



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SHILLONG COMMERCE COLLEGE
Name of the head of the Institution		Mr. Joshua B. Massar
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03642227961
Mobile no.		8974009211
Registered Email		scc.iqac17@gmail.com
Alternate Email		shgcomcoll@gmail.com
Address		BOYCE ROAD, LAITUMKHAH
City/Town		Shillong
State/UT		Meghalaya
Pincode		793003
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Mrs. Palma.C.Marwien
Phone no/Alternate Phone no.	03642227961
Mobile no.	8974009211
Registered Email	scc.iqac17@gmail.com
Alternate Email	shgcomcoll@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://sccccollege.ac.in/IQAC/AQAR_2017_18.pdf">http://sccccollege.ac.in/IQAC/AQAR_2017_18.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://sccccollege.ac.in/agar.html">http://sccccollege.ac.in/agar.html</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.17	2017	12-Sep-2017	11-Sep-2022

<b>6. Date of Establishment of IQAC</b>	22-Nov-2017
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Student Learning and Development: Inter college Debate	17-Nov-2018 1	14

Competition		
Student Learning and Development: College week	27-Oct-2018 7	300
Student Learning and Development: Study Tour to Kolkata	03-Jul-2018 7	21
Student Learning and Development: Counselling on Finding Your Way out of the Dark	19-Nov-2018 1	100
Student Learning and Development:Counselling Services to Students	01-Jul-2018 365	783
Student Learning and Development:Remedial Classes	01-Jul-2018 365	783
Student Learning and Development:Student Research work on Feasibility of Fisheries in Ri-Bhoi and East Khasi Hills District of Meghalaya	13-Feb-2019 30	205
Student Support and Progression:Tally ERP 9 with GST Training Programme	11-Jun-2018 30	25
Student Support and Progression:Career Coaching Class	19-Nov-2018 30	40
Student Support and Progression:Soft Skill Training	21-Jan-2019 24	142
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Financial Assistance under VAF (CMS Fund) 201314	Office of the Deputy Commissioner	2018 2	500000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

The IQAC constitute the different Committees with clearly define roles and responsibilities.

The IQAC review the function of the various Committees to discuss and implement the policies of the College.

The IQAC collect inputs from the Parent Representative, Student Representative and Industrial Expert before making which will benefit the college.

The IQAC plans the opening of New Stream and Courses

The IQAC monitors the conduct of Seminars, Workshops, Talks and also plans for the procurement of funds for the said activities

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Plan for National Seminar	The National Seminar was conducted on the 7th 8th September 2018
Opening of Bachelor of Arts	Application for Certificate of Affiliation sent to the University
Women Empowerment	Conducted a Work shop on 'Women in the Work Place' on the 28/07/2018, Formation of Internal Complain Committee and Women Grievances Cell on the 29/09/2018.
Student Learning and Development	Conducted Student Research work on 'Feasibility of Fisheries' in Ri Bhoi

and East Khasi Hills District of Meghalaya.

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	06-Mar-2019
17. Does the Institution have Management Information System ?	No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The objective of the college is to develop a holistic approach towards education catering to the need of all sections of society and aims to focus on all round personality development of the students. The College prepares an academic calendar detailing the various activities to be conducted throughout the year within the framework provided by the affiliating university, the North-Eastern Hill University (NEHU), Shillong. It provides the curriculum and for an effective implementation of the curriculum the following steps are undertaken by the college:

- The Vice Principal along and in consultation with the Heads of Departments (with inputs from the department faculty) prepare the class routine for the commencing academic session.
- All teachers prepare a detailed teaching plan for timely completion of syllabus, which is documented, maintained and checked by the Vice Principal.
- Departmental meetings are held wherein all lecturers discuss the curriculum and the classes to be taken.
- Audio-visual aids (projectors, computers, etc.) are used for effective teaching and learning in the classroom.
- The Heads of Departments through departmental meetings review the progress on a regular basis.
- The Principal also convenes staff meetings to assess and review the progress and completion of courses. In case of incomplete syllabus course, extra classes are arranged.
- Remedial classes are also planned and conducted, especially to provide additional lectures, tutoring and supervision for students who require it, as and when required and the records of those classes are maintained by the college by the Vice Principal.
- The college promotes students to interact by way of debates, group discussions, and presentations on topics within the syllabus.
- Teachers provide the list of reference books, websites and other sources to the students. This helps the students to prepare notes, assignments and project

works. • The college contributes to curriculum development by deputing some Faculty members to be part of the Board of Studies, North-Eastern Hill University (NEHU). • Feedback from teachers and students help the college to understand the need to update the syllabus and the effectiveness of the delivery of the curriculum. • Counselling by a trained and qualified counsellor and mentoring by the teachers of the college exists within the work schedule for following up on the growth and progress of the students. • Group discussions, seminars and educational sessions supplement the routine classroom teaching. • Faculty Development Programs are being organised for all teachers to enhance their teaching skills. • The college encourages teachers to participate in Orientation Programmes, Refresher Programmes, short term Courses and other such courses that give them opportunities to update themselves on latest knowledge concerning their subjects and increase their expertise and skills. • The College also regularly invites guest speakers who are experts on a particular academic or social realm to the college, to supplement the curriculum aspects for the students and teachers.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Soft Skills Commercial Training Program	21/01/2019	142
Tally ERP9 Training Program	11/06/2018	25
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#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Entrepreneurship	205

Development: Feasibility  
of Fisheries in Ri-Bhoi  
and East Khasi Hills  
District

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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

#### Feedback Obtained

The practice of the college is to collect feedback from the students and stakeholders and analyse them accordingly. • The Heads of Departments discuss the curriculum in the departmental meetings which is subsequently discussed by the faculty members who are in the Board of Studies, NEHU. • The College also analyses the results in the staff meetings to understand the overall performances of the students and such exercises greatly help to achieve the stated objectives of the curriculum. • Oral interactions with student, by the faculty members also provide useful feedback. • The college collect feedback from students through Mentoring by the teachers. • Exit questionnaires are obtained from graduating students with regard to the various aspects of the curriculum as well as evaluating current programmes and assessing their needs to develop new ones, and which are subsequently compiled and analysed. • Feedback from the students during the middle of the session regarding the curriculum and many other issues concerning students, teachers and the college are gathered. The aim of this feedback is to know the students opinion about teachers quality with regards to their lectures, classes, their mode of teaching, classroom seminars, extra classes, remedial classes and others. It also aims to find out the problems faced by students inside the classroom as well as in the college as a whole their advice and suggestions are also collected and necessary actions are taken. • Feedback from the parents or .guardians meetings is also obtained by faculty members on a regular basis and the same is discussed by teachers in the staff meetings. • Feedback forms/questionnaires are prepared and given to the students, teachers, alumni and parents/guardians to indicate satisfaction as well as to collect information regarding the overall curriculum, teaching, leaning outcomes and evaluation in the college. • The feedback obtained through the forms/questionnaires are then analysed and necessary action required to be undertaken by the college are initiated. • Feedback from the Teachers is communicated to the administration of the college and corrective measures are initiated whether in the staff meetings and necessary changes are provided by the administration. • Annual submission of Self Appraisal Report by every faculty member is mandatory. • Alumni meetings are conducted from time to time to solicit views and suggestions from students who have graduated from the college as well as to focus on alumni contributions like guest talks, partnering with the college through outreach programs, as well as their role in promoting the vision of the college. • Suggestion/complaint box are kept so that students can anonymously give feedback which are discussed in the staff meeting and if necessary in the Grievance Redressal Committee. • The college

organises a meeting every year with the parents /guardians. During the year, feedback is collected from parents/guardians regarding their opinion about the quality of teaching service, library service, services of the office staff, time spent by their wards for studies, and to follow up about the performance of their ward in the college.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce	300	410	285
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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	285	0	24	0	0

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
24	9	29	5	0	0
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#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In an age where information and options are overloaded, students find it difficult to make a right choice in life. In academics, the subjects available seem to be as promising as the surety of a good career. Without proper guidance and assistance, students are at a total loss. In the confusion, students often lose track of time and performance and ultimately end up feeling dejected and disillusioned with life in general. The distractions get a grip on the students' life and ultimately take away the charm of being young and focused. Life in the college seems but wastage of time and parents' financial investment because by the time students graduate, they are in worse condition than when they started college. It has always been observed that after graduation, the majority of students are so frustrated with life that they tend to be a liability in the family and in the society at large. Students who have graduated without a good academic report and without being skillful in any activity are not employable. This is a very expensive price to pay for three years of lack of seriousness in studies and mediocrity in overall performance and in academics in particular. Students are young and naturally tend to be easily distracted. Shillong Commerce College would definitely like to see its students rise above any situation, be employable and have a great life. Keeping this point in view, the college has provided all the students with a mentoring facility. A majority of the students in Shillong Commerce College are from lowincome families, singleparent families and from lowperforming schools. Apart from classroom teaching, teachers mentor students and put in their ultimate effort in bringing out the best in their students. Mentoring in the college takes place with one teacher for thirty students. Teachers (mentors) meet their respective students (mentees) and interact with them at a time convenient for the students. Mentoring the SCC students is very challenging because a number of



the students, apart from attending college, go for parttime jobs. Assisting the students strike a balance between academics and parttime jobs is one of the criteria in meeting the students' needs through mentoring. The majority of the students face a challenging life by struggling between the lack of motivation to study, inability to concentrate in academics, and fear of not getting a good job. The struggle the students face financially has affected their emotional stability and this is where mentoring comes in in order to assist students to face the challenges of life and become successful in whatever they do. Student mentoring has, in a big way, helped students rise up and excel in whatever field they are good at. There are students who are high performers in other areas and getting a degree is a stepping stone for their success. Mentoring has been instrumental in helping SCC students reach their heights while getting a degree to add to their cap.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
285	24	1:30

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
0	0	0	0	0

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	BCOM	1	22/10/2018	13/02/2019
BCom	BCOM	3	12/10/2018	13/02/2019
BCom	BCOM	5	12/10/2018	13/02/2019
BCom	BCOM	2	15/05/2019	21/08/2019
BCom	BCOM	4	17/05/2019	21/08/2019
BCom	BCOM	6	13/05/2019	19/07/2019
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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Principal conducts a staff meeting before the start of the academic session. This meeting is crucial because it is at this time when all the plans for all the activities of the year are discussed at length. When a consensus is reached, the committee for the academic calendar chalks out and prepares the calendar for the year. In addition to the activities for the year, the teachers are also updated on the number of teaching hours available for the session and the Heads of Departments are given the responsibility to ensure the preparation

of lesson plans by respective teachers for the completion of the course within the stipulated time. Though the departments prepare the teaching plans, the Principal is also kept informed. Evaluation blueprint etc. is on the basis of the guidelines and direction of the affiliating University. As per the rules of the university, the Degree students have to be evaluated every semester. The evaluation takes place in two levels: internal examination and external examination. The internal examination carries 25 marks and the external examination carries 75 marks and the total is 100. The college, at the appointed time, sends all the internal marks to the university and students who clear the internal examinations then fill up the form for the final examination. The final examination schedule is prepared by the university and the college adheres to the given dates accordingly. All other necessary information in this regard is made available in the prospectus and the college website.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Principal conducts a staff meeting before the start of the academic session. This meeting is crucial because it is at this time when all the plans for all the activities of the year are discussed at length. When a consensus is reached, the committee for the academic calendar chalks out and prepares the calendar for the year. In addition to the activities for the year, the teachers are also updated on the number of teaching hours available for the session and the Heads of Departments are given the responsibility to ensure the preparation of lesson plans by respective teachers for the completion of the course within the stipulated time. Though the departments prepare the teaching plans, the Principal is also kept informed. Evaluation blueprint etc. is on the basis of the guidelines and direction of the affiliating University. As per the rules of the university, the Degree students have to be evaluated every semester. The evaluation takes place in two levels: internal examination and external examination. The internal examination carries 25 marks and the external examination carries 75 marks and the total is 100. The college, at the appointed time, sends all the internal marks to the university and students who clear the internal examinations then fill up the form for the final examination. The final examination schedule is prepared by the university and the college adheres to the given dates accordingly. All other necessary information in this regard is made available in the prospectus and the college website.

**2.6 – Student Performance and Learning Outcomes**

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

**No Data Entered/Not Applicable !!!**

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BCOM	BCom	Commerce	266	206	77.44

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**2.7 – Student Satisfaction Survey**

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	2	Financial Assistance under VAF(Chief Minister's Fund)20132014	5	5
<a href="#">View File</a>				

#### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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English	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	20	0	0
Presented papers	0	4	0	0
Resource persons	0	0	1	0
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga Day Date: 21st June, 2018	41 Meghalaya Arty Bty NCC, Shillong	2	5
Career Counselling Programme Date: 6th July, 2018	NCC Boys Unit, Shillong Commerce College	1	54
International Day on Drug Abuse and Illicit Trafficking Date: 26th June, 2018	Shillong Commerce College NCC Wing in collaboration with 61 Meghalaya Girls Battalion, NCC	1	200
Swacch Bharat Abhiyan Programme: Cleaning Drive Date: July 2018	Shillong Commerce College NCC	2	77

Swacch Bharat Abhiyan Programme: Statue Cleaning	Shillong Commerce College NCC Senior Wing in collaboration with St. Mary's College(Senior Wing)	2	16
Nukkad Natak: Swachhta Hi Sewa Date: 2nd October, 2018	Shillong Commerce College NCC Senior Wing in collaboration with St. Anthony's College(Senior Wing)	1	15
NCC Day Celebration Date: 21st November, 2018	Shillong Commerce College NCC Senior Wing	1	54
Trekking to Shnongpdeng, Dawki Date: 18th December, 2018	Shillong Commerce College NCC Senior Wing	2	62
Voluntary Blood Donation Camp Date: 19th June, 2018	NSS Unit of Shillong Commerce College in collaboration with Regional Blood Bank, Pasteur Institute, Meghalaya Blood Transfusion Council and Meghalaya Aids Control Society, Shillong	3	28
Programme on Swacchta: Street Play Date: 25th November, 2018	NSS Unit of Shillong Commerce College	3	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NCC	Best Cadet from Senior Wing under NCC Shillong Group	NCC Shillong Group	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities

International Day on Drug Abuse and Illicit Trafficking Date: 26th June, 2018	Shillong Commerce College NCC Wing in collaboration with 61 Meghalaya Girls Battalion, NCC	Lecture on drug abuse and its consequences by Program Manager from Volunteering Health Association of Meghalaya (VHAM)	1	200
Swacch Bharat Abhiyan Programme Date: July 2018	Shillong Commerce College NCC (Senior Wing	i) Cleaning drive in college campus and Boyce Road locality. ii) Presentation by Dr.B Challam on importance of plasticfree environment. iii) Signature campaign on Swacch Bharat	1	54
Voluntary Blood Donation Camp Date: 19th July, 2018	NSS Unit of Shillong Commerce College in collaboration with Regional Blood Bank, Pasteur Institute, Meghalaya Blood Transfusion Council and Meghalaya Aids Control Society, Shillong	i) Voluntary blood donation by teachers, students and staff of the college, ii) Awareness cum sensitization talk on HIV and AIDS.	3	28
Open Shelter 24 Hours Crisis Management Centre for Children run by an NGO, Reach Shillong Ministries, Nongmensong. Date: 1st March 2019	Shillong Commerce College Extension and Outreach Society with the Alumni and Students' Union of the College	1) Visit to Open Shelter 2) Interactive Talk with the children of the Shelter.	2	20
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
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Feasibility of Fisheries in the suburbs of Shillong	205	College Funded	360
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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#### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
13240000	13240000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Campus Area	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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##### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS	Nature of automation (fully)	Version	Year of automation
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software	or partially)		
<b>No Data Entered/Not Applicable !!!</b>			

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	8526	1374126	1749	661913	10275
Reference Books	602	200000	42	16424	644	216424
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	55	25	4	10	0	11	0	4	5
Added	0	0	0	0	0	0	0	0	0
Total	55	25	4	10	0	11	0	4	5

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

<b>No Data Entered/Not Applicable !!!</b>
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
155000	87165	80000	657602

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has established procedures and policies with regards to maintaining and utilizing various resources and facilities of the college. The college has



a computer laboratory which is used for conducting classes for B.com course and also for conducting Tally Computer Training Programme (which is compulsory for the B.com students). Presently, the computer laboratory has a total of 25 computer Desktops, the maintenance and upgradation of the (Desktops) Computer system is done by an outside agency. The college Library renders services to the students and teachers of the College. The College Library is manned by qualified library professionals who look into maintenance and upgradation of the library. A Library Advisory Committee is formed to monitor the overall performance and growth of the library. The College has various sports facilities including among others Basketball Court, Gymnasium, Table Tennis etc. To maintain and upgrade sports infrastructure, a Sport Committee is formed with senior teachers as its members. The committee is also entrusted with organizing of the Annual College Week function where in various sporting events are conducted. The College presently has 8 Classrooms including 5 class rooms fitted with LCD Projectors, the College is Constructing a new building to augment various infrastructural facilities, which is near completion. Once the new building is completed 16 more class rooms will be added. It may be mentioned here that College has entered into an MOU with nearby colleges to form a cluster under which various infrastructural facilities can be shared among themselves

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial coaching	02/07/2018	783	Provided by teachers of the College
Personal Counselling	02/07/2018	783	Provided by the Counselor of the College
Mentoring	02/07/2018	783	Provided by teachers of the College
Tally ERP9 Training Program	11/06/2018	25	ALMA Computer Training Centre
Soft Skills Commercial Training Program	21/01/2019	142	POLARIS SOLUTION ENTERPRISE
<a href="#">View File</a>			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of students placed
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		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2018	Career Coaching Programme	0	40	0	0
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	20

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	BCOM	Commerce	Pune Institute of Business Management	MBA
2018	1	BCOM	Commerce	Assam Don Bosco University	MCOM
2018	2	BCOM	Commerce	North Eastern Hill University (NEHU)	MCOM
2018	2	BCOM	Commerce	Indira Gandhi National Open University (IGNOU)	MCOM
2018	8	BCOM	Commerce	ICFAI University Meghalaya	MCOM
2018	1	BCOM	Commerce	District Institute of Education	D.El Ed

				and Training , Nongstoin WKH	
2019	2	BCOM	Commerce	Martin Luther Christian University	MBA
2019	1	BCOM	Commerce	Dibrugarh University,	MCOM
2019	1	BCOM	Commerce	ICFAI University Meghalaya	MCOM
2019	2	BCOM	Commerce	North Eastern Hill University (NEHU)	MCOM
2019	1	BCOM	Commerce	Assam Don Bosco University	MCOM
2019	1	BCOM	Commerce	Asia Pacific Institute of Management	MBA
2019	1	BCOM	Commerce	University of Science Technology and Management	MCOM
2019	2	BCOM	Commerce	Indira Gandhi National Open University (IGNOU)	MCOM

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter College Debate Competition	Inter College Level	14
Singing Competition	College Level	34
Dancing Competition	College Level	19
Mister and Miss Shillong Commerce College	College Level	16
Debate Competition	College Level	10

Extempore Competition	College Level	10
Quiz Competition	College Level	40
Football (Boys) Competition	College Level	160
Cricket Competition (Boys)	College Level	160
Basketball Competition (Boys and Girls)	College Level	140
Arm wrestling Competition (Boys and Girls)	College Level	20
Table tennis Competition(Boys and Girls)	College Level	20
Carrom Board Competition (Boys and Girls)	College Level	20
Chess Competition (Open Category)	College Level	20
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

SHILLONG COMMERCE COLLEGE STUDENTS' ASSOCIATION (SCCSA) The Students' Association is an important part in the growth of a student during his/her career in college. Being involved in such an organization can be crucial in the development of a student's attitude towards his college and helps in strengthening his/her leadership skills. It has been observed that students who are involved in working with the Students' Union learn to become more aware of oneself as a result of interacting with others. This self awareness will be beneficial in their future career. They learn to communicate better with their peers. In other words, this greatly enhances their soft skills and personal development. The best thing about being a part of the Students' Union is that the students learn how to work as a team. Generally speaking, all students of the college are members of the SCCSA. But there is a core group comprising the President, the Secretary, the executive Members and the Class Representatives who lead from the front. It is the responsibility of the Students' Union to ensure smooth functioning of any event that takes place in the College Campus such as Seminar, Workshops, and Talks etc. Maintaining discipline and order, keeping the campus clean is the responsibility of the Students' Union. In the yearly Blood Donation Camp that the College organizes in collaboration with the Regional Blood Bank, Shillong, it is the members of the Students' Union who are at the helm of affairs. In the annual state level inter college debate competition organized by the College the Students' Union work in concert with the Debate Committee Plan and make all the arrangement for the success of the

said programme. At the time of admission of new Students, the SCCSA assist the College and help admission seeker in all formalities related to the admission process.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, The Shillong Commerce College Alumni Association (SCCAA) is a registered body. SCCAA, Shillong has been registered under the Meghalaya Societies Registration Act, XII of 1983 on 22082017. The purpose of this association is to foster a spirit of love and loyalty to their College and to promote the general welfare of the organization. The Association aims to support the College and to strengthen the ties between Alumni, the Student Community and the College. The members of this body comprise the President, the Vice President, the General Secretary, the Asst. General Secretary, Organizing Secretary, Publicity Secretary, Treasurer and Executive Members. They meet from time to time in the College premises to have discussions and chalk out programmes for their plan of action. It is noteworthy to mention that the members of the SCCAA have displayed great willingness and enthusiasm to take on certain initiatives to strengthen the Association and motivate and engage other Alumni into the fold. The SCCAA conducts programmes for the students of the college from time to time. One such programme was a motivational talk on "Attitude is Altitude." The Resource Person, Mr. Eboton Kharkongor, is a trainer at Logos Foundation. Incidentally, he is also the President of the SCCAA. Selling of lottery tickets and organizing Food Festivals are part of the fund raising activities of the Association. The underlying objectives of the association are: (i) To organise and unite all the members of the association. (ii) To have close interaction between the college and the past pupils and to look for, share ideas and work for the promotion and upliftment of the college. (iii) To raise funds and or subscription from the members of any fund raising schemes approved by the Executive Committee for furthering the objects of the association. (iv) To organise seminars, awareness programme and other literary programmes for the students of the college. (v) To receive funds, donations from members, public institutions, government agencies and the general public for all or any objects of the association. Membership: (i) Any person who has studied in the college will automatically become a member of the association with the payment of a one time registration fee of Rs. 10. And in the event of general meetings, all the members will be required to contribute towards the funds of the association. (ii) All members shall enjoy the rights and privilege of the association assured by the constitution. Office Bearers: (i) President (ii) Vicepresident (iii) General secretary (iv) Organising secretary (v) Publicity secretary (vi) Assistant General secretary (vii) Treasurer

5.4.2 – No. of enrolled Alumni:

42

5.4.3 – Alumni contribution during the year (in Rupees) :

12750

5.4.4 – Meetings/activities organized by Alumni Association :

(i) Annual General Meeting held on 16 062018 (ii) Executive Meeting held on 27102018 (iii) Talk on "Attitude is Altitude" organised on 15112018

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

**Decentralization:** 1. The College has various committees endowed with the responsibility and authority to plan, organise and execute the programmes planned by IQAC for the entire Academic Year. 2. The college also has a Student Council where Student representatives from all the classes are chosen and inducted in various committees of the college. During the Annual College Week the Student Council is given the authority and responsibility to conduct all the events under the guidance of the respective Teachers in charge. **Participative Management:** 1. One of the healthy practices of the college has been participative style of management. Staff members and students are inducted into various committees of the college where decisions are taken after consultations with all stakeholders. 2. The apex decision making body of the college namely the Governing Body is duly constituted with representative from parents and teachers as well as from society/ public and Affiliated University. All the executive decisions are taken in the staff meetings which are held regularly. Departmental meetings are held regularly where in depth discussions are held on issues like completion of syllabus, distribution of classes and the scope of offering of new elective subjects, etc. Views of all the faculty members, are given due weightage while taking decisions in the departmental meetings.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College is affiliated with North Eastern University. Several faculty members are involved in course restructuring, syllabus revision committees and moderation board constituted by North Eastern University. Several faculty members are active members of University appointed examination committee to frame questions papers and evaluate examination scripts. The institute makes every effort to supplement the University curriculum to ensure that there is integration in the academic program and goals of the college. Soft skills and Tally program are imparted to the 6th Semester Students.
Teaching and Learning	Before the beginning of each academic session, a staff meeting is held with the Principal. All plans and activities for the entire year are discussed threadbare in this meeting. After hearing the views of the faculty members, the committee for academic calendar chalks out and prepares the calendar for the year which is deliberated and approved by the IQAC. The Principal in the staff meeting also

informs the teachers about the number of working days available for the session and accordingly the heads of departments are instructed to see that all the teachers prepare the detailed teaching plan so that the course can be completed within the stipulated time frame. The teaching plan is done departmentally but the Principal is also kept informed. LCD projectors have been installed in all classrooms. Faculty members are provided with Lap Tops and the classes have become more interactive with the use of such teaching aids. The library is well equipped and connected to the internet which is helpful to both the teachers and students. The teachers also give tutorial assignments to students on subject which require a bit of research and advanced learners are encouraged to use the internet facility. Regular feedback from the students is taken to improve the teaching learning method. Group activities and group presentation are also given to students so as to have an in depth understanding of the subject.

**Examination and Evaluation**

With the Semester system in place the college conducts Internal Examinations of 25 marks. The students' performance in the examination are counted and assessed before students are sent for the final examination. Assignments and presentations are also conducted by the college for evaluation purpose. In certain cases answer scripts are distributed to the students to know and understand the evaluation process. The College has an Examination Committee to ensure smooth conduct of exam both for internal examination and University examination every year. Class interaction, individual as well as group assignment and mentoring are conducted by the college to evaluate the performance of the students.

**Research and Development**

The college at the moment has only under graduate studies. The affiliating university has not designed any research component at this level. However the college has done a Research Project on Feasibility of Fisheries in RiBhoi and East Khasi Hills District of Meghalaya during the Academic Year to inculcate on students the importance of research work. The college has a

research cell to monitor and adhere to the issues of research. Infrastructural facilities, equipment etc are available and extended to the staff and students for any research work. Computer facilities, WIFI, laptops, scanners, projectors, photocopying machines etc, are also made available to ensure smooth execution of research activities. The college library has vast collection of books with a good number of periodicals and journals, leading newspapers which can support research work pursued by staff and students.

Library, ICT and Physical Infrastructure / Instrumentation

The library is well equipped and connected to the internet and has a vast collection of Text Books and Reference Books. It also has a number of Journals, Local and National Newspapers collection. The Library has an Advisory Committee with a Coordinator and five members. The committee looks into the smooth functioning of the library and safe guarding the interest of all sections of the library users, formation of all rules and regulations. All the classrooms, Computer Laboratory, Seminar Hall are ICT enabled. LCD projectors are fitted in all the rooms. The new College Building which is under construction is almost completed which will be well lighted, ventilated, with spacious classrooms for proper seating arrangements equipped with LCD Projector, seminar hall, computer laboratory, library and internet with WiFi connection within the college campus. Computer laboratory is equipped with 25 computers with internet facility which is made available to students for academic purposes.

Human Resource Management

Faculty and Staff are encouraged to participate in Selfdevelopment programmes. Faculty Assessment is conducted through Feedback form and questionnaires to ensure better performance and thereby become more effective in one's profession. Faculty are supported financially to attend Conference / Workshop FDP's conducted outside the Institution.

Industry Interaction / Collaboration

The college has done a Research Project on Feasibility of Fisheries in RiBhoi and East Khasi Hills District of Meghalaya in collaboration with the



	Fishery Department, Government of Meghalaya
Admission of Students	The College has an Admission Committee that takes care of the entire admission process where meritorious students are given spot admission. To ensure transparency the admission committee decides on the admission criteria which are always based on merit and the list of selected students are displayed in the notice board. During the current academic year 201819, 285 students were admitted in the college in the 1st Semester B.Com.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Not yet implemented.
Administration	Not yet implemented.
Finance and Accounts	Not yet implemented.
Finance and Accounts	Not yet implemented.
Student Admission and Support	Not yet implemented.
Examination	Online submission of Examination forms is done through the internet to the affiliated University. Also examination Admit Card is being sent by the affiliated University to the College which are downloaded and then distributed to the Students.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	0	0	0	0
2019	0	0	0	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC Sponsored Orientation Programme	3	21/01/2019	17/02/2019	24
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Free Medical Facilities and Micro Finance	Free Medical Facilities	Free Medical Facilities , Micro Finance and Counselling

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college gets its Income and Expenditure audited by its Chartered Accountant every year. The internal audit helps the College to know the state of affairs of the College and helps the accounts section know if there are any lapses. The external audit conducts by the office of The Examiner of Audit and Local Accounts ,Government of Meghalaya. Accounts of the college are being audited by the External Auditor.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
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6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Representation to IQAC. 2. Representation to Governing Body. 3.

**Representation to Grievances Cell.**

**6.5.3 – Development programmes for support staff (at least three)**

**1. Free medical facilities. 2. Micro finance facilities. 3. Counselling facilities.**

**6.5.4 – Post Accreditation initiative(s) (mention at least three)**

**1. Career Coaching Class. 2. Framing of new syllabus for Certificate Course on Tourism. 3. Hindi Conversational Training Programme.**

**6.5.5 – Internal Quality Assurance System Details**

a) Submission of Data for AISHE portal	<b>Yes</b>
b) Participation in NIRF	<b>Yes</b>
c) ISO certification	<b>No</b>
d) NBA or any other quality audit	<b>No</b>

**6.5.6 – Number of Quality Initiatives undertaken during the year**

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Inter college Debate Competition	17/11/2018	17/11/2018	17/11/2018	14
2018	College week	27/10/2018	27/10/2018	03/11/2018	350
2018	Study Tour to Kolkata	03/07/2018	03/07/2018	09/07/2018	21
2018	Counselling on Finding Your Way out of The Dark	19/11/2018	19/11/2018	19/11/2018	100
2018	Counselling Services to Students	02/07/2018	02/07/2018	29/06/2019	783
2018	Remedial Classes	02/07/2018	02/07/2018	29/06/2019	783
2018	Tally ERP 9 with GST Training Programme	11/06/2018	11/06/2018	14/07/2018	25
2019	Soft Skill Training	21/01/2019	21/01/2019	15/02/2019	142
2018	Work shop on Women in the Work Place	28/07/2018	28/07/2018	28/07/2018	70
2019	Outreach Programme Visit to the 24 hour Crises Management Centre for	01/03/2019	01/03/2019	01/03/2019	20

	Children				
2018	National Seminar	07/09/2018	07/09/2018	08/09/2018	200
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Workshop on Women in Workplace	28/07/2018	28/07/2018	35	35

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	No	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
<b>No Data Entered/Not Applicable !!!</b>							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
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No Data Entered/Not Applicable !!!

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Swachhta Programme	28/09/2018	28/09/2018	56
Commemoration of 150th Mahatma Gandhi Jayanti	02/10/2018	02/10/2018	46
Disaster Management	13/11/2018	13/11/2018	76
Coping with Loneliness: Finding your way out of the dark.	19/11/2018	19/11/2018	53
Human Rights	21/11/2018	21/11/2018	41
A Talk on Remembering Thomas Jones	21/06/2019	21/06/2019	52
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Solid and Liquid Waste Management: 1. To reduce waste at institute, Students and Staff are educated on proper waste management practices through lectures, advertisement on notice boards, displaying slogan boards in the campus. 2. Waste is collected on a daily basis from various sources and is separated as dry and wet waste. 3. Color coded dustbins are used for different types of wastes. Green for liquid and Blue for solid waste. 4. The waste separated is then collected by municipal corporation vehicles for proper disposal. 2. Plastic free campus Initiative has been taken to make campus plastic free by discouraging use of plastic bags to minimize environmental damage and risks associated with it. 3. Paperless office The use of paper is greatly reduced by Initiating and maintaining erecords. This reduce carbon footprint. 4. DustFree Chalk In order to make classrooms free from dust, the Institute adopted a dustfree chalk which minimizes air pollution inside the room. 5. Use LED light bulbs Not only do LED light bulbs last longer than conventional bulbs, it also does not emit any harmful heats that can pollute the environment. Uses of LED can save large consumption of energy.

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

A. Imparting skills to be employment ready Objectives of the practice: Tally Training: This program facilitates to enhance 'Job Focused Learning' so that students are Employment Ready. On completion of the course, Students will gain from the comprehensive training through hands on approach and attention to details which will ensure success in their career. Only the outgoing B.Com students are eligible for the said course. Soft Skills: For students to stand out as promising assets to multinational organizations, they need to invest in the sharpening of what are labeled as soft skills. These abilities which are linked to personality traits are a host of interpersonal capabilities that will help the present day students to transform into outstanding corporate resources. The Context Tally Training: The number of Commerce graduates has increased manifold but very few are employable. As Manual Accounting is being gradually replaced by Computerized Accounting, only graduates with Tally Training can effectively handle accounting work. This tally programme also

incorporates the calculation of GST. Soft Skills: Looking at the background of students, it is important that personal skills and social responsibilities need to be imbibed and brushed up where needed so that they can be ready for any type of work. Most of the students here are first generation learners with parents who are farmers and manual laborers. The majority of students have not been fortunate enough to study in schools where the medium of instruction is in

English. The Practice Tally Training: Tally Training is for outgoing B.Com students after they have completed their final semester exams. The training is being done by an agency called FASTRACK.com which is an affiliate of ALMA limited, India. The agency trains the students to enhance their knowledge and skills in Tally. Students are taught to understand the Basic Accounting concepts and principles to be able to generate Accounting and Inventory Master Voucher and Basic Reports in Tally. Imparting knowledge to students on Advanced

Accounting, GST and Inventory in Tally, understand the importance and usefulness of Job costing and Job order processing. Soft Skills: The soft skills training is for all outgoing B.Com students after they have finished their final exams. The training is being conducted by an agency called Polaris which issues certificates recognized by the Government. It is very important that the training is imparted to students who are still very young in age, who are not only willing to learn but who can still adapt and change. The students are being imparted interpersonal skills, social skills, communication skills, character traits, attitudes, career attitude and art of public speaking.

Evidence of Success. Tally Training: This training has benefitted all the students who have successfully completed it. Evidence of success is seen when students who has completed their training stand a better chance of getting a job than those without it. The feedback received by the college from students who have completed the course is very positive. Many students have expressed their gratitude to the college for the Tally Training offered to them. Soft Skills: This training has produced students who can communicate better and are able to convey their ideas and acquire leadership skills. The feedback received from students after the training is that they have acquired confidence, learn business etiquette and social grace. Furthermore, they have learned about time management and also negotiation skills. The evidence of success is very clear where students at the end of the training give their honest feedback. Training on soft skills becomes relevant in a country like India where the education system does not delve into personality development Problems Encountered and Resources required. In point of fact, there are hardly any major problems to conduct both the Tally training and also the Soft skills programs. However, initially there were teething problems but which eventually were taken care of.

The problem faced in the beginning was the shortage of computers. The computer hall is rather small and there was difficulty in accommodating all the students. The problem faced with conducting Soft skill training is that there is no separate room to conduct the training. Notes. The Tally and Soft skills trainings benefitted the students as they become more employment ready. It goes without saying that Tally training is used so widely that it has become imperative for the student seeking jobs in the Accounts department of any company to learn Tally. The certificate in tally training provides necessary skills to students in performing all kinds of accounting operations required by the industry. Title of the Practice: B. MENTORSHIP PROGRAM OF STUDENTS

Objective of the Practice: ? To help build a framework of support for mentees so as to enable them to develop all round personality. ? To reach out to underprivileged, economically disadvantaged students of the college and uplift their lot. ? To be able to give proper direction in life especially in this present time where distraction like Internet can easily ruin their lives. ? To provide an opportunity to students to confide and speak to someone about their personal problems. ? To be able to give them proper guidance. ? To build up the confidence of the students to face challenges positively. The Context Each student has a different personality. Students come from different backgrounds

there are many students who have lost their parents, some whose parents have left them since they were young. Some students come from economically disadvantaged backgrounds and have to work and study at the same time. Some students have parents who are Alcoholics. Some have parents who are uneducated. The upbringing of students is also different. Mentoring such students takes a lot of effort, skills and aptitude. The problem and challenges encountered are enormous, mentoring to some students with the kind of background aforementioned is quite a challenging task. However, mentoring has proven to be one of the best practices adopted by the college. The Practice The College allots a specific number of Students or mentees to each Teacher (Mentor). The Teachers give notices to the students they have to meet. A prescribed form containing questions with regard to background details is given to each student to fill up. After the same has been filled up, the mentors then counsels the students and give suggestions and advice to them accordingly. Depending on the case of the student, mentoring is done by either meeting them in a group or individually. Difficult cases are referred to the Principal for further counseling and action. Evidence of Success Mentoring has greatly benefitted the students and the feedback received from the students is quite encouraging. The majority of students in the college come from economically disadvantaged background. Furthermore, a great number of students have lost either one or both parents. Therefore, such students have an opportunity to voice their problems to the mentor. Mentoring therefore helps the students to release their pent up feelings and is surely a stress relieving session to most students. Coming from the kind of background as stated above, many students have gained a lot of confidence and have opened up after these sessions. Mentees approach their mentors to help them get additional books from the Library and to borrow money from the Micro Finance Society so as to be able to buy books or paying their college fees. The student has benefitted a great deal from mentoring sessions. Mentors have therefore played an important role in nurturing students' aspirations. It is also evident that mentoring has had a positive impact on the lives of the students. There is a marked improvement with regards to discipline, sincerity, commitment, punctuality and a positive outlook towards live. Problems Encountered and Resources required. The problems encountered were that there were too many students to handle in the Mentoring Sessions. The mentors had to meet their mentees in different and separate groups. Initially there was skepticism about the effectiveness of the Mentoring Program: The reason being that the teachers were not formally trained to handle students who were encountering different types of problems and difficulties. The teachers were also apprehensive that mentoring will affect the teaching schedule and that they may not be able to finish their course. Some of the mentees are introvert and they shy away from discussing their problems. These were teething problems faced at the beginning but with some more experience it is hoped that mentoring will be an effective tool to help students cope well with problems and difficulties, to prepare for their future and mould their lives. Notes. Considering the students who come from very poor and difficult background, mentoring has proven to be a wonderful way to help, guide, correct and mould the future of the students. Mentoring such students is not only an obligation but a privilege as their success would satisfy and fulfill the Vision and Mission of the College which is to improve the lives and opportunities of students primarily for the economically disadvantaged, enabling them to be useful members of a global society.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and

thrust in not more than 500 words

The Institution played a vital role in imparting education to the economically challenge students which is distinctive to its vision. The fees charged by the institute are relatively cheaper compares to the other institution. Most students who are admitted belong to the firstgeneration learner hailing mostly from the rural area. College provides students with quality educational experiences and support services that lead to the successful completion of degrees, certificates, career education and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment. Institution offer courses to the students for enhancing professionalism, humanism and social responsibility through quality education.

Provide the weblink of the institution

<http://sccccollege.ac.in/>

### **8.Future Plans of Actions for Next Academic Year**

Plan of action for the Academic Year 201920: • To conduct Seminars, Workshops, Industrial and Educational Visits as part of the academic curriculum. • To implement Soft Skills Training Programme, Tally Training Programme and Certificate Course on Tourism. This will prepare students for their future. • Organise Career Guidance programmes to students. • Encouraging students to excel in various sporting events during college week for all round development. • To organise State Level Debate Competition. • To conduct Community services programme like Free Medical Camp, Awareness Programme, Asset Creation, etc, as part of reaching out to the community. • Activities to be conducted by Alumni • Various activities to be conducted by NSS like observance of World Environment Day, World noTobacco day, Voluntary Blood Donation, Cleanliness Drive, etc. • To organise activities under NCC. • To conduct workshop on Human Rights in order to create awareness as to what our rights are. • To facilitate knowledge of Gender Equity through Women's cell of the College to ensure smooth functioning at all levels. • Upgrading and Enhancement of building.