

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

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**MINUTES**

Nambol, the 4<sup>th</sup> January, 2021

**No. SKW – 6/125-2012/IQM/33:** With the recommendation of the last IQAC meeting held on 2nd December 2020, the next IQAC meeting was held on 4<sup>th</sup> January, 2021 at 01.00 pm at the conference room (A. Block) with Dr. N. Joykumar Singh, Principal/Chairman IQAC in the chair and discussed the following agendas.

Agendas:

1. Progress of the different committees/cells/clubs
2. Strategy to start online/offline classes accordingly
3. Student Induction programme
4. Internet connection
5. SOUL installation
6. Nlist Training for students and teachers
7. National seminar and book/chapter publication at the earliest

After minutely discussion, the following resolutions are resolved unanimously

Resolutions:

1. Confirmation of last meeting resolutions (held on 2<sup>nd</sup> Dec. 2020)
2. Resolved that, a Joint Account for Poor & Needy Fund be opened at SBI, Nambol Branch with Dr. N. Joykumar Singh and M. Surjit Singh as joint operator.

2(a) Initial/first contribution - be voluntarily made from members of IQAC (only the faculty members SKWC) on or before 10 January 2021 and necessary procedure to open the account be entrusted to convenor of the committee (M. Surjit) to take up necessary actions within the first week of January 2021. Fortunately, for the speedy of the process the following members contributed Rs. 500 each (**Joykumar, Rameshwar, Binapani, Muhindro**).

- 2(b) Resolved that, the amount of the contribution shall not be fix in a specific amount, it will be pure voluntary donation. List of contributor and details statement of account will be updated on the college website and SKWC Teachers Whatsapp group from time to time.
3. Resolved that, the progression of the different sub committees be looked after by Binapani Chingtham, Co-coordinator IQAC and assist them to function properly.
4. Resolved that, in continuation of the activities of the IT & Equipment Committee all the IT equipment which is now non-functional be repaired at the earliest.
5. Resolved that, for the repairing and cleanliness of Language Lab, it is entrusted to Dr. I. Dinamani Singh, co-ordinator Language Lab, to take up necessary action.

6. Renovation/repairing of the Students' Union room shall be taken in-charge by Ch. Rameshwor Singh, Convenor, Campus Maintenance Committee in consultation with Principal and Students' Union at the earliest. Further, it is also resolved to make name plates of the members of GB, Principals, Students Union for display in A-Block.
7. NSS - Social Service be organised and followed by IRCS awareness programme in the second week of January 2021 by Nodal officers of IRCS (Rameshwor & Sumobala)
8. Resolved that, online classes be started from first week of the next year 2021, for the preparation of this online class it is entrusted to **Dr. W. Robindro**, HoD, Biotechnology to take up necessary process by informing all the heads of the departments. Further, it is also empowered to **Th. Priyogopal**, Librarian as Technical Expert for this online class.
9. Resolved that, all the HoD be requested to create departmental e-mail account and whatsapp groups of students (1<sup>st</sup>, 3<sup>rd</sup>, & 5<sup>th</sup>), Zoom account for using online classes officially.
10. Resolved to organise hands-on-training for online class for all the faculty members on with Th. Priyogopal, Technical Expert.
11. Resolved to organise 3 days Students' Induction Programme from 6 to 8 January 2021 in which Nlist Training for students/teachers will also be included. The programme shall be organised by Student Mentor Committee and Student Support Committee (Dr. L. Sumobala & Kh. Somola)
12. Resolved that, one day National Workshop in relating to **E-resources and Nlist** be organised on the 30<sup>th</sup> January 2021, in this regard, it is entrusted to Th. Priyogopal, Librarian, Convenor, E-resource & Nlist Committee to take up necessary arrangement under IQAC.
13. Resolved that, a two day **National Seminar** under the main theme of **EDUCATION IN THE COVID ERA** be organised in the last week of February under IQAC. It is especially for all the faculty members to enable them to publish chapters in the proceedings. All the faculty members are requested to contribute a paper without fail.

As there were no further agenda to be discussed the meeting ended with thanks from the chair.

Sd/-  
(Dr. N. Joykumar Singh)  
Chairman, IQAC &  
Principial, SKWC