

RAYBURN COLLEGE



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.

Email: admin@rayburncollege.ac.in

Website: www.rayburncollege.ac.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Rayburn College IQAC Meeting

Date: 3rd October 2022

Time: 2:30

Venue: Conference Hall

Members Present: Name & Designation

1. Rev. Dr. Khen P. Tombing. Principal & Secretary, Chairman
2. Dr. Siamkhanthang Neihisial, Assistant Professor, Department of Chemistry, Director
3. Lalngaihawmi Assistant Professor, Department of Psychology, Assistant Director (Absentee)
4. S. Muansangluai Ngaihte, Librarian, Assistant Director (Absentee)
5. Dr. Paolenthang Khongsai, Assistant Professor, Department of Political Science, Assistant Director
6. Kamkholal Sithlou, Assistant Professor, Department of Political Science, Assistant Director
7. Dr. Kh. Thianminlian Vaiphei, Vice Principal, Member
8. Dr. Dorothy Lalneizo, Assistant Professor & HoD, Department of Political Sociology, Member
9. Immanuel Malsawmlien, Assistant Professor, Department of Physics, Member
10. Dr. S. Thangboi Zou, Convenor, Rayburn Research Research & Development Cell (RCRDC), Member
11. All Deans & HoDs, Member (3 Absentees)
12. Chairman, Governing Body (GB), Member
13. Naomi Ngailemsiam, B.A. 1st Sem (English), Student Representative
14. Ngailunching, B.Com 1St Sem, Student Representative



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Meeting Minutes

1. Welcome and Introduction

The meeting was called to order by the Director, Dr. Siamkhanthang Neihsial, at 2:30 pm. The Director welcomed all members, and the agenda for the day was outlined. All members were present, including representatives from various departments.

2. Confirmation of Previous Meeting's Minutes

The minutes of the previous meeting, held on 3rd April 2022, were confirmed and approved without any objections.

3. Agenda Deliberation

3.1. Call for an IQAC Meeting for All Criteria In-charge

It was proposed that an IQAC meeting involving all criteria in-charge be scheduled to ensure a coordinated approach for the upcoming NAAC accreditation.

- Discussion: The importance of each department contributing to the required documentation was highlighted.

- Decision: The IQAC, Director Dr. Siamkhanthang Neihsial, will call for the meeting and notify all criteria in-charges to meet by 5th November 2022.

Action: IQAC Director to finalize the date and inform all criteria in-charges.

3.2. Promotion of Departmental Events

The need to actively promote departmental events across all departments in the college was discussed.

- Discussion: Members suggested creating a centralized system for event promotion, where the IQAC could provide guidance and monitor the events to ensure academic and community impact.

- Decision: Departments are encouraged to submit their event plans to the IQAC at least two weeks in advance. The IQAC team will create a monthly events calendar and circulate it to the faculty and students.

Action: Departments to submit event details, and IQAC will ensure promotional support.

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3.3. Organizing Academic Talks (Online/Offline)

The possibility of organizing academic talks, either online or offline, under the aegis of the IQAC cell was discussed.

- Discussion: It was agreed that such talks would enhance academic engagement and provide networking opportunities for both faculty and students. The modalities (speakers, topics, format) of the talks were discussed.

- Decision: A series of talks will be initiated, with the first session proposed for CAREERS IN THE FOREIGN SERVICE which will be coordinated by SDPC (Skill Development & Placement Cell) on Oct 4th, 2022. A subcommittee was formed to identify speakers and manage logistics.

Action: Subcommittee ie the SDPC to identify speakers and confirm dates for the first academic talk.

3.4. Faculty Paper Publication and Presentation

The issue of encouraging faculty members to publish and present papers in reputed journals and conferences was raised.

- Discussion: Members emphasized the need for increased faculty participation in academic research and publications. It was also discussed that a research support cell under the IQAC could be formed to assist faculty with paper submissions and provide guidance on selecting suitable journals.

- Decision: A research support cell will be established to assist faculty in the paper publication process. The IQAC will organize a workshop on paper writing and presentation skills.

4. Any Other Business (AOB)

No additional issues were raised.

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6. Vote of Thanks

The Principal thanked all members for their participation and concluded the meeting at 4:30 p.m.

Prepared by:

Dr. Siamkhanthang Neihisial

IQAC Coordinator

Rayburn College