

RAYBURN



COLLEGE

BSF Road, Gangpimual, Churachandpur, Manipur - 795 006, India.

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.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)


Ref. 08/CRITERIA INCHARGE MEETING/20-03-203

MEETING NOTICE

20-03-2023

A meeting of all **Criteria In-charge 2023** has been scheduled as follows

Venue: Conference Hall
Date: 22th March 2023
Time: 1:30 PM
Agenda: Preparation of SSR as per new manual (30-11-2022)


20-03-2023

DR. SIAMKHANDANG NEIHSIAL
Coordinator, IQAC

Copy to

1. Principal/Vice principal
2. Deans
3. All Concerned
4. Website Incharge
5. Guard File

: For general Information
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1ST CRITERION IN-CHARGE 2023 MEETING

MEETING MINUTES

Venue: Conference Hall

Date: 21st March 2023

Time: 1:30 PM

Agenda:

- Review of new SSR Manual (30-11-2022)
- First report by criteria in-charge (September 2022-August 2023)

The following faculty attended the meeting

Sl. No	Name & Designation	Signature
1	Dr. Siamkhanthang Neihzial, Coordinator IQAC & Assistant Professor, Dept. of Chemistry	
2	Chinmuanthang Guite, Assistant Coordinator IQAC & HOD & Assistant Professor, Dept. of Botany	
3	S. Muansangluai Ngaihte, Core member IQAC & Librarian	
4	Dr. Langthianmung Vualzong, Core member IQAC & Assistant Professor, Dept. of Political Science	
5	Lalngaihawmi, Criteria I Incharge & Assistant Professor, Dept. of Psychology	
6	Paukhankhual Tonsing, Criteria II Incharge, HOD & Assistant Professor, Dept. of Geography	
7	Dr. S. Thangboi Zou, Criteria III Incharge & Assistant Professor, Dept. of Geography	
8	Dr. Dorothy Lalneizo, Criteria II Incharge, HOD & Assistant Professor, Dept. of Sociology	
9	Dr. Paolenthang Khongsai, Criteria IV Incharge, Assistant Professor, Dept. of Political Science	
10	Emmanuel Lalneimawi Hmar, Criteria VI Incharge, Assistant Professor, Dept. of Commerce	



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11	Dr. Hnunlalliani, Criteria VII Incharge, HOD & Assistant Professor, Dept. of Zoology	<i>Dr. Hnunlalliani</i>
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The meeting was chaired by Dr. Siamkhanthang Neihzial, IQAC, Coordinator. Recording of the meeting minute was done by Ms. Lalngaihawmi. After welcome the Criteria incharge the coordinator gave time to Sir Chinmuanthang Guite to deliberate on the new SSR Manual and SOP (30-11-2-23). The members present discuss at length the new manual. These minutes of meeting of were approved by the all the criteria in charge.

Agenda 1: Review of the new SSR Manual & SOP

Resolution:

All the criterion incharge agreed to follow the new SSR Manual_& SOP. Special mention of the following may be made:

- The members agreed to take up on MOOC/SWAYAM courses (Metric 1.2.1)
- Approval from Manipur University for all the faculty as a permanent employee of the college (Metric 2.1.1, VP has to get the certificate)
- Coaching Centre to start (Metric 5.1.3)
- In any event, IQAC can instruct the organizer to arrange certificate for the participants (not only attendance & report, etc)
- To registered all the pass out student as an ALUMNI (Metric 5.4.1)
- Let English department instruct honours student to participate in TOEFL test which can come under Coaching activities (Metric 5.2.2)
- Alumni Scholarship to start (Criteria 5)
- The college need to purchase ERP (Enterprise resource planning) (Metric 6.2.2)
- Loan policy to teaching & nonteaching staff (Metric 6.3.1)

Agenda 2: First Report

Resolution:

All the criterion incharge agreed to submit the first 6-month report for the period of September 2022 to August 2023

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Recorded by

Lalngaihawmi