

**Minutes of the IQAC meeting held on the 26th November 2020 at 11:30 AM in the
Conference Room of the College and Action taken Report**

The meeting was chaired by the Principal who welcomed all members to the meeting. The Chairman then called Rev. P. Hynniewta to open the meeting with prayer.

After reading out the names of the newly constituted members of IQAC (2020-2022), the Principal called upon the Coordinator to read out the minutes of the meeting held on the 22nd June 2020 and the same were confirmed by the House.

1. Dr. W.R. Kharlukhi centre for Research and Antiquarian Studies: After discussing at length on the concept paper and details prepared by the Department of History, Synod College on the objectives and functioning of the centre as entrusted to them in a meeting held on the 2nd November 2020, it was resolved that:

(i) The name of Dr. W.R. Kharlukhi be omitted from the centre because of constitutional protocol. Hence forward, the centre shall be known as 'Centre for Historical Research, Synod College' (CHRSE).

(ii) The centre shall be attached to the Department of History and all activities shall be undertaken with due consultation and approval of the College management in all matters.

(iii) Though the centre was initiated by the former Principal Dr. D. Wanswett, the formal date of establishment of the centre will be on the date of approval by the IQAC, i.e. the 26th November 2020.

(iv) The working committee will be constituted as follows:

President	-	Dr. R.M. Lyngdoh, Principal, Synod College
Vice President	-	Shri S. Jyrwa, Vice Principal, Synod College
Ex officio member	-	Dr. M. Rani, Vice Principal, Synod College
Ex officio member	-	Dr. G. Lyngdoh, Coordinator IQAC
Secretary	-	Shri D.A. Kharchandy
Members	-	Shri K.L. Buam
	-	Smt. P.G. Bonney
	-	Dr. R. Shangpliang

Action Taken : (i) The above resolution was acted upon and the Centre is now functioning under the supervision of the Department of History, Synod College

2. Certificate/Short term courses: The House approved the proposal placed before it to reopen/initiate Certificate/ Add-on Courses. The following courses were considered:

(i) Fashion Designing, tentatively from January 2021.

Action Taken: The Course was started on November 2021 after the college resumed offline classes.

- (ii) 3 Days workshop-cum-training on Fruit and Vegetable Processing and Entrepreneurship and Marketing (1st batch), organised by IQAC in collaboration with the Department of Horticulture and District Commerce and Industries Centre, Shillong on the 2nd – 4th December 2020.

Action Taken: The workshop-cum-training was conducted on the above dates. 18 students participated in the training.

- (iii) ICT based Certificate Course (online/blended) offering entrepreneurship skills for IT enabled jobs and business of 3 months duration with Anudip Foundation, tentatively from 5th January 2021.

Action Taken: The Course was conducted in 2 batches during 2021.

- (iv) The House further entrusted the IQAC to explore long term plans and projects on sustainable development and livelihood programmes which will be beneficial both for students and the community at large. Examples – to conduct a survey and explore options for adopting an underdeveloped village, promoting its economic and social development through the activities of the College;

Action Taken:

- The Principal, Vice Principal, President of the Governing Body, Synod College along with a few other members from the Sponsoring Body of the College (KJP Synod Sepngi) did an exploratory and field survey of the village of Mawphanlur (S.W.K. Hills) on the 31st December 2020 to initiate and explore options for adopting the village and promoting its economic and social development through College extension activities and program.
- The Principal apprised the member that a sizeable portion of land in Mawphanlur Village has been identified for the College by the KJP Synod Sepngi .

- to organise Conferences/Seminars/ on Environment and Sustainable Development programs.

Action Taken: An International Seminar on the above topic will be conducted in April 2022.

3. In-house Projects: The House gave permission for forwarding the following In-house Research Projects to the Project Committee:

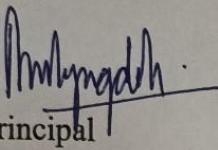
- (i) “Cloud storage using Next Cloud and Raspberry-pi with back up configuration”, submitted by Shri Alando Raplang, Assistant Professor, Department of Computer Application.
- (ii) “A Survey Study on the Culture of Major Indian Carps in West Khasi Hills District” submitted by Dr. R.D. Lyngdoh, Associate Professor and Ms. Ibankershisha Dkhar, Assistant Professor, Department of Zoology.

Action Taken: The Research proposals were submitted to the Project Committee and the recommendations of the subject-experts were taken into consideration. Project (i) was accepted and is currently ongoing; Project (ii) has to be re-worked and the comments from the experts have been shared with the researchers.

4. Any other matter: It was suggested by one of the members that in view of the increased need for computer based teaching and learning, a full time computer expert and technician should be appointed in the College. Regarding this, the Principal assured the House that the Administration is looking into this matter and working on it.

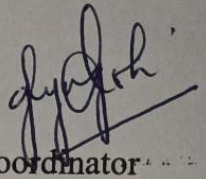
Action taken: The matter is under process.

With no other business, the meeting was closed with a vote of thanks from the Chair and prayer from Rev. S.S. Majaw, President, Governing Body, Synod College.



Principal

Principal
Synod College, Shillong



Coordinator

Co-ordinator,
IQAC, Synod College, Shillong.

Minutes of the IQAC meeting held on the 4th March 2021 in the Conference Room of the College.

The meeting was chaired by the Principal, Synod College; After welcoming the members, the Chair requested the Coordinator, IQAC to open the meeting with a prayer.

Matters discussed:

1. Matters arising out of the last meeting and Action Taken Report:

(i) The centre for Historical Research Synod College (CHRSC) which was established on the 26th November 2020 started the first of its activities by organising a special Lecture on the 19th January 2021, on the topic **"Hill State Movement in Meghalaya."** The Resource Person was Dr. W.R. Kharlukhi, Hon'ble M.P. Rajya Sabha.

(ii) Projects on sustainable and livelihood programmes:

- The Principal, Vice Principal, President of the Governing Body, Synod College along with a few other members from the KJP Synod Sepngi did an exploratory and field survey of the village of Mawphanlur (S.W.K. Hills) on the 31st December 2020 to initiate and explore options for adopting the village and promoting its economic and social development through College extension activities and program.
- The Principal apprised the member that a sizeable portion of land in Mawphanlur Village has been identified for the College by the KJP Synod Sepngi .
- To streamline the entire project, the house suggested that a comprehensive research on land tenure, topography, opportunities and challenges in and around the designated area be systematically prepared before implementing the scheme and the same was entrusted to the office of IQAC.
- After thorough discussions, the minutes were confirmed by the House.

2. NAAC preparatory & Quality Improvement Committee: The House approved the appointment of the following faculty as members of the newly-constituted committee with a view to:

- (i) Foster a sense of involvement and shared responsibility
- (ii) To provide a mentoring and training platform for the next generation in leadership and administrative responsibilities.

- Dr. I. Wanswett
- Dr. I.P. Khongjoh
- Dr. E.B. Majaw
- Dr. R. Lapasam
- Dr. B. Sungoh
- Dr. M. Dunai

- Shri K.L. Buam
- Shri D.A. Kharchandy
- Dr. B. Myrboh
- Ms. E. Thangkhiew
- Smt. M.N. Laloo
- Smt. G.A. Kharsyntiew
- Shri D.L. Jyrwa

Action Taken: The Committee was duly constituted and a notification was sent to all members for information and assumption of responsibilities.

3. National Seminar (9th – 10th September 2021) : The House approved the proposal for a National Seminar/Webinar on “**Safeguarding Tribal Identity**” submitted by the Department of Sociology, (9th – 10th September 2021). The following suggestions were made by the members:

- The concept note should be comprehensive and encompass all scopes that the seminar is expected to cover.
- The Advisory Committee and the Organising Committee should be constituted soon and in consultation with the Principal, Vice Principals and Coordinator, IQAC
- Apart from College funding, funds are to be applied for from other external agencies as well.
- Other matters will be pursued further by the Organising Committee

Action Taken: The recommendations made by the House were incorporated by the Committee and the Webinar was held on the said dates.

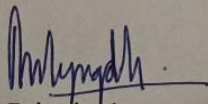
4. Academic Linkage: The House approved the proposal to have an academic linkage with Japfu Christian College, Kigwema, Kohima which is a co-educational residential College affiliated to Nagaland University, Kohima. The Coordinator, IQAC was entrusted with the responsibility of following up the matter.

Action Taken: The matter is under process.

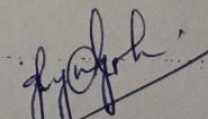
5. Any other matter: It was proposed that the book “**Understanding Water Crisis**”, edited by Shri K. Nongrum and Shri D.A. Kharchandy, and published by the College be released on the 22nd March 2021 to mark World Water Day.

Action Taken: The book could not be released on the said date due to unavoidable reasons but it was released on the 5th November 2021.

With no other matter to discuss, the meeting was closed with a vote of thanks from the chair and prayer from Dr. C.R. Lyngdoh.


Principal

Synod College, Shillong


Coordinator
Co-ordinator,
IQAC, Synod College, Shillong.

Minutes of the meeting held on the 24th August 2021 in the Conference Room, Synod College at 12:00 PM

The meeting was chaired by the Principal, Synod College who welcomed all members to the meeting.

The minutes of the last meeting held on the 4th March 2021 were placed before the house and the same were confirmed.

1. Matters arising out of the last meeting and Action Taken Report:

(a) Appointment of the NAAC Preparatory and Quality Improvement Committee:

The College management was able to meet with the entire team once to acquaint them with the responsibilities entrusted to them. Subsequent meetings in smaller groups were also held periodically to discuss quality measures and initiatives. It is observed that most members take their responsibilities seriously and many suggestions and valuable inputs were made by them.

(b) The following modifications were made to the scheduled seminar on "Safeguarding Tribal Identity: Concept and Implications", organised by the Department of Sociology, Synod College (9th – 10th September 2021). The seminar which was stated to be a national one is now changed to an online International Webinar because of the participation of members and scholars from across the country and abroad.

Action Taken: The International webinar was held on the scheduled dates.

(c) Academic Linkage: Still in the process

2. Brief Report of IQAC activities from March 2021 – August 2021

(a) AQAR 2019-2020 was submitted and approved on the 8th June 2021. The IQAC places on record the invaluable help and contribution of the following members in the preparation of the AQAR – Ms. A. Raplang, Mr. D.L. Jyrwa and Ms. Ibanlin Rani.

(b) Submission of students' Feedback form: 148 6th semester students from all Departments participated in the Feedback Survey. Analysis of the feedback is being done and the same will be submitted to the Principal for consideration after which it will be duly uploaded in the College Website. Feedback on teachers' performance will be submitted to the respective departments for consideration and necessary action.

Action Taken: The Feedback has been analysed and submitted to the Management of the college.

(c) The College conducted the following courses in 2021: (i) 3 months Certificate Course in ICT in Collaboration with Anudip Foundation (Jan-March 2021). Certificates of completion were given to the students on the 6th April 2021 at 12:00 noon in the Conference Hall, Synod College. Beneficiaries = 20 students. Out of the trainees, 12 students were given placement in different MNCS. 15 computers with high configuration were also given to the College by Anudip Foundation to facilitate future trainings in the College.

- (d) 3 months CBSE _ NET Coaching Classes (21st June 2021 – September 2021) were conducted by the Department of Political Science (PG) for Education and Political Science, 93 students registered.

3. Forthcoming initiatives/Programs

- (i) The House agreed to initiate the opening of an Endowment Fund in order to provide scholarships and welfare benefits for economically disadvantaged students, especially those affected by the Covid pandemic. The Principal and Coordinator, IQAC were entrusted with the responsibility of looking into this matter further.

Action Taken: The process is still being worked out and involves consultation with the Accountant and other Financial experts. However, as an immediate initiative to help needy students, 9 students from the Differently Able Cell were given financial help through a special scholarship scheme of the college.

- (ii) The House mooted the suggestion that new courses and programmes be started in the College. It was suggested that the management should look into the matter further. Programmes/Courses suggested include: (a) Master's Programme in Sociology (b) Bachelor of Social work (c) An entrepreneurship Cell (d) A centre for Environment and Sustainable Development.

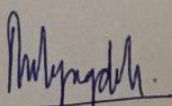
Action Taken: The matter is still being studied and options are being explored.

- (iii) It was decided that the IQAC will hold meetings with the Departments, Alumni and Parent's in the near future.

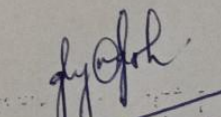
Action Taken: The meeting with Departments were held on the 6th-8th September 2021. The meeting with the Alumni and Parents could not be held as yet because of the social protocol still being enforced by the District Administration of the state.

4. Other matters: The House unanimously agreed to initiate the appointment of a full-fledge trained counsellor in the College. The Principal was requested to recommend the matter to the Governing Body of the College.

With no other business to discuss, the meeting closed with a vote of thanks from the Chair and prayer from the President of the Governing Body.


Principal

Principal
Synod College, Shillong


Coordinator

Co-ordinator,
IQAC, Synod College, Shillong

**Minutes of Meetings held with Departments (UG & PG) on the 6th, 7th and 8th
September 2021 in the Conference Room, Synod College**

The meetings were held separately for individual departments and were scheduled over a three-days period with a forty-five minutes slot allotted to each department:

- 6th October – Sociology, History, Khasi and Hindi, Political Science (UG), Geography
- 7th October – Political Science (PG), Botany, Physics, English, Commerce, BCA
- 8th October – Education (PG), Mathematics, Chemistry, Economics, Education and Zoology.

Dr. R.M. Lyngdoh, the Principal of the College chaired the meetings which were also attended by other members of the Management – Vice Principals Dr M.Rani and Shri S.Jyrwa, and Dr G. Lyngdoh, Coordinator, IQAC.

The following were the matters discussed:

1. The Teaching-Learning Process:

- (i) Teachers were urged to facilitate and incorporate more student-centric engagements in the classroom such as group discussions, debates, projects, presentations and seminars, experiential learning, internship programs wherever applicable, and promote the usage and application of ICT resources into the learning process as far as possible.

2. Documentation and Maintenance of Data: It was stressed upon the departments that there should be a systematic maintenance and documentation of all activities of the department, both in soft and hard copy format, and the Department Report should be submitted to the IQAC at the end of every academic year. Geo-tagged photograph of events, brief reports, attendance/participation list of programs, feedbacks and testimonials should also be incorporated into the Annual Department Report (ADR)

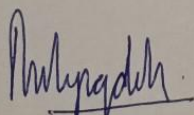
3. Research: To promote and foster a vibrant research culture in the college: (i) Teachers were urged to engage in research (externally funded and In-House Research projects) as far as possible and seek to publish their works in reputed and care list journals. (ii) It is mandatory for all departments to incorporate students' research project into their curriculum. The students' research project should be of six months to one year duration and the completed work should be submitted to the college. A research grant of Five thousand Rupees will be sanctioned for the project, subject to revision as and when the need arises. (iii) Special lectures and talks by external and eminent resource persons on relevant and course-related subjects should be arranged at regular intervals for the benefit of the students. It is hoped that this will broaden the students' ideas and knowledge and add to their academic growth.

4. Mentoring: Regular and systematic mentoring of all students is mandatory for all departments. The Teacher-in-charge of Mentoring, in consultation with the HOD, will assign each teacher to mentor a group of students according to the student-teacher ratio in the department. Mentoring Forms marking the students' profile, their academic details and progress report in respective semesters, number of meetings with mentors, and the mentor's observation and remarks are to be included in the Mentoring Form which should be compiled at the end of the year. This practice will help each department to review their mentee's performance and learning level and allow for appropriate measures to be taken to address the students' needs accordingly. It was suggested by some members that the Mentoring Form may also be adapted into a more digital format (Google Doc) to facilitate easier documentation. This suggestion has been noted and the IQAC will follow up on the matter.

5. **Student's Seminar:** The annual Student's Seminar which is an institutional practice, will be conducted either in online or blended mode by each department on the 1st October 2021. The best presentation from each department, limited to only one this year because of social protocol, will represent the department in the inter-department seminar which will be held offline on the 8th October 2021. Presentations should be research-based and employ both textual and ICT resources. This will help to train students in research skills and build up their digital and presentation skills as well.
6. **Students' Feedback:** The Departments were informed that the students' feedback conducted earlier, has been analysed and submitted to the management for consideration. The same will be uploaded in the College Website for information to all stakeholders. Feedback pertaining to Faculty performance will be sent to each department individually to allow for evaluation and review.
7. **Feedback/ Inputs from Departments:** Before the close of the meetings, all Departments were given time to share their feedback and inputs regarding challenges faced, air their grievances, and requisition the College for any need pertaining to their respective departments. Suggestions were also made and the issues discussed include:
- To explore possibilities for resource-sharing with other institutions in terms of exchange of Research Journals, faculty, Add-on Courses, special lectures, and invitation to students and faculty for special programs and activities conducted by the college.
 - It was suggested that e-books and e-journals be included into the repository of the College Library to facilitate online access to knowledge and information.
 - Education Department (PG) mooted the idea of starting a Learning Management System (LMS) in the College to enhance the teaching-learning process.
 - English Department requested for up gradation of the Language Lab to include more enhanced features so that the Lab can benefit students and acquaint them with more contemporary modes of learning.

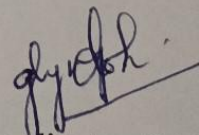
The points raised were duly noted and taken into consideration by the Management and all assurance was given to try and implement practical suggestions and improvements so that the College as a whole can function effectively and competently.

The meetings ended with a vote of thanks and appreciation from the Chair.



Principal
Principal

Synod College, Shillong



Coordinator, QAC

Coordinator,
IQAC, Synod College, Shillong.