

**MINUTES OF THE MEETING**  
**DEPARTMENT OF EDUCATION (UG)**  
**ST. ANTHONY'S COLLEGE, SHILLONG**

**Date:** 10<sup>th</sup> July, 2023

**Time:** 3:00 PM

**Venue:** Staffroom of Education Department

**The meeting was presided by** Dr. Toba Lamare (HOD)

**Attendees:**

1. Dr. Toba Lamare
2. Mrs. Irilang Lyngdoh Mawlong
3. Mrs. Ginora Jala Kharbhih
4. Ms. Vanessa Vera Khriam (Led the prayer)

**The Agendas discussed in the meeting were the following:**

**1. Division of Topics for 1<sup>st</sup>, 3<sup>rd</sup> Semesters and 5<sup>th</sup> semester**

Dr. Toba Lamare initiated the discussion on the division of topics among faculty members for the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester of old syllabus and new syllabus (NEP 2020). Colleagues provided suggestions and inputs on the topic allocation. The division of topics was finalized as follows:

**1<sup>st</sup> Semester: EDN: 100- Introduction to Education (Major + Minor)**

1. Unit I: Ms. Julie Phawa
2. Unit II: Mrs. Ginora Jala Kharbhih
3. Unit III: Ms. Vanessa Vera Khriam
4. Unit IV: Dr. Toba Lamare

**Activity in-charge: All four Teachers**

**Unit allocation for the 3<sup>rd</sup> semester:**

1. Dr. Toba Lamare: Unit – III and V
2. Mrs. Irilang Lyngdoh Mawlong & Ms. Julie Phawa: Unit –IV and VI
3. Prof. Ginora Jala Kharbhih: Unit – II and V
4. Prof. Vanessa Vera Khriam: Unit-I

(Unit V was shared by Prof. Ginora Jala Kharbhih and Dr. Toba Lamare)

**Unit allocation for the 5<sup>th</sup> semester:**

**Paper V**

- 1) Dr. Toba Lamare: Unit – II and III
- 2) Prof. Irilang Lyngdoh Mawlong: Unit – V and VI
- 3) Prof. Ginora Jala Kharbhih: Unit – IV and V
- 4) Prof. Vanessa Vera Khriam: Unit-I

(Unit IV and unit V was shared by Prof. Ginora Jala Kharbhih and Prof. Irilang Lyngdoh Mawlong)

**Paper VI**

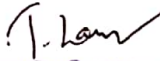
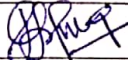
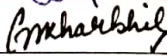

- 1) Dr. Toba Lamare: Unit – IV and V
- 2) Prof. Ginora Jala Kharbhih: Unit – I and II
- 3) Prof. Vanessa Vera Khriam: Unit-III and VI

**Adjournment:**

The meeting was conducted in a cordial and productive atmosphere, with active participation from all colleagues. The meeting was adjourned at 4:00 PM

**Signatures:**

- 1) *Dr. Toba Lamare (HOD)*
- 2) *Mrs. Irilang Lyngdoh Mawlong*
- 3) *Mrs. Ginora Jala Kharbhih*
- 4) *Ms. Vanessa Vera Khriam*

  
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**Dr. Toba Lamare**  
**Head of the Department of**  
**Education (UG)**  
**St. Anthony's College, Shillong**

Head of Department  
Department of Education (U.G.)  
St. Anthony's College  
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**MINUTES OF THE MEETING**  
**DEPARTMENT OF EDUCATION (UG)**  
**ST. ANTHONY'S COLLEGE, SHILLONG**

**Date:** 14<sup>th</sup> July, 2023

**Time:** 12:00 pm

**Venue:** Department of Education

**Chairperson:** Dr. Toba Lamare, Head of the Department

**Attendees:**

- Ginora Jala Kharbhih, Assistant Professor (Led the prayer)
- Irilang Lyngdoh Mawlong, Assistant Professor
- Vanessa Vera Khriam, Assistant Professor

**Objective:** To discuss the organization of an online orientation program for the 1st semester batch 2023-2027.

**Decisions:**

- 1) Orientation Date and Time: The orientation program will be held on July 21, 2023, from 11:00 am to 1:00 pm.
- 2) Mode: The program will be conducted through online mode.
- 3) Presentations: A PowerPoint presentation will be prepared, and each faculty member will be assigned a portion to present from the staff room of the Department.
- 4) Faculty Presenters:
  - a. Host: Mrs. Irilang Lyngdoh Mawlong
  - b. Presenters:
    - Dr. Toba Lamare (HOD)
    - Mrs. Ginora Jala Kharbhih
    - Vanessa Vera Khriam
- 5) Student Participation: All students are expected to join the orientation program. Links will be shared with them in advance to ensure timely participation.

**Action Items:**

1. Prepare PowerPoint presentation
2. Assign portions to faculty members
3. Share links with students
4. Conduct the online orientation program on July 21, 2023

**Adjournment:** The meeting was adjourned at 12:30 pm.

**Signatures:**

- 1) *Dr. Toba Lamare (HOD)*
- 2) *Mrs. Irilang Lyngdoh Mawlong*
- 3) *Mrs. Ginora Jala Kharbhih*
- 4) *Ms. Vanessa Vera Khriam*

*T. Lam*  
*I. Lyngdoh*  
*G. Jala Kharbhih*  
*V. V. Khriam*

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**MINUTES OF THE MEETING**  
**DEPARTMENT OF EDUCATION (UG)**  
**ST. ANTHONY'S COLLEGE, SHILLONG**

**DATE: 4<sup>TH</sup> AUGUST, 2023**

A meeting was called in the staffroom of Education Department (UG). The meeting was chaired by Dr. Toba Lamarc, Head of the Department in the presence of other faculty members. A meeting began with a prayer by Prof. Vanessa Vera Khriam.

**Attendees:**

- ✓ Ginora Jala Kharbhih, Assistant Professor
- ✓ Vanessa Vera Khriam, Assistant Professor
- ✓ Ms. Julie Phawa

**Agenda of the meeting: Allocation of Assignment Topics**

**a) Assignment for 1<sup>st</sup> Semester**

**b) Assignment for 3<sup>rd</sup> Semester**

**c) Topic of Project Work for the 5<sup>th</sup> Semester**

**a) Assignment topics for 1st semester students (both major and minor):**

- i. Principles of Education
- ii. Effects of mass media in education
- iii. Factors influencing curriculum
- iv. Benefits of co-curricular activities

**Note\*-** Students were divided into various groups for both morning and day shifts and the assignment **in-charge** for 1<sup>st</sup> and 2<sup>nd</sup> semesters was Ms. Julie Phawa.

**b) The topics of Assignment for 3<sup>rd</sup> Semester (Morning Shift & Day Shift) are:**

1. Problems & Issue of Primary Education (Department of Khasi)
2. Problems & Issues of Secondary Education (Department of Political Science)
3. Problems & Issues of Higher Education (Department of History)
4. Compare and Contrast Buddhistic and Brahmanic system of Education (Department of Education)

**\*\*Date of submission: 28.08.2023**

**c) Topics of Project Work for the 5<sup>th</sup> Semester (Morning Shift & Day Shift) are:**

1. Role of Play School
2. Role of Anganwadi

3. Duties and Responsibilities of a Teacher
4. SSA
5. MBOSE
6. Navodaya Vidhyalaya
7. DERT
8. Role of Creche

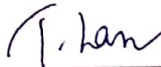
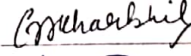
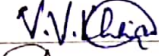

Following were the points of discussion:

1. All students of 5<sup>th</sup> semester both morning shift and day shift were divided into 8 groups under the supervision of 3 teachers and the supervisors are Dr. Toba Lamare, Ginora Jala Kharbhih and Vanessa Vera Khriam.
2. Submission and presentation of the Project Work will be on **30<sup>th</sup> October 2023**.

**Outcome:** The meeting concluded with a detailed discussion on the assignment distribution for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester students.

**Signatures:**

- 1) *Dr. Toba Lamare (HOD)*
- 2) *Mrs. Ginora Jala Kharbhih*
- 3) *Ms. Vanessa Vera Khriam*
- 4) *Ms. Julie Phawa*

  
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**Dr. Toba Lamare**  
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**MINUTES OF THE MEETING**  
**DEPARTMENT OF EDUCATION (UG)**  
**ST. ANTHONY'S COLLEGE, SHILLONG**

**Date:** 4<sup>th</sup> October, 2023

**Time:** 12:00 pm - 12:30 pm

**Venue:** Staffroom of Education Department

**Attendees:**

- ✓ Ginora Jala Kharbhih, Assistant Professor
- ✓ Vanessa Vera Khriam, Assistant Professor (Led the prayer)
- ✓ Ms. Julie Phawa

**Objective:** To discuss the organization of the Freshers' Meet for the first semester students batch of 2023-2027.

**Decisions:**

- 1) Organizers: The 3rd semester and 5th semester students (UG) and 3rd semester (PG) of the Education Department will be responsible for organizing the Fresher's Meet.
- 2) Date for Fresher's Meet is 17<sup>th</sup> October, 2023
- 3) Venue: The event will be held at the Atrium of Wollaston Annex, as decided by the college.
- 4) Program Items: The student organizers will decide on the program items, which should be systematic and well-planned.
- 5) Supervision: The department will give the students the freedom to take care of the Fresher's Meet, but faculties will supervise and assist if needed.
- 6) Refreshments: Refreshments will be provided to all students attending the event.

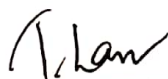
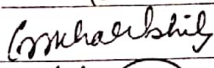
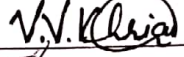
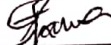
**Action Items:**

1. Student organizers to plan and decide on program items.
2. Student organizers to arrange for refreshments.
3. Faculties to supervise and assist student organizers as needed.

**Adjournment:** The meeting was adjourned at 12:30 pm.

**Signatures:**

- 1) *Dr. Toba Lamare (HOD)*
- 2) *Mrs. Ginora Jala Kharbhih*
- 3) *Ms. Vanessa Vera Khriam*
- 4) *Ms. Julie Phava*

  
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**MINUTES OF THE MEETING**  
**DEPARTMENT OF EDUCATION (UG)**  
**ST. ANTHONY'S COLLEGE, SHILLONG**

**Date:** 22<sup>nd</sup> February, 2024

**Time:** 10:00 AM

**Room:** Staffroom of Education Department

**The meeting was presided by:** Dr. Toba Lamare (HOD)

**Attendees:**

1. Dr. Toba Lamare (Chairman)
2. Mrs. Irilang Lyngdoh Mawlong (Led the prayer)
3. Mrs. Ginora Jala Kharbhih
4. Ms. Vanessa Vera Khriam
5. Mrs. Da-I-Bianghi Nongbri

**The Agendas discussed in the meeting were the following:**

**1. Division of Topics for 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semesters**

Dr. Toba Lamare initiated the discussion on the division of topics among faculty members for the 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester with the old syllabus and syllabus of NEP 2020. Colleagues provided suggestions and inputs on the topic allocation. The division of topics was finalized as follows:

**2<sup>nd</sup> Semester: EDN: 150- Foundation of Education (Major + Minor)**

- Unit I: Dr. Toba Lamare
- Unit II: Mrs. Da-I-Bianghi Nongbri
- Unit III: Mrs. Irilang Lyngdoh Mawlong
- Unit IV: Mrs. Ginora Jala Kharbhih

**Activity in charge: Ms. Vanessa Vera Khriam**

**4<sup>th</sup> Semester: Educational Thoughts & Practices**

- 1) Unit I: Dr. Toba Lamare
- 2) Unit II: Sharing with Mrs. Da-I-Bianghi Nongbri, Mrs. Irilang Lyngdoh Mawlong and Ms. Vanessa Vera Khriam
- 3) Unit III: Mrs. Da-I-Bianghi Nongbri

- 4) Unit IV: Mrs. Irilang Lyngdoh Mawlong
- 5) Unit V: Mrs. Ginora Jala Kharbhih
- 6) Unit VI: Ms. Vanessa Vera Khriam

**Activity/Assignment in-charge: All five Faculties of the Department**

**6<sup>th</sup> Semester: Paper VII**

- 1) Unit I: Mrs. Da-I-Bianghi Nongbri
- 2) Unit II: Ms. Vanessa Vera Khriam
- 3) Unit III: Mrs. Irilang Lyngdoh Mawlong
- 4) Unit IV: Mrs. Ginora Jala Kharbhih
- 5) Unit V: Dr. Toba Lamare sharing with Mrs. Da-I-Bianghi Nongbri,
- 6) Unit VI: Dr. Toba Lamare

**6<sup>th</sup> Semester: Paper VIII**

- 1) Unit I: Dr. Toba Lamare
- 2) Unit II: Mrs. Ginora Jala Kharbhih
- 3) Unit III: Sharing with Mrs. Da-I-Bianghi, Mrs. Ginora Jala Kharbhih, Ms. Vanessa Vera Khriam & Dr. Toba Lamare
- 4) Unit IV: Sharing with Dr. Toba Lamare, Mrs. Ginora Jala Kharbhih, Ms. Vanessa Vera Khriam & Mrs. Da-I-Bianghi Nongbri
- 5) Unit V: Ms. Vanessa Vera Khriam
- 6) Unit VI: Mrs. Da-I-Bianghi Nongbri

**Activity/Assignment in-charge: All five Faculties of the Department**

**2. Internal Assessment for 6<sup>th</sup> Semester**

- a) Paper VII- Presentation- Cum Assignment on the topics selected from Unit III and Unit IV
- b) Paper VIII- Creation of Teaching Aids and Internship Practice Teaching

**NB\*\***

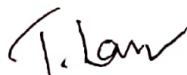
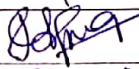
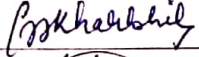


**Deadline of Assignment/Presentation/Internship: Date to be notified on notice board**

**Adjournment:**

The meeting was conducted in a cordial and productive atmosphere, with active participation from all colleagues. The meeting was adjourned at 11:00 AM

**Signatures:**

1. *Dr. Toba Lamare (HOD)*
2. *Mrs. Irilang Lyngdoh Mawlong*
3. *Mrs. Ginora Jala Kharbhih*
4. *Ms. Vanessa Vera Khriam*
5. *Mrs. Da-I-Bianghi Nongbri*

  
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**Dr. Toba Lamare**  
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**MINUTES OF THE MEETING**  
**DEPARTMENT OF EDUCATION (UG)**  
**ST. ANTHONY'S COLLEGE, SHILLONG**

**Date:** 27<sup>th</sup> March, 2024

**Time:** 3:00 PM

**Objective:** To discuss the election of Class Representatives (CR) for the 1st semester batch 2023-2027.

**Attendees:**

- ✓ Ginora Jala Kharbhih, Assistant Professor (Led the prayer)
- ✓ Vanessa Vera Khriam, Assistant Professor
- ✓ Mrs. Da-I-Bianghi Nongbri

**Decisions:**

1. Election of CR: Two CRs will be elected, one for the morning shift and one for the day shift.
2. Voters: The 1st semester students will participate in the election.
3. Voting Process:
  - Morning shift students will vote for the morning shift CR candidate.
  - Day shift students will vote for the day shift CR candidate.
4. Election In-Charge:
  - Dr. Toba Lamare
  - Ast Prof. Vanessa Vera Khriam
  - Ms. Vanisha Basumatary (CR of 4th semester)
5. Election Schedule:
  - Morning shift: 7:00 am - 7:45 am
  - Day shift: 1:00 pm - 1:45 pm
6. Venue: The election will be held in the students' usual classrooms as per their routine.

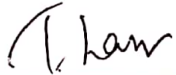
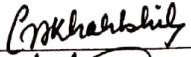
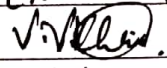

**Action Items:**

1. Notify the students about the election process and schedule.
2. Prepare ballot papers and voting materials.
3. Conduct the election on the scheduled date and time.
4. Announce the elected CRs after the election.

**Adjournment:** The meeting was adjourned at 3:30 PM

**Signatures:**

- 1) *Dr. Toba Lamare (HOD)*
- 2) *Mrs. Ginora Jala Kharbhih*
- 3) *Ms. Vanessa Vera Khriam*
- 4) *Mrs. Da-I\_Bianghi Nongbri*

  
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**Dr. Toba Lamare**  
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**MINUTES OF THE MEETING**  
**DEPARTMENT OF EDUCATION (UG)**  
**ST. ANTHONY'S COLLEGE, SHILLONG**

**Date:** 06.05.2024

**Time:** 3:00 PM

**Venue:** Staffroom of Education Department

**Chairperson:** Dr. Toba Lamare, Head of the Department

**Attendees:**

- Ginora Jala Kharbhih, Assistant Professor
- Irilang Lyngdoh Mawlong, Assistant Professor
- Vanessa Vera Khriam, Assistant Professor
- Da-I-Bianghi Nongbri, Assistant Professor (Led the prayer)

**Objective: To discuss and decide on the Internship Practice Teaching for 6th semester students.**

**Decision:** Few points were discussed and decided in the meeting. The points are as follows:

- i. The internship practice teaching will be conducted at St. Thomas Higher Secondary School, Mairang, for students interested in pursuing a teaching profession.
- ii. This opportunity will provide hands-on experience in teaching and a deeper understanding of the subject matter.
- iii. The internship is a mandatory part of the 6th semester syllabus, aiming to give students practical exposure.
- iv. Students interested in teaching will participate in practice teaching at the designated school.
- v. Students not interested in teaching will create teaching aids for their peers who will be teaching.
- vi. All students are responsible for bringing and managing their own teaching aids.
- vii. All five faculty members will coordinate with St. Thomas Higher Secondary School, Mairang, to finalize the internship details.
- viii. Students will be informed about the internship and their respective roles.
- ix. The department will ensure a smooth execution of the internship program.

**Conclusion:** The meeting concluded with a consensus on the internship practice teaching, aiming to provide valuable practical experience for 6th semester students. The department is committed to supporting students in their academic and professional growth.

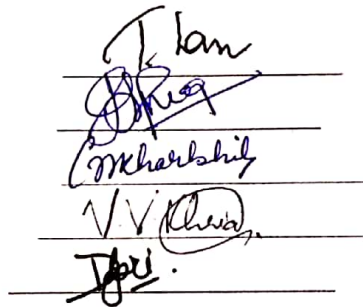
**Next Steps:**

- 1) Faculty members will meet with students to discuss the internship details.
- 2) The department will monitor the progress and provide necessary assistance.

**Adjournment:** The meeting was adjourned at 4:00 PM.

**Signatures:**

- 1) *Dr. Toba Lamare (HOD)*
- 2) *Mrs. Irilang Lyngdoh Mawlong*
- 3) *Mrs. Ginora Jala Kharbhih*
- 4) *Ms. Vanessa Vera Khriam*
- 5) *Mrs. Da-I-Bianghi Nongbri*



The image shows five handwritten signatures, each written on a horizontal line. From top to bottom, the signatures are: 1) 'T. Lam', 2) 'I. Lyngdoh Mawlong', 3) 'G. Jala Kharbhih', 4) 'V. Vera Khriam', and 5) 'D. I. Nongbri'.

**Dr. Toba Lamare**  
**Head of the Department of**  
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**MINUTES OF THE MEETING**  
**DEPARTMENT OF EDUCATION (UG)**  
**ST. ANTHONY'S COLLEGE, SHILLONG**

**Date:** 16.05.2024

**Time:** 2:00 PM

**Venue:** Staffroom of Education Department

**Chairperson:** Dr. Toba Lamare, Head of the Department

**Attendees:**

- Prof. Ginora Jala Kharbhih, Assistant Professor
- Prof. Irilang Lyngdoh Mawlong, Assistant Professor
- Prof. Vanessa Vera Khriam, Assistant Professor
- Prof. Da-I-Bianghi Nongbri, Assistant Professor

**Agenda: Organizing a Farewell Programme for BA 6th Semester Students (1st Batch-2021-2024) & 4<sup>th</sup> Semester MA Students**

The meeting commenced with a prayer led by Mrs. Da-I-Bianghi Nongbri.

**Key Discussions:**

**1. Farewell Programme:** The faculty members discussed the organization of a farewell programme for the BA 6th semester students and MA 4<sup>th</sup> semester students, emphasizing the importance of a collaborative effort between BA 4th and 2nd semester students as well as MA 2<sup>nd</sup> semester students.

**2. Logistics:** The following details were finalized:

- Date: 22<sup>nd</sup> May 2024
- Time: 3:00 PM - 7:00 PM
- Venue: Auditorium (subject to permission from the Principal)

**3. Programme Schedule:** The following events were suggested:

- ✓ Prayer (Sister Bentila)
- ✓ Speech by the Head of the Department (UG)
- ✓ Welcome song by 4th semester students
- ✓ Dance performances by 2nd and 4th semester students
- ✓ Special group songs by 6th semester students
- ✓ Programmes from MA students
- ✓ Jam session

**4. Refreshments:** It was agreed that refreshments would be provided and distributed to all students.

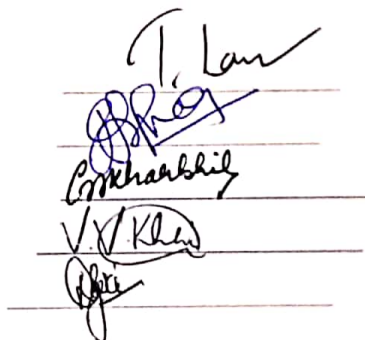
**Action Items:**

- Obtain permission from the Principal
- Book the Auditorium
- Assign tasks to BA 4th and 2nd semester students & MA 2<sup>nd</sup> semester students
- Prepare a detailed programme schedule

**Conclusion:** The meeting was adjourned at 3:00 PM by Dr. Toba Lamare, with a clear plan in place for the farewell programme.

**Signatures:**

- 1) *Dr. Toba Lamare (HOD)*
- 2) *Mrs. Irilang Lyngdoh Mawlong*
- 3) *Mrs. Ginora Jala Kharbhih*
- 4) *Ms. Vanessa Vera Khriam*
- 5) *Mrs. Da-I-Bianghi Nongbri*



The image shows five handwritten signatures, each written on a horizontal line. The signatures are: 1) T. Lam, 2) Irilang Lyngdoh Mawlong, 3) Ginora Jala Kharbhih, 4) Ms. Vanessa Vera Khriam, and 5) Mrs. Da-I-Bianghi Nongbri.

**Dr. Toba Lamare**  
**Head of the Department of**  
**Education (UG)**  
**St. Anthony's College, Shillong**

Head of Department  
Department of Education (U.G.)  
St. Anthony's College  
Shillong - 793001

**MINUTES OF THE MEETING**  
**DEPARTMENT OF EDUCATION (UG)**  
**ST. ANTHONY'S COLLEGE, SHILLONG**

**Date:** June 14, 2024

**Time:** 10:00 AM

**Room:** Staffroom of Education Department

**Meeting Details**

- **Urgent meeting Called By:** Dr. Toba Lamare, (HOD)
- **Opening Prayer:** Mrs. Ginora Jala Kharbhih

**Attendees:**

1. Dr. Toba Lamare (Chairman)
2. Mrs. Iirilang Lyngdoh Mawlong
3. Mrs. Ginora Jala Kharbhih
4. Ms. Vanessa Vera Khriam
5. Mrs. Da-I-Bianghi Nongbri

**Agenda:**

**Appointment of New Teachers for Value Added Course (VAC)**

- Discussion on the appointment of new teachers to take classes for the Value Added Course in line with NEP 2020.
- Decisions made: In the meeting it was decided that Ms. Jane Lyngdoh to be appointed as teacher for Value Added Course, with effect from July 15, 2024.

**MINUTES OF THE MEETING**  
**DEPARTMENT OF EDUCATION (UG)**  
**ST. ANTHONY'S COLLEGE, SHILLONG**

**Date:** 12<sup>th</sup> July, 2024

**Time:** 10:00 AM

**Room:** Staffroom of Education Department

**The meeting was presided by** Dr. Toba Lamare (HOD)

**Attendees:**

1. Dr. Toba Lamare (Chairman)
2. Mrs. Irilang Lyngdoh Mawlong
3. Mrs. Ginora Jala Kharbhih
4. Ms. Vanessa Vera Khriam (Led the prayer)
5. Mrs. Da-I-Bianghi Nongbri

**Objective:** To discuss the organization of an offline orientation program for the 1st semester batch 2024-2028.

**Decisions taken during the meeting:**

1. Orientation Date and Time: The orientation program will be held on July 26, 2024, from 11:00 am to 1:00 pm.
2. Mode: The program will be conducted through offline mode.
3. Venue: The Old Conference Hall, Media IT Annex, will be the venue for the orientation.
4. Presentations:
  - i. A PowerPoint presentation will be prepared.
  - ii. Each faculty member will be assigned a portion to present about the department and other points.
5. Faculty Presenters:
  - a. Host: Mrs. Irilang Lyngdoh Mawlong
  - b. Presenters:
    - Dr. Toba Lamare (HOD)
    - Mrs. Da-I-Bianghi Nongbri
    - Mrs. Ginora Jala Kharbhih
    - Ms. Vanessa Vera Khriam

**Logistics:**

- An application will be submitted to the Principal to book the venue in advance.
- Notice will be sent to students beforehand.

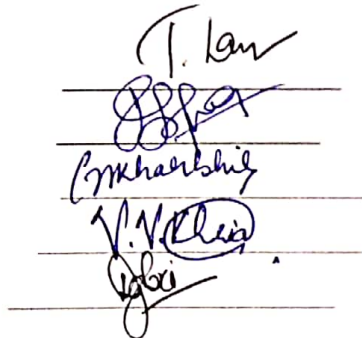
**Action Items:**

1. Prepare PowerPoint presentation
2. Assign portions to faculty members
3. Submit application to Principal for venue booking
4. Send notice to students
5. Conduct the offline orientation program on July 26, 2024

**Adjournment:** The meeting was adjourned at 1:00 pm.

**Signatures:**

1. *Dr. Toba Lamare (HOD)*
2. *Mrs. Irilang Lyngdoh Mawlong*
3. *Mrs. Ginora Jala Kharbhih*
4. *Ms. Vanessa Vera Khriam*
5. *Mrs. Da-I-Bianghi Nongbri*



The image shows five handwritten signatures on a set of horizontal lines. From top to bottom, the signatures are: 1. A signature that appears to be 'T. Lam'. 2. A signature that appears to be 'Irilang Lyngdoh Mawlong'. 3. A signature that appears to be 'Ginora Jala Kharbhih'. 4. A signature that appears to be 'Vanessa Vera Khriam'. 5. A signature that appears to be 'Da-I-Bianghi Nongbri'.

**Dr. Toba Lamare**  
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**Activity in charge: Mrs. Da-I-Bianghi Nongbri**

**3<sup>rd</sup> Semester: EDN: 201- Development of Education in India-II (Post--Independence Period) (Major)**

- 1) Unit I: Mrs. Irilang Lyngdoh Mawlong
- 2) Unit II: Sharing Mrs. Ginora Jala Kharbhih, Mrs. Da-I-Bianghi Nongbri and Ms. Vanessa Vera Khriam
- 3) Unit III: Dr. Toba Lamare
- 4) Unit IV: Sharing Mrs. Ginora Jala Kharbhih with Mrs. Da-I-Bianghi Nongbri

**Activity in charge: Dr. Toba Lamare**

**5<sup>th</sup> Semester (Paper V)**

1. Dr. Toba Lamare: Unit – II and III
2. Prof. Irilang Lyngdoh Mawlong: Unit – IV and VI
3. Prof. Ginora Jala Kharbhih: Unit – IV and V
4. Prof. Vanessa Vera Khriam: Unit-I

(Unit IV and unit V was shared by Prof. Ginora Jala Kharbhih and Prof. Irilang Lyngdoh Mawlong)

**5<sup>th</sup> Semester (Paper VI)**

1. Prof. Da-I-Bianghi Nongbri: Unit – II, III and V
2. Prof. Ginora Jala Kharbhih: Unit – I
3. Prof. Vanessa Vera Khriam: Unit-III and VI
4. Prof. Irilang Lyngdoh Mawlong: IV

(Unit III and unit VI was shared by Prof. Vanessa Vera Khriam and Prof. Da-I-Bianghi Nongbri)

**MINUTES OF THE MEETING**  
**DEPARTMENT OF EDUCATION (UG)**  
**ST. ANTHONY'S COLLEGE, SHILLONG**

**Date:** 15<sup>th</sup> July, 2024

**Time:** 10:00 AM

**Room:** Staffroom of Education Department

**The meeting was presided by** Dr. Toba Lamare (HOD)

**Attendees:**

1. Dr. Toba Lamare (Chairman)
2. Mrs. Irilang Lyngdoh Mawlong
3. Mrs. Ginora Jala Kharbhih
4. Ms. Vanessa Vera Khriam
5. Mrs. Da-I-Bianghi Nongbri (Led the prayer)

**The Agendas discussed in the meeting were the following:**

**Division of Topics for 1st and 3rd Semesters and 5<sup>th</sup> Semester**

Dr. Toba Lamare initiated the discussion on the division of topics among faculty members for the 1st and 3rd semester syllabus of NEP 2020. Colleagues provided suggestions and inputs on the topic allocation. The division of topics was finalized as follows:

**1<sup>st</sup> Semester: EDN: 100- Introduction to Education (Major + Minor)**

- Unit I: Mrs. Irilang Lyngdoh Mawlong
- Unit II: Ms. Vanessa Vera Khriam
- Unit III: Mrs. Ginora Jala Kharbhih
- Unit IV: Mrs. Da-I-Bianghi Nongbri

**Activity in charge: Mrs. Ginora Jala Kharbhih**

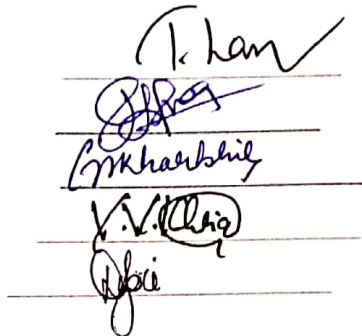
**3<sup>rd</sup> Semester: EDN: 200 - Development of Education in India-I (Pre-Independence Period) (Major)**

- Unit I: Ms. Vanessa Vera Khriam
- Unit II: Mrs. Da-I-Bianghi Nongbri
- Unit III: Mrs. Ginora Jala Kharbhih
- Unit IV: Mrs. Irilang Lyngdoh Mawlong

**Adjournment:** The meeting was adjourned at 11:00 AM by Dr. T. Lamare.

**Signatures:**

- 1) *Dr. Toba Lamare (HOD)*
- 2) *Mrs. Irilang Lyngdoh Mawlong*
- 3) *Mrs. Ginora Jala Kharbhih*
- 4) *Ms. Vanessa Vera Khriam*
- 5) *Mrs. Da-I-Bianghi Nongbri*

  
The image shows five handwritten signatures, each written on a horizontal line. From top to bottom, the signatures are: 1) 'T. Lamare' in black ink with a checkmark; 2) 'Irilang Lyngdoh Mawlong' in blue ink; 3) 'Ginora Jala Kharbhih' in blue ink; 4) 'V.V. Khriam' in blue ink; and 5) 'Da-I-Bianghi Nongbri' in blue ink.

**Dr. Toba Lamare**  
**Head of the Department of**  
**Education (UG)**  
**St. Anthony's College, Shillong**

Head of Department  
Department of Education (U.G.)  
St. Anthony's College  
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**In-charge of Internal Assessment for 5<sup>th</sup> Semester (All 5 Faculties of the Department)**

- a. Paper V- Test and Construction of Likert Scale/ Resume making/Tabulation in Excel
- b. Paper VI- Test and Project work

All colleagues suggested project topics for students, which were discussed and finalized.

Thus, the Topics for Project Work as suggested are the following:

Sl/No.	Supervisors	Topics	No of Students
1	Dr. Toba Lamare	DIETs, CTEs	Morning shift= 12 Day shift = 14
2	Mrs. Ginora Jala Kharbhih	Crèche, Play School	Morning shift= 10 Day shift = 13
3	Mrs. Irilang Lyngdoh Mawlong	Anganwadi, DERT	Morning shift= 10 Day shift = 13
4	Ms. Vanessa Vera Khriam	Vocational Education, MBOSE	Morning shift= 10 Day shift = 13
5	Mrs. Da-I-Bianghi Nongbri	SSA, RMSA	Morning shift= 10 Day shift = 13

**DEADLINE FOR ASSIGNMENT/PRESENTATION/PROJECT:**

**Test for 1<sup>st</sup> Semester:** Date will be notified on the notice board

**Test for 3<sup>rd</sup> Semester:** Date will be notified on the notice board

**Test for 5<sup>th</sup> Semester:** Date will be notified on the notice board

✓ Test for Paper V: Date will be notified on the notice board

✓ Test for Paper VI: Date will be notified on the notice board

Submission of Likert Scale/ Resume making/Tabulation in Excel and Project Work:

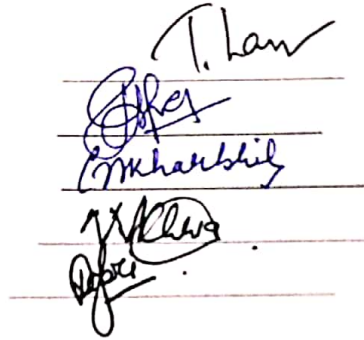
04/10/2024

**Adjournment:**

The meeting was conducted in a cordial and productive atmosphere, with active participation from all colleagues. The meeting was adjourned at 11:00 AM

**Signatures:**

1. *Dr. Toba Lamare (HOD)*
2. *Mrs. Iirilang Lyngdoh Mawlong*
3. *Mrs. Ginora Jala Kharbhih*
4. *Ms. Vanessa Vera Khriam*
5. *Mrs. Da-I-Bianghi Nongbri*



The image shows five handwritten signatures on a set of horizontal lines. The signatures are written in black ink and are somewhat stylized. The first signature is clearly legible as 'T. Lam'. The other four signatures are more cursive and difficult to read precisely, but they correspond to the names listed in the adjacent list.

**Dr. Toba Lamare**  
**Head of the Department of**  
**Education (UG)**  
**St. Anthony's College, Shillong**


Head of Department  
Department of Education (U.G.)  
St. Anthony's College  
Shillong - 793001

# Department of Khasi

## Exam Policy

Besides the Central Exam Policy of the college, the Department constitutes the following Exam Policy

1. The Department constitutes an Exam Committee to look after the examination matters at the Departmental level. Head of the Department and two faculties of the Department are members of this committee.
2. The Department will conduct two class tests and one assignment for each academic session. Besides class test and assignment, honours students will have to prepare a paper presentation of 5 minutes duration. The marks for general students will be 15 marks for class test and 10 marks for assignment. For honours students the marks will be 10 marks for class test, 10 marks for assignment and 5 marks for a paper presentation.
3. The committee shall fix the date for class test at the beginning of every academic session. For assignment, the teacher In-charge of the respective semester shall fix the date as per their convenience.
4. For the smooth conduct of the internal assessments, each faculty of the department is appointed to In-charge a particular semester. The in-charge shall take the responsibility to compile the questions for the internal test and to evaluate the same.
5. The Department shall have a Moderation Board. The Head of the Department is the Chairman of the Board and all the faculties of the Department shall be members. This Board shall take the responsibility to moderate class test questions papers and also to moderate the Internal Assessment marks of all the papers.

  
Dr. R.S. Wankhar  
Head  
Deptt. of Khasi  
St. Anthony's College  
Shillong.

*Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient*

The assignments, tests and viva voce are evaluated within a stipulated time-frame and marks obtained are shared with the students. In cases where the students have doubts related to the markings, the concerned student approached the concerned teacher/teachers and all doubts are cleared.

To,  
The Head of Department,  
Department of Zoology,  
St. Anthony's College,  
Shillong.

Dated: 6.11.23

Subject: Grievance Regarding Test

Dear Sir/ Ma'am,

I Ayushman Sinha belonging to the Department of Zoology and studying in the 5<sup>th</sup> semester bearing university roll no. 52101235 would like to bring to your kind notice that, the test held on the (date) 5.10.23 for paper (paper number and name) GA, Cell & Molecular Biology & Genetics the following was/were observed:

1. The marks I got in the test are not up to my expectations.
2. I was marked absent although I attempted the test
3. My roll no is not correct/missing
4. There are discrepancies regarding my name displayed in the mark sheet

In this regard I would like to kindly request you to please consider re-examination of the same.  
For this I would be very grateful.

Thanking You,  
Yours sincerely,  
(Signature and name below)

Ayushman Sinha

*Paper scrutinized and marks adjusted*

*Prabir Mann*  
5/11/23

To,  
The Head of Department,  
Department of Zoology,  
St. Anthony's College,  
Shillong.

Dated: 3-11-23

Subject: Grievance Regarding Test

Dear Sir/ Ma'am,

I Priyanka Gurnong belonging to the Department of Zoology and studying in the 5th semester bearing university roll no. S2101270 would like to bring to your kind notice that, the test held on the (date) 4-10-23 for paper (paper number and name) 5A Functional Anatomy, Zoography and Adaptations, the following was/were observed:

1. The marks I got in the test are not up to my expectations.
2. I was marked absent although I attempted the test
3. My roll no is not correct/missing
4. There are discrepancies regarding my name displayed in the mark sheet

In this regard I would like to kindly request you to please consider re-examination of the same.  
For this I would be very grateful.

Thanking You,  
Yours sincerely,  
(Signature and name below)

Priyanka Gurnong  
P. Gurnong

Paper scrutinized and  
Mark adjusted  
Prithi Hossain  
8/11/23

To,  
The Head of Department,  
Department of Zoology,  
St. Anthony's College,  
Shillong.

Dated: 8/11/22

Subject: Grievance Regarding Test

Dear Sir/ Ma'am,

I Baloo Konyak belonging to the Department of Fishery Science and studying in the 3<sup>rd</sup> semester bearing university roll no. 52201026 would like to bring to your kind notice that, the test held on the (date) \_\_\_\_\_ for paper (paper number and name) 3A, the following was/were observed:

1. The marks I got in the test are not up to my expectations.
2. I was marked absent although I attempted the test
3. My roll no is not correct/missing
4. There are discrepancies regarding my name displayed in the mark sheet

In this regard I would like to kindly request you to please consider re-examination of the same.  
For this I would be very grateful.

Thanking You,  
Yours sincerely,  
(Signature and name below)