

Minutes of meeting of IQAC held on the 11th July 2018 at 2:00PM in the Conference Room of the College.

The meeting was chaired by the Vice Principal Smt. C. Pariat who welcomed all members to the meeting.

The minutes of the last meeting held on the 26th March 2018 was read by the Coordinator and the meeting confirmed the minutes.

1. As per resolution no. 4 of the last meeting, it was resolved to constitute a committee to prepare a roadmap of the College for the next 5years. The members are

- | | | | |
|------|------------------|---|----------|
| i. | Dr. D. Wanswett | - | Chairman |
| ii. | Dr. M. Rani | - | Convener |
| iii. | Rev. S.S. Majaw | - | Member |
| iv. | Shri S. Jyrwa | - | Member |
| v. | Dr. C.R. Lyngdoh | - | Member |

ATR: The committee is in the process of preparing the Roadmap.

2. Regarding the Certificate Course in resolution no.6 of the last meeting it was resolved to entrust the matter to the Principal, Coordinator and Dr. I. Lapang.

3. Study Tour of English Department - It was resolved to accept the proposal and recommend the same to the Principal for necessary approval.

ATR: Study Tour was conducted as proposed on the

4. Scholarship for Differently Abled students – As proposed by the Differently Abled Cell, it was resolved to recommend to the Principal for necessary action.

ATR: Scholarship was approved to be awarded to differently abled students

5. Regarding conducting Coaching Classes for Civil Service for students it was resolved to entrust the office to consider necessary action on the matter.

ATR: Matter is kept pending as the scheme is conducted by the Government .

1. It was resolved to keep reminding students about the format of the newly implemented semester system.

ATR: Students were clearly informed about the new semester system during the orientation programme.


With no other matter to discuss the meeting was closed with a vote of thanks from the chair.


Dr. D. Wanswett

Chairman,

Principal

Synod College, Shillong


Dr. M. Rani
Coordinator

Co-ordinator,
IQAC, Synod College, Shillong.

Minutes of the meeting of IQAC held on the 21st September 2018 at 10:00 AM in the Conference Room of the College.

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

The minutes of the last meeting held on the 11th July 2018 was read by the Coordinator and the same were confirmed by the meeting.

1. **Feedback** – The analysis of the feedback was placed before the meeting by the Coordinator. As per the feedback the areas to be improved are Library facilities, Computer facilities, Hostel and recreational facilities. The meeting after detailed discussion resolved to forward the findings to the GB for support so that actions can be taken for necessary improvement.

It was also suggested to improve the library in departments.

2. Matters from departments-

- (a) Symposium of the department of Sociology- After discussion the meeting resolved to allow the department of apply for funding to organise the Symposium. The Symposium will be held whenever funding is receipt from appropriate authority.
 - (b) Publication of book on Niam Khasi by the Department of Khasi – After detailed discussion the meeting resolved to inform the Department to organise a one day seminar on the theme and the presentations can be compiled in the form of a book with ISBN number. Funding from external agency can be sought for holding the Seminar.
3. In house Research Project – The meeting resolved to approve the In house Research Project titled “Library Automated Attendance System” from the Department of Computer Application and the amount sanctioned is Rs. 30,000 (Rupees thirty thousand) only.
ATR: Amount released on the 15th October 2018 vide letter no SC/IQAC/MRP/2018/179 as approved.
 4. AQAR of the year 2017-18 – It was entrusted to the Principal and Coordinator to compile the AQAR and the same will be sent to GB for approval before sending it to NAAC.
ATR: AQAR submitted to NAAC on the 31st October 2019.
 5. The meeting resolved to felicitate the following teachers and staff who have completed 25years of dedicated service to the College on the 1st October 2018 at 2:00 PM in the Auditorium of the College. These name are

Teaching Staff

1. Smt. Iadalang Pyngrope
2. Dr. Richard Michael Lyngdoh
3. Dr. Radiancy Dianghun Lyngdoh
4. Dr. Merostar Rani
5. Ms. Nora Caroline L. Marbaniang
6. Smt. Fancy Scarlet Khonglah
7. Smt. Hezaline Gwyneth Laitthma

Non-Teaching Staff

1. Smt. S.J. Syiem
2. Smt. M. War
3. Shri L. Marbaniang
4. Shri H. Wankhar

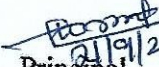
ATR: The above mentioned staff were felicitated on the the 1st October 2018 at 2:00 PM
in the Auditorium of the College

6. Cultural Programme – The meeting resolved to organise a Cultural Programme in the month of November 2018. It was entrusted to the Vice Principal and Synod College Students' Council for this.

ATR: The cultural programme was held on the 3rd December 2019.

7. Computerisation of the administration in the College – It was resolved to write to the GB for this as it will involve a big expenditure.

With no other matter to discuss the meeting was closed with a vote of thanks from the chair.


21/10/2018
Principal
Principal
Synod College, Shillong


Coordinator

Co-ordinator,
IQAC, Synod College, Shillong.

**Minutes of meeting of IQAC held on the 30th November 2018 at 2:30 PM in the
Conference Room of the College.**

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

The minutes of the last meeting held on the 21st September 2018 was placed before the meeting and the same were confirmed by the meeting.

1. Matters from Departments:-

- (a) Inter-College Students' Seminar from the department of Mathematics- The meeting resolved to approve that the seminar be held in the next financial year. The department is to write a brief concept note about the seminar and it was entrusted to the office for new dates.
- (b) Seminar on the theme "Literature, Performance and the Audio-visual Art: Exploring Relationships" by the department of English – The meeting resolved to approve the seminar with the condition that it will be a two day seminar instead of three days as submit in the proposal.

2. In-house Research Project - The meeting resolved to approve the In-house Research Project to the following teachers:

- (a) Shri B. Myrboh, Project titled "Meghalaya State Information Commission: Role in the implementation of the Right to Information Act, 2005".
- (b) Dr. W.M. Kharryngki, Project titled "The Etymology of Khasi Places: A Case study of Hima Lyngiong".
- (c) Shri R.E. Kharbani, Project titled "Impact of Protectionist Policies, Development Outreach and Globalisation on Tribal Development in Rural Khasi Hills".

The amount sanctioned for each project is 30,000/- (Rupees thirty thousand) only.
ATR: Amount released on the 5th December 2018 vide letter no SC/IQAC/MRP/2018/180-182 as approved.

The meeting also resolved that for future projects the projects proposals will be screened by the Project Committee which was constituted as follows

- | | |
|----------|---------------------------------------|
| Chairman | - Principal |
| Convener | - IQAC Coordinator |
| Members | - Vice Principals
- Subject Expert |

The dates of submission of projects are in the month of February and October.

ATR: action taken as decided

3. Handbook in teaching methods – The meeting resolved to compile a handbook of teaching methods in the College. It was entrusted to the Coordinator to do the needful.
ATR: The process of compilation is ongoing.
4. Media Club – The meeting approved to constitute the Media Club in the College and nominated Dr. E.B. Majaw as its Staff Adviser.
ATR: The Media Club was constituted.

5. Incubation Centre – The meeting resolved to start an Incubation Centre in the College and entrusted the office to seek information on the possibility of linkage with the Meghalaya Institute of Entrepreneurship.

ATR: Exploring the possibility of linkage with the Meghalaya Institute of entrepreneurship.

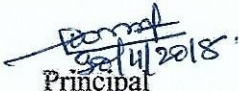
6. Exchange programme with Parvatibai Chowgule College, Goa – The meeting resolved to have exchange programmes as outlined in the MOU during the academic session 2019-20. It was entrusted to the office for the details.


ATR: Communicated with the Parvatibai Chowgule College, Goa and convenient dates for programmes will be fixed later.

As this is the last meeting for the Principal in the IQAC, the meeting resolved to record its appreciation for his contribution as follows:

Dr. D. Wanswett, was the Chairperson of the IQAC from 17th October 2005 till date. He has made great and highly commendable contributions towards the function of the IQAC of the College. His passion for the work, great sense of leadership and work culture of the highest standard has enabled the College to achieve great success. From NAAC Grade of B⁺ in 2005 to Grade A in 2011 and 2017 the College has really made tremendous stride and progress in becoming one of the premier educational Institution in the State and the Country under his guidance and leadership. A big thank you to Sir on behalf of IQAC and May God Bless him with a happy retired life.

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


Principal
Principal
Synod College, Shillong


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

Minutes of the meeting of IQAC held on the 29th March 2019 at 2:00 PM in the Conference Room of the College.

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 30th November 2018 was placed before the meeting and the same were confirmed.

1. The meeting resolved to organise a one day workshop on "Academic writing and Publication" on the 30th April 2018. The workshop will be conducted by the Research Cell of the College.
ATR: The workshop was held as decided.

2. In-House Research Projects -- The meeting resolved to approve the In-House Research Projects of the following teachers as recommended by the Project Committee.

(a) Dr. I. Wanswett, Project titled "A Study of Apiculture in the Villages of Wakhaji and Phlangdiloin, South West Khasi Hills District"

(b) Dr. D.D. Nengnong, Project titled "Re-evaluating the potential of rice cultivation in Pynthor Village: Ri-Bhoi District, Meghalaya".

(c) Dr. A.J. Iangrai, Project titled "Fauna of Pitcher plant (Nepenthes Khasiana) in Khasi Hills"

(d) Dr. D. Kumar. Borkotoky, Project titled "The study of the functioning of the Autonomous District Councils in Meghalaya with special reference to the Khasi Hills Autonomous District Council and the implications of the 125th Constitutional Amendment Bill on the same"

(e) Shri D.A. Kharchandy, Project titled "Khasi Architecture in Sohra and Shillong in the 19th and 20th Century: A Historical Study"

The amount sanctioned for each project is Rs. 30,000/- (Rupees thirty thousand) only

The project of Shri A.K. Lyngdoh, Assistant Professor, Department of Commerce will be approved when the recommendation of the Project Committee is included in the project proposal.

ATR: amount released 5th April 2019 vide letter no SC/IQAC/MRP/2019/107-111 as decided.

3. The Special Lecture on "Dorbar and its Relevance to Modern Political Institution" is approved to be held on the 5th April 2019 by the Department of Political Science.

ATR: The Special Lecture was held as approved.

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


Principal

Dr R. M Lyngdoh
Principal
Synod College


Coordinator

Co-ordinator,
IQAC, Synod College, Shillong.

Minutes of meeting of IQAC held on the 28th June 2019 at 1:00 PM in the Conference Room of the College.

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 29th March 2019 was placed before the meeting and the same were confirmed by the meeting.

1. The meeting resolved to approve the In-House Research Projects of Shri P. Joshi titled "**Digitization of BCA department, via web and mobile app**" The amount sanctioned for this project is Rs. 30,000/- (Rupees thirty thousand) only.
ATR: Amount released on 4th September 2019 vide letter no SC/IQAC/MRP/2019/501 as decided.
2. The meeting after discussion approved the seminar of the Khasi Department on the theme "**Ka shongkha shongman u Khasi: ka mynnor bad ka mynta**" to be held on the 30th March 2020.
ATR: Seminar will be held as decided.
3. The meeting resolved to approved the request to start the unit of Youth Red Cross in the College. Shri D.A. Kharchandy was appointed as the staff Adviser.
ATR: The unit of Youth Red Cross was formed in the College on the
4. The meeting resolved to recommend to the GB to register the College under NIRF.
ATR: Submitted to the GB for approval
5. The meeting resolved to organised in collaboration with the P.A. Sangma Foundation the international seminar on "**Solid Waste Management**" in June 2020. For details it was entrusted to the office.
ATR: Organising Committee was constituted

With no other matter to discuss the meeting was closed with a vote of thanks from the chair.


Principal

Dr R. M Lyngdoh
Principal
Synod Collge


Coordinator

Co-ordinator,
IQAC, Synod College, Shillong.

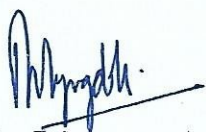
**Minutes of meeting of IQAC held on the 23rd September 2019 at 11:00 AM in the
Conference Room of the College.**

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

The minutes of the meeting held on the 28th June 2019 was read by the Coordinator and the same were confirmed by the meeting.

1. AQAR for 2018-19: After detailed discussion the meeting resolved to approve the AQAR for the year 2018-19 and entrusted the Principal and coordinator IQAC to do the needful.
2. Academic and Administrative Audit: The meeting resolved to conduct the Academic Audit and Administrative Audit of the College in the year 2020. The same is entrusted to the office IQAC.
3. It was suggested by members that departments should download list of UGC care list journal so that teachers are aware of the list of these journals.

With no other matter to discuss the meeting was closed with a vote of thanks from the chair.



Dr. R.M. Lyngdoh
Chairman

Dr R. M Lyngdoh
Principal
Synod College



Dr. M. Rani
Coordinator

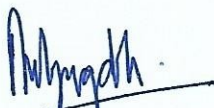
IQAC, Synod College, Shillong.

Minutes of meeting of IQAC held on the 5th December, 2019 at 12:00 noon in the Conference Room of the College. 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 23rd September, 2019 was placed before the meeting and the same were confirmed.

1. The detailed concept note of the Seminar on “Waste Management: Challenges and Solutions” as submitted by the convener of the seminar was approved after a minor corrections.
2. The In house Research Project proposal of Dr. H. Swer, Assistant Professor, Botany title “Organic Compost: for sustainable and eco- friendly agriculture” will be sent to Research Committee for its recommendation.
3. The meeting resolved to approve extension of the In house Research Project of Dr. B. Myrboh for a period of three months as applied by his letter dated 2nd December, 2019.
4. The meeting resolved to conduct an FDP on MOOC on the 21st February 2020.
5. The meeting expressed appreciation to Shri A. Raplang for his publication in a journal with impact factor of 5.87.
6. The meeting expressed gratitude to Prof. D. War, Vice Principal and Dr. I. Lapang HOD Education for their valuable contribution as members IQAC as this is their 1st meeting before their retirement from service in the College.

With no other matter to discuss the meeting was closed with a vote of thanks from the chair.


Principal

Dr R. M Lyngdoh
Principal
Synod College


Coordinator

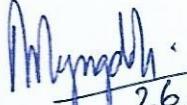
Co-ordinator,
IQAC, Synod College, Shillong.

Minutes of meeting of IQAC held on the 22nd June 2020 in the Conference Room of the College.


The meeting was chaired by the Principal, Dr. R.M. Lyngdoh who welcomed all members of the meeting. He then requested Rev. S.S. Majaw to pray before the start of the proceedings of the meeting.

1. Felicitation of Dr. W.R. Kharlukhi – Dr. W.R. Kharlukhi, member IQAC of the College and former HOD History of the College, was elected as MP (Rajya Sabha) on the 19th June 2020. So a short felicitation programme was held as part of the meeting. Speeches of felicitation were given by Dr. M. Rani, Dr. R.M. Lyngdoh, Rev. S.S. Majaw and Rev. P. Hynniewta. Dr. W.R. Kharlukhi was then presented with a memento, a bouquet and a traditional shawl (Ryndia). Then Dr. W.R. Kharlukhi thanked everyone present and the College for the felicitation.
2. Meetings with Departments – The meeting resolved to hold the annual meetings with departments on the 29, 30 June and 1, 3 July 2020 to discuss quality initiatives during the lockdown period.
3. Since this is the last meeting of Dr. M. Rani as Coordinator IQAC, the Principal thanked him for his invaluable contributions as Coordinator IQAC during the last 15 years.

With no other matter to discuss the meeting was closed with a vote of thanks from the chair and prayer by Rev. P. Hynniewta.


26/11/2020
Dr. R.M. Lyngdoh
Chairman

Dr R. M Lyngdoh
Principal
Synod College


26/11/2020
Dr. M. Rani
Coordinator

Co-ordinator,
IQAC, Synod College, Shillong

**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.

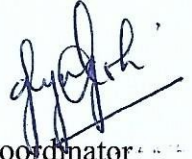
Action taken: The matter is under process.

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.

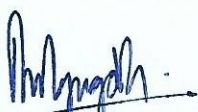
4. Academic Linkage: The House approved the proposal to have an academic linkage with Japfu Christian College, Kigwema, Kohima which is a co-educational residential College affiliated to Nagaland University, Kohima. The Coordinator, IQAC was entrusted with the responsibility of following up the matter.

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

Dr R. M Lyngdoh
Principal
Synod College


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 slated 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 (Asst Professor, BCA), Mr. D.L. Jyrwa Asst Professor, Mathematics) and Ms. Ibanlin Rani (Office Assistant).

(b) Submission of Students’ Feedback Form: 148 students from 6th semester 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, submitted to the Management of the college and uploaded in the College website. Students’ feedback on teachers has been shared with the respective departments for perusal and necessary action.

(c) The College conducted the following courses in 2021: (i) 3months 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, out of which three students cleared the NET exams 2021.

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/Programmes/Cells/ Centre be started in the College. It was suggested that the management should look into the matter further: (a) Master's Programme in Sociology/ English (b) Bachelor of Social work (c) Entrepreneurship Cell (d) 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-fledged 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

Dr R. M Lyngdoh
Principal
Synod College


Coordinator

Co-ordinator,
IQAC, Synod College, Shillong.

**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.

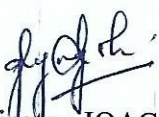
2. **Proposed plans for 2022:** Copies of the proposed plans of IQAC for 2022 were given to every member for perusal. Members appreciated the initiatives proposed and also shared their views and suggestions. The Coordinator informed the House that in the academic session 2022, the following classes will 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: 25rd 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.

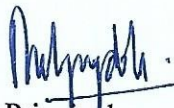
3. Other matters discussed:

(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.