

## **Minutes of meetings of IQAC and compliances to the decisions**

### **Minutes of the meeting of IQAC held on the 1<sup>st</sup> June 2012 at 12:00 Noon in the office room of the Coordinator IQAC.**

The meeting was chaired by the Principal, Dr. D. Wanswett who welcomed all members to the meeting.

The minutes of the last meeting held on the 29<sup>th</sup> November 2011 was read by the Coordinator and the same were confirmed by the meeting.

1. Action taken report: The Coordinator informed the meeting that all the resolutions taken in the last meeting have been implemented.
2. Linkage with other organization: The Principal reported about the invitation from the Slow Food, Italy to send one of the teachers from the Department of Botany to participate in this International Conference in Italy during the month of October 2012. It was entrusted to the office to do the needful.
3. The meeting approved the In-House Project of the Department of History title “The Colonial Diasporic Transition: From Cherrapunjee to Shillong’. The amount sanctioned is Rs. 15000/- (Rupees thousand only) under the terms and conditions of In-House research project of the College.
4. The meeting resolved to allow the Department of History to organize the National Conference for the year 2013. The theme is “History and its relevance today”.
5. AQAR- The Principal reported that the AQAR has been completed and sent to NAAC, Bangalore.
6. BCA- It was resolved to entrust the Department of English, Physics & Mathematics to teach the BCA syllabus related to these subjects.
7. As suggested by some members, the College will look into the possibilities of registering of the Synod College Alumni Association with the appropriate registering authority.
8. It was resolved to improve the Website of the College.
9. It was resolved to organize Remedial Courses and Coaching Classes for Job entry into services during this academic year 2012-13.
10. With no other business to discuss, the meeting was closed with a vote of thanks from the chair.

Chairperson  
IQAC

Coordinator  
IQAC

### **Compliance to the decisions:**

- Smt. N.C. Marbaniang, Associate Professor, Department of Botany participated in the International Conference in Italy as decided
- The In-house Research Project was sanctioned and completed
- The National Conference on “History and its relevance today” was held on the 10,11 October 2013 as decided
- The AQAR was sent to NAAC Bangalore on 27/07/12
- The departments of English, Physics and Mathematics taught related topics in BCA as decided
- The Synod College Alumni Association has applied for registration.
- The website of the College was improved
- Remedial classes and Coaching classes were conducted as decided

### **Minutes of the meeting of the IQAC held on 30<sup>th</sup> July 2012 at 3:00 P.M in the Conference Room of the College**

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

The minutes of the last meeting held on 1<sup>st</sup> June 2012 was read by the Coordinator and the same were confirmed by the meeting.

1. Departmental Journal of the Department of Political Science: The Department of Political Science submitted an application to start a journal “The Political Anvil” from the year 2012. After discussion it was resolved to approve this initiative of the department with the following condition-
  1. The journal should have ISSN number.
  2. It should be a research based journal.

3. The College will fund the first publication.
2. Regarding the panel discussion in Doordashan Kendra, on the topic “Economic Development versus National Identity in contemporary Meghalaya”; It was resolved after discussion to approved the organization of such programmes which would be beneficial to the community. It is entrusted to the office to grant permission for such programmes wherever necessary provided the classes are not disturbed.
3. Regarding the special lecture to be conducted by the Women’s Cell on the topic “Issues confronting women today”, the meeting resolved to approved this proposal.
4. In appreciation of the Research Projects received by some department of the College, the meeting resolved to grant a Laptop Computer each to those departments having research Projects funded by external agencies like UGC, DST, DBT and others. This will be done from the Budget of the IQAC for the financial year 2012-13 approved by the Governing Board of the College.
5. Shri Phrang Roy, former President IFAD, an external member of the IQAC expressed his appreciation of the quality culture instituted in the College and for being awarded A grade by the NAAC. He suggested taking up important issues that related to our culture, indigenous knowledge, practices and others which may be a solution to the problems of the modern world.
6. With no other business to discuss, the meeting was closed with a vote of thanks from the Chair.

Chairperson  
IQAC

Coordinator  
IQAC

**Compliance to the decisions:**

- The Journal titled “The Political Anvil” was published as decided.
- The teachers of Department of Political Science participated in the panel discussion.
- The special lecture was conducted by the Women Cell on 17 August 2012.

- Laptop computers were granted to Department of History, Geography, Botany and Zoology.

**Minutes of the meeting of IQAC held on the 10.12.2012 at 11:00 AM in the Conference Room.**

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

The minutes of the last meeting held on the 30<sup>th</sup> July 2012 was read by the Coordinator and the same were confirmed by the meeting.

The resolutions taken in the meeting were:

1. P.G. course as per NAAC recommendation:

After discussions and deliberations the members felt that the following courses may be the possible options for starting a P.G course, these are

1. M.A (Developmental studies) 2. M.A (Rural Development) 3. M.A (cultural studies/Indigenous studies)

The meeting resolved to entrust the sub-committee comprising of the following members for a detail report on the matter.

1. Principal 2. Coordinator as convener 3. Shri phrang Roy

The sub-committee is authorized to co-opt any member relevant to the subject.

2. International Conference in 2014:

After discussion, the meeting resolved to organize an International Conference on the theme related to Biodiversity, Climate change and Indigenous issue in 2014. As suggested by Shri Phrang Roy the Conference will be held just after the Terra Madre at Mawphlang. The probable dates are 3, 4 May 2014.

For details regarding the theme, local organizing committee and others it is entrusted to the office.

3. Quality enhancement:- To enhance quality in the institution it was resolved to initiate the Journal for all the science departments with the following condition

1. The Journal should have ISSN number
2. It should be a research journal and refereed.

The meeting entrusted the office to do the needful

4. Under AOB the following were discussed
  - (a) Regarding the post of Physical Instructor it was resolved to entrust the office to do the needful.

Chairperson  
IQAC

Coordinator  
IQAC

**Compliance to the decisions:**

- The sub- committee for PG course was entrusted to prepare a report as per the decision
- The International Conference was held on the 2<sup>nd</sup> November 2015 as the Terra-Madre was shifted to 2015
- The Coordinator IQAC prepared a report for the publication of the journal
- This decision is kept pending as the G.B is to create a post for this

**Minutes of the meeting of IQAC held on the 8.4.2013 at 11:00 AM in the Conference Room.**

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

1. The minutes of the last meeting held on the 10<sup>th</sup> December 2012 was read by the Coordinator and the same were confirmed by the meeting.
2. P.G. Course: - The report of the sub-committee on this matter was placed before the meeting by the Coordinator. The name of the Course prepared is M.A in Governance and Development Studies and the complete syllabus on this is enclosed in the report.

After detailed discussion and some minor suggestions, the meeting resolved to send this report to the G.B for final approval.

3. Editorial Board of the Science Journal: The Coordinator submitted to the meeting the details regarding the journal as per resolution No 3 of the last meeting.

1. Name of the Journal:- Science and Environment Today

2. **Advisory Board members:**

1. Prof. K. Ismail

2. Prof. R.N. Hooroo
3. Dr. D. Wanswett
4. Dr. M. Rani

**Editorial Board members:**

1. Editor:- Shri S. Jyrwa, Vice Principal Science and Professional Courses
2. Associate Editor: Dr.(Mrs.) S.S. Islam, HOD Chemistry
3. Members: 1. Shri L.S.L Nongbri, Department of Mathematics
  2. Smt. V.G. Shylla, HOD Physics
  3. Dr. R.M. Lyngdoh, HOD Zoology
  4. Shri K. Nongrum, HOD Geography

The meeting resolved to approve the report and recommended the same to be sent to G.B for approval.

4. Journal for Social Science: The meeting resolved to start a journal for Social Science with the following conditions:
  1. It should have ISSN number.
  2. It should be a research and referred Journal.

The meeting entrusted the office to do the needful.

5. Conference and Seminars: - The Chairperson reported that the International Conference as decided in the last meeting cannot be held in 2014 as the Terra Madre has been shifted to 2015. In this regard the meeting resolved to shift the Conference to the year 2015.

The meeting also resolved to organize the International Conference on “Understanding Human Migration and its Impact in South Asia” in 2014.

For details regarding organizing committee and others is entrusted to the Principal and Coordinator

6. Quality enhancement Initiatives: - After detailed discussion it was resolved to start a linkage programme with the Mairang Science College in 2013. For details it is entrusted to the office.
7. Students’ Feedback: - The meeting had a detailed discussion regarding the Students’ Feedback for the Academic session 2012-13. The meeting resolved that

the Principal, Coordinator and one or two members from the G.B will meet each Department to share the feedback with the teachers for quality improvement.

The feedback may also be given to departments who can discuss them in their department meetings.

8. SWOT analysis: - The meeting resolved to do this for the academic session 2013-14. It is entrusted to the office to do the needful.
9. In-house Research Project: - The meeting resolved to approved the In- house Research Project of Dr. B. Wankhar titled “Wild plants commonly used as vegetables by the people of Meghalaya”. The amount sanctioned is Rs. 20,000 (Rupees twenty thousand) only under the terms and conditions of the In-house Research Project of the College.
10. With no other business to discuss, the meeting was closed with a vote of thanks from the chair.

Chairperson  
IQAC

Coordinator  
IQAC

**Compliance to the decisions:**

- The College applied for opening permission of a PG course M.A in Governance and Development Studies from the North Eastern Hill University.
  - The journal of science and environment today was published by the College in 2015
  - The journal of social science is pending
  - The Conference was shifted as decided in the meeting and held on the 2<sup>nd</sup> November 2015
- The International Conference on “Understanding Human Migration and its Impact in South Asia” was held on the 9-10 October 2014.
- The MOU for linkage was signed with the Mairang Science College
  - The meeting with Departments was held on the 14-16 May 2013
  - The SWOT analysis was done as decided

- The In-house Research Project was sanctioned and completed

**Minutes of the meeting IQAC held on the 14.8.2013 at 12:00 Noon in the Conference Room of the College**

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

1. The minutes of the last meeting held on the 8<sup>th</sup> April 2013 was read by the Coordinator and the same were confirmed by the meeting.
2. In-House Research Project from Shri K. Nongrum, Department of Geography: The meeting resolved to approve the In-house Research Project proposal of Shri K. Nongrum titled “Forest Fire: Its impact on the Biodiversity of Ribhoi District Meghalaya”. The amount sanctioned is Rs. 20,000/- (Rupees twenty thousand) only, under the terms and conditions of the In-house Research Project of the College.
3. Regarding the International Conference to be held in 2015, it was suggested to include themes like “The future we want: Indigenous Practices and Perspectives. It was also suggested to involve the communities and the Church in this Conference.
4. With no other business to discuss, the meeting was closed with a vote of thanks from the Chair.

Chairperson  
IQAC

Coordinator  
IQAC

**Compliance to the decisions:**

- The In-house Research Project was sanctioned and completed
- Regarding International Conference implemented as decided

**Minutes of the meeting of IQAC held on the 12.3.2014 at 11:00 AM in the Conference Room.**



The meeting was chaired by the Chairperson, Dr. D. Wanswett who welcomed all members to the meeting.

1. The minutes of the last meeting held on the 14<sup>th</sup> August 2013 was read out by the Coordinator and the same were confirmed by the meeting.
2. Action taken report: The Coordinator informed the meeting that all resolutions of the last meeting were implemented.
3. Students' Feedback of the year 2013-14- After discussion it was resolved to show the feedback to the teachers so that they can take corrective measures and improvements in the light of the students' feedback.
4. (a) Students' Research- The meeting felt the need to introduce Students' Research as one of the quality enhancement initiatives from the academic year 2014-15. It was resolved to implement this and it was entrusted to the Principal and Coordinator IQAC for the details.  
  
(b) Internal Examination- The meeting resolved to conduct three internal examinations for the new batch under semester system. Two will be in the form of tests and the third will be an open book examination. Double valuation for honours papers will also be done for semester system.
5. Meetings with various stakeholders- The meeting entrusted the Principal and Coordinator to arrange meetings with various stakeholders; Teachers, Parents, Alumni, Students, Sponsoring Body for quality enhancement in the College.
6. AQAR 2013-14- The meeting after discussion resolved to entrust the preparation of the AQAR 2013-14 to the Principal and Coordinator.
7. A.O.B:-
  - (a) Regarding improvement on mentoring the students: The meeting entrusted the Coordinator to prepare brief guidelines for mentoring. The meeting also resolved that the teachers are to submit Xerox copies of the mentor sheet to the Coordinator and regular timing for mentoring will be allotted in the College academic routine from the next academic year.
  - (b) The meeting resolved to organize a State level workshop on "Assessment and Accreditation- Impact on quality Culture in HEIs". For details it is entrusted to the Principal and Coordinator.
  - (c) The meeting resolved to conduct one FDP for teachers and one training for non-teaching staff during the academic year 2014-15. For details it was entrusted to the Principal and Coordinator.

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

Chairperson  
IQAC

Coordinator  
IQAC

### **Compliance to the decisions:**

- Feedback were shown to teachers as decided
- Students Research projects were introduced in some department as Chemistry, Botany, Geography, History.
- The meetings with various stakeholders were held as decided
- The AQAR for the year 2013-14 was sent to NAAC
- Mentor sheets were prepared and circulated to departments.
- The State level workshop workshop on “Assessment and Accreditation- Impact on quality Culture in HEIs” was held on the 23<sup>rd</sup> June 2014
- The FDP for teachers was held on the 20<sup>th</sup> October 2014 and Training for non-teaching staff was held on 27<sup>th</sup> August 2014

### **Minutes of meeting of IQAC held on the 24.6.2014 in the Conference Room of the College at 1:00 PM.**

The Meeting was chaired by the Principal Dr. D. Wanswett who welcomed all members to the meeting.

1. The minutes of the last meeting held on the 12<sup>th</sup> March 2014 was read by the Coordinator and the same were confirmed by the meeting.
2. Action taken report: The Coordinator informed that all resolutions were implemented or are in the process of being implemented except resolution no.4 (b) which relate to the semester system. As the University postponed the implementation of the semester system to the academic year 2015-16, this resolution will be implemented in the next academic year.
3. (a) Regarding the International Conference to be held in 2015, the meeting resolved to change the topic to “Peace Initiatives, Conflict Resolutions, Bridging the Gap in Human Relationship” as suggested by Shri Phrang Roy. The Conference is tentatively scheduled to be held on the 19<sup>th</sup> October 2015. For the resource persons it was entrusted to Shri Phrang Roy.  
  
(b) The meeting also resolved to entrust the Principal and Coordinator IQAC to constitute the local Organising Committee for this Conference.
4. Quality Enhancement initiatives:
  - (a) The meeting resolved to enhance the use of ICT in teaching to 30% from the present which is at 25%.

- (b) The meeting resolved to introduce the use of Teachers' Diary by teachers. The College will make a Diary to be given to all teachers for recording their activities in the College.

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

Principal  
IQAC

Coordinator  
IQAC

**Compliance to the decisions:**

1. The local organizing Committee of the Conference was constituted
2. (a) Use of ICT was increased to 30%  
(b) Teachers' diary was printed and given to teachers from 2014

**Minutes of meeting of IQAC held on the 30<sup>th</sup> September 2014 at 3:00 PM in the Conference Room of the College.**

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

1. The minutes of the last meeting held on the 24<sup>th</sup> June 2014 was read by the Coordinator and the same were confirmed by the meeting.
2. Action taken report: It was reported by the Coordinator that two resolutions regarding Teacher's Diary and FDP have not been implemented. These two resolutions are in the process of being implemented.
3. Regarding the centre to promote entrepreneurship it was resolved after detailed discussions to constitute a five member Cell to look after this centre. This cell is also entrusted to work out the modalities and possibility of running this centre with special emphasis on women empowerment. The meeting resolved to nominate Smt. I.P. Khongjoh, Asst. Prof. Department of Commerce as convener of this Cell. For other members it was entrusted to the Principal and Coordinator IQAC.
4. Full automation of the Central Library- The meeting had a detailed discussion about the importance of automation of the Central Library as recommended by the Peer Team. The meeting resolved to set a target to complete this process by 2015 and permission and approval will be sought from the Governing Board as it will involved expenditure.
5. Research Budget- Regarding the research budget it was resolved to allocate Rs. 1.5 lac from the budget provided by the G.B to IQAC for research works in the College.

6. Language Laboratory- It was resolved to explore the possibility to installing the language laboratory in 2015. Approval of the G.B will be sought for this.
7. Physical Instructor- It was resolved to write to the G.B for the appointment of a physical instructor as recommended by the Peer team in 2011.
8. The SWOC report as submitted by the SWOC committee was presented to the meeting by the Coordinator in details. After detailed discussions the following observations were made
  - (a) Sports was not mentioned in the report
  - (b) Regarding career guidance it was resolved to entrust to Career Guidance Cell.
  - (c) Regarding improvement of cleanliness, it was resolved to entrust to the Discipline and Cleanliness Committee to do the needful
  - (d) Regarding the separation of the buildings for degree and higher secondary section, it was informed by the Principal that it will be done from 2015.
9. Any other matters:-
  - (a) It was suggested by the Alumni member that the College should strive to get more positions in the merit list of the University results
  - (b) It was suggested by students' members to help improve the communication skill of the students. The meeting resolved to discuss this in the next meeting with the HODs for any initiatives in this direction.

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

Dr. D. Wanswett  
Chairperson

Dr. M. Rani  
Coordinator

**Compliance to the decisions:**

- The cell to promote entrepreneurship was constituted with Smt. I.P. Khongjoh, Asst. Prof. Department of Commerce as convener of this Cell
- The process of automation of the library was initiated
- The amount of Rs. 1.5 lac was allocated for research fund
- Installation of Language laboratory is still pending due to lack of fund
- Forwarded the resolution of physical instructor to the G.B
- Action taken as per the SWOC report as far as possible

**Minutes of meeting of IQAC held on the 10.12.2014 at 10:00 AM in the Conference Room of the College.**

1. The meeting was chaired by the Principal Dr. D. Wanswett who welcomed all members to the meeting.
2. The Coordinator read out the minutes of the meeting held on the 30<sup>th</sup> September 2014 and the same were confirmed by the meeting.
3. Regarding the Teachers' Diary it was resolved to include necessary informations like list of holidays, Calendar, Mission and Vision statement of the College in the Diary. It was also proposed and resolved that teachers are to submit the Teachers' Diary to the office IQAC from the academic year 2015-16.
4. College – Community relationship- The Coordinator IQAC proposed to enhance the contribution of the College towards community upliftment especially towards the disadvantaged section in the society. The meeting after detailed discussion resolved to adopt a village in 2015 for helping the villagers in areas like sanitation, cleanliness, education and health awareness programme. For details it was entrusted to the Principal and Coordinator.
5. Research Project- The meeting after perusal of the project proposal resolved to approve the research project titled “Understanding Indian Christian Role towards Indian National Movement” by Shri D.A. Kharchandy, Asst. Professor Department of History. The amount sanctioned is Rs. 15,000/- (fifteen thousand) only.
6. e-resources- The Coordinator proposed to start the production of e-resources in the teaching and learning process by video recording the lectures of teachers. The meeting after detailed discussion resolved to approve this new initiative. It was entrusted to Principal and Coordinator to meet with teachers of the College who are willing to be part of this initiative.

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

Chairperson

Coordinator

**Compliance to the decisions:**

- Teachers diary were implemented with informations as decided in sl no.3

- The Village named “Mawpdang” was adopted in collaboration with NSS of the College
- The In-house Research Project was sanctioned and completed
- The production of e-resources was implemented in 2016

**Minutes of the meeting of IQAC held on the 20<sup>th</sup> March 2015 at 12:00 Noon in the Conference Room of the College.**

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

The Coordinator then read the minutes of the meeting held on the 10.12.2014 and the same were confirmed by the meeting.

1. AQAR- 2014-15- The meeting resolved to entrust the compilation of the AQAR-2014-15 to the Principal and the Coordinator IQAC.
2. Students’ Feedback- The Coordinator placed before the meeting the analysis of the Students’ Feedback for the year 2014-15. After detailed discussions it was resolved to improve upon the available of computer facilities. It was also suggested to encourage departments to have study groups.
3. Peer Team recommendation on a PG course- As the University cannot give permission to open a PG course in Governance and Development Studies which has been applied in 2013, it was resolved after a thorough discussion that an M.A course in Political Science will be applied for opening permission from the University. For this IQAC will seek the approval of the GB.
4. Certificate Courses- The meeting resolved to start two more Certificate courses from the academic session 2015-16.  
These are:
  - (i) Certificate course in Tourism (Historical perspectives)
  - (ii) Certificate course in Journalism

For details regarding the syllabus of these courses it was entrusted to the Principal and Coordinator to coordinate with the concerned department, Department of History for No. (i) and department of English for No.(ii)

5. Any other matters:
  - (i) Resolved to enhance support for staff welfare in the form of medical advance from the College during hospitalization.

With no other business the meeting was closed with a vote of thanks from the chair.

Chairperson

Coordinator

**Compliance to the decisions:**

- AQAR for the year 2014-15 was sent to NAAC
- Computer facilities was improved
- Opening permission for M.A Political Science was applied in 2015 to the North Eastern Hill University
- The syllabus for certificate course were drafted by the concerned departments

**Minutes of the meeting of IQAC held on the 26<sup>th</sup> June 2015 at 3:00 PM in the Conference Room.**

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

The coordinator then read the minutes of the last meeting held on the 20<sup>th</sup> March 2015 and the same were confirmed by the meeting.

1. Certificate Courses – The syllabus of the Certificate Courses-

- Certificate in Tourism (Historical perspective)
- Certificate Course in Creative Writing as submitted by the teachers of the department of History and English were placed before the meeting by the Coordinator. After discussion the meeting approved the syllabus as submitted

It was entrusted to the Coordinator for advertisement and for coordinating these Courses. First preference will be given to our students during admission.

2. Coaching Classes for Job-entry- The meeting after discussion resolved to conduct Coaching Classes for Job-entry in Banking (clerical), Staff Selection and MPSC related examinations. It was entrusted to the Principal and Coordinator for necessary action.

3. Earn while you learn – The Coordinator briefed the meeting about the need to re-arrange the library books in the evening every working day.

It was resolved to entrust the girls from the Hostel to help the librarian for this job. An honorarium will be paid to the girls for this job.

The meeting entrusted the Coordinator to do the needful in this matter.

4. The meeting resolved to felicitate those teachers who have completed 25 years of service in the College who have not been felicitated before. This will be done during the College Foundation Day on the 1<sup>st</sup> July 2015.

5. The meeting after discussion resolved to approve the organisation of the National Seminar on “Women and Religion in India: Status and Quest for Liberation”.
6. It was entrusted by student member to create more awareness among students about the Student Association, so that they can be more involved in its activities. It was also suggested to have an office of the Association in the campus.

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

Principal

Coordinator

**Compliance to the decisions:**

- The Certificate Courses were opened in July 2015
- Coaching classes were conducted
- Earn while you learn scheme was implemented for the Hostellers
- Award of appreciation were given to teachers of the College who have completed 25 years of service during the College Foundation day on the 1<sup>st</sup> July 2015
- The National Seminar on “Women and Religion in India: Status and Quest for Liberation” was held 13<sup>th</sup> -14<sup>th</sup> November 2015

**Minutes of the meeting held on the 29<sup>th</sup> September 2015 at 3:00 PM in the Conference Room of the College.**

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

The Coordinator read the minutes of the last meeting held on the 20<sup>th</sup> June 2015 and the same were confirmed by the meeting.

1. Proposal to organize a Colloquium on “Expanding Horizons! Broadening Minds: Inculcating the Habit of reading in children” by the Department of English. The meeting after detailed discussion resolved to approve the proposal to organise the Colloquium. The budget estimate as submitted was also approved plus the prizes and books for three Schools.
2. The meeting resolved to approve the programme of the Women Cell on “Fifty Years of Existence: Women Perception.



3. The meeting after discussion resolved to approve the proposal of the department of Physics to organize a National Seminar on “Recent Trends in Physics Research” in 2016.
4. The meeting after discussion resolved to approve the Celebration of the International Year of Light and Light-Based Technologies by the Science Club, the Physics Department and the Chemistry Department of the College.
5. The Principal introduced the idea of having Student Coordinators for extra curricular activities related to students. After detailed discussion, the meeting resolved to start this idea in few activities during this academic year. Some young teachers will be entrusted to guide and train these students selected.

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

Chairperson

Coordinator

**Compliance to the decisions:**

- The Colloquium was held on the 27<sup>th</sup> October 2015
- The programme of the Women cell was held on the 5,6 July 2016
- The Seminar on “Recent Trends in Physics Research” was held on the 10<sup>th</sup> June 2016
- The celebration of the International Year of Light and Light-Based Technologies by the Science Club was held on the 6<sup>th</sup> October 2015

**Minutes of the meeting of IQAC held on the 8<sup>th</sup> December 2015 at 11:00 AM at the Conference Room of the College.**

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

The Coordinator read the minutes of the last meeting held on the 29<sup>th</sup> September 2015 and the same were confirmed by the meeting.

1. It was suggested to record the amount sanctioned for the Colloquium of the English Department as per resolution no.1 of the last meeting. The amount sanctioned is Rs. 30, 000 (Rupees thirty thousand only)
2. The meeting after detailed discussions resolved to approve to organize the International Seminar on the theme “**Understanding the Tribes**” on the 8<sup>th</sup> -9<sup>th</sup> September 2016. The meeting entrusted the Principal and Coordinator IQAC to constitute the Organising Committee. The Organising Committee will seek funding from external agencies as done for the previous Seminar.
3. The meeting approved the special lecture of the Department of English by Prof. V. Ganeshan, former Vice Chancellor of EFLU, India to be held on the 16<sup>th</sup> February 2016.
4. The meeting also approved the proposal of the University of Technology and Management to be the Co-organiser of the International Conference on “**Climate Change Mitigation and Technologies for Adaptation**” to be held on 20<sup>th</sup> -21<sup>st</sup> June 2016.
5. The Coordinator briefed the meeting about the Feedback of the last National Seminar. It was suggested to share these feedback with the Organising Committee of the next Seminar.

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

Chairperson

Coordinator

**Compliance to the decisions:**

- The International seminar on “**Understanding the Tribes**” was held on the 3-4 November 2016
- The Special Lecture of the Department of English by Prof. V. Ganeshan, former Vice Chancellor of EFLU was held on the 16<sup>th</sup> February 2016
- The International Conference on “**Climate Change Mitigation and Technologies for Adaptation**” was held on the 20-21 June 2016

**Minutes of the meeting held on the 28<sup>th</sup> March 2016 at 11:00 AM in the Conference Room of the College of the College.**

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

The Coordinator read the minutes of the last meeting held on the 8<sup>th</sup> December 2015 and the same were confirmed by the meeting.

1. 3<sup>rd</sup> cycle of Assessment and Accreditation of the College – The Principal and the Coordinator briefed the meeting about the preparation for the 3<sup>rd</sup> cycle of Assessment and Accreditation of the College. The meeting was also informed about the inspection team from the University (NEHU) that visited the College on the 7<sup>th</sup> March 2016 for the affiliation of the M.A in Political Science applied by the College. The meeting after detailed discussion approved the actions taken in these matters.

2. Regarding the Post of Physical Instructor it was informed by the Principal that Shri P. Diengdoh was appointed to the Post. It was suggested by some members to write to the Government to get sanctioned post. It was resolved to write to the G.B to request it to write to the Government as suggested.

3. Matters from the Departments :-

(i) Awareness Programme of the dept. of Sociology on International Day against Drugs- The meeting approved to organize the programme outside the College. This may be done in collaboration with the World Vision of India. The department should submit the estimated expenditure.

(ii) In house Research Project application of Shri E.B. Majaw titled “**A brief study on Personal values of under Graduate students of Synod College**”- The meeting resolved to approve the project proposal and sanctioned an amount of Rs. 15, 000 (Rupees fifteen thousand only) for the Project.

(iii) The UGC MRP application of Dr. D.D. Nengnong titled “**Paddy Cultivation and Culture in Ri Bhoi District**”. The matter was entrusted to the Research Committee to do the needful.

4. Any other matter

It was suggested by Dr. W.R. Kharlukhi to collaborate with the “Asian Confluence” for programmes in the future. It was resolved to explore this possibility.

With no other matter to discuss the Principal thanked all members for their presence and contribution to the meetings of the IQAC of the College.

Chairperson

Coordinator

**Compliance to the decisions:**

- The inspection team from the University (NEHU) visited the College on the 7<sup>th</sup> March 2016 for the affiliation of the M.A in Political Science applied by the College
- Shri P. Diengdoh was appointed as Physical Instructor
- The Awareness Programme of the department of Sociology on International Day against Drugs was held on the 24<sup>th</sup> June 2016
- The In-house Research Project titled “A brief study on Personal values of under Graduate students of Synod College” was sanctioned and is on going
- The Minor Research Project titled “Paddy Cultivation and Culture in Ri Bhoi District” was forwarded to UGC, NERO, Guwahati

**Minutes of meeting of IQAC held on the 27<sup>th</sup> April 2016 at 11: 00 AM in the Conference Room of the College.**

The meeting was chaired by the Principal who welcomed all members to the meeting. The Coordinator read the minutes of the last meeting held on the 28<sup>th</sup> March 2016 and the same were confirmed by the meeting.

1. International Center for North East Studies – The Principal and the Coordinator briefed the meeting about this new proposal which would help in promoting research in the institution and create opportunities to link with other institutions. The meeting after detailed discussion resolved to approve this proposal and to forward the proposal to the Governing Body of the College for final approval.
2. Seminar on Quality Initiatives – The Coordinator informed the meeting about the need to organize a seminar on Quality initiatives. The meeting resolved to organize the seminar on “**Role of IQAC in Quality sustenance and Enhancement in HEIs**”. It was entrusted to the office for the details.
3. Quality enhancement measures – As part of quality enhancement measures it was resolved to conduct Academic Audit, Administrative Audit and Green Audit of the College in 2016. It was entrusted to the office for these audits

It was also suggested by Shri Phrang Roy to do these audits with a view that the College may strive to be the center of excellence.

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

Dr. D. Wanswett  
Principal

Dr. M. Rani  
Coordinator

**Compliance to the decisions:**

- The International Center for North East Studies was inaugurated on the 30<sup>th</sup> July 2016
- The seminar on “Role of IQAC in Quality sustenance and Enhancement in HEIs”. was organized on the 21<sup>st</sup> April 2017
- Academic audit and Green audit completed. The Academic audit report was submitted by the team constituted for this. The Green audit Report is yet to be submitted.

**Minutes of the meeting of IQAC held on the 21<sup>st</sup> July 2016 at 11:A.M in the Conference Room of the College.**

The meeting was chaired by the Principal, Dr.D.Wanswett who welcomed all members to the meeting.

The Coordinator read the minutes of the meeting held on the 27<sup>th</sup> April 2016 and the same were confirmed by the meeting.

The following resolutions were taken at the meeting.

1. In-house Research Projects (IRP): The Coordinator placed before the meeting the IRP proposals of

<u>Names</u>	<u>Title</u>
a. Smt. Badakynti N. Iangngap Asst. professor Dept. of English	Dialogic Interactions: Exploring the relationship between the oral and the written with reference to Khasi Literature
b. Shri. Allando Raplang Asst. Professor Dept. of Computer	Analyzing and predicting student performance using Data Mining
c. Shri. P. Joshi HOD Dept. of Computer	Cluster Computing

The meeting after detailed discussion resolved to approve the three proposals. The amount sanctioned is Rs.15,000/- for Smt. Badakynti N. Ianggap and Rs. 20,000/- each for Shri Allando Raplang and Shri P. Joshi.

2. AQAR for the academic year 2015 – 16. The meeting resolved to entrust the Principal and the Coordinator IQAC to compile and sent the AQAR to NAAC Bengaluru.
3. Seminars: The meeting after discussion resolved to approve the workshop to be organized by the Department of Computer and the Inter – College Student’s Seminar of the department of Zoology. The amount sanctioned for each department is Rs. 15,000 (Rupees fifteen thousand) only.
4. The Principal informed the meeting that the CDC NEHU has given the letter of approval to start the PG Course, M.A in Political Science from the Academic year 2016- 17. The meeting resolved to hold formal inauguration of the PG Course on the 30<sup>th</sup> July 2016 at 2:00 P.M. This will be sent to the G.B for approval.
5. Shri Phrang Roy informed the meeting that NESFAS is in process of instituting an Institute of Gastronomy. He suggested the college may collaborate with NESFAS in his matter. The meeting resolved to wait for the details from NESFAS regarding this.

With no other matter to discuss, the Principal expressed special thanks to Shri Phrang Roy, Rev. S.I. Iawphniaw, Rev. P. Hynniewta and Shri R.A Lyngdoh for sparing their time to be in the meeting and closed the meeting with a vote of thanks to everyone present.

Chairperson

Coordinator

**Compliance to the decisions:**

1. The three In-house Research projects in sl.no.1 have been sanctioned and are on going
2. The AQAR for the year 2015-16 has been sent to NAAC
3. The Department of Zoology organized the Inter-College Students’ Seminar on the 20<sup>th</sup> September 2016
4. The inauguration of the PG Course, M.A in Political Science was held on the 30<sup>th</sup> July 2016

**Minutes of meeting of IQAC held on the 3<sup>rd</sup> October 2016 at 1:00 PM in the Conference Room of the College.**

The meeting was chair by the Principal Dr. D. Wanswett who welcomed all members to the meeting.

The Coordinator read the minutes of the meeting held on the 21<sup>st</sup> July 2016 and the same were confirmed by the meeting.

The resolutions taken at the meeting were:

1. The Coordinator placed the AQAR 2015-16 before the meeting. After discussion the meeting resolved to accept the report and recommend to send to the GB for approval.
2. Linkage: The Coordinator placed before the meeting the proposal for linkage with Parvativai Chowgule College of Arts and Science (Autonomous) Margoa, Goa. The meeting after detailed discussion resolved to approve the proposal and to send to GB for approval. For details in this matter it was entrusted to the Principal and Coordinator.
3. Matters from the Advisory Committee PG course – The Coordinator read the minutes of the meeting of the Advisory Committee on PG course held on 15<sup>th</sup> September 2016. The meeting after discussion resolved to approved the decisions taken at the meeting and send the same to the GB for approval.
4. Workshop on E Teaching and Learning – The Coordinator place the workshop proposal of Shri B. Myrboh, Assistant Professor, Department of Political Science. The meeting resolved to approved to conduct this workshop in the next financial year. It was entrusted to the Principal and Coordinator for details.
5. It was suggested by Shri D. War to consider autonomy in the College. The meeting resolved to entrust the Principal and Coordinator to explore this possibility.
6. It was resolved to entrust the Coordinator to compile the SSR for the 3<sup>rd</sup> cycle of accreditation of the College. The same will be sent to GB for approval.

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

Chairperson

Coordinator

**Compliance to the decisions:**

- The Linkage with Parvativai Chowgule College of Arts and Science (Autonomous) Margoa, Goa was signed at Margoa, Goa on the 20<sup>th</sup> December 2016
- Minutes of the Advisory Committee PG course were sent to the G.B for approval
- The workshop will be held on the later part of 2017
- The SSR was compiled and sent to NAAC

**Minutes of the meeting of IQAC held on the 24<sup>th</sup> February 2017 at 1:00 PM in the Conference Room of the College.**

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

The resolutions taken were:

1. Regarding the 3<sup>rd</sup> cycle of assessment and accreditation by NAAC it was resolved to set the month of May as the target date for inviting NAAC Peer Team visit to the College as the canteen of the College will be completed by then.
2. It was also suggested by members to improve the quality of service in the College Canteen. It was resolved to write to the GB on this matter.
3. Language Laboratory – It was informed by the Principal that the Language Laboratory will be set up in the room no
4. International Seminar 2017: The meeting after discussion resolved to approve the proposal for organizing the International Seminar in 2017 on the theme: **“Socio-Economic Development and South Asia: Opportunities and Challenges”**. For the constitution of the organising committee it was entrusted to the Principal and Coordinator.

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

Chairperson

Coordinator

**Compliance to the decisions:**

- Awaiting the approval of PVT dates from NAAC
- Expected to improve the service in the New canteens which is under construction
- The process of setting a language laboratory is going on
- The Seminar on the theme “Socio-Economic Development and South Asia: Opportunities and Challenges” will be held at the end of 2017