

# RAYBURN COLLEGE

Gangpimual, Lamka, Churachandpur, Manipur – 795006

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



HANDBOOK OF INFORMATION  
RAYBURN COLLEGE (AUTONOMOUS)

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## **ABOUT RAYBURN COLLEGE**

Rayburn, as a Higher Education Institution, was initially established as a Higher Secondary School in the year 1994. Seeking to serve the growing needs of the under-served student communities who are otherwise unable to continue their higher education outside the District and State due to a variety of reasons, Rayburn Higher Secondary was upgraded to a college in the year 2003.

Drawing inspiration from the dedicated Christ-centred service of Dr Robert G. Rayburn, after whom the college is named by the founders of the institution, Rayburn College seeks to be a centre of excellence that promotes quality multidisciplinary education, and cultivates academically competent professionals and socially responsible citizens, through the medium of creative and innovative practices as well as integral and holistic learning experiences.

The college is situated at a distance of 62 kilometres from the State capital city of Imphal, in the heart of Churachandpur District in Manipur, Northeast India. Ever since its establishment, the college has focussed on integral and holistic development of the students through a skill-based and research-centric academic learning, as well as a spiritual and whole-person centred development. During its 20+ years of existence as a college, it has established itself as one of the premiere higher education institutes in the Hill Areas of Manipur and the Northeast of India, and caters primarily to students from rural areas with a low-income family background and other challenges.

### **Affiliation**

Rayburn College was first affiliated to Manipur University with the permission to introduce Bachelor of Arts Degree (General & Honours) under Permission No. MU/2-1/2003(CDC) on 5<sup>th</sup> August, 2003, and Bachelor of Commerce under Permission No. MU/1-68/98/CDC/303 on 19<sup>th</sup> June, 2008.

It was also permanently affiliated to Manipur University under permission No. MU/1-65/98/CDC/136 on 7<sup>th</sup> August 2012, and effectively included in the 2(f) & 12 (b) of the UGC Act of 1956 on 23<sup>rd</sup> April, 2015.

It received its permission to offer Bachelor of Sciences (H) in Physics, Mathematics, Botany, Zoology, Chemistry and Psychology under Permission No. MU/1-65/1998 CDC/675 on 27<sup>th</sup> Nov 2020. It further received permission to offer Master Programs in M.A. (History), M.A. (Political Science) and M. Com under Permission No. MU/1-65/98/CDC/997 on 15<sup>th</sup> April, 2021.

### **Autonomous Status**

Rayburn College received conferment of autonomous status from the University Grants Commission vide Memo No. F. 2-10/2023 (AC-Policy), on 13<sup>th</sup> November, 2023.

It remains the first college in Manipur to achieve NAAC accreditation of B++ with a grade point of CGPA 2.96 in the first cycle, and is today the only college in the hills of Manipur offering both Bachelor and Master degree programmes, under its six schools namely School of Humanities, School of Social Sciences, School of Human and Environmental Sciences, School of Commerce and Business Management, and School of Mathematics, Physical and Life Sciences.

## **VISION**

To be a centre of excellence that promotes quality multidisciplinary education, and cultivates academically competent professionals and socially responsible citizens, through creative and innovative practices and integral and holistic learning experiences.

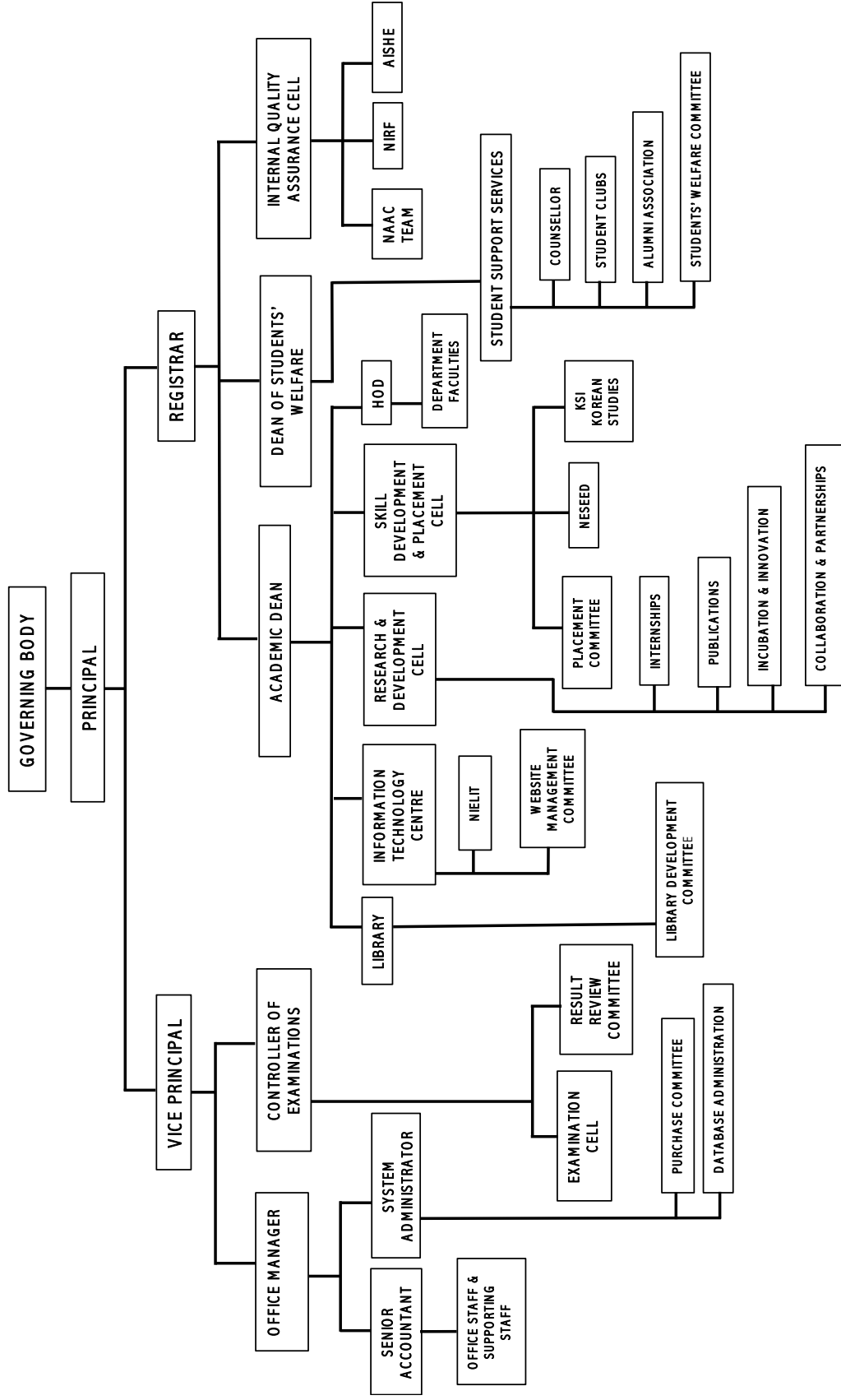
## **MISSION**

To provide high quality academic programmes, research outputs, skill-based training activities and collaborative partnerships especially for underserved students, aimed at promoting academic excellence, employable professionals, innovative entrepreneurs and socially responsible leaders, and contribute to the socio-cultural, economic and technological development of the region, state and nation.

## **CORE VALUES**

- Academic Excellence and Research-Oriented Integral Education
- Creativity, Innovation and Interdisciplinarity
- Collaboration and Partnership
- Integration of Human Values and Professional Ethics
- Fair and Equal Access and Opportunity for All
- Respect and Celebration of Diversity
- Environmental Sustainability
- Spirituality-Centred and Service-Oriented Learning

# RAYBURN COLLEGE (AUTONOMOUS) ORGANOGRAM



# STATUTORY BODIES

## I. GOVERNING BODY (2024-29)

### Functions:

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- i. Guide the college while fulfilling the objectives for which the college has been granted autonomous status;
- ii. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council;
- iii. Approve new programmes of study leading to degrees and/or diplomas;
- iv. All recruitments of Teaching Faculty/Principal shall be made by the Governing Body as applicable in accordance with the policies laid down by the UGC and State Government from time to time;
- v. Approve annual budget of the college before submitting the same at the UGC;
- vi. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

### Meetings:

The Governing Body shall meet at least twice a year

### Composition:

Chairperson	: Langkhanpau Guite, M.A., M.Ed., Ex-Chairman ADC
Management Member(s)	: H Thangdam, M.A., B.T., ZEO (Retd.) : Rithanglian Tombing, Director, Agape Children's Home (SAA) : Thangmuansang Guite, Tunnu Engineering & Consultancy, Churachandpur, Manipur : Nemy Lalnem Tombing, Human Resource Development, Rayburn High School : Golan Suanzamong Naulak, Development Consultant
Teacher(s) of the College	: Dr. Samuel G Ngaihte, Registrar : Dr. Kh Thianminlian Vaiphei, Vice-Principal
Educationist	: Prof. Lalnuntluanga, Controller of Examinations, Mizoram University
External Expert (Industry)	: Prof. Sanjeeb Kakoty, Indian Institute of Management, Shillong
State Government Nominee	: Awaiting nomination
University Nominee	: Awaiting nomination
Principal of College	: Rev. Dr. Khen P Tombing

## **II. FINANCE COMMITTEE (2024-27)**

### **Functions:**

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- i. Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- ii. Audited accounts for the above.

### **Meetings:**

The Finance Committee shall meet at least twice a year

### **Composition:**

Chairperson	: Rev. Dr. Khen P Tombing, Principal
Member	: Dr. Samuel G Ngaihte, Registrar
Member	: Dr. Kh Thianminlian Vaiphei, Vice-Principal
Member	: Thangmuanlal Hangsing, Finance Officer

## **III. BOARD OF MANAGEMENT (2024-29)**

### **Functions:**

The Board of Management, which is an internal apex body of the college, shall perform the following responsibilities as listed below:

- i. Define the long-term goals and strategies of the college and set forth the principles and directives for all policies;
- ii. Take collective decisions and bear joint responsibility for running the institution as a whole;
- iii. Coordinate and monitor the most important activities, and take collective decisions on all matters of fundamental importance;
- iv. Develop and deploy managerial staff, allocate resources and decide on the institution's financial steering and reporting;
- v. Make decisions by a simple majority of the votes cast, except where unanimity is required by law.

### **Meetings:**

The Board of Management shall meet at least twice every semester

### **Composition:**

Chairperson	: Rev. Dr. Khen P Tombing, Principal
Secretary	: Dr. Samuel G Ngaihte, Registrar
Members	: Dr. Kh. Thianminlian Vaiphei, Vice-Principal : Mercy Chingnunhoih, Academic Dean : Thangmuanlal Hangsing, Finance Officer



#### **IV. ACADEMIC COUNCIL (2024-27)**

##### **Functions:**

The Academic Council shall have the power to:

- i. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regards to courses of studies, academic regulations, curricula, syllabi, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so;
- ii. Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government;
- iii. Make regulations for sports, extra-curricular activities and proper maintenance and functioning of the playgrounds and hostels;
- iv. Recommend to the Governing Body proposals for institution of new programmes of study;
- v. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same;
- vi. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it;
- vii. Perform such other functions as may be assigned by the Governing Body.

##### **Meetings:**

The Academic Council shall meet at least twice a year

##### **Composition:**

Chairperson	: Rev. Dr. Khen P Tombing, Principal
Member(s)	: All Heads of Departments
Teacher(s) of the College	: Mercy Chingnunhoih, Academic Dean : Liankhoshyam Tunglut, Controller of Examinations : Dr. Ginneiching Simte, Asst. Professor, History Dept. : Lhingzalam Haokip, Asst. Professor, Commerce Dept.
External Expert (Education)	: Prof. Laldena, Retired Professor, History Dept., Manipur University
External Expert (Law)	: Dr. Ananth Padmanabhan, Dean, Vinayaka Mission's Research Foundation
University Nominee(s)	: Awaiting nomination : Awaiting nomination
Nominated Member	: Dr. Samuel G Ngaihte, Registrar

## V. BOARD OF STUDIES (2024-2027)

### **Functions:**

The Board of Studies of the respective schools in the college shall:

- i. Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement, for consideration and approval of the Academic Council;
- ii. Suggest methodologies for innovative teaching and evaluation techniques;
- iii. Suggest panel of names to the Academic Council for appointment of examiners; and
- iv. Coordinate research teaching, extension and other academic activities in the department/college

### **Meetings:**

The Board of Studies shall meet at least twice a year

### **Compositions:**

## **SCHOOL OF HUMANITIES**

Chairperson	: Dr. Siambiakmawi, HoD, English Dept.
Faculty Members	: Dr. Mary Nengneichong Baite, HoD, History Dept. : T. Tawnkhansiam, Asst. Professor, English Dept. : Livia Tinglianhoi, Asst. Professor, English Dept. : Dr. L. Letkhomang Haokip, Asst. Professor, History Dept. : Thangboi Kipgen, Asst. Professor, History Dept.
External Subject Expert(s)	: Prof. Sivasish Biswas, Pro Vice-Chancellor, Assam University - Diphu Campus : Dr. Pumkhanpau, Asst. Professor, History Dept., Manipur University
Vice-Chancellor Nominee	: Dr. Kh Thianminlian Vaiphei, Vice-Principal
College Alumni	: Carolyn Chingthianmawi, Indian Administrative Service
Industry/Placement	: Daniel Pauthianmang, Asst. Manager, Union Bank

## **SCHOOL OF SOCIAL SCIENCES**

Chairperson	: Dr. Dorothy Lalneizo, HoD, Sociology Dept.
Faculty Members	: Dr. Nehkhomang Haokip, HoD, Political Science Dept. : Emmanuel Lalneimawi Hmar, HoD, Economics Dept. : Cyndi Lalhmingmawi, Asst. Professor, Sociology Dept. : Jenifer Niangthiankim, Asst. Professor, Sociology Dept. : Dr. Paolenthang Khongsai, Asst. Professor, Political Science Dept. : Dr. Chungkhosei Baite, Asst. Professor, Political Science Dept. : Khaigoulen Touthang, Asst. Professor, Economics Dept.
External Subject Expert(s)	: Dr. L. Lamkhanpiang, Professor, Sociology Dept., Hyderabad University : Liankhanhup Guite, Asst. Director, Indian Economic Service : Prof. Jangkhongam Doungel, Dept. of Political Sc, MZU
Vice-Chancellor Nominee	: Dr. Kh. Thianminlian Vaiphei, Vice-Principal
College Alumni	: Carolyn Chingthianmawi, Indian Administrative Service
Industry/Placement	: Daniel Pauthianmang, Asst. Manager, Union Bank

## **SCHOOL OF COMMERCE**

Chairperson	: Kimzalun, HoD, Commerce Dept.
Faculty Members	: Liankhoshyam Tunglut, Asst. Professor, Commerce Dept. : Puginlun, Asst. Professor, Commerce Dept. : Tingchawikim Vaiphei, Asst. Professor, Commerce Dept. : Mary Chiindeihkim Simte, Asst. Professor, Commerce Dept.
External Subject Expert	: Prof. Ganga Prasad Prasain, Vice-Chancellor, Tripura University
Vice-Chancellor Nominee	: Dr. Kh. Thianminlian Vaiphei, Vice-Principal
College Alumni	: Carolyn Chingthianmawi, Indian Administrative Service
Industry/Placement	: Daniel Pauthianmang, Asst. Manager, Union Bank

## **SCHOOL OF HUMAN AND ENVIRONMENTAL SCIENCES**

Chairperson	: Dr. S. Thangboi Zou, HoD, Geography Dept.
Faculty Members	: Lalngaihawmi, HoD, Psychology Dept. : Dr. Niangpi Guite, Asst. Professor, Geography Dept. : Dr. Chinglianmawi, Asst. Professor, Geography Dept. : Mercy Chingnunhoih, Asst. Professor, Psychology Dept. : Janet Ngailianni, Asst. Professor, Psychology Dept.
External Subject Expert(s)	: Prof. D.K. Nayak, Geography Dept., NEHU : Prof. Zokaitluangi, Dean of School of Medical & Paramedical Sciences, Mizoram University
Vice-Chancellor Nominee	: Dr. Kh. Thianminlian Vaiphei, Vice-Principal
College Alumni	: Carolyn Chingthianmawi, Indian Administrative Service
Industry/Placement	: Daniel Pauthianmang, Asst. Manager, Union Bank

## **SCHOOL OF MATHEMATICS, PHYSICAL AND LIFE SCIENCES**

Chairperson	: Dr. Hnunlalliani, HoD, Zoology Dept.
Faculty Members	: Jambiakmuan Laingek, HoD, Mathematics Dept. : Zamitlian Thangsing, HoD, Chemistry Dept. : Paokhothang Kipgen, HoD, Physics Dept. : Grace Chinghoinuam, HoD, Botany Dept. : K. Thangliankhup, Asst. Professor, Botany Dept. : Niangsialching, Asst. Professor, Zoology Dept. : Dr. Siamkhanthang Neihzial, Asst. Professor, Chemistry Dept. : Immanuel Malsawmlien, Asst. Professor, Physics Dept.
External Subject Expert(s)	: Dr. Lalnunsiam, Industrial Chemistry, Mizoram University : Dr. Paubiaksang, Microbiologist, Delhi University : Dr. S.T. Khaiminthang Vaiphei, Mathematics, Delhi University
Vice-Chancellor Nominee	: Dr. Kh. Thianminlian Vaiphei, Vice-Principal
College Alumni	: Carolyn Chingthianmawi, Indian Administrative Service
Industry/Placement	: Daniel Pauthianmang, Asst. Manager, Union Bank

# LIST OF EMPLOYEES

## I. TEACHING STAFF

### Department of English (Estd. 2003)

1. Dr. Siambiakmawi Guite, M.A., B.Ed., PhD, HoD
2. T. Tawnkhansiam, M.A., NET
3. Livia Tinglianhoi, M.A., NET
4. Vialthiansiam M.A., NET
5. Hosea Lamremruot M.A., NET, PhD (Sch)

### Department of Geography (Estd. 2003)

1. Dr. Niangpi Guite, M.A., M. Phil, B.Ed., PhD, HoD
2. Dr. S. Thangboi Zou, M.A., PhD, NET, Post-Doc
3. Dr. Chinglianmawi, M.A., PhD, NET
4. L.K. Thang Ngaihte, M.Sc., JRF-NET, PhD (Sch)

### Department of History (Estd. 2003)

1. Dr. Mary Nengneichong Baite, M.A., MPhil., PhD, NET, HoD
2. Dr. Ginneihching, M.A., PhD
3. Dr. L. Letkhomang Haokip, M.A., MPhil., PhD
4. Niangdeihnuam, M.A., B.Ed., MPhil
5. Thangboi Kipgen, M.A., SLET, NET
6. Velthangkhum Hauzel, M.A., NET
7. H. Pausuanthang Gangte, M.A., NET, PhD (Sch)

### Department of Political Science (Estd. 2003)

1. Dr. Nehkhomang Haokip, M.A., PhD, NET, HoD
2. Dr. Paolenthang Khongsai, M.A., PhD, NET, Post-Doc
3. Dr. Chungkhosei Baite, M.A., NET, PhD, Post-Doc
4. Kamkholal Sitlhou, M.A., NET-JRF
5. Niangthianmawi, M.A., NET-JRF
6. Nektingou Neihzial, M.A., NET

### Department of Sociology (Estd. 2003)

1. Dr. Dorothy Lalneizo, M.A., M. Phil., PhD, NET, HoD
2. Cindy Lalhmingmawi, M.A., B. Ed., NET
3. Jennifer Niangthiankim, M.A., NET
4. Lyna H. Misao, M.A., NET, M. Phil., PhD. (Sch)
5. K. Lhingboi, M.A., NET-JRF

### **Department of Psychology (Estd. 2020)**

1. Lalngaihawmi, M.A., NET-JRF, PhD (Sch), HoD
2. Mercy Chingnunhoih, M.A., NET, PhD (Sch.)
3. Janet Ngalianni, M.A., NET, PhD (Sch)
4. Bliss Chinglianni, M.A., NET

### **Department of Commerce (Estd. 2008)**

1. Kimzalun, M.Com., B. Ed., NET, HoD
2. Liankhoshyam Tunlut, M.Com., NET-JRF
3. L. Lhingzalam Haokip, M.Com., PGDBA, NET
4. Puginlun, M.Com., NET
5. Tingchawikim Vaiphei, M.Com., NET
6. Mary Chiindeihkim Simte, M.Com., NET, PhD (Sch)

### **Department of Botany (Estd. 2020)**

1. Grace Chinghoinuam, M.Sc., HoD
2. Japhet Lulun Misao, M. Sc.
3. Nancy Mangngaihlan, M.Sc., CSIR-NET
4. K. Thangliankhup, M.Sc., SLET, PhD (Sch)

### **Department of Chemistry (Estd. 2020)**

1. Zamitlian Thangsing, M.Sc., HoD
2. Dr. Siamkhanthang Neihzial, M. Sc., PhD, Post-Doc, DST-SERB Young Scientist Fellow
3. Zenhoihmuan, M.Sc., CSIR-NET

### **Department of Mathematics (Estd. 2020)**

1. Jambiakmuan Laingek, M.Sc., HoD
2. Isaac Chuongthanglien, M.Sc.
3. Md Wahidur Rahaman, M.Sc., B.Ed., CTET, SLETNE, PhD (Sch)

### **Department of Physics (Estd. 2020)**

1. Paokhothang Kipgen, M.Sc., HoD
2. Immanuel Malsawmlien, M.Sc.

### **Department of Zoology (Estd. 2020)**

1. Dr. Hnunlalliani, M. Sc., PhD, SLET, NET, HoD
2. Niang Sial Ching, M.Sc., CSIR-NET
3. Thanghmingliani, M.Sc., CSIR-NET

## **Department of Economics (Estd. 2024)**

1. Emmanuel Lalneimawi Hmar, M.A., NET, HoD
2. Khaigoulen Touthang, M.A., NET

\*PhD (Sch) = Pursuing PhD

## **Other Departments, Cells and Centres**

1. **Head Librarian, Library Department**  
S Muansangluai Ngaihte, M.Lib.I.Sc, M.Phil., NET
2. **Convenor, Research and Development Cell**  
Dr. Samuel G Ngaihte, M.A., NET, PhD
3. **Convenor, Skill Development and Placement Cell**  
Ngaizakim Ellu, MBA
4. **Incharge, Information Technology Centre**  
Ginsianmuang Tombing, BCA, ADCA, MCA, NEILIT O-Level, NSQF Level-4
5. **Counsellor, Counselling Centre**  
N. Thangkhansiam, B.A., M.Div, M.Th

## **II. NON-TEACHING STAFF**

### **Library Assistants**

- |                             |                   |
|-----------------------------|-------------------|
| 1. Liankhenkhum, M.A.       | Library Assistant |
| 2. Niangbiaklun, B.A.       | Library Assistant |
| 3. Tunsianlian, B.A.        | Library Assistant |
| 4. Esther Ngainunsang, B.A. | Library Assistant |

### **Ministerial Staff**

- |                          |                                  |
|--------------------------|----------------------------------|
| 1. Thangmuanlal Hangsing | Office Manager & Finance Officer |
| 2. Niangpi               | Office Assistant                 |
| 3. Ngainunmoi            | Medical Nurse                    |
| 4. Ningngaihlian         | Office Assistant                 |
| 5. Daniel Liansonthang   | Office Assistant                 |
| 6. James Thangsuanlian   | System Administrator             |
| 7. Chiinnunmawi          | Office Assistant                 |
| 8. Ningzaching           | Teller                           |
| 9. Chiinmuankim          | Office Assistant                 |

## Supporting Staff

- |     |                     |            |
|-----|---------------------|------------|
| 1.  | Khoithianmung       | Care Taker |
| 2.  | Thangkhanmung       | Driver     |
| 3.  | James Doumang       | Driver     |
| 4.  | Chingneihlian Guite | Grade IV   |
| 5.  | T. Mangliansiam     | Grade IV   |
| 6.  | Thangzamang         | Janitor    |
| 7.  | Ngaizamawi          | Janitor    |
| 8.  | Dimsian             | Janitor    |
| 9.  | Nelneihlianching    | Janitor    |
| 10. | Manthianmawi        | Janitor    |
| 11. | Taizakim            | Janitor    |
| 12. | Chiinlianniang      | Janitor    |
| 13. | Niangthianvung      | Janitor    |



## **ROLES AND RESPONSIBILITIES (KEY PERSONNEL)**

### **I. PRINCIPAL**

#### **Position Profile**

- The Principal shall be appointed by the Governing Body on the recommendation of a Selection/Expert Committee constituted for the purpose.
- The Principal shall function directly under the superintendence, direction and support of the Governing Body and submit reports to the same.
- Appointment of the Principal shall be for a term of ten years (or as may be decided by the Governing Body) and he/she shall be eligible for re-appointment by the Governing Body for another term of five years. He/she may, if necessary, be requested to hold the post for a longer period until a suitable candidate is found.
- The qualifications and experience for the purpose of selection of the Principal shall be as laid down by the University Grants Commission.

#### **Responsibilities**

- The Principal is the administrative and academic head of the college, and shall supervise the overall management of the college through the office of the Registrar and the Vice-Principal. He/she shall be the final approving authority on all matters related to the college.
- The Principal shall provide leadership, direction and co-ordination and be responsible for the overall academic and institutional growth of the college. He/she shall, in consultation with the concerned officers, institute administrative supports and committees compatible with the college structures and policies, to allow the college to function effectively by providing adequate support to the academic and research units.
- The Principal shall work closely with the Registrar to ensure that the Act, Statutes, Ordinances, Regulations, Rules, and other orders are issued by the college from time to time, in line with the regulations of concerned authorities. He/she shall keep the Registrar fully informed and advised, and shall continually endeavor to improve the operating effectiveness of the college.
- The Principal shall work closely with the Registrar to ensure that all statutory bodies are formed as per the statutory requirements and in a timely manner. He/she, in consultation with the Registrar, shall monitor, manage, and evaluate the administration of the institution, and chair meetings of the Governing Body, Finance Committee, Board of Management, Academic Council and other statutory bodies as may be conducted from time to time.
- The Principal shall, in consultation with the Board of Management, be responsible for ensuring that all staff and students are aware of the rules, policies and procedures laid down by the college and supervise their enforcement in letter and spirit.
- The Principal shall be responsible for monitoring the various academic activities conducted under the guidance of the Management, and the assistance of the Deans, Directors, Convenors, and Heads of Departments.
- The Principal shall, in consultation with the Finance Committee, manage the college budget, and shall endeavor to diversify the income stream of the college apart from traditional sources.
- The Principal shall lead initiatives across constituent academic units to enhance the experience of staff, students and alumni.

- The Principal shall supervise, approve and encourage the planning and implementation of academic programs such as seminars, workshops, etc., necessary for enhancing the academic competence of the faculty members.
- The Principal shall be responsible for approving the Academic Calendar and Timetable prepared by the concerned authority.
- The Principal shall be responsible for conducting periodical meetings of the management staff and the faculties for effective administration of the college.
- The Principal shall be responsible for overseeing and approving the appointment of HoDs, faculty, non-teaching staff and other posts as identified by Governing Body or Board of Management from time to time.
- The Principal shall be responsible for supervising all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit, and any such other matter related to the administration of the college.
- The Principal shall be responsible for monitoring all the liaisons activities with governmental, corporate/industry and other academic bodies/institutions.
- The Principal shall be responsible for monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, Directors and Coordinators, HoDs, and the various Committees, as may be necessary.
- The Principal shall be responsible for monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and university as and when necessary;
- The Principal shall be responsible for overseeing and supervising the maintenance of the infrastructure of the institution and ensuring the absence of mishandling and misuse or waste of resources. He/she shall be responsible for approving the procurement and purchase of the entire necessary infrastructure like furniture and fittings, lab equipment, library books and any such other requirement for the institution as per the prescribed procedures.
- The Principal shall be responsible for maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.
- The Principal shall be responsible for overseeing the identifying, attracting and recruitment of the right kind of faculty members suitable for the institution, keeping in view the long-term vision and requirements of the institution.
- The Principal shall be responsible for nurturing and facilitating the faculty and giving all the necessary guidance and support to enable them to excel in their respective fields.
- The Principal shall be responsible for focusing on building a respectable image for the institution and guide the staff and student community to do the same.
- The Principal shall be responsible for developing a strong association with industry, research and consultancy establishments, and sign Memorandum of Understandings aimed at improving specific areas of the college.
- The Principal shall set high standards of discipline, commitment, loyalty, integrity and responsibility in the work place for all staff to emulate.
- The Principal, in consultation with the concerned authority, shall be responsible for monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
- The Principal shall inspire all his/her staff towards the achievement of the vision and goals of the college and lead them from the front in an exemplary manner.

- The Principal shall work with the staff at the ground level, understand their challenges and concerns, and initiate interventions to optimize their productivity and motivation.
- The Principal shall be responsible for developing a long term model for the institution and in close association with the Governing Body and Board of Management.
- The Principal shall be responsible for ensuring the establishment of necessary structures, procedures, and policies to facilitate the realization of the vision and mission of the college. He/she shall be responsible for taking steps at regular intervals to facilitate efforts towards realizing the same.
- The Principal shall provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- The Principal shall conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- The Principal shall be responsible for developing the necessary infrastructure for the benefit of the student and faculty members, and aspire towards building a state-of-the-art facilities as manageable within the college funds.
- The Principal shall act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment.
- The Principal shall be responsible for promoting the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and creative and impactful ideas.
- The Principal shall endeavor to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- The Principal shall ensure that all reasonable precautions are taken to safeguard the health and general well-being of all staff and students of the college, and make provisions to ensure that they are adequately trained to make effective any plans necessary for their safety.

## **II. REGISTRAR**

### **Position Profile**

- The Registrar shall be appointed either by the Governing Body or the Principal on the recommendation of a Selection Committee constituted for the purpose.
- The Registrar shall function directly under the superintendence, direction and support of the Principal and submit reports to the same.
- Appointment of the Registrar shall be for a term of five years and he/she shall be eligible for reappointment by the Governing Body or the Principal for another term of five years. Any further reappointment may be decided by the Governing Body and the Principal.
- The qualifications and experience for the purpose of selection of the Registrar shall be as laid down by the University Grants Commission.

### **Responsibilities**

- The Registrar shall directly assist the Principal in translating the College vision and mission into actionable and achievable plans.
- The Registrar shall be the Chief Administrative Officer looking after the overall administration and academic affairs of the college.
- The Registrar shall maintain a Service Register of all employees of the college which includes all their service details, including their date of appointment, their performance appraisals and evaluation reports, their allowances and increments, promotions, disciplinary actions, their leave history etc., and discuss any discrepancies with the Principal for necessary action, from time to time.
- The Registrar shall work collaboratively with all staff of the college to ensure the effective administration and management of the college, as per the rules and regulations laid out by the University Grants Commission (UGC) and the Ministry of Education (MoE).
- The Registrar shall endeavor to develop a system or structure for conscious, consistent and catalytic action to improve the academic and administrative performance of the college.
- The Registrar shall directly supervise and work closely with the Academic Dean, Dean of Students' Welfare, and Internal Quality Assurance Cell towards the effective fulfillment of their respective roles.
- The Registrar shall act as secretary of the Governing Body, Academic Council and such other Statutory and Non-Statutory authorities, Cells and Committees as may be relevant.
- The Registrar shall conduct the official correspondence of the Governing Body, Academic Council and of any other such committees/cells that directly relates to the Principal's office. The Registrar shall be the member-secretary in all such committees/cells.
- The Registrar shall convene the meetings of all the college authorities by informing venue, date and time of the meeting to the members and related persons as directed by the Principal, and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to highlight the minutes of the previous meeting and to communicate the agenda of the proposed meeting in advance.
- The Registrar may be authorized by the Chairman of the Governing Body or the Principal to participate in some other committees, internally or externally, either as a Chairman or member. He/she will keep the minutes of such meetings and represent the college on behalf of the Principal.

- The Registrar shall be the custodian of the records, the common seal and such other property of the college as the Governing Body may commit to his/her charge. It shall also authenticate all documents on behalf of the college, as and when necessary.
- The Registrar shall have the authority to enter into agreements, sign documents and authenticate records on behalf of the college.
- The Registrar shall prepare and update the Handbook of the Statutes, Service Rules and Regulations from time to time, and make them available to all the respective members of the authorities and officers of the college.
- The Registrar, in consultation with the Principal and Academic Dean, shall develop job descriptions for all faculty and staff by emphasizing knowledge, skills, values, and commitment.
- The Registrar shall develop a clear Human Resource (HR) Policy that will guide all recruitments in the college. For academic positions, it shall work closely with the Governing Body and the Academic Dean in constituting a Selection/Recruitment Committee, and ensure the guidelines of the HR policy are followed diligently.
- The Registrar shall also be responsible for setting and maintaining the overall standard for the employees of the college, as well as the student community. It shall offer exemplary leadership and help ensure collaborative coordination and understanding amongst Departments, Cells, Committees and Clubs.
- The Registrar shall foster a congenial working atmosphere and nurture space for harmonious coexistence of diverse and critical points of view among colleagues, and facilitate their interdisciplinary learning, interaction and growth.
- The Registrar shall receive complaints and suggestions with regard to the improvement of administrative and academic affairs, and consider them for appropriate action.
- The Registrar shall be responsible for developing and enforcing the code of conduct, service rules, procedures and policies for all staff, to ensure the efficient administration of the college in accordance with the rules and policies.
- The Registrar, in consultation with the Principal and the Governing Body, shall be the appointing and the disciplinary authority of the employees of the college other than the Vice-Principal, and other such officers holding posts equivalent thereto or above.
- The Registrar, in consultation with the Principal, shall have the authority to constitute and initiate internal inquiries against teaching and non-teaching employees based on reports and complaints received formally from a committee concerned. If the act is of gross indiscipline or otherwise misconduct, and if serious action is warranted, the matter shall be reported to the Governing Body in writing along with the charges labelled and detailed proceedings and findings of the Enquiry Officer, for their decisive action.
- The Registrar shall also be responsible for continually strengthening the vision, mission and objectives of the college and work meticulously towards its realization.

### **III. VICE-PRINCIPAL**

#### **Position Profile**

- The Vice-Principal shall be appointed either by the Governing Body or the Principal on the recommendation of a Selection Committee constituted for the purpose.
- The Vice-Principal shall function directly under the superintendence, direction and support of the Principal and submit reports to the same.
- Appointment of the Vice-Principal shall be for a term of five years and he/she shall be eligible for re-appointment by the Governing Body or the Principal for another term of five years. Any further appointment may be decided by the Governing Body and the Principal.
- The qualifications and experience for the purpose of selection of the Vice-Principal shall be as laid down by the University Grants Commission.

#### **Responsibilities**

- The Vice-Principal shall, in the absence of the Principal, assume the role of Acting Principal, upon request by the Principal.
- The Vice-Principal shall, in the absence of the Principal, have the authority to sign and execute documents at the order of the Governing Body.
- The Vice-Principal shall directly supervise and work closely with the Controller of Examinations and the Office Manager towards the effective fulfillment of their respective roles.
- The Vice-Principal shall be the Chief Brand Ambassador of the college and shall serve as the Public Relations and Liaison Officer for all matters relating to media communications, partnerships and collaborations with external organizations, institutes, commissions and governments.
- The Vice-Principal, in consultation with the Principal, shall be in charge of all communications with the Parent University (Manipur University) relating all affiliation issues.
- The Vice-Principal shall also be responsible for all communications as a Liaison Officer with the University Grants Commission and the State and Central Government.
- The Vice-Principal shall be the point of communication for all external collaborations, and shall, along with the Principal, be the signatory authority for all Memorandum of Understandings (MoUs) such as those with KSU (King Sejong University), UBA (Unnat Bharat Abhiyan), NESEED etc.
- The Vice-Principal shall serve as the Liaison Officer for Tata Consultancy Services (TCS), APTECH, AICTE etc.
- The Vice-Principal shall identify, develop and negotiate mutually beneficial strategic partnerships and collaborations that connects the college with the community, and shall advise the specific departments (Head) and/or Cells (Director/Coordinators) from time to time on opportunities for collaborations, as and when it arises.
- The Vice-Principal shall represent the college at meetings convened by the District Administration, Social Welfare Department, Minority Welfare Department, or other Government Departments/Bodies on matters relating to scholarship, election duties, conduct of examinations, NSS, Swachh Bharat etc.
- The Vice-Principal shall work closely with the Controller of Examinations and serve as the superintendent or Officer-in-Charge whenever the college is used as an Examination Center

for all external examinations such as NEET (UG & PG), NET, SSC, Banking, NDA, CAPF, CDS, AFCAT etc.

- The Vice-Principal shall be the Officer-In-Charge of all Parent University related examinations concerning Rayburn College and its students, and shall be responsible for obtaining marksheets and degrees of previous non-autonomous students of Rayburn College.
- The Vice-Principal shall be responsible for all resource mobilization (funding) initiatives, including those from University Grants Commission (Autonomous), Higher Education Grants Committee (HEGC) and Corporate Social Responsibility (CSR) from Industries, Government Agencies and Northeast Council, and other relevant organizations.
- The Vice-Principal shall keep himself/herself informed and updated about the available UGC and government grants and regulations, and the changing policies and programs, and take all measures to apply for said grants within the stipulated timeline/deadline.
- The Vice-Principal, in consultation with the Registrar, shall also undertake all activities concerning NCTE applications and communications.
- The Vice-Principal, in consultation with the Registrar, shall maintain Ordinances, Statutes, other circulars from Govt., DHE, and other organizations.
- The Vice-Principal shall assist in the conducting of academic and administrative audit related work.
- The Vice-Principal shall foster and enable a culture of respect for differences and harmonious working environment among all teaching and non-teaching staff, as well as the student community.
- The Vice-Principal shall identify and develop strategic opportunities, and assess and articulate how decisions and choices may advance the vision and mission of the college, and work towards its realization.
- The Vice-Principal shall be responsible for answering in the Court of Laws in legal proceedings against the college or any of its officers which relates to discharge of official duties in the college.
- The Vice-Principal shall co-ordinate response to legal notices, filing of petitions and liaison with advocates representing the college.
- The Vice-Principal shall report to the Principal annually on the achievement of approved work plans for units within the portfolio.
- The Vice-Principal shall perform any other duties as assigned and worked out in mutual agreement with the Principal.

#### **IV. ACADEMIC DEAN**

##### **Position Profile**

- The Academic Dean (AD) shall be appointed either by the Governing Body or the Principal on the recommendation of a Selection Committee constituted for the purpose.
- The AD shall function directly under the superintendence, direction and support of the Registrar and submit reports to the same.
- Appointment of the AD shall be for a term of three years and he/she shall be eligible for reappointment by the Principal for another term of two years. Any further reappointment may be decided by the Governing Body and the Principal.
- The qualifications and experience for the purpose of selection of the AD shall be as laid down by the University Grants Commission.

##### **Responsibilities**

- The AD shall serve as the head of the Admissions Committee, Research and Development Cell, Skill Development and Placement Cell, Library, and the Heads of Departments, and shall monitor each of their activities closely, and provide supervision, leadership and intervention, as and when necessary.
- The AD shall be responsible for disseminating information pertaining to all academics matters and shall issue necessary Memoranda/Orders/Notices for the same.
- The AD shall serve as the liaison between the Heads of Departments, Board of Studies and the Academic Council.
- The AD shall appraise the Academic Council periodically on matters relating to academics and faculty affairs and undertake any duty assigned to it by the Registrar, the Principal or the Governing Body on academic matters.
- The AD shall receive recommendations from the Board of Studies (BoS) on academic matters and acquire approval from the Academic Council.
- The AD shall arrange the Board of Studies (BoS) meetings before each semester. It shall receive the suggestions of the BoS, process the files, place them before the Academic Council for their approval, and communicate the resolutions to the concerned departments, within a stipulated time-frame.
- The AD shall be the implementing authority for the decisions taken by the Academic Council on academic matters. It shall also advise the Council on academic matters, as and when necessary.
- The AD shall make recommendations on academic matters that are referred to it by concerned committees for consideration and approval of the Academic Council.
- The AD shall work closely with the Heads of Departments and prepare the Academic Calendar for the year, and co-ordinate the Time Table of each department.
- The AD shall decide the number of sections and batches for each department after due consultation with the Heads of Departments. No further increase shall be admissible without the knowledge and approval of the AD.
- The AD shall nominate members to form the Admissions Committee and task them to understand both UG and PG admission process, under his/her supervision.



- The AD shall, in consultation with the Registrar, constitute the Faculty Performance Evaluation Committee and evaluate the academic performance of both faculty and students periodically.
- The AD shall appoint selected faculty members to supervise the setting up and coordination of all Academic Bank of Credits related issues.
- The AD shall, in consultation with the Registrar, ensure the adherence of academic rules, policies and service rules by all teaching faculty.
- The AD shall ensure the regular and effective conduct of classes by the teaching faculty, and may request the Registrar to audit any classes as and when necessary.
- The AD shall ensure teaching workload is shared equitably amongst the faculty (keeping in consideration any research activity taken by the faculties), and collect and prepare feedback from the students on the teaching and evaluation system by faculties, as and when necessary.
- The AD shall supervise the development of the departmental over-all evaluation and grading system and help ensure full transparency in its implementation.
- The AD shall prepare a semester-wise faculty appraisal report, and an annual review of their performances and feedback of courses taught, and submit the same to the Registrar and Principal for evaluation and necessary action.
- The AD shall be in charge of authorizing the introduction of new academic programmes, including certificate and diploma courses, value added courses, ability enhancement compulsory courses, skill enhancement courses, upgradation of existing programme structure, redesigning course content, after due consultation with the Board of Studies and acknowledgement of the Academic Council.
- The AD shall look after the academic regulations relating to all courses of study offered, and lead the process of curriculum and pedagogy review, and offer intervention, support and mentorship to faculty as and when necessary.
- The AD shall oversee the integration of technology in teaching and learning, ensuring the effective use of educational technology and online learning platforms, and that faculty and students are adequately trained in the use of new technologies.
- The AD shall ensure that the curricula is understood by everyone including the students and visiting faculties.
- The AD shall apply, obtain and maintain necessary accreditation of courses from appropriate statutory and non-statutory organizations, by working in consultation with the Registrar.
- The AD shall maintain the attendance and leave records of all teaching staff.
- The AD shall receive, process and maintain all records related to the undergraduate and postgraduate programmes including curricula, courses offered, time table, registration, leave, examinations, grades, and unfair means etc.
- The AD shall work closely with the Controller of Examinations and issue all Grade Sheets/ Degree Certificates/ Bonafide Certificate, Transcripts, Verification etc. within the stipulated time-line.
- The AD shall be responsible for dealing with matters pertaining to the organization of any academic meetings or committee meetings, and issue notices and information for the same.
- The AD shall also serve as the supervisory head of any committee that is tasked with the responsibility of organizing yearly academic events such as convocation etc. and ensure its successful implementation.
- The AD shall prepare a yearly budget proposal for all academic activities and submit the same to the Registrar and Principal for consideration.

- The AD shall also take responsibility for preparing the departmental budget in consultation with the Heads of Departments-Directors-Coordination and other stakeholders of the faculty concerned, and grant approval after consultation with the Academic Council.
- The AD shall advertise any/all teaching-post vacancy notices and facilitate the appointment/recruitment of new faculty members by constituting the Recruitment/Selection Committee in consultation with the Registrar, Principal and the Governing Body.
- The AD shall elevate the visibility and standing of the faculty and its programs at appropriate international, national and regional forums, and help establish networks with other reputed universities and colleges.

## V. CONTROLLER OF EXAMINATIONS

### **Position Profile**

- The Controller of Examinations (CoE), shall be appointed by the Principal on the recommendation of a Selection Committee constituted for the purpose.
- The CoE shall function directly under the superintendence, direction and support of the Vice-Principal and submit reports to the same. It shall also work in close consultation with the Academic Dean.
- Appointment of the CoE shall be for a term of three years and he/she shall be eligible for reappointment by the Principal for another term of two years. Any further reappointment may be decided by the Governing Body and the Principal.
- The qualifications and experience for the purpose of selection of the CoE shall be as laid down by the University Grants Commission.

### **Responsibilities**

- The CoE shall constitute the Examinations and Evaluation Committee, and also coordinate the Result Review Committee, in consultation with the Vice-Principal. The Examinations and Evaluation Committee shall be the final authority that evaluates, revises and approves all examination related matters.
- The CoE shall be in charge of setting the Examination Schedule and conducting all internal and end-semester examinations scrupulously.
- The CoE shall develop the Examination Ordinance for both undergraduate and postgraduate studies and submit the same to the concerned authorities for feedback and approval.
- The CoE shall coordinate with the respective Heads of Departments and ensure the receipt of all question paper sets and schemes of evaluation for all internal and end-semester examinations, and submit the same to the Academic Dean for evaluation and approval.
- The CoE shall, in consultation with the Vice-Principal, appoint examiners for all internal and external examinations and undertake any necessary orientations.
- The CoE shall work under the supervision of the Vice-Principal for the implementation of all external examinations conducted in the college, such as NEET (UG & PG), NET, SSC, Banking, NDA, CAPF, CDS, AFCAT etc.
- The CoE shall coordinate with the Academic Dean to receive and document the details of the fresh batch of students.
- The CoE shall receive the filled-in examination application forms from the students, and send notices and reminders, as and when necessary.
- The CoE shall circulate the schedule of internal and end-semester examinations for all programs and display the same on the notice boards.
- The CoE shall, in consultation with the Academic Dean and Dean of Students' Welfare, introduce fines for students who do not meet the minimum attendance requirement to appear for an examination.
- The CoE shall prepare the list of candidates and the courses for which they are appearing examinations for before any examination.
- The CoE shall arrange for the issue of examination hall tickets, and disseminate the necessary information wherever necessary.

- The CoE shall receive the internal marks (finalized) and the attendance of each section of students from the respective Heads of Departments to be included in the Grade Sheets/ Mark Sheets.
- The CoE shall receive the Mark Statements and the Consolidated Mark Statements of all the students, and prepare them for the final Mark Sheet.
- The CoE, in consultation with the Vice-Principal, shall monitor the conduct of examinations and ensure that no malpractices are resorted to during the internal and external examinations.
- The CoE shall inform examiners for the spot valuation of answer scripts.
- The CoE shall conduct advanced supplementary examinations for outgoing students after the publication of final year results.
- The CoE shall forward the applications of students for the recounting and revaluation of answer scripts, as the case may be.
- The CoE shall arrange the Marksheets, Provisional Certificates and Degree Certificates of the graduated students to be handed out by the principal, either in Convocations or as and when necessary.
- The CoE shall conduct result analysis and provides the same to each Heads of Departments, Academic Dean, Registrar and Vice-Principal.
- The CoE shall keep in safe custody all examination related records to be made available as and when required.
- The CoE shall undertake any other task related to examinations, which may be assigned by the Principal from time-to-time.

## **VI. DEAN OF STUDENTS' WELFARE**

### **Position Profile**

- The Dean of Students' Welfare (DoSW) shall be appointed either by the Governing Body or the Principal on the recommendation of a Selection Committee constituted for the purpose.
- The DoSW shall function directly under the superintendence, direction and support of the Registrar and submit reports to the same.
- Appointment of the DoSW shall be for a term of three years and he/she shall be eligible for reappointment by the Principal for another term of two years. Any further reappointment may be decided by the Governing Body and the Principal.
- The qualifications and experience for the purpose of selection of the DoSW shall be as laid down by the University Grants Commission.

### **Responsibilities**

- The DoSW shall be the liaison between college administrative heads and the students, and shall serve as the supervisory head of all student support services and student committees and clubs constituted.
- The DoSW shall issue relevant notices and communications concerning students' development and welfare and other student-related information, and also put them on the notice boards.
- The DoSW shall be a member of all students' welfare related committees, and shall assist in convening the meetings of said committees, and oversee their activities in a supervisory role.
- The DoSW shall look after the general welfare of the students outside the classroom and contribute to the growth and development of their character and personality. The DoSW shall endeavor to promote understanding among the students and foster a fuller realization of their potential through fruitful intellectual, social, cultural and corporate interactions and engagements.
- The DoSW, in collaboration with the concerned committees and cells, shall ensure special arrangements are provided to women and differently-abled students, as the need may be.
- The DoSW shall communicate with the parents/guardians of the students in respect of any matter requiring assistance and co-operation of the parents/guardians.
- The DoSW, in consultation with the Heads of Departments, shall maintain an attendance register for each student from the date of his/her enrolment in the college, and shall submit the same to the Academic Dean.
- The DoSW shall promote and encourage cultural, social and literacy activities by collaborating with concerned departments/cells/clubs with a view to fostering healthy and holistic learning for the student community.
- The DoSW, in collaboration with the college Counsellor, shall direct student's guidance and counseling and act as a chief mentor for the students in the campus.
- The DoSW shall receive the grievances of students, such as the facilities available to them in the libraries, sports centers, common rooms and other student facilities, teacher conduct and relations, and any other student-related grievances, and bring them to the concerned authority.
- The DoSW shall promote holistic development through the encouragement of extra-curricular activities including cultural and physical education programs such as sports, debates, cultural competitions, exhibitions and other student related extra-curricular activities.

- The DoSW, in collaboration with the Heads of Departments, shall be in charge of overseeing students' educational tours and excursions, other than those prescribed as part of curriculum.
- The DoSW shall be responsible for campus discipline of the students and deal with all matters pertaining to discipline among the students as per the Code of Conduct guidelines.
- The DoSW shall work closely with the Anti-Ragging Committee to ensure ragging free campus for the students.
- The DoSW shall intervene in the students' affairs in so far as they have a bearing on the campus culture, discipline and decorum.
- The DoSW shall advise various departments on the cultural differences of the students' and their upbringing, so as to deal with the students in a more empathetic and sensitive manner.
- The DoSW shall monitor the progress of the students in academics as well as their all-round development, and raise any concerns to both the Academic Dean and the Registrar.
- The DoSW shall assist in the constitution of student-related committees such as Canteen Committee, Extra-Curricular Activities Committee, Student Societies or Clubs, etc. and supervise their activities.
- The DoSW shall provide suggestions on the improvement of infrastructure facilities, hostel, transport etc. to the administrative heads concerned.
- The DoSW shall be in charge of constituting an Extra-Curricular Activities Committee and supervise the conducting of all major student events like youth festivals, sports festivals, and inter-college competitions etc.
- The DoSW shall undertake any other responsibility that the Registrar or Principal may assign from time to time relating to student's development and welfare.

## **VII. INTERNAL QUALITY ASSURANCE CELL**

### **Position Profile**

- The Director/Coordinator of the Internal Quality Assurance Cell (IQAC) shall be appointed by the Governing Body or the Principal on the recommendation of the Registrar.
- The IQAC shall function directly under the superintendence, direction and support of the Registrar and submit periodic reports to the same.
- Appointment of the Director/Coordinator of the IQAC shall be for a term of five years (one NAAC cycle) and will be based on expertise and/or qualification for the specified tasks and responsibilities and leadership quality. Any further reappointment may be decided by the Governing Body and/or the Principal, on the recommendation of the Registrar.
- The qualifications and experience for the purpose of selection of the Director/Coordinator for IQAC shall be as laid down by the University Grants Commission.

### **Responsibilities**

- The Director IQAC, in consultation with the Registrar, shall be responsible for initiating, planning and supervising various activities that are necessary to increase the quality of education imparted and research undertaken in the college.
- The Director of the IQAC, under the supervision of the Vice-Principal, shall serve as the liaison officer for all communications with NAAC and other external review or evaluation bodies, and represent the college as and when necessary.
- The Director of the IQAC shall be responsible for dissemination of information on various quality parameters (such as new metrics and responsibilities etc.) as and when they are updated to all stakeholders concerned.
- The Director of the IQAC shall work closely with the System Administrator and be responsible for the development and maintenance of institutional database through Management Information System (MIS) for the purpose of maintaining and enhancing institutional quality.
- The Director of the IQAC shall be responsible for the proper documentation (writing reports, filing, binding etc.) of all academic activities in the college, to be made available for any internal and external review process.
- The Director of the IQAC shall work closely with all the departments and cells of the college and assist in the coordination and documentation of their activities in the capacity of a Nodal Officer, and suggest improvements, if any.
- The IQAC shall be responsible for the preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC, to be submitted to NAAC, after thorough proofreading.
- The IQAC shall be responsible for periodical conduct of academic and administrative audits along with their follow-up activities.
- The IQAC shall be responsible for introducing necessary steps and measures to improve the NIRF ranking of the college as well as its NAAC accreditation.
- The IQAC shall suggest measures for institutional quality enhancement through internalization of quality culture and institutionalization of best practices.
- The IQAC shall be responsible for development and application of quality benchmarks for various academic and administrative activities of the college.

- The IQAC shall be responsible for the adoption of relevant and quality academic and research initiatives.
- The IQAC shall evolve plans for ensuring equitable access to and affordability of academic programmes for various sections of the society, and present the plan to the Registrar and Principal for assessment and approval.
- The IQAC shall evolve mechanisms and procedures for optimization and integration of modern methods of teaching and learning, in consultation with the Heads of Departments.
- The IQAC shall evolve mechanisms and procedures for ensuring credible assessment and evaluation processes, in consultation with the Heads of Departments.
- The IQAC shall evolve mechanisms and procedures for ensuring the proper allocation, adequacy and maintenance of support structure and services.
- The IQAC shall evolve mechanisms and procedures for sharing of research resources and networking with other institutions in India and abroad, and work closely with the Research and Development Cell towards its fulfillment.
- The IQAC shall be responsible for facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.
- The IQAC shall be responsible for collection and analysis of feedback from all the stakeholders, including students and parents, on quality-related institutional processes.
- The IQAC shall be responsible for the organization of intra and inter institutional workshops and seminars on quality-related themes and promotion of quality circles. It shall work collaboratively with each of the cells and departments.
- The IQAC shall perform any other duties as may be assigned by the Registrar and/or the Principal, relating to the improvement of the overall standard in the college.



## **VIII. OFFICE MANAGER**

### **Position Profile**

- The Office Manager (OM), shall be appointed by the Principal on the recommendation of a Selection Committee constituted for the purpose.
- The OM shall function directly under the superintendence, direction and support of the Vice-Principal and/or Principal and submit reports to the same.
- Appointment of the OM shall be for a term of five years and he/she shall be eligible for reappointment by the Principal for another term of five years. Any further reappointment may be decided by the Governing Body and/or the Principal.
- The qualifications and experience for the purpose of selection of the OM shall be as laid down by the University Grants Commission.

### **Responsibilities**

- The OM shall serve as the head of all non-teaching staff (ministerial staff) and shall directly supervise all administrative functions undertaken by the same and delegate responsibilities.
- The OM shall oversee the day-to-day administrative functions of the college, and assist in the development of policies, procedures, and systems which ensure productive and efficient operations for the ministerial staff.
- The OM, along with the Registrar, shall act as the custodian of the college property records, manage the filing, storage and security of documents.
- The OM shall assist the Registrar and/or Principal in the preparation of contract agreement/document for canteen operations, security services, general maintenance, supply of private vehicles by travel agencies etc., as required.
- The OM shall assist in ensuring campus security and safety of personnel through administering the agreement with security service providers, monitoring the work of security staff, enforcing the terms of agreements, and compliance with the instructions issued by the college from time to time.
- The OM shall oversee the functions of caretaker and support staff, responsible for care and upkeep of buildings grounds, offices etc.
- The OM shall monitor CCTV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly report such incidents to Registrar, Principal, and Governing Body, and to Police, with due approvals.
- The OM shall work closely with the System Administrator and identify training needs of the office staff, and organize staff development programmes, as may be necessary.
- The OM shall suggest the recruitment of additional ministerial, contingency staff, and other assistants to the Vice-Principal or Principal, as the need arise.
- The OM, in consultation with the Principal, shall carry out shuffling of ministerial and contingency staff across departments/sections/institutions, whenever necessary, following proper procedures.
- The OM shall prepare capital and operating budgets for the Administration Department, exercise budgetary control so as to regulate expenditure to the levels of provision in the approved budget.
- The OM shall, in consultation with the Finance Committee, constitute and chair the Purchase Committee, and shall monitor and supervise all administrative related expenses.

- The OM shall keep an inventory of all office equipment and furniture, assign unique asset numbers, and co-ordinate annual verification of the assets.
- The OM shall convene meeting of Ministerial Staff atleast once in 3 months, and act on the problems, if any, with promptness and forward a copy of the minutes to the Principal and Registrar.
- The OM shall be responsible for any other functions assigned by the Vice-Principal or Principal on administrative responsibilities from time to time.

## **IX. HEADS OF DEPARTMENTS**

### **Position Profile**

- The Heads of Departments (HoD) concerned shall be appointed by the Academic Dean in consultation with the concerned department.
- The HoD shall function directly under the superintendence, direction and support of the Academic Dean and submit reports to the same.
- Appointment of the HoD shall be for a term of five years (preferably one NAAC cycle) on a rotation basis. The rotation will be based on seniority i.e., either the number of service experience with the college or the level of qualification.
- The minimum criteria for such appointment will be the successful completion of NET Exam or the holding of a PhD degree.

### **Responsibilities**

- The HoD shall be a member of the Academic Council and shall be responsible for actively contributing towards collective decisions taken by the Council, particularly on matters relating to his/her department. It shall also be responsible for fulfilling the responsibilities assigned by the Chairman of the Academic Council.
- The HoD shall serve as the Chairperson or as a member of the Board of Studies Committee to discuss syllabi for the courses offered, suggest methodologies for innovative teaching and evaluation techniques, propose panel of names for appointment as examiners, and coordinate research, teaching, extension, and other academic activities in their respective departments, subject to the approval of the Academic Council.
- The HoD shall be the head of all departmental activities, and shall be responsible for the overall planning, monitoring and control of the academic system related to his/her department.
- The HoD shall conduct and convene departmental meetings for academic development at least twice every semester – one before the commencement of the semester and one at the conclusion of the semester. It shall also conduct monthly review meetings with all departmental faculties to foster communication and collaboration within the department concerned.
- The HoD shall prepare the departments' operational, maintenance and development budgets for approval by the Academic Dean in consultation with the Registrar and/or Principal.
- The HoD shall submit the performance appraisals of each faculty in his/her department to the Academic Dean at the end of every semester. It shall also submit a departmental annual report to the same.
- The HoD shall be responsible for preparation of teaching schedules and distribution of equitable workloads for all faculty members of the department.
- The HoD shall assign fellow departmental faculties any work regarding administration, academic development, maintenance and up keep, examinations, inter disciplinary works, consultancy, counseling of students, interaction with industry, participation in community services, research and project works and any other work, as and when required by the department.
- The HoD shall nominate members for the Library Development Committee and make suitable recommendations for journals, textbooks, and reference books with the help of other senior faculty members.

- The HoD shall oversee all the course work, laboratory work, project work, dissertation work, assignments and internal examinations, and ensure that the department maintains all the records properly.
- The HoD shall curate a semester-wise reading list for the students, and shall be responsible for the preparation of lesson plans and course work schedules for each course and each faculty. It shall provide course details and any other relevant information to the Website Management Committee to be posted in the college website.
- The HoD shall be responsible for the counseling of students on academic matters, and handle all disciplinary problems within the department. It may refer extreme cases to the Disciplinary Committee, as and when necessary.
- The HoD shall monitor the overall behavior and discipline of the faculty, staff and students. The HoD may address any complaint relating to faculty performance and code of conduct, and shall inform relevant committees and the Academic Dean.
- The HoD shall oversee the conduct of extra and co-curricular activities of the department.
- The HoD shall invite guest and visiting faculties for lecturers, seminars, workshops, and projects in the department. It shall work closely with the concerned cells of the college for academic and research activities undertaken by said cells.
- The HoD shall be a member of the Selection/Recruitment Committee and shall be responsible for making proposals for recruitment of new faculty members to the Academic Dean.
- The HoD shall make recommendations for student and faculty development, and initiate measures for the same.
- The HoD shall motivate students and inculcate a career-oriented mindset as well as an interdisciplinary holistic approach to education and professional and personal growth, and reflect that in the teaching and curriculum.
- The HoD shall communicate low class attendance and participation to the concerned parents with the help of Class Advisors, and may arrange meetings with said parents and the Academic Dean, if deemed necessary.
- The HoD shall arrange special classes if necessary for the benefit of below average students, and help ensure the growth and development of each student.
- The HoD shall verify the student attendance registers maintained by the staff members once a week and submit to the Dean of Students' Welfare on a monthly basis.
- The HoD shall perform any activity related to departmental and academic matters as may be assigned by the Academic Dean and/or the Registrar, from time to time.

## **X. LIBRARIAN**

### **Position Profile**

- The Librarian shall be appointed by the Principal on the recommendation of the Registrar and/or the Academic Dean.
- The Librarian shall function directly under the superintendence, direction and support of the Academic Dean.
- Appointment of the Librarian shall be for a term of five years and he/she shall be eligible for reappointment by the Principal for another term of two years, upon recommendation by the Academic Dean.
- The qualifications and experience for the purpose of selection of the Librarian shall be as laid down by the University Grants Commission.

### **Responsibilities**

- The Librarian shall ensure the availability of a comprehensive collection of research and academic resources for the benefit of the learning community, including the faculty and the students.
- The Librarian shall ensure the availability of quality resources and reading spaces to students to support their learning at all times.
- The Librarian shall ensure that there is sufficient learning space and resources to cater to the varied learning requirements of the college students and staff.
- The Librarian shall develop or design various policies regarding Library usage, and introduce different information dissemination services related to the learning resources.
- The Librarian shall be responsible for constituting the Library Development Committee and shall convene its meetings regularly as Secretary.
- The Librarian shall ensure timely and quality support is provided to the college' teaching and training staff to ensure quality programme development and reviews, and complete resource basis for effective delivery of programmes.
- The Librarian shall collect reading lists from each Heads of Departments concerned before every semester, and be responsible for acquiring the available resources well in advance.
- The Librarian shall be in charge of acquiring hardcopy, digital and electronic collection of resources, and shall provide easy access to the staff and students.
- The Librarian shall conduct periodic information literacy training programs and offer presentation on how to navigate the Library website and access its resources as part of an orientation program for all incoming students and new faculty.
- The Librarian shall be responsible for developing a budget and plan for necessary acquisition of resources and shall submit the same to the Registrar through the Academic Dean.
- The Librarian shall contribute effectively towards the development of Certificate and Diploma programs in Library and Information Sciences.
- The Librarian shall assist in the advancement of the research and publication mission of the college by supporting researchers with full guidance to research resources globally, regionally and nationally, as well as in dissemination of research output.
- The Librarian shall develop a vision to ensure that the college is well prepared to remain effective in the evolving global trends in higher education and skills development.

- The Librarian shall work closely with national institutions dealing with learning and research resources (libraries, archives) and school libraries, and build relationships with other librarians from reputed education institutes towards resource sharing and collaborative learning.
- The Librarian shall work closely with local collectors and personal libraries to explore the opportunity to access endangered archives and specialized collections.
- The Librarian shall be involved in the college's scholarly life and form relationships with students, staff, and faculty at undergraduate and postgraduate levels, as well as the research community, and be involved in contributing to the scholarly activities of the college.
- The Librarian shall participate in the maintenance of a safe and healthy learning environment and take all measures to preserve the sanctity of the Library.
- The Librarian shall keep itself up to date with the latest discussions and discourses on archiving, collection and preservation of resources, and other related information, and shall endeavor to make the classical and latest publications available in the Library.
- The Librarian shall innovate creative ways of acquiring both old and new collections and published books from established libraries and authors to expand the college's collections.
- The Librarian shall host academic events such as conversations with authors, interactive sessions, book reading sessions etc. to inculcate a curiosity and love for reading amongst students.

# COURSES

## I. PROGRAMMES OFFERED

Rayburn College currently offers the following twenty multi-disciplinary programmes nestled under the School of Humanities, Social Sciences, Human and Environmental Sciences, Commerce and Mathematics, Physical and Life Sciences as follows:

### BACHELORS

1. B.A. (H) ENGLISH
2. B.A. (H) HISTORY
3. B.A. (H) GEOGRAPHY
4. B.A (H) PSYCHOLOGY
5. B.A (H) SOCIOLOGY
6. B.A. (H) POLITICAL SCIENCE
7. B.COM (H)
8. B.A (H) ECONOMICS
9. B.SC. (H) BOTANY
10. B.SC. (H) CHEMISTRY
11. B.SC. (H) PHYSICS
12. B.SC. (H) MATHEMATICS
13. B.SC. (H) ZOOLOGY

### MASTERS

1. M.A. (H) ENGLISH
2. M.A. (H) HISTORY
3. M.A. (H) GEOGRAPHY
4. M.A. (H) PSYCHOLOGY
5. M.A. (H) SOCIOLOGY
6. M.A. (H) POLITICAL SCIENCE
7. M. COM (H)

The medium of instruction for all courses in the college other than language-based course (MIL) shall be English.

1. **Core Course:** A core course is a compulsory course studied by a student as a programme in a core requirement to complete the requirement of said discipline/subject of study. Each of the core course contains two components: Theory and Practical/Tutorial. Theory paper having practical carry 4 credits, out of which practical carry 2 credits. Theory paper having tutorial carry 5 credits out of which tutorial carry 1 credit.
2. **Elective Course:** An elective course is a course which can be chosen from a pool of courses which may vary (specific, specialized, advanced, supportive) based on the discipline/subject of study, or which provides an extended scope, or enable an exposure to some other discipline/subject/domain and nurture the candidate's proficiency/skill in a multidisciplinary manner.
  - a. **Discipline Specific Elective (DSE) Course:** Elective courses offered by the main discipline/subject of study are referred to as Discipline Specific Elective Courses. This course helps advance the knowledge and skill in a core domain. Each of the DSE course contains

two components: Theory and Practical/Tutorial. Theory paper having practical carry 4 credits, out of which practical carry 2 credits. Theory paper having tutorial carry 6 credits.

- b. Dissertation/Project/Internship:** An elective course designed to acquire special/advanced knowledge is termed as dissertation/project. This is a special course involving the application of knowledge in solving/analyzing real life challenges/problems. Dissertation/Project Work/Internship is optional and may be offered in lieu of a discipline specific elective paper in the 8<sup>th</sup> semester.
  - c. Generic Elective Course (GEC):** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek a wide exposure is called Generic Elective Course. A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective Course. Each of the GEC Courses contains two components: Theory and Practical/Tutorial. Theory paper having practical carry 4 credits, out of which practical carry 2 credits. Theory paper 1 carry 6 credits.
- 3. Ability Enhancement Course:** The Ability Enhancement Course may be of two kinds: Ability Enhancement Compulsory Course (AECC) and Skill Enhancement Course (SEC).
- a. AECC are courses whose content is designed primarily for knowledge enhancement in a particular thematic or area of study. The two AECC courses offered presently are: (i) Basic Spoken Hindi and (ii) Environmental Studies. These are mandatory for all disciplines.
  - b. SEC are value-based and/or skill-based courses and are aimed at providing hands-on-training, competencies, skills, etc. These may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. Each of the AECC and SEC courses carry 4 credits.
- 4. Value Addition Course (VAC):** VAC are courses that are designed to help develop the full potential and capabilities of human beings - intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. It includes subjects like Special Education, Yoga, Research Methodology, Critical Thinking, Sports, Health Care, Ethics, Culture, etc. VAC courses may be chosen from a pool of courses. Each VAC course carry 2 credits.

## **II. DIPLOMA AND CERTIFICATE COURSES**

The college offers various specialized diploma and certificate courses to equip and empower students in a holistic manner and help them bridge the gap between education, industry and societal requirements. Students may select from and attend the following certification courses during their study in the college.

- i. Employability Training in collaboration with Tata Consultancy Services (TCS).
- ii. Computer and Information Technology Skills in collaboration with National Institute of Electronics and Information Technology (NIELIT).
- iii. Skill Development Courses in collaboration with NESEED Foundation, Manipur.
- iv. Korean Language Course in collaboration with King Sejong Institute, Imphal.
- v. New Age, Futuristic and Industry Demand linked Media Courses in collaboration with Bharat Ekam Sustainable Development Foundation and Ministry of Culture, Government of India.
- vi. Research Methodology Courses in collaboration with Indo-Myanmar Borderland Institute.
- vii. Border Studies Course in collaboration with Jindal Global University and Manchester University.



# ADMISSIONS

## I. ADMISSION PROCEDURE FOR UNDERGRADUATE PROGRAMMES

- Application forms can be obtained online or in person from the front desk counter in the college.
- The application process commences from May 13<sup>th</sup> until May 31<sup>st</sup> every year, unless otherwise noticed.
  - i. Pay the application fee and save a copy of the payment receipt, which will be required for uploading during the application process.
  - ii. Fill out the application form.
  - iii. Submit the required documents physically during the counseling and interview session.
  - iv. If selected, candidates must pay the admission and tuition fees either at the college counter or online.
- Selected candidates must pay admission fees and enroll immediately.
- Downloaded marksheets can be used for admission purposes only before the originals are issued.
- Students who are not from Manipur University will need to obtain a Migration Certificate and submit it within three months from the date of admission.

### **Fee Structure**

- Fees should be paid on or before the last date, which will be provided during the interview.
- Tuition fees must be paid for all 12 months, either at once or per month.
- Failure to pay the required fees on time may result in the cancellation of admission.
- Once paid, fees are non-refundable.
- The amount may vary due to factors such as changes in government regulations or economic conditions.
- For the academic session 2024-2025, due to the prevailing situation in Manipur, the college offers a 50% concession on admission fees for all candidates, and free admission will be granted to candidates securing top positions in their respective board exams.

### **Important Information for Undergraduate Admission Candidates**

- Submission of Application Forms : May 13<sup>th</sup> – May 31<sup>st</sup>
- Date of Interview & Counseling : June 3<sup>rd</sup> – June 5<sup>th</sup>
- Date of Publication of Selected List : June 5<sup>th</sup>
- Date of Admission for Selected Candidates : June 6<sup>th</sup> onwards

## II. ADMISSION PROCEDURE FOR POST-GRADUATE PROGRAMMES

- Application forms can be obtained online or in person from the front desk counter in the college.
- The application process will commence from June 20<sup>th</sup> every year, unless otherwise noticed.
  - i. Pay the application fee and save a copy of the payment receipt, which will be required for uploading during the application process.
  - ii. Fill out the application form.
  - iii. Submit the required documents physically during the counseling and interview session.
  - iv. If selected, candidates must pay the admission and tuition fees either at the college counter or online.
- Selected candidates must pay admission fees and enroll immediately.
- Downloaded marksheets can be used for admission purposes only before the originals are issued.
- Students who are not from Manipur University will need to obtain a Migration Certificate and submit it within three months from the date of admission.

### **Fee Structure**

- Fees should be paid on or before the last date, which will be provided during the interview.
- Tuition fees must be paid for all 12 months, either at once or per month.
- Failure to pay the required fees on time may result in the cancellation of admission.
- Once paid, fees are non-refundable.
- The amount may vary due to factors such as changes in government regulations or economic conditions.
- For the academic session 2024-2025, due to the prevailing situation in Manipur, the college offers a 50% concession on admission fees for all candidates, and free admission will be granted to candidates securing positions in their respective board exams.

### **Important Information for Post-Graduate Admission Candidates**

- Submission of Application Forms : June 20<sup>th</sup> – June 30<sup>th</sup>
- Date of Written Test & Interview : July 1<sup>st</sup>
- Date of Publication of Selected List : July 2<sup>nd</sup>

## III. GRADUATION CEREMONY

The college conducts a regular graduation ceremony where marksheets and degrees are formally conferred upon all graduating students, and recognitions and felicitations are given to both staff and students who have achieved exceptional standards in their education journey. The ceremony often includes a procession of the staff, followed by the students' procession and a valediction, and is a landmark event where student achievements are celebrated collectively together with distinguished invitees, parents, well-wishers, guardians, friends, neighbors etc. The ceremony normally occurs at the end of the academic year, and is also an interactive time of fellowship and celebration.

## AWARDS AND SCHOLARSHIPS

Rayburn College has been diligently rendering remarkable yeoman service to the development of students, not only in terms of providing education in a holistic manner, but also promoting enrolment and studentship by coordinating 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 supported their educational pursuits, and leave an indelible mark in the history of the institution at large.

### **Meritorious Awards**

The college promotes interdisciplinary learning and acknowledges and awards achievements at par by providing Cash Awards along with Citations to Meritorious Achievers in the University Examinations.

(a)	1 <sup>st</sup>	Rank Holder	Rs. 5,000/-
(b)	2 <sup>nd</sup>	Rank Holder	Rs. 4,000/-
(c)	3 <sup>rd</sup>	Rank Holder	Rs. 3,000/-
(d)	4 <sup>th</sup> - 10 <sup>th</sup>	Rank Holder	Rs. 2,000/-

### **Scholarship Schemes**

Besides educational achievements, other distinguished achievements in various capacities such as research, incubation and innovation, and service to the community is also duly acknowledged by the college regularly. The following categories of students also receive the following scholarships as below:

- i. Students listed under the Marginalized List are exempted from paying full annual tuition fees;
- ii. Students who fall under the care of the Covenant Foundation, which is a non-governmental organization run by the institution, are given a scholarship which covers their full annual tuition fees.

# **CODE OF CONDUCT FOR STUDENTS**

## **I. Dress Code**

- i. Students shall wear their college ID card within the campus, and must produce it on demand by campus security guards or any concerned staff member at any time;
- ii. Students shall carry their identity cards whenever they represent the college for any function outside, or whenever they conduct any activities outside the campus;
- iii. Students must wear formal dresses, such as trousers and long/short sleeve shirts, as may be appropriate. Shorts, skirts, sandals and slippers are strictly forbidden;
- iv. Student must refrain from exhibiting distasteful appearances such as punky hair-cuts, and must not flaunt earrings, tattoos, etc. Permission to wear certain symbolic attires for religious, cultural and/or health reasons should be obtained from the Principal;
- v. Students must intimate loss of identity cards to the System Administrator immediately. Replacement of a lost identity card shall incur a small charge.

## **II. Attendance & Leave**

- i. Students shall be eligible to appear for college examinations only if they acquire a minimum of 75% attendance in aggregate of all subjects;
- ii. Students shall be promoted to the next semester only if they satisfy the attendance requirement of the present semester as applicable;
- iii. Students shall pay a stipulated fee towards condonation of shortage of attendance;
- iv. Students absent for 5 consecutive days, without application or prior notice to the concerned authority, shall meet the Dean of Student's Welfare with their parents/guardians;
- v. Students absent for one month without prior sanction shall have their names removed from the college registers, and their registration shall stand cancelled;
- vi. Students shall not leave the campus during academic hours, without a written permission from the concerned authority.

## **III. Bad Behavior**

- i. Students are to behave and conduct themselves in the college in a dignified and courteous manner;
- ii. Students are to maintain the etiquette required of campus life and avoid the use of any vulgar and profane language;
- iii. Students must refrain from any disruptive activity in an event sponsored by the college;
- iv. Students are strictly prohibited from engaging in any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.;
- v. Students are to refrain from engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riot or group disruption;
- vi. Students are to exercise utmost caution and respect for another, avoiding any political, religious, financial, racial, gender or judicial biases, especially with regard to posting and spreading of information on social media platforms. Any unwholesome online activity of the students will be strictly monitored.

#### IV. Prohibited Activities

- i. No student shall indulge in anti-national, anti-social, communal and political activities in the campus;
- ii. No student shall plan and organize meetings and processions without permission from the concerned authority;
- iii. No student shall exhibit banners, flags, flex boards etc. inside the campus without permission from the Principal;
- iv. No student shall solicit funds from other students or staff in the campus without the permission of the Principal;
- v. No student shall enter into any contract in the name of the college except with prior written authorization from college officials vested with the authority;
- vi. No student shall circulate notices, pamphlets, leaflets etc. in the campus unless they are published by the offices of the college;
- vii. No student shall be in possession or shall consume harmful chemicals, banned drugs, tobacco or alcohol in the college campus. Serious punitive action shall be taken against those who consume them, including expulsion;
- viii. No student shall be involved in rash driving, inside the campus or outside. Internal inquiries and punitive action may be taken on anyone involved in rash driving that endangers and cause harm and injury to others;
- ix. No student shall be involved in theft or unauthorized access to others' resources;
- x. No student shall interact with media representatives or invite media persons to the campus without the permission of competent authorities;
- xi. No student shall be involved in theft, damage, or abuse of the college's computers and other electronic resources, such as services which includes unauthorized entry, use, tamper, etc. of college property or facilities, offices, classrooms, computers networks, and other restricted facilities. Students are strictly prohibited from intentionally damaging or destroying college property or property of other students and/or faculty members.

#### V. Breach of Code of Conduct

Whenever a case against a student for a possible breach of code of conduct arise, the concerned Committee shall meet the student to ascertain the nature of the misconduct and the charges, and may suggest one or more of the following disciplinary actions based on the nature of misconduct:

- i. **Warning:** To indicate that the action of the said delinquent student was in violation of the code of conduct and shall result in severe disciplinary action;
- ii. **Restrictions:** Reprimand and restrict access to various facilities on the campus for a specified period of time;
- iii. **Expulsion:** Expulsion of a student from the college permanently;
- iv. **Fine/Penalty:** This includes the imposition of a fine and may also include the forfeiture of scholarship/fellowship for a specific time period;
- v. **Suspension:** Suspension for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc.

## **VI. Classroom Discipline**

- i. Students are expected to be in the class 5 minutes before the commencement of their class;
- ii. Students are strictly prohibited from the use of cell phones inside the class rooms for any purpose whatsoever, unless permitted by the concerned teacher for educational purposes;
- iii. Students are also prohibited from the use of laptops in the classrooms, unless permitted by the concerned teacher for educational purposes;
- iv. Students are expected to maintain basic academic decorum such as discipline, silence, courtesy amongst themselves;
- v. Students are prohibited from entering or leaving the class during the session without the consent of the concerned teacher;
- vi. Students are expected to maintain cleanliness in the classroom and the college premises;
- vii. Students are strictly prohibited from engaging in audio or video record of the lectures in classrooms or the actions of other students, faculty, or staff. Any complaints regarding the misuse of any image or video of others by any student shall be dealt with as per the laws of the land, and may involve stringent actions even beyond expulsion;
- viii. Students must refrain from any disruptive activity inside the classroom.

## **VII. Examination Discipline & General Instructions**

- i. 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;
- ii. No candidate will be permitted to leave the Examination Hall before one hour from the commencement of the examination;
- iii. Candidates are required to bring their own pens, pencils, ink and any other instruments permitted by examination rules. The college will supply answer-books, additional sheets and graph paper;
- iv. 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;
- v. 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;
- vi. 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 college may deem fit. Books, notes and all study material should be kept away as instructed by Supervisors;
- vii. Notwithstanding the issue of the Admit Card, the college shall have the right for any reason which may appear to them sufficient to cancel the admission of any candidate to an examination;
- viii. For any emergency case not covered by any one of the above instruction a reference may be made to the officer in-charge for redressal and approval by the college.

## **VIII. Academic Honesty**

Rayburn College seeks to maintain the highest standards of academic integrity amongst its learning community and expressly prohibits the following activities as below. Violations of the academic honesty policy can result in strict disciplinary action and/or expulsion from the college.

### **(a) Cheating**

The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:

- i. Copying from another student's test or homework paper;
- ii. Allowing another student to copy from a test or homework assignment;
- iii. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets etc.;
- iv. Having another individual write or plan a paper, including those bought from research paper services;
- v. Submitting the same paper/project in more than one class.

### **(b) Plagiarism**

The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e., music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

- i. Submitting a paper purchased from a term paper service as one's own work;
- ii. Failing to accurately document information or wording obtained on the World Wide Web;
- iii. Submitting anyone else's paper (whether in part or in full) as one's own work.

### **(c) Bribery**

The offering, giving, receiving, or soliciting of any materials, items, or services of value to gain academic advantage for yourself or another.

### **(d) Fabrication**

The use of invented or fabricated information, the falsification of research or other findings with the intent to deceive for academic professional advantage, the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships. Examples include:

- i. Citing information not taken from the source indicated;
- ii. Listing sources in a Works Cited or reference not used in the academic exercise;
- iii. Inventing data or source information for research or other academic exercise;
- iv. Submitting any academic exercise as one's own (e.g., written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including on-line sources;
- v. Taking a test for someone else or permitting someone else to take a test for you.

### **(e) Academic Misconduct**

The intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:

- i. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers;
- ii. Asking or bribing any other person to obtain a test or any information about a test;
- iii. Misrepresenting the truth, including handing in computer programs or using assignments generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty;
- iv. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, or on other official academic records of the college which relate to grades.

### **(f) Disruptive Behavior**

Each student's and faculty's behavior in the classroom is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to disrupt the teaching/learning process, including the posting of inappropriate materials on chatroom or course sites. The instructor has the authority to ask a disruptive student to leave the classroom, lab or web course and to file disciplinary charges if disruptive behavior continues.

Any disruptive behavior or academic malpractice can be punished using one of more of the following:

- i. Getting a zero score on the assignment/assignments
- ii. Getting a zero score in the coursework
- iii. Suspension from the attending classes
- iv. Withholding results
- v. Expulsion from the college



## **LIBRARY, CELLS AND CENTRES**

### **I. LIBRARY**

Rayburn College library is as old as the college itself. Established in the year 2003, and moved to the current location i.e., Eastern Block, Ground Floor, Main College building on November 2020, the Library has a unique history of its own. Starting as a small room with few collections, it has grown to be a semi-automated library with extensive reading and stacking facilities, with the space to host academic events and activities. The Library plays a vital role in the preservation and conservation of rare documents and local resources in different subject areas, and serves as a hub for accessing specialized documents. The present library collection is approximately 10,761 books inclusive of reference books, and the total number of print journals and magazines subscribed is approximately 48 in number so far. The Library also possess a collection of year books published by Ministry of Information and Broadcasting annually in the past 10 years. It also has a separate textbook section containing copies of textbooks for different courses offered by the college, and seeks to cater to the growing demand from Library users for these books. The Library has been functioning with a semi-automated process. Automation has been operated using the Integrated Library Management Software (ILMS) SOUL 2.0 (Full edition) since 2019 which was upgraded with SOUL 3.0 in the year 2021 (full edition), as designed and developed by INFLIBNET (Information and Library network) Centre. With regard to the classification of books, the library follows the DDC 23<sup>rd</sup> latest Edition.

The Library opens on all working days of the college as follows:

Opening Hours: 6:30 am to 6:00 pm

Business Hours: 9:30 am to 3:30 pm

#### **Library Development Committee:**

The Library Development Committee plays an advisory role regarding the Library on matters of general policy, planning, programs, goals, and objectives in its support of teaching, learning, research and community-building needs of the college. The basic objective of the committee is to facilitate communication with and obtaining feedback from users on library collections, programs, services, infrastructure, and communication mechanisms. It also discusses and evaluates budgetary issues for books, journals, databases, media, e-resources etc.

#### **Composition:**

Chairperson	: Rev. Dr. Khen P Tombing, Principal
Vice Chairperson	: Dr. Samuel G Ngaihte, Registrar
Secretary	: S Muansangluai Ngaihte, Head Librarian
Members	: Lalngaihawmi, IQAC Director : Niangbiaklun, Library Assistant : Liankhenkhum Guite, Library Assistant : Tunsuanlian, Library Assistant : Esther Ngainunsang, Library Assistant : All HoDs

## Library Guidelines for Users:

- i. Library users should maintain absolute silence inside the library premises;
- ii. Library Membership ID Card is a must for all library transaction. Membership ID Card are non-transferrable;
- iii. Users should keep their belongings in the property stack before entering the library;
- iv. Personal books/printed reading materials, issued books (except return/renewal purpose) are not allowed inside the library;
- v. Two books can be issued at a time per student;
- vi. Books are issued to all members for a period of 10 days;
- vii. A fine of Rs. 5 per day per volume will be charged if books are not returned or renewed on time;
- viii. 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;
- ix. 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;
- x. No member will be allowed to borrow books until the dues, if any, are cleared;
- xi. Reference books, magazines/journals and periodicals are for consultation purpose only;
- xii. Any sort of underlining/highlighting on pages and removing pages of books are absolutely forbidden;
- xiii. Under special circumstances, the librarian may not issue books or retrieve the book already issued from any member without assigning any reason thereof;
- xiv. Entry to the library will be restricted to Rayburn College students and staff only. Outside visitors may be given permission based on authorization from the competent authority;
- xv. Mobile phone must be kept in silent mode in the library. Users are not permitted to chew or consume food items in the library;
- xvi. Every user must not re-shelf books by themselves after use; re-shelving will be done by library staff;
- xvii. Library furniture, fitting or equipment should not be tampered with or their arrangements altered;
- xviii. Respect for library staff is to be always maintained, and library materials are to be treated with utmost care;
- xix. Any violation of the library rules and regulations shall result in disciplinary process including cancellation of library membership.

## **II. INTERNAL QUALITY ASSURANCE CELL**

To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support, the Internal Quality Assurance Cell (IQAC) of Rayburn College was established in the year 2015. The IQAC helps the institution in planning and monitoring quality-related activities and ensures the various stakeholders' and beneficiaries' cross-sectional participation in the institution's quality-enhancement activities.

Some of the selected objectives of the Cell includes:

- i. To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution;
- ii. To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

### **Composition:**

Chairperson	: Rev. Dr. Khen P Tombing, Principal
Director	: Lalngaihawmi, Asst. Professor, Psychology Dept.
Assistant Directors	: Dr. Dorothy Laneizo, Asst. Professor, Sociology Dept. : Kamkholal Sithlou, Asst. Professor, Political Science Dept.
Members	: Dr. Kh. Thianminlian Vaiphei, Vice-Principal : Dr. Samuel G Ngaihte, Research and Development Cell : Mercy Chingnunhoih, Asst. Professor, Psychology Dept. : Emmanuel Lalneimawi, Asst. Professor, Economics Dept. : Dr. Ginneiching Simte, Asst. Professor, History Dept. : K. Thangliankhup, Asst. Professor, Botany Dept. : S Muansangluai Ngaihte, Librarian
External Experts	: Langkhanpau, Chairman, Governing Body : Thangmuansang Guite, Tunnu Engineering & Consultancy
Alumni Representative	: Carolyn Chingthianmawi, IAS

## **III. RESEARCH AND DEVELOPMENT CELL**

One of the stated visions of the National Education Policy (NEP) 2020 is to promote quality multidisciplinary/transdisciplinary research within the Higher Education system, and contribute meaningfully towards the attainment of targets set by Atma-Nirbhar Bharat (Self-Reliant India) – a mission started by the government of India in the 13<sup>th</sup> of May, 2020 to make the citizens of the country independent and self-reliant in all senses. The idea is to build a strong and vibrant higher education ecosystem to address the societal challenges of the country by placing greater emphasis on research, innovation and technology development. To put in place a robust mechanism for developing and strengthening the research ecosystem aligned with the provisions of NEP 2020, Rayburn College established the Research and Development Cell in the year 2020, with the following mission as follows:

- i. To create a conducive environment for enhanced research productivity;
- ii. To encourage collaboration across industry, government, NGOs and agencies at the local, national and international levels;
- iii. To facilitate greater access to research through mobilization of resources and funding.

Some of the selected objectives of the Cell includes:

- i. To create an organizational structure with role-based functions, which will:
  - 1.1. formulate research policy specific to the institution
  - 1.2. identify thrust areas of research
  - 1.3. form committees/teams/consortia of researchers
- ii. To identify potential collaborators from industry, research organizations/institutions, academic institutions and other stakeholders such as NGOs for cooperation and synergistic partnerships;
- iii. To have better coordination among other cells/centres dealing with college-industry inter-linkage, incubation, innovation and entrepreneurship development, and intellectual property rights. For us, to streamline all our research activities under the general banner of research and development;
- iv. To develop Institutional Research Information System for sharing information and preparing and storing data-base;
- v. To identify and engage or utilize the services of superannuated active faculty/scientists/researchers to assist in the research capacity building of talented young minds, and provide mentorship.

**Composition:**

Research Advisory Council	: Rev. Dr. Khen P Tombing, Principal : Professor Gavin Flood, Oxford University : Professor Samrat Sinha, Jindal Global University
Director/Convenor	: Dr. Samuel G Ngaihte
Information Management & Finance	: Lalngaihawmi, Asst. Professor, Psychology Dept.
Research Programme & Development	: Dr. Dorothy Lalneizo, Asst. Professor, Sociology Dept. : Mercy Chingnunhoih, Asst. Professor, Psychology Dept.
Collaboration & Community	: Dr. Ginneihching, Asst. Professor, History Dept.
Product Development, Commercialization & Publication	: K. Thangliankhup, Asst. Professor, Botany Dept.
Monitoring, Intellectual Property Rights & Ethical Matters	: Dr. Paolenthang Khongsai, Asst. Professor, Political Science Dept.

#### **IV. SKILL DEVELOPMENT AND PLACEMENT CELL**

With the objective of building a strong interface between the industry and the student community, and create and transfer knowledge for the welfare of society, the Skill Development and Placement Cell of Rayburn College was established in the year 2020. The goal of the Cell is to identify the skill gap of students with limited resources and exposure, and help them bridge the gap through a deliberate, systematic and sustained intervention activities that involves the development of cognitive skills, technical skills and interpersonal skills. The Cell seeks to provide training in various skills to help them improve their employment and self-employment opportunities and enhance their proficiency in all areas. It provides full placement support to its students in all its areas of professional education such as technology, management, technical education, skill development etc., by teaming up with professionals who have a rich corporate and industry experience as well as good training skills. The goal is to identify, hone and nurture the talents of students and help them build a professional network to widen their learning and enhance their employability, and equip them with market-relevant skills to boost their chances of getting employed in various sectors of the economy, and contribute towards the development of the region.

Some of the initiatives taken under this Cell include the following:

- i. Skill Hub, with National Skill Development Corporation as its Implementing Agency, a Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 4.0 Centrally Sponsored Centrally Managed (CSCM) scheme.
- ii. Korean Language Course in collaboration with King Sejong Institute, Department of Foreign Language, Manipur University, Imphal.
- iii. Skill Development Training Courses in different trades such as Assistant Electrician, Construction, Painting & Decoration (CPD), Mushroom Grower, Small Poultry Farmer, Hair Specialist, Website Developer, Secretarial training in collaboration with NESEED Foundation, Churachandpur.
- iv. Employability training courses in collaboration with Tata Consultancy Services (TCS) - a TCS Youth Employment programme.

#### **Composition:**

Convenor	: Ngaizakim Ellu, Asst. Professor, Commerce Dept.
Members	: Pauginlun, Asst. Professor, Commerce Dept. : Niangsialching, Asst. Professor, Zoology Dept. : Zenhohimuan, Asst. Professor, Chemistry Dept.

#### **V. INFORMATION TECHNOLOGY CENTRE**

With the vision of providing rural and under-served students and youths equal opportunity to build a promising career by providing the highest standards of Information Technology (IT) education and imparting values of social responsibility, the Information Technology (IT) Center of Rayburn College was established in the year 2022. The Centre is well-equipped with computing resources to cater to the needs of the student community in Churachandpur and its vicinity, and is a constant hub of activities on the theme of technological education, providing a conducive learning environment and skill-based preparation for future careers. The Centre helps ensure that students have a deep and

analytical understanding of the field and enable them to use their immense potential to enhance the quality of human life by contributing in the field of technology, while paying close attention to the needs of society with ethical responsibilities.

The IT Centre of the college also currently serves as one of the premier National Institute of Electronics & Information Technology (NIELIT) Extension Centre in Churachandpur, Manipur. NIELIT is an Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE & IT), Government of India, which was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). As a NIELIT extension centre, the IT Centre is engaged both in formal and non-formal education in the area of IECT, besides the development of industry-oriented quality education and training programmes.

### **Composition:**

IITC In-charge	: Ginsianmuang Tombing, BCA, ADCA, MCA, NIELIT O-Level, NSQF Level-4
Interns	: Jamsuanmung, B.A. : M Mangminthang, B.A., M.A., NSQF Level-2

### **Computer Lab Rules for Students:**

- i. Students must present a valid ID card before entering the computer lab;
- ii. Playing games on the computers in the lab is strictly prohibited;
- iii. Loud conversations, discussions, and sleeping in the lab is strictly prohibited;
- iv. Use of cell phones in the computer lab is strictly prohibited. Students found Internet surfing or chatting for personal reasons may be asked to leave;
- v. Internet facility is only for educational/study purpose. Downloading, viewing or distributing any offensive material is strictly prohibited;
- vi. Modifying or deleting any important files and installing any software or settings in the computer is strictly prohibited;
- vii. Eating and drinking inside the computer labs is strictly prohibited. The lab must be kept clean and tidy at all times;
- viii. Students are not allowed to use personal pendrives, CDs, DVDs etc., in the Lab. Only prescribed official pendrives, CDs, DVDs etc. will be used to avoid VIRUS in computers;
- ix. In case of theft/destruction of the computers or peripherals, double the cost of the loss will be charged from the student/user;
- x. Personal belongings should not be left behind at the computer lab. The college shall not be responsible for the loss of items left behind.
- xi. 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;
- xii. Any problem (minor or major) shall be brought to the notice of lab in-charge immediately;
- xiii. Lab timing will be as per the academic time-table;
- xiv. Before leaving the lab, users must close all programs positively and keep the desktop blank;

## **VI. WOMEN DEVELOPMENT CELL**

To create a dignified and inclusive environment for all genders in and around the ambit of Rayburn College and to promote equitable opportunities for the empowerment of women to attain their full potential and contribute towards the enrichment of organizational and social life, the Women Development Cell was constituted in the year 2020 as a mandatory body under section 3.2 (15) of the UGC guidelines of 2015. The Cell is responsible for facilitating awareness of gender sensitization, advocating women's rights and contributing to the development of a congenial environment for all women employees and students (rural, urban, specially-abled, underprivileged, marginalized etc.) and looking after their well-being.

### **Composition:**

Convenor	: Dr. Dorothy Lalneizo, Asst. Professor, Sociology Dept.
Members	: Dr. Hnunlalliani, Asst. Professor, Zoology Dept. : Dr. Niangpi Guite, Asst. Professor, Geography Dept. : L. Lhingzalam Haokip, Asst. Professor, Commerce Dept. : Cyndi Lalhmingmawi, Asst. Professor, Sociology Dept. : Mercy Chingnunhoih, Asst. Professor, Psychology Dept. : Lalngaihawmi, Asst. Professor, Psychology Dept.

To address the specific issues of gender discrimination, sexual harassment, well-being and safety of female students and female employees within the ambit of the college premises, two sub-committees namely the Internal Complaints Committee and the Sexual Harassment Committee, are formed and authorized according to the provisions of the POSH ACT-Sexual Harassment of Women at Workplace Act of 2013, 9<sup>th</sup> December 2013 and the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

### **Objectives of the Internal Complaints and Sexual Harassment Committee:**

- i. To create social awareness about women issues and gender discrimination through seminars, workshops and other educational activities;
- ii. To conduct and educate the college community through periodical awareness programmes on gender sensitization and gender parity;
- iii. To provide clear guidelines for the redressal of grievances related to sexual harassment and to intervene and undertake immediate and stringent action against any form of harassment cases within the college premises;
- iv. To provide appropriate and adequate safety measures and provide suitable working conditions with respect to work, leisure, health and hygiene;
- v. To prevent gender discrimination and sexual harassment amongst the student community and staff within and outside the college premises;
- vi. To promote the general well-being of all female employees and students;
- vii. To prevent glass ceiling workspace for women employees and hostile environment towards women at workstations with regards to her gender;
- viii. To collaborate with local, national and international NGO's working on women issues and development.

**Internal Harassment Committee Composition:**

- Presiding Officer : Dr. Niangpi Guite, Asst. Professor, Geography
- Members : Evan. N. Thangkhansiam, Counsellor & Chaplain  
: Dr. Chinglianmawi, Asst. Professor, Geography  
: Niangthianmawi, Asst. Professor, Political Science  
: K. Thangliankhup, Asst. Professor, Botany
- External Members : Chiinsuanching Tombing, Headmistress, Little Gems Academy  
: Rebecca Dimneichong, Psychologist, District Hospital

**Sexual Harassment Committee Composition:**

- Presiding Officer : Dr. Hnunlalliani, Asst. Professor, Zoology Dept.
- Secretary : Niangsiaching, Asst. Professor, Zoology Dept.
- Members : Thanghmingliani, Asst. Professor, Zoology Dept.  
: Bliss Chinglianniang, Asst. Professor, Psychology Dept.  
: Nancy Mangngaihlan, Asst. Professor, Botany Dept.  
: Zenhoihmuan, Asst. Professor, Chemistry Dept.



# INSTITUTIONAL SOCIAL RESPONSIBILITY & BEST PRACTICES

## I. NATIONAL SERVICE SCHEME

The National Service Scheme (NSS) is an Indian government-sponsored public service programme conducted by the Ministry of Youth Affairs and Sports of the Government of India. The scheme was introduced in the year 1969, with the primary objective of developing the personality and character of the students through voluntary community service. Inspired by the ideals and service of Mahatma Gandhi, the theme 'Education through Service' is the main ideology behind the NSS. With the motto of 'Not Me But You', every NSS volunteer places the 'community' before 'self' and works for the welfare and benefit of others.

The NSS was established in the college in the year 2007, affiliated under the NSS Cell of Manipur University, and comprises of 2 units with 100 volunteers each in Unit-I and Unit-II. The NSS has helped the students become more socially aware of their environment and the sense of social responsibility they have developed has helped them in their personal and professional growth. Ever since its inception, the volunteers of NSS led by the Programme Officers, have rendered a number of voluntary services for the community. The two NSS units has 2 adopted villages, where they conduct social responsibility and intervention programmes on a regular basis. The two rural villages are as follows:

- i. Mata
- ii. Tanguam

### **Objectives:**

- i. To understand the community in which they work;
- ii. To understand themselves in relation to their community;
- iii. To identify the needs and problems of the community and involve them in problem solving process;
- iv. To develop among themselves a sense of social and civic responsibility;
- v. To utilize their knowledge in finding practical solutions to individual and community problems;
- vi. To develop competence required for group-living and sharing of responsibilities;
- vii. To gain skills in mobilizing community participation;
- viii. To acquire leadership qualities and democratic attitude;
- ix. To develop the capacity to meet emergencies and natural disasters;
- x. To foster practical national integration and social harmony.

### **Programme Officers:**

**Unit 1:** Kimzalun, Asst. Professor, Commerce

**Unit 2:** Thangboi Kipgen, Asst. Professor, History

## **II. NATIONAL CADET CORPS**

The National Cadet Corps (NCC) is the Indian military cadet corps with its head Quarters at New Delhi, and is a voluntary organization which recruits cadets from high schools, colleges and universities all over India. The Cadets are given basic military training in small arms and parades. The officers and cadets have no liability for active military service once they complete their course but are given preference over normal candidates during selections based on the achievements in the corps. With the motto of 'Unity and Discipline (Ekta aur Anushasan)', the NCC has the following two stated aims:

- i. To develop qualities of character, courage, commandership, discipline, leadership, secular outlook, spirit of adventure and sportsmanship and the ideals of selfless service among the youth to make them useful citizen.
- ii. To create a human resource of organised trained and motivated youth to provide leadership in all walks of life including the Armed Forces and be always available for the service of the nation.

Rayburn College is the only institution in all the hill districts of Manipur to introduce NCC Senior Division (Boys) and NCC Senior Wing (Girls). It is attached to 14(M) Bn. NCC Imphal, Imphal Group, Manipur and currently have 104 cadets actively engaged in various activities. The college Cadets have actively participated in the Republic Day Marching held at New Delhi 16 times till date, and have also received a second in command position in Republic Day Parade by Jasper at New Delhi on the 26<sup>th</sup> of January 2019. They also regularly participate in extended activities such as helping traffic police, organizing cleanliness drive in Churachandpur district, and providing a helping hand to the district administration during Covid-19 pandemic etc. 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 as below:

Associate NCC Officer (Army Wing) : Lt. Liankhansuan Hauzel  
CTO/ANO (Air Wing) : Emmanuel Lalneimawi Hmar

## **III. GREEN CAMPUS**

A Green Campus is a place where education and environment friendly practices combine to promote sustainable and eco-friendly practices in the campus. It offers the college the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of society. In Rayburn College, every faculty and support staff are involved in fostering a culture of self-sustainability and making the entire campus environment friendly. All the faculty, staff and students seek to contribute collectively towards developing an eco-friendly sustainable campus and disseminating the concept of eco-friendly culture to the nearby community under the motto 'Cleaner, Safer, and Healthier.' Initiatives to green the campus includes sweeping away wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling programme. The college has continually endeavored to create an eco-friendly Campus and an infrastructure that contributes towards energy conservation. The college has now joined the list of colleges which has been certified as Green Campuses.

#### **IV. COUNSELLING CENTRE**

In line with the goal of developing a truly holistic education that looks after the whole person development, and acknowledging that students, especially from underserved communities and regions, will face severe challenges and hardships at some point in their educational journey and aspiration to do well and live a respectable life, Rayburn College has established a Counselling Centre in the year 2019. The Centre has a qualified and experienced counselor who provides professional counseling to students, parents and staff to facilitate the navigation and overcoming of various life challenges. It offers a variety of services including individual and group counselling, crisis assistance and consultation services, and caters not only to those with mental health issues, such as anxiety, depression among others, but it also serves to enhance other areas of their life including relationships, vocational choices, academic and athletic performance and exploring psychological strength. Some of the objectives and activities undertaken by the Centre includes the following:

##### **Counselling and Care**

- To provide counselling services and necessary support to the students undergoing personal and emotional challenges;
- To provide spiritual guidance to students and staffs whenever necessary;
- To nurture the spiritual life of students with wholistic well-being as the focus.

##### **Mentoring/Guiding**

- Mentor and guide students to develop a good moral character and honorable etiquette and develop healthy relationship with self, friends, parents, teachers and God;
- Help students understand the importance of seeking to live meaningful and purpose-filled lives and contribute to the welfare of others;
- Provide a relaxed youth-friendly environment through a range of services which includes individual pastoral care and support, voluntary students' group meeting, and prayer etc.

#### **V. CHILDREN HOME**

Rayburn's Children Home is a one-of-a-kind group home model based on the core concept of 'L.I.F.E.', which stands for 'Living in Family Environment', and is as old as the institution itself. The Children Home's mission is to nurture Out-of-Home Care (O.H.C.) children who are parentless, abandoned, abused, and in need of protection and a loving and caring environment. The Children Home is a loving residential home where vulnerable children are cared for in a compassionate family setting. The focus is primarily on providing children with a good education, nutritious food, excellent physical and mental health, and numerous learning opportunities. A dedicated team of caregivers, including 'Mentor Parents' who are lifetime volunteers, professional social workers, and other child or mental health care professionals, collaborate to provide the love, protection, and guidance required by the children to blossom and grow.

## **VI. STUDENT MENTORSHIP**

With the goal of promoting a learner-centric education or student-centered learning with opportunities for multidisciplinary and flexible education that is focused on identifying and developing student's talent and interest, and creating a structure for their unique potential and capabilities to thrive, a system of committed and accountable mentorship is introduced in the college. The mentorship is aimed at helping students manage their own learning in order to maximize their potential, understand their strengths and weaknesses, develop their skills, improve their performance, and nurture their growth in a holistic manner in order to help them become responsible citizens. The student mentorship programme is one of the most appreciated practices in the college with a strong aspect of the student-centric and student-oriented culture of scaffolding. A large cohort of students in the college are from rural and semi-rural areas, with different backgrounds and preparation, for whom the college environment is relatively novel. The atmosphere of trust and confidence in the campus, developed through the mentoring system, creates an ideal environment for holistic development of the students.

### **Objectives:**

- To develop healthy relationship between students and teachers;
- To ensure academic and professional performance of the students;
- To inculcate human values among the students;
- To inculcate a sense of belonging-ness among the students towards the college;
- To acclimatize the new students to the college campus;
- To provide academic and life counselling;
- To enlighten the students on professional ethics and conduct;
- To provide emotional support to students on individual basis;
- To help students overcome home sickness;
- To establish rapport between teachers, students and parents;
- To identify weak areas and work out remedies to assist students;
- To encourage active and constant participation of the parents in the learning journey of students.

## **VII. 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 initiative that was launched in the year 1954 in Chennai as a national movement, and has been looking after the spiritual needs of the students in the college as part of their overall growth. Through their participation in EU, students understand their calling to be responsible citizens, learn humility and servanthood, learn to develop high standards of moral and ethical purity in relationships and responsibilities, live a life of faith in fellowship with others, and learn to love and serve their neighbors, their people and their country.

## **NON-STATUTORY BODIES**

### **I. FACULTY PERFORMANCE EVALUATION COMMITTEE**

The primary responsibility of each member of the Rayburn faculty is to foster the intellectual, physical, emotional and spiritual growth and progress of the students, advance knowledge and understanding in their area of study, and contribute towards the well-being of society. To meet this responsibility, each member of the faculty must maintain and demonstrate a deep and career-long commitment to improve both personal and college capabilities in teaching, research, and service. The Faculty Performance Evaluation Committee is constituted to encourage and assist faculties towards increased impact and excellence in their teaching and research, and meaningful contribution towards the holistic development of the students and the well-being of the college. The goal of the evaluation is to review progress, recognize accomplishments and promote future planning in line with the mission of the college. ACADEMIC AUDIT

**Composition:**

Chairperson	: Rev. Dr. Khen P Tombing
Secretary	: Mercy Chingnunhoih, Academic Dean
Members	: Dr. Samuel G Ngaihte, Registrar : Dr. Kh. Thianminlian Vaiphei, Vice-Principal : Liankhoshyam Tunglut, Controller of Examination : Lalngaihawmi, IQAC Director

### **II. EXAMINATION AND EVALUATION COMMITTEE**

The Examination and Evaluation Committee is an important body of the college facilitating three important sections related to the students: Examination, Assessment and Record Maintenance. The main function of the Committee is to coordinate the smooth conduct of all internal and external examinations, facilitate the transparent and objective assessment and evaluation of the students' performance, tabulate, prepare and publish results, and award marksheets to all graduating students. Additionally, the Committee may also introduce policies and devise operational strategies to undertake the tasks relating to assessment of students' performance, and also introduce and undertake examination and evaluation reforms as and when necessary, in order to make both the examination and evaluation system more efficient.

**Composition:**

Chairperson	: Rev. Dr. Khen P Tombing, Principal
Secretary	: Dr. Kh. Thianminlian Vaiphei, Vice-Principal
Office-in-charge	: Liankhoshyam Tunglut, Controller of Examination
Member	: Dr. Samuel G Ngaihte, Registrar : Mercy Chingnunhoih, Academic Dean : Lalngaihawmi, IQAC Director : T. Tawnkhansiam, Dean of Students' Welfare : Thangmuanlal Hangshing, Finance Officer & Office Manager : Pauginlun, Asst. Professor, Commerce Dept.

### **III. ADMISSIONS COMMITTEE**

The Admission Committee is formed by the Academic Dean before the commencement of every new academic year to perform the specific task of organizing and finalizing the admission process to various programmes available in the college. The Committee establishes and implements the criteria for admission to the various programmes available, and is responsible for admissions to Under-graduate and Post-graduate programmes of the college. Enabling the selection of the right course of study by students and giving equal opportunities to all without any discrimination are two guiding goals of the Committee. The Committee engages in direct interaction with students through orientations and departmental tours, and counsels and mentors the students on their subject and career choice, to ensure that they choose the right course of study. Additionally, it also maintains a strong presence across various social media platforms to reach the maximum number of potential students, and to ensure that any/all queries that the students and their parents may have are addressed in a satisfactory manner.

**Composition:**

Chairperson : Mercy Chingnunhoih, Academic Dean  
Members : All HoDs

### **IV. WEBSITE MANAGEMENT COMMITTEE**

The Website Management Committee serves in an oversight role for the Rayburn College website. As such, they produce, maintain and ensure quality content, and administer the system and features of the website. The Committee collects data from each departments/cells/centres and publish updated information regularly. It also disseminates the efforts and achievements of the departments, students and staff to the outside world, troubleshoots issues, and assists members to update regular content. Additionally, it also identifies strategic initiatives for the website and present it to the Board of Management for review and action.

**Composition:**

Chairperson : Dr. Samuel G Ngaihte, Registrar  
Website Moderator : Ginsianmuang Tombing, ITC Incharge  
Members : Kamkholal Sitlhou, Asst. Professor, Political Science Dept.  
: Pau Lian Thang Hauzel, Asst. Professor, Psychology Dept.  
: James Thangsuanlian, System Administrator

## **V. PURCHASE COMMITTEE**

The Purchase Committee is comprised of designated staff who are responsible for independently reviewing and evaluating purchasing documentation with an objective to recommend the most suitable supplier or service provider based on factors such as price, quality, stock availability, references, and credentials. The Purchase Committee ensures that equipment and accessories are procured following standard procedures for both major and minor college purchases, and ensures that budgetary allocations and resource utilization are feasible and within limit.

### **Composition:**

Convenor : Thangmuanlal Hangshing, Finance Officer & Office Manager

In-charge  
(Administrative & Academics) : James Thangsuanlian, System Administrator

In-charge  
(Maintenance) : Khoithianmung, Caretaker

Members : Rev. Dr. Khen P Tombing, Principal  
: Dr. Samuel G Ngaihte, Registrar

## **VI. ALUMNI ASSOCIATION**

The Alumni Association of the college was introduced by 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 29<sup>th</sup> of November, 2021. The mission of the Alumni Association is to foster a lifelong spirit of belonging and pride by connecting alumni, students, and friend of the college and support and advance the college's excellence and its general development. The Association often organize social events (civic and awareness programmes), publish newsletters or magazines, sponsor students through scholarships, and raise funds for/on behalf of the college. It also provides a variety of benefits and services that help the alumni maintain connections to their educational institution and fellow graduates. The Association is presently administered by an executive body of 9 (nine) members, with the Principal as its Advisor. They hold regular executive meetings to discuss and deliberate on various activities and events related to the well-being of the college.

The general aims of the association are:

- To keep in touch with and animate all former students so as to help them to preserve, develop and live the values of the education they received;
- To maintain a close contact with the Alma Mater of the college by providing a 'feedback' to it and collaborating in its growth and development;
- To uphold and promote the value and the rights of the human person and the family;
- To work towards building up a social and political order based on justice, peace and harmony;
- To serve all former students, irrespective of whether they are registered or not and to endeavor to keep alive the ties of fraternal friendship to all its alumni.

The objectives of the association are:

- To create and develop a healthy cooperation, exchange ideas and views among the member alumni;

- To organize various activities like civic programmes, awareness programmes, sponsoring students through scholarships, etc.;
- To provide cooperation and coordination from time to time on vital issues concerning the college;
- To institute prizes and awards for outstanding performance in the field of competition, project-work, research paper etc.

**Composition:**

Advisor	: Rev. Dr. Khen P Tombing, Principal
President	: T. Tawnkhansiam, Asst. Professor, English Dept.
Vice-President	: Thongsianmung Buansing, Asst. Professor
Secretary	: Pauginlun, Asst. Professor, Commerce Dept.
Assistant Secretary	: Liankhoshyam Tunglut, Asst. Professor, Commerce Dept.
Finance Secretary	: Thangmuanlal Hangshing, Office Manager
Members	: Kimzalun, Asst. Professor, English Dept. : Lhingzalam Haokip, Asst. Professor, Commerce Dept. : Thualzalam Ngaihte, Vice-Principal, Higher Secondary



## **STUDENTS' WELFARE**

### **I. ANTI-RAGGING COMMITTEE**

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 Anti-Ragging Committee of the college was formed in the year 2020. Following the UGC regulations on curbing the menace of ragging in Higher Education Institutions (2009), the Committee has worked tirelessly to prohibit, prevent and eliminate the scourge of ragging in all forms. The college strictly desists from any kind of ragging within the college premises and community, and has introduced an efficient monitoring mechanism and regulatory measures to tackle any offences seriously.

#### **Objectives:**

- i. To ensure compliance with the provisions of the regulations as well as the provisions of any law concerning ragging;
- ii. To monitor and oversee the performance of the anti-ragging activities within the college premises;
- iii. To curb the menace of ragging through surprise checks, raids of places vulnerable to incidents of, and having potential of, ragging;
- iv. To keep a continuous vigil and watch over any ragging activity so as to prevent its occurrence and recurrence;
- v. To sensitize 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 includes:**

- i. Cancellation of admission to college;
- ii. Suspension/rustication from classes;
- iii. Withholding of scholarships or other financial benefits;
- iv. Debarring from appearance in examinations;
- v. Withholding of certificates/degrees;
- vi. Non-representation from the college in any programmes;
- vii. Expulsion under severe cases and consequent debarring of entry into other colleges;
- viii. Fine up to Rs. 10,000/-

#### **Composition:**

Chairperson	: Rev. Dr. Khen P Tombing, Principal
Secretary	: Dr. Kh. Thianminlian Vaiphei, Vice-Principal
Members	: Velthangkhum Hauzel, Asst. Professor, History Dept. : Japhet Misao, Asst. Professor, Botany Dept. : Liankhansuan Hauzel, ANO-NCC
Student Representatives	: Pauthianmuang, M.Com., 3 <sup>rd</sup> Semester : Chingsiam, B.A. 2 <sup>nd</sup> Semester

## **II. ST/SC/OBC & PWD COMMITTEE**

As per the provisions laid down by The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, and 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 Higher Educational Institutions in this regard, an SC/ST/OBC & PWD Committee was formed in the year 2020 to look after the general welfare of the concerned students with regards to scholarships, admission procedures and other miscellaneous affairs.

### **Objectives:**

- i. To implement, monitor and evaluate the reservation policy in the college;
- ii. To ensure effective implementation of policies and programmes/schemes for the ST/SC/OBC and PWD students, at State and Central level, if any;
- iii. To create and maintain safe, healthy and supportive environment for ST/SC/OBC and PWD students in the campus;
- iv. To address the issues of ST/SC/OBC and PWD students and ensure the prevention of any atrocities against them;
- v. To provide special inputs into the areas where the students experience difficulties of any kind.

### **Composition:**

Convenor	: Dr. S. Thangboi Zou, Asst. Professor, Geography Dept.
Member	: Immanuel Malsawmlien, Asst. Professor, Physics Dept. : Paokhothang Kipgen, Asst. Professor, Physics Dept. : Isaac Chungthanglien, Asst. Professor, Mathematics Dept. : Nancy Mangngaihlan, Asst. Professor, Botany Dept. : Niangsialching, Asst. Professor, Zoology Dept. : Grace Chinghoihnuam, Asst. Professor, Botany Dept.

## **III. DISCIPLINARY COMMITTEE**

Following the provisions of UGC regulations on curbing the menace and indiscipline behavior in the campus, the Disciplinary Committee of the college was formed as a mandatory body in the year 2020. The Committee primarily addresses the issues of ill-incidents taking place in the campus, and monitors the performance of healthy campus environment, thereby playing a vital role in maintenance of discipline in the college. The Committee has been actively involved in taking cognizance of indiscipline and unruly behavior of students within the Rayburn community, and takes cognizance of any complaints or allegations received.

### **Objectives:**

- i. To create awareness against any ill incidents taking place within the college campus and to prevent it;
- ii. To ensure compliance to the provisions laid down by the UGC Regulations on curbing the menace of indiscipline behavior within the campus jurisdiction;
- iii. To regulate the behavior of the students by developing a well-planned machinery to take cognizance of indiscipline and unruly menace;
- iv. To consider disciplinary cases objectively and impartially, and suggest appropriate penalties to the management, in the acts of misdemeanor in the campus.

**Composition:**

- Convenor : T. Tawnkhansiam, Dean of Students' Welfare
- Members : Evan N. Thangkhansiam, Counsellor & Chaplain  
: Lt. Liankhansuan, ANO-NCC  
: Velthangkhum, Asst. Professor, History Dept.  
: Kimzalun, Asst. Professor, Commerce Dept.  
: Lalngaihawmi, Asst. Professor, Psychology Dept.

**IV. GRIEVANCE REDRESSAL COMMITTEE**

To uphold the dignity of the college by ensuring a strife free atmosphere in the college through the promotion of cordial student-student, and student-teacher/staff relationship, and to provide responsive, accountable and easily accessible machinery for settlement of grievances and maintain a harmonious educational atmosphere, the Grievance Redressal Committee of the college was formed in the year 2020 as per the UGC regulations (2019) as a centralized confidential committee. The Committee encourages the students to express their grievances and problems freely and frankly without any fear of being victimized, and advises the students to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

**Objectives:**

- i. To accept written grievances from students and institute internal inquiries to judge its merit;
- ii. To create a conducive learning atmosphere and implement an efficient mechanism to handle the reports;
- iii. To forward the findings/resolutions to the Board of Management or concerned authority for further action, as and when necessary;
- iv. To represent the valid grievances pertaining to the concerned section and redress the same;
- v. To evaluate and validate the authenticity of the reported grievances with strict integrity, not undermining the gravity involved;
- vi. To conduct and convene meetings within the Committee to address the impending issues, and initiate follow-up till the final disposal.

**Composition:**

- Convenor : Evan N. Thangkhansiam, Counsellor & Chaplain
- Members : T. Tawnkhansiam, Dean of Students' Welfare  
: Lt. Liankhansuan Hauzel, ANO-NCC  
: Kimzalun, Asst. Professor, Commerce Dept.  
: Dr. Hnunlalliani, Asst. Professor, Zoology Dept.

## **V. EXTRA-CURRICULAR ACTIVITIES COMMITTEE**

The Extra-Curricular Activities Committee provide students the opportunity to hone and develop their passions and interests, and groom their overall personality. The Committee sets the tone for student activities as an extension of their academic learning, and allows students to focus on other forms of learning such as team-building, handling diverse opinions and perspectives, leading group activities, enhancing interpersonal skills etc. The Committee explores and identifies the common hobbies and interests of the students, and facilitates the execution of a variety of student-led activities and projects. It allows the students to network with others, represent the college, and become engaged in service activities both on-campus and off-campus, and prepare towards a holistic career path through the development of balanced technical skills, creative skills, and soft skills. The college regularly organizes various extracurricular activities under the leadership of the college's National Service Scheme, National Cadet Corps, Electoral Literacy Club, Red Ribbon Club, and the various Student Clubs for the holistic development of the students. Apart from the department-specific Student Clubs such as Red Ribbon Club, Electoral Literacy Club, Botanic Club, and Mental Health Club etc., the Committee supervises all the other Student Clubs formed in the college.

### **Objectives:**

- i. To stimulate students' thinking, self-reflection, and self-understanding for their individual growth and broaden their breadth of knowledge and horizons;
- ii. To provide a solid foundation for 'Whole Person Education' which will nurture and foster the development of the students;
- iii. To suggest and organize various cultural activities within an academic year and encourage students and staff to participate in them;
- iv. To prepare an extra-curricular activities calendar and an action plan to implement the same;
- v. To select teams to represent the college in inter-collegiate tournaments and also the intramural tournaments;
- vi. To prepare the details of attendance exemption to be given to the students representing college in various sports and games;
- vii. To increase the cordial relations between students and faculty by organizing exhibition games and other fun-learning activities between inter-departmental students and faculty wherever possible.

### **Composition:**

- Convenor : Zamitlian Thangsing, HoD, Chemistry Dept.
- Members : Immanuel Malsawmlien, Asst. Professor, Physics Dept.  
: Ginsianmuang Tombing, IT Centre In-charge  
: Jennifer Niangthiankim, Asst. Professor, Sociology Dept.  
: Livia Tinglianhoi, Asst. Professor, English Dept.  
: All Student Class Representative

## **VI. CANTEEN COMMITTEE**

The Canteen Committee is set up to monitor, at regular intervals, the quality and quantity of services provided by the canteen specifically in relation to general hygiene and cleanliness, and work together with the canteen caretaker to improve the services with regards to quality of the food and menu provided. The college canteen caters to the daily nutritional requirements of the students and staff who come from diverse food cultures, and offers light refreshments and lunch at reasonable rates. The Committee invites regular suggestions and addresses the grievances of the students as well as faculty members. It is committed to keeping the quality of the canteen for the utmost benefit of all concerned.

### **Composition:**

- Convenor : Dr. Ginneihching Simte, Asst. Professor, History Dept.
- Secretary : Emmanuel Lalneimawi Hmar, Asst. Professor, Economics Dept.
- Members : Niangdeihnuam, Asst. Professor, History Dept.  
: Tingchawikim, Asst. Professor, Commerce Dept.  
: Dr. Chungkhosei Baite, Asst. Professor, Political Science Dept.  
: Dr. L. Letkhomang Haokip, Asst. Professor, History Dept.  
: Janet Ngailianniang, Asst. Professor, Psychology Dept.

## STUDENT LIFE

### **I. STUDENT MAGAZINE EDITORIAL BOARD**

The college has been publishing a student magazine entitled 'Pheonix' since the year 2017. The magazine caters to the varied literary interests of all stakeholders within the Rayburn Community, and is a microcosmic reflection of the student life in the campus. The magazine aims to inform, inspire, engage and create awareness on a number of important issues to a diverse readership, and offers great educative value. It serves as a platform for the students to learn to think both creatively and critically and hone the art of writing and expression in different genres and mediums. The poems, articles, stories, paintings, photographs and reflections etc. are written and edited by the students, under the able supervision of the Editorial Board, which is constituted by both the students and faculty members. Besides contributions from students, Pheonix also recognizes and celebrates the varied achievements of the student community, and is a storehouse of the student activities held annually.

#### **Editorial Board Members:**

Advisor(s)	: Kamkholal Sithhou, Asst. Professor, Political Science Dept. : Hosea Lalremruot, Asst. Professor, English Dept. : Lyna H. Misao, Asst. Professor, Sociology Dept.
Chief Editor	: Pauthianmuang, M.A. Commerce, 2 <sup>nd</sup> Semester
Managing Editor	: Naomi Ngailensiam, B.A. English, 3 <sup>rd</sup> Semester
Graphics & Design	: James Thangsuanlian, System Administrator
Members	: T. Lammuan kim Simte, B.A. Political Science, 3 <sup>rd</sup> Semester : Jammuan kim Loukham, M.A. Political Science, 2 <sup>nd</sup> Semester : Lalthuamson Suantak, M.A. Psychology, 1 <sup>st</sup> Semester : Jack Paudingluaia, B. Sc Mathematics, 3 <sup>rd</sup> Semester : Kimrose, B. Sc Zoology, 2 <sup>nd</sup> Semester : Steve Kammuan sang, B.A, Geography, 3 <sup>rd</sup> Semester

### **II. BHUMI CLUB**

BHUMI, one of India's largest independent youth volunteer non-profit organizations, was founded on August 15, 2006 with the vision of building a more 'influential, equal and socially conscious society', and the mission of driving social change by fostering an environment where young adults and children 'learn, lead and thrive'. Sharing their vision of 'the power of collaboration for the greater good', Rayburn College has signed a Memorandum of Understanding with Bhumi in the year 2023 to establish a Bhumi Club in the college and jointly coordinate mega volunteering campaigns and volunteering project on social issues. Through volunteering programs under the able guidance-ship of Bhumi, the college seeks to foster a student community and society that is socially conscious and led by a spirit of service to others. It also seeks to empower every individual to scale the greatest heights in pursuit of the greater good.

### **III. STUDENT CLUBS**

At Rayburn College, students participate in a diverse array of clubs and committees. These student-led groups, formed (or reactivated) at the start of each academic year, operate autonomously under minimal faculty supervision. The wide range of clubs and committees available in the college provide a unique platform for students to showcase their leadership, creativity, knowledge and talent, and contribute to their all-around holistic development and learning. Some of the clubs currently active in the college are briefly mentioned below:

#### **Electoral Literacy Club**

Electoral Literacy Clubs (ELC's) are platforms to engage school students, college students and people in villages through interesting activities and hands-on experience to sensitize communities about their electoral rights. It is constituted at the behest of Election Commission of India (ECI) in all the educational institution, with a motive to provide awareness and promote the participation of youth and future voters who are pillars of Indian democracy in the electoral process. The Electoral Literacy Club in Rayburn College was formed with the same goal of increasing awareness about electoral rights and strengthening the culture of electoral participation among the community. The Club serves as a catalyst for nurturing a culture of democracy in the region and plays a crucial role in strengthening the foundation of our democratic society at large.

#### **Red Ribbon Club**

The National AIDS Control Programme (NACP) was launched in the year 1992 with the aim of preventing and controlling HIV/AIDS in India. In view of this, the Red Ribbon Club concept was initiated and supported by the respective State AIDS Control Society, and was implemented involving the services of cadre officers of the respective State's National Service Scheme (NSS). The Red Ribbon Club of Rayburn College was established in the year 2007 and have played a pivotal role in helping spread awareness and sensitization about HIV/AIDS by organizing a number of activities under the aegis of the college's NSS. The Club conducts regular activities to encourage Voluntary Blood Donation and increase awareness on AIDS and its related issues for the society at large.

#### **The Versatile Club**

The Versatile Club was one of the first co-curricular student clubs to be formed ever since the institution of the college. The Club was specifically named 'versatile' in order to enable the planning of a range of extracurricular activities which were identified to help enhance the student's learning journey in a holistic manner, under a single student banner. It has introduced and executed a number of student-led events and activities, and with the continuing growth of the college and the student community, many of these activities have since evolved to form their own specialized clubs (primarily for ease of planning and implementation), many of which are listed below. The Club currently looks after any activity or event which is not covered by any of the Student Clubs.

### **Botanic Club**

Founded by the Department of Botany in the year 2021, the Botanic Club is the very first science student club initiated by the School of Mathematics, Physical and Life Sciences in the college. The objectives of the club include the introduction and exposure 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 extracurricular activities such as field trips, plant collection, lectures and training workshops by eminent scientists. It also conducts other educational events like seminars, debates, quizzes, and competitions in relevant topics to grow the students interests in the subject matter.

### **Photography Club**

The Photography Club was formed to provide a supportive environment for students interested in photography to showcase and share their creativity, knowledge, and passion. The Club holds regular meetings and discussions, and organizes events such as photo walks, field trips, and workshops by visiting photographers. It also explores possible opportunities for photography projects in collaboration with other campus departments, organizes peer-to-peer portfolio reviews, and explores the possibilities of exhibitions on and off campus. The Club provides opportunities for planning and organizing photography adventures, and engaging in discussions about the art form with like-minded enthusiasts.

### **Fine Arts and Cultural Club**

The Fine Arts and Cultural Club was formed to create a culturally driven ambience for students to enhance their aesthetic sensibility. The Club provides a platform to promote a vibrant campus experience through organizing innumerable activities pertaining to performing arts and cultural activities, and brings people from all walks, interests, and ethnicity together in ways that stimulate lifelong learning and community interaction. The Club seeks to identify and nurture the latent talents of the students, and help enhance their personal and professional skills and widen their experiences.

### **Literary and Debating Club**

The Literary and Debating Club was formed with the goal of helping students increase their general knowledge, and develop their critical thinking, creative expressions and oratory skills. The Club seeks to build a community of students who can think independently and critically, and articulate and structure their arguments coherently and effectively. It provides the students an opportunity to take a break from their scholastic work while simultaneously using their time in a productive way by building their all-round skill set. The Club also facilitates the exchange of knowledge and ideas among its members, and discusses and engages the latest debates in the world today.



### **Mental Health Club**

The Mental Health Club was formed to promote a supportive and safe environment where critical conversations about mental health are encouraged and embraced, and emotional health and resilience among peers are promoted. It is an initiative collaboratively driven by students and faculties and seeks to increase awareness about mental health, emotional resilience, self-love, and overall personal growth. The Club is dedicated to educating students about mental health issues, including common conditions, symptoms, and available resources. It further aims to create a community that embodies the true meaning of strong peer support, where students can show up without fear of judgment and exist in a shared space where they can be their most authentic selves. Student-led campaigns are regularly organized to help members find their voice, build confidence, speak up, and make a difference in the world.

### **Sports and Fitness Club**

The Sports and Fitness Club of the college was formed to enhance the student's college experience and contribute to the student's overall education, physical and mental wellness, and character formation. The Club is committed to providing a healthy sporting habit among the student community and seeks to inculcate an appreciation for the value of time, discipline, hard-work, sportsmanship and healthy competitiveness, communication, coordination and teamwork through a range of activities organized by them.

# STAFF WELFARE

## I. STAFF WELFARE COMMITTEE

The Staff Welfare Committee was formed to promote a positive and supportive work environment among the staff, and looks after their overall development and general welfare. The Committee actively provides a forum for open communication and constant dialogue between employees, and offers different welfare schemes as much as affordable. To date, the college continues to offer financial assistance to every teaching and non-teaching staff through the ‘Teacher’s Welfare Fund’, which is a corpus raised through contributions from the faculty members of the college, and through which various benefits are bestowed to selected employees in time of sickness or any other specified occasion.

### **Composition:**

Chairperson	: Rev. Dr. Khen P Tombing, Principal
Secretary	: Dr. Kh. Thianminlian Vaiphei, Vice-Principal
Members	: Velthangkhum Hauzel, Asst. Professor, History Dept. : Japhet Misao, Asst. Professor, Botany Dept. : Liankhansuan Hauzel, ANO-NCC

## II. STAFF RECREATION COMMITTEE

The Staff Recreation Committee was formed primarily to build relationships amongst all Rayburn College employees and cater to the recreational needs of the entire staff. The Committee focuses on inter-departmental activities and fellowship between the various committees, and includes activities such as organizing health-care programs, celebrating festivals, conducting family tours, family get-together, staff picnic etc. By organizing and participating in these activities, it aims to encourage team spirit, foster camaraderie among colleagues, and improve staff morale, and inculcate a greater sense of belonging.