file                                   |
| 6. Website Incharge         | : For putting up in the website              |