

DEPARTMENT MEETING REPORT

DATE: JULY 2, 2023

LOCATION: Department Staff Room, Department of Education,
St. Edmund's College

TIME: 10:00 am

ATTENDEES:

- Miss Genifa Kharbani
- Miss Georgina B. Kharlukhi (Head of Department)

AGENDA:

1. Write "About the Department" for the college website
2. Admission Flyer
3. Plan the orientation programme for the new batch of students for 2023.
4. Design the programme.

DETAILS:

The meeting was held in the department staff room and was initiated by Miss Georgina B. Kharlukhi

1. WRITING "About the Department"

• Discussion

□ The first agenda item was about drafting the "About the Department" section to be uploaded to the college website.

□ Key elements to include:

- Overview of the department's mission and vision

- A brief history of the department

- Information about faculty members and their qualifications.

- Details of the courses offered and research opportunities.

□ Action Item

- Both Miss Genifa Kharbani and Miss Georgina B. Kharlukhi will work together to draft the initial version.

2. DISCUSSION OF DESIGNING THE ADMISSION FLYER

• Discussion

□ Another agenda item was about designing the admission flyer for the upcoming academic year.

□ Key points to include in the flyer:

- Overview of the department and courses offered.
- Admission criteria and important dates.
- Contact information and application procedures.

□ The flyer needs to be visually appealing and informative to attract prospective students.

□ Action Item

- Miss Genifa Kharbani and Miss Georgina B. Kharlukhi to collaboratively design the admission flyer.

- Once drafted, the flyer will be sent to the Vice Principal for approval before distribution.

3. PLANNING THE ORIENTATION PROGRAMME

• Discussion

□ The second agenda item was planning of the orientation programme for the new batch of students for 2023.

□ It was decided to organize the orientation programme after the general induction programme on August 12, 2023.

□ The department also decided to conduct a Fresher's Meet on the same day, combining it with the orientation programme to create a Fresher's cum Orientation programme.

□ Key points discussed included:

- Schedule and structure of the combined programme.
- Keynote speakers and faculty members to present during the orientation
- Topics to be covered, such as academic expectations, campus resources, and extracurricular activities.

4. DESIGNING THE PROGRAMME

• Discussion

□ The third agenda item involved designing the detailed programme for the Freshers' cum orientation event.

□ Elements of the programme design included:

- Welcome address by the Head of Department.
- Introduction sessions with faculty members.
- Overview of the academic calendar and important dates.
- Sessions on student services, library resources, and IT facilities.

- Interactive activities to engage new students and foster a sense of community

□ Action Item:

- Miss Genifa Kharbani to draft a detailed schedule and programme outline for review by Miss Georgina B. Kharlukhi


MEETING ADJOURNED 12:00 PM.

MINUTES PREPARED BY: Miss. Genifa Kharbani.

SIGNATURES:

HEAD OF DEPARTMENT :

FACULTY :



GEORGINA B KHARLUKHI

GENIFA KHARBANI

DEPARTMENT MEETING REPORT

DATE: JULY 24, 2023

TIME: 9:00 am

VENUE: Department Office, Department of Education
St. Edmunds College

ATTENDEES:

Miss Georgina B. Kharlukhi (Head of Department)
Miss Genifa Kharbani

AGENDA:

1. Syllabus Distribution
2. Deciding on the Teacher Routine

DETAILS:

The meeting was held in the department office to address the distribution of syllabus and the creation of the teacher routine.

1. SYLLABUS DISTRIBUTION

Discussion:

- The first agenda item focused on the distribution of the syllabus among the two teachers.
- The syllabus consist of 4 units.
- The units were divided based on the teachers strengths and expertise in the respective areas.

Action Item:

- Miss Genifa Kharbani and Miss Georgina B. Kharlukhi each took responsibility for 2 units.
- Miss Genifa Kharbani will handle units 1 and 2.
- Miss Georgina B. Kharlukhi will handle units 3 and 4.

2. DECIDING ON THE TEACHER ROUTINE

Discussion:

◦ The second agenda item was to decide on the daily teaching routine for the teachers.

◦ The objective was to ensure a fair and equal distribution of teaching hours and responsibilities each day.

◦ A balanced routine was created to ensure both teachers have an equitable workload.

Action Item:

- A detailed daily routine was established.

- Both Miss Genifa Kharbani and Miss Georgina B. Kharlukhi have been assigned teaching hours that ensure they share the workload equally throughout the week.

MEETING ADJOURNED : 10:00 am.

MINUTES PREPARED BY: Miss Genifa Kharbani

Signature: 

Miss Georgina B. Kharlukhi

Head of Department

July 24, 2023.

Miss Genifa Kharbani

Faculty of Education Department

DEPARTMENT MEETING REPORT

DATE: September 19, 2023

VENUE: Department Office, Department of Education
St. Edmund's College

ATTENDEES:

1. Miss Georgina B. Kharlukhi (Head of Department)
2. Miss Genifa Kharbari

AGENDA:

1. Requirement of Psychological Lab.
2. Selecting Class Representatives.
3. Planning to conduct workshop for Faculty of St. Edmund's College.
4. Mentor and Mentee Grouping.

DETAILS:

The meeting was held in the department office to discuss the requirements for a psychological lab, plan a faculty workshop, and organize mentor-mentee groupings.

1. REQUIREMENT OF PSYCHOLOGICAL LAB:

Discussion:

- The first agenda item was the requirement of a psychological lab.
- The department recognized the need for psychological tools and equipment as they are essential components of the syllabus.
- It was decided to send a proposal to the Principal in charge requesting the provision of these tools.

Action Item:

- Miss Genifa Kharbari and Miss Georgina B Kharlukhi will draft a proposal highlighting the importance and necessity of the psychological

lab and submit it to the Principal.

2. SELECTING CLASS REPRESENTATIVES.

Discussion:

- The fourth agenda item was the selection of a class representative.
- The criteria for selecting a class representative were discussed, focusing on leadership qualities, academic performance, and willingness to take on the responsibilities.
- It was decided that both teachers will jointly select a student based on their criteria.

3. PLANNING TO CONDUCT WORKSHOP FOR FACULTY OF ST. EDMUND'S COLLEGE.

Discussion:

- The second agenda item was planning a workshop programme for the faculty.
- The department decided to organize a workshop on "Psychological Pedagogy".
- The plan includes inviting a subject expert in Psychology to lead the workshop.

Action Item:

- Miss Georgina B. Kharlukhi will coordinate with potential speakers and finalize the details.
- Miss Genifa Kharbani will design the flyer, invitation card and communication with the faculty members.

4. MENTOR AND MENTEE GROUPING

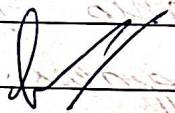
Discussion:

- The third agenda item was the organization of mentor and mentee groupings.
- Miss Georgina B. Kharlukhi has prepared a list of students and divided them into two groups (mentees).

° Miss Georgina B. Kharlukhi will mentor the first group, and Miss Genifa Kharbani will mentor the second group.

MEETING ADJOURNED: 12:30 pm

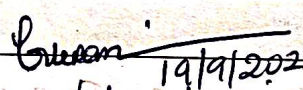
MINUTES PREPARED BY: Miss Genifa Kharbani

SIGNATURE: 

Miss Georgina B. Kharlukhi

Head of Department

September 19, 2023


Miss Genifa Kharbani

Faculty of Education Department

DEPARTMENT MINUTE REPORT

DATE: July 30, 2023

VENUE: Department of Education, St. Edmund's College.

TIME: 2:00 PM

Attendees:

1. Ms. Georgina B. Kharukeri (Head of Department)
2. Ms. Genifa Kherbani (Faculty member)
3. Ms. Clarissa Nongbat (Guest Faculty)

Agenda:

Planning for Freshers Meet for the new B.A. Ist Semester.

Details:

1. Decoration Planning

- Discussion focused on creating and inviting atmosphere for the Freshers Meet.
- Themes were considered and the theme chosen "Mel Galá".
- Color schemes of 'black' and 'gold'.
- Responsibilities assigned:
 - (i) Ms. Georgina to oversee procurement
 - (ii) Ms. Genifa to supervise setup
 - (iii) Ms. Clarissa to suggest thematic enhancements

2. Food Arrangements:

- Deliberation on food options
- Budgets on refreshments
- Final choices on food.

3. Activity Planning:

- Brainstorming activities
- Ice-breakers
- Team-building exercises
- Special performances

4. Roles and Responsibilities:

- Allocation ensured equitable division of labor for event execution
- Shared responsibilities amongst faculty

5. Timeline and Next Steps:

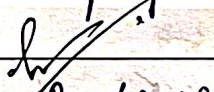
- Agreement on a timeline
- Finalizing task

Meeting Adjournment:

The meeting adjourned at 3:45 with gratitude expressed for our proactive contributions.


Minutes Prepared by Ms. Georgia B. Kharbani

SIGNATURE:


Ms. Georgia B. Kharbani

Head of Department

July 30, 2023


Miss Genifa Kharbani
Faculty of Education Department

DEPARTMENT MINUTE REPORT

DATE: September 12, 2023

TIME: 10:46 AM

LOCATION: Department Staff Room, Department of Education, St. Edmund's College Shillong.

Attendees:

1. Ms. Georgina B. Kharbani (Head of Department)
2. Ms. Genifa Kharbani (Faculty)

Agenda

- Preparation for the upcoming Online Sessions from Marino Ireland University for upcoming Outreach Programmes.

Meeting Commencement:

The meeting started at 10:46 AM. The purpose of the meeting was to plan and organize upcoming online sessions with esteemed professors from Marino Ireland University in preparation for outreach programmes.

Details:

1. Time Scheduling:
 - Session times and dates for the online workshop/sessions.
 - Confirm the detailed schedule to ensure all participants are informed in advanced.

2. Informing Student:
 - Deciding on the method of informing students about the upcoming session.

3. Room Arrangements:
 - Confirming the use of AVH room as instructed by Br. Simon.
 - Planning to check the setup and functionality of technical equipment in AVH.

4. Refreshments:
 - Agreed to arrange for refreshment for

- participants
- To coordinate with the center for freshmen


New Steps and Action Items

- Confirm logistical detail and finalize participants attendance list
- To conduct pre-session test

Meeting Adjournment:

The meeting adjourned at 11:25 AM.
Minutes prepared by Ms. Georgia B. Kharitkhi

SIGNATURE:


Ms. Georgia B. Kharitkhi
Head of Department
September 12, 2023.

~~Buran~~
Miss Genifa Kharabani
Faculty of Education Department

MINUTES OF THE DEPARTMENT MEETING

DATE: November 18, 2023

TIME: 10:45 AM

LOCATION: Department Staff Room, Education Department, St. Edmund's College Shillong.

Attendees:

1. Ms. Georgia B. Kherbani (Head of Department)
2. Ms. Genifa Kherbani (Faculty)

Agenda: Discussion on setting the Internal Exam and Equal Division of Questions from each portion

Meeting Commencement: The meeting commenced at 10:50 AM with Ms. Georgia B. Kherbani and Ms. Genifa Kherbani present.

Details: 1. Introduction and Objectives:

- Introduction: Brief overview of the meeting's purpose
- Objectives: - (i) setting the structure of the upcoming internal exams
(ii) ensuring equal distribution of questions from each unit taught.

2. Setting the Question Papers:

- Exam/qp format: (i) We discussed on the format of the question paper, including the number and types of questions like multiple choice, short answer, descriptive.
(ii) We decided on the balanced mix to test the different levels of understanding

3. Division of Questions:

- Equal division from units: Each faculty agreed to contribute an equal number of questions from their respective unit
(i) Ensured a mix of questions

4. Responsibilities and Deadlines

- Question submission: (i) We agreed to submit our sets of question by 22, November
- (ii) to compile all questions by 22 November

5. Next Steps and Action Items

- Immediate Actions: (i) Confirm the format and schedule (to be completed by 22 November)
- (ii) Submit questions by 22/23 November

Meeting Adjournment: The meeting adjourned at 11:15 AM

Prepared by: Ms. Georgina B. Kharbani

SIGNATURE:

Ms. Georgina B. Kharbani

Head of Department

November 18, 2023

Miss Geeriga ^{Buwan} Kharbani

Faculty of Education Department

MINUTES OF DEPARTMENT MEETING

DATE: February 1, 2024

TIME: 12:45 PM

LOCATION: Department Staff Room, Education Department, St. Edmund's College, Shillong

ATTENDEES: (i) Ms. Gemifa. Kherbani (Head of Department)
(ii) Ms. Georgia. B. Kherbani (Faculty Members)

INTRODUCTION:

As we commenced the new Academic Year of 2024, following the winter break, we gathered to plan for the year ahead. The primary focus of this meeting is to review our accomplishments of 2023 and to discuss and outline our objectives and initiatives for 2024. Key areas included academic programs, continuation and completion of outreach fieldwork, organization of revision classes, rough planning of seminars and preparation for the NAAC accreditation process. This meeting aims to set a clear direction for the department to ensure we meet our educational goals and enhance learning experience for our students.

AGENDA: (i) Review of 2023.

- (ii) Plans for the New Academic Year:
- Opening Programs
 - Outreach Fieldwork
 - Revision Classes
 - Seminars
 - Preparation for NAAC

MEETING COMMENCEMENT:

The meeting commenced at 12:50 PM with both the faculty present. The primary objective of the meeting was to analyze the small achievements of 2023 and discuss the plans for the new academic year starting February 1, 2024.

1. REVIEW OF 2023 ACHIEVEMENTS

- (i) Academic Progress: A comprehensive review of the academic year

and progress made in 2023 including successful completion of the syllabus and analyzing student performances.

(i) Programs conducted: Reflection on the Merino Online Sessions and fieldworks conducted.

(iii) Outreach Activities: Assessment on the outreach fieldwork.

(iv) Challenges and Solutions: Discussion on the challenges faced during the year and thoughtful solutions to be adopted.

2. PLANS FOR THE NEW ACADEMIC YEAR

(1) Upcoming Programs: Initiatives planned of the year.

(2) Scheduled: Discussions of the tentative schedule programs.

(2) Continuation of Outreach Fieldwork:

(i) Ongoing Projects: Plan to continue with the remaining outreach fieldwork initiated in 2023.

(ii) Community Engagement: Strategies to enhance community engagement and participation.

(iii) Timeline: Establishment of timeline to complete the projects.

(3) Revision Classes:

(i) Plan for revision

(ii) Scheduled according to their respective timetables.

(4) Seminars:

(i) Discussion on potential topics for seminars and identification of guest speakers.

(ii) Setting up a tentative schedule.

(5) Preparation for NAAC

(i) Discussion on the NAAC accreditation process and its importance.

(ii) Preparation of necessary documents and data required.

(iii) A timeline of completion.

3. RESPONSIBILITIES AND DEADLINES

(i) Assignment of specific tasks to each faculty member.

organizing programs, outreach fieldwork, revision classes, seminars and NAAC preparation.

DATE: MARCH 14, 2024

4. NEXT STEPS AND ACTION ITEMS.

TIME: 12:30 PM

- (i) Analyze the schedule for upcoming plans and programs.
 - (ii) Communicate with students about revision classes and outreach fieldwork initiatives.
 - (iii) Begin preparation for NAAC documentation and processes.
- Follow-up Meeting: Scheduling follow-up meeting to review progress and make necessary adjustments.

MEETING ADJOURNMENT.

The meeting adjourned at 1:35 PM.

Prepared by: Ms. Georgina B. Kharbuki
Faculty of Education Department

SIGNATURE :

Ms. Georjina B. Kharbuki
Head of Department
February 1, 2024.

1. Discussion on the upcoming seminars.
2. Review of the progress of the various projects.
3. Planning for the future.
4. Other business.

MINUTES OF DEPARTMENT MEETING

DATE: MARCH 4, 2024

TIME: 12:30 PM

LOCATION: VP of Academics Office

ATTENDEES: (I) Ms. Pooja K. Malhan (VP of Academics)
(II) Ms. Jennifer Khattami (Head of Department)
(III) Ms. Georgina B. Khattami (Faculty of Education)

The department meeting held on March 4, 2024, was attended by the VP of Academics, P. K. Malhan and key faculty members. The primary focus of the meeting was to discuss and plan the upcoming seminar regarding the guest speaker, the title and time scheduled.

AGENDA: (I) Discussion on the upcoming seminar
(II) Selection of guest speaker
(III) Topic
(IV) Tentative Seminar Date

The meeting commenced at 12:40 PM. The main objective was to finalize the plans of the upcoming seminar scheduled for March 2024.

1. DISCUSSION ON THE UPCOMING SEMINAR

(I) Seminar Objective: The objective of the seminar is to provide an enriching academic experience for the students and faculty.
(II) Themes and Topics: Preliminary discussion on potential topics for the seminar. It was agreed that the seminar would focus on contemporary educational practices and innovative teaching methodologies.

2. SELECTION OF GUEST SPEAKER

(I) Guest Speaker: We decided to invite esteemed Prof. Tania Subh Ray from Don Bosco University to lead the seminar sessions.

(i) Invitation Process: We decided to be responsible for formally inviting Prof. Tania Sur Roy and Ma'am Kellavi K Mellen to coordinate her visit.

3. TENTATIVE SEMINAR DATES

- (i) Proposed Dates: The seminar is tentatively scheduled for March 19 to March 22, 2024.
- (ii) Confirmation: The dates are subject to confirmation based on Prof. Tania Sur's Roy availability, and other logical considerations.
- (iii) Venue: Discussion on the possible venues within the department for hosting the seminar sessions.

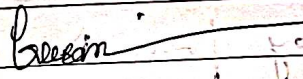
NEXT STEP AND ACTION ITEMS

- (i) Invitations: Formal invitations to be sent to Prof. Tania Sur Roy and other departments.
- (ii) Logistics: Finalize venue arrangements, topics, technical support and other logistical details for the seminar.
- (iii) Promotion: Plan for promoting the seminar among students and faculty to ensure high participation.

MEETING ADJOURNMENT

The meeting adjourned at 1:30 PM.

Prepared by: Ms. Georjina B. Kharbani
Faculty of the Dept. of Education
4/3/2024

SIGNATURE: 
Ms. Georjina Kharbani
Head of Department
March 4, 2024

MINUTES OF DEPARTMENT MEETING

DATE: March 12, 2024

TIME: 10:46 AM

LOCATION: Department Staff Room, Education Department, St. Edmund's College Shillong.

ATTENDEES: (i) Ms. Geeta Kherbari (Head of Department)

(ii) Ms. Georgina B. Keeranki (Faculty)

(iii) Ms. Cleusa Nongbet (Guest Faculty)

The department meeting held on March 12, 2024 focused on finalizing the details for the upcoming seminar. The meeting confirmed the seminar topic, guest speaker, schedule, and logistical arrangements covering a well-coordinated event.

AGENDA: (i) Confirmation of Guest Speaker and Seminar Topic

(ii) Schedule and Venue Confirmation

(iii) Event Program and Roles

(iv) Audience and Participation

(v) Honorarium and Logistics

(vi) Volunteers and Refreshment

The meeting commenced at 10:50 AM with the faculty members present. The primary objective was to finalize the arrangements for the seminar on March 22, 2024.

1. CONFIRMATION OF GUEST SPEAKER AND SEMINAR TOPICS

(i) Guest Speaker: Prof. Tania Sar Roy from Don Bosco Institute of Education, Shillong.

(ii) Seminar Topics:
• "Mental Health in Higher Education: Support Student Well-being in a Stressful Environment"
• "Motivation and Engagement: Understanding What Drives Students to Learn"

2. SCHEDULE AND VENUE CONFIRMATION

- (i) Date and Time: The lecture is scheduled for Thursday, March 22nd, 2024 from 10:00 AM to 12:00 PM.
- (ii) Venue: The College Auditorium.

3. EVENT PROGRAM AND ROLES

- (i) Principal's Speech: Respected Principal, Br. Simon Laksh will give an opening speech.
- (ii) VP Address: Sir Monobish Chakraborty the VP of the college will address the audience.
- (iii) VP of Academics: Ma'am Paleari K. Malhan will deliver a speech.
- (iv) Prayer: Ma'am B. Nongri, the Dean will lead a prayer.
- (v) Welcome Speech: Ms. Geerjia Kharbani will give the welcome speech.
- (vi) Thank You Speech: Ms. Geerjia Kharbani will deliver the thank you speech.
- (vii) Hosting: Ms. Clevera Nongri will host the program.

4. AUDIENCE AND PARTICIPATION

- (i) Expected Audience: Approximately 150 people, including students and faculty are expected to attend.
- (ii) Purpose: The lecture aims to provide a deep understanding of mental health in higher education and equip the audience with effective strategies to promote student's engagement and academic success.

5. LOGISTICS AND HONORARIUM

- (i) Lecture Duration: The lecture is expected to last approximately 1-2 hours allowing for comprehensive explanation of the topics and ample time for questions and discussions.
- (ii) Honorarium: The honorarium for Prof. Tania Sur Roy will be taken care by our respected VP of Academics as discussed.

6. VOLUNTEER AND REFRESHMENTS

- (i) Volunteers: B.A I semester students
- (ii) Refreshments: Refreshments from the College canteen

MEETING ADJOURNMENT

The meeting adjourned at 11:35 AM.

Prepared by: Ms. Georgia B. Keenani
Faculty of Education Dept.

13/3/2024

SIGNATURE:

~~Ms. Georgia B. Keenani~~
Ms. Cornelia Keenani

Head of Department

13/3/2024

MINUTES OF DEPARTMENT MEETING

DATE: May, 13, 2024

TIME: 2:00 PM

LOCATION: Department Staff room, Department of Education, St. Edmund's College Striding.

ATTENDEES: Ms. Genfa Kherbani (Head of Department)
Ms. Geogria Kherbani (Faculty).

The academic department meeting held on May 13, 2024 was convened to discuss the admission process for the academic year 2024. The meeting was based on the directives provided by the esteemed Principal during the HOD meeting. The focus was to ensure a smooth, transparent, and efficient admission process adhering to the criteria and steps outlined by the Principal.

AGENDA: (i) Review of Admission Criteria
(ii) Steps to be followed in the Admission Process
(iii) Responsibilities and coordination
(iv) Timeline and Deadlines.

The meeting commenced at 2:05 PM. The main objective was to outline and finalize the admission process for the year 2024.

1. REVIEW OF ADMISSION CRITERIA.

- (i) Eligibility Requirements: Discussion on the academic criteria for prospective students.
- (ii) Special Considerations: Identification of any special considerations.

2. STEPS TO BE FOLLOWED IN THE ADMISSION PROCESS.

- (i) Application Submission: Detailed instructions on the submission of applications forms, including online and offline methods.
- (ii) Document Verification: Steps for verifying the authenticity of submitted documents.
- (iii) Merit List Criteria and Preparations.
- (iv) Fee Submission: Guidelines for the submission and confirmation of

re admission.

3. RESPONSIBILITIES AND COORDINATION.

- (i) Assignment of roles: Designation of specific tasks and responsibilities among the faculty.
- (ii) Coordination and Administration: Ensuring smooth coordination with the administrative office for handling applications and related queries.

(iii) Communication Process: Developing a communication plan to inform students about the admission process, important dates and requirements.

4. TIMELINE

- (i) Contingency Plans: Preparation of contingency plans to address any unexpected challenges or delays.
- (ii) Monitoring Progress: Regular monitoring of the progress of each step to ensure adherence to the timeline.

MEETING ADJOURNMENT

The meeting adjourned at 12:20 PM.

Prepared by: Ms. Georjina B. Kereban
Faculty of Dept. of Education

SIGNATURE
Ms. Georjina B. Kereban
Head of Department
13/5/2024