

Office of the IQAC
S. Kula Women's College
Nambol, Manipur

Minutes of the Joint IQAC Meeting held on the 3rd of June 2021 on ZOOM through the following links:

<https://us04web.zoom.us/j/9107493730?pwd=U1Q3cFA4dGd4Y0lpY3NsZXVBRFIGdz09>
<https://us04web.zoom.us/j/9107493730?pwd=U1Q3cFA4dGd4Y0lpY3NsZXVBRFIGdz09>
<https://us04web.zoom.us/j/9107493730?pwd=U1Q3cFA4dGd4Y0lpY3NsZXVBRFIGdz09>

The meeting started at 2:18 pm with the Principal, Dr. W. Robindro Singh in the Chair (18 minutes behind schedule owing to some technical issues). At the outset, the IQAC coordinator welcomed the members and read out the agenda to be discussed. Altogether, 26 members attended the online meeting.

The agenda discussed and resolutions taken are as follows:

Meeting agenda and resolutions undertaken:

1. Confirmation of the minutes of the previous meeting

It was resolved that the proceedings of the previous IQAC meeting held on 5th April 2021 be resolved.

2. Status of IIQA and SSR Submission for NAAC Accreditation and Assessment 2nd Cycle and Action Plan

The coordinator gave a briefing about present status as regards the submission of the pending AQARs (AQAR 2015-16, AQAR 2016-17, AQAR 2017-18 and AQAR 2018-19) to NAAC and the subsequent submission of the IIQA on 31st May 2021 for the 2nd cycle of NAAC assessment. The next course of action regarding the SSR preparation and submission within the stipulated time was placed before the members and emphasis was laid on active participation of all the staff members and support staff to achieve this goal. The principal lauded the members for their efforts and appeal for teachers to work in coordination and maintain the records/documentation of respective departments in proper order.

It was resolved that all staff members including the support staff would commit to carry out their responsibilities for a successful NAAC assessment in the upcoming 2nd cycle.

3. Conduct of Online Classes and online tests/assignments/student seminars

Members discussed the current academic scenario of the college in the covid backdrop, especially after cancellation of the 1st and 3rd Semester University exams and the College being currently utilized as a Covid Care Centre. Members also discussed about the low student attendance of online classes owing to several factors. However, since face-to-face conduct of classes and tests are out of the question for time being owing to the worsening Covid Scenario in the state, it was resolved that conduct of online classes/test/assignments is imperative and necessary. Students who cannot attend them online must submit in writing stating the reason, and the explanation letter countersigned by their parents/guardians and addressed to the

Principal so that necessary measures may be taken up. HODs/teacher in-charge are entrusted to communicate with their respective students on this matter.

Also discussed about the pending BVoc University exams with BVoc Nodal Officer, SKWC, and the failure to conduct the exams on time inspite of requesting the university last year. Resolved to request to kindly make necessary arrangements to conduct the pending exams at the earliest possible time (possibly in online mode considering the current covid scenario) otherwise the concerned students might lose an academic year.

4. Observances: World Environment Day (5th June 2021) International Yoga Day (21st June 2021)

Discussed about the upcoming events in this month of June.

World environment day (5th June 2021):

It was resolved that, as part of the college's continuous effort to always instill the spirit of environment consciousness amongst our college staff and students, the World Environment day, 2021 would be celebrated with tree plantation and other related activities that can be performed online. It was further resolved that the NSS Units of the college and the ECO Club of the college would be coordinating and organizing the said activities in the best possible way under the current circumstances.

Also, updated cataloging of the flora and fauna of S. Kula Women's College Campus to be carried by dept of Botany and Zoology.

International Yoga Day (21st June 2021):

As part of the International Yoga Day. 2021 celebration it was resolved that, an online Yoga competition would be conducted for students wherein participants would have to submit video clips of their yoga session. Details of the event would be finalized by Teachers-in-charge, Dr. S. Bhogendra Singh and Ch. Ritu Devi. Dr. S. Bhogendra is requested to collaborate with Yoga experts from Nature Cure and Yoga Hospital, Kongba for the event. It was also resolved that there would be a separate session for interested teachers and support staff as well.

5. Webinars/Workshops to be conducted:

Discussed about the possible seminars/ workshop/training programmes that can be conducted online in the current quarter by the college (collaborations with other institutes/industry was encouraged). It was resolved that the following activities (for Teachers, Support staff and Students) may be conducted:

- i. Webinar/workshop on Income Tax: Dept of Commerce
- ii. Webinar/Workshop on Library Usage Awareness program: By Library Committee
- iii. Webinar/Workshop on ICT tools: By Dept of Computer Science and ICT committee
- iv. Webinar/workshop on Gender Issues: By Women Studies Centre
- v. Webinar/Workshop on Communication skills: Language Lab, Dept of English
- vi. Online Yoga/Aerobics/Zumba Class : Fitness Club

6. Publication of annual report:

Discussed about the pending Annual Reports of last 2 years and resolved that the ANNUAL REPORT 2019 and ANNUAL REPORT 2020 would be finalized at the

earliest for publication by the Publication Cell of the college. The Coordinator, Dr. L. Muhindro is entrusted to do the needful.

7. Submission of reports by committees/ cells:

Discussed about the activities of the different committees, sub-committees and cells especially in view of NAAC preparedness. Resolved that reports are to be submitted to the IQAC as part of streamlining the documentation process. Also, resolved that a tentative roster will be issued for one-on-one discussion of the committees/cells with the IQAC coordinator and the Principal.

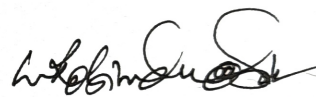
8. Misc:

With the approval of the chair, the issue of the Poor & Needy Fund was discussed by members. It was resolved that a separate account be created, if possible, at the earliest so that students can be benefitted from the fund. Also, a screening parameter/criteria needs to be discussed and laid out clearly to avoid disparity and favouritism regarding selection of student beneficiaries.

There being no further agenda to be discussed, the meeting ended with a vote of thanks from Dr. L. Amarjit Singh, Dept. of Zoology.



Binapani Chingtham
IQAC Coordinator, SKWC



Dr. W. Robindro Singh
IQAC Chairman and Principal i/c,
SKWC