

RAYBURN



COLLEGE

BSF Road, Gangpimual, Churachandpur, Manipur, India-795006

Affiliated to M.U: No. MU/1-65/98/CDC/136:07.08.2012.

Recognized by UGC under Section 2(f) & 12(B) of 1956 Act: No.8-29/2015(CPP-I/C):23/04/2015.

www.rayburncollege.ac.in

Criterion 5

Metric 5.1.4

Supporting documents

5.1.4. The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submissions of online/offline students' grievances.**
- 4. Timely redressal of the grievances through appropriate committees**

COLLEGE GRIEVANCE REDRESSAL COMMITTEE

Rayburn College has maintained a transparent yet equally efficient grievances redressal system for the college community alike. The College Administration takes full responsibility to provide a safe, secure and contented learning environment to all the students and staff. The College Grievance Redressal Committee was established in the year 2020 as per the UGC regulations (2019) to cater to the needs of the various sections of the college. The Committee has been playing a very vital role in the administration set up since its inception. Under the direct purview of the Head of the Institution, the Committee has been continuously striving to achieve a conducive and harmonious atmosphere to every stakeholder within the college community. The grievances received by the Principal are forwarded to the Committee who then take turns in solving the crises at hand, depending on the seriousness of the issue.

All students of the College reserve the right to appeal any academic matter for redressal. If any problem arises regarding disputes over grades, Course requirements, Staff conduct, exorbitant fines, etc., the student may file a grievance formally to the CGRC for official review. A Student Representative may assist the aggrieved student in presenting the case. The hearing of the case is carried out as per the UGC guidelines of the Committee as well.

Aims & Objectives :

1. To accept written grievances from students and staff related to the college apparatus.
2. To create a conducive learning atmosphere and implement an efficient mechanism to handle the reports.
3. To forward the findings/resolutions to the Management Body if deemed necessary for further action.
4. To represent the valid grievances pertaining to the concerned section and redress the same.
5. To evaluate and validate the authenticity of the reported grievances with strict integrity, not undermining the gravity involved.
6. To conduct and convene meetings within the committee to address the impending issues, whether solved and pending. And initiate follow-up till the final disposal.

Committee Composition:

Chairman : Rev. Dr. Khen P. Tombing, Principal

Members : Velthangkhum Hanzel
Dean of Examination & Attendance
: Paikhankhual Tonsing
Assistant Professor, Geography


REF/GRIEVANCE REDRESSAL / 01-11-2020

NOTICE

01/11/2020

The College Grievance Redressal Committee (CGRC) of Rayburn College has been constituted for the year 2020. The respected members are informed to kindly treat this as appointment order and acknowledgement.

<u>SL.NO.</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>POSITION</u>
1.	Rev. Dr. Khen P. Tombing	Principal	Chairman
2.	Mr. Velthangkhum Hanzel	Dean, Examination	Member
3.	Mr. Paekhankhual Tonsing	Asst. Prof., Geo.	Member


(Rev. Dr. Khen P. Tombing)
Principal

File.No. ARC -01/RBC/MEETING NOTICE/07-06-2020

Anti-Ragging Committee, Rayburn College

Meeting Notice
07/06/2020

A meeting is scheduled as per the following -

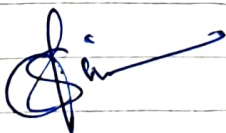
Time : 2:00 PM

Date : 09/06/2020

Place : Faculty Lounge, Rayburn College.

Agenda :

1. Induction of Committee members and personal introduction.
2. To formulate a blueprint or schedule for the functioning and maintenance of a ragging free environment.
3. To formulate a benign working system in the college to ensure best safety measures for any untoward incidents, to curb the menace of ragging, especially in harassment and discrimination cases.
4. Miscellaneous.



(T. Tawankhansiam)
Member Secretary



(Rev. Dr. Khen. P. Tombing)
Convener / Principal

File No. ARC - 01/RBC/MEETING/09-06-2020

Anti-Ragging Committee, Rayburn College

Minutes of Meeting

Date: 09/06/2020.

Time: 2 PM

Place: Faculty Lounge, Rayburn College.

The following members were present:

Convener: Rev. Dr. Khen P. Tombung / K.P.

Member Secretary: T. Tumbansuan / T.

Members: T. Lumpang

Kim Zalun

Jophet Sulem Misao

Liankhausuan

M.T. Ngura

Khididamung (Parent).

Isaac Khamboulier Vaiphei (Senior Student Member)

Jabez N. Guite (Freshman student member).

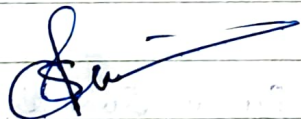
Agenda:

1. Induction of Committee members and formal introduction
2. To formulate a blueprint or schedule for the functioning and maintenance of a ragging free environment.
3. To formulate a benign working system in the College to ensure best safety measures for any untoward incidents, to curb the menace of ragging, especially in harassment and discrimination cases.
4. Miscellaneous.

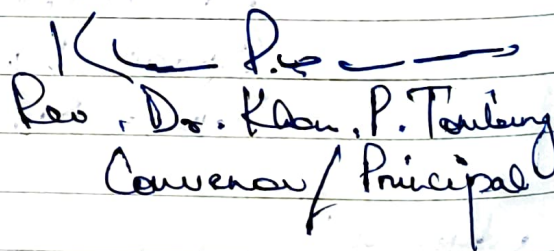
Resolution :

1. The Committee resolved to put best practices forward for the prevention of any untoward incidents for zero incidence of ragging issues.
2. The Committee unanimously agreed to conduct an Awareness Campaign regarding Laws of Anti-Ragging Act for the welfare of the students.
3. The Committee decided to ensure close-knit monitor system to ensure accessibility and assistance for students in need within the College premises.

The meeting was concluded with a vote of thanks from the Convener.



(T. Tamrakaram)
Member Secretary



Rev. Dr. Khan, P. Tarkar
Convener / Principal

File No. ARC-01/RBC/MEETINGS/09-06-2020.

Anti-Ragging Committee, Rayburn College.

Minutes of Meeting

Date: 09/06/2020

Time: 2 PM

Place: Faculty Lounge, Rayburn College.

Agenda:

1. Introduction of Committee members and formal introduction.
2. To formulate a blueprint or schedule for the functioning and maintenance of a ragging free environment.
3. To formulate a benign working system in the college to ensure best safety measures for any untoward incidents, to curb the menace of ragging, especially in harassment and discrimination cases.
4. Miscellaneous.

Resolution:

1. The committee resolved to put best practices forward for the prevention of any untoward incidents for 'zero incidence of ragging' issues.
2. The committee unanimously agreed to conduct an Awareness Campaign regarding Law of Anti-Ragging Act for the welfare of the students.
3. The committee decided to ensure class-mat monitor system to ensure accessibility and assistance for students in need within the college premises.

The meeting was concluded with a vote of thanks from the Convener.

(T. Tushkharan)
Member Secy.

(K. P. ...)
Rev. Dr. Klen P. Toubing
Convener / Principal

About the Committee :

The Women Development Cell of Rayburn College has been constituted in the year 2020 as a mandatory body under section 3.2 (15) of the UGC guidelines of 2015 to address the issues of gender discrimination, sexual harassment, well-being & safety of female students and female employees within the college premises. The Cell has been actively involved with the welfare of the female students and female employees within the Rayburn community.



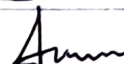
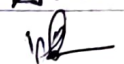
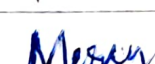


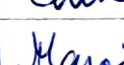
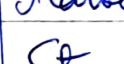
Aims & Objectives :

1. To prevent sexual harassment and to promote general well-being of female students, teaching & non-teaching staff of Rayburn College.
2. To provide appropriate and adequate safety measures and provide suitable working conditions with respect to work, leisure, health and hygiene.
3. To prevent glass ceiling workplace for women employees and that there is no hostile environment towards women at workstations with regards to her gender.
4. To provide guidelines for the redressal of grievances related to female sexual harassment.
5. To create social awareness about women issues and gender discrimination.
6. To encourage and extend help to participation of NGO's working on women issues and development.

7. To organize seminars, workshops for creating general awareness and orientation of students and faculty.

8. To organize various programmes for self-employment, self-dependence, self-reliance of women for boosting the confidence and morale.

Organisation of the Committee: (2020-2021)

Sno	Name of the Member	Designation	Position	Signature
1.	Dr. Siambiakumarwi	Head, English	Convener	
2.	Ms. Jenny Ngaitlian Guita	Asst. Prof, Psy	Member	
3.	Ms. Lalngaiharawani	Asst. Prof, Psy	Member	
4.	Ms. Gyudi Lalhuingmarwi	Asst. Prof, Soc	Member	
5.	Ms. Mercy Baito	Asst. Prof, Hist.	Member	
6.	Ms. Deborah Kulpisang Boncepui, Commerce		Member	
7.	Dr. Niangpi Guita	Asst. Prof, Geog	Member	
8.	Mrs. Manthianching	Asst. Prof, Socio	Member	
9.	Mrs. Ngainunmarwi	Non Teaching	Member	
10.	Mrs. Chiansuanching Tombing	Head, Little Genius Academy	Member Internal Member	

First Meeting of WDC, Rayburn College

Date: 02/11/2020

Place: Faculty Lounge

Time: 2:30 pm

Meeting Chair: Dr. Siambriakumawi, Convenor

Recording: Ms. Cyndi Lalthingmawi

Agendas: 1. Work Allocation
2. Misc.

Members Present:

1. Dr. Siambriakumawi — ~~Shaw~~
2. Ms. Jenny — Jenny
3. Ms. Lalngaihawonni — Ngai Khawonni
4. Ms. Cyndi — Cyndi
5. Ms. Mercy — Mercy
6. Ms. Deborah — Deborah
7. Dr. Niangpi — Ng
8. Ms. Manthianching — ching
9. Ms. Ngaimunaw' — Mawi
10. Ms. Chinbranching, — C

Proceedings: The meeting commenced with the chair acknowledging the IQAC appointed members to the committee. The agenda is discussed through-

Resolutions:

① All the Committee Members, including the convenor, unanimously accepted their respective appointments and resolved to give their best for the benefit of the college.

② Work Allocation —

a. Convenor — is to look into the welfare and functioning of the committee and convene meetings from time to time.

b. Ms. Jenny - to look into the welfare of students and their well-being and keep track of their progress.

c. Ms. Anomi - to look into the welfare of female teachers and their well-being and keep in contact with them for suggestions, etc.

d. Ms. Cyndi - to keep records and recording secretary.

e. Ms. Murey - to look into organizing programs within the college for the benefit of women.

f. Ms. Deborah - to assist Ms. Jenny.

g. Ms. Niangpi - to assist Ms. Anomi

h. Ms. Chung - to assist Ms. Murey

i. Ms. Nowi - to provide medical assistance and concern in times of emergency or otherwise as need arise.

j. Ms. Ching - to supervise, advise, and co-operate for the proper functioning of the committee.


② The Committee unanimously agreed to put up necessary update / info to the Authority.

The meeting ended with tea & snacks.

Recorded by -
Ms. Cyndi.

Circular
05/03/21

The Women Development Cell, Rayburn College plans to observe International Women's Day with the theme 'Choose to Challenge' on 8th March '2021. The initiative taken by the WDC in this matter is appreciated.

Comments,
Dr Siamthianais
WDC, RBC


Report on IWD 2021

The International Women's Day '2021 was organised by the WDC in Rayburn College. The Day was commemorated by setting up a Wall Magazine which consists of poems, charts, paintings, sketches made and prepared by the students of the College. They accumulated a wonderful mosaic of DIY art & craft. A 8x6 ft. poster on International Women's Day was also put up at the most strategic location (entrance) of the College to inspire & make the students aware of the Day. The chosen theme for this year 2021 is "Choose to Challenge". March 8 is celebrated every year as Women's Day. Many girl students participated in the commemoration of the programme. The activity initiated by the IQAC under the aegis of WDC is commendable. Photos marked the highlight of the day.

Report submitted on
8th March
Report submitted by
Dr. Grambialekumar
Cominor, WDC.
Shr

Circular

09/11/2021

The Women Development Cell, Rayburn College has put up Students' Grievance Boxes at several vital locations of the College Campus in order to facilitate safety and to address issues of discrimination of any sort. The WDC has included the Police Station helpline number with their consent. All stakeholders in Rayburn College are requested to make use of the Grievance Boxes and take care of it.

Comense,
Dr. Siambrakemaw
WDC, RBC



2nd Meeting of WDC, RBC.

Date : 17th October 2021

Place : Faculty Lounge

Time : 1:00 PM

Meeting Chair: Comenore Dr. Siambiakemawo

Recording : Ms. Cyndi

Agendas : 1. to organize talk on Gender Sensitization and Gender Equity. On 12th November 2021.

Members Present :

1. Comenore Dr Siambiakemawo — ~~Sto~~
2. Ms. Jenny — Jenny
3. Ms. Cyndi — ~~Cyndi~~
4. Ms. Mercy — Mercy
5. Ms. Anoni — Anoni
6. Ms. Deborah
7. ~~Ms.~~ Niangpi — Ng
8. Ms. Ching — Ching
9. Ms. Mami — Mami
10. Ms. Ching, LGA. — Ch

Resolution ① As a part of criteria fulfilment, the IOAC, Rayburn plans to organize a talk on "Gender Sensitization and Gender Equity" so the WDC are given responsibility to Organize and execute the programme.

② An estimate was prepared for the order of the program and a proposed budget for incurred expenses.

③ The meeting resolved to appeal to the Authority for subsequent approval.

Recorded by —
Ms. Cyndi.

Circular

3/11/21

This is to inform all that the WDC, Rayburn is organizing a talk on "Gender Sensitization and Gender Equity on the 12th November '2021. The speaker of the talk will be Dr. Nchikong Hoodip, Head, Department of English Political Science. The venue of the talk will be W17, Plom room. The time is scheduled for 2:30 p.m. A poster competition will be held after the Talk on the theme 'Women Safety'. Prizes will be awarded for the best three posters.

Commeror,
Dr Siambakuan
WDC, RBC.



Report on Talk "Gender Sensitization & Equity"

The Women Development Cell, Rayburn College in collaboration with the Department of English, Political Science, Rayburn College organized a talk on "Gender Sensitization and Gender Equity" on the 15th of November '2021 at 2:30 PM in Room W17, Rayburn College. The talk was delivered by the Head of Department, Dr. Nehkhomang Haship. The host of the programme was Dr. Sidambiakmaw, Head, Department of English and Convener, WDC. The opening remarks of the talk was delivered by the Principal, Rev Dr. Khun P. Tombing. The Resource Person, Dr. Nehkhomang Haship then spoke on the theme of the talk extensively and widely. He deliberated on the theme and refreshed the concept of Gender Sensitivity, Gender Equity & Gender Parity. Closing remarks were delivered by the Vice Principal, Dr. Kh. Thianmilian Vajhei. The programme ended with light refreshments served with juice. Poster Competition ensued where 27 students participated. It was held on-spot, on the theme 'Women Safety'. All the poster submissions were creative, innovative and well-articulated in their own respective ways.

The prize winners -


- ① Khupmamsang Khuptong, BSc 1st Sem
- ② Lamnikhem, BSc 1st Sem A
- ③ Sutlatson Tonsing, BSc 1st Sem B

5 consolation prizes winners -

- ① Siannumant, BSc 1st Sem A
- ② Kapsuanhun Suantak, BA 1st Sem B
- ③ Chingnumoi, BA 3rd Sem B
- ④ Alex Pansamag (BA 3rd A1)
- ⑤ Zambianthang (BSc 1st Sem A)

The results were declared and awards will be given on 15th November '2022 during a talk on 'Human Rights, Duties, Values, Responsibilities of Citizens' at Rayburn.

college. The First Prize consists of Cash award
Rs. 800 with Citation, The second prize consists
of Cash Award Rs. 200/- with Certificate &
The Third Prize consists of Rs. 200/- with
Certificate. The Consolation Prize Winners
were awarded Rs. 100/- each.

Recorded by
Dr. Sankhadevi
Lomwar, WDCRB


Cell Meeting of WDC, RBC.

Dated: 1st March' 2022.

Place: Faculty lounge

Time: 1 PM

Chair: Convenor, WDC

Recording Secy: Miss Anoni

Agenda: ① To prepare for the observation of IWD'2022
② Work allocations & execution of program.

Members Present: ① Dr. Siambiakmawi — Shs
② Dr. Dorothy
③ Dr. Niangpi — Ng
④ Ms. Anoni — Anoni
⑤ Ms. Jennie — Jennie
⑥ Ms. Cyndi — Cyndi
⑦ Ms. Deborah
⑧ Ms. Ching — Ching
⑨ Mrs. Mawi — Mawi
⑩ Mrs. Ching — LGA. — Ching

Resolutions: ① The Cell unanimously agreed to observe 2022 International Women's Day at Rayburn.
② Dr. Dorothy Latneizo, Head, Dept of Sociology will be the speaker of the program.
③ The venue of the program will be Room no. W1-8, Rayburn College.
④ Estimated budget & logistics will be handled by Convenor, WDC.
⑤ The theme of the program "Gender Equality today for a sustainable tomorrow".
⑥ The time of the program will be 2:00 PM

Recorded by: Miss Anoni

Circular
7th March 2022.

This is to notify all that the Women Development Cell, Rayburn College is observing the INTERNATIONAL WOMEN'S DAY at Rayburn College Gangpinnal on the 8th of March 2022. The event is to be jointly organised along with the NEHRU YUVA KENDRA SANGATHAN, CHURACHANDPUR. Dr. Dorothy Lalneigo, Head, Dept. of Sociology, RBC will be the main speaker on the theme, "GENDER EQUALITY TODAY FOR A SUSTAINABLE TOMORROW". The venue of the event will be ROOM NO W1-8, RBC Gangpinnal, Churachandpur and time is 2:00 PM.

Convenor, WDC
Dr. Siambiakemani
AS

Report on IWD '2022 :

The 2022 "International Women's Day" was observed at Rayburn College, Gangpinnual under the aegis of Nehru Yuva Kendra Sangathan, Churachandpur and Women Development Cell, Rayburn College on the 8th of March '2022 at Room no W1-8, RBC, Gangpinnual, Churachandpur at 2:20 PM. Over 80 (eighty) participants attended the event. The event revolved around the overarching theme of the 2022 IWD "Breaking the Bias". The programme was moderated by Dr. Siambiakmawi, Convener, WDC. She introduced the theme of the Day and stressed on the need to realise that "with great power comes great responsibility" in order to understand Women Empowerment per se. The Keynote Address was delivered by Mr H. Doungel, Deputy Director IOD, Nehru Yuva Kendra Sangathan, Churachandpur. He deliberated on the value and role of Women in the society, especially the tribal society and that the need of the hour was to understand the positionings of women in the various spheres of life. Thereafter, members of WDC, RBC were introduced to the gathering. Dr. Dorothy Calneizo, the Resource Person of the Event spoke at length on the topic/theme where she stressed on the need for awareness programmes and activities that will enhance the status and role of women in the society. She impressed on the role played by family structures and the importance of grass-root level awareness to create gender equality as a global phenomenon. The Resource Person was felicitated by the VP, Dr. Thiamintian Vaiphei. Dr. Marina L. Tajimate delivered the Vote of Thanks. The program ended with light refreshments.

Report by Dr. Siambiakmawi, Convener, WDC, RBC.

(Signature)

Meeting Minutes

Date: 5th July 2022

Place: Faculty Lounge

Time: 1 PM

Chair: Convener, WDC

Recorder: Ms. Cyndi Calhounmawri.

Agenda: ① To organize an Extension Lecture on Women's Empowerment.
② To send invite to Dr. Meenu Verma, Principal, SSS College of Education, Punjab.

Resolutions: ① As per the recommendation from the Principal, Rayburn College, Dr. Khun Tombing, an extension lecture on Women's Empowerment is scheduled to be organized on the 2nd of September '2022.

② Dr. Meenu Verma, Principal, SSS College, Gurdaspur, Punjab has to be formally invited to be the Resource Person (Prior telephonic contact by the Principal already).

Members Present: All Cell executives.

Recorded by - Miss Cyndi.

Circular
7th July' 2022

This is to inform all that there will be a short talk on the topic "Women's Rights in Contemporary Culture". All lady faculty are requested to attend the talk without fail. The Resource Person of the talk will be Dr. Meenu Verma, Principal, SBS College of Education, Gurdaspur, Punjab. The venue will be the Faculty Lounge, on the 2nd of September '2022 at 11:40 AM (first break).

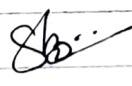
Dr. Sankhatkumar
Comenos, WDC.



Report on talk "Women's Rights in Contemporary Culture".

The Women Development Cell, Rayburn College organized a talk ~~show~~ on the topic "Women's Rights in Contemporary Culture" at Rayburn College on the 2nd of September '2022. The talk was hosted by Dr. Siambiakmawi, Convener, WDC, RBC. She welcomed all female faculty to the event, introduced the Resource Person & handed over the time to her. Dr. Meenu Verma, Principal, SSS College, Gurdaspur, Punjab thanked the organizers of the talk and initiated her speech with the saying "A hand that rocks the cradle rules the world". She spoke at length on rights, opportunities received / not received by women. She elaborated and enumerated several Govt. schemes available for women's causes and explained on their usage. She re-instated that women are the real architects of the society and make positive contribution to the progress of the society. The speaker used PPT to enumerate her speech. The talk ended with a Vote of Thanks from the host.

Recorded by-

Dr. Siambiakmawi - 
Convener, WDC.

Minutes of Meeting.

DATE: 30th August 2022

TIME: 1 PM

PLACE: Faculty Lounge

CHAIR: Convenor, WDC

RECORDING SECY: Ms. Lalngaihawmi

AGENDA: ① To observe 'International Literacy Day' 2022 on 8th September '2022.

② To appoint Speaker, invite, budget estimate & appraise Principal accordingly.

MEMBERS PRESENT: ① Dr. Siambialumami - ~~Shan~~
② Ms. Lalngaihawmi - Anni
③ Dr. Niangpi - Ng
④ Dr. Dorothy
⑤ Ms. Manthikuchig - ching
⑥ Ms. Gyndi
⑦ Ms. Jennie - Jane
⑧ Ms. Deborah

RESOLUTIONS: ① Ms. Manthukim, Asst. Prof, Cpusw College is to be the speaker at the event.

② Estimated budget of Rs 5000/- to be approved by the Principal.

③ The event is to be co-organised with the Dept. of English, Rayburn College

④ Logistics and misc to be handled by the Dept. of English, Rayburn College.

The Chair thanked all executive members.

Recorded by —
Ms. Anomi

CIRCULAR

7th September 2022

The Women Development Cell, Rayburn College in collaboration with the Department of English, Rayburn College is organising an 'Book Talk' on the 8th of September' 2022 which is the INTERNATIONAL LITERACY DAY '2022 on the theme, "Transforming literary learning spaces." The Resource Person for the event is Ms. Man Lun Kim, Asst. Prof, CUPW College.

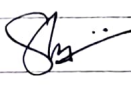
Venue: Conference Hall, Rayburn College
Time: 11 AM

Comenor, WDC, RBC
Dr. Siambrakumar.



REPORT on INTERNATIONAL LITERACY DAY '2022.

The Women Development Cell, Rayburn College in collaboration with the Department of English, Rayburn College organised an event on the observation of "International Literacy Day". The Resource Person invited was Ms. Namlukim, Asst. Prof, Rayburn College, Uppur College, Dept of English. The venue was the Conference Hall, Rayburn College. The event was hosted by Ms. Livia, Asst. Prof, Dept. of English, Rayburn College. She welcomed and initiated the beginning of the event. Dr. Marina L Injmate delivered the Welcome Address. She introduced the Resource Person. Felicitation of the RP was done by Miss Muang, Asst. Prof, Dept of English. Principal, Rayburn College delivered a speech followed by Dr. Siamkhanthang, IQAC coordinator, Rayburn College. The Book Talk commenced with the Resource Person initiating on the theme of the ILD'2022. She moved on to introduce her published book by Rupa Publications and do a reading of it. She analysed on "how to read" by juxtaposing 3 texts - Jane Eyre, Wide Sargasso Sea & Yellow Wallpaper. She delivered a passionate speech, to say the least. The event marked off with VSR of thanks delivered by Dr. Siambiakmawi, Convener, WDC RBC. Light refreshments followed. English honors students were participants in the event.

Report by -
Dr. Siambiakmawi - 
Convener, WDC RBC

INTERNAL COMPLAINTS COMMITTEE

Rayburn College is a coeducational institution providing equal opportunities to all. There is a congenial work culture and atmosphere between all genders. However, if there are any complaints involving physical contacts or advances, demand for sexual favours, sexually tainted remarks, and any unwelcome physical, verbal or nonverbal expressions of a sexual nature; it is addressed to the ICC cell and appropriate action is immediately taken. The ICC cell formed in the year 2020, aims at sensitizing the students and faculty to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

It is formed according to the provisions of the POSH ACT - Sexual Harassment of Women at Workplace Act of 2013, 9th December 2013. (Prevention, Prohibition and Redressal). The POSH Act demanded an ICC be made at all workplaces for the redressal of sexual harassment case. It is also mentioned in University Grants Commission (Prevention, prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 - 2nd May 2016.

Any student who wishes to file a complaint can contact any member of the ICC committee in the college or students can file the complaint online.

Aims & Objectives:

1. To ensure the prevention of any sexual harassment against any gender within the college premises.
2. To prevent gender discrimination amongst.

the student community and staff by promoting gender amity.

3. To conduct and educate the college community through periodical awareness programmes on gender sensitization and gender parity.
4. To understand the differences between the genders and create a conducive environment for all.
5. To provide conducive environment and congenial atmosphere for all within the fold.
6. To intervene and undertake immediate and stringent action against any form of harassment cases within the college premises.

Committee Composition:

President-officer: Dr. Mary Nengneichong Baite
HOD History.

Member : Dr. Nehkhomang Hoxip HOD, Political Science
: L. Chungkholen Kom Asst. prof, Chemistry.
: Mercy Chingnunhoih, HOD, Psychology.
: Emanuel Kalthneimaw Hmar, Asst. prof, Commerce

External Members: Janice Vungbraiching Guite
: Grace Zamnu

Male students : Shanglansiam Hilsia

Female student : Ruth Niangbiarsiam.

Internal Committee Meeting Notice 10/05-06-2020.

Meeting Notice

Date 05/06/2020.

A meeting is scheduled as per the following

Time: 2pm

Date: 10/06/2020

Place: Faculty Lounge, Rayburn College.

Agenda:

1. Induction of committee members and formal introduction.
2. To formulate a blueprint or schedule for the functioning and maintenance of a ragging free environment.
3. To formulate a beginning working system in the college to ensure best safety measure for any untoward incidents, to curb the menace of ragging, especially in harassment and discrimination cases.
4. Miscellaneous.

(DR. MARY NENGNEICHONG BAITE)

Presiding Officer

The following members were present in the meeting

- | | |
|--------------------------------|------------|
| 1. Dr. Mary Nengneichong Baite | Mary Baite |
| 2. Dr. Nehthomvang Haokip | Nehomy |
| 3. Dr. Chungkhon Kom | Chung |
| 4. Mercy Chingmunhoih | Nunhoih |
| 5. Emmanuel Lalreimawii Hmas | Chanelker |
| 6. Janice Vunghuanching Guile | Janice |
| 7. Grace Lamou | T-Hsia |
| 8. Thanghainsiam Hilsia | Ruth |
| 9. Ruth Nangbiansiam | |

Resolution:

1. The committee resolved to put best practices forward for the prevention of any unbecoming incidents regarding female employees / students in particular.
2. The committee unanimously agreed to conduct an Awareness Workshop for the welfare of the students against Sexual Harassment or Discrimination.
3. The committee decided to put up complaint boxes with helpline numbers at strategic locations of the college to ensure accessibility and assistance within the college premises.

The meeting was concluded with a vote of thanks from the convenor.

DISCIPLINARY COMMITTEE

The disciplinary committee of Rayburn College has been constituted in the year 2020 as a mandatory body under the provisions of UGC regulations on curbing the menace and indiscipline behaviour in the campus. The Committee addresses the issues of all incidents taking place in the campus, monitors the performance of healthy campus environment and oversees the prevention of any in-disciplinary activities in the institution. The coll has been actively involved in taking cognizance of indiscipline and unruly behaviour of students within the Rayburn Community.

Aims & Objectives:

1. The disciplinary committee plays a vital role in maintenance of discipline in the college. It takes cognizance of the complaints or allegations received of against the students in the college.
2. The Disciplinary Committee is to create awareness against any ill incidents taking place within the college campus and to prevent it.
3. The disciplinary committee shall ensure compliance to the provisions laid by the UGC Regulations on curbing the menace of indiscipline behaviour within the campus jurisdiction.
4. The Disciplinary Committee is to monitor and oversee the duties and performances over the prevention of indiscipline amongst students.
5. The Disciplinary Committee shall regulate the behaviour of the students by developing a well-planned machinery to take cognizance of indisciplinary and unruly menace.
6. The Disciplinary Committee may inflict penalties to the students, if found guilty in the act of misdemeanour in the campus.

FUNCTIONS :

1. The Disciplinary Committee is monitoring the punctuality of the students.
2. The Disciplinary Committee, in collaboration with the security guards monitors the vehicle parking of the students inside the campus.
3. The Disciplinary Committee, in collaboration with the sweepers looks after the cleanliness of the campus.
4. The Disciplinary Committee receives complaints and set up an enquiry to find the truth.
5. The Disciplinary Committee maintains and enforces strict discipline within the College campus.
6. The Discipline Committee looks after the overall discipline of the students inside the campus.

COMMITTEE COMPOSITION :

Convener : T. Tamkhasiam, Dean of Students & Discipline

Members : Liankhasyam Tungleit, HOD Commerce
Jambiakman Laingek, HOD Mathematics

Dr. S. Thangboizou, HOD Geography

Dr. Doriky Lalreizo, HOD Sociology

Immanuel Malsawmliin, HOD Physics

Chinmuanthang Quite, HOD Botany

Dr. Hnurlalkiani, HOD Zoology

Dr. Marina Lalhizo Pyimate, Asst. Prof. English

Xiangpi Quite, Asst. Prof. Geography

Dr. Chingliemawi, Asst. Prof. Geography

MEETING NOTICE

8th August, 2019

A meeting is scheduled as per the following:

Time: 2:00 pm

Date: 9th August, 2019

Venue: Faculty Lounge

Agenda: To discuss on the case of 3 students bunking class.

MEETING PROCEEDING

9th August, 2019

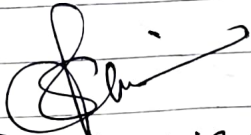
Members Present:

- | | |
|-----------------------------------|----------|
| 1. T. Taunkharian | Phi |
| 2. Liangkoshyan Tunghut | Itk |
| 3. Tambiakmuan Loungek | MuanLai |
| 4. Dr. S. Thangboi Lou. | STRou |
| 5. Dr. Dorothy Labeizo | Dlabozon |
| 6. Chinmuanthang Quite | Quite |
| 7. Dr. Hnurlakkiani | hllkin. |
| 8. Immanuel Malsawmlien | Immanuel |
| 9. Dr. Chinglian mawi | mawi |
| 10. Niangpi Quite | Niangpi |
| 11. Dr. Marine Lalthinzo Inyinate | Moi |

At exactly 2:00 pm. The ~~so~~ meeting was initiated by the convenor. He welcomed all the members and briefed them with the case.

MEETING RESOLUTIONS

1. B. Thangninh Ngaitte, BA 1st Semester Section B, Roll no. 84 is suspended with effect from 12/08/2019 to 19/08/2019 (a period of 5 working days) for bunking the class and for fleeing the detention provided to correct him.
2. Samuel Mangsuanthong Tungnung, BA 3rd Semester Section C, Roll no. 76 is suspended from the College with effect from 13/08/2019 (a period of 5 working days) for bunking the class and avoiding an order to meet the Dean of Student (Discipline & Welfare),
3. George Gausiamung Lou, BA 3rd Semester, Section C Roll no. 34 is suspended from the college with effect from 13/08/2019 to 20/08/2019 (a period of 5 working days) for bunking the class and avoiding an order to meet the Dean of Students (Discipline and Welfare).
4. During their suspension, they will not be able to participate in any of the college activities. And they will not be entitled to enjoy facilities provided by the college, if any.


(T. TAWANKHANSIAM)
Convener

MEETING NOTICE

10th December, 2021

A meeting is scheduled as per the following

Time: 2:30 pm

Date: 13th December, 2021

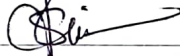
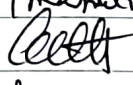
Venue: Principal's Chamber

Agenda: To discuss cases of students caught with drugs and drug abusing stuffs.

MEETING PROCEEDING

13th December, 2021

Members present:

- | | |
|---------------------------------|--|
| 1. T. Tanokhandiam |  |
| 2. Tambiakmuen Laingek | Mvanki |
| 3. Dr. S. Thangboi Zou | STZou |
| 4. Dr. Dorothy Lalmeizo | Dlalmeizo |
| 5. Immanuel Makawntien | Immanuel |
| 6. Chinmuenthang Quite |  |
| 7. Dr. Hnurlalliani | Hnurliani |
| 8. Dr. Marina Latthizo Pyfimate | Ms Pyfimate |
| 9. Dr. Niangpi Quite | Niangpi |
| 10. Dr. Chinglianmawi | mawi |

Member on leave:

1. Liankhasyam Tunghet.

The meeting was initiated by the convener, in the presence of the Principal. The cases were briefed to all the members present.

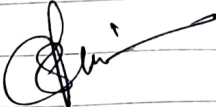
Cases:

1. Lalkunmang Tomking, BA 1st Semester D1-60, caught with two syringes used for injection, local cigarettes, lighter and a pack of Shikha (guthka) in his possession.
2. T. Nengsavantal, BA 1st Semester D2-55, caught with aluminium foil in his possession used for abusing drugs.
3. Mangsuanhan, BA 1st Semester, D2-44, caught with residue of marijuana (ganja) in his possession.

RESOLUTIONS:

The committee feels that the presence of such activities in the college is detrimental and can be destructively influential. Therefore, the committee resolve to the following points:

1. All the above-mentioned students are suspended indefinitely.
2. During their suspension they are instructed to cooperate with the counsellor for counselling sessions at the convenience of the Counsellor.
3. The counsellor will give a status report to the Dean of Students regarding the students before the end of January 2022.
4. Based on the report of the Counsellor, further course of decisions will be made.


(T. TAWANKHANSIAM)
Convener

MEETING NOTICE

25th January, 2022

A meeting is scheduled as per the following:

Time: 3:00 pm

Date: 25th January, 2022

Venue: Principal's Chamber

Agenda: To review the previous case based on the Counsellor's status report.

MEETING PROCEEDINGS

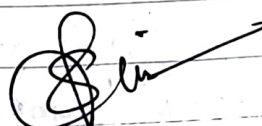
Members present:

- | | | |
|-------------------------|--------------------|------------------------|
| 1. T. Taunklansiam | <i>[Signature]</i> | 12. The Principal |
| 2. Dr. Marina Lathiso | <i>[Signature]</i> | 13. The Vice Principal |
| 3. Immanuel Makawonien | <i>[Signature]</i> | |
| 4. Dr. Chinghianmawi | <i>[Signature]</i> | |
| 5. Dr. S. Thengpaizon | <i>[Signature]</i> | |
| 6. Liankhoshyan Tundut | <i>[Signature]</i> | |
| 7. Dr. Hnintalliani | <i>[Signature]</i> | |
| 8. Jambiekman Laingek | <i>[Signature]</i> | |
| 9. Dr. Dorothy Lalreizo | <i>[Signature]</i> | |
| 10. Dr. Niangpi Quite | <i>[Signature]</i> | |
| 11. Chinmuanthang Quite | <i>[Signature]</i> | |

The convener read out the status report and the recommendation of the Counsellor. The following resolutions were taken based on the recommendation of the Counsellor:

RESOLUTIONS:

1. The suspension of Mr. T. Nengsawndal, BA 1st semester D2-55 and Mr. Mangluanhien, BA 1st semester D2-44 is lifted on the condition that they pay a sum of Rs. 2000/- (two thousand rupees only) each as a penalty for breaking the college rules and regulations and sign an undertaking in the presence of their parent/guardian in the Deans of Students' Office on or before 4th February, 2022. On fulfilment of the conditions, they will be eligible to write their semester examination and continue their studies in the college.
2. The suspension of Mr. Lallunmang Tombing, BA 1st semester D1-60 is lifted on the condition that he pays a sum of Rs. 2000/- (two thousand rupees only) as a penalty for breaking the college rules and regulations on or before 4th February, 2022. However, he will be allowed to sit for his 1st semester examination only (as he is presently in going for rehabilitation at Living Word Centre, Hmeicia Veng) for a period of 18 months. His condition might be reviewed after the completion of his Rehabilitation programme.


(T. TAWNKHAN SAM)
Convener

MEETING NOTICE

31st August, 2022

A meeting is scheduled as per the following:

Time: 3:00 pm

Date: 31st August, 2022

Venue: Faculty Lounge

Agenda: To discuss matters regarding two students caught with contraband substances.

MEMBERS PRESENT

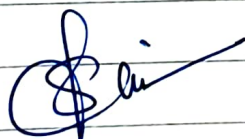
- | | |
|----------------------------------|---------|
| 1. T. Tanskhansiam | Di |
| 2. Liangkashyam Tunghet | Iks |
| 3. Dr. Chinglianawai | man |
| 4. Chinmuanthang Quite | Cellt |
| 5. Immanuel Matsawonien | matien |
| 6. Dr. Dorothy Lalneizo | Dalawon |
| 7. Dr. Marina Laltingzo Infimate | Mar |
| 8. Dr. Humlalliani | Hum |
| 9. Jambiatmuan Laingek | Mvnlai |
| 10. Dr. Niangpi Quite | Niangpi |
| 11. Dr. S. Thangboi Zou | STZou |

Two students were caught, in the boys' toilet smoking Brown sugar, by the Dean of Student during the 1st period.

RESOLUTIONS:

On the authorization of the Principal, the committee resolve the following, failure to adhere by the students will result in automatic expulsion from the college:

1. Lambiateang Ngaitte, BA 3rd Semester, D2-42 and N. Thengkapon, BA 3rd Semester A2-32 are suspended indefinitely.
2. During their suspension, they are instructed to cooperate and go for counselling session at the convenience of the Counsellor.
3. The Counsellor will give a status report to the Dean of Students regarding the students before the end of September 2022.
4. Based on the report of the Counsellor, further decisions will be made.


(T. TAWNKHAN SIAM)
Convener

Date: 12th Nov. 2020 (Thursday)

Place: Faculty Lounge

Time: 2:30 pm

Meeting Chairperson: Mr. Pawkhanhwal Tonsing, Convenor

Recorder: Ms. Livia Tinghianhoi

Agendas: 1. Work allotment
2. Misc

Members Present:

1. Mr. Pawkhanhwal Tonsing, Asst. Prof. Geography - Convenor *Shirl*
2. Mr. Japhet Lulun Misao, Asst. Prof. Botany - Member *Japhet*
3. Mr. L. Chungkholen Kom, Asst. Prof. Chemistry - Member *LS*
4. Ms. Livia Tinghianhoi, Asst. Prof. English - Member *Livia*
5. Ms. Deborah Kelpvisang Buongpui, Asst. Prof. Commerce - Member *Deborah*

Proceedings: The meeting Chairperson made an opening acknowledging the appointments made by IQAC with regards to Committee for SC/ST Categories. The agenda is discussed thereof.

Resolutions:

1. All the Committee Members, including the Convenor, have accepted their respective appointments and are resolute to work for the best of their capabilities in bringing success to the college.

The work allotment is given in the following manner:-

- i) Pawkhanhwal Tonsing (Convenor) Nature of work: To convene meetings from time to time. To coordinate various works and supervise the same.
- ii) Mr. Japhet Lulun Misao (Member) Nature of work: To look after the welfare of the students and provide necessary assistance including safety, security, scholarships, etc.
- iii) Mr. L. Chungkholen Kom (Member) Nature of work: To compile data and information regarding SC and ST students.

iv) Ms. Livia Tinghianhoi (Member) Nature of work:
Recording and Record keeping.

v) Ms. Deborah Kulpisang Buongpi (Member) Nature of work:
Human Resource Development (HRD) of ST/ST students and
Public Relations.

2. Notification should be made about the Committee
for SC-ST categories.

Meetings Recorded by
Ms. Livia Tinghianhoi

Date: 07th December, 2020 (Monday)

Place: Faculty Lounge

Time: 3:15 pm

Meeting Chairperson: Mr. Pawkhankhad Tonsing, Convener

Recorder: Ms. Deborah Kulpisang Buongpi

Agendas: 1. Benefits of SC/ST students in India
2. Misc

Members Present:

1. Mr. Pawkhankhad Tonsing, Asst. Prof. Geography - Convener *Phul*
2. Mr. Japhit Lulun Misao, Asst. Prof. Botany - Member *Japhit Misao*
3. Mr. L. Chungkholm Kom, Asst. Prof. Chemistry - Member *AG*
4. Ms. Livia Tinglanchoi, Asst. Prof. English - Member *Livia*
5. Ms. Deborah Kulpisang Buongpi, Asst. Prof. Commerce - Member *Deborah*

Proceedings: The chairperson made an opening statement on various benefits of SC/ST students in India. A discussion on how to make the students aware about various benefits available to them follows.

Resolutions:

1. Notifications about various benefits including Scholarships, Hostels for minorities etc of SC/ST students must be made from time to time.
2. Various benefits on SC/ST students should be discussed from time to time.

Meeting recorded by
Livia

Livia Tinglanchoi

Date: 1/6/2021

Place: Faculty Lounge

Time: 2:30 PM

Meeting Chairperson

Recorder: Deborah Kulpuising

Agenda: Revision of the ongoing Scholarship

Members Present:

1. Mr. Paukhankhul Tonsing, Asst. Prof. Geography - ^{Chair} Convenor
2. Mr. Japhet Lulun Misao, Asst. Prof. Botany - ^{Secretary} Member
3. Mr. L. Chongkhoden Kom, Asst. Prof. Chemistry - Member All
4. Ms. Livia Tinghianhoi, Asst. Prof. English - Member Honi
5. Ms. Deborah Kulpuising Buongpui, Asst. Prof. Commerce - Member ^{Deborah}

Proceedings: The chairman starts the meeting by thanking all the members present. Then issues related to the scholarship application were discussed.

Resolutions:

1. To take necessary actions in order to ensure that all forms are duly verified at the institute level

Meetings Recorded by

Deborah Kulpuising

Date: 03/09/2021

Place: Faculty Lounge

Time: 3:00 PM

Chairperson: Mr. Paukhankhual Tonsing, Convener

Recorder: Livia Tingliakhoi

Agendas: Scholarship

Members Present:

1. Mr. Paukhankhual Tonsing, Asst. Prof. Geography - Convener ^{Khul}
2. Mr. Japhet Lilon Misao, Asst. Prof. Botany - Member ^{Japheth Misao}
3. Mr. L. Chungkhuden Kom, Asst. Prof. Chemistry - Member ^{ACU}
4. Ms. Livia Tingliakhoi, Asst. Prof. English - Member ^{Livia}
5. Ms. Deborah Kulpuisang Buongpui, Asst. Prof. Commerce - Member ^{Deborah}

- Resolutions:
1. The chairman informs the member about the recent notice on 31st August by the Directorate of Minority Office, Government of Manipur
 2. The committee to issues a notice informing the students about the post metric scholarship scheme for students of Manipur
 3. To ensure that the implementation is carried out as per the circular by the Directorate Office.

Recorded by

Livia Tingliakhoi

Date: 01/08/22

Place: Faculty Lounge

Time: 3:00 PM

Meeting Chairperson: Mr. Pankhankhul Tonsing, Convenor

Recorder: Livia Tinglianhoi

Agendas: 1) Admission

2) Review of the fee structure of SC/ST students

Members Present:

1. Mr. Pankhankhul Tonsing, Asst. Prof. Geography - Convenor ^{Khul}
2. Mr. Japhet Luton Misao, Asst. Prof. Botany - Member ^{Japhet}
3. Mr. L. Chongkhoken Kom, Asst. Prof. Chemistry - Member ^{Alu}
4. Ms. Livia Tinglianhoi, Asst. Prof. English - Member ^{Livia}
5. Ms. Deborah Kulpisang Buongpoi, Asst. Prof. Commerce - Member ^{Duband}

Proceedings: The Chairperson initiates the discussion on the states of the admission procedures. The committee also discuss on the current fee structure keeping in mind the current states of SC/ST student of the college.

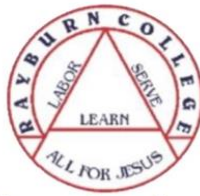
Resolutions:

1. To assist SC/ST student in the ongoing admission procedure
2. To collect data on the strength of SC/ST students for reference etc.
3. To notify the newly admitted SC/ST students about the committee's aims & objective and encourage them to share their grievances.
4. To ensure that the fee structure for SC/ST student are at par with the income of the community.

Recorded by

Livia Tinglianhoi

RAYBURN



COLLEGE

BSF Road, Gangpimual, Churachandpur, Manipur, INDIA-795006

Affiliated to M.U: No. MU/1-65/98/CDC/136:07.08.2012.

Recognized by UGC under Section 2(f) & 12(B) of 1956 Act: No.8-29/2015(CPP-I/C):23/04/2015.

www.rayburncollege.ac.in

Declaration:

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.



Rev. Dr. Khen P. Tombing

Principal

RAYBURN COLLEGE

Principal
RAYBURN COLLEGE
Churachandpur, Manipur