

**SOUTH EAST MANIPUR COLLEGE, KOMLATHABI
INTERNAL QUALITY ASSURANCE CELL**

MEETING NOTIFICATION

17th July, 2024

This is to notify all the members of Internal Quality Assurance Cell (IQAC) that ^{1st} meeting of 2024 will be held at IQAC office on 18th July, 2024 at 11 a.m. Your timely Presence will be highly appreciated.

Agenda for the meeting:

1. Update from CM's meeting
2. Attendance and internal assessment
3. IQAC yearly calendar
4. New session
5. Miscellaneous

Principal
South East Manipur College

2024-25

Date ___/___/___

1st Meeting 2024

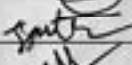
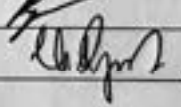
Date : 18th July 2024

Time : 11. am

Agenda

1. Update from CM's meeting
2. Attendance and internal assessment
3. IQAC yearly calendar
4. New session.
5. Miscellaneous

Members Present

SNo	Name	Designation	Signature
1.	Dr. Miranda B. Mutine	Co-ordinator	
2.	Mr. Parthar Nungchim	member	
3.	Dr. Nganthen Sorbum	"	
4.	Ng. Ashaw Moyon	"	
5.	Subin Ryan Chanthing Moya	"	
6.	Dr. Chyngan Rajin D. D.	ET	

Resolution

1. First students assembly will be held tomorrow the 19th July 2024 for students of 3rd semester at 9:30 am.

Uniforms will be strictly checked.

2. Resolved that Principal will call a meeting to discuss the new orders from C.M.

3. Teachers orientation to be held on
20th July 2024 at 12:00 noon at Seminar Hall

Reviewed by
Date 17/7/24.

... ..

22nd July 2024

Time: 1:50 Pm

Meeting Agenda

- ① Students Induction
- ② Mod.

Members Present.

Name	Designation	Signature
1. Mr. Indrajit D.	IT	Ch. Indrajit
2. Ngantshu Serben Moya	Member	MS
3. Siba Rya Chomking Moya	"	MS
4. Mr. William Moya	Teachers' Rep.	William

Resolution

1. Students Induction to be organised on 6th August.
2. Work allotment and programme discussed and Tentative programme is made.

Recorded

ytr 22/7/24.

classmate

**SOUTH EAST MANIPUR COLLEGE, KOMLATHABI
INTERNAL QUALITY ASSURANCE CELL**

MEETING NOTIFICATION

20th September, 2024

This is to notify all the members of Internal Quality Assurance Cell (IQAC) that 3rd meeting of 2024 will be held at IQAC office on 21st September, 2024 at 11a.m. Your timely Presence will be highly appreciated.

Agenda for the meeting:

1. Follow- up of last meeting
2. Activities preparation of September and October
3. Monthly workload and sub-committee workloads
4. Best Practices 2023-24, 2024-25
5. Preparation of IQAC visit
6. Miscellaneous

N.B

1. Each member to present one idea on best practice
2. Please be on time and be present


20/9/2024
Principal
South East Manipur College
Kamlathabi

Date 21/9/24

Time: 11am

3rd Meeting of 2024

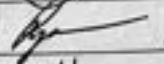
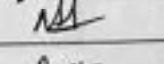
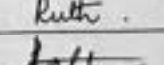
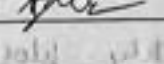
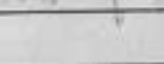
Agenda for the meeting:

1. Follow up of last meeting
2. Activities preparation of Sep & October
3. Monthly workload & Sub Committee workloads
4. Best Practices 2023-24, 2024-25
5. Preparation of IQAC visit
6. Miscellaneous.

Members present:

1. Dr L Khiloni
2. Dr. Miranda B Mutwema
3. Suba Poo Chandrig Nayan
4. Dr. Nyantha Suba Nayan
5. Ngoruh Ruth Nayan
6. N. Parthar Nayan

Signature

Resolution/Report

1. The resolutions from the previous meeting were successfully implemented.
2. Activities of September and October
 - a. Freshers' Meet on 8th Oct '24.
Convenor - N. Parthar Nayan.
→ give the 10% for students.
 - b. Career Counselling within the next 2 week.
Convenor Ngoruh Ruth Co Convenor - N. Parthar
Resource Person - ① an IAS officer
- ② officer from job centre

c) 2nd Oct - Cleanliness Drive.
Venue - College

d) Sports Week.
Convener - Sb. Ngarthen. Co-Convener - Sb. Ryan.
Date - 29th Oct to 31st Oct.

e) friendly match with United College.

3. Monthly Workload & Sub-Committee workload :-

a) IQAC will ^{meet} all the 60 Sub-Committees regarding upcoming workload next week.

4. IQAC visit :-

(i) Notification by Principal to all departments to send list of students with 75% attendance.

(ii) Academic Committee to decide on attendance incentive. [make up of attendance by 15th of Oct].

(iii) Notification to remind Dep for department visit.

5. Best Practice :-

i) 2023 - 2024

a) Best Practice → i) Health & fitness.

ii) Green Campus (plants contribution by staff)

b) Distinctiveness :

- Role during the Ethnic Clash.

i) 2024 - 2025

a) Best Practice -

- 1) Embracing Diversity
- 2) Staff Welfare

b) Distinctiveness :

→ Extension prog's:

Recorded by
Ngoruh Ruth Mayon.

Date 11/02/25

Time: 12:00

1st Meeting

Meeting Agenda:

1) AQAR 2023-2024.

Members

Present:

Sl. NO.

Designation

Signature -

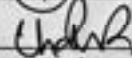
1. Dr. Miranda Milane

Co-ordinator



2. Dr. Unnathan Rajindran

IT.



3. N. Parthar Mayor

Member



4. Ngoruh Ruth Mayor

Member



5. Sir Ryan Chandiya

Member



Resolution / Report:

1) Allocation of the Criteria:

Criteria 1 → Maam Miranda

Criteria 2 → Sir Parthar, Sir Ryan & Maam Ruth

Criteria 3 → Sir Parthar

Criteria 4 → Sir Unnathan

Criteria 5 → Maam Ruth

Criteria 6 → Sir Ryan

Criteria 7 → Sir Ngamthan, Sir Rajin & Maian Miranda.

- (2) First step to list out the datas required from the departments and the administrative staffs
- (3) Regular meeting will be conducted to check the progress.
- (4) Next Meeting on 17th Feb '25.

Recorded by
Ngosuk Pute Mayor

**SOUTH EAST MANIPUR COLLEGE, KOMLATHABI
INTERNAL QUALITY ASSURANCE CELL**

MEETING NOTIFICATION

21st March 2025

This is to notify all the members of Internal Quality Assurance Cell (IQAC) that 5th meeting of 2025 will be held at IQAC office on 22nd March, 2025 at 11a.m. Your timely Presence will be highly appreciated.

Agenda for the meeting:

1. IQAC yearly calendar
2. Institutional calendar/ academic calendar/ magazine
3. AQAR 2023-24
4. Preparation of IQAC visit
5. Miscellaneous

N.B

1. Each member to present one idea on best practice
2. Please be on time and be present

23-24
24-25

5th Meeting of 2025

Agenda:

- ① IQAC yearly Calendar
- ② Institutional Calendar/academic Calendar/
magazine
- ③ AQAR 2023-24
- ④ Preparation of IQAC Visit
- ⑤ Misc.

Members Present:

1. Seshu Rya Chundij Mayon
2. N. Parthar Mayon
- 3.
- 4.

[Signature]
Parthar

5. Nagesh Rulth Mayon

Member

Rulth

6. Dr. Nagesh Seshu Mayon

Member

[Signature]

Resolutions / Report:

1. 1st week of April we will try to conduct one day workshop on the new NAAC a system
2. In the month of July (Before the new session starts) teachers orientation to be conducted.
3. IQAC end term visit to each departments
8th April - Science Department
9th April - Arts Department.] 11:00 am
7th April - Magazine team.
4. Start the survey process

(2023-2024)

Date ___/___/___

5. College Annual Report to be submitted by last week of April.

6. Second meeting on 11th April, 2025.

7. ~~Third meeting on 18th April, 2025.~~

VC-SSOS GADA (C)
(A) Preparation of IAC Visit
(B) Visit

Members Present:

1. ~~Chairman~~
2. ~~Member~~

3. ~~Member~~
4. ~~Member~~

Resolutions/Agenda:

1. Let work of April be well done
on the way to the next meeting

2. In the month of July (before the new session starts)
the next meeting to be conducted

3. IAC and team visit to each department
the year - 2023-2024