



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	SHILLONG COMMERCE COLLEGE
• Name of the Head of the institution	Dr (Mrs) Sabita Sen
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03642227961
• Mobile No:	9863081657
• Registered e-mail	scc.iqac17@gmail.com
• Alternate e-mail	shgcomcoll@gmail.com
• Address	Boyce Road, Laitumkhrah
• City/Town	Shillong
• State/UT	Meghalaya
• Pin Code	793003
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	North Eastern Hills University				
• Name of the IQAC Coordinator	Ailadlinda L Mawphlang				
• Phone No.	8837461509				
• Alternate phone No.	03642227961				
• Mobile	8837461509				
• IQAC e-mail address	scc.iqac17@gmail.com				
• Alternate e-mail address	shgcomcoll@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://sccccollege.ac.in/IQAC/AQAR%202020-2021.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://sccccollege.ac.in/AR/21-22%20ACADEMIC%20CALENDER.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.17	2017	12/09/2017	11/09/2022
6.Date of Establishment of IQAC			22/11/2017		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been			Yes		

uploaded on the institutional website?	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Started with the Basic computer literary course	
For skill enhancement and employment opportunity, Tourism course has been introduced.	
Administrative training was conducted for Non teaching staff for better filling, effective documentation and efficient overall administration	
To create awareness on the importance of preserving the environment , GAIA-eco club was formed.	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
To equip students with Basic computer knowledge, Basic computer literary course to be introduce	1 batch of student completed successfully with pass percentage of 88.24%
For skill enhancement and employment opportunity, Tourism course will be introduce.	1 batch completed successfully
Administrative training to be conducted for Non teaching staff for better filling, effective documentation and efficient overall administration	Better and more systematic filling system
To promote awareness on the importance of preserving the environment eco club to be form	GAIA-eco club was launched on the 4th June 2022
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	08/11/2022
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	29/04/2022
15.Multidisciplinary / interdisciplinary	
<p>The college offers Bachelor of Commerce and Bachelor of Arts with seven departments namely Department of Education, Department of Economics, Department of Sociology, Department of Political Science, Department of History, Department of English and Department of Khasi. To keep up with the requirement of the NEP 2022 the college is planning to open new department in Arts stream and skill based courses in the future.</p>	
16.Academic bank of credits (ABC):	

Till date the North Eastern Hills University (NEHU), the affiliating university of the college has not implemented the Academic Bank of Credits regulation to the affiliated colleges. However, once the parent university implemented the same, the college will make all efforts to implementing the Academic Bank of Credits under the new NEP 2020.

17.Skill development:

The college offers various skill based programme such as Tally ERP , Soft Skill, Hindi conversational programme (for non Hindi speaking students), Tourism Courses and Basic computer course which cater to the mission of the college which is to prepare students with attitudes, skills and habits of lifelong learning and with leadership skills, enabling them to be useful members of the global society. Once the NEP 2020 is implemented, the college will open more skill based programme as needed by the curricular of the affiliated university.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college offers one language programme Khasi at the UG level. However, it may be noted that the college also have a certificate course in Hindi Conversational programme which benefits the non Hindi speaking students of the college. The college will make all efforts in the future to have an Online Language Course programme.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The affiliating university is yet to implement the same in its curricular. The attainment of outcomes is measured by feedback of the students on teachers and from the performance of students in the internal assessments and final term exams.

20.Distance education/online education:

During the COVID-19 pandemic the teachers of college has taken online classes using various online platform such as Zoom, Google Classroom, Google Meet, Youtube and Whatsapp for group collaboration, sharing of audio recorded class , recorded video class, assignment etc. The college is in the process of having smart class rooms to augment the blended mode of teaching and will improve its IT infrastructure in the coming days. It may also be noted here that the college various training programme to the faculty of the college to equip the teachers with the skill and knowledge of taking online class. Webinar are conducted on a regular basis . collaboration

Extended Profile

1.Programme	
1.1	75
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	1527
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	674
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	297
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	52
Number of full time teachers during the year	
File Description	Documents
Data Template	View File

3.2	8
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	132
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	74
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

For curriculum delivery the following steps and practices are followed by the college:

- 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).
- The Vice Principals along and in consultation with the Heads of Departments (with inputs from the department faculty) prepare the master time table for the commencing academic session, separately for BA and BCom programmes.
- All teachers prepare a detailed teaching plan for timely completion of syllabus. Copy of the syllabus is available with each department.
- Departmental meetings are held wherein all the teachers discuss

the curriculum, the department time table, and allocation of classes within their departments.

Remedial classes are also conducted to students who require extra classes on topics under the curriculum.

- The Principal also convenes general staff meetings to assess and review the progress and completion of courses. In case of incomplete syllabus course, extra classes are arranged by teachers.

- Teachers provide a list of reference books, websites and other sources to the students. This helps the students to prepare notes, assignments and project works.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sccccollege.ac.in/IOAC/21-22%20ACADEMIC%20CALENDER.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As noted, 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. In the course of the academic year several changes in the form or postponement of exams, inability to conduct certain activities, etc. hampered the strict adherence to the academic calendar. The following practices have been implemented by the college:

- Classes are taken as per the class routine prepared in conjunction with the academic calendar, including both offline and online classes as per government protocols.
- Internal tests are conducted to assess as well as grade the students during the course of the semester.
- Assignments are also given to students for assessment as well as grading.
- Departmental meetings are also held wherein all the teachers of respective departments discuss internal assessment and evaluation of their respective students within their departments.
- The Principal also convenes general staff meetings to discuss internal assessment and evaluation by the different departments.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

703

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

703

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The well-knit curriculum could be seen as under:

1. The affiliating University has introduced a compulsory subject 'Environmental Studies' for the 6th semester for both B.A and B.Com.
2. In B.A Political Science, there is a Unit which addresses Gender in 3rd Semester.
3. The Sociology paper for the 5th Semester contains a unit 'Family and Kinship'.
4. The 3rd Semester of BA English study Gender in the Play 'Saint Joan' by G.B Shaw.

In addition, the institution has organised talks and workshops:

1. Online talk on importance of Mental Health given by Dr. Eddie Mukhim on 11th of March, 2022.
2. Mentoring and Value Education Cell organised a Faculty Training on "How to Mentor Students" on 17th March, 2022.
3. Department of Education organised "A Talk on Human Values" on 11th of December, 2021.
4. Human Rights Cell organised a talk on "Equality-Reducing inequalities, advancing human rights" on 10th December 2021.
5. The Sociology Department held a talk on 'Women's Rights are Human Rights' on 15th of December 2021.
6. Gaia Eco Club organised Dustbin making competitions and cleaning drive on World Environment Day, 5th of June 2022.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

20

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/forms/d/1TD-4bfb1C5FCNSYqgc_vvGfryk7mnmj_y_lqgmpRk/edit#responses

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile**

2.1.1 - Enrolment Number Number of students admitted during the year**2.1.1.1 - Number of sanctioned seats during the year**

720

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

674

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The main methods of evaluating the students include classroom interaction, internal tests, assignments and final exam scores. Apart from the usual number of classes, the teachers also take remedial classes to help improve student performance in accordance with their requirements. Students are also given a re-test and chance to rework their assignments to improve their performance and marks when required. At present, there is no special programme dedicated to identifying slow and advanced learners and assisting them accordingly.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1527	52

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In relation to learning, students are exposed to different types of activities in order to enable them to acquire knowledge in a more interesting and effective manner. The college had organised Skill Development Programmes such as workshop on computerized garment design and manufacturing, and workshop on mobilization drive on pattern making and line stitching during the academic year. These programmes have improved students' competencies empowering them with employable skills. During the academic year, the college had organised an inter-college debate competition, on a topic of social importance, it has enhanced the students' knowledge and skills. In addition, students had participated in various inter-college debate competitions. Their participation has improved their critical thinking, research skills and effective public presentation. Special talks on various social issues were conducted during the academic year, the talks has enhanced student knowledge on important issues and have sensitised student perspectives on the real issues affecting the world. The industrial visit conducted during the academic year has enhanced students' learning and cultural perspective. Presentations play an important part in the learning process for the students. As a result, they are able to comprehend and present their topics clearly, engage in group discussions, and enhance their knowledge.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers have made appropriate use of available ICT tools for enhancement of student learning. Students are directed to make use of select YouTube channels and videos pertaining to the subject or topics which they are learning in class. Teachers make use of the digital projectors available in certain classrooms to make PowerPoint presentations on various topics. When required, teachers also make use of online presentations or deliver lectures through Google Meet and Google Classrooms. Teachers also make use of free ebooks or pdfs relevant to their respective subjects and existing within the public domain. They have also created WhatsApp groups related to specific subjects where the students are added and which can be used for the dissemination of webpage links containing necessary information.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

43

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

45

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

9

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

309

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Inorder to assess students' learning, students are evaluated at intervals by respective teachers. Internal assessment is transparent

whereby teachers provide the marks to the students before the final submission of the marks to the college. In case students request for a chance to improve their marks, teachers provide them the chance to rework on their assignments. Some teachers provide Honours students especially to appear for re-test in case their performance is not up to the mark. Internal assessment is done on a regular basis through class presentations, assignments and tests.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Internal marks obtained by students are displayed through the Group Whatsapp. Students check their marks and in cases where their names do not appear in the list, teachers are informed of the situation and immediate action is taken by respective teachers to rectify the matter. Till date there has not been any grievance from the students' side concerning a wish for re-evaluation. Majority of the cases involve students who acquire low marks and wish to re-write the assignment or the test. Teachers always make a speedy arrangement of time and place for the re-test or for the submission of the assignment. This task is efficiently conducted by the respective teachers in order to get the final marks for submission.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The COs for all the courses offered by the institution fall in line with all the programmes offered in accordance with the NEHU syllabus, which is meant to suit the present day requirement of the students. The COs prepare students to strive for the acquiring a Bachelor's Degrees or the necessary qualifications for higher

education preparing them for different career options. Students are generally sensitized on the objectives of the course offered. Dissemination of information takes place through orientation programme, and through the classroom set up. In addition, some faculty members are involved in designing the syllabus for the degree level.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college evaluates students through various methods for measuring the attainment of each of the POs, PSOs, and COs through the assessment of the relevant programmes. The assessment is provided through home assignments, internal test, terminal exams and university exams. Under the University examination, students are evaluated for total of 75% of the total marks and the institution evaluates 25% of the remaining marks.

Methods of measuring the level of attainment of Pos, PSOs, and COs.

1. End semester university examination

2. Internal Test/ assignments are given to the students with the intention of achieving the set goals within the Pos of the respective subjects.

3. Assessment and evaluation takes place at the institutional level through terminal examinations for assessing the attainment level of Pos, PSOs and COs.

4. Feedbacks are also collected from students.

5. Students placement in the industries as well as different profession.

6. Students advancement to higher studies in the same field or in diverse discipline.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

251

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/19WnY1gXH9LOsUSuMeThcQXQGqMUt9P-s69Iu_1G7BOY/edit#responses

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Shillong Commerce College constituted extension activities through NSS, NCC, and Social Work Committee in order to enhance the social mind of the students. This has created a platform for the students to learn about leadership, responsibility and team work while giving back to the community. The college has organised social awareness programmes such as tree plantation and cleaning drive on World Environment Day, the importance of meditation on International Yoga Day, donating goods and lending their helping hands to the different orphanages in the community, awareness programmes on World no Tobacco Day and World Aids Day. In addition to that, the college organised blood donation camps from time to time.

File Description	Documents
Paste link for additional information	http://sccccollege.ac.in/IOAC/extension%20report.pdf
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

6

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

8

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

596

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has two streams - Commerce and Arts with adequate infrastructure for teaching and learning. The college has 23 classrooms (5 in old building, 18 in extension building), 10 of them fitted with ceiling mounted LCD Projectors. The extension building is nearing completion and most of the rooms have been utilized by the college. All classrooms are equipped with sound systems.

The college has a Computer Laboratory with a capacity of 80 computers, at present it has 64 computers which has Wi-fi connectivity and an LCD projector. The college has two staffrooms, two common room for students. Departments are being provided with laptops to facilitate teaching-learning exercise. The college has two Conference Rooms with a seating capacity of 100 per room. They are fitted with LED projector and internet connectivity. The college has an auditorium with seating capacity of 700 persons.

The Library is automated using Library Management system. There are 8 desktops for students with internet connectivity. All the computers are connected via LAN and/or Wi-fi. A kiosk has been installed for both students and faculty. The library is subscribed to N-List, to access INFLIB-NET. The library also has two photo-copier machines. 80% of the books have been barcoded.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Shillong Commerce College is a strong promoter of culture and traditions of the State and the nation. The Cultural Committee is an attempt to identify, nurture and showcase talents from amongst students.

A 500 seater auditorium with one green room (with an area of 415.73 sqm plus 18.14 sqm) has been built to organize Cultural events including College Week grant finale.

Musical instruments for such events are hired on rent as and when such events are organized.

For sports and games the College has Basket Ball Court with a built up area of 657.889 sqm confirming to NBA standards.

The College has fully equipped gymnasium with an are of 76.30 sqm.

Indoor games like Table Tennis, Chess, Carrom etc are played in the Boys' Common room and Girls' Common room.

A sports Committee looks after all the sporting activities in the College. Also Sports secretary in the Students' Union of the Collge assists in sports activities.

The NCC Unit of the College organizes Yoga classes from time to time.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

132

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College library first started automation in July 2015 with KOHA Library Integrated Management Software version 3.14.

Library continues automated use KOHA Integrated Library Management System got upgraded to version 18.11 on September 2019 and currently the Library is using KOHA version 21.11 upgraded on August, 2022.

The Library has completed 80% barcoding of Library books ,installation of Integrated Electronic In/out Gate Attendance was also completed on August 2022 and its implementation is under process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

55

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Between the session 2021-2022, the major IT expenses were on Casing (including Casing Pipe), Laptops, Desktops (including mouse), Cable, Projector (including Projector Screen), I/O Box Single Box SMB, Plugs and wire, Printer (including wireless printer), Cartridge, Kaspersky Total Security, CANON COPIER; SKYLAND STABILIZER; UPS as well as on Service charge. (dates in enclosure).

Wi-Fi

Both BSNL and Jio fiber connection are available. These have been updated from the usual broadband.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

72

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

132

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are well established systems and procedures for maintaining and utilizing all the infrastructural facilities in the college. The Governing Body being at the top takes all the decisions with regard to maintenance and Upgradation of college infrastructure. The Principal being the secretary of the Governing body brings to the notice of the Governing Body, matters concerning infrastructural development of the college.

Regular staff meetings are held where matter requiring attention of the college authority are discussed and accordingly brought before the Governing Body.

Also, in order to ensure that various facilities are properly utilized as well as looked after, an Estate Officer has been

appointed. The Estate Officer is mandated to look after proper maintenance of all the infrastructural facilities including laboratory, library, basketball court, computer laboratory, classrooms, electricity, generator, gymnasium, etc.

There are many Committees to assist in maintenance and utilization of various facilities in the college like Library Advisory Committee, Building Committee under RUSA, Sports Committee, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

institution / non- government agencies during the year

04

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

8

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

When it comes to student experience, an essential part of fitting in at college is having a sense of belonging. Students who take part in different activities in college life tend to have higher self esteem and satisfaction. The College tries to ensure that students are included in all activities in the College. It is important for faculty members to make a conscious effort to help students find their place in the College. Student clubs and organizations can help students create connections, build relationships, and expand their skills outside the lecture hall. Not only are student associations great for improving the university experience, the skills and connections gained from participation in one can help launch a student well past graduation.

The Shillong Commerce College Students' Union has representatives from every class. The Union is very active in looking after student welfare and discipline in the College. The NCC, NSS, the Eco Club all bring students together to work for a common purpose. In every function organized by the College, the students themselves officiate as organizers and volunteers to ensure smooth functioning of the work and this also hones their organizational skills. Close cooperation between teachers and students is part of the culture in Shillong Commerce College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni associations have always been an integral part of an institution although in a rather informal way. But the emphasis placed on the Alumni by the NAAC is to a large extent responsible for familiarizing many with the significance of what an alumni association can do for their Alma Mater. Alumni are expected to perform many roles effectively such as promoting institutional brand; providing mentoring to on-going students; facilitating internships, career opportunities, job placement for outgoing students and so on.

The Shillong Commerce College Alumnis' Association, Shillong has been registered under the Meghalaya Societies Registration Act, XII of 1983. The Association consists of a President, Secretary, Treasurer and Executive Members. A number of Alumni have received placements in the College itself. The alumni have been making efforts to support the student community in the College through financial contributions and donation of books. The Alumni have plans to facilitate workshops for students to develop their writing skills, presentation skills and other soft/behavioural skills to promote opportunities for their employability. They have also held discussions on award of certificates, medals and trophies to be given to the students who perform in a distinctive way in sports events in particular and other academic activities

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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.

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 and academic decisions are taken in the staff meetings which are held regularly keeping in view the Vision and Mission of the college. 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

File Description	Documents
Paste link for additional information	http://sccccollege.ac.in/about/vision
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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

The college has a Student Council where Student representatives from all the classes are chosen and inducted in various committees of the college. The class representatives are selected from each class by election where all students can exercise their right to choose their representative. Each class has two representative one female and one male. The Student Council comprises of all the Class Representative in which they elected the office bearer among themselves. The election of the office bearer of the office bearer of the student council is done in the present of the Principal, Vice Principal and senior teachers of the college. The President of the Student Council represents the students in the IQAC where he/she can put forth the views and suggestions of the students. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has open Bachelor of Arts with seven departments namely:

1. English Department
2. Economic Department
3. History Department
4. Sociology Department
5. Khasi Department
6. Political Science Department
- and 7. Education Department

These departments has been started in the Academic Session 2020-21 in the college extension Building with teaching staff being appointed as per UGC guidelines.

The institution has completed the construction of the new Basketball Court in the college extension Building which is funded by RUSA and partly by the college.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Apex body of the college is the Governing Body which constituted with representative from parents and teachers as well as from society/ public and Affiliated University followed by Principal and two Vice Principals.

The next level comprise of (a) Teaching staff of the following department: 1. Commerce Department 2. English Department 3. Economic

Department 4. History Department 5. Sociology Department 6. Khasi Department 7. Political Science Department 8. Education Department. Each department has a head of department to look after the smooth functioning of the department and (b) Non-Teaching Staff which comprise of the following: 1. Library Department headed by the librarian assist by an assistant librarian and library staff 2.Accounts Department comprise of senior accountant and junior accountant 3. Examination Department which comprise of Officer in Charge, Assistant Officer in Charge and Exam Staff 4.Upper Divisional Assistant 5. Lower Divisional Assistant 6. Maintenance Staff and7. IQAC with various Sub-committees under it.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

1. Free Medical Facilities: The College has a Medical Room which provide free Check up and Medicines to both teaching and non-teaching staff. The Medical room is run with a Doctor who is available thrice in a week and a full time Retired nurse.

Counseling: The College has a counselor who is a regular employee and is available in when needed. Both teaching and non-teaching staff can use the counselor when needed.

3. Micro Finance: Soft loan facilities are available through Micro finance to both teaching and non-teaching staff. Loan is provided at a low rate of interest.

File Description	Documents
Paste link for additional information	http://sccccollege.ac.in/student/medical
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A Systematic Performance appraisal system is followed by the college wherein regular feedback is collected by students with regards to every teacher. Students are provided with feedback questionnaire by the end of each semester. Every student provides their feedback, views and suggestions as well regarding each teacher. These feedback received by students are of utmost importance for the institution as

each teachers' performance is evaluated on the basis of this. The college provides the feedback to respective teachers, which helps them to understand their performance in teaching. It helps them to find out the flaws in them and take corrective actions as per the student suggestion. The college also provides teachers with the entire required infrastructure to enhance their teaching and performance.

The other system for Performance appraisal is maintenance of Service book record both for teaching and non-teaching staffs under sanctioned post. The record provides the requisite information with regards to each staff.

File Description	Documents
Paste link for additional information	https://docs.google.com/forms/d/1XKQ-pcFapFWCnz0MBuiqeZNu6SdcYgFgiWAU_hmLSKQ/edit#responses , https://docs.google.com/forms/d/1CY6I8cBnOyDU4UW9G00zCEA5wnBy9MOR7KZkM6B1D7M/edit#responses
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College prepared a budget every year with different heads of expenditure and Income and the expenditure are being incurred according to the budget estimated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. The Basic Computer Course

Computer skills are the key to success in today's educational setup and in the workplace and with ample career opportunities, basic computer literacy is essential for students from any background. Students learn skills such as sending emails, conducting internet searches, creating word, excel and power point document. Therefore, the Basic Computer Course classes started from 15th March 2022 and concluded on 20th April 2022. The total number of students that were enrolled was 102. The course was conducted for 2 batches of 51 students each for a duration of one and a half hour. 90 students were able to clear the test successfully making the pass percentage to 88.24%.

2. Administrative Training

Maintaining a system of organized, accurate and consistent documentation in the workplace is both necessary and beneficial.

Documentation refers to a set of records that Higher Education Institutions keeps to provide evidence or information that can be used to inform decisions. In the workplace, documentation is retained records of employment and events as required by UGC. The training stressed on the importance of teamwork and how it is needed for every member to share responsibility, promotes efficiency and mutual accountability in administration .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

In terms of improvements made for the preceeding during the year with regard to quality post first cycle the College:

1. Has started Bachelor of Arts with Seven Department namely Economic Department, History Department, Political Science Department, Education Department, Khasi Department and Sociology Department.
2. Appointment of Teachers in the seven departments of Bachelor of Arts in accordance with UGC Guidelines
3. Appointment of additional Non-Teaching Staff including Multi-Tasking Staff to meet the needs of the growing number of students and staffs.

The institution had made improvements in the coming years.

* Certificate course on Tourism was started and offered to the outgoing students in particular. The course duration was for three months, 25 students joined the same, of which 19 students were awarded certificate based on their attendance, presentation and communication skills.

* Completion of New Computer Laboratory with 100 desktops which is in the new Building of the college

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://sccccollege.ac.in/AR/2021-2022%20ANNUAL%20REPORT.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Safety and Social security:

Institute has video surveillance system to keep watch over the diverse assortment of facilities. We have installed CCTVs on all the floors, library, exam section, and corridors. Having security guards helps to deal with the all-hazards related problem as well as maintain safety and security in the campus.

Counseling:

The Institute has a trained Counselor which makes a profound impact on the lives of students. This service helps people navigate difficult life situations, such as the death of a loved one, Academic stress and other personal issues.

Common Room:

Separate Common room for boys and girls are provided by the College. These serve as an open space for relaxation, socializing and entertainment. Both Girls' and Boys' common rooms are spacious and airy.

International Women Day: On the 8th of March 2022, International Women's Day was celebrated in Shillong Commerce College. The programme was organised by the Women's Cell of the College on the theme "Gender Equality Today for a Sustainable Tomorrow" and sub-theme "Be Empowered Be Safe".

A Talk on Gender sensitization on the topic "WOMEN'S RIGHTS ARE HUMAN RIGHTS" on 15th December 2021.

File Description	Documents
Annual gender sensitization action plan	http://sccccollege.ac.in/IQAC/7.1.1%20(a).pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid and Liquid Waste Management:

1. To reduce waste in the institute, Students are educated on proper waste management practices through lectures, advertisement on notice boards, displaying slogan boards and active participation from students in the form of cleanliness drive 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.

5. The College form a club (Gaia Eco Club) in which members of the club sensitize students about waste and composting management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

D. Any 1 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly,

C. Any 2 of the above

barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

One of the missions of the college is to provide quality education to its students and also providing an inclusive environment to its staff and students by developing a sense of tolerance towards different culture and diversities. The classrooms, library, auditorium, NSS, NCC, Eco club, are a mix of students belonging to different socio economic backgrounds. They all have a feeling of belongingness to the college despite coming from different cultural backgrounds. The college organizes annual fests, where all students participate in various cultural, intellectual and sports events. The college magazine also provides an opportunity to bring out the talents of the students coming from diverse cultures and diverse socio economic status. College provides free studentship to meritorious students at the entry level irrespective of their caste, creed, religion, and social background.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College takes initiative in organizing various events and programs for molding the students and staff to become responsible citizens by sensitizing them to the constitutional obligations: values, rights, duties and responsibilities of citizen. Under Article 51A Part IV-A of the Constitution of India, one of the duties is to protect and improve the natural environment including lakes, wildlife, rivers, forests etc. In this regard the NSS unit of the college has undertaken a cleaning drive of a river in its adopted village on 17th December 2021. The college also celebrated Independence Day on 15th August 2021, Republic Day on 26th January 2022 , World Yoga Day on 21st June 2022 to inculcate the values of being a responsible citizen.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **A. All of the above**

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College makes every effort to commemorate the National and International Days, Events and Festivals, These events are organized either by the Committee, Department, NCC, NSS or at the College level. In order to imbibe social, moral values and responsibilities to students and staffs, the College observed the following important days:

Independence Day on 15th August 2021 organized by History department, NCC and Cultural Committee.

Gandhi Jayanti on 2nd October 2021 organized by NSS, NCC and EBSB Club

Girl Child Day on 11th October 2021 organized by NCC

World Aids Day on 1st December 2021 organized by NSS

Human Rights Day on 10th December 2021 organized by Human Rights Committee

Meghalaya Day on 21st January 2022 organized by History Department and Cultural Committee.

Netaji Subhash Chandra Bose Day on 23rd January 2022 by Political Science Department.

Women's Day on 8th March 2022 organized by Women Cell

Ambedkar Jayanti on 14th April 2022 organized by History Department

Environment Day on 4th June 2022 organized by NSS

World Yoga Day on 21st June 2022 organized by NCC

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Free Studentship

Objective:

To provide financial assistance to those who perform best, motivate and develop the spirit of positive competition among the students

The context:

Through this scheme financial assistance is given in the form of waiving the fee of the students who perform best academically, and his/her performance should be consistent every semester.

The practice:

Every students of this college both from BA and B.Com stream are eligible for this. The students are getting motivated perform better and this lead to high academic achievement.

Evidence of Success:

Students who received this assistance are performing better in their

academic field.

Problems Encountered and Resources Required:

Lack of financial support from government and others.

2. Imparting Employment-Ready Skills

Objective:

To enhance 'Job-Focused Learning'.

The context:

Tally offers computerized accounting to make the whole accounting process reliable and straightforward.

The practice

Tally Training is for outgoing Bachelor's students of Commerce background and is done to make them equipped with practical knowledge of accounting .

Evidence of Success:

After the training, students would be eligible to apply for jobs.

Problems Encountered and Resources Required:

some students lack basic computer skills.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The vision of Shillong Commerce College is to be an accessible, responsive and inclusive college delivering excellent programmes of teaching and outreach that improves the lives and opportunities of students - primarily for the economically disadvantaged.

The institute has established its distinctiveness approach in line with its vision and mission.

1) Assistance for the economically disadvantaged- As mentioned in the vision of the institute, assistance is being provided for the economically disadvantaged students, whereby students are being granted permission to pay their fees in instalments. Moreover, for students facing financial problem, they are being permitted to pay the instalments late as well.

2) Emotional development: Emotional health of the students is given apt attention at the institute. Mentoring is being done for every session so as the emotional problems could be addressed. Besides, there is a full time counsellor at the college campus where students or the faculty members can consult and share their problems if needed.

3) Social responsibility- In order to uphold social responsibility and inculcate good citizenry amongst our students, they have consistently participated in social service platforms in College like the NSS NCC, Social Work Committee and Eco Club.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

For curriculum delivery the following steps and practices are followed by the college:

- 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).
- The Vice Principals along and in consultation with the Heads of Departments (with inputs from the department faculty) prepare the master time table for the commencing academic session, separately for BA and BCom programmes.
- All teachers prepare a detailed teaching plan for timely completion of syllabus. Copy of the syllabus is available with each department.
- Departmental meetings are held wherein all the teachers discuss the curriculum, the department time table, and allocation of classes within their departments.

Remedial classes are also conducted to students who require extra classes on topics under the curriculum.

- The Principal also convenes general staff meetings to assess and review the progress and completion of courses. In case of incomplete syllabus course, extra classes are arranged by teachers.

- Teachers provide a list of reference books, websites and other sources to the students. This helps the students to prepare notes, assignments and project works.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sccccollege.ac.in/IQAC/21-22%20ACADEMIC%20CALENDER.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As noted, 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. In the course of the academic year several changes in the form or postponement of exams, inability to conduct certain activities, etc. hampered the strict adherence to the academic calendar. The following practices have been implemented by the college:

- Classes are taken as per the class routine prepared in conjunction with the academic calendar, including both offline and online classes as per government protocols.
- Internal tests are conducted to assess as well as grade the students during the course of the semester.
- Assignments are also given to students for assessment as well as grading.
- Departmental meetings are also held wherein all the teachers of respective departments discuss internal assessment and evaluation of their respective students within their departments.
- The Principal also convenes general staff meetings to discuss internal assessment and evaluation by the different departments.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development

B. Any 3 of the above

of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
0	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
4	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	

703

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

703

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The well-knit curriculum could be seen as under:

1. The affiliating University has introduced a compulsory subject 'Environmental Studies' for the 6th semester for both B.A and B.Com.
2. In B.A Political Science, there is a Unit which addresses Gender in 3rd Semester.
3. The Sociology paper for the 5th Semester contains a unit 'Family and Kinship'.
4. The 3rd Semester of BA English study Gender in the Play 'Saint Joan' by G.B Shaw.

In addition, the institution has organised talks and workshops:

1. Online talk on importance of Mental Health given by Dr. Eddie Mukhim on 11th of March, 2022.
2. Mentoring and Value Education Cell organised a Faculty Training on "How to Mentor Students' on 17th March, 2022.
3. Department of Education organised "A Talk on Human Values' on 11th of December, 2021.
4. Human Rights Cell organised a talk on "Equality-Reducing inequalities, advancing human rights" on 10th December 2021.
5. The Sociology Department held a talk on 'Women's Rights are Human Rights' on 15th of December 2021.
6. Gaia Eco Club organised Dustbin making competitions and cleaning drive on World Environment Day, 5th of June 2022.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

20

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/forms/d/1TD-4bfblC5FCNSYggc_vvGfryk7mnmj_y_lggmpRk/edit#responses
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
720	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of	

supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year****674**

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The main methods of evaluating the students include classroom interaction, internal tests, assignments and final exam scores. Apart from the usual number of classes, the teachers also take remedial classes to help improve student performance in accordance with their requirements. Students are also given a re-test and chance to rework their assignments to improve their performance and marks when required. At present, there is no special programme dedicated to identifying slow and advanced learners and assisting them accordingly.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1527	52

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In relation to learning, students are exposed to different types of activities in order to enable them to acquire knowledge in a more interesting and effective manner. The college had organised Skill Development Programmes such as workshop on computerized garment design and manufacturing, and workshop on mobilization drive on pattern making and line stitching during the academic year. These programmes have improved students' competencies empowering them with employable skills. During the academic year, the college had organised an inter-college debate competition, on a topic of social importance, it has enhanced the students' knowledge and skills. In addition, students had participated in various inter-college debate competitions. Their participation has improved their critical thinking, research skills and effective public presentation. Special talks on various social issues were conducted during the academic year, the talks has enhanced student knowledge on important issues and have sensitised student perspectives on the real issues affecting the world. The industrial visit conducted during the academic year has enhanced students' learning and cultural perspective. Presentations play an important part in the learning process for the students. As a result, they are able to comprehend and present their topics clearly, engage in group discussions, and enhance their knowledge.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers have made appropriate use of available ICT tools for enhancement of student learning. Students are directed to make use of select YouTube channels and videos pertaining to the subject or topics which they are learning in class. Teachers make use of the digital projectors available in certain classrooms to make PowerPoint presentations on various topics. When required, teachers also make use of online presentations or deliver lectures through Google Meet and Google Classrooms. Teachers also make use of free ebooks or pdfs relevant to their respective subjects and existing within the public domain. They have also created WhatsApp groups related to specific subjects where the students are added and which can be used for the dissemination of

webpage links containing necessary information.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

43

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

45

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

9

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

309

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Inorder to assess students' learning, students are evaluated at intervals by respective teachers. Internal assessment is transparent whereby teachers provide the marks to the students before the final submission of the marks to the college. In case students request for a chance to improve their marks, teachers provide them the chance to rework on their assignments. Some teachers provide Honours students especially to appear for re-test in case their performance is not up to the mark. Internal assessment is done on a regular basis through class presentations, assignments and tests.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Internal marks obtained by students are displayed through the Group Whatsapp. Students check their marks and in cases where their names do not appear in the list, teachers are informed of the situation and immediate action is taken by respective teachers to rectify the matter. Till date there has not been any grievance from the students' side concerning a wish for re-evaluation. Majority of the cases involve students who acquire low marks and wish to re-write the assignment or the test. Teachers always make a speedy arrangement of time and place for the re-test or for the submission of the assignment. This task is efficiently conducted by the respective teachers in order to get the final marks for submission.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The COs for all the courses offered by the institution fall in line with all the programmes offered in accordance with the NEHU syllabus, which is meant to suit the present day requirement of the students. The COs prepare students to strive for the acquiring a Bachelor's Degrees or the necessary qualifications for higher education preparing them for different career options. Students are generally sensitized on the objectives of the course offered. Dissemination of information takes place through orientation programme, and through the classroom set up. In addition, some faculty members are involved in designing the syllabus for the degree level.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college evaluates students through various methods for measuring the attainment of each of the POs, PSOs, and COs through the assessment of the relevant programmes. The assessment is provided through home assignments, internal test, terminal exams and university exams. Under the University examination, students are evaluated for total of 75% of the total marks and the institution evaluates 25% of the remaining marks.

Methods of measuring the level of attainment of Pos, PSOs, and COs.

1. End semester university examination

2. Internal Test/ assignments are given to the students with the intention of achieving the set goals within the Pos of the respective subjects.

3. Assessment and evaluation takes place at the institutional level through terminal examinations for assessing the attainment level of Pos, PSOs and COs.

4. Feedbacks are also collected from students.

5. Students placement in the industries as well as different profession.

6. Students advancement to higher studies in the same field or in diverse discipline.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

251

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/19WnYlgxh9LOsUSuMeThcqXQGqMUT9P-s69Iu_1G7BOY/edit#responses

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Shillong Commerce College constituted extension activities through NSS, NCC, and Social Work Committee in order to enhance the social mind of the students. This has created a platform for the students to learn about leadership, responsibility and team work while giving back to the community. The college has organised social awareness programmes such as tree plantation and cleaning drive on World Environment Day, the importance of meditation on International Yoga Day, donating goods and lending their helping hands to the different orphanages in the community, awareness programmes on World no Tobacco Day and World Aids Day. In addition to that, the college organised blood donation camps from time to time.

File Description	Documents
Paste link for additional information	http://sccccollege.ac.in/IOAC/extension%20report.pdf
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

6

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

8

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the

year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

596

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has two streams - Commerce and Arts with adequate infrastructure for teaching and learning. The college has 23 classrooms (5 in old building, 18 in extension building), 10 of them fitted with ceiling mounted LCD Projectors. The extension building is nearing completion and most of the rooms have been utilized by the college. All classrooms are equipped with sound systems.

The college has a Computer Laboratory with a capacity of 80 computers, at present it has 64 computers which has Wi-fi connectivity and an LCD projector. The college has two staffrooms, two common room for students. Departments are being provided with laptops to facilitate teaching-learning exercise. The college has two Conference Rooms with a seating capacity of 100 per room. They are fitted with LED projector and internet connectivity. The college has an auditorium with seating capacity of 700 persons.

The Library is automated using Library Management system. There are 8 desktops for students with internet connectivity. All the computers are connected via LAN and/or Wi-fi. A kiosk has been installed for both students and faculty. The library is subscribed to N-List, to access INFLIB-NET. The library also has two photo-copier machines. 80% of the books have been barcoded.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Shillong Commerce College is a strong promoter of culture and traditions of the State and the nation. The Cultural Committee is an attempt to identify, nurture and showcase talents from amongst students.

A 500 seater auditorium with one green room (with an area of 415.73 sqm plus 18.14 sqm) has been built to organize Cultural events including College Week grant finale.

Musical instruments for such events are hired on rent as and when such events are organized.

For sports and games the College has Basket Ball Court with a built up area of 657.889 sqm confirming to NBA standards.

The College has fully equipped gymnasium with an are of 76.30 sqm.

Indoor games like Table Tennis, Chess, Carrom etc are played in the Boys' Common room and Girls' Common room.

A sports Committee looks after all the sporting activities in the College. Also Sports secretary in the Students' Union of the Collge assists in sports activities.

The NCC Unit of the College organizes Yoga classes from time to time.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

132

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College library first started automation in July 2015 with KOHA Library Integrated Management Software version 3.14.

Library continues automated use KOHA Integrated Library Management System got upgraded to version 18.11 on September 2019 and currently the Library is using KOHA version 21.11 upgraded on August, 2022.

The Library has completed 80% barcoding of Library books ,installation of Integrated Electronic In/out Gate Attendance was also completed on August 2022 and its implementation is under process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

55

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Between the session 2021-2022, the major IT expenses were on Casing (including Casing Pipe), Laptops, Desktops (including mouse), Cable, Projector (including Projector Screen), I/O Box Single Box SMB, Plugs and wire, Printer (including wireless printer), Cartridge, Kapersky Total Security, CANON COPIER; SKYLAND STABILIZER; UPS as well as on Service charge. (dates in enclosure).

Wi-Fi

Both BSNL and Jio fiber connection are available. These have been updated from the usual broadband.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

72

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

132

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are well established systems and procedures for maintaining and utilizing all the infrastructural facilities in the college. The Governing Body being at the top takes all the decisions with regard to maintenance and Upgradation of college infrastructure. The Principal being the secretary of the Governing body brings to the notice of the Governing Body, matters concerning infrastructural development of the college.

Regular staff meetings are held where matter requiring attention of the college authority are discussed and accordingly brought before the Governing Body.

Also, in order to ensure that various facilities are properly utilized as well as looked after, an Estate Officer has been

appointed. The Estate Officer is mandated to look after proper maintenance of all the infrastructural facilities including laboratory, library, basketball court, computer laboratory, classrooms, electricity, generator, gymnasium, etc.

There are many Committees to assist in maintenance and utilization of various facilities in the college like Library Advisory Committee, Building Committee under RUSA, Sports Committee, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

04

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	C. Any 2 of the above
---	------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

8

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

When it comes to student experience, an essential part of fitting in at college is having a sense of belonging. Students who take part in different activities in college life tend to have higher self esteem and satisfaction. The College tries to ensure that students are included in all activities in the College. It is important for faculty members to make a conscious effort to help students find their place in the College. Student clubs and organizations can help students create connections, build relationships, and expand their skills outside the lecture hall. Not only are student associations great for improving the university experience, the skills and connections gained from participation in one can help launch a student well past graduation.

The Shillong Commerce College Students' Union has representatives from every class. The Union is very active in looking after student welfare and discipline in the College. The NCC, NSS, the Eco Club all bring students together to work for a common purpose. In every function organized by the College, the students themselves officiate as organizers and volunteers to ensure smooth functioning of the work and this also hones their organizational skills. Close cooperation between teachers and students is part of the culture in Shillong Commerce College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

16

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni associations have always been an integral part of an institution although in a rather informal way. But the emphasis placed on the Alumni by the NAAC is to a large extent responsible for familiarizing many with the significance of what an alumni association can do for their Alma Mater. Alumni are expected to perform many roles effectively such as promoting institutional brand; providing mentoring to on-going students; facilitating internships, career opportunities, job placement for outgoing students and so on.

The Shillong Commerce College Alumnis' Association, Shillong has been registered under the Meghalaya Societies Registration Act, XII of 1983. The Association consists of a President, Secretary, Treasurer and Executive Members. A number of Alumni have received

placements in the College itself. The alumni have been making efforts to support the student community in the College through financial contributions and donation of books. The Alumni have plans to facilitate workshops for students to develop their writing skills, presentation skills and other soft/behavioural skills to promote opportunities for their employability. They have also held discussions on award of certificates, medals and trophies to be given to the students who perform in a distinctive way in sports events in particular and other academic activities

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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.

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 and academic decisions are taken in the staff meetings which are held regularly keeping in view the Vision and Mission of the college. 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

File Description	Documents
Paste link for additional information	http://sccccollege.ac.in/about/vision
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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

The college has a Student Council where Student representatives from all the classes are chosen and inducted in various committees of the college. The class representatives are selected from each class by election where all students can exercise their right to choose their representative. Each class has two representative one female and one male. The Student Council comprises of all the Class Representative in which they elected the office bearer among themselves. The election of the office bearer of the office bearer of the student council is done in the present of the Principal, Vice Principal and senior teachers of the college. The President of the Student Council represents the students in the IQAC where he/she can put forth the views and suggestions of the students. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has open Bachelor of Arts with seven departments namely:

1. English Department 2. Economic Department 3. History Department

4. Sociology Department 5. Khasi Department 6. Political Science Department and 7. Education Department

These departments has been started in the Academic Session 2020-21 in the college extension Building with teaching staff being appointed as per UGC guidelines.

The institution has completed the construction of the new Basketball Court in the college extension Building which is funded by RUSA and partly by the college.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Apex body of the college is the Governing Body which constituted with representative from parents and teachers as well as from society/ public and Affiliated University followed by Principal and two Vice Principals.

The next level comprise of (a) Teaching staff of the following department: 1. Commerce Department 2. English Department 3. Economic

Department 4. History Department 5. Sociology Department 6. Khasi Department 7. Political Science Department 8. Education Department. Each department has a head of department to look after the smooth functioning of the department and (b) Non-Teaching Staff which comprise of the following: 1. Library Department headed by the librarian assist by an assistant librarian and library staff 2. Accounts Department comprise of senior accountant and junior accountant 3. Examination Department which comprise of Officer in Charge, Assistant Officer in Charge and Exam Staff 4. Upper Divisional Assistant 5. Lower Divisional Assistant 6. Maintenance Staff and 7. IQAC with various Sub-committees under it.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

1. Free Medical Facilities: The College has a Medical Room which provide free Check up and Medicines to both teaching and non-teaching staff. The Medical room is run with a Doctor who is available thrice in a week and a full time Retired nurse.

Counseling: The College has a counselor who is a regular employee and is available in when needed. Both teaching and non-teaching staff can use the counselor when needed.

3. Micro Finance: Soft loan facilities are available through Micro finance to both teaching and non-teaching staff. Loan is provided at a low rate of interest.

File Description	Documents
Paste link for additional information	http://scccollege.ac.in/student/medical
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A Systematic Performance appraisal system is followed by the college wherein regular feedback is collected by students with regards to every teacher. Students are provided with feedback questionnaire by the end of each semester. Every student provides

their feedback, views and suggestions as well regarding each teacher. These feedback received by students are of utmost importance for the institution as

each teachers' performance is evaluated on the basis of this. The college provides the feedback to respective teachers, which helps them to understand their performance in teaching. It helps them to find out the flaws in them and take corrective actions as per the student suggestion. The college also provides teachers with the entire required infrastructure to enhance their teaching and performance.

The other system for Performance appraisal is maintenance of Service book record both for teaching and non-teaching staffs under sanctioned post. The record provides the requisite information with regards to each staff.

File Description	Documents
Paste link for additional information	https://docs.google.com/forms/d/1XKQ-pcFapFWCnz0MBuigeZNu6SdcYgFgiWAU_hmLSKQ/edit#responses , https://docs.google.com/forms/d/1CY6I8cBnQyDU4UW9G00zCEA5wnBy9MOR7KZkM6B1D7M/edit#responses
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College prepared a budget every year with different heads of expenditure and Income and the expenditure are being incurred according to the budget estimated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. The Basic Computer Course

Computer skills are the key to success in today's educational setup and in the workplace and with ample career opportunities,

basic computer literacy is essential for students from any background. Students learn skills such as sending emails, conducting internet searches, creating word, excel and power point document. Therefore, the Basic Computer Course classes started from 15th March 2022 and concluded on 20th April 2022. The total number of students that were enrolled was 102. The course was conducted for 2 batches of 51 students each for a duration of one and a half hour. 90 students were able to clear the test successfully making the pass percentage to 88.24%.

2. Administrative Training

Maintaining a system of organized, accurate and consistent documentation in the workplace is both necessary and beneficial. Documentation refers to a set of records that Higher Education Institutions keeps to provide evidence or information that can be used to inform decisions. In the workplace, documentation is retained records of employment and events as required by UGC. The training stressed on the importance of teamwork and how it is needed for every member to share responsibility, promotes efficiency and mutual accountability in administration .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

In terms of improvements made for the preceeding during the year with regard to quality post first cycle the College:

1. Has started Bachelor of Arts with Seven Department namely Economic Department, History Department, Political Science Department, Education Department, Khasi Department and Sociology Department.
2. Appointment of Teachers in the seven departments of Bachelor of Arts in accordance with UGC Guidelines
3. Appointment of additional Non-Teaching Staff including

Multi- Tasking Staff to meet the needs of the growing number of students and staffs.

The institution had made improvements in the coming years.

* Certificate course on Tourism was started and offered to the outgoing students in particular. The course duration was for three months, 25 students joined the same, of which 19 students were awarded certificate based on their attendance, presentation and communication skills.

* Completion of New Computer Laboratory with 100 desktops which is in the new Building of the college

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://sccccollege.ac.in/AR/2021-2022%20ANN UAL%20REPORT.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Safety and Social security:

Institute has video surveillance system to keep watch over the diverse assortment of facilities. We have installed CCTVs on all the floors, library, exam section, and corridors. Having security guards helps to deal with the all-hazards related problem as well as maintain safety and security in the campus.

Counseling:

The Institute has a trained Counselor which makes a profound impact on the lives of students. This service helps people navigate difficult life situations, such as the death of a loved one, Academic stress and other personal issues.

Common Room:

Separate Common room for boys and girls are provided by the College. These serve as an open space for relaxation, socializing and entertainment. Both Girls' and Boys' common rooms are spacious and airy.

International Women Day: On the 8th of March 2022, International Women's Day was celebrated in Shillong Commerce College. The programme was organised by the Women's Cell of the College on the theme "Gender Equality Today for a Sustainable Tomorrow" and sub-theme "Be Empowered Be Safe".

A Talk on Gender sensitization on the topic "WOMEN'S RIGHTS ARE HUMAN RIGHTS" on 15th December 2021.

File Description	Documents
Annual gender sensitization action plan	http://sccccollege.ac.in/IOAC/7.1.1%20(a).pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid and Liquid Waste Management:

1. To reduce waste in the institute, Students are educated on proper waste management practices through lectures, advertisement on notice boards, displaying slogan boards and active participation from students in the form of cleanliness drive 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.

5. The College form a club (Gaia Eco Club) in which members of the club sensitize students about waste and composting management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above										
<table border="1"> <thead> <tr> <th data-bbox="102 441 547 506">File Description</th> <th data-bbox="547 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 506 547 647">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="547 506 1436 647">No File Uploaded</td> </tr> <tr> <td data-bbox="102 647 547 748">Certification by the auditing agency</td> <td data-bbox="547 647 1436 748">No File Uploaded</td> </tr> <tr> <td data-bbox="102 748 547 851">Certificates of the awards received</td> <td data-bbox="547 748 1436 851">No File Uploaded</td> </tr> <tr> <td data-bbox="102 851 547 916">Any other relevant information</td> <td data-bbox="547 851 1436 916">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	
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Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	No File Uploaded										
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above										
<table border="1"> <thead> <tr> <th data-bbox="102 1471 547 1536">File Description</th> <th data-bbox="547 1471 1436 1536">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 1536 547 1637">Geo tagged photographs / videos of the facilities</td> <td data-bbox="547 1536 1436 1637">No File Uploaded</td> </tr> <tr> <td data-bbox="102 1637 547 1778">Policy documents and information brochures on the support to be provided</td> <td data-bbox="547 1637 1436 1778">View File</td> </tr> <tr> <td data-bbox="102 1778 547 1919">Details of the Software procured for providing the assistance</td> <td data-bbox="547 1778 1436 1919">No File Uploaded</td> </tr> <tr> <td data-bbox="102 1919 547 1984">Any other relevant information</td> <td data-bbox="547 1919 1436 1984">View File</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	No File Uploaded	Policy documents and information brochures on the support to be provided	View File	Details of the Software procured for providing the assistance	No File Uploaded	Any other relevant information	View File	
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Any other relevant information	View File										
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,											

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

One of the missions of the college is to provide quality education to its students and also providing an inclusive environment to its staff and students by developing a sense of tolerance towards different culture and diversities. The classrooms, library, auditorium, NSS, NCC, Eco club, are a mix of students belonging to different socio economic backgrounds. They all have a feeling of belongingness to the college despite coming from different cultural backgrounds. The college organizes annual fests, where all students participate in various cultural, intellectual and sports events. The college magazine also provides an opportunity to bring out the talents of the students coming from diverse cultures and diverse socio economic status. College provides free studentship to meritorious students at the entry level irrespective of their caste, creed, religion, and social background.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College takes initiative in organizing various events and programs for molding the students and staff to become responsible citizens by sensitizing them to the constitutional obligations: values, rights, duties and responsibilities of citizen. Under Article 51A Part IV-A of the Constitution of India, one of the duties is to protect and improve the natural environment including lakes, wildlife, rivers, forests etc. In this regard the NSS unit of the college has undertaken a cleaning drive of a river in its adopted village on 17th December 2021. The college also celebrated Independence Day on 15th August 2021, Republic Day on 26th January 2022 , World Yoga Day on 21st June 2022 to inculcate the values of being a responsible citizen.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College makes every effort to commemorate the National and International Days, Events and Festivals, These events are organized either by the Committee, Department, NCC, NSS or at the College level. In order to imbibe social, moral values and responsibilities to students and staffs, the College observed the following important days:

Independence Day on 15th August 2021 organized by History department, NCC and Cultural Committee.

Gandhi Jayanti on 2nd October 2021 organized by NSS, NCC and EBSB Club

Girl Child Day on 11th October 2021 organized by NCC

World Aids Day on 1st December 2021 organized by NSS

Human Rights Day on 10th December 2021 organized by Human Rights Committee

Meghalaya Day on 21st January 2022 organized by History Department and Cultural Committee.

Netaji Subhash Chandra Bose Day on 23rd January 2022 by Political Science Department.

Women's Day on 8th March 2022 organized by Women Cell

Ambedkar Jayanti on 14th April 2022 organized by History Department

Environment Day on 4th June 2022 organized by NSS

World Yoga Day on 21st June 2022 organized by NCC

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Free Studentship

Objective:

To provide financial assistance to those who perform best, motivate and develop the spirit of positive competition among the students

The context:

Through this scheme financial assistance is given in the form of waving the fee of the students who perform best academically, and his/her performance should be consistent every semester.

The practice:

Every students of this college both from BA and B.Com stream are eligible for this. The students are getting motivated perform better and this lead to high academic achievement.

Evidence of Success:

Students who received this assistance are performing better in their academic field.

Problems Encountered and Resources Required:

Lack of financial support from government and others.

2. Imparting Employment-Ready Skills

Objective:

To enhance 'Job-Focused Learning'.

The context:

Tally offers computerized accounting to make the whole accounting process reliable and straightforward.

The practice

Tally Training is for outgoing Bachelor's students of Commerce

background and is done to make them equipped with practical knowledge of accounting .

Evidence of Success:

After the training, students would be eligible to apply for jobs.

Problems Encountered and Resources Required:

some students lack basic computer skills.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The vision of Shillong Commerce College is to be an accessible, responsive and inclusive college delivering excellent programmes of teaching and outreach that improves the lives and opportunities of students - primarily for the economically disadvantaged.

The institute has established its distinctiveness approach in line with its vision and mission.

1) Assistance for the economically disadvantaged- As mentioned in the vision of the institute, assistance is being provided for the economically disadvantaged students, whereby students are being granted permission to pay their fees in instalments. Moreover, for students facing financial problem, they are being permitted to pay the instalments late as well.

2) Emotional development: Emotional health of the students is given apt attention at the institute. Mentoring is being done for every session so as the emotional problems could be addressed. Besides ,there is a full time counsellor at the college campus where students or the faculty members can consult and share their problems if needed.

3) Social responsibility- In order to uphold social responsibility and inculcate good citizenry amongst our students, they have

consistently participated in social service platforms in College like the NSS NCC, Social Work Committee and Eco Club.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To further augment in the infrastructure of the college
2. To make every endeavor to start vocational/skill based courses, new department including post graduate courses.
3. To increase the enrollment of the students
4. To work towards self-sustainability
5. To instill in students the need to be self- employed by teaching them skilled-based courses/ vocational courses.
6. To impart coaching classes for competitive exams.
7. To make every effort to procure land for hostel facilities.
8. To maintain the eco- friendliness of the institute and by taking all steps towards a green campus.
9. To conduct regular activities under NSS, NCC, Club and other Committees