

Government of Manipur
ORIENTAL COLLEGE (AUTONOMOUS), IMPHAL
OFFICE OF THE COORDINATOR OF IQAC














No.12/Auto-IQAC/2014-OC

Dated the 27th May, 2021

Proceeding of the meeting of IQAC of the college held on the 27th May²⁰²¹ at 12.30 p.m. with Dr. S. Ranjit Singh, Principal in the chair to discuss and transact the following agenda:

1. to discussion on action taken report of the previous plans of action,
2. to chalk out plans of action to be carried out during the next year,
3. Misc., if any, with the permission of the chair.

Members present:

Sl.	Name and designation/address	Signature
1.	Smt. L. Ibeni Devi, HOD, Mathematics Dept.	
2.	Md. Yusuf Ali, HOD, Education Dept.	
3.	Dr. R.K. Rajeshwari Devi, Associate Prof., Zoology Dept.	
4.	Dr. G. Ranita Devi, Associate Prof., Economics Dept.	
5.	Dr. Y Pramoda Devi, Associate Prof., Botany Dept.	
6.	Dr. S. Nabadwip Singh, Physics Dept.	
7.	Dr. Mangangcha Thoudam Achou, Manipuri Dept.	
8.	K. Biplob Singha, Political Science Dept.	
9.	Dr. M. Phalguni Singh, Chemistry Dept.	
10.	Dr. Ch. Robindro Singh, Geography Dept.	
11.	Shachidananda Angom, English Dept.	
12.	O. Daniel Singh, History Dept.	
13.	Kh. Sidhakumar Singh, President, Alumni Association.	
14.	Shri L. Mani Singh, Associate Prof., Anthropology Dept.	
15.	Manjit Longjamcha, (industrialist), Proprietor, Network Master Software Solution, Imphal	
16.	Robinson Kangjam, G.S., Oriental College Students' Union	

At the outset, the Principal who is the chairperson welcomed the members present and directed the Coordinator to initiate the meeting by taking up agenda items. Then the Coordinator placed the action taken report and a list of future plans for discussion. Most members expressed their desire for increasing the level of achievement of the targeted plans. After minute discussion in the meeting, the following resolutions were taken up unanimously.

Resolutions:

1. Resolved that the action taken report placed in the meeting by the Coordinator be passed.
2. Resolved that the college authority be requested to pay enough attention to the action plans for enhancement quality and excellence.
3. Resolved that the following plans of action be set out to be executed in the year to come, 2021-22.

Sr.	Action plans
1.	to take up EXTERNAL academic (teaching-learning & evaluation) audit
2.	to redevelop rainwater harvesting facilities and hand-washing points
3.	to set up incubation centre(s) and start-up(s)
4.	to regulate, administratively, student welfare and supportive measures / schemes
5.	to take up programmes for developing innovative ecosystem involving all sections of the college
6.	to develop measures for creating research culture among teachers and students
7.	to take up more extension service and outreach programmes during the year
8.	to encourage the Departments and the teachers take up collaborative venture (in research and development) with institutions/organisations of state /national level
9.	to develop students-industries linkage for internship and placement
10.	to develop waste management system of the campus
11.	To groom selected, co-curricular talented, students into excellence that may bring laurel to the college
12.	to complete work of the proposed Botanical gardens (as passed in AC)
13.	To materialise the formation of Departmental Development Committees involving the ex-faculties & ex-students (as passed in AC)
14.	to take-up capability enhancement schemes/programmes for the students
15.	To create a corporate fund (as passed in AC)
16.	to take up staff (teaching & non-teaching) training programmes for increasing working efficiency
17.	to introduce more value-added and life-skill development courses
18.	to develop an institutional policy for student guidance and coaching for competitive examinations
19.	to open more employable / entrepreneurship skill courses
20.	to encourage or initiate students and teachers to actively resort to e-library resource facilities


Chairman

Principal
Oriental College, Imphal
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Action taken report of action plans chalked out for the previous year, 2020-21

Sr.	Action plans	Achievement
1.	to take up academic audits	Internal academic audit performed. External audit not yet performed.
2.	to redevelop rainwater harvesting facilities and hand-washing points	NOT YET ACHIEVED
3.	to approve and implement student mentorship programme	Mentorship Policy of the college formed & approved by A.C., and implemented.
4.	to formalise Women Forum of the college with a constitution	Its Constitution formed. Executive Committee formed & celebrated IWD.
5.	to take up programmes for developing innovative ecosystem	NOT YET ACHIEVED
6.	to develop a research policy to enhance teachers taking up research project/work	Research Policy formed and approved by A.C. Administrative implementation delayed. NOT YET FULLY ACHIEVED.
7.	to take up extension service and outreach programmes	i. Online COVID 19 Poster Campaign Designing Competition organized on 16 th August, 2020 & the prize winning posters displayed for public utility. ii. organised State Level Workshop Series on Career Opportunities and Guidance started on 9 th September, 2020 iii. organized First Aid Training and Dissemination of Youth Red Cross Programme in collaboration with Indian Red Cross Society, Manipur State Branch on Feb. 13, 2021.
8.	to initiate collaborative venture and linkage with national level institution /organisation	NOT YET ACHIEVED
9.	to implement CBCS curriculum from 2020-21 session	Achieved in all courses of B.A. & B.Sc. UGP.
10.	to redevelop waste management system of the campus	NOT YET ACHIEVED
11.	to develop digital class rooms	7 Rooms are provided the facility. Yet, only 3 are operational.
12.	to persuade completion of the proposed Botanical gardens	NOT YET ACHIEVED
13.	to adopt online mode in admission, teaching-learning and examination process	i. State Govt. started centralized online registration and submission of form by admission seekers in web-portal from August 1-31, 2020. ii. started teaching through WhatsApp & online platforms. iii. Online examination fee payment & form submission of 6 th , 4 th and 2 nd Semester End Examinations 2020 (June) and conduct of online Exams. for 4 th and 2 nd Semester completed during October – November, 2020.
14.	to take-up capability enhancement schemes for the students	i. Conducted program on Effective Communication Skills & Personal Brand on 18 th

		February, 2021 ii. organised Skill Enhancement Workshop cum Training Program on BIOFLOC on 27 th March, 2021.
15.	to replace traditional desk-benches of wood & ply by academic conducive modern classroom component.	Installed two hundred Nos. single-seated steel chair attached with folding writing pad in Sept., 2020.
16.	to take up measures/ programmes for enhancement of human resource	i. organized State Level Workshop cum Faculty Development Program on IRP held on February 3, 2021. ii. organized a Seven Day Online National Workshop on "Manipuri Culture in Global Context" jointly with Manipur Folkloristics. iii. Rotation of Departmental Headship of the college implemented on June 30, 2021 for the first time since its inception.
17.	to introduce more value-added and life-skill development courses	NOT YET ACHIEVED
18.	to take up a regular guidance and coaching for competitive examinations	Started by organising a State Level Lecture cum Workshop Series on Career Opportunities and Guidance started on 9 th September, 2020. Yet, an institutional regulation / policy has not developed. NOT YET FULLY ACHIEVED.
19.	to open more employable / entrepreneurship skill courses	NOT YET ACHIEVED
20.	to encourage or initiate students and teachers to actively resort to e-library resource facilities	Increased registration and login through N-LIST website



Principal
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ORIENTAL COLLEGE (AUTONOMOUS), IMPHAL
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Proceedings of the meeting of the IQAC of the college held on the 28th August, 2020 with Dr. S. Ranjit Singh, Principal in the chair to discuss and transact the following agenda:

1. to discuss on the progress of the plans of action set out at the end of the previous year,
2. Misc., if any, with the permission of the chair.

Members present:

1. Ch. Somorendro Singh, HOD/Education
2. R.K. Meghachandra Singh, Chemistry
3. Dr. O. Rudrababu Singh, HOD/History
4. Dr. R.K. Jeermison, HOD/Geography
5. Th. Rebabati Devi, HOD/Pol. Science
6. S. Jibanlata Devi, HOD/Manipuri
7. M. Subadani Devi, Anthropology
8. Dr. Kh. Keinahanbi Devi, HOD/Physics
9. 10. L. Ibeni Devi, HOD/Mathematics
10. Kh. Aruna Devi, English
6. R.K. Indira Devi, HOD/Education
7. P. Mangi Devi, HOD/Botany
8. Kh. Aruna Devi, HOD/English
9. 10. L. Ibeni Devi, HOD/Mathematics
11. L. Mani Singh, Coordinator/IQAC


After seeking permission from the Chairperson, the Coordinator of IQAC welcomed the members present and initiated the discussion agenda-wise. He placed the progress of the action plans of 2020-21 set out in the last meeting held on 27th February, 2020. He said that since it was a mid-term progress report, some of the plan items were in progress while many remained started. If the trend was continued during the remaining a few months, the annual outcome would be far below the expectation unless the reasons for delay were not discussed and certain measures were not taken up in time, he added.

The members expressed their views on the issue. Ultimately, these were fused into a common term. So the following resolutions were adopted unanimously.

Resolution No. 1: Resolved that the mid-term progress / action taken report be passed with a far better expectation in the next remaining months.


Resolution No. 2: With a view to escalate the action taken to the plans by the college authority thereby expecting to attain the desired annual outcome, it is resolved that an executing team be formed by the Principal at his choice at the earliest.

Resolution No. 3: Resolved that the Coordinator of IQAC be entrusted to monitor the action taken regularly and to submit the annual action taken report in the next meeting.


Chairman

Action Taken Report (Mid-Term)

Sl.	Action Plans	Achievement
i.	to take up academic audits	Not yet achieved
ii.	to redevelop rainwater harvesting facilities and hand-washing points	Partly achieved
iii.	to approve and implement student mentorship program	Achieved
iv.	To formalise Women Forum of the college with a constitution	Partly achieved
v.	To take up programmes for developing innovative ecosystem	Not yet achieved
vi.	To develop a research policy to enhance teachers taking up research project/work	Partly achieved
vii.	to take up extension service and outreach programmes	2(two) programs organised
viii.	to initiate collaborative venture and linkage with national level institution/organisation	Not yet achieved
ix.	to implement CBCS curriculum from 2020-21 session	Prepared for implementation
x.	to redevelop waste management system of the campus	Not yet achieved
xi.	to develop digital class rooms under RUSA	Not yet achieved
xii.	to persuade completion of the proposed Botanical gardens	Undergoing
xiii.	to adopt online mode in admission, teaching-learning and examination process	Achieved
xiv.	to take-up capability enhancement schemes for the students	Not yet achieved
xv.	to replace traditional desk-benches by single-seated chair desk	Achieved
xvi.	to set up Departmental Academic Development Committee along with retired faculties	Not yet achieved
xvii.	to introduce value-added and life-skill development courses	Achieved
xviii.	to take up a regular guidance and coaching for competitive examinations	Not yet achieved
xix.	to open more employable / entrepreneurship skill courses	Not yet achieved
xx.	to initiate students and teachers for mass linking to N-LIST	Partly achieved


Coordinator
IQAC
Oriental College, Imphal