

Proceedings of the 7th IQAC meeting of Shillong Commerce College held on the 23rd/9/ 2019 at 1:30 pm

Members Present:

- | | | |
|---------------------------------|---|---|
| 1. Mr. J.B. Massar | - | Principal & Chairman of IQAC |
| 2. Dr(Mrs) S. Sen | - | Vice Principal |
| 3. Mr. R.S. Lorit | - | Member of Governing Body |
| 4. Mr. S. Kharmawphlang | - | Member of Governing Body, Parent Representative |
| 5. Mrs. J.C. Blah | - | Member Teaching Staff |
| 6. Mr. B.R. Upadhya | - | Member Teaching Staff |
| 7. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 8. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 9. Mr. W. Dkhar | - | Member Teaching Staff |
| 10. Ms. B.S. Challam | - | Member Teaching Staff |
| 11. Mr. K.Agarwal | - | Member Teaching Staff (IQAC Coordinator) |
| 12. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 13. Mrs. R. Mawrie | - | Librarian |
| 14. Mr. Dabitnam L. Marshillong | - | Student |

The chairman welcomes all the members to the meeting. He also extends his welcome to Dabitnam L. Marshillong, Preseident of the Student Union, Shillong Commerce College (SCC) and new student representative to the IQAC.

The chairman informs the following members about the inability to attend the meeting due to unavoidable circumstances.

1. Mr. P. Marbaniang (Industrial Expert)
2. Associate Professor Mr. D. Sawkmie
3. Associate Professor Mrs. S. Khongwir
4. Asst. Professor Ms. A.L. Mawphlang
5. Mrs. D. Blah (Member Alumni)

The minutes of the last meeting were read out and confirmed. The coordinator informed with regard to the decision made in the last IQAC meeting i.e. 23rd/6/ 2019.

With Regard to Resolution 3/3/2019 concerning the Remedial Coaching Classes, the Vice-Principal Dr (Mrs.) S. Sen submitted a report on the feasibility of such classes. The members resolved that teachers should take more Remedial and Revision Classes. The IQAC also resolves to request the Principal to issue a Notice in this regard. The IQAC also resolved to advise the College that remedial Classes should be conducted from the beginning of the next session.

With Regard to Resolution 5/3/2019 concerning the Students Research Work the members were informed on the progress and outcome of the Project. The IQAC resolve to appoint Ms. B.S. Challam to initiate and review the progress of the report.

With Regard to Resolution 6/3/2019 concerning the National Seminar, the IQAC resolved to suggest that the proceedings of the old seminar should be published. The IQAC also discussed at great length the potential of conducting another seminar on the topic 'Quality Education.' The IQAC resolve that, due to lack of Resource Persons and submission of Paper a workshop will be organized in place of a National Seminar and that the topic be changed to 'Quality Assurance in Higher education'.

With Regard to Resolution 3/6/2019 concerning Funds to Finance completion of Auditorium the Principal informed the members that a meeting was held with the Local Member of Parliament (MP) and an application for Financial Assistance has been duly submitted.

The following Resolutions were adopted at the meeting held on 28/6/2019:

Resolution 1/9/2019

Blood Donation Camp: The Chairman informed the members that the college intends to conduct a Blood Donation Camp on the 27th of Sept 2019 at 9:00 am. The programme will be initiated by the IQAC jointly along with the Red Ribbon Club, the NCC and NSS members of the college and in collaboration with the Pasteur Institute, Meghalaya Aids Control Society (MACS) and the Meghalaya State Blood Transfusion Council. The IQAC also resolved that the college should make all necessary arrangement and give an all out support to make the event a success.

Resolution 2/9/2019

Report and review of the Activities of the College: The IQAC reviewed on the activities conducted by the college and resolved that an Annual Report of the Year 2018 be submitted by the next IQAC meeting. It also resolves that the reports of the event conducted till date must be submitted to the IQAC coordinator before the next IQAC meeting.

Resolution 3/9/2019

College Week: In anticipation that the End Semester Exams will be held in November, the IQAC resolve that the College Week of the college should be held after the end of the Odd Semester Exam. The IQAC also resolve that the different committees must be constituted and collaborated with the Student Union to ensure that the 7 -Day event is organized smoothly.

Resolution 4/9/2019

Inter-College Debate Competition: The Principal informed the IQAC that the 7th Rev. JJM Nichols Roy State-Level Memorial Inter- College Debate Competition is due to be held for the year 2019. The IQAC resolved that the debate should be held on the 14th of October 2019 and that invitation should be sent right away to different colleges. It was also resolved that the topic of the debate along with the decision with regards to the Chief Guest, Speaker and Judges of the debate will be entrusted to the Principal in consultation with the Debate Committee.

Resolution 5/9/2019

Tally Course: The members were informed that the college organizes a Tally training Course for the Final Year Students of the College and that such Course is yet to start for the Academic year 2019-20. The IQAC after some deliberation resolve that the course should start immediately after the end of the Odd Semester Exam. In order to ensure that the program runs smoothly the task is entrusted to Assistant Professor A. M. Rynjah and Assistant Professor W. Dkhar.

Resolution 6/9/2019

Career Counseling: The members were informed about the need to have Career Counseling Programs for Students of the College. The IQAC resolved to instruct the Career Counseling cell to organize programs for the benefit of the students.

Any other matter

Resolution 7/9/2019

Guest Speakers in the college:

The IQAC was informed that Mr. Niraj Singh Rathore from Pune Institute of Business Management and Pratuish Bhaskar a Freelance Business Journalist will be visiting the college to have an interaction with the students on the afternoon of the 24th/ 09/ 2019. The Member resolves to request Associate Professor B.R. Upadhya to be the convener of the session.

Resolution 8/9/2019

Observing the Gandhi Jayanti in the College:

The IQAC was informed that the College is directed by the State Government to commemorate the 150th birth anniversary of Mahatma Gandhi. In this regard the IQAC after some discussion resolve to conduct a programme on the 2nd October 2019 under the theme "Propagating the Ideals and Philosophy of Mahatma Gandhi through Extempore, Quiz and Storytelling."

The meeting ended with a vote of thanks from the chair.

(J.B. Massar)
Principal
Shillong Commerce College,
Shillong.

(Palma C. Marwein)
Coordinator, IQAC
Shillong Commerce College,
Shillong.

Members Present:

15. Mr. J.B. Massar	-	Principal & Chairman of IQAC
16. Dr(Mrs) S. Sen	-	Vice Principal
17. Mrs. J.C. Blah	-	Vice Principal
18. Mr. R.S. Lorit	-	Member of Governing Body
19. Mr. P. Marbaniang	-	Industrial Expert
20. Mrs. S. Khongwir	-	Member Teaching Staff
21. Mr. D. Sawkmie	-	Member Teaching Staff
22. Mr. B.R. Upadhya	-	Member Teaching Staff
23. Mrs. A. Kharmawphlang	-	Member Teaching Staff
24. Mr. A.M. Rynjah	-	Member Teaching Staff
25. Mr. W. Dkhar	-	Member Teaching Staff
26. Ms. B.S. Challam	-	Member Teaching Staff
27. Mrs. P. C. Marwein	-	Member Teaching Staff (IQAC Coordinator)
28. Mrs. R. Mawrie	-	Librarian
29. Mr. Dabitnam L. Marshillong	-	Student

The chairman welcomes all the members to the meeting.

The chairman informs that due to unavoidable circumstances the following members were unable to attend the meeting.

6. Mr. S. Kharmawphlang (Parent Representative)
7. Asst. Professor Ms. A.L. Mawphlang
8. Mr. K. Agarwal
9. Mrs. D. Blah (Member Alumni)

The minutes of the last meeting were read out and confirmed. The coordinator informed with regard to the decision made in the last IQAC meeting i.e. 23rd/9/ 2019.

With Regard to **Resolution 1/9/2019** concerning the Blood Donation Camp held on the 27th of Sept 2019, Associate Professor B.R. Upadhya informed the members that the college had conducted the Blood Donation Camp as scheduled. The programme was initiated by the IQAC jointly along with the Red Ribbon Club, the NCC, the Social Work Committee and NSS members of the college and in collaboration with the Pasteur Institute, Meghalaya Aids Control Society (MACS) and the Meghalaya State Blood Transfusion Council. The event was a success with 35 students donating blood on the day and 28 others deferred to a later date.

With Regard to **Resolution 3/9/2019** concerning the College Week the members were informed that the event had to be postponed to the 25th October to 1st November due to rescheduling of the University Exams. The members were also informed that the 7 -Day event went on smoothly.

With Regard to **Resolution 4/9/2019** concerning the Inter-College Debate Competition the Principal informed the IQAC that the 7th Rev. JJM Nichols Roy State-Level Memorial Inter-College Debate Competition which was scheduled to be held on the 14th of October 2019 had to be postponed to the 21st of October 2019. The members were also informed that the state level competition had participants from 8 Premium Universities and Colleges with the College team emerging as winners and the team from Martin Luther Christian University taking the second place. The IQAC applauded the efforts of the college and extend their gratitude to the Principal for his mentorship that enabled success for the college during the event.

With Regard to **Resolution 5/9/2019** concerning the Tally Course: The members were informed that the college has scheduled the Tally training Course on the 16th of January 2020 specifically for the Day section-Final Year Students which will be immediately followed by another session scheduled specifically for the Morning section-Final Year Students of the College.

With Regard to Resolution 6/9/2019 concerning the Career Counseling: The members were informed that the Career Counseling Programs is organizing a Program in collaboration with SBI entitled "Career with SBI".

With Regard to Resolution 6/9/2019 concerning the SEBI sponsored 'interaction with students', scheduled in the afternoon of the 24th/09/2019 had to be cancelled. Mr. Niraj Singh Rathore from Pune Institute of Business Management and Pratuish Bhaskar a Freelance Business Journalist, speakers for the day were detained from attending the program due to unavoidable circumstances.

The following Resolutions were adopted at the meeting held on 22/11/2019:

Resolution 1/11/2019

Submission of Annual Report 2018:The IQAC coordinators submitted to the members the Annual Report for the Year 2018 that contained compilation of reports of all the events happening in the college during the Annual year 2018.

Resolution 2/11/2019

Review Activities of the College for the Academic Year 2019-20:The IQAC reviewed the activities conducted by the college till date and resolved that Reports of all the activities must be collected by the coordinator from the different committees responsible for the events.

Resolution 3/11/2019

New Library: In anticipation that the new library will be ready soon the Principal informed the IQAC the intention of the college to shift the Library to the new building to accommodate the growing number of students along with plans to acquire additional books and computers to cater to the needs of the students.

Resolution 4/11/2019

Matter relating to the AQAR:The IQAC coordinator informed the members that according to NAAC Assessment requirement for the 2nd Cycle, the students of the college will have to participate in the Online Student Satisfaction Survey (SSS). However due to lack of IT skills on the part of many students, many will be discouraged to participate in such exercise which is an essential criterion for facilitating the Assessment and Accreditation Process for the college. The IQAC after much deliberation resolve that the college should provide the students with a One - week foundation course on IT to equip them with necessary skills to prepare them not only for Assessment and Accreditation Process of the college but also facilitate development of additional employable skills.

Resolution 5/11/2019

Reports on Provisional Affiliation of the Bachelor of Arts: The members were informed by the Principal that the college is awaiting inspection from the North Eastern Hills University (NEHU) before being awarded with the Provisional Affiliation to NEHU for its Bachelor of Arts degree.

Any Other Matter

Resolution 6/11/2019

Add on Courses in the College: The members were informed about the need to have add on courses in the College. The IQAC after some deliberation resolved to advice the college to start classes in the first half of 2020 the following courses.

- i) Certificate Course in Tourism to start by March 2020
- ii) Career Coaching Class
- iii) Tally
- iv) Soft Skills Training
- v) Conversational Hindi

Resolution 7/11/2019

Parents Teacher Association: The Principal inform the member about the need of the college to constitute a new Parents Teacher Association. The IQAC resolved to entrust the task to constitute such Association to the Principal.

Resolution 8/11/2019

Program in the College:The IQAC were informed College will be organizing the following programs in the college:

- i) On 6th December 2019, initiated by the Womens Cell, a one-day workshop on the topic "Sex and Human Trafficking in the State". The members resolved that Associate Professor Mrs. J.C. Blah to be the convener of the session.

- ii) On 7th December 2019, initiated by the Human Right Committee, a one-day workshop on the topic “Freedom of Speech, Expression and Social Media”. The members resolved that Associate Professor Mrs. S. Khongwir to be the convenor of the session.

The meeting ended with a vote of thanks from the chair.

(J.B. Massar) (Palma C. Marwein)
Principal
Shillong Commerce College,
Shillong.

Coordinator, IQAC
Shillong Commerce College,
Shillong.

Proceedings of the 9th IQAC meeting of Shillong Commerce College held on the 26th/06/ 2020 at 11:30 pm

Members Present:

- | | | |
|--------------------------|---|--|
| 1. Mr. J.B. Massar | - | Principal & Chairman of IQAC |
| 2. Dr(Mrs) S. Sen | - | Vice Principal |
| 3. Mrs. J.C. Blah | - | Vice Principal |
| 4. Mrs. S. Khongwir | - | Member Teaching Staff |
| 5. Mr. D. Sawkmie | - | Member Teaching Staff |
| 6. Mr. B.R. Upadhya | - | Member Teaching Staff |
| 7. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 8. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 9. Mr. W. Dkhar | - | Member Teaching Staff |
| 10. Ms. B.S. Challam | - | Member Teaching Staff |
| 11. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 12. Ms. A.L. Mawphlang | - | Member Teaching Staff |
| 13. Mr. K.Agarwal | - | Member Teaching Staff |

The chairman welcomes all the members to the meeting.

He also informed that due to Covid-19 Pandemic the following members were unable to attend the meeting.

1. Mr. R.S. Lorit (Member of Governing Body)
2. Mr. S. Kharmawphlang (Parent Representative)
3. Mr. P. Marbaniang (Industrial Expert)
4. Mrs. R. Mawrie (Librarian)
5. Mrs. D. Blah (Member Alumni)
6. Mr. Dabitnam L. Marshillong (Student Representative)

The following Resolutions were adopted at the meeting held on **26/06/ 2020**:

Resolution 1/6/2020

Review of classes during lockdown: The Members of the IQAC were inform by the Principal, that the staff meeting of Shillong Commerce College was held on the 23rd of June 2020 to review the online classes during Lockdown. In view of the Covid-19 Pandemic, the staff meeting was spread over three meetings i.e., at 11:00 am, at 12:00 Noon and at 1:00 pm respectively in order to adhere to social distancing norms. The Principal reported that there has been a marked improvement in the response from students. He also informed the members that teachers are giving assignments,sent short videos/audio of lecture/ explanation of concepts through WhatsApp to student in all subjects. Teachers have been putting effort to reach out to all students, and in this regards student from the rural area have been contacted through their parents contact numbers so that students are informed of the online sessions and assignments. The IQAC applauded the effort of the principal and the teachers to facilitate learning during lockdown and it also resolve to encouraged the teachers to continue in their effort to reached out to students and as much as possible accommodate to challenges that the student have while trying to attend to the online sessions and assignments. The IQAC also resolve to advice to the college that all teachers must maintain proper records of the online sessions and assignments.

Any Other Matter

Resolution 2/6/2020

Offline classes: The Principal informed the member that during the staff meeting held on the 23rd of June, 2020, the Principal with the teachers have decided that on the event that Government reopens educational institutions,the college will make arrangements that each semester will have two classes per week to reduce overcrowding in the college. Each class will again be divided into smaller groups so that social distancing measure can be maintained. After some deliberations the IQAC resolved that in the event that college has to open, the teachers should continue with online classes to make up for the remaining days

students cannot attend college and that the classes must be dedicated for honors as well as more technical papers. Furthermore, the IQAC also resolved to encouraged the College to introduced online platforms for teaching like Zoom Meetings or Google Meet to enable students to interact with teachers.

New IQAC Coordinator: The Coordinator informed the members that according to the IQAC guidelines issued by NAAC the

The meeting ended with a vote of thanks from the chair.

(J.B. Massar) (Palma C. Marwein)
Principal
Shillong Commerce College, Shillong Commerce College,
Shillong.

Coordinator, IQAC
Shillong.