

# RAYBURN COLLEGE



(Autonomous, Accredited B++ Grade, 2.96 CGPA out of 4 by NAAC 2023)

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.

BSF ROAD, GANGPIMUAL, LAMKA, CHURACHANDPUR, MANIPUR - 795 006, INDIA.

Email: [admin@rayburncollege.ac.in](mailto:admin@rayburncollege.ac.in)

Website: [www.rayburncollege.ac.in](http://www.rayburncollege.ac.in)

Ref No. RBC/IQAC/2025/01

## MEETING NOTICE 10/02/2025

This is to inform all the HODs that a meeting has been scheduled by IQAC in the date and time as mentioned below:

Date: 11/02/2025

Time: 10:30 AM

Venue: IQAC office

### Agenda:

1. Discussion on department specific quality parameters and improvements
2. End semester department documentation and report form

Kindly make it a priority to attend.

Sd/-

Director IQAC

Copy to:

- i. All concerned
- ii. Guard File
- iii. Web master



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## MINUTES OF MEETING

**Date:** 11/02/2025

**Time:** 10:30AM

**Venue:** IQAC office

**Attendees:**

- Director, IQAC
- Heads of Departments (HODs) of all Departments

**Agenda of the Meeting:**

1. National and International days of importance.
2. End semester department documentation and report form.
3. Department specific quality parameters and improvements.
4. Any other business

**Resolutions:**

1. After detailed discussions, the following resolutions were made regarding the observance of national and international days of importance:
  - a. Specific days to be observed (attachment I)
  - b. Implementation and Coordination: Concerned department will take the lead in planning and executing activities related to the aforementioned days. Students will be encouraged to actively participate in these observances.
  - c. Documentation: Documenting of events and outcomes will be done by the concerned organizing departments. Departments are required to submit a report to the IQAC, detailing the activities conducted and their impact. The event report must also be submitted to Webmaster for immediate update on the college website, ensuring the timely dissemination of information to the college community and the general public.

Budgeting for observances was agreed as under:

- a. Prize structure for competition: For any academic, cultural, or extracurricular competitions organized by the departments, the following prize distribution will be followed:
    - 1st Prize: ₹700
    - 2nd Prize: ₹500
    - 3rd Prize: ₹300
  - b. Token of Appreciation for Resource Persons:

For any guest lectures, workshops, or sessions conducted by external resource persons, a token of appreciation of ₹2000 will be provided.

The payment will be made upon completion of the session, and the organizing department will ensure that the amount is conveyed to the resource person promptly as a gesture of gratitude for their valuable contribution.
  - c. Departments must submit a budget proposal for each competition or event, outlining expected expenses, including prize distribution and honoraria for resource persons.
- The IQAC will review and approve the proposed budget to ensure adequate allocation of resources. It is expected that no deviations from the agreed budget will occur without prior consultation and approval from the IQAC.

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2. It was agreed that each department would ensure that all academic and administrative processes align with the accreditation standards. Each department to prepare documentation and evidence supporting academic practices based on the format introduced by IQAC (attachment II).
3. Regarding quality parameters and improvements, departments are to complete the report form, focusing on quality parameters and identifying areas for improvement, to be submitted to IQAC at the end of every semester. It has also been agreed that departments should look at their existing quality systems in teaching, research, infrastructure, faculty qualification, and student performance. Any deficiencies should be identified and action plans should be developed which will be reviewed by the college administrative team for further actions.

The meeting concluded with vote of thanks from the chairperson.

  
Lalngaihawmi  
Director, IQAC