

**Minutes of the IQAC meeting held on the 8th March 2022 in the Conference Room,
Synod College at 1.30 PM**

The meeting was chaired by the Principal, Dr R.M. Lyngdoh who welcomed all members to the meeting. Apologies were accepted from Dr R.D. Lyngdoh.

The Minutes of the last meeting held on the 24th August 2021 was placed before the House and the same was confirmed by the members.

Agenda Discussed:

1. **IQAC Report 2021:** The Coordinator, IQAC presented the Report of IQAC activities and programs conducted during 2021 (Reports attached):

- Part i: Financial Report
- Part ii: Report of activities and programs conducted during the year 2021.

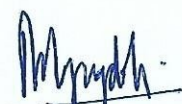
In this regard, a member of the House, Professor S.M. Sungoh suggested that Part ii of the Report may be divided into different sections highlighting the aims and objectives of these programs as well as the outcomes. Participants' Feedback regarding the programs should be collected and kept for records.

2. **Proposed plans for 2022:** Copies of the proposed plans of IQAC for 2022 were given to every member for perusal. Members appreciated the initiatives proposed and also shared their views and suggestions. The Coordinator informed the House that in the academic session 2022, the following classes will be incorporated into the internal curriculum of the College:

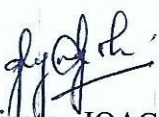
- Remedial Classes to address the needs of academically weak students.
- Value-based education once a week for 2nd Semester students.

The Coordinator shared that the Certificate Courses and Workshops conducted in 2021 received immense response and appreciation from the participants with some of the beneficiaries already starting their own micro businesses as a result of the trainings received.

With no other business to discuss, the meeting closed with a vote of thanks from the Chair.


Principal

Dr R. M Lyngdoh
Principal
Synod College


Coordinator, IQAC

Co-ordinator,
IQAC, Synod College, Shillong.

Minutes of IQAC Meeting held on the 21st June 2022 at 2.30 P.M in the Conference Room, Synod College

The Members present were recorded in the Attendance sheet.

The meeting was chaired by the Principal, Dr R.M. Lyngdoh who welcomed all members to the meeting.

The Minutes of the last meeting, held on the 8th March 2022, were placed before the House and the same were confirmed by the members

Agenda discussed:

1. Brief Report of IQAC activities (Even semester, March – June 2022)
2. Plans for Odd Semester session (July – December, 2022)
3. Any other Business with permission from the Chair

1. Report of IQAC activities during the Even Semester period (March – June, 2022):

The following programs and activities were organized and conducted by IQAC during the term:

(i) Certificate Courses:

SL.No	Name of Course	Duration	Trainers	No of students enrolled	No of students appeared for exams	Industrial visits/ Field projects	Date of Exams
1.	Baking as Therapy	November 2021 – April 2022	Ms Jean Manners Ms Nazarene Diengdoh Ms Emdorini Thangkhiew Ms Bamedabet Nonglait	87	21	NA	26 th – 27 th April 2022
2.	Fashion Design technology	November 2021 – April 2022	Ms Egiline Kharsohnoh	29	18	NA	19 th May 2022
3.	Soft Skills, Hospitality and Tourism	November 2021 – April 2022	Ms Joyce. C. Majaw	64	45	(i) IHM, Shillong, 5 th April 2022 (ii) Polo Towers, Shillong, 13 th – 14 th April 2022	27 th April 2022
4.	Statistics	March – May 2022	Faculty from Economics Dept and Education (PG)	21	17	NA	24 th May 2022

The Certificate Awarding Function for the Certificate Courses was held on the 26th May 2022 at 3.00 P.M. in the Conference Hall, Synod College in the presence of Dr R. M. Lyngdoh, Principal, Dr G. Lyngdoh, Coordinator, IQAC and the trainers of the Courses.

- (ii) **Anudip Trainings** for ICT-based programs (October 2021 – March 2022):
- 1st Batch – 46 students
 - 2nd Batch – 51 students

(iii) **Training programs for Faculty and Staff:**

SL. No	Program	Dates	Target Group	Internal Participants	External Participants	Resource persons
1.	One day Orientation for newly inducted faculty	30 th March 2022	Newly inducted faculty	16		(i)Dr Gayreen Lyngdoh (ii)Dr Batskhem Myrboh (iii)Dr Quendarisa Kharbuli, HRDC, NEHU
2.	Two Day Training for Non-Teaching Staff, "Fundamentals of Computer Application"	12 th - 13 th April 2022	Non-Teaching Staff	21		(i)Shri P. Joshi (ii) Ms Darina. L. Mawphlang (iii)Ms Wanbha Khongthaw (Faculty from BCA Dept, Synod College)
3.	FDP, "Prospects and Challenges of NEP 2020 in Higher Education Institutions"	4 th May 2022	Teaching Faculty	67	10 (from other Colleges)	(i)Prof G. D. Sharma, Vice Chancellor, USTM (ii)Prof S.M. Sungoh, HOD, Education, NEHU
4.	One Day workshop on "Academic Writing and Publication"	23 rd May 2022	Assistant Professors (Science & Commerce)	8	3 from Mairang Presbyterian Science College	(i)Prof. N.K. Chrungoo, Former Professor, Botany, NEHU (ii) Prof S.R. Joshi, Biotechnology and Bioinformatics, NEHU
5.	One Day workshop on "Academic Writing and Publication"	26 th May 2022	Assistant Professors (Arts) UG and PG	25		Prof. J.Ambagudia, Dean, School of Social Sciences and Humanities, TISS, Guwahati

(iv) **One Day Awareness Program:**

Date: 25th May 2022

Topic: "Prevention of Sexual Harassment in Educational Institutions" organized in collaboration with Internal Complaint Committee (ICC), Synod College.

Resource persons: (a) Ms Rebina Subba, Advocate (b) Ms Annie Sohtun, Coordinator, Meghalaya State Commission for Women

Participants: Administrative and Teaching Faculty, Office Staff, and all Students, Synod College

(v) **Outreach/Extension Programs :**

- (a) Field visit to Moolamyliang Village, East Jaintia Hills, Meghalaya by Dr W.R. Kharlukhi(Hon'ble MP, Rajya Sabha), along with a team from the College comprising the Principal, Vice Principal, Coordinator IQAC and Dr I. Wanswett for interactive sessions with MrApmonPachiang, Headman, Moolamyliang, and with the local Dorbar. It may be noted that MrApmonPachiang is an alumnus of Synod College who graduated in 2011.
Date: 11th May 2022

(vi) **Academic Linkage / MOU:**

- (a) MOU signed with Japfu Christian College, Kohima, Nagaland
Date: 16th April 2022
Collaboration: 2 participants from Japfu Christian College participated online in the FDP organized by Synod College on the 4th May 2022
- (b) MOU signed with USTM, Meghalaya
Date: 14th June 2022
Collaboration: Exchange of publications (4 College publications + 5 journals were given to USTM on the 14th June 2022
- (c) MOU in the process of renewal - Mairang Presbyterian Science College:
Collaboration: (i) 2 faculty attended the FDP organized by Synod College, 4th May 2022 (ii) 3 faculty attended the Workshop on "Academic Writing and Publication" organized by the Research Cell, Synod College, 23rd May 2022 (iii) Extension Program conducted in Mairang Presbyterian Science College by the Dept of Mathematics, Synod College on the topic *Brief History of Mathematics: Contributions of renowned mathematicians and its relevance in the 21st Century*, on the 29th April 2022. (68 students + 8 teachers participated).

2. Plans for academic session from July –December 2022:

- (i) **Entrepreneurship Cell :** (a) to be set up in the College (b) to initiate a "Young Entrepreneurs Talk series"
Action taken report: An Entrepreneurship-Cell was started in the College with effect from this semester.
- (ii) **Synod College Achiever's Award** in collaboration with the Alumni Association, Synod College to be given to students (past and present) who have made notable contributions to Academics and the community (Note attached) on the annual Foundation Day of the College.
Action Taken report: The 1st Synod College Achiever's Award was given on the 57th Foundation Day of the College (1st July 2022) to three Awardees to honor and recognize their efforts and achievements:
- (i) MrApmonPachiang, Headman of Moolamyliang village for his initiative in the development and upliftment of Moolamyliang village, East Jaintia hills District, Meghalaya.
- (ii) Miss NaphirisaKordorTariang for her contribution to Literature.

(iii) Miss BadariakorLangstieh for her contribution to Literature.

(iii) **Courses and Trainings:**

(a) Value Added Education and Life Skills class.

Action taken: Value Added Education and Life Skills classes are taken every Wednesday at 3.45 PM for the 3rd Semester students (Arts only), coordinated by the Education Department (UG and PG).

(b) Remedial Class

Action taken: Classes ongoing every Saturday for two hours duration.

(c) Bridge Course for Mathematics and Economics

Action taken: Postponed

(d) Certificate Courses.

Action taken: resumed for the term July – November 2022

(e) To explore possibilities for starting a 6 months Certificate Course in Tourism Studies

Action taken: talks ongoing with the Directorate of Tourism, Meghalaya.

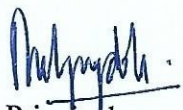
3. Other matters discussed:

(i) The members expressed the view that a professional counsellor for the college students is the imperative need of the hour. The matter was entrusted to the Management for further discussion and action.

(ii) Preparation of a roadmap for NEP 2020: In cognizance of the approaching implementation of NEP 2020, it was suggested that the College should prepare a preliminary study and road map for the same. The matter was entrusted to the IQAC to do the needfull.

Action taken: The IQAC in collaboration with the Education Department (PG), has initiated the process and the document will be submitted soon.

With no other business to discuss, the meeting closed with a vote of thanks from the Chair.


Principal

Dr R. M Lyngdoh
Principal
Synod College


Coordinator, IQAC

Co-ordinator,
IQAC, Synod College, Shillong.

Minutes of the IQAC meeting held on the 30th September 2022 at 12.00 Noon, Conference Room, Synod College.

Members present: Rev. S. S. Majaw, Dr R.M. Lyngdoh, Dr M. Rani, Dr G. Lyngdoh, Rev. K. B. Snaitang, Prof. S. M. Sungoh, Dr W.R. Kharlukhi, Smt G.A. Kharsyntiew, Shri N. Kharbani, Shri G. Wahlang, Ms S. Nongrum, Ms K. Debbarma, and D. Shylla

Apologies from: Shri Vincent Pala, Smt. I. Pyngrope, Dr C. R. Lyngdoh.

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

After reading out the names of the newly constituted members of IQAC (2022 -2024) and expressing appreciation for the contribution of outgoing members (2020 – 22), the Minutes of the last meeting held on the 21st June 2022 were placed before the house by the Coordinator, IQAC and the same were confirmed by the members.

Agenda discussed:

1. **Report of IQAC activities from the commencement of the odd semester (July 2022 – till date):**
 - (i) **Certificate Courses and Coaching Class:** There are 3 ongoing Certificate Courses and 1 UGC-NET Coaching of 3 months duration respectively:
 - Baking as therapy with a total enrolment of 41 students
 - Fashion Design and dress making with a total enrolment of 21 students
 - Soft Skills, Hospitality and Tourism with a total enrolment of 23 students
 - UGC-NET Coaching Class with a total enrolment of 139 studentsTotal number of student beneficiaries = (91 Certificate Courses + 136 NET Coaching) = 227
 - (ii) **Life Skills cum Value Added Education:** These classes, coordinated by the Department of Education (UG & PG), were re-started for the 3rd Semester students (Arts only) with one class per week on every Wednesday at 3.45 PM.
 - (iii) **Statement of Accounts:** the income generated from the Certificate Courses and Coaching Class run by the College this semester amounts to Rupees 4, 42, 840.00 (Four lakhs, forty-two thousand, eight hundred and forty) only.
 - (iv) **Renewal of MOU:** The MOU for academic linkage with Mairang Presbyterian Science College was renewed on the 22nd September 2022. The signatories included the Principals of both Colleges witnessed by the Coordinator IQAC, Synod College and the Vice Principal, Mairang Presbyterian Science College.
 - (v) **Signing of fresh MOU:** An MOU for community and humanitarian linkage was signed with Kynrud Village, Eastern West Khasi Hills District, Meghalaya on the 20th September 2022 under the initiative of the Youth Red Cross, Synod College Unit. The signatories included the Principal of Synod College and the Sordar of Kynrud witnessed by Shri David.A. Kharchandy(Program Officer, YRC Synod College) and the Secretary of the DorbarShnongKynrud.
2. **In-House Research Project:** As per the recommendation of the Research Cell, Synod College received on the 17th February 2022, and after due consultation and discussions in the house, it was resolved that:
 - (i) The In-House Research Grant will be enhanced to Rupees 50,000.00 for each research project. 80% of the grant will be disbursed at the commencement of the project and 20% will be released on final completion of the project subject to submission of proper UC.

- (ii) At present, there are 3 ongoing Research Projects and 1 Research proposal which is subject to clearance by the subject expert.
 - (iii) Incentives will be provided to teachers who publish papers in UGC Care Journals @ Rupees 1000.00 per paper published in UGC Care Group I Journals and Rupees 2000.00 per paper published in the UGC Care Group II Journals.
3. **Recommendations and suggestions:** Following the reports received from the Coordinator IQAC, the House made the following recommendations and suggestions and it was entrusted upon the Coordinator to follow up on the matter:
- (i) To introduce more context based, vocational and skill-based courses in the College internal curriculum in the coming year so as to align with the NEP 2020.
Action Taken: A short term training program on **Solar power Installation, Operation and Maintenance** will be conducted in the next academic session in collaboration with NIELIT Shillong. The program will be for the 6th Semester students from Economics, Geography and History Honours initially. The training was officially launched on the 9th November 2022 in the College Auditorium.
 - (ii) To select the best 2 students from the Baking as Therapy Course and from the Fashion Designing Course respectively, for awarding of incentives viz. one oven and one sewing machine, as an initiative to promote the spirit of entrepreneurship and facilitate micro business start-ups among learners/trainees. The Entrepreneurship Cell along with the IQAC will follow up on terms and conditions related to this.
Action Taken: A letter was submitted to the trainers of the Baking as Therapy Course, Fashion designing course and convener of the Entrepreneurship Cell of the College for necessary action on the above.
 - (iii) To explore opportunities of MOUs for dual degree/twinning degree programs with foreign universities.
Action Taken: In the process
4. **Plans for the next academic year:**
- (i) To organise a one week MOOC training in collaboration with the HRD Department, North Eastern Hills University, Shillong.
5. **Any other Business:** Reading of Condolence letter sent to the family of (late) Mrs Ibanlin Rani, Office Assistant attached to the office of IQAC, Synod College who passed away on the 28th August 2022.

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


Principal

Dr R. M Lyngdoh
Principal
Synod College


Coordinator, IQAC

Co-ordinator,
IQAC, Synod College, Shillong.