

24<sup>th</sup> March, 2022

(1)

PAGE NO.	_____
DATE	____/____/____

The meeting of the IQAC was held today at the Chairman, IQAC's Chamber to transact on the following agenda:

1. Status of the AQAR
2. 11QA Submission
3. AISHE
4. Misc.

Members Present:

1. Urangtam Raju, D.D
2. N. Parthar Moyn
3. Ng. Ikemi Moyn
4. Paul Anilan Moyn
5. G. William Moyn
- 6.
- 7.

Resolutions Taken:

1. The status of the AQAR was reviewed and it was resolved to submit within a day or two for the 2019-20 session.
2. It was resolved to prepare the 11QA and to upload within a ~~few~~ months.
3. It was resolved to check and validate the data submitted by the Coordinator, AISHE for inclusion/incorporating in the AQAR.
4. It was resolved to have another

IQAC Meeting at the earliest.

The meeting ended with words of appreciation from the Chairperson, IQAC.

~~Mon 24/03/22~~

(MONICA JASMINE LANGHU)  
Sessional Secy.

~~DR. L. KHIZONI~~

(DR. L. KHIZONI)  
CHAIRPERSON

A meeting of the IQAC Team was held today, the 1st April, 2022 in the IQAC room with the Principal, Dr. L. Khiloni in the chair.

Agenda :

1. Submission of IIRQA
2. Preparation of SSK
3. Work Allocation
4. Misc.

Members Present :

- |                         |                     |
|-------------------------|---------------------|
| 1. S. Shyamchandra      | <u>Shyamchandra</u> |
| 2. N. Parthar Moya      | <u>Parthar</u>      |
| 3. Ng. Shree Moya       | <u>Shree</u>        |
| 4. Wangar Alphonse Moya | <u>Alphonse</u>     |
| 5. Cr. William Moya     | <u>William</u>      |
| 6. Roel Embler Moya     | <u>Embler</u>       |
| 7. Roel, Loringan Moya  | <u>Loringan</u>     |
| 8. Cliff Sembun         | <u>Sembun</u>       |
| 9. Chingtham Rajen Sin  | <u>Rajen Sin</u>    |
| 10.                     |                     |
| 11.                     |                     |

Resolutions :

1. The resolution taken on the 24th March, 2022 regarding the submission of IIRQA was deliberated upon again and was thus resolved that the IIRQA would be submitted within a month.
2. It was resolved that the Self Study

Report would be prepared hand-in-hand with the IQAC.

3. The allotment of works related to SSF was discussed and the team realised the need for additional members. Thus, after minute discussion, the following members were added in the IQAC:

1. Ringphanchung Khartu
2. Serbum Ryan Chumshing Meyer
3. Ngoruh Luth Meyer
4. Dr. Miranda Mutuwa
5. Koel Chongamur Meyer

Dr. Wanglar Alphonsa Meyer was also included as a part of the team.

Thus, the work/criteria allotted on the 1<sup>st</sup> December, 2020 was reshuffled and the members along with the criteria they have to deliver on is given as listed:

- Criterion I -
- Monica Jasmine Singh
  - Dr. Wanglar Alphonsa Meyer
  - Ringphanchung Khartu

- Criterion II -
- Mr. William Meyer
  - Dr. Miranda Mutuwa
  - Koel Serungam Meyer

- Criterion III -
- N. Parthar Meyer
  - Chongtham Rajer

Criterion IV - Cliff Serbum  
- Ng. Themi Mayon

Criterion V - Dr. Anita Tarao M.  
- Dr. Karoi Moses Tarao  
- Ngwuh Ruth Mayon  
- Keel Chonglawar Mayon

Criterion VI - Salam Shyamchandra  
- Serbum Ryan Chuwshing Mayon

Criterion VII - Keel Omilon  
- Salam Shyamchandra  
- Serbum Ryan Chuwshing Mayon

The Chairperson, Dr. L. Khiloni and the Coordination, Monica Jasmine Langhu will be involved in all the Criteria.

4. The team further show the need for beautification of the college compound and thus, the following were given the charge:

- \* Dr. Anita Tarao M.
- \* Monica Jasmine Langhu
- \* Keel Chonglawar Mayon

5. It was further resolved to have a meeting regarding the criteria on Monday, the 4<sup>th</sup> April at 12.30 p.m.

Univ 01/04/22  
(MONICA JASMINE LANGHU)

  
(DR. L. KHILONI)

Meeting of the IQAC Team Members was held today the 4<sup>th</sup> April, 2022 at the IQAC Office with the Principal in the Chair.

Agenda :

1. Review of the Criteria
2. Action Plan
3. Misc.

Members Present : e-mail. Signature

1. Chongtham Raju Singh (vijaykumar@yahoo.com)
2. Roel Onilan Lopez Roel
3. N. Parthar Moyn (partharmogchinmoyn@quadra) Parthar
4. Miranda P. Muluwa miranda.muluwa@gmail.com Miranda
5. Serben Ryan Christopher Moyn (SERBUMRYAN53@gmail.com) Serben
6. Ngoruh Ruth Moyn (ngoruh.ruth.moyn@gmail.com) Ruth
7. Cr. William Moyn (ngamph@yahoo.co.in) William
8. Alita Tarao - alitatarao@gmail.com Alita
9. Ringplanchung Kharlu Ringkharlu@gmail.com Ringplanchung
10. Roel Chonglawal roelchong@gmail.com Roel
11. Cliff Serben cmoyante@gmail.com Cliff
12. Ng. Themi Moyn ngthemi@gmail.com Themi
13. R. Serungam serungam.roel@gmail.com R. Serungam
14. S. Shyamchandra seshamchandra@gmail.com S. Shyamchandra

Resolutions :

1. Each criterion was reviewed, confusions were cleared and it was resolved that in each of the criterion where student data was involved, the Head Clerk, R. Serungam will be allotted in that

particular criteria.

2. It was resolved to chalked out all the involvement of each stakeholder - teacher, student, administrative, Alumni etc. from each criterion by the respective in-charge, submit them for discussion in the IQAC on Thursday, the 7<sup>th</sup> of April, 2022, collect them and make a presentation preparation for on the meeting to be held for all.
3. It was resolved to have a general Staff Meeting <sup>(Teachers)</sup> for NAAC on Monday, the 11<sup>th</sup> April, 2022 and for non-teaching staff on Tuesday, the 12<sup>th</sup> April, 2022.

The meeting ended with words of appreciation from the Principal, Dr. L. Khiloni.

Monica 4/10/22  
(MONICA JASMINE LANGHU)

4/4/22  
(DR. L. KHILONI)

# Composition of the IQAC

1. Chairperson : Dr. d. Khironi, Principal

2. Members :

+ Administrative Officers

+ Keel Serungam Meyer, Head Clerk

+ Ng. Thermi Meyer, Librarian

+ Teachers

+ Keel Omilar Meyer

+ <sup>Dr.</sup> Anita Tarao M

+ Cliff Serbum

+ Cr. William Meyer

+ S. Sthyanchandra

+ Khongtham Rajan

+ Dr. Sharsi Moses Tarao

+ N. Parthar Meyer

+ Ringphamchung Khartu

+ Serbum Ryan Khunshing Meyer

+ Ngernu Ruth Meyer

+ Dr. Miranda Muthusa

+ Keel Chenglawar Meyer

+ Management

+ Nominees (one/two) from Local Society, Students, Alumni

+ Local Society -

+ Alumni -

+ Nominees (one/two) from Employers / Industrialists / Stakeholders

+

3. + Coordinator - Monica Jasmine Laylan.



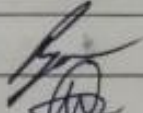

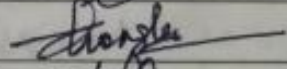
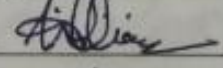
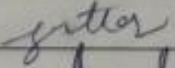
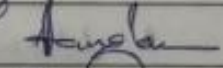
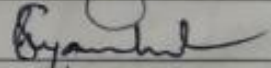
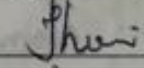
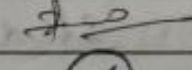
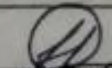
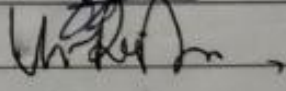
A meeting of the IOAC Team was held today, the 23<sup>rd</sup> of May, 2022 at the IOAC Office. The meeting began under a short speech from the Principal & Chairperson, IOAC, Sr. L. Khatoon.

### Agenda

1. IIPA Submission
2. Misc.

### Members Present

### Signature

- |                           |   |
|---------------------------|---|
| 1. Serben Rya Chudij Moya |   |
| 2. Miranda B. Muteura     |  |
| 3. Reel Chongawar Moya    |  |
| 4. Sr. William Moya       |  |
| 5. N. Parthar Moya        |  |
| 6. Wangla Alphonsa Moya   |  |
| 7. S. Shyamchandra Sibi   |  |
| 8. Ng. Thui Moya          |  |
| 9. Alex Isaac             |  |
| 10. Cliff Serben          |  |
| 11. Mr. Rajin Sibi        |  |

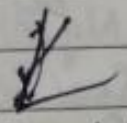
### Resolutions:

1. It was resolved to submit the IIPA on the 25<sup>th</sup> May, 2022.

2. It was resolved to conduct a meeting on the 1st June to discuss the preparedness of the SSC.
3. It was resolved to start uploading the data / information needed in the college website.

The meeting ended with words of appreciation from the Chairperson.

~~Mon~~ 23/05/22  
(MONICA JASMINE LANGHU)


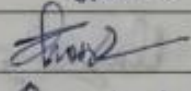
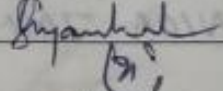
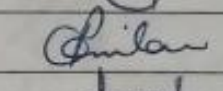
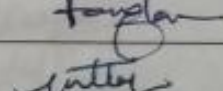
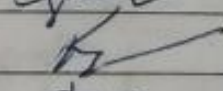
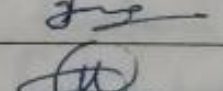
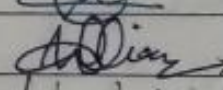
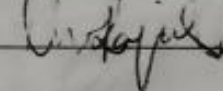
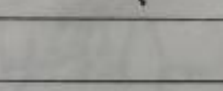

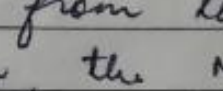
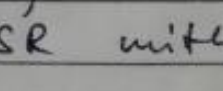
  
(DR. L. KITLONI)

(5)

Meeting of the IQAC Members with the Chairperson was held today at the IQAC office.

Agenda:

1. Preparedness of the SSR
2. Misc.

Members Present	Signature
1. Cliff Serben	
2. Ng. Thome Mayon	
3. Roel Chongawar Mayon	
4. S. Shyam Chandre Singh	
5. S. Moss	
6. Roel Danilo Mayon	
7. Dongan Alphonse Mayon	
8. N. Parthar Mayon	
9. Serben Rya Chutij Mayon	
10. Alti Taras	
11. Miranda Bombon Mituwa	
12. Cr. William Mayon	
13. U. Rajeev Singh	

Resolutions

1. After taking in the inputs from the in-charges of each criterion, the meeting resolved to complete the SSR within 15 June, 2022.  
It was further resolved to have a meeting to discuss whatever hurdles faced on Monday, the 6<sup>th</sup> June, 2022.

2. It was resolved to put in quality time in the IQAC office for fruitful result.

The meeting ended with words of encouragement from the Chairperson.

Monica 1/16/22  
(MONICA JASMINE LANGHU)

Dr. L. Khiloni  
(DR. L. KHILONI)

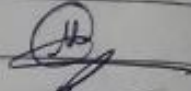


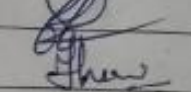
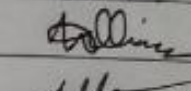
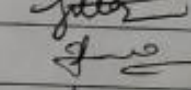
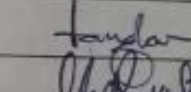
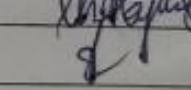

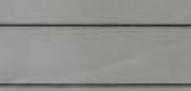
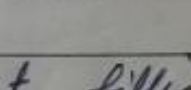
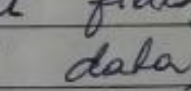
(6)

Meeting of the IQAC Members in the IQAC chamber with the Principal in the Chair.

Agenda:

1. Progress of SSR
2. Misc.

Members Present:


- |                           |   |
|---------------------------|---|
| 1. Miranda B. Mitrava     |    |
| 2. Suresh P. Chokiy Moya  |    |
| 3. Ravi Anilani Moya      |    |
| 4. Dr. Shashi Mohan Tarao |   |
| 5. Cliff Seshu            |  |
| 6. Ng. Shern Moya         |  |
| 7. Cr. William Moya       |  |
| 8. N. Parthar Moya        |  |
| 9. Alti Tarao M           |  |
| 10. Sangar Alphonsa Moya  |  |
| 11. Chengham Rajin Singh  |  |
| 12. R. Suresh             |  |
| 13.                       |   |

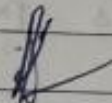
Resolutions:

1. It was resolved to start filling up the documented write ups of data, & the templates in the Manage SSR of the NAAC portal.
2. It was resolved to check the need of the sub-committees formed in each criterion and call a

Meeting of the sub-committees with the functions/duties/work-load chalked out by in-charge of each criterion on the 9<sup>th</sup> of June at 11. a.m.

3. It was resolved to call a meeting of the IOAC Team on the 10<sup>th</sup> June '22 at 11. a.m.

  
(MONICA JASMINE LANGHU)

  
(DR. L. KHILONI)

A consultative meeting was held today, the 10<sup>th</sup> of June 2022 at the IQAC Office.

Agenda:

1. Tentative Date Revision of SSR Submission
2. Misc.

Members present:

- |                               |             |
|-------------------------------|-------------|
| 1. Rael Onilaw                | Quilan      |
| 2. Ng. Themi Moyon            | Themi       |
| 3. Dr. Wauglar Alphonse Moyon | Tauda       |
| 4. N. Parthar Moyon           | Pitter      |
| 5. Cr. William Moyon          | William     |
| 6. Miranda Mutua              | (N)         |
| 7. Samba Pya Chanking Moyon   | (Signature) |
| 8. Chongtham Rajen Singh      | Ch. Rajen   |
| 9. Cliff Samba                | (Signature) |
| 10. Dr. Samy nous Tera        | (Signature) |
| 11. Ngoukh Ruth Moyon         | Ruth        |

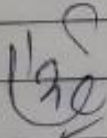
Resolutions:

1. It was resolved to revised the tentative date of completion of SSR from the 15<sup>th</sup> to the 20<sup>th</sup> of June 2022 after such needed deliberation amongst the team.
2. It was resolved to request the Principal to look into matters of concern for each criterion like:
  - (A) Renovation of (i) Indoor and

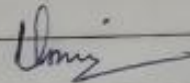
- outdoor stadium (ii) toilets (iii) hostels
- (B) Beautification of the college compound
  - (C) Putting new Rainings for water harvesting & clearing the campus pond
  - (D) Purchase of some more sustbins
  - (E) Putting up banner boards / signboards
  - (F) To buy licensed software for the computer sets of the college.

It was further resolved to request the Principal to call a meeting of all the staff to check the knowledge & ideas for bettering/improving to our college in all spheres.

3. It was resolved to have more consultative consultative meetings until accreditation.



(DR. SHANOJ MOSES TARKO)  
SESSIONAL SECY



(MONICA JASMINE LANGHU)  
SESSIONAL CHAIR



It is hereby informed to all the IQAC members that there will be discussion hour everyday for each criteria after the noon tea, w.e.f 17th June, 2022

<u>DATE</u>	<u>NO &amp; NAME OF CRITERION</u>	<u>TEACHERS INVOLVED</u>
17/6/2022 -	CR. VI - Governance, Leadership and Management	S. Shyamchandra - Sb. Chumshing
18/6/2022 -	CR. III - Research, Innovation and Extension	N. Parthar Meyon
20/6/2022 -	CR. V - Student Support and Progression	Shanai Moses Alita, Chougawar and Ruth
21/6/22 -	CR. VII - Institutional Values & Best Practices	Reel Smitan & S. Shyamchandra
22/6/22 -	CR. IV - Infrastructure and Learning Resources	Ng. Therni & Sb. Cliff
23/6/22 -	CR. II - Teaching, Learning and Evaluation	Er. William & Miranda Mutusa
24/6/22 -	CR. I - Curricular Aspects	Co-ordinator, IQAC

Monica

(MONICA JASMINE LANGHU)  
Coordinator, IQAC  
SEMCO

Dated  
16/6/2022

Consultative meeting of the IBAC  
as notified on the 16<sup>th</sup> June, 2022.

Agenda :

1. Criterion VI - Governance, Leadership & Management + Teachers involved :  
S. Shyamchandra & Sb. Chumshing.
2. Misc.

Members Present :

- |                                  |       |           |
|----------------------------------|-------|-----------|
| 1. Rael Onilou                   | _____ | Onilou    |
| 2. Sr Wanyan Alphonsa Moya       | _____ | Wanyan    |
| 3. Ng. Themi Moya                | _____ | Themi     |
| 4. N. Parthar Moya               | _____ | Parthar   |
| 5. Sebastian Ryan Chumshing Moya | _____ | Sebastian |
| 6. Miranda Bernben Muluwa        | _____ | Muluwa    |

Resolutions :

1. After thorough discussion with the Teacher-in-charge, Sr Sb. Ryan Chumshing, the members present put in their comments and suggestions, and all agreed/resolved to share whatever links relevant to Criterion VI.
2. It was further resolved to give/submit the soft copy to Sr Rajen to be saved on the "Manage SSR".

Umey

A brainstorming session was held today at the Principal's Chamber.

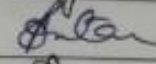
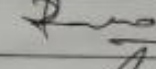
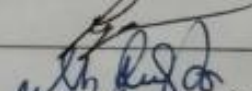
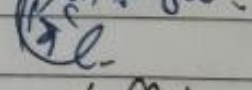
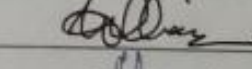
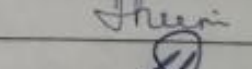

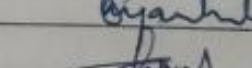
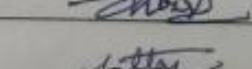
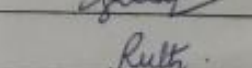
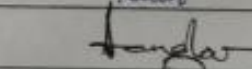
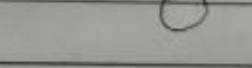
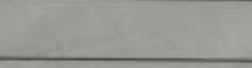
### Agenda :

1. Review of the Criterion
2. Preparedness of SSR
3. Misc.

### Members Present :

- ① Roel Samlan
- 2) Alita Tanno
- 3) Leticia Rose Chastity Mayon
4. Unsworth Raju Sr D
5. Mons Tanno
6. Cr. William Mayon
7. Ng. Theoni Mayon
8. Cliff Serben
9. S. Shyamchandra Singh
10. Roel Chonglawa Mayon
11. N. Parthen Mayon
12. Ngorich Ruth Mayon
13. Sr. Wenglar Alphonsa Mayon
- 14.

### Signature

### Resolutions :

Coordinator

(Monica J. Lamphu)

Chairman

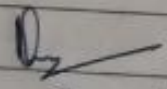
(Dr. L. Khilani)

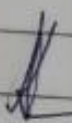
A meeting of the IQAC Team was held in the IQAC office to discuss the following

- 1) AQAR 2021-22
- 2) Action Plan 2022-23
- 3) Misc.

Members Present :

- |                               |             |
|-------------------------------|-------------|
| 1. Dr Shashi Moses Tarao      | IQAC Member |
| 2. Anita Tarao M              | "           |
| 3. Cr. William Moyon          | "           |
| 4. Cliff Serbum               | "           |
| 5. N Parthas Moyon            | "           |
| 6. Serbum Ryan Chumshig Moyon | "           |

  
(Maurice J. Langhne)


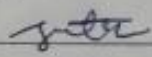
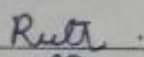

  
(Dr. L. Kheboni)

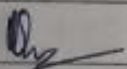
A Meeting of the IQAC Team was held in the IQAC office to discuss the following:  
Time: 11:15 am.

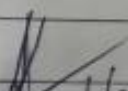
Agenda:

NAAC 2<sup>nd</sup> Cycle Report & Result Discussion.

Members Present:

- 1) Monica Jasmine Langhu
- 2) Dr. Alita Taras
- 3) ~~Pym Chastig~~ IQAC Member 
- 4) N. Pantla Meyer IQAC Member 
- 5) Ngoruh Ruth Moyon IQAC Member 
- 6) Cr. William Moyon IQAC Member 

  
Monice J. Langhu

  
(Dr. L. Khloni) 16/2/23

A meeting of the IQAC Team was held in the IQAC office to discuss the following Agenda:

Agenda

- 1) Mock peer team to Moreh College.
- 2) Feedbacks for the visit.

Members Present -

- 1) Seeba Ryan Chanting
- 2) N. Parthar Moya
- 3) Cr. William Moya
- 4) Dr. L. Khiloni
- 5) Monica Jasmine Langhu
- 6) Reel Omilan
- 7) Dr. Miranda Bambem Mutuwa
- 8) Dr. Manglar Alphonsa Moya
- 9) Ng. Theremi Moya
- 10) Dr. Alita Taras
- 11) Ngoreuh Ruth Moya (IQAC Member)

Signature

*[Signature]*  
*[Signature]*  
*[Signature]*

Ruth .

Resolutions :-

- 1) The Mock Team to Moreh College will comprise of
  - 1) Dr. L. Khiloni
  - 2) Monica Jasmine Langhu
  - 3) Chongtham Rajen Singh
  - 4) Cr. William Moya
  - 5) N. Parthar Moya.

- 2) Some points / feedback for the visit.
- i) Emphasise on the Accountability of the HODs and remind them to study their SSR \* NEP/2020 Act.
  - ii) The Principal and the Coordinator can give a brief summary of our experience of the NAAC peer team visit.
  - iii) Sir William and the Coordinator will deal with the qualitative Matrix.
  - iv) Criterion 1 - Check the feedbacks and the crosscutting issues, etc

Criterion 2 - Records of tutorial / Remedial / internal assessment / Classes during Covid / mentor-mentee records etc

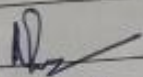
Criterion 3 - Records of research publications both at IQAC and the individual department / \*Include in department profile / records of adopted village with the appropriate documents etc


Criterion 4 - Suggest ways to increase number of books / each department can show use a laptop. etc

Criterion 5 - Coordination between the IQAC and clerical regarding the scholarship data (FD collect from TD and Authenticate documents), Committees to be etc

Criterion 6 - All document proofs of the  
Best practices etc

Criterion 7 - Appraisal forms, student feedbacks,  
etc.

  
(Maurice J. Langhoo)

  
(Dr. L. Khilani)





## SOUTH EAST MANIPUR COLLEGE

(Affiliated to Manipur University)  
Komiethabi, Chandel, Manipur, INDIA

## Action Taken Report

June 2022- May 2023

Plan of Action	Achievements/outcomes
To discuss IIQA and AISHE submission	The IIQA and AISHE data were checked and validated. The preparation of Self Study report was discussed.
Preparation of SSR and work allotment of SSR submission	Criteria- wise work allotment was prepared for the SSR submission of 2016-2021. New team for beautification of college was formed as per the no.4 resolution of meeting held on 1 <sup>st</sup> April, 2024
To organize One Day Workshop on implementation of NEP, 2020	One day Workshop on NEP 2020 was conducted on 30 <sup>th</sup> June, 2022. Prof. W. Joytirmoy, Principal, Namboi L Sanoi College and Kh. Dinesh Kumar Singh, Associate Professor, DMCTE were invited as resource persons.
Review of the SSR criteria and discussion on Action Plan	A staff meeting for NAAC preparation was decided on 11 <sup>th</sup> April, 2022, and for non-staff on 12 <sup>th</sup> April, 2022
Submission of IIQA	IIQA to be submitted on the 25 <sup>th</sup> May, 2022
To organize awareness program on Cyber security.	Workshop on 'Cyber Jaagrookta (Awareness) Diwas was conducted on 12 <sup>th</sup> October, 2022
To observe Indian Constitution Day	IQAC in collaboration with NCC and Political Science observed Indian Constitution Day on 26 <sup>th</sup> November, 2022
To initiate a General body meeting to discuss the Preparedness of NAAC visit	General body meeting conducted on 12 <sup>th</sup> January, 2023
Final review of College preparedness of the NAAC visit	NAAC team visited the college on 7 <sup>th</sup> and 8 <sup>th</sup> of February, 2023. The college successfully was accredited with B++ grade on 14 <sup>th</sup> February, 2023
To observe ' International Mother Language Day'	IQAC in collaboration with Department of English organized a program to observe ' International Mother Language day'
To organize 'National Science Day'	A program on the theme ' Global Science Day' was organized by Department of Physic and IQAC to observe 'National Science Day' on 27 <sup>th</sup> Feb, 2023
To organize youth parliament	South East Manipur College hosted the 'District Level Neighbourhood Youth Parliament' in collaboration with Nehru Yuva Kendra, Chandel
To organize 'International Women's Day'	International women's day was celebrated on 8 <sup>th</sup> march, 2023
To organize Workshop on Administrative File management	The program was conducted with 14 non- teaching Staffs as participants.

30/5/23

Principal  
South East Manipur College  
Komiethabi