

Minutes of IQAC Meetings

June 2020- December 2021

Meeting 1

The first IQAC meeting was held at Principal's chamber on the 3rd of June 2020 (Wed) with the Academic committee.

Agenda:

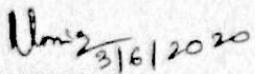
1. Student Intake & other information as per letter no. 3/3 – 44/2007 – UHE (MISC) (Pt. 11) Dated 02/06/2020.
2. Academic calendar
3. World Environment Day


Members Present:

- | | |
|------------------------------|--------------------------------|
| 1. Dr. L. Khiloni | Principal |
| 2. L.Solomon Dangsaawa | Vice Principal |
| 3. M Premchand Singh | Asst. Prof. of Chemistry Dept. |
| 4. Dr. Moses Shanoi
Dept. | Asst. Prof. of Anthropology |
| 5. Dr. Alita Tarao M | Asst. Prof. of History Dept. |
| 6. Cliff Serbum | Asst. Prof. of C/Sc. Dept. |
| 7. Cr William Moyon | Asst. Prof. of English Dept. |
| 8. Monica Jasmine Langhu | IQAC Coordinator |
| 9. Roel Omilan | Asst. Prof. of History Dept. |
| 10. N Parthar Moyon | Asst. Prof. of Economics Dept. |

Resolutions taken:

1. It was resolved to chalk out the student intake for the students of 1st Semester to be submitted to the Director (U) for online registration.
2. It was resolved to prepare the IQAC to prepare the Academic Calendar.
3. It was resolved to instruct the department of Environmental Science to organize the World Environment Day with Tree Plantation Program.


(MONICA JASMINE LANGHU)
IQAC Coordinator
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Komiathabi


(DR.L.KHILONI)
Principal
Principal
South East Manipur College
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Meeting 2

The 2nd IQAC meeting was held at the IQAC Office chaired by the Principal on the 8th of June 2020 at 2:00 pm. (Monday)

Agenda:

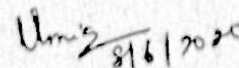
1. Documentation of Data as per the guidelines of the Data Capture Format.
2. Misc.


Members Present:

- | | |
|--------------------------|----------------------------|
| 1. Dr. L. Khiloni | Principal |
| 2. Monica Jasmine Langhu | Coordinator |
| 3. Roel Omilan | Member |
| 4. Alita Tarao | Member |
| 5. S. Shyamchandra | Member |
| 6. Cliff Serbum | Member/AISHE Nodal Officer |
| 7. CR. William Moyon | Member |

Resolution:

1. To compile all the data needed for submitting the DCF.
2. To send soft copy of DCF to Sir Jyotirmoy Wahengbam at the earliest.


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Meeting 3

The 3rd IQAC meeting was held at the IQAC Office chaired by the Principal on the 4th of September 2020 at 1:30 pm.

Agenda:

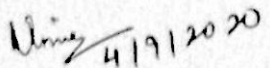
1. To organize sanitization programme for the upcoming 6th semester examination.
2. To organize N-List hands on training for teaching staff and students.


Members Present:

1. Dr. L. Khiloni	Principal
2. Monica Jasmine Langhu	Coordinator
3. Roel Omilan	Member
4. AlitaTarao	Member
5. S. Shyamchandra	Member
6. Cliff Serbum	Member
7. CR. William Moyon	Member

Resolution

1. It has been resolved to organize the sanitization programme on 08/09/2020.
2. It has been resolved to inform all teaching staff and students to participate for the NList training and understand its importance.


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IQAC Coordinator


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Principal
Principal
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Meeting 4

The 4th IQAC meeting was held with departmental HODs chaired by the Principal on the 7th Dec 2020 (Monday) at 1:30 pm.

Agenda:

1. Allotment of departmental work related to NAAC.
2. Misc

Members Present:

1. Dr. L. Khiloni	Principal
2. Monica Jasmine Langhu	Coordinator
3. RoelOmilan	Member
4. AlitaTarao	Member
5. S. Shyamchandra	Member
6. Cliff Serbum	Member/HOD C/Sc.
7. CR. William Moyon	Member
8. Nongmaithem Birohini Devi	HOD Botany
9. Laishram Premjit	HOD Chemistry
10. N. Homeshwor	HOD Economics
11. Moirangthem Nandini Devi	HOD Education
12. L.Solomon Dangsaawa	HOD English
13. Dr. M. Shantirani Devi	HOD History
14. Sanabam Sorojini Devi	HOD Manipuri
15. Nongmeikapam Somorendro Singh	HOD Mathematics
16. M. Rasmani	HOD Physics
17. Sorokhaibam Haridas singh	HOD Political Sc.
18. Dr. Ksh. Surjit Singh	HOD Statistics
19. Takhellambam Nabakumar Singh	HOD Zoology

Resolution:

1. It has been resolved to prepare NAAC related documents, lesson plan, completion report, workload and collection of information from all staff within each department.
2. Review of the IQAC Member expansion list, dated 12 Nov. 2020.

Monica
7/12/2020
(MONICA JASMINE LANGHU)
IQAC Coordinator

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(DR.L.KHILONI)
Principal

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Meeting 5

The 5th IQAC meeting was held at the IQAC Office chaired by the Principal on the 6th Feb 2021 of September 2020 at 1:30 pm.

Agenda:

1. Students' Induction Programme
2. To organized social work
3. To organized International Women's Day

Members Present:

1. Dr. L. Khiloni	Principal
2. Monica Jasmine Langhu	Coordinator
3. Roel Omilan	Member
4. Dr. Alita Tarao M	Member
5. S. Shyamchandra	Member
6. Cliff Serbum	Member/HOD C/Sc.
7. CR. William Moyon	Member
8. Dr. Moses Shanoi	Member
9. N Parthar Moyon	Member
10. Ng. Thermi Moyon	Member/Librarian
11. Roel Serungam Moyon	Member/Head Clerk

Resolution:

1. Resolved to organize Students' Induction Programme by IQAC on 8th Feb 2021 (Friday).
2. Resolve to organize a social work programme for Non Teaching Staff, in collaboration with IQAC and RUSA team on 01/03/2021 (Monday).
3. It has been resolved to organize International Women's Day on 08/03/2021.

Monica 6/2/2021
(MONICA JASMINE LANGHU)
IQAC Coordinator

SOUTH EAST MANIPUR COLLEGE
Komiathabi

(DR. L. KHILONI)
Principal

Principal
South East Manipur College
Komiathabi

Meeting 6

The 6th IQAC meeting was held at the IQAC Office chaired by the Principal on the 9th April 2021 at 1:30 pm.

Agenda:

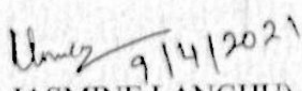
1. NEP Programme
2. One Day Workshop on NAAC, NIRF & AISHE
3. Compilation of College Data for uploading in College Statistics, to be released by the Director (U).

Members Present:

1. Dr. L. Khiloni	Principal
2. Monica Jasmine Langhu	Coordinator
3. Roel Omilan	Member
4. Dr. Alita Tarao M	Member
5. S. Shyamchandra	Member
6. Cliff Serbum	Member/HOD C/Sc.
7. CR. William Moyon	Member
8. Dr. Moses Shanoi	Member
9. N Parthar Moyon	Member
10. Ng. Thermi Moyon	Member/Librarian
11. Roel Serungam Moyon	Member/Head Clerk

Resolution:

1. Resolved to organize NEP awareness programme on 12/04/2021
2. It has been resolved to organize One Day Workshop on NAAC, NIRF and AISHE on 15/04/2021.
3. It has been resolved to compile college data as requested by Director (U) and to be submitted on 18/04/2021.


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IQAC Coordinator

Assistant Professor
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(DR.L.KHILONI)
Principal

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Meeting 7

The 7th IQAC meeting was held at the IQAC Office chaired by the Principal on the 28th April 2021 at 1:30 pm.

Agenda:

1. Paper & Article for "The Ingenuity".
2. Three Day National Workshop on Academic Writing & Publishing.
3. Teacher's Day

Members Present:

1. Dr. L. Khiloni	Principal
2. Monica Jasmine Langhu	Coordinator
3. Roel Omilan	Member
4. Dr. Alita Tarao M	Member
5. S. Shyamchandra	Member
6. Cliff Serbum	Member/HOD C/Sc.
7. CR. William Moyon	Member
8. Dr. Moses Shanoi	Member
9. N Parthar Moyon	Member
10. Ng. Thermi Moyon	Member/Librarian
11. Roel Serungam Moyon	Member/Head Clerk

Resolution:

1. It has been resolved to notify, collect papers and article related to the theme "The Ingenuity" by 30/04/2021 and send the paper to Directorate (U).
2. It has been resolved to collaborate with Dr. Nongmaithem Ajith for the Three Days National Workshop on Academic Writing & Publishing to be held from 22-24th June 2021.
3. It has been resolved to organize Teacher's Day on 5th Sep. in commemoration with 75th Years of India's Independence (Azadi Ka Amrit Mohotsav).

Monica 28/4/2021
 (MONICA JASMINE LANGHU)
 IQAC Coordinator

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 Komlathabi

(DR.L.KHILONI)
 Principal

Principal
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Meeting 8

The 8th IQAC meeting was held at the IQAC Office chaired by the Principal on the 12th October 2021 at 1:30 pm.

Agenda:

1. AQAR Data Collection
2. NAAC Related Matters
3. Internal Feedback Survey
4. Reopening of College

Members Present:

1. Dr. L. Khiloni	Principal
2. Monica Jasmine Langhu	Coordinator
3. Roel Omilan	Member
4. Dr. Alita Tarao M	Member
5. S. Shyamchandra	Member
6. Cliff Serbum	Member/HOD C/Sc.
7. CR. William Moyon	Member
8. Dr. Moses Shanoi	Member
9. N Parthar Moyon	Member
10. Ng. Thermi Moyon	Member/Librarian
11. Chongtham Rajen singh	IT

Resolution:

- (i) It was resolved to review the AQAR for the Academic Session 2018-19 at the earliest and to upload it by the end of October, 2021.
- (ii) It was resolved to allocate the following IQAC members the charge as against their names:
 - AQAR for the Academic Session 2019-20
 - Sir Rajen, Sir Parthar, Sir Cliff & Ma'am Omilan
 - AQAR for the Academic Session 2020-21
 - Sir William, Sir Moses, Sir Shyamchandra & Ma'am Thermi

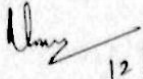
All data related to the students will be collected by Ma'am Alita & Ma'am Serungam.

It was further resolved that there will be 4 sittings particularly for AQAR.

 - 1st – October end
 - 2nd – November 2nd week
 - 3rd – November end
 - 4th – December 1st week for final discussion.

The AQAR for 2019-20 & 2020-21 will then be uploaded right after the final discussion.

- iii. For the NAAC Related Matters, It was resolved to attend the office i.e., the IQAC office twice a week on Tuesdays and Wednesdays for works related to the finalization/data collection etc. for SSR
- iv. The Activities related to College Level Quiz Competition on the 14th November and State Level Quiz Competition on the 10th of December relating to the 75th years of Indian Independence would be entrusted to the Department of History. The Quiz will be on The Indian National Movement.
- v. It was resolved to have students, teachers, parents and alumni survey feedback by 20/10/2021. The details or outcome is to be published at college website.
- vi. It has been resolved to conduct a survey whether to reopen college or not as directed by Directorate office.


12/10/2021
(MONICA JASMINE LANGHU)
IQAC Coordinator

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Principal

Principal
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Komlathabi

Meeting 9

The 9th IQAC meeting was held at the IQAC Office chaired by the Principal on the 6th Nov 2021 at 1:30 pm.

Agenda:

1. Importance of Building Peace in College
2. World Aids Day
3. Students' Induction Programme

Members Present:

- | | |
|---------------------------|------------------|
| 1. Dr. L. Khiloni | Principal |
| 2. Monica Jasmine Langhu | Coordinator |
| 3. Roel Omilan | Member |
| 4. Dr. Alita Tarao M | Member |
| 5. S. Shyamchandra | Member |
| 6. Cliff Serbum | Member/HOD C/Sc. |
| 7. CR. William Moyon | Member |
| 8. Dr. Moses Shanoi | Member |
| 9. N Parthar Moyon | Member |
| 10. Ng. Thermi Moyon | Member/Librarian |
| 11. Chongtham Rajen Singh | IT |

Resolution:

- a. It has been resolved to organize an event on Importance of Building Peace in College, and decided to be held on 12/11/2021.
- b. Resolved to organize World Aids Day even on 01/12/2021.
- c. It has been resolved to organize students' induction programme on 16/12/2021.

Uniq 6/11/2021
(MONICA JASMINE LANGHU)
IQAC Coordinator

*South East Manipur College
Komlathabi*

[Signature]
(DR.L.KHILONI)
Principal

Principal
South East Manipur College
Komlathabi

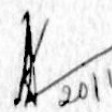


SOUTH EAST MANIPUR COLLEGE

(Affiliated to Manipur University)
Komlathabi, Charidel, Manipur, INDIA

Action Taken Report June 2020 - December 2021

Plan of Action	Achievements/Outcomes
As per the directives from the Director (U), student intake capacity for the academic session 2020-2021 to be uploaded.	The intake capacity was uploaded on 8 th June 2020 as per the resolution taken with the Academic Committee meeting on 3 rd June 2020. IQAC Meeting resolution 1 of 2020-2021.
To prepare Academic Calendar 2020-2021	The Academic Calendar 2020-2021 was prepared and uploaded in the college web site.
To observe World Environment Day, 2020	World Environment Day, 2020 in collaboration with Environmental Science Department was celebrated with Tree Plantation in the Campus on 05/06/2020
To document DCF (Data Capture Format)	Complete the compilation of DCF and sent the soft copy to Sir. Jyotirmoy Wahengbam on 11/06/2020 (DCF 46/SPD-RUSA/2017)
To organize Sanitization programme for the upcoming 6 th Sem. Examination	Sanitization programme of the whole College was organized on 08/09/2020
To organize N-List Training for Staff & Student	N-List Training was organized on 30 th Nov. 2020
To organize Students' Induction Programme	Students' Induction programme was conducted on 8 th Feb 2021.
To organize social work programme for Non Teaching Staff in collaboration with IQAC and RUSA team.	Social work conducted on 01/03/2021 in collaboration with IQAC, RUSA and Non Teaching staff of the college.
To organize International Women's Day	IQAC with the Women Cell organized International Women's Day on 08/03/2021.
To organize NEP Awareness Programme	This programme creates an awareness regarding the teaching learning method, among teaching staff and students. It was organized on 12/04/2021.
One Day Workshop on NAAC, NIRF and AISHE	IQAC organized One Day Workshop on NAAC, NIRF and AISHE on 15/04/2021.
Three Days National Workshop on Academic Writing & Publishing	IQAC in collaboration with Dr. Nongmaithem Ajith conducted Three Days National workshop on Academic Writing & Publishing. It was held from 22 nd – 24 th June 2021.
Teacher's Day Celebration in commemoration with 75 th Years of India's Independence (Azadi Ka Amrit Mohotsav)	Teacher's Day celebrated on 5 th Sep 2021 in commemoration with 75 th Years of India's Independence (Azadi Ka Amrit Mohotsav)
To prepare & review AQAR and NAAC Related Matters	AQAR Submitted & reviewed for academic year 2016-2017, 2017-2018, 2018-2019, 2019-2020.


20/12/2021
Principal
South East Manipur College
Komlathabi