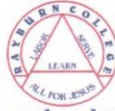


RAYBURN COLLEGE



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

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Ref. No. 08/IQAC/Meeting Notice/07-11-2023

Date. 7th November 2023

MEETING NOTICE

A meeting of the Internal Quality Assurance Cell is convened on Friday, 10th November 2023 at 11:35-11:50 AM, IQAC Office. Attendance is mandatory for all IQAC committee members and criteria charges.

Agenda

1. Review on IQAC Committee members 2023-24
2. Review on Annual Quality Assurance Report (AQAR, 07th Feb 2023-06th Feb 2024)
3. Review on Activities under each criteria
4. Revamp of MoU Committee members 2023-24
5. Misc


07/11/2023
Dr. Siamkhanthang Neihzial

Director IQAC
Coordinator (IQAC)
RAYBURN COLLEGE
Churachandpur, Manipur.

Copy to

- | | |
|-----------------------------|---------------------------|
| 1. Principal/Vice principal | : for general information |
| 2. Deans | : for general information |
| 3. HODS | : for general information |
| 4. Convenors/Coordinators | : for general information |
| 5. Web Incharge/IT Admin | : for general information |
| 6. Notice Board | : for notice |
| 7. Guard File (IQAC Office) | : for filing |

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MINUTES OF MEETING

A meeting of the IQAC was held on the 10th November, 2023 (Friday) at the IQAC Office. The meeting was convened by the Director IQAC.

Member present

1. Rev Dr Khen P Tombing
2. Dr Siamkhanthang Neihzial
3. Dr Dorothy Lalneizo
4. Dr Paolenthang Khongsai
5. Dr Hnunlalliani
6. S. Muansangluai Ngaihte
7. Kamkholal Sithlou
8. Dr S Thangboi Zou
9. Immanuel Malsawmien
10. Lalngaihawmi
11. Dr Kh. Thianminlian Vaiphei

Leave of absence

1. Langkhanpau Guite (Chairman, Governing Body)

Agenda Item 1: Review of IQAC Members

It was agreed that the current IQAC members would be retained for the upcoming year, with few adjustments in responsibilities as some of the faculty members have left the college.

Appointment order will be notified at the earliest.

Agenda Item 2: Review on AQAR Preparation & Agenda Item 3: Review on activities under each criteria

Discussion:

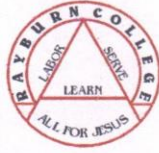
Agenda 2 and 3 were discussion together as the matter were related.

The preparation for the Annual Quality Assurance Report (AQAR) was reviewed in detail. IQAC director provided status update on the progress made so far:

- Data collection and initial drafts of sections are starting.
- There are some delays in collecting data from few departments. And there are difficulty in gathering data because of the conflict in Manipur. It was also discussed that the timelines may need to be extended due to the delay in certain reports.

Agenda Item 4: Revamp of MoU committee members 2023-24

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Discussion:

After long discussion, it has been agreed that as a step for enhancing the MoU with PUC, the MoU committee will visit PUC. Necessary plans and budgeting will be prepared with the approval of Director IQAC and Principal.

The meeting ended with vote of thanks from the Chair.

Rev Dr Khen P Tombing

Principal

Principal
RAYBURN COLLEGE
Churachandpur, Manipur.

Dr Siamkhanthan Neihisial

Director IQAC

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

ACTION TAKEN FROM MINUTES OF MEETING

RAYBURN COLLEGE

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Ref. No. 01/Appointment/Nodal Officer/NIRF&AISHE/14-11-2023

ORDER

14/11/2023

I am pleased to appoint the following faculty for the position against the name with immediate effect

Sl. No	Name of the faculty	Designation
1	S. Muansangluai Ngaihte, Librarian	Coordinator, NIRF & AISHE.

PS. He will be entitled to enjoy allowance permissible by the college RR.


Principal
Rayburn College
Churachandpur, Manipur

(Rev. Dr. Khen P. Tombing)
Principal & Secretary
Rayburn College



Copy to:

1. Vice Principal
2. Dean(s)
3. IQAC
4. Accountant
5. Relevant file

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: for information
: for information
: for information & n.a.

RAYBURN COLLEGE



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. 01/IQAC committee/2024/20-11-2023

20th November 2023

APPOINTMENT OF IQAC COMMITTEE 2024

The Internal Quality Assurance Cell (IQAC) of Rayburn College has been re-structures as follows

Sl. No.	Name & Designation	Portfolios
1	Rev. Dr. Khen P. Tombing , Principal & Secretary	Chairman
2	Dr. Siamkhanthang Neihzial , Assistant Professor, Department of Chemistry	Director
3	Lalngaihawmi , Assistant Professor, Department of Psychology	Assistant Director
4	S. Muansangluai Ngaihte , Librarian	Assistant Director
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
12	Chairman , Governing Body (GB)	Member
13	Niangleidi Hangzo , B. Sc. 5 th Sem,	Student Representative
14.	Janggougin Haokip , B. Com, 5 th Sem	Student Representative