

Office of the Principal, Oriental College (Autonomous), Imphal

Proceedings of the meeting of the IQAC of the college held on 4th September, 2019 at 2 P.M. in the office chamber of the Principal with Dr. S. Ranjit Singh, Principal of the college, in the chair to discuss and transact the following agenda.

Agenda:

- i. Revised Assessment and Accreditation Framework,
- ii. Action taken report of the previous meeting,
- iii. Misc., if any, with the permission of the chair.

Members / representatives of HODs present:

1. L. Mani Singh, Coordinator
2. Dr. Ashraf Ali, Economics Dept.
3. Dr. O. Rudrababu Singh, HOD, History
4. L. Ibeni Devi, HOD, Mathematics
5. Dr. Kh. Keinahanbi Devi, HOD, Physics
6. Dr. R.K. Rajeshwari Devi, Zoology Dept.
7. S. Jibonlata Devi, HOD, Manipuri Dept.
8. L. Renuka Devi, HOD, Geography
9. Dr. R.K. Joykumar Singh, HOD, English Dept.
10. P. Mangi Devi, HOD, Botany Dept.
11. Dr. S. Sanayaima Devi, HOD, Zoology Dept.
12. Dr. Kh. Aruna Devi, Dean of Arts
13. Md. Yusuf Ali, HOD, Education Dept.

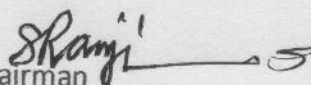
In the meeting, the Principal welcomed all the members and initiated the discussion on the agenda items. The Coordinator informed the members of the achievement of the resolutions adopted in the last meeting. After minute discussion, the following resolutions were adopted.

Resolution 1: As per the latest revised assessment framework of NAAC, it was resolved that the IQAC should take necessary procedure for submitting AQAR, and arrange to hold a staff meeting at the earliest in order to aware all the staff of the new RAF of NAAC.

Resolution 2: Resolved that the action taken report of the previous year be passed with a suggestion of more improving the achievement rate in the next year.

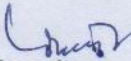
Resolution 3: Resolved that the following plans of action be adopted for the year:

- (a) to reinforce manpower in view of shortage of staff in Central Library,
- (b) to restructure students mentorship system for more effectiveness
- (c) to take up specific measure or scheme for welfare and safeguard for girl students and working women of the college.
- (d) to encourage MOU and collaborative venture with industries/corporate bodies
- (e) to encourage the faculties to take up research work
- (f) to develop CBCS curriculum to be implemented from the next session
- (g) to develop more smart class rooms under RUSA
- (h) to organise faculty improvement programmes
- (i) To pursue the state government for opening of PG classes and of UG course- CS/BCA
- (j) to develop online mode in admission and examination
- (k) to initiate replacement of long desks and benches to single seated chair cum desk
- (l) to students and teachers to take facilities of INFLIBNET and MOOG
- (m) to take-up capacity building measures for enhancing e-governance
- (n) to encourage faculties to use experiential and collaborative learning methods
- (o) to create and activate a student progression & placement cell


Chairman

Action Taken Report of the previous meeting held on 25th May, 2019

Action plans	Achievements
1. to persuade the higher authority for sending/appoint the shortage staff of library and administration	Shortage of staff position sent to the concerned authority.
2. to apply for opening B.Voc. degree programme	Applied for opening 4 (four) vocational courses and approval letter of UGC received on 30 th July, 2019.
3. to initiate curriculum development for introducing CBCS system in the college	UGC guidelines for implementation of CBCS studied and a workshop on CBCS is planning to organise.
4. to encourage MoU and collaborative venture	Not yet achieved
5. extension and outreach activities	i. International Yoga Day observed with meditation and yoga practice with NSS volunteers on 21 st June, 2019 ii. awareness programme on drug abuse and illicit trafficking held on 26 th June, 2019 with NSS and students' union un IQAC initiative. iii. participated 'Fit India Movement' launched by Hon'ble P.M. of India on 29 th August, 2019.
6. seminars / workshop on improvement of teaching-learning and evaluation	Not yet organised
7. to develop digital classrooms under RUSA scheme	Not yet achieved
8. maintain clean and pollution free campus	Tree plantation and post-plantation care programme was organised on June 5, 2019 as a part of observance of World Environment Day.
9. encourage online mode of admission and examination fee payment	Most part of the process of admission and examination was on online mode with the close of the college following the spread of COVID-19
10. to organise faculty development and short term courses	i. Faculty development cum workshop programme on 'Text and Narrative: reflections on Quantitative Research Methodology' held on 28 th June, 2019
11. to replace desk and bench by single-seated ones	Not yet achieved


Coordinator

Government of Manipur

Office of the Principal, Oriental College (Autonomous), Imphal

Proceedings of the meeting of the IQAC of the college held on 27th February, 2020 at 2 P.M. in the office chamber of the Principal with Dr. S. Ranjit Singh, Principal of the college, in the chair to discuss and transact the following agenda.

Agenda:

- iv. To discuss on the action taken report of the year,
- v. To chalk out Action plans to be taken up during the next year,
- vi. Misc., if any, with the permission of the chair.

In the meeting the following members and representatives of member HODs were present:

- 1. L. Mani Singh, Coordinator
- 2. Ch. Somorendra Singh
- 3. A. Ananda Singh
- 4. R.K. Meghachandra Singh
- 5. S. Jibonlata Devi
- 6. P. Mangi Devi
- 7. Dr. Kh. Keinahanbi Devi
- 8. L. Renuka Devi
- 9. L. Wormila Hungyo
- 10. H. Ibomcha Singh
- 11. L. Ibeni Devi
- 12. Md. Yusuf Ali
- 13. Dr. S. Sanayaima Devi
- 14. Dr. Kh. Aruna Devi

In the meeting, the Principal welcomed all the members and initiated the discussion on the agenda items. The Coordinator informed the members of the achievement and action taken report of the resolutions adopted in the last meeting. After minute discussion, the following resolutions were adopted.

Resolution 1:

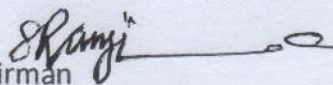
The meeting unanimously resolved to pass the action taken report presented by the Coordinator.

Resolution 2:

Resolved that the following plans of action to be taken up during the next year be passed-

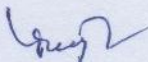
- i. to take up academic audits
- ii. to redevelop rainwater harvesting facilities and hand-washing points
- iii. to approve and implement student mentorship programme
- iv. To formalise Women Forum of the college with a constitution
- v. To take up programmes for developing innovative ecosystem
- vi. To develop a research policy to enhance teachers taking up research project/work
- vii. to take up extension service and outreach programmes
- viii. to initiate collaborative venture and linkage with national level institution/organisation
- ix. to implement CBCS curriculum from 2020-21 session
- x. to redevelop waste management system of the campus
- xi. to develop digital class rooms under RUSA
- xii. to persuade completion of the proposed Botanical gardens
- xiii. to adopt online mode in admission, teaching-learning and examination process

- xiv. to take-up capability enhancement schemes for the students
- xv. to replace traditional desk-benches by single-seated chair desk
- xvi. to set up Departmental Academic Development Committee along with retired faculties
- xvii. to introduce value-added and life-skill development courses
- xviii. to take up a regular guidance and coaching for competitive examinations
- xix. to open more employable / entrepreneurship skill courses
- xx. to initiate students and teachers for mass linking to N-LIST


Chairman

Action Taker Report of the previous year planned in the meeting held on 25th May, 2019

Plans of Action	Achievements/Outcomes
to reinforce manpower in view of shortage of staff in Central Library	2 Nos. of Assistant Librarian engaged.
to restructure students mentorship system for more effectiveness	The Draft Student Mentorship Programme is awaited for approval of the next Academic Council.
to take up specific measure or scheme for welfare and safeguard for girl students and working women of the college	A Committee called 'Oriental College Women Forum' formed along with its constitution containing rules and regulation.
to encourage MOU and collaborative venture with industries/corporate bodies	2 MOUs signed with (i) Network Master Software Solution Pvt. Ltd., Imphal on 10/9/2019 and (ii) M/S KETAWN, Imphal on 8/8/2019
to encourage the faculties to take up research work	2 faculties applied under Strides. Not yet approved
to develop CBCS curriculum to be implemented from the next session	Workshop on CBCS organised and Steering & Drafting Committee formed.
to develop more smart class rooms under RUSA	Not yet achieved.
to organise faculty improvement programmes	Organised: i. workshop on Digitalised Teaching-Learning; ii. Workshop and Training Programme on 'Fostering awareness about the Crop Pest and Useful Insects by using Foldscope Method' iii. Faculty Development programme on CBCS
To pursue the state government for opening of PG classes and of UG course- Computer Science / BCA	Proposal submitted with feasibility information
to develop online mode in admission and examination	Started online mode for application forms and fee payments
to initiate replacement of long desks and benches to single seated chair cum desk	Not yet achieved.
to create and activate a student progression & placement cell	The Cell constituted and activated
to take-up capacity building measures for enhancing e-governance	three-day training administrative staff on College Desk software by Network Master
to encourage faculties to use experiential and collaborative learning methods	Out of 13 Departments, 10 conducted field visits / fieldwork / industry visits / historical or heritage site visits with their students.
to encourage students and teachers to take facilities of INFLIBNET and MOOG	Not yet achieved.


Coordinator