

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



Minutes of IQAC Meeting

Nambol, the 5th April, 2021

No. SKW – 6/125-2012/IQM: Minutes of the IQAC Meeting held on 5th April, 2021 at 12.30 PM at the Principal's Chamber of the S. Kula Women's College, with Principal i/c, Dr. W. Robindro Singh in the chair.

Members Present:

1. Dr. L. Ishwori
2. Dr. L. Sumobala
3. Kh. Somola Devi
4. K. Umabati Devi
5. Ch. Ritu Devi
6. S. Chanu Shreela
7. S. Dineshori
8. Kh. Ranjana Devi
9. W. Lata Devi
10. L. Tomba Singh
11. Dr. H. Boboy Singh
12. Dr. L. Amarjit Singh
13. Dr. K. Khelendro
14. Ngangom James Singh
15. Dr. S. Bhogendra Singh
16. Md. Faizul Haque
17. RK Rishi
18. Ch. Rameshwor Singh
19. Dr. L. Muhindro
20. I. Binoi Singh
21. S. Ibotomi Singh
22. Dr. N. Joykumar Singh
23. Dr. M. Ratankumar Singh
24. Dr. I. Dinamani Singh
25. Dr. RK Sanarembi Chanu
26. K. Brajagopal Singh
27. Dr. W. Kunjarani Devi
28. Dr. N. Sarda Chanu
29. K. Birachandra Singh

Agenda discussed and resolution undertaken:

1. Confirmation of the previous meeting
Resolved that the previous IQAC Meeting be resolved
2. Status of AQAR and SSR preparation for 2nd Cycle of NAAC Assessment

Discussed about the pending AQARs which have to be uploaded mandatorily on the NAAC portal and the I/QA which is to be submitted subsequently before 31st May 2021. Also discussed the submission time-line and the present status of SSR drafting. Resolved to finish drafting the AQARs before the month of April ends.

3. Status of new Website:

Discussed about the progress of the new college website from the Website coordinator. Resolved to complete the security audit of the new website at the earliest. Also resolved to upload all relevant documents on the website as per NAAC guidelines.

4. Status of infrastructure and maintenance:

Discussed the current condition of classrooms and the campus on the whole. Resolved that the Campus maintenance committee and IT and Equipment Committee be entrusted to list out the equipments/facilities that are in need of repair and to take necessary measures with approval from the Principal.

5. Fitness Club

Resolved to set a time -table with a list activities that are to be conducted during the fitness hour/period, semester-wise with teachers-in-charge of the activities.

6. Departmental Filing System

Discussed about the need to improve the documentation and departmental file maintenance. Resolved that all departments maintain their respective files for students, teachers, assessments & tests, extracurricular activities, etc properly.

7. Activities to be organized on

- Communication and soft skills
- Professional ethics
- Gender Sensitization
- IT/Computer Applications
- Environment and Sustainability
- Remedial/Coaching Classes

Discussed and resolved that relevant departments be assigned to conduct activities related to:

- Communication and soft skills by Dept. of English
- Professional ethics by Dept. of Commerce
- Gender Sensitization by Women's Studies Centre
- IT/Computer Applications by Dept. of Computer Science
- Environment and Sustainability by Depts. Of Botany/Zoology/Biotechnology

HODs/Program Coordinators to place the proposal in advance for proper planning. Remedial/coaching classes to be conducted for students who scored less in internal assessments.

8. COC/Add-on Courses

Discussed about the low enrolments of students in COC/Add-on Courses, resolved that teachers encourage students of their respective department to take at least one add-on course in a semester.

9. Mentoring Report

Resolved that Student Mentoring Committee to collect mentoring reports from student mentors by semester end and also submit the same to the IQAC.

10. Academic Collaboration with Don Bosco College, Maram as per MOU

The IQAC Coordinator read out the MOU recently signed in March, 2021 with Don Bosco College, Maram and the possible collaborative activities that may be conducted. Teachers are encouraged to plan collaborative activities which would involve students as well.

11. Annual College Week, 2020-21

Resolved that the Annual College Week be conducted by last week of April; organising committee to be constituted for the sports, cultural and literary meets.

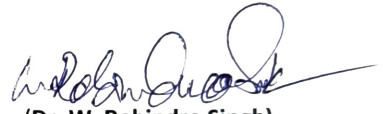
12. Publication (Annual Report 2019-20, College magazine, DCF report 2020-21 to Directorate, U&HE)

Discussed about the pending annual report publications of 2019 and 2020 and resolved that Coordinator of Publication Cell to finish the draft of the reports as soon as possible for publication. Also resolved that Dr. S. Bhogendra be entrusted to prepare the DCF report 2020-21 to meet the deadline i.e. 31st April, 2021.

13. Misc.

Discussed about the upcoming end semester examinations; the examination committee is entrusted to prepare the examination duty roster for smooth conduct of exams and to make necessary arrangements for following SOPs in view of COVID-19.

The meeting ended at 3:10 pm with thanks from the chair.



(Dr. W. Robindro Singh)

Principal/Chairman, IQAC,
S. Kula Women's College,

Principal
S. Kula Women's College
Nambol, Manipur