

### HODs Meeting – 01<sup>st</sup> February 2024

A HODs Meeting was held on 01<sup>st</sup> February 2024 in the Auditorium and it was attended by the following members.

<b>Principal (I/C)</b>	Br.Dr. Simon Coelho
<b>Vice Principal (Admin)</b>	Prof.M.Chakravarthy
<b>Vice Principal (Academics)</b>	Dr. K.P. Pallavi
<b>Dean</b>	Dr. B.W. Nongbri
<b>ENGLISH</b>	
1. Mr. M. B. Tariang	Present
2. Dr. A.Datta	Present
3. Ms. A.Challam	Present
4. Dr. D.F.War	Present
5. Dr. J.Dkhar	Present
6. Mr. E. B. Nongkynrih (CP)	Present
7. Ms. Megan D Nonglait (CP)	Present
8. Mrs. Theadora War (CP)	Present
<b>POL. SCIENCE</b>	
1. Mr. S.Lyngdoh	Present
2. Dr. J.Shadap	Present
3. Ms. Amelia Myllemngap(CP)	Present
<b>ECONOMICS</b>	
1. Mr. R.Dutta	Present
2. Dr. A. M. W. K. Shadap	Present
3. Ms. Labet Phylla Phanbuh	Present
4. Ms. Lorraine Claudia Massar	Present
<b>SOCIOLOGY</b>	
1. Ms. F.E.J.Syngai	Present
2. Ms. Ritisha Kharshong (CP)	AB (leave)
3. Mr. William B F Lynrah	Present
4. Ms. Nafisabeth Syiemlieh (CP)	Present
<b>GEOGRAPHY</b>	
1. Mr. O.Kharmawphlang	Present
2. Mr. M.J.Ford	Present
3. Mr. G.L.Kharkongor	Present
4. Ms. Wanrihun Diengdoh	Present
<b>HISTORY</b>	
1. Ms. D.Suting	Present
2. Mr. B.K.Rymbai	Present

3. Dr. Dianghunmon Rynjah	Present
4. Mr. Ricky Basaiawmoit	Present
<b>KHASI</b>	
1. Mr. B.Basan	Present
2. Mr. W. Kharwanlang	Present
3. Dr. Rosa M Mawlong	Present
4. Dr. Ronald Peel Kharshiing	AB
<b>ENV. SCIENCE</b>	
1. Dr. J.T.Sawian	Present
2. Ms. I. Rynjah	Present
3. Ms. L. Jeengaph (CP)	Present
4. Ms. M. D. Khongwir (CP)	Present
5. Mr. Damewanmi Suchiang (CP)	Present
6. Mr. Emida oo Paya Sumer (CP)	Present
<b>CHEMISTRY</b>	
1. Mr. S.Deb	Present
2. Dr. P.Sarkhel	Present
3. Mr. S.Choudhury	Present
4. Dr. Iadeishisha Kharbangar	Present
5. Mr. Baristar Lyngkhai	Present
6. Dr. Khrawborlang Nongsiej	Present
<b>BOTANY</b>	
1. Dr. S.Goswami	Present
2. Dr. D. Syiemiong	AB (informed)
3. Dr. Eros V Kharshiing	Present
4. Dr. Prasenjit Paul (CP)	Present
5. Dr. Ibadahun Mary Nonghuloo (CP)	Present
<b>PHYSICS</b>	
1. Dr. M.Lyndem	Present
2. Dr. L.Kurbah	Present
3. Mr. B.L.Giri	Present
4. Dr. Mahesh Ram (CP)	Present
<b>ZOOLOGY</b>	
1. Dr. Ronald K. L. Tron	Present
2. Dr. Duwaki Rangad	Present
3. Dr. P. Wankitlang Shangpliang	Present
4. Ms. Mebari Vanessa R Dorphan (CP)	AB (informed)
5. Mr. Graham B Rane (CP)	Present
<b>BIOTECHNOLOGY</b>	

1. Dr. S.Adhikari (CP)	Present
2. Dr. B. Manners (CP)	Present
3. Mr. Koben John Nongkynrih	Present
4. Dr. Gopesh Paul (CP)	Present
5. Ms. Shekinah Challam	Present
<b>BIOCHEMISTRY</b>	
1. Dr. O.Kyndiah	AB (informed)
2. Dr. H.S. Ranhotra	Present
3. Dr. J.Wahlang	Present
4. Dr. Banteiskhem Kharwanlang	Present
5. Dr. Khetbadei Lysinia H Hadem (CP)	Present
<b>SOCIAL WORK (UG)</b>	
1. Ms. Audrey D Dohling (CP)	Present
2. Mr. D. N. Kharkongor (CP)	Present
3. Ms. Edaneolla Kynta (CP)	Present
4. Ms. Aibakor Kharbuli (CP)	Present
5. Mr. Randolph V Langstieh (CP)	Present
6. Ms.Iarisa Anette R Dorphang (CP)	Present
<b>COMPUTER SCIENCE</b>	
1. Dr. S.Nagi	Present
2. Ms. P.Thapa	Present
3. Mr. Jeremy Kharchandy	Present
4. Mr. Bertrand Dkhar	Present
5. Ms. Reema Joshi (CP)	Present
<b>BCA</b>	
1. Ms. S.Deb (CP)	Present
2. Ms. S. Sunila Chanu (CP)	Present
3. Ms. Rajni Khyriem (CP)	Present
4. Mr. Melvin Star Majaw (CP)	Present
<b>EDUCATION</b>	
1. Ms. Georgina Banylla Kharlukhi (CP)	Present
2. Ms. Genifa Kharbani (CP)	Present
<b>COMMERCE</b>	
1. Mr. G.Deb (CP)	Present
2. Ms. M.Dasgupta Dey (CP)	Present
3. Ms.Rowenna E. L. langrai (CP)	Present
4. Ms. Dapbiang Nongkynrih (CP)	Present
5. Dr. Dipankar Shome (CP)	Present
6. Mr. Navin Chettri (CP)	Present
7. Mr. Rajeev Chakravarty (CP)	Present

8. Ms. Pinky Paul (CP)	Present
<b>ELECTRONICS</b>	
1. Dr. D.R.Choudhury	Present
2. Mr. S. Chakraborty	Present
3. Mr. K.Chakraborty	Present
4. Dr. H. C. Medhi (CP)	AB
5. Mr. Bawan P. Thangkhiew	Present
<b>MATHEMATICS</b>	
1. Mr. D.Deb	Present
2. Mr. M.Chyne	Present
3. Mr. G.J.Kharbhih	Present
4. Mr. Bankhrawnarnam Dkhar	Present
5. Ms. Sabari Sarkar Dhar (CP)	Present
6. Dr. Amplify Sawkmie	Present
<b>SOCIAL WORK (PG)</b>	
1. Dr. Rituparna Rajendra (CP)	Present
2. Mr. Allanson Wahlang (CP)	Present
3. Dr. Wandaia Syngkon (CP)	Present
4. Mr. Martius R Rynjah (CP)	Present
5. Ms. Ainamlin Dkhar (CP)	Present
6. Dr. Hazel Berret Wahlang (CP)	Present
7. Mr. George Kerry Sunn (CP)	Present
<b>RESEARCH FACILITATOR</b>	
1. Dr. (Mr.) Oliver Nelson Gonsalves (CP)	Present
<b>GUEST FACULTY</b>	
Ms. Lydia C Lapang (EVS)	
Ms. Sanjana Hazarika (Sociology)	
Mr. Zankhangasung Khashim (Sociology)	
Mr. Shubhankar Sarma (Sociology)	Present
Mr. Pynksan La Kupa Manik Syiem (Pol. Sc.)	Present
Mr. Sambor Hynniewta (Pol. Science)	
Mr. Mangminthuom Gangte (Pol. Science)	Present
Ms. Ruchita Chakraborty (Commerce)	Present
Mr. Larry Kupa Nongbet (Physics)	Present
Mr. Dashankhem Nongkynrih (Physics)	Present
Mr. Pynshngainlang Nongbri (History)	Present
Mr. Hamepaia Kharbithai (Geography)	Present
Mr. Iainehborlang Mawlein Nongsiej (BCA)	

## Commencement of the meeting by the Principal (I/C), Br. Dr. Simon Coelho

### 1. Introduction – Principal (I/C)

- a. Prayer – Initiation of prayer by Br. Dr. Simon Coelho.
- b. Sympathies
  - Condolences to Mr. Malcom Tariang
- c. Congratulations
  - Dr. KLH Hadem of the Biochemistry Department
  - Bah Johnsuklang Phawa
  - Ms. Ritisha Kharshong of the Sociology Department
  - Dr. Sanjiban Goswami, HOD Botany - Publication
  - Dr. D. Syiemiong of Botany Department – International publication
  - Malviya Teachers Training Programme – Mr. G. Deb, Mr. R. Chakravarthy, Dr. D. Shome & Ms. P. Paul (BCOM), Ms. A. Dohling (BSW), Ms. Georgina & Ms. Jenifa (EDN), Ms. Michelle (EVS), Ms. R. Khyriem (BCA)
- d. Special Thanks
  - Olympiad on 26<sup>th</sup> Jan 2024 & Women's Cell – VP (Admin)
  - NSS Camp – Ms. Iarisa, Dr. Sawian and other fieldwork coordinators
  - NCC Program in Delhi, Polo Grounds, Shillong and SEC – Mr. S. Chakraborty, V.A. Lyngdoh and Ms. Jessica Kom
  - Planner to be submitted till May 2024 for 1<sup>st</sup> /4&6

### 2. VP (ADM)

- a. **Club Reports** – To be uploaded on the department page of the college website
- b. **Evita** – Scheduled for 5/6 of April 2023 and planning to commence with concerned faculty after consultation with Br. Solomon Morris
- c. **Edblazon**
- d. **Examination** coordination for NEHU
- e. Faculty detailed for External Examination duties to inform the office

### 3. VP (ACA)

- **Timetable wef 05<sup>th</sup> Feb 2024 - With ref to my email dated 30<sup>th</sup> Jan 2024**
- a. The Odd Semester timetable will be taken as a reference to avoid classroom or subject clashes
  - b. The First Semester timetable will be carried forward until the beginning of Apr 2024 due to the postponement of university exams. We are still awaiting notification from NEHU regarding the final dates. The NEP staff will continue till the commencement of Sem 1 exams.
  - c. The 4 & 6 Semester classes will have to be TIMED and PLACED in the 3 & 5 Semester slots respectively. In case of any variation or requirement for additional classes, please connect with the VP(ACA).
  - d. The 6<sup>th</sup> Semester EVS (Common paper) classes have been marked on concerned department timetables that were mailed earlier.

- e. The 4<sup>th</sup> Semester BA (General paper) English classes have been marked for concerned departments along with Alternative English for BA, BCOM and BSW
- f. REQUEST if the completed Timetables could be shared with VP(ACAD) today (Master tt). In case of any clarification please feel free to meet me in my office.

➤ **NEP Second Semester**

- a. The pattern of 2 Semester, concerning the format and structure, will remain the same as 1<sup>st</sup> Semester. However, the topics under the MDC/AEC/VAC/SEC have changed.
- b. The department allotment of the other courses has been worked out and shall be shared shortly.
- c. Concerning SEC, both the coordinating departments (Sections A & B) sharing the same syllabus will have to prepare a common question paper for the Internal Examinations, unlike the 1<sup>st</sup> Semester where two separate question papers were made.
- d. Br. Simon - The Suggested readings have been procured, a few in digital version and the rest as course books/reference. These will be shared with departments

➤ **SWAYAM MOOCs**

- a. The UGC Notification for SWAYAM MOOCs mentions 1247 topics across multiple subjects/disciplines for the Jan 2024 semester. The next list will be announced for the July 2024 Semester. The letter & the list will be shared by this weekend. (We hope to receive guidelines regarding MOOCs from NEHU too.)
- b. The duration/content will depend on the credits offered to a given course which ranges between 2 and 5 credits. Most of the courses will commence in Jan-Feb and will be completed by May 2024
- c. The Exams will be held collectively on 18/19/25/26 of May 2024
- d. Details of Exam centres will be notified soon
- e. Departments are requested to choose 3 topics and share the same

#### 4. Dean

a. **Motivation**

- b. **Research** - As faculty members, each of you plays a vital role in advancing the college's research agenda; By engaging in research, we foster in our students a culture of inquiry and intellectual curiosity. As faculty members, you are at the forefront of this endeavour, shaping the future of our institution and making meaningful contributions

#### 5. Principal (I/C)

- a. **Appreciation** – To all the faculty members for having successfully handled the challenges that came with the implementation and conduct of NEP Semester 1
- b. **Academic Program** - Departments to plan the Academic program till May 2024 for Semester 4<sup>th</sup> / 6<sup>th</sup> with details of topics/dates
- c. **Department Meetings** – Departments to meet on 2<sup>nd</sup> & 3<sup>rd</sup> Feb 2024 to plan events, activities, etc
- d. **Mentoring Booklets** – For Semester 5 to be continued to Semester 6; To be introduced to Semester 4/1
- e. **Guest Lecturers** - Specialists required by Departments
- f. **Attendance weekly sheets** – For General classes too (Bah John)
- g. **Salary slips** – No more printing of salary slips

- h. In case of illness and other emergencies, Management to be informed and adjustments will be made accordingly
- i. **Add on/ Vocational Courses** – Syllabus to be made for 45 hours (15 hrs – Theory and 30 hours – Practical); Syllabus to be adjusted according to the existing syllabus.

The Meeting concluded with the distribution of formats related to the Add-on / Vocational courses, the Attendance Weekly sheets, the Academic program and the Timetable

## HODs Meeting – 12<sup>th</sup> August 2023

A HODs Meeting was held on 12<sup>th</sup> August 2023 in the Board Room and it was attended by the following members.

Principal (I/C) - Br.Dr. Simon Coelho  
Finance Officer - Br. Stelljes Julius  
Vice Principal (Admin) - Prof. Monotosh Chakravarthy  
Vice Principal (Academics) - Dr. K.P. Pallavi  
Dean - Dr. B.W. Nongbri  
HOD, Biochemistry - Dr. Omarlin Kyndiah  
HOD, Chemistry - Mr. Sumit Deb  
HOD, Computer Science - Dr. Sajid Nagi  
HOD, Political Science - Mr. S. Lyngdoh  
HOD, Mathematics - Mr. Dipankar Deb  
HOD, Commerce - Mr. Gautam Deb  
HOD, Economics - Mr. Rajesh Dutta  
HOD, Electronics - Dr. D.R. Choudhury  
HOD, English - Mr. M.B. Tariang  
HOD, Botany - Dr. S. Goswami  
HOD, Geography - Mr. O. Kharmawphlang  
HOD, Physics - Mr. M. Lyndem  
HOD, History - Ms.D. Suting  
HOD, Biotechnology – Dr. Samrat Adhikari  
HOD, Khasi - Mr. B. Basan  
HOD, Zoology - Dr. Ronald K.L. Tron  
HOD, BCA - Ms. Sarmistha Deb  
HOD, EVS - Dr. J.T. Sawian  
HOD, Sociology - Ms. F.E.J. Syngai  
HOD, BSW - Ms. A.D. Dohling  
HOD, Education – Ms. Georgina Kharlukhi

### **Commencement of the meeting by the Principal (I/C), Br. Dr. Simon Coelho**

1. **Prayer** – Initiation of prayer by Br. Simon Coelho with all the HODs joining in.

### **The following points were discussed**

#### **2. Special thanks**

- a. Position Holders - A heartfelt expression of gratitude was extended to the Heads of Departments (HODs) and faculty members for their unwavering support towards the academic achievements of students who secured top positions. The HODs were applauded for their approach towards student attendance and practicals.
- b. Timetable – The college is to be prepared for any eventuality related to the implementation of NEP or a rollback



- c. Induction Programs – Congratulated all the departments for the successful conduct of the Induction Ceremony that was scheduled over a period of three days.
- d. Fresher's Program – Currently running.
- e. Clubs & activities – Conducted on the 8<sup>th</sup> August 2023.
- f. Independence Day Celebrations on 15<sup>th</sup> August 2023 – Faculty invited for Flag Hoisting and to interact with the students.

### 3. NEP

- a. The VAC (EVS) and AEC (Alt English/MIL) will possibly start from the coming Wednesday/Thursday
- b. The VAC implementation and conduct have been mapped out by the EVS Department. The classrooms and Faculty allotment are yet to be finalized.
- c. The conduct of the MDCs and SECs has been allocated to various departments. Printouts were distributed, for HODs along with the faculty members to deliberate upon. Consideration should be given to faculty who are engaged in online courses such as IGNOU; The choice of the course is to be intimated to either of the VPs.
- d. The conduct of MDC and SEC will commence after the implementation of VAC/AEC

### 4. Old Syllabus – Choices/Electives

- a. The forms to choose electives were distributed to all the Sem 1 students and collected & compiled.
- b. The HOD of Mathematics raised the issue of the non-availability of the subject combination (Physics and CS) with Math as per the university notification.
- c. NEHU Notification of 2015/2017 regarding revised subject combinations for undergraduate semester system

### 5. Misl

- a. Voting for CRs to be held during the coming week. Prof. Monotosh suggested the same be held on a Wednesday at 11.45 am during Honour's period to elect 02 CRs and 02 ACRs (a boy & a girl); Contact details of the selected students are to be shared.
- b. Compilation of workload every Saturday.
- c. The HODs were informed that 5 departments were yet to submit their AQAR 2022 and another 5 departments to submit the POs/Cos. Prof Sumit Deb and Dr. Samrat Adhikari were applauded for their work. Prof Deb requested the HODs to share the faculty's publications/research, if any.
- d. The HOD of Zoology raised the issue of NEP implementation.
- e. The HOD of BSW brought up a query regarding faculty strength for the conduct of MDCs/SECs
- f. The HOD of Economics pointed out that the suggested readings/ books need to be procured by the college at the earliest. Further, the availability of books was deliberated upon.

## 6. Pending points

- a. Internal Assessments – To be handled with prudence and sent to Vice Principal (Academics)/Dean before handing them over to the Examination Cell
- b. Creation of ABC ID



Principal  
(In - Charge )  
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