

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

MINUTES

Minutes of the IQAC Meeting (emergency) held on 23rd September, 2021 at 11:40 AM at the Multipurpose Hall of the college with Principal i/c of SKWC, Dr. W. Robindro Singh in the chair.

On 23rd September, 2021, at the scheduled joint meeting of IQAC, all teaching and non-teaching staff members of the S. Kula Women's College, Nambol, congregated at the Multipurpose Hall of the college and was presided by the Principal of the college, W. Robindro Singh. Altogether 99 members attended the meeting.

The meeting started at 11:40Am with a welcome note and a brief on the agenda to be discussed by the IQAC Coordinator, Binapani Chingtham.

The following resolutions were finalized against the proposed agenda:

1. Agenda: Confirmation of the minutes of the previous meeting
Resolution: It was resolved that the proceedings of the previous IQAC meeting held on 3rd June 2021 be confirmed.
2. Agenda: IQAC Activity Report of Academic Session 2020-21

Resolution: A brief report on IQAC Activities during Academic session 2020-21 was given by the IQAC Coordinator. Resolved that the final IQAC Activity report would be submitted and uploaded on the website as soon as possible.

3. Agenda: Status of Self Study Report (SSR) submission to NAAC for Accreditation and Assessment (2nd Cycle) and subsequent preparation thereof

Resolution: Faculty members were updated on the current progress vis a vis preparation of NAAC Accreditation and Assessment 2nd Cycle.

- All pending 4 AQARs of past academic sessions 2015-16, 2017-18, 2018-19, 2019-20 were submitted to NAAC in May, 2021.
- IIQA for 2nd Cycle was submitted and approved on 29th July 2021.
- Subsequently, Self-Study Report (SSR) for 2nd Cycle was successfully submitted to NAAC on the 21st September 2021.

The Student Satisfaction Survey which is a mandatory metric of the assessment process was discussed and resolved that all teachers take active role in making sure students of their respective departments who received the survey emails from NAAC take part in the survey successfully.

4. Agenda: Examination Report 2020-21

Resolution: Convenor of Examination Committee, Shri S. Chandrakumar Singh gave the status report on examinations conducted. University Examinations of all the three even semesters have been completed in online-mode for all subjects except for BCA programme. Consequent upon our repeated pleas to the Controller of Examinations, Manipur University with regards to pending B.Voc exams (2019-20 and 2020-21) for all semesters, the said exams are being conducted successfully; resolved to complete all pending exams before new session begins.

5. Agenda: Admission Status 2021-22

Resolution: Dr. S. Bhogendra Singh, Convenor, Admission Committee gave an update on the admission status for year 2021. So far 147 students have been admitted in 1st Semester and the last date of admission has been extended till 29th September, 2021. Resolved to improve admission figures by counselling the registered students who are yet to be admitted.

6. Agenda: Academic Calendar 2021-2022

Resolution: Academic Calendar to be finalized by Academic Council; resolved that the Academic Council Meeting be convened at the earliest date to discuss the issues/activities concerning upcoming session.

7. Agenda: Student Induction Programme (SIP)

Resolution: Resolved that Student Induction Programme (SIP) 2021-22 be finalized once the college opens for OFFLINE classes which depend on the development of COVID-19 pandemic.

8. Agenda: Implementation of Moodle LMS

Resolution: Resolved that a Hands-on Training programme for faculty members on implementation of Moodle LMS will be organized as soon as possible, preferably before classes for the odd semesters start; Moodle Master Trainer and the Educational Technology Committee are entrusted to update the courses for 1st, 3rd and 5th Semesters for all programmes of study at the SKWC Moodle site.

9. Agenda: Career Counselling and Placement activity for students

Resolution: Resolved that the Career counselling and Placement committee initiate activities for career guidance/counselling for the benefit of students; Proposal for reorganizing of committee members was also put up by faculty members.

10. Agenda: Annual College Week

Resolution: Annual College Week to be finalized as the college opens OFFLINE classes which again depends on the development of COVID-19 pandemic. Committees to be constituted for the said programme.

11. Agenda: Alumnae Connect/Meet

Resolution: Annual report of the Alumnae committee awaited. Resolved that new alumnae members be registered; also resolved to conduct an Alumnae Meet as soon as the Covid scenario improves for the better.

12. Agenda: Poor and Needy Fund

Resolution: Reorganization of the committee proposed. Also proposed for utilizing the fund in admission of 3rd and 5th Semester students who need financial assistance; Screening committee to be set up for selection eligible students.

13. Agenda: Departmental annual activity reports

Resolution: Departmental Reports are to be prepared and submitted to the Principal and IQAC by the Heads of Departments with the assistance of teaching and non-teaching faculties of respective departments. Reports of Departmental activities of Academic year 2020-21 awaited.

14. Agenda: Linkage/Collaborative activities with other institutions/agencies through functional MOUs

Resolution: Resolved that departments take initiatives to engage students and faculty members in academic and training programmes with institutions which currently have functional MOUs signed with the college.

15. Agenda: Co-curricular Activities

Resolution: Resolved that the following upcoming programmes/observances be conducted. Faculty members and students to participate successfully.

- NSS Day to be observed on 24th September, 2021 at the college. The programme will start at 7 a.m.; there will be tree plantation (outdoor) and social service programme organised by NSS units I & II.
- Cleanliness drive (plogging run as part of Fit India Campaign) on 2nd October, 2021 (Gandhi Jayanti).

16. Agenda: Miscellaneous (with the approval of the Chair)

Resolution:

- Proposal for Contract appointment of Late Ranjita's husband was discussed.
- All committees to submit annual reports to the Principal.
- Monthly meeting of each department with the Principal.
- Drinking water facilities to be made available in each department.
- Explanation to be given to the Principal by all the staff members who didn't attend today's meeting as well as those who left the meeting without prior permission by the Principal.

Towards the end of the meeting, Dr. N. Joykumar Singh, Shri S. Chandrakumar Singh and Principal, Dr. W. Robindro Singh gave short speeches urging one and all to be committed to working in solidarity for the upliftment of the college, especially in light of the upcoming NAAC assessment.

There being no further agenda left to be discussed, the meeting ended at around 3:30 PM with thanks from the chair.

Sd/-
Binapani Chingtham
IQAC Coordinator, SKWC.