

BOOKLET OF CELLS / COMMITTEES / CLUBS SYNOD COLLEGE 2022 -2024



Vision :

“To provide the highest standard of academic excellence in a Christian environment, primarily for the economically disadvantaged students, in preparation for a life of purpose, service and leadership.”

Mission :

Shaping the lives of students particularly the economically disadvantaged, by providing education par-excellence, so as to produce well informed, equipped and responsible citizens.

INSTITUTIONAL CODE OF CONDUCT

All members of the Synod College fraternity (Management, Staff - Academic & Non-Academic, and Students) are expected to adhere to the following guidelines in terms of their conduct, behaviour and value system within the premises of the college. Violation of the same will result in disciplinary action and/or suspension of their names from the rolls of the college.

1. **Identity Cards:** All personnel of the college are expected to produce their college identity card whenever warranted. Every student entering the college premises must wear and display their college identity card issued at the time of enrolment, failing which the student will not be allowed to enter.
2. **Dress Code:** Everyone who is part of the college is expected to dress in a decent and presentable manner. Proper decorum should be maintained.
3. **Morning Prayer:** Everyone is expected to observe a respectful silence during the daily morning prayer.
4. **Compulsory and punctual attendance:** All students are required to be punctual for classes, and to have a minimum of 75% attendance in each subject for every semester, failing which the student may be debarred from appearing for their internal and external examinations. Genuine reasons for inability to do so may be applied for to the Principal.
5. **Mobile phones:** The college strictly prohibits the use of mobile phones during class hours. Mobile photography/videography of others without their knowledge or permission is strictly prohibited and anyone found doing so will be liable for disciplinary and/or legal action.
6. **Proper use of library:** The library is meant only for consulting and borrowing of books. Though reading and writing inside the library is permitted, complete silence is to be observed so as not to disturb others.
7. **Smoking and consumption of any alcoholic drinks or addictive substance** is not allowed in the college campus. Anyone found guilty of doing so is liable to be rusticated/suspended from the college.

8. **Strict ban on Ragging and harassment of any form:** Anyone found indulging in Ragging and harassment of any form will be subject to stern disciplinary action and invite legal action under the Indian Penal Code against acts of Ragging.
9. **Non-Discrimination:** Every member of the college community is to treat one another courteously, respectfully and fairly at all times, whether in word or in action. Discrimination on the basis of gender, race, religion, caste, social and economic status will not be tolerated.
10. **Non-Tolerance of abuse against Women:** All forms of violence and harassment against women (staff and students), including verbal, physical, sexual or psychological abuse will not be tolerated. Those found guilty of the same will invite strict disciplinary and legal action.
11. **Respect for College resources and property:** As members of the college community, we will seek to respect, conserve and maintain the general resources and property of the college. Defacing, damaging and destroying of any college property will invite compensatory action. Cleanliness in and around the campus is to be stringently maintained. The College Management along with the Discipline and Cleanliness Cell of the college is responsible for monitoring this particular aspect of the college.
12. **Academic and personal integrity:** As members of the Synod College fraternity, we are committed to sustaining the highest ethical standards of the college, maintaining its values of integrity, honesty and fair play in all matters of activities whether academic or personal, and strive to integrate these values into all aspects of teaching, research and learning.

Principal
Synod College, Shillong

**BOOKLET OF
CELLS / COMMITTEES / CLUBS
SYNOD COLLEGE
2022 -2024**

Members of different Cells, Committees and Clubs of the College

I. Internal Quality Assurance Cell (IQAC):

- | | |
|--------------------------------|---|
| 1. Chairperson | - Dr. R. M. Lyngdoh
Principal |
| 2. Coordinator | - Dr. G. Lyngdoh
Associate Professor
Department of English |
| 3. Members from the Management | - Rev. S.S. Majaw,
President Governing Body |
| 4. Members from Alumni | - Rev K. B. Snaitang
- Prof. S. M. Sungoh
Department of Education,
NEHU |
| 5. Members from Local Society | - Dr. W.R. Kharlukhi
M.P. (Rajya Sabha)
Govt of India
- Shri Vincent Pala
M.P. (Lok Sabha)
Govt of India |
| 6. Members from the Staff | - Dr. M. Rani
Vice Principal
- Smt. I. Pyngrope
- HOD, English |

- Smt. G.A. Kharsyntiew
HOD, Physics
- Shri N. Kharbani
Associate Professor,
Chemistry Dept
- Dr. C.R. Lyngdoh
HOD, Political Science (PG)
- Head Assistant

7. Student Representatives

- Miss Sobitania Nongrum (Botany Hons)
- Miss Kashmiri Debbarma (Political Science Hons)
- Mr Dawankyrpang Shylla (Commerce)

The IQAC will function as per the guidelines provided by NAAC for the cell.

II. Grievances Redressal Cell:

Convener

- Vice Principal
- Principal
- Vice Principal Science and
Professional Courses
- Coordinator IQAC

Members

The Cell will look into all grievances-related issues of the Staff and Students of the College.

III. Counseling Cell:

Convener

- Dr. R. Lapasam
Assistant Professor
Department of Education (PG)

Members

- Dr. B. Sungoh
Assistant Professor
Department of Education (UG)

- Ms. B.N. Nonglait
Assistant Professor
Department of Political
Science (PG)
- Smt. P. G. Bonney
Assistant Professor
Department of History
- Dr. A. W. Pahsyntiew
Assistant Professor
Department of Education (PG)

The role of this cell is to provide moral and spiritual counseling to the students.

IV. Information –cum-Career Guidance Cell:

Convener

- Dr. E. B. Majaw
Assistant Professor
HOD, Department of
Education (PG)

Members

- Dr. D. Marngar
Associate Professor
HOD, Department of
Zoology
- Smt. M.N. Laloo
Assistant Professor
Department of
Sociology
- Smt. D.C. Syiem
Assistant Professor
Department of
Sociology

- Shri E. Snaitang
Lab Technician
Department of Botany

The role of this cell is

- (i) To facilitate the availability of information about employment and placement opportunities to the students.
- (ii) To facilitate and organize career guidance programs for the students.

V. Research Cell:

Convener

- Dr. B. Myrboh
Associate Professor
Department of Political
Science (UG)

Members

- Shri P. Joshi
HOD, Computer
Application
- Smt. E.Thangkhiew
Assistant Professor
Department of Political
Science (PG)
- Dr. L.M. Lyngdoh
Assistant Professor
Department of
Economics
- Shri D.L. Jyrwa
Assistant Professor
Department of
Mathematics
- Dr P. Syon Nongkling
Assistant Professor
Department of Botany

The role of this Cell is to encourage and facilitate all research-related activities of the College.

VI. Women's Cell:

Convener

- Ms. C. A. Kharsyntiew
Assistant Professor
Department of Sociology

Members

- Ms. W. Khongthaw
Assistant Professor
Department of BCA
- Ms. N.C. Marbaniang
Associate Professor
HOD, Dept. of Botany
- Smt. I. Kharbuki
Assistant Professor
Dept of Geography
- Ms. A. Lapasam
Assistant Professor
Department of Chemistry
- Ms. I. Dkhar
Assistant Professor
Department of Zoology
- Smt. L. Massar
Lab. Technician
Department of Chemistry
- Five girl students'
Representatives to be
selected

Every year from B.A. II,
B. Sc II, B. Com II, BCA II,
and M.A

The role of this cell is

- (i) To address issues related to the welfare and problems of women staff and girls (students) in the College
- (ii) To look into sexual harassment against female students and women employees of the institution and report the same to appropriate authority.

VII. Library Advisory Committee:

Chairperson	- Dr. R.M. Lyngdoh Principal
Convener	- Smt. B. Nengnong Librarian
Members	- Vice Principal - Coordinator IQAC - Shri A. Raplang Assistant Professor Department of Computer Application

The role of this Committee is

- (i) To advice the Principal on the selection and purchase of books for different departments of the institution.
- (ii) To advise and give suggestions for the improvement of the library facilities in the College.

VIII. Discipline & Cleanliness Committee:

Convener	- Dr. K.L. Buam Assistant Professor HOD, History
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Members

- Shri S. Marsharing
Associate Professor
Department of Chemistry
- Smt. G.A. Kharsyntiew
HOD, Physics
- Dr. J. Hek
Assistant Professor
Department of Political
Science, (PG)
- Dr M. Dunai
Assistant Professor
Department of English
- Dr. C. Lanong
Assistant Professor
Department of
Mathematics

This Committee is to look into the general discipline and overall cleanliness of the College and also help in monitoring adherence to the College Code of Conduct.

IX. Building Committee:**Chairman**

- President,
Governing Body

Secretary

- Dr. R.M. Lyngdoh
Principal

Members

- Prof. Streamlet. Dkhar
Professor, Dept of Khasi
NEHU

- Shri R. Sutnga
Former Executive
Engineer,PWD, Meghalaya
- Dr. M. Rani
Vice Principal
- Dr G. Lyngdoh
Coordinator IQAC
- Shri B.R. Lyngdoh
Accountant

This Committee is to decide on all matters of building construction and renovation in the College.

X. Canteen Committee:

Convener

- Smt. I. Shabong
Associate Professor
Dept. of Mathematics

Members

- Dr. W.M. Kharryngki
Assistant Professor
Dept. of Khasi
- Smt. B.N. langngap
Assistant Professor
Dept. of English
- Ms. W. Khongthaw
Assistant Professor
Dept. of Computer
Application
- Smt. A. S. Dympep
Assistant Professor

Department of Commerce

The role of this Cell is to oversee and supervise all Canteen-related matters in the College.

XI. Purchase Committee: (Science Departments)

Convener	- Dr. M. Rani Vice Principal
Members	- Shri N. Kharbani Associate Professor Department of Chemistry
	- Shri M.D. Wanswett Assistant Professor Department of Physics
	- Dr. A.J. langrai Assistant Professor Department of Zoology
	- Smt. I. Kharbuki Assistant Professor Department of Geography

The Committee will function as per the guidelines of the Purchase Committee.

XII. Award Committee:

Convener	- Vice Principal
Members	- Principal
	- Coordinator IQAC

This Committee is:

1. To select students who are eligible for the different Awards of the College.

2. The Awards are given annually to students securing the highest percentage of marks in the B.A/B. Sc/B. Com./BCA Final University examination. The students should secure first division to be eligible for the Awards.

XIII. Examination Cell:

Convener	- Dr. M. Rani Vice Principal
Members	- Principal - Shri M.D.Wanswett Assistant Professor Department of Physics - Dr. R. Shangpliang Assistant Professor Department of History - Shri A.K. Lyngdoh HOD, Commerce - Shri R. Nongsiej Office Staff

This Cell will supervise and facilitate all examination-related matters both internal and external.

XIV. Extension Programme Cell

Convener	- Dr. W. Kharmawphlang Associate Professor HOD, Chemistry
Members	- Dr. A. W. Rani Assistant Professor Department of Political Science (UG)

- Smt. D.L. Mawphlang
Assistant Professor
Department of Computer
Application
- Shri D.L. Jyrwa
Assistant Professor
Department of
Mathematics
- Shri P.R. Lamare
Assistant Professor
Department of Geography

This Cell is responsible for conducting awareness and extension programs for the benefit of the community.

XV. Parent-Teacher Association:

- | | |
|-----------|---|
| President | - Rev. K. B. Snaitang,
Member GB |
| Secretary | - Ms. D. Syiem
Associate Professor
HOD, Khasi |
| Members | <ul style="list-style-type: none"> - Smt. P. Myllemngap
Assistant Professor
HOD, Political Science (UG) - Shri D.A. Kharchandy
Assistant Professor
Department of History - Shri E. Kharpan
Assistant Professor
Department of Khasi |

- Three Parents to be nominated in the meeting of parents
The Association will function as per its constitution

XVI. Synod College Alumni Association:

Adviser	- Professor S. Dkhar Department of Khasi NEHU
President	- Prof.S.M. Sungoh Department of Education NEHU
Vice President	- Shri B.D. Majaw Retd. Associate Professor Dept. of History, Sankerdev College
General Secretary	- Shri M.D. Wanswett Assistant Professor Dept of Physics, Synod College
Assistant Secretary	- Shri D.G.L. Khongwir Assistant Professor Dept of Physics, Synod College
Treasurer	- Shri K. Nongkhlaw Retd. Chief Manager State Bank of India, Shillong
Publicity secretary	- Shri W. Ryndem Assistant Professor Dept of Geography, Synod College

Patron

- Dr W.R. Kharlukhi
Member of Parliament
Rajya Sabha

Auditors

- Dr Aicydalyne Snaitang
HOD, Dept of Chemistry
St Anthony's College, Shillong
- Dr I.P. Khongjoh
Assistant Professor
Dept of Economics,
Synod College

Executive Members

- To be co-opted by the
Association

The Association will function as per its constitution

XVII. Disaster Management Committee Synod College:**President**

- Principal
Secretary
- Dr. D. D. Nengnong
Assistant Professor
Department of Geography

Members

- Officers in charge NCC
- Officers in charge NSS
- Staff Adviser, Youth Red Cross
- President & General Secretary
Synod College Students'
Council

This Committee will function as per the guidelines for the Committee

XVIII. Cell for the Differently Able

Convener

- Smt. H.G. Laitthma
Associate Professor
HOD, Mathematics

Members

- Dr. H. Swer
Assistant Professor
Department of Botany
- Smt. A. Shylla
Assistant Professor
Department of Commerce
- Dr. E.P. Nongsiej
Assistant Professor
Department of Political
Science
- Dr. M. Kharbangar
Lab Technician
Department of Zoology

- Three students to be selected every year

The role of this cell is to address issues related to the welfare and problems of differently-able staff/students of the College.

XVIII. Hostel Committee:

Convener

- Dr. I.P. Khongjoh
\Warden, Girls' Hostel

Members

- Principal

- Vice Principal
- Coordinator IQAC
- Dr C. Lanong
Warden, Boys' Hostel
- Two students to be selected annually
from among the College Hostellers

XX. Student's Placement Cell

Convener

- Dr. I. Wanswett
Associate Professor
HOD, Economics

Members

- Shri. D.G.L. Khongwir
Assistant Professor
Department of Physics
- Ms. V.G. Wahlang
Assistant Professor
Department of Education (UG)
- Smt. A.R. Pariat
Assistant Professor
HOD, Sociology
- Shri E. Kharpan
Assistant Professor
Department of Khasi

The role of this cell is to link up with placement agencies to aid placement opportunities for students.

XXI. Entrepreneurship Cell

Convener

- Dr I. Khongjoh
Assistant Professor
Department of Economics

Members:

- Dr I. Wanswett
HOD, Economics
-
- Dr L.M.Lyngdoh
Assistant Professor
Department of Economics
-
- Shri Austrian Mawrie
Assistant Professor
Department of Economics
-
- Shri A.K. Lyngdoh
HOD, Commerce
-
- Smt. A. Shylla
Assistant Professor
Department of Commerce
-
- Shri Adrian Langstieh
Assistant Professor
Department of Commerce
-
- Smt. A.S. Dympep
Assistant Professor
Department of Commerce

The Cell will facilitate and promote all Entrepreneurship-related activities and programs of the College.

XXII. Records and Documentation Cell:**Convener**

- Dr A.W.Rani
Assistant Professor
Dept of Political Science (UG)

Members

- Dr P.G.Bonney
Assistant Professor
Dept of History
- Dr Persara Lyngdoh
Assistant Professor
Dept of English
- Dr Chanlemki Lanong
Assistant Professor
Dept of Mathematics

This Cell will be in charge of collecting and maintaining records and documents pertaining to all College activities and programs

XXIII. Anti Ragging Committee:

- | | |
|----------------------------------|---|
| Chairperson | - Principal, Synod College |
| Convener & Nodal Officer | - Coordinator, IQAC |
| Member from Civil Administration | - Shri T. Marwein
MCS, Extra Assistant
Commissioner
East Khasi Hills District
Govt of Meghalaya |
| Member from Police Department | - Smt. S.A.M. Nongdhar
MPS, Dy. Superintendent of
Police (W & C)
Govt of Meghalaya |
| Member from Local Media | - Shri Lamphing Langpen (U
Peitngor, a Khasi Daily) |
| Faculty Members | - Vice Principal, Synod College |

- Wardens (Girls Hostel & Boys Hostel), Synod College

Member from Parents-Teachers Association - Revd. K.B. Snaitang

Student Members -

- Head Assistant - Shri G. Wahlang

Anti Ragging Squad:

- Convener - Dr M. Rani
Vice Principal, Synod College

- Members - Dr I.P. Khongjoh
- Dr C. Lanong
- Shri G. Wahlang
President
Synod College Students Council

Monitoring Cell:

- Convener - General Secretary,
Synod College Students Council
- Members - All Departments Student
Representatives (UG & PG)

XXIV. Internal Complaint Committee (ICC):

- Presiding Officer - Smt. Irilin Shabong
Associate Professor
Dept of Mathematics
- Members - Smt I. Pyngrope
Associate Professor
HOD, English

- Dr W. Kharmawphlang
Associate Professor
HOD, Chemistry
- Dr A.W. Rani
Assistant Professor
Dept of Political Science

External Member

- Mrs L. M. Iangngap
Retd. District School
Education Officer

This committee will function as per the Guidelines under POSH (Prevention, Prohibition and Redressal) Act 2013 and look into all matters related to Sexual Harassment of Women at Workplace

XXV. Refreshment Committee:

Convener

- Smt. P. Myllemngap
HOD, Political Science (UG)

Members:

- Ms N. C. Marbaniang
HOD, Botany
- Ms. D. Syiem
HOD, Khasi

In consultation with the Principal, this Cell will supervise and look after refreshments in the event of any major College program and they will be assisted by the Non-Teaching Staff, Synod College. They may also co-opt other members as and when the need arises.

XXVI. Synod College Students' Council (SCSC)

Teacher In-charge, SCSC

- Dr. D. Marngar
Associate Professor
HOD, Zoology

Teacher In-charge, Finance

- Dr. A. J. langrai
Assistant Professor
Department of Zoology

Teacher In-charge,
Social & Recreation

- Shri D. A. Kharchandy
Assistant Professor
Department of History

Members

- Ms. N.C. Marbaniang
HOD, Botany
- Ms. Emdorini Thangkhiew
Assistant Professor
Department of Political Science (PG)
- Ms. C.A. Kharsyntiew
Assistant Professor
Department of Sociology
- Smt. D. C. Syiem
Assistant Professor
Department of Sociology
- Shri P. Joshi
Assistant Professor
HOD, BCA
- Ms. B.N. Nonglait
Assistant Professor
Department of Political Science
- Dr. P. Nongkhling
Assistant Professor
Department of Botany

- Dr L. M. Lyngdoh
Assistant Professor
Department of Economics

Staff In-charge, Debate & other Literary Activities

- Shri D.L. Jyrwa
Assistant Professor
Department of Mathematics
Members:

- Smt. I. Shabong
Associate Professor
Department of Mathematics

- Dr. E.B. Majaw
Assistant Professor
Department of Education

- Dr M. Dunai
Assistant Professor
Department of English

- Smt. M.N. Laloo
Assistant Professor
Department of Sociology

- Ms W. Khongthaw
Assistant Professor
Department of BCA

- Smt. L. Massar
Lab Technician
Department of Chemistry

- Dr. M. Kharbangar
Lab Technician
Department of Zoology

- Smt B. Jana
Assistant Professor
Department of Khasi

Teacher In-charge Music, Art & Drama - Dr K. L. Buam
HOD, History

Members:

- Smt. B.N. langngap
Assistant Professor
Department of English
- Dr. A.P. Warjri
Associate Professor
Department of Geography
- Dr E. Pyngrope
Assistant Professor
Department of English
- Smt. P. G. Bonney
Assistant Professor
Department of History
- Smt. D. L. Mawphlang
Assistant Professor
Department of
Computer Application
- Ms. A. Shylla
Assistant Professor
Department of Commerce
- Ms. I. Dkhar
Assistant Professor
Department of Zoology

- Shri T. Lynshiang
Assistant Professor
Department of Khasi

Teacher In-charge, Sports and Games- Shri N. Kharbani
Associate Professor
Department of Chemistry

Members:

- Shri K. Nongrum
HOD, Geography
- Ms. D. Syiem
HOD, Khasi
- Shri D. G. L. Khongwir
Assistant Professor
Department of Physics
- Smt. I. Kharbuki
Assistant Professor
Department of Geography
- Shri P. R. Lamare
Assistant Professor
Department of Geography
- Dr E. P. Nongsiej
Assistant Professor
Department of Political
Science (UG)
- Shri E. Snaitang
Lab Technician
Department of Botany

- Shri A. Mawrie
Assistant Professor
Department of Economics
 - Shri K. Sohkhet
Assistant Professor
Department of Education
 - Dr C. Lanong
Assistant Professor
Department of Mathematics
 - Dr I. Khongjoh
Assistant Professor
Department of Economics
 - Dr W.M. Kharryngki
Assistant Professor
Department of Khasi
- (i) The SCSC will function as per its constitution as approved by the Governing Body of the College.
- (ii) The Office Bearers of the Council shall consist of students to be elected from among the respective Class Representatives and will work together with the Staff In-Charge and members of the SCSC.

XXVII. College Editorial Board

- Editor
- Dr. B. B.Sumer
Assistant Professor
Department of Education (PG)
Co-Editor
 - Dr. Persara Lyngdoh
Assistant Professor
Department of English

Members:

- Dr W.M. Kharryngki
Assistant Professor
Department of Khasi
- Dr. E. Pyngrope
Assistant Professor
Department of English
- Shri. Khrawkupar Sohkhet
Assistant Professor
Department of Education
- Dr. H. Swer
Assistant Professor
Department of Botany
- Smt. Badahunshisha Jana
Assistant Professor
Department of Khasi
- Ms W. Khongthaw
Assistant Professor
Department of BCA
- Smt. I. Mond
Assistant Professor
Department of Hindi
- Student members nominated by the Board

The Editorial Board will be responsible for the publication of the annual College Magazine.

XXVIII. NSS Programme Officers:

1. Dr. A.P. Warjri, Associate Professor, Department of Geography
2. Dr. D.D. Nengnong, Assistant Professor, Department of Geography
3. Shri A. Mawrie, Assistant Professor, Department of Economics
4. Smt. I. Mond, Assistant Professor, Department of Hindi

The NSS officers are responsible for all the programs, activities and function of the NSS of the College.

XXIX. NCC Officers

1. Shri T. Lynshiang, Assistant Professor, Department of Khasi (Boys)
2. Smt. I. Mond, Assistant Professor, Department of Hindi (Girls)

The NCC officers are responsible for all functions of the NCC of the College

XXX. Staff Advisers to Students' Clubs:

- | | | | |
|----|-----------------------|---|-------------------------------------|
| 1. | Music Club | - | Smt. B. N. langngap |
| 2. | History Club | - | Smt. P. G. Bonney |
| 3. | Literary Club | - | Dr. A.W. Rani |
| 4. | Gym Club | - | Shri P. R. Lamare
& Shri R. Sunn |
| 5. | Environment Club | - | Dr. A. J. langrai |
| 6. | Science Club | - | Dr. H. Swer |
| 7. | Youth Red Cross (YRC) | - | Shri D. A. Kharchandy |
| 8. | EBSB Club | - | Shri B. B. Sumer |
| 9. | Media Club | - | Dr. E. B. Majaw |

All the Clubs will function as per their constitution and guidelines.

XXXI. Store Keeping and Estate Maintenance: to be appointed

The Principal, Vice Principal and Coordinator IQAC will be ex officio members of all Cells and Committees of the College

Coordinator
Principal
IQAC

