

Proceedings of the of the 1st meeting of the Internal Quality Assurance Cell (IQAC), Shillong Commerce College held on 8th December 2017.

Agendas of the meeting:

1. Review Activities of the college held till date since last NAAC visit.
2. Feedback
3. New Courses
4. Co-opt members from local society
5. Any other matter

The meeting was chaired by the Chairman. The members were duly welcomed and introduced by the Chairman.

Resolution on the 8th December 2017

Resolution 1/8/2017

Review Activities of the college held till date since last NAAC visit: The IQAC were informed of the various activities held in the college till date, since the last NAAC visit held on 30th and 31st August 2017. After some discussion the IQAC resolved that the convenors of the various events and activities held, to prepare and submit reports to the IQAC coordinator. The events held were as follows:

- a. Inter college Debate: Convenor Associate Prof. S. Sen
- b. College week 2017: Report from different In-charge
- c. NCC Activities 2017: Asst. Prof. A.L. Mawphlang & Asst. Prof P. Nongrum
- d. Report of Exam held in Oct 2017: Convenor Associate Prof. B.R. Upadhya
- e. RUSA Activities: Convenor Asst. Prof. A.M. Rynjah
- f. Inter College Skit Competition: Asst. Prof. C. Wanniang
- g. Human Rights Cell: Convenor Associate Prof A. Kharmawphlang.
- h. Extension and outreach: Associate Prof A. Kharmawphlang.

Resolution 2/8/2017

Feedback: In accordance with the NAAC guidelines regarding the need for regular feedback the IQAC resolved to enforce regular feedback from students for all faculties per semester.

Resolution 3/8/2017

New Courses: The members were informed of the suggestions of the NAAC peer team to open courses like BBA, BHTM and BCA. After some deliberation the IQAC resolve to recommend formulation of a Sub Committee to conduct a feasibility study on potential of these courses to the college and submit such report to the IQAC committee before the next IQAC meeting. The committee will comprise of Associate Prof. B. R. Upadhya, Head of Commerce Department as convenor, Prof. D. Sawkmie, Prof. W. Dkhar, Prof. A M. Rynjah, Prof. P Nongrum and Prof. I Nongkhlaw as members.

Resolution 4/8/2017

Co-opt members from local society: In accordance with NAAC Guidelines the chairman inform the committee that the IQAC has yet to co-opt members from local society or Industrial expert. The IQAC resolve to take up the matter and finalize the selection by the next IQAC meeting.

Any other matter:

Resolution 5/8/2017

Website: The IQAC were informed that the College Website till date is not dynamic enough to cater to the demands of a growing institution. It was resolved that the matter be looked into and find solution to the problem.

Resolution 6/8/2017

Seminar: The IQAC resolve to recommend to the college to conduct a National seminar and suggest that the seminar must concern to North East India. In order to facilitate such programme it also recommends the formulation of a Sub Committee comprising of Asst. Prof. W. Dkhar as convenor, Asst. Prof. A M. Rynjah, Asst. Prof. I Dkhar and Asst. Prof. K. Agarwal as members.

Resolution 7/8/2017

Women cell: The IQAC were informed that the women cell of the college will be organizing a program on the 8th of March 2018 on the topic "Women in the workplace": The IQAC, after some discussion resolved, that the Convenor Associate Prof. J. C Blah submit the report after the event.

Resolution 8/8/2017

Study Tour Cum excursion: The IQAC was also informed of the college intention to send the final semester students of the college on a Study Tour Cum excursion to Kolkata. The IQAC resolve to recommend that the details and outcome of the visit will be accordingly reported and submitted to the coordinator of the IQAC.

Resolution 9/8/2017

Feedback to NEHU: The IQAC also suggested that the college should have a more active part in the formulation of the syllabi, After some discussion, the IQAC resolve that the faculties should be encouraged to provide feedback to NEHU address to the Registrar or Director of CDC, NEHU for any suggestion or changes. In order to expedite the process it was resolve to suggest that Asst. Prof. W. Dkhar, Asst. Prof. A M. Rynjah and Asst. Prof A.L. Mawphlang will be ask to facilitate in any way as they deemed fit

Resolution 10/8/2017

Vocational courses: It was also discussed that the college should also consider opening Vocational courses on entrepreneurship development. After some discussion it was resolved to discuss at length in the next IQAC meeting.

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

Chairman
IQAC;
Shillong Commerce College;
Shillong.

Coordinator
IQAC;
Shillong Commerce College;
Shillong.

Proceedings of the of the 2nd meeting of the Internal Quality Assurance Cell (IQAC), Shillong Commerce College held on 28th March 2018.

Members Present.

Agendas of the meeting:

6. Confirmation of the minutes of the last meeting
7. Report from Coordinator & Discussion on the IQAC manual
8. Review of the Activities conducted in the college
9. Programme for 2018
10. Certificate course
11. Workshop on 4th of April 2018
12. Co-option of Members
13. Any other matter

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 (Economics Department) |
| 6. Mr. B.R. Upadhya | - | Member Teaching Staff (Commerce Department) |
| 7. Mrs. S. Khongwir | - | Member Teaching Staff (English Department) |
| 8. Mrs. A. Kharmawphlang | - | Member Teaching Staff (Math Department) |
| 9. Mr. D. Sawkmie | - | Member Teaching Staff (Economics Department) |
| 10. Mr. A.M. Rynjah | - | Member Teaching Staff (Commerce Department) |
| 11. .Mr. W. Dkhar | - | Member Teaching Staff (Commerce Department) |
| 12. Ms. A.L. Mawphlang | - | Member Teaching Staff (IT Expert) |
| 13. Ms. B.S.Challam | - | Member Teaching Staff (Environmental Science Department) |
| 14. Mr. K.Agarwal | - | Member Teaching Staff (Commerce Department) |
| 15. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 16. Mr. E. Kharkongor | - | President Alumni |
| 17. Mrs. R. Mawrie | - | Librarian |
| 18. Mr. D.L. Lyngkhoi | - | Student representative |

The meeting was chaired by the Chairman and duly welcome all the members.

The minutes of the last IQAC Meeting was read out and confirmed. The coordinator informed the members of the action taken with regards to the decision taken in the last meeting.

Matters arising out of the minutes of the last IQAC meeting held on 28th March 2018

1. With regards to Resolution 3/8/2017 the convenor of the sub-committee, formed to conduct a feasibility study on potential of BBA, BHTM and BCA courses, Associate Prof. B. R. Upadhya, informed the members that the courses as recommended by NAAC peer team would have to be put on hold due to lack of infrastructure i.e. classrooms etc,. However the IQAC instructed the sub-committee to come forward with a tangible plan in so far as Bachelor of Arts course is concern in the next IQAC meeting.

2. With regards to Resolution 5/8/2017 the members after being informed of the inability to contact the domain provider of the old website, the IQAC resolved to open a new website at the earliest and to make it more dynamic to cater to the demands of a growing institution.
3. With regards to resolution 6/8/2017 the members were informed by the seminar committee that the National Seminar will have to be postponed to a later date so as not to co-incite with the NEHU semester exam. The date will be recommended by the seminar committee by the next IQAC meeting.
4. With regards to Resolution 7/8/2017 concerning women cell, the members of the women cell informed that the program scheduled to be held on the 8th of March 2018 on the topic 'Women in the Workplace' will be organised after the semester exam.

Agendas of the meeting:

Resolution 1/3/18

Report from Coordinator & Discussion on the IQAC manual: The coordinator informed the members that the following reports were received from the convenors of the following committees excepting the debate committee. The coordinator was assured by the convenor of the Debate committee that the report will be submitted by the end of the week.

The members of the IQAC were also informed that the college will have to fulfil the requirements as per NAAC's *guidelines for performance evaluation, assessment and accreditation*. The members were also informed that the institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. The IQACs can create an exclusive window on the college website and regularly upload/ report on its activities, as well as for hosting the AQAR. The IQAC resolve to have sub-committees to examine and facilitate achievement of the criteria and key indicators as mention in the NAAC manual for Assessment and Accreditation. It was further resolved to entrust the Chairman and the coordinator to formed the different committees for the said purpose.

Resolution 2/3/2018

Review of the Activities conducted in the college: the members were informed of the various activities which were conducted in the college since after the assessment and accreditation of the college by NAAC.

1. 5th J.J.M. Nichols Roy Inter College Debate competition held on 11th November 2017.
2. Program on Entrepreneurship in Association with Josh Talks held on 20th November 2017.
3. Program on Financial Literacy in Association with SEBI/NSE & PMO held on 21st November 2017.
4. Value Education on 'Compassion' with the college Counsellor held on 28th November 2017
5. Institutional Motivation Campaign in Association with MSME held on 7th December 2017.
6. Talk on 'Right to Clean Environment: A Basic Human Right'. SMB : Resource Persons- Shri F.B. Chyne held on 15th December 2017.

The IQAC, after some discussion also resolved to inform all convenors of the different Committees to conduct the activities entrusted to them before the end of August.

Resolution 3/3/2018

Programme for 2018: the members were informed that the college would like to organize the following programme for the year 2018.

1. Seminar: After some discussion the IQAC resolve that the topic for the Seminar will be on Tourism. It was also resolved that to hold the seminar before the month of August 2018.
2. Workshop on "Women in the Workplace": The IQAC also resolve to convene the workshop sometime in the month of June.

Resolution 4/3/2018

Certificate course: The members were informed that the college would like to start a certificate course on Tourism with collaboration with a Government agency. The college proposed that the following subject should be incorporated in the course.

1. Introduction to Tourism
2. Meghalaya Vis-a-Vis Tourism
3. Communication
4. Tourism Entrepreneurship

After some deliberation the committee resolve to form a working Committee to frame the syllabus, finalize the subjects and to place it in the next IQAC meeting. The working committee will consist of the following members.

Convenor: Associate Prof. A. Kharmawphlang

Members:

1. Mr. Eboton Kharkongor: Alumni Representative to the IQAC
2. Asst. Prof. P. Nongrum
3. Asst. Prof. K. Agarwal
4. Asst. Prof. B. S. Challam

Resolution 5/3/2018

Workshop on 4th of April 2018: The members were informed that after the NAAC the new methodology with regards to Assessment and Accreditation. The members of the teaching and non-teaching staff should be apprise and inform about the changes introduced by NAAC. After some discussion the IQAC resolve to invite Dr. S.R. Lyndem to be the resource person for the said workshop. It was also resolve to hold the workshop on 4th of April 2018.

Resolution 6/3/2018

Co-option of members: the members were informed that according to the NAAC guidelines IQAC may be constituted with few distinguished educationists and representatives of local management and stakeholders after some deliberation it was resolve to co-opt Mr. P. Marbaniang former Director MIDC as an Industrial Expert and Miss. E. Kharkongor as a few distinguished educationists.

Resolution 7/3/2018

Any other matter: the members were informed that the college intend to introduce the Bachelor of Arts by the Academic Year 2019-20. After some deliberation it was decided to form a working committee to examine the feasibility of starting the course. It was resolved that the working committee will send a detail and substantive report and present it in the next IQAC meeting.

Convenor: Associate Prof. Dr. (Mrs.) S. Sen

Members:

1. Associate Prof. S. Khongwir
2. Associate Prof. B. R. Upadhya
3. Asst. Prof A. L Mawphlang
4. Asst. Prof C. Wanniang

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

Chairman
IQAC;
Shillong Commerce College;
Shillong.

Coordinator
IQAC;
Shillong Commerce College;
Shillong.

Proceedings of the 3rd IQAC meeting of Shillong Commerce College held on the 29th/9/ 2018 at 11:00 am

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. Mr. P. Marbaniang | - | Member (Industrial Expert) |
| 6. Mr. B.R. Upadhya | - | Member Teaching Staff |
| 7. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 8. Mr. D. Sawkmie | - | Member Teaching Staff |
| 9. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 10. .Mr. W. Dkhar | - | Member Teaching Staff |
| 11. Ms. A.L. Mawphlang | - | Member Teaching Staff (IT Expert) |
| 12. Ms. B.S.Challam | - | Member Teaching Staff (IQAC Coordinator) |
| 13. Mr. K.Agarwal | - | Member Teaching Staff (IQAC Coordinator) |
| 14. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 15. Mrs. R. Mawrie | - | Librarian |
| 16. Mr. Fernando Lyngdoh | - | Student |

The chairman welcomed all the members including the New Members (1) Shri. P. Marbaniang Industrial Expert (2) Fernando Lyngdoh President Student Union to the meeting:

The chairman informed the about the inability of a few members to attend the meeting due to unavoidable circumstances namely.

1. Associate Professor Mrs. J. C. Blah
2. Associate Professor Mrs. S. Khongwir
3. Ebornton Kharkongor

The minutes of the last meeting were read out and confirmed.

Matters Arising -

- (i) With Regard to Resolution 4/3/ 2018 concerning the introduction of the Certificate course on Tourism, the convener of the Working Committee presented a report at the meeting. After some deliberation on the report the IQAC resolved that the course should be less than 6 Months. It was also resolved that the Working Committee should deliberate and recommend to the IQAC on the following points.
 - (ii) Duration of the course
 - (iii) Study material
 - (iv) Resource Person
 - (v) Fee Structure
 - (vi) Facilities required
 - (vii) Timing of the course
- (viii) And any other such matter as relevant to start the said course.
- (ii) With Regard to Resolution 7/3/ 2018 concerning the introduction of the Bachelor of Arts (B.A) Program, the convener of the committee formed to examine the feasibility of the course presented a detailed report at the meeting. After some deliberation the IQAC resolved to introduce to introduce the Bachelor of Arts Program from the Academic Year 2019.

The Following resolutions were adopted at the meeting held on the 29/9/2018

Resolution1/9/2018

Inter College Debate- 6th JJM Nichols Roy Inter College Debate Competition: The Chairman informed the members about the intention of the college to conduct an Inter College Debate Competition. After discussing at length the IQAC decided on the following:

- i. The Debate Competition will be held on the 17th November 2018
- ii. The Topic should be "Social Media promotes critical thinking among young people".
- iii. The Chief Guest will be left to the Principal to decide in consultation with the other members of the Teaching Staff

Resolution 2/9/2018

College Week: Members were informed that the college week is organized every year and after some discussion the IQAC resolved to recommend that the College Week should be organized from 27th October 2018 to 3rd November 2018.

It was further resolved that the College Week Function should be in commemoration of the 150th anniversary of Mahatma Gandhi Jayanti. It was also resolved that the day to day program of the College Week program will be left to the principal along with the student union body to decide on the program, events etc.

Resolution 3/9/2018

National Seminar: The members were informed that the college would like to organize the National Seminar in 2019. After some Discussion the IQAC resolve on the following:

- i. The topic should be "Quality Enhancement in Higher Education Institution".
- ii. The dates for the National Seminar are scheduled on the 21st and 22nd June 2019.
- iii. The Seminar Committee to work out the details of the National Seminar.

Resolution 4/9/2018

Career Coaching Class: The members were informed that the college plans to start a Career Coaching Class for the Alumni as well as Students of the College. After some discussion the IQAC resolved that the last date of the application should be the 10th of October 2018 and the capacity should be limited to 40 students. Further it was resolved to entrust the Principal and a few teachers to run the Career Coaching Classes.

Resolution 5/9/2018

Introduction of BTTM: The members were informed about the intention of the college to start the Bachelor of Travel and Tourism Management (BTTM). The members were also informed that the course aforementioned has already been started by Lady Keane College, but caters only to girl students. After some discussion the IQAC resolved the following:

- i. The Course will be Co-educational
- ii. The Working Committee which has prepared the feasibility report for the Bachelor of Arts (B.A) Program will have to prepare a feasibility report for Bachelor of Travel and Tourism Management (BTTM) and present the report to the IQAC.

Resolution 6/9/2018

Out Reach Programme: Members were informed about the need to conduct Outreach Programme at few adopted villages. The members were informed that such program will primarily benefit the students and society at large. The members were of the opinion that such outreach programme will positively change the outlook of students towards the various societal problems and challenges in the State. After some discussion it was resolved that the Principal and a few teachers will have to select and adopt a village and to conduct various Programs to benefit the residents of the adopted village.

It was also resolve that the outreach Committee will have to plan and organize a blood donation camp.

Resolution 7/9/2018

Remedial Classes: The members were informed about the need to hold remedial classes for slow learners in the college. The members were also informed that the remedial classes will also help Advance Learners to learn about any topic in-depth. After some discussion the IQAC resolved to conduct Remedial Classes for the students of the college. In this respect, the heads of Department will have to meet together to decide on how to organize the classes. It was also resolved that Associate Professor S. Sen should convene the meeting of Heads of Department.

Any other matter
Resolution 8/9/2018

Internal Complaint Committee (ICC): The members were informed about the need to have an Internal Complaints Committee (ICC) to look into the sexual harassment of women or girl students in the College. After some discussions it was resolved that Associate Professor S. Khongwir will be the Convener/ Chairperson, Associate Professor J.C. Blah, Associate Professor D. Sawkmie and Associate Professor A. Kharmawphlang will be the members

Resolution 9/9/2018

Women's Grievance Cell: The members were informed that the college should have a Women's Grievance Cell to look into the female grievances and various problems and difficulties of girl students. After some discussion it was resolved to appoint Associate Professor S. Sen the Vice-Principal as the convener, and Assistant Professor A. Singhania, Assistant Professor M. Sarkar and a female member of the student union as members.

Resolution 10/9/2018

Name of College : The members were informed that the college may have to change its name as it plans to open new streams and departments in the future. After some deliberation and discussion, the IQAC resolved to entrust the Principal and members of the teaching staff to suggest on the new name of the college.

Resolution 11/9/2018

Orientation Course: The members were informed about the need for teacher to attend Orientation and Refresher Courses for Career Advancement of the teachers. After some discussion the IQAC resolved that the Principal should take steps to see that all members of the teaching staff attend the said courses.

Resolution 12/9/2018

Students Research Work: The members were informed that the students of the college should be motivated to do Research Work/Project to have firsthand knowledge about the areas that that could help them become Entrepreneurs. After some discussion, the IQAC resolved to conduct a Research Work on "Fisheries in Meghalaya". It was also Resolved that the Research will be conducted by the 6th semester student. The research Committee along with the teachers teaching Entrepreneurship Development will be responsible to guide and assist students in the research projects.

Resolution 13/9/2018

Disaster Relief Fund and Fund for Extension Project: The members were informed about the need for a fund for Disaster Relief Fund and Fund for Extension Project. After some discussion the IQAC resolved to appoint Associate Professor A. Kharmawphlang to be the convener to mobilize contribution for the said funds.

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

Chairman
IQAC;
Shillong Commerce College;
Shillong.

Coordinator
IQAC;
Shillong Commerce College;
Shillong.

Proceedings of the 4th IQAC meeting of Shillong Commerce College held on the 11/12/ 2018 at 1:00 P.M

Members Present:

- | | | |
|--------------------------|---|---|
| 1. Mr. J.B. Massar | - | Principal & Chairman of IQAC |
| 2. Mr. R.S. Lorit | - | Member of Governing Body |
| 3. Mr. S. Kharmawphlang | - | Member of Governing Body, Parent Representative |
| 4. Mrs. S. Khongwir | - | Member Teaching Staff |
| 5. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 6. Mr. D. Sawkmie | - | Member Teaching Staff |
| 7. Mr. W. Dkhar | - | Member Teaching Staff |
| 8. Ms. B.S.Challam | - | Member Teaching Staff (IQAC Coordinator) |
| 9. Mr. K.Agarwal | - | Member Teaching Staff (IQAC Coordinator) |
| 10. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 11. Mr. E. Kharkongor | - | President Alumni |
| 12. Mrs. R. Mawrie | - | Librarian |
| 13. Mr. Fernando Lyngdoh | - | Student Representative |

The Chairman welcomed all the members to the meeting.

The Minutes of the last meeting were read out and confirmed.

The Coordinator informed the decisions made in the last IQAC meeting made on 29.09.2018 at 11:00 A.M. with the few Action Points.

With regard to the Report on Certificate Course on Tourism received from the Working Committee at the meeting held on 29.09.2018 concerning resolution 4.3.2018 the members urged upon the Working Committee to submit a feasibility report including the detailed study material for the 3 months course by the next IQAC meeting. The Working Committee (WC) will have to suggest honorarium to be paid to the Resource persons.

With regards to the report on the meeting held on 29.9.2018 concerning resolution 7/3/2018, the members were informed that the College has submitted the Application to the University for permission to start Bachelor for Arts Program. Further they were also informed that the inspection will be conducted in the month of March - April 2019.

With regards to Resolution 4/9/18 the members were informed that the Career Coaching Class has started in the College.

With regards to Resolution 5/9/18 concerning the BTTM Course the members were informed that the Course duration will be for 4 years. Further they were also informed that only 40 students can be permitted per batch and the Reserve Fund should be for Rs.35,00,000/- (Thirty Five Lakhs). The members also decided to constitute a Working Committee consisting of the Principal and five members namely Asso Prof. D. Sawkmie, Asso Prof B.R. Upadhya, Asso Prof S. Khongwir, Dr(Prof) S. Sen, Asst Prof P.C. Marwein. The Committee will have to work out the modalities and prepare a Feasibility report.

With regards to Resolution 7/9/18 concerning the Remedial classes, the members urged the Committee headed by Dr(Prof) S. Sen and include others Head of Dept to give a report to identify the Days suitable for Remedial Classes and which subject the students would need Remedial Classes.

With regard to Resolution 10/9/18 concerning name of the College, the members were informed that the Governing Body has decided to retain the name of the College for the time being.

With regard to Resolution 11/9/18 concerning Orientation Course, the members decided to entrust the Principal to see that the teachers attend the Courses.

With regards to resolution 12/9/18 concerning Student Research Work, the members decided to entrust the Principal to see that the research work is initiated by the Teachers teaching Entrepreneurship Development.

The following resolutions were adopted on the meeting held on 11/12/2018.

Resolution 1/12/18

Library : The members discussed about the need to equip the Library with books and journals that will be needed for the Bachelor of Arts Programme. After some discussion the IQAC resolved to entrust the Library Committee to procure and find out all Reading Materials which are needed for the said course. Further the IQAC resolved to entrust the Principal to procure and furnish for the New Library with furniture.

Resolution 2/12/18

Students Research Work : The members discussed about the students research work which the final year B.Com students will have to undertake concerning the subject Entrepreneurship Development. After some discussion the IQAC resolved to entrust the teacher - in-charge Asst Prof M. Sutradhar, Asst Prof A. Singhania, Asst Prof. K. Agarwal and Asst Prof B.C. Challam to take the initiative to ensure that the Research Work is done during the Winter Vacation.

Resolution 3/12/18

Academic Calendar: The members were informed that the Academic Calendar for 2019 will have to be prepared. After some discussion the IQAC resolved to constitute a Committee consisting of the Principal, the Vice Principal, the IQAC Coordinator, the UDA and the HOD of Commerce Department. It was also resolved that Associate Professor B.R. Upadhya will be the Convenor.

Resolution 4/12/18

National Seminar : The members were informed that the National Seminar is scheduled to be held on the 21st - 22nd June 2019, on the topic "Quality Enhancement in Higher Educational Institution". After some discussion the IQAC resolved to postpone the date of the National Seminar after fixing the Academic Calendar.

Resolution 5/12/18

Faculty Development Programme (FDP) : The members discussed about the need to conduct the FDP for the members of the Teaching Staff. After some discussion the IQAC resolved to hold the FDP on the topics Research Methodology and Digital Classroom. It further resolved to constitute a

Committee comprising of the Principal and few members of the teaching staff namely Asso Prof B.R. Upadhya, Asso Prof D. Sawkmie and Asst Prof P.C. Marwein.

Any other matter:

Resolution 6/12/18

Management Information System (MIS): The members were informed about the need to have a MIS in the College in order to augment the Administrative and Academic Management System. After some discussion the members resolved to entrust the Principal to take initiative to introduce a relevant solution in this regard.

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

Chairman
IQAC;
Shillong Commerce College;
Shillong.

Coordinator
IQAC;
Shillong Commerce College;
Shillong.

Proceedings of the 5th IQAC meeting of Shillong Commerce College held on the 29th/3/ 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. Mr. P. Marbaniang | - | Member (Industrial Expert) |
| 6. Mrs. J.C. Blah | - | Member Teaching Staff |
| 7. Mr. B.R. Upadhya | - | Member Teaching Staff |
| 8. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 9. Mr. D. Sawkmie | - | Member Teaching Staff |
| 10. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 11. .Mr. W. Dkhar | - | Member Teaching Staff |
| 12. Mr. K.Agarwal | - | Member Teaching Staff (IQAC Coordinator) |
| 13. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 14. Mrs. R. Mawrie | - | Librarian |
| 15. Mr. Fernando Lyngdoh | - | Student |
| 16. Eborton Kharkongor | - | Member Alumni |

The chairman welcomes all the members to the meeting:

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

1. Associate Professor Mrs. S. Khongwir
2. Asst. Professor Ms. A.L. Mawphlang
3. Asst. Professor Ms. B.S. Challam

The minutes of the last meeting was read out and confirm. The coordinator inform with regards to the decision made in the last IQAC meeting i.e. 12/12/2018.

With Regard to Resolution 4/3/ 2018 concerning the introduction of the Certificate course on Tourism, the convener of the Working Committee presented a "Plan-of-Action' report at the meeting. After some deliberation on the report the IQAC and recommended to the IQAC on the following points.

- (i) To increase the number of classes allotted to conversational skill from 4classes to 8 classes.
- (ii) Each class for the Certificate Course should be for 1(one) hour
- (iii) To include Mawlangbna in Mawsynram and Ram Khrishna Mission in Sohra as one of the sites of interest to be included in the Certificate Course
- (iv) To review the prospects of including Tourist Spots in Garo Hills as part of the Course Curriculum
- (v) To get feedback from Resource Persons
- (vi) Course to start on completion of new building.

With Regard to Resolution 4/9/ 2018 concerning the Career Coaching Class the convener of the committee informed the members that the classes have progressed and the classes are attended by both the Final Semester Students as well as Passed Out Students.

With Regard to Resolution 11/9/ 2018 concerning the Orientation Course the members were informed that 3 (three) teachers have attended the 47th Orientation Programme held in NEHU and 3

(three) more are yet to attend such programme. After some discussion the IQAC resolved to encourage the remaining teachers to complete the Orientation Programme as soon as possible.

The following Resolution were adopted at the meeting held on 29/3/2019

Resolution 1/3/2019

Academic Calendar: The Chairman presented to the members about the Academic Calendar for the Academic Year 2019. After discussing at length, the IQAC decided to accept the Academic Calendar as presented.

Resolution 2/3/2019

Name of the College: The Members were informed that the college plans to open New Stream and departments, however, it will retain its original name for the time being but will slowly transition to its initials 'SCC' in the future.

Resolution 3/3/2019

Remedial Coaching Classes: The members were informed about the need to hold Remedial classes for Slow Learners in the college. In this respect, the Heads of department have suggested to scheduled the classes on Saturday for a period of 1 (one) hour per paper. After some discussion the IQAC resolved to accept the proposal and suggested that the arrangement for such classes be made as soon as possible.

Resolution 4/3/2019

B. A course: Concerning the introduction of the Bachelor of Arts (B.A) program the convener of the committee informed the members that the college has sent the application for affiliation to the North Eastern Hills University (NEHU) and the IQAC resolved to prepare for the inspection of the University.

Resolution 5/3/2019

Students Research Work: The members were informed that the College has initiated a student Research Work on "Fisheries in Meghalaya". The research is being carried out by the 6th semester student. The Research Committee along with the teachers teaching Entrepreneurship Development is responsible to guide and assist students in the research projects. After some Discussion the IQAC resolve to suggest that the outcome of the research work should be published.

Any other matter

Resolution 6/3/2019

National Seminar: The members were informed that the college had planned to organize the National Seminar on the 21st and 22nd June 2019. After some Discussion the IQAC resolve that the seminar be postpone tentatively to the 6th and 7th of September 2019.

Resolution 7/3/2019

Faculty Development Programme: The members were informed about the need to conduct Faculty Development Programme for the teachers of the college. The members were informed that such program will benefit the Teachers and their Career advancement. After some discussion it was resolved that the Theme of the programme should be on Research Methodology and to entrust the coordinator with finding a suitable Resource Person for the programme.

Resolution 8/3/2019

Library: Members were informed about the need to add more books to the Library. Associate Professor B.R. Upadhyya convener of the Library committee also informed the members about the purchased of 327 new books for the Library costing approximately Rs. 91,000/-. The chairman also informed the members that the college has earmarked Rs. 10 lakhs for upgrading the Library. After some discussion the IQAC resolve to suggest that the Library should include both print journals as well as e-journals related to Arts as well as Commerce Department.

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

Chairman
IQAC;
Shillong Commerce College;
Shillong.

Coordinator
IQAC;
Shillong Commerce College;
Shillong.

Proceedings of the 6th IQAC meeting of Shillong Commerce College held on the 28th/6/ 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. Mr. D. Sawkmie | - | Member Teaching Staff |
| 8. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 9. Mr. K.Agarwal | - | Member Teaching Staff (IQAC Coordinator) |
| 10. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 11. Mrs. R. Mawrie | - | Librarian |
| 12. Mr. Fernando Lyngdoh | - | Student |

The chairman welcomes all the members to the meeting:

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 Mrs. S. Khongwir
3. Associate Professor Mrs. A. Kharmawphlang
4. Asst. Professor Mr. W. Dkhar
5. Asst. Professor Ms. A.L. Mawphlang
6. Asst. Professor Ms. B.S. Challam
7. Mr. Eboron Kharkongor (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. 29th/3/ 2019.

With Regard to Resolution 4/9/ 2018 concerning the Career Coaching Class the Chairman of the committee informed the members that the classes for the next batch will be conducted during the summer months.

With Regard to Resolution 3/3/2019 concerning the Remedial Coaching Classes the members resolved to request the Vice-Principal Dr (Mrs.) S. Sen to prepare a report on the progress of such classes and present it by the next IQAC meeting.

With Regard to Resolution 5/3/2019 concerning the Students Research Work the members were informed that the College has initiated a student Research Work on "Fisheries in Meghalaya". The research is being carried out by the 6th semester student. After some discussion the IQAC resolved to request the Research Committee to submit a report on the progress and outcome of the Project.

With Regard to Resolution 6/3/2019 concerning the National Seminar, the member resolve to suggest that the topic for the seminar should be on 'Quality Education' and to seek for Government Sponsorship to finance the said programme.

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

Resolution 1/6/2019

Bachelor of Arts (B.A) Programme: The Chairman informed the members that the college intends to start classes for the 1st Semester Bachelor of Arts Programme on the 1st July 2019. The chairman also informed that the Orientation Programme for the 1st Semester B.COM and B.A students will be held on the 29th June 2019. After some discussion the IQAC resolve that all members of the Governing Body along with all members of the teaching Staff to be present.

Resolution 2/6/2019

Activities for the Academic Year 2019-20: The members were informed that as per the Academic calendar the college plans to have the following program for the quarter July to September 2019.

1. Talk on unwavering leadership on the 20/07/2019
2. Health Camp on the 27/07/2019
3. Talk on Money and Democracy on the 3/08/2019
4. Talk on the Relevance of District Council with special reference to the 6th Schedule on the 17/08/2019
5. Inter college Debate Competition.

After some deliberation, the IQAC resolved to make the following suggestions

1. Talk on unwavering leadership to be held on the 20/07/2019 and invite Dr (Mrs.) M. A. Lyngdoh (Local MLA) as the Guest speaker
2. Health Camp to be held on the 27/07/2019 at Umphrew Village (Adopted Village of the College). The members also resolve to appoint Associate Professor D. Sawkmie as the convener for the said Programme
3. Talk on Money and Democracy scheduled on the 3/08/2019 and Talk on the Relevance of District Council with special reference to the 6th Schedule, scheduled on the 17/08/2019 will be in coordination with the Department of Political Science.
4. Inter college Debate Competition: The topic for debate to be decided by the Debate Committee in consultation with the Principal.

Any other matter

Resolution 3/6/2019

Funds to Finance completion of Auditorium: The chairman informed the members that the college is in need of funds to complete the College Auditorium in the new building. After some deliberation the IQAC resolved to entrust the Principal to seek Financial Assistance from the Local Member of Parliament (MP) under the MP Local Area Development Scheme.

Induction of New Members to the IQAC: The members were informed of the need to induct new members to the IQAC as representative from the Alumni and the Students Union. After some deliberation the IQAC resolved to induct the New Alumni President as representative from the Alumni and the President of the Student Union after the new union is formed.

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

Chairman
IQAC;
Shillong Commerce College;
Shillong.

Coordinator
IQAC;
Shillong Commerce College;
Shillong.