



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | | |
|---|--|---------------------------|
| 1. Name of the Institution | | 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 |
| 2. Institutional Status | | |

| | |
|--|----------------------|
| 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) | http://sccccollege.ac.in/IOAC/AQAR%202018-19.pdf |
|--|---|

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website:
Weblink :

<http://sccccollege.ac.in/AR/ACADEMIC%20%20CALENDAR%202019-2020.pdf>

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 |

6. Date of Establishment of IQAC

22-Nov-2017

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 |
| Unwavering Leadership | 19-Jul-2019 1 | 80 |
| View File | | |

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 |
|--------------------------------|--------|--|-----------------------------|---------|
| Urban Affairs Department | CMSUDF | Under Secretary to the Govt. of Meghalaya Chief Minister's Secretariat | 2019 360 | 1999104 |
| View File | | | | |

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

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

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Initiate Introduction of new Programmes

2. Enhanced Social Outreach and extension Programmes of the College

3. Enhanced and review Student support and Career Guidance

4. Initiate Human Rights Awareness and Gender sensitization

5. Holistic approach to Student's support and Counselling

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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 | Achievements/Outcomes |
|--|--|
| Holistic approach to Student's support and Counselling | i.Counselling Sessions on Coping with loneliness, finding your way in the dark (01-08-2019-30-08-2019) ii.Trekking to Nongriat Sohra on 18-01-2020 iii.Talk on Cultivating relationship that last on 14-03-2020 iv.Observing International Yoga day (Online) on 21.06.2020 v. Counselling Support during Covid Pandemic vi. Online Learning during Covid Pandemic |
| .Initiate Human Rights Awareness and Gender sensitization | i) Legal Literacy Campaign on POSCO (Amendment) Act on 6.12.2019 ii) Freedom of expression and speech with reference to social media on 7.12.2019 iii) Sex/Human Trafficking in the state: Laws and Remedies 28.02.2020. |
| Enhanced and review Student support and Career Guidance | i) Career Counselling Programme on State bank of India (S.B.I) clerical and Probationary Officer Jobs on 22.10.2019. ii) Professional Training Course on Tally ERP9 (16.01.2020-18.02.2020) iii) Conversational Hindi training (16.01.2020-28.02.2020) iv) Soft skills training (16.01.2020-28.02.2020) |
| Enhanced Social Outreach and extension Programmes of the College | i) Medical Camp at Umphrew Village on 27.7.2019 ii)Talk on Achievement of Swacch Bharat on 26.09.2019 iii) Cleaning Drive on 26.09.2019 iv) Voluntary Blood Donation Camp on 27.9.2019 |
| Initiate Introduction of new Programmes | Send Application for Affiliation to North Eastern Hills University (NEHU) for opening of Arts stream. |
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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.
- Due to Lockdown because of the Pandemic, the college moved to taking online classes from March 2020 onward in order to complete the syllabus.
- 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 | Duration | Focus on employ | Skill |
|-------------|-----------------|----------|----------|-----------------|-------|
|-------------|-----------------|----------|----------|-----------------|-------|

| | | | | | |
|-----|-----|--------------|-----|--------------------------|-------------|
| | | Introduction | | ability/entrepreneurship | Development |
| NIL | NIL | Nil | Nil | Nil | Nil |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil | NIL | Nil |
| No file uploaded. | | |

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 |
|----------------------------------|--------------------------|---|
| Nil | NIL | Nil |

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

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | Nil | Nil |

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 | 16/01/2020 | 53 |
| Tally ERP9 Training Program | 16/01/2020 | 114 |
| Conversational Hindi Program | 16/01/2020 | 12 |
| No file uploaded. | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|-------------------------|--------------------------|---|
| Nil | NIL | Nil |
| No file uploaded. | | |

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | No |
| 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 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. • 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 was also collected online through Google Forms from students during the Lockdown period. • 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 was also collected online through Google Forms from parents/guardians during the Lockdown period. • 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 | BCOM | 300 | 423 | 310 |
| No file uploaded. | | | | |

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 | Number of fulltime teachers available in the institution | Number of teachers teaching both UG and PG courses |
|------|---|---|--|--|--|
|------|---|---|--|--|--|

| | | | | | |
|------|-----|-----|--------------------------|--------------------------|----|
| | | | teaching only UG courses | teaching only PG courses | |
| 2019 | 813 | Nil | 24 | Nil | 24 |

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 | 24 | 29 | 5 | Nil | Nil |
| No file uploaded. | | | | | |
| No file uploaded. | | | | | |

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

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 low-income families, single-parent families and from low-performing 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 part-time jobs. Assisting the students strike a balance between academics and part-time 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 |
|--|-----------------------------|-----------------------|
| 813 | 24 | 1 : 34 |

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 |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| Nil | Nil | Nil | Nil | Nil |

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 |
|-------------------|---|-------------|--|
| Nill | NIL | Nill | NIL |
| No file uploaded. | | | |

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 | 5th | 05/12/2019 | 01/06/2020 |
| BCom | BCOM | 3rd | 05/12/2019 | 18/03/2020 |
| BCom | BCOM | 1st | 05/12/2019 | 06/03/2020 |
| BCom | BCOM | 6th | 17/05/2019 | 19/07/2019 |
| BCom | BCOM | 4th | 17/05/2019 | 21/08/2019 |
| BCom | BCOM | 2ND | 17/05/2019 | 21/08/2019 |
| No file uploaded. | | | | |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

2.5.2 – Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words) In order to evaluate and monitor students' progress, certain methods are being employed. Teachers, on a regular basis, conduct group discussions on lessons taught to bring out any problems the students face inorder to tackle them. Discussions are framed in such a way as to ensure that students not only understand the topics taught at an academic level but that they are able to apply theoretical knowledge and analytical skills in different situations. Quizzes are also held as part of the class evaluation to keep students alert and motivated. Regular assignments are given and they are carried out by the students individually as homework and class work. Seminars are also conducted where a class is divided into smaller groups and each group has to give a presentation on a given topic. During the pandemic lockdown in 2020 classes were taken online. Classes were conducted regularly through Zoom and Google Meet while, at the same time, teachers uploaded lectures online for students through Google Classroom and You Tube. Assignments were conducted online and exams were also conducted online whereby students sat for open-book exams and submitted the soft copy of the exam script online immediately after the appointed time while the hard copy had to be submitted to the college. The evaluation system adopted by the institute has two components:

- Continuous Internal Evaluation (CIE)
- The End Semester Examination (ESE) The CIE carries 25 and the ESE carries 75 of the overall marks.

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

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)

[NA](#)

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 | 259 | 158 | 61 |
| No file uploaded. | | | | | |

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)

[NA](#)

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 |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Nill | 0 | NIL | 0 | 0 |
| No file uploaded. | | | | |

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 |
|---------------------------|-------------------|------|
| NIL | NIL | |

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 |
|-------------------------|-----------------|-----------------|---------------|----------|
| NIL | 0 | NIL | Nil | Nil |
| 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 |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| NIL | NIL | NIL | Nil | Nil | Nil |
| 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 |
|------------------------|-------------------------|
| English | 1 |

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) |
|-------------------|------------|-----------------------|--------------------------------|
| Nil | NIL | Nil | Nil |
| 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 |
|-------------------|-----------------------|
| NIL | Nil |
| No file uploaded. | |

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 |
|--------------------|----------------|------------------|---------------------|----------------|---|---|
| NIL | NIL | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | | |

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 |
|--------------------|----------------|------------------|---------------------|---------|---|---|
| NIL | Nil | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | | |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 1 | 14 | 2 | Nil |
| No file uploaded. | | | | |

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 |
|--|--|--|--|
| Yoga. Date:21/06/2020 | Shillong Commerce College NCC | 2 | 21 |
| Trekking to Nongriat Sohra. Date:18/01/2020 | Shillong Commerce College NCC | 2 | 35 |
| Talk on Achievement of Swacch Bharat. Date:26/09/2019 | Shillong Commerce College NCC | 2 | 72 |
| Blood Donation, Date:27/9/2019 | NSS Unit of Shillong Commerce College in collaboration with Regional Blood Bank, Pasteur Institute, Meghalaya Blood Transfusion Council and Meghalaya Aids Control Society, Shillong | 5 | 35 |
| Health Camp, Date:27 July 2019 | NCC, NSS, Outreach Committee | 7 | 55 |
| View File | | | |

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 | Swacch Bharat | Shillong Group | 2 |
| NCC | Participating in Rajpath Delhi | Unit, Shillong Group ,NER Directorate and State | 1 |
| No file uploaded. | | | |

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 |
|--------------------|---|----------------------|--|--|
|--------------------|---|----------------------|--|--|

| | | | | |
|--|---|---|---|----|
| Yoga. Date:21/06/2020 | Shillong Commerce College NCC | Online Yoga | 2 | 21 |
| Trekking to Nongriat Sohra. Date:18/01/2020 | Shillong Commerce College NCC | Trekking | 2 | 35 |
| Talk on Achievement of Swacch Bharat. Date:26/09/2019 | Shillong Commerce College NCC | A talk on Swacch Bharat | 2 | 72 |
| Blood Donation, Date:27/9/2019 | 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 Students of the College. ii) Awareness talk on healthy blood donation, Drug abuse and its negative effect on life and society. | 5 | 35 |
| Health Camp, Umphrew Village Date:27 July 2019 | NCC, NSS, Social Work Committee, Outreach Committee | i)Medical checkup where 131 villagers attended the camp comprising 52 males and 79 females. ii)The NSS Unit contributed one globe, sketchpens, exercise books and educational flexes to the school. | 7 | 55 |
| No file uploaded. | | | | |

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 |
|--------------------|-------------|-----------------------------|----------|
| NIL | 0 | 0000 | Nil |
| No file uploaded. | | | |

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/ | Duration From | Duration To | Participant |
|-------------------|----------------------|-------------------------------------|---------------|-------------|-------------|
| | | | | | |

| | | | | | |
|--------------------------------|--------------------|--|------------|------------|-----|
| | | industry /research lab with contact details | | | |
| Examination Centre | Examination Centre | Institute of Cost and Work Accountant of India | 01/07/2019 | 30/06/2020 | 15 |
| Enhancement of Students Skills | Soft skills | Polaris | 01/07/2019 | 01/06/2020 | 65 |
| Account Software Skills | Tally | Alma Computer Training Centre | 01/07/2019 | 30/06/2020 | 206 |
| 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 |
|--|--------------------|---|---|
| Institute of Cost and Work Accountant of India | Nil | Popularising Cost Accountant in North East in particular and the country in general | 15 |
| ALMA Computer Training Center | 11/12/2019 | Training For Tally Accounting Software (Tally ERP 9) | 202 |
| Polaris Solutions Enterprise | Nil | Enhancement of Students Skills | 65 |
| No file uploaded. | | | |

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 |
|--|--|
| 89 | 89 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|-------------------------|
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added |
| Seminar halls with ICT facilities | Existing |
| Classrooms with LCD facilities | Newly Added |
| Seminar Halls | Existing |

| | | | | | | | | | |
|-------|----|----|---|----|---|----|---|---|---|
| Total | 62 | 32 | 4 | 10 | 0 | 11 | 0 | 2 | 5 |
|-------|----|----|---|----|---|----|---|---|---|

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

0 MBPS/ GBPS

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 |
|--|--|
| NIL | Nil |

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 |
|--|--|--|--|
| 1 | 0.77 | 11 | 10.47 |

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 32 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.

NIL

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 |
|--------------------------------------|--------------------------|--------------------|------------------|
| Financial Support from institution | PERFORMANCE REWARD GRANT | 3 | 52965 |
| Financial Support from Other Sources | | | |

| | | | |
|---------------------------|---|-----|---------|
| a) National | MINORITY AFFAIRS SCHEME POST METRIC SCHOLARSHIP FOR SCHEDULE TRIBE STUDENTS, BORDER AREA SCHEME and UMBRELLA SCHEME FOR EDUCATION OF SCHEDULE TRIBE POST METRIC SCHOLARSHIP FOR SCHEDULE TRIBE STUDENTS | 209 | 2383943 |
| b) International | Nil | Nil | Nil |
| View File | | | |

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 |
|---|------------------------|-----------------------------|---------------------------------------|
| Conversational Hindi | 16/01/2020 | 12 | POLARIS Solution Enterprise |
| Soft Skills Training | 16/01/2020 | 53 | POLARIS Solution Enterprise |
| Tally ERP9 | 16/01/2020 | 114 | ALMA Computer Training Centre |
| Mentoring | 01/07/2019 | 813 | Provided by teachers of the college |
| Personal Counselling | 01/07/2019 | 813 | Provided by Counsellor of the college |
| Remedial coaching | 01/07/2019 | 813 | Provided by teachers of the college |
| No file uploaded. | | | |

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 students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|-------------------|--------------------|--|--|--|---------------------------|
| Nil | NIL | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | |

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 |
|---------------------------|--------------------------------|---|
| 1 | 1 | 3 |

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 |
| NIL | Nil | Nil | 00 | Nil | Nil |
| 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 |
|---------------------------|--|--------------------------|---------------------------|---|-------------------------------|
| 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 | 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 |
| View File | | | | | |

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 |
|-------------------|---|
| Nil | Nil |
| 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 | 16 |
| Singing Competition | College level | 108 |
| Dancing Competition | College level | 123 |
| Debate Competition | College level | 10 |
| Extempore Competition | College level | 15 |
| Quiz Competition | College level | 64 |
| Mister and Miss Shillong Commerce College | College level | 19 |
| Cricket Competition (Boys) | College level | 160 |
| Football (Boys) Competition | College level | 160 |
| Basketball Competition (Boys and Girls) | College level | 140 |
| View File | | |

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 |
|-------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| Nil | NIL | Nil | Nil | Nil | Nil | Nil |
| 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 onetime 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) Vice-president (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) :

10000

5.4.4 – Meetings/activities organized by Alumni Association :

The Shillong Commerce College Alumni Association conducted a raffle draw as a fund raising scheme towards the association on the Grand Finale of the college week on the 1st, November 2019. It was a collaborated effort of the teaching and non teaching staff as well as the students of the college to sell the

raffle draw tickets. The amount raised from the raffle draw sales was Rupees 1, 06,100/-.

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 |
|---------------------------|---|
| 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 2019-20, 310 students were admitted in the college in the 1st Semester B.Com |
| Human Resource Management | Faculty and Staff are encouraged to participate in Self-development 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 |

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 Wi-Fi connection within the college campus. Computer laboratory is equipped with 32 computers with internet facility which is made available to students for academic purposes.

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. 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, WI-FI, laptops, scanners, projectors, photo-copying 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.

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.

Teaching and Learning

? 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.

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.

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

| E-governance area | Details |
|-------------------|--|
| 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 |
|-------------------|---------------------|--|--|-------------------|
| 2019 | Pynjopthiaw Nongrum | Refresher Course | UGC Human Resource Development Centre | 1000 |
| No file uploaded. | | | | |

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) |
|-------------------|--|---|-----------|---------|---|---|
| Nil | NIL | NIL | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | | |

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 | 1 | 11/11/2019 | 24/11/2019 | 14 |

No file uploaded.

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| Nil | Nil | Nil | Nil |

6.3.5 – Welfare schemes for

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

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 is conducted by the office of the Examiner of Audit and Local Accounts, Government of Meghalaya. The 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 |
|--|-------------------------------|---------|
| NIL | 0 | Nil |
| No file uploaded. | | |

6.4.3 – Total corpus fund generated

0

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 | Nil | No | Nil |
| Administrative | Nil | Nil | No | Nil |

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 | Yes |
| b) Participation in NIRF | No |
| c) ISO certification | No |
| d) NBA or any other quality audit | No |

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 |
|---------------------------|------------------------------------|-------------------------|---------------|-------------|------------------------|
| 2019 | Unwavering Leadership | 19/07/2019 | 19/07/2019 | 19/07/2019 | 80 |
| View File | | | | | |

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 |
| 1. Workshop on Sex/Human Trafficking in the State | 06/12/2019 | 06/12/2019 | 45 | 20 |

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 | Nil |
| Rest Rooms | Yes | Nil |

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 |
|---|--|--|------|----------|--------------------|------------------|--|
| No Data Entered/Not Applicable !!! | | | | | | | |
| No file uploaded. | | | | | | | |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|-------|---------------------|--------------------------|
| NIL | Nil | Nil |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|-----------------------------------|---------------|-------------|------------------------|
| A talk on 'Unwavering Leadership' | 19/07/2019 | 19/07/2019 | 80 |
| View File | | | |

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 Considering maintaining SOP to reduce the spread of COVID-19 the use of paper is greatly reduced by Initiating and maintaining e-records, distribution of notice and circular is done through online mode. This reduce carbon footprint.
4. Dust-Free Chalk In order to make classrooms free from dust, the Institute adopted a dust-free 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

Objectives of the practice: Tally Training: This program facilitates to enhance 'Job Focused Learning' so that students are Employment Ready. **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. **The Context Tally Training:.** 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 **The Practice Tally Training:** Tally Training is for outgoing B.Com students after they have completed their final semester exams. **Soft Skills:** The soft skills training is for all outgoing B.Com students after they have finished their final exams. **Evidence of Success. Tally Training:** Evidence of success is seen when students who has completed their training stand a better chance of getting a job than those without it. **Soft Skills:** This training has produced students who can communicate better and are able to convey their ideas and acquire leadership skills. **Problems Encountered and Resources required.** 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. **Notes.** The Tally and Soft skills trainings benefitted the students as they become more employment ready. 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. **Title of the Practice: B. MENTORSHIP PROGRAM OF STUDENTS** Objective of the

Practice: ? To provide an opportunity to students to confide and speak to someone about their personal problems. ? To be able to give proper direction in life especially in this present time where distraction like Internet can easily ruin their lives. ? ? The Context Each student has a different personality. Students come from different backgrounds some students come from economically disadvantaged backgrounds and have to work and study at the same time. 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 Evidence of Success Mentoring has greatly benefitted the students and the feedback received from the students is quite encouraging. The student has benefitted a great deal from mentoring sessions. Problems Encountered and Resources required. The problems encountered were that there were too many students to handle in the Mentoring Sessions. 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.

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

<http://sccccollege.ac.in/AR/BESTPRACTICES.pdf>

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 first-generation 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/AR/7.3.pdf>

8.Future Plans of Actions for Next Academic Year

Future Action Plan 1. Efforts are being made by College Authorities to introduce a course on Diploma/ certificate in Tourism in Collaboration with Tourism Department of NEHU. 2. Encourage Faculty members to attend more seminars/ workshops in relations to their departments. Moreover they are also encouraged to present papers in seminars and contribute to journals/ articles. 3. The college is contemplating to introduce its own journals where faculty members can make their contribution. 4. To conduct more programme in connection with Extension Activities/ Outreach Programme by the institution through NSS/NCC/ Outreach Committee/ Social Work Committee. 5. To Conduct more seminars/conferences/ workshop by the institution. 6. The college Library will be shifted as soon as possible to a new premise in the new building which is nearing completion. In fact, had it not been for lockdown due to Covid-19 pandemic, it would have been shifted by this time. 7. Infrastructure facilities will be considerably augmented with completion of the new college building as we have opened a new course of study namely B. A. 8. The college intends to construct Boys Common Room with Financial assistance from Government under RUSA 2.0. Phase - I of the said building will commence by early 2021. 9. The college will buy 60 Desktops, 17

laptops and 10 LCD Projectors to augment the computer lab and equip teachers for effective online teaching learning. 10. The College intends to buy more books (reference and text) to augment the library resources.