



IQAC STEERING COMMITTEE MEETING MINUTES

Date: 28th August, 2019

Time: 1:30 pm

Members present:

1. Dr. Th. Siamkhum, Principal - Chairman
2. Caroline Zothangmawi, Vice Principal – Vice Chairman
3. Melody Zenthianneihohi, Librarian – Member
4. Singthuom Thomte, Controller of Exam– Member
5. O. Sonamani Singh (Statistics) – Member
6. R. Tawna Khawbung, HOD, Anthropology– Member
7. Nehjamang Haokip (Mathematics) – Member
8. Dr. Jangkholum Mate, Co-ordinator, IQAC & Member Secretary
9. Vungjamawi (Geography) – Member

At the outset, the Co-ordinator, IQAC & Member Secretary, who chaired the meeting at the request of the Principal, welcome all the member present and invite their valuable opinions and suggestions on the agenda to be deliberated;

Agenda:

1. Evaluation mechanism of the academic functioning of various departments.
2. Discussion on the academic calendar for the session 2019-20.
3. Reviewing infrastructural development of the college.
4. Library amenities.
5. Implementations of library studies as envisaged in the Academic Guidelines A (5).
6. Expansion of Steering Committee.
7. Misc.

A thorough debates and discussions were carried out for each and every agenda and the following resolutions were unanimously adopted.

Resolution No. 1:- Evaluation mechanism of the academic functioning of various departments – In this matter the committee resolved the following;

- i. IQAC should prepare monthly departmental performance proforma which shall include items like student attendance, test result, group discussion, class seminar etc.
- ii. All HODs' should fill up and submit the proforma to the Vice Principal every month.



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- iii. The monthly proforma will be evaluated by a panel of three members headed by the Vice Principal and assisted by two Deans (Dean of Humanities (Arts) & Dean of Science).
- iv. For this purpose Dean of Humanities (Arts) & Dean of Science should be appointed by the Principal from among the senior faculties who has years of experience.
- v. The findings of the panel must be submitted to the Principal for further necessary actions.
- vi. The proforma submitted by the HODs' must accompany documentary and or photographic and or video evidence of the claim made therein.

Resolution No. 2:- Discussion on the academic calendar for the session 2019-20- In this matter, the academic calendar discussed in the previous meeting have been incorporated and modified accordingly, it was approved for immediate implementation.

Resolution No. 3:- Reviewing infrastructural development of the college – The chairman made a brief report on the infrastructural improvement in the college till date. He invited the member committee to contribute their valuable suggestion for improving college infrastructure. In this regard, the following resolutions were adopted.

- i. It was resolved that any infrastructural facilities and amenities required by the department shall be reported in writing in the form of a formal request to the Vice Principal and the Vice principal shall put up the matter to the Principal for necessary actions.
- ii. It was resolved that on a priority basis repairing work shall be taken up as soon as possible in the following order;
 - a. Repairing of roof to stop leakages
 - b. Arrangement of parking on a block basis such as – (i) parking block for students (ii) parking block for teachers (iii) parking block for visitors.

Resolution No. 4:- Library amenities – The Librarian presented a report about the existing amenities and the requirements. The following were the materials demanded for the Library.

- i. Books that are listed as references in the syllabus
- ii. Globes, Maps and map stand.
- iii. More bookshelf (20 pieces)
- iv. More tables (14 pieces)
- v. More chairs (56 pieces)
- vi. 2 computer table
- vii. 1 printer
- viii. Electrical fittings in the extended room (Bulbs, fan and plug)
- ix. Newspaper, magazines and journal stand
- x. Local newspaper and Employment news subscription
- xi. Bigger property counter



- xii. Library caution money may be introduced
- xiii. Library orientation or awareness may be conducted at the start of the session
- xiv. Cemented flooring needs mending
- xv. Extended room has a leaking roof that needs mending
- xvi. More PCs with higher configuration that can support automation of the library.

In this matter it was resolved to meet all the demands however on a phase manner.

- a) It was emphasised that the Librarian should take up urgent steps to organise Library Orientation or awareness, as soon as possible.
- b) The Librarian was also entrusted to work out the rule and modus operandi for introduction of issue of library card to students, borrowing of books with and without fines, issuing of library clearance certificate, and refunding of library caution fees, etc.
- c) It was resolved to install CCTV in the library, as soon as.
- d) It was also resolved that all HODs' should submit the list of books required as per the syllabus.

Resolution No. 5:- Implementations of library studies as envisaged in the Academic Guidelines A (5) – The Library Study Roster proposed by IQAC has been approved for immediate implementation. It was also resolved to entrust IQAC to prepare the same roster every semester.

Resolution No. 6:- Expansion of Steering Committee – It was resolved to defer the expansion of IQAC Steering Committee as the existing number of member is sufficient enough to manage the affairs.

Resolution No. 7:- Miscellaneous –

- i. No Smoking and No Tobacco Campus – In this matter it was resolved to make the college campus no smoking and no tobacco zone. For this purpose, the principal shall arrange a signboard with the warning as per the government notification and the penalties.
- ii. Dress Code – It was resolved that the students shall wear decent dresses within the campus. Consequently, no students shall wear shorts and revealing dresses.
- iii. One Time Paper Publication Assistance as directed by the Academic Guidelines B (II) – It was resolved to implement this provision with immediate effect and IQAC shall prepare the application form, and procedure for evaluation and releasing of the assistance.
- iv. Follow up of previous meeting resolutions-
 - a. Resolution No. 1 (dated 3rd July, 2019) – In pursuance to this resolution, IQAC had introduced Basic Computer Course and the classes had commenced on 21st August, 2019.
 - b. Resolution No. 2 (dated 3rd July, 2019) – In pursuance to this resolution, all departments were instructed to conduct meeting on 09/08/2019. Accordingly, 13 departments out of 16 conducted the meeting and had submitted the report to IQAC.



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- c. Resolution No. 3 (dated 3rd July, 2019) – IQAC had developed the Academic Calendar for 2019-20 and the same had been approved through Resolution No. 2 dated 28/08/2019.

To close the meeting the resolutions adopted were read out by the recording secretary and as no modification was required the resolutions were passed unanimously.

Date: 4/7/2019
Place: Churachandpur

Sd/-
Recording Secretary

(DR. JANGKHOLUN MATE)
Chairman,
Co-ordinator & Secretary

(DR. TH. SIAMKHUM)
Principal

(Signature)
Principal
Churachandpur College
18 Road, Hlangtam Lamka
Manipur

Copy to:

1. Principal
2. Vice Principal
3. All HODs', for wider circulation in their Department
4. Guard file

(DR. JANGKHOLUN MATE)
Co-ordinator & Secretary

(Signature)

(Signature)

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Department of Higher Education

- iii. The existing program will be evaluated by a panel of three members headed by the Vice-Chancellor and assisted by two to four (Deans of Faculties / Heads of Departments).
- iv. For this purpose a team of members (Acad. & Admin. experts) will be formed by the Director from among the senior faculty with the years of experience.
- v. The findings of the panel will be submitted to the Director for further necessary actions.
- vi. The program submitted by the HECs, must accompany documentary and supporting data and be in the form of the class made therein.

Resolution No. 75-11 regarding the academic calendar for the session 2011-12. In this regard, the academic calendar attached in the previous meeting has been incorporated and modified with necessary changes for better implementation.

Resolution No. 73-10 regarding the academic development of the college. The Chairman made a brief report on the infrastructural development in the college till date. He invited the faculty members to contribute their valuable suggestions for improving college infrastructure. In this regard, the following resolutions were adopted:

- i. It was resolved that any infrastructural facilities not mentioned in the college development plan should be reported in writing in the form of a formal report to the Vice-Chancellor and the Vice-Chancellor shall put all the matter to the Director for necessary actions.
- ii. It was resolved that as a priority basis certain work shall be taken up as far as possible in the following order:
 - a. Repairing of road to new library
 - b. Arrangement of parking on a black path such as - (i) parking place for students (ii) parking place for teachers (iii) parking place for visitors

Resolution No. 74-10 regarding activities. The Chairman presented a report about the existing resources and the requirements. The following were the details furnished for the library:

- i. Books that are listed as resources in the syllabus
- ii. Globes, Maps and map stand
- iii. More books (200 pieces)
- iv. More desks (4 pieces)
- v. More chairs (20 pieces)
- vi. Computer table
- vii. 1 chair
- viii. Lockers (fittings in the extended room (Rubb. bin and plug)
- ix. Newspaper, magazines and journal stand
- x. Local newspaper and employment news subscription
- xi. Digital projects console

[Handwritten Signature]