



YEARLY STATUS REPORT - 2020-2021

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 (wef :01st March 2021)	
• 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, LAITUMKHAH	
• 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%202019-2020.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/IQAC/ACADEMIC%20CALENDAR%202020-2021.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			3		

<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<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)		
Initiate introduction of Bachelor of Arts		
Introduced Personal counselling and value added sessions to students during covid-19 pandemic		
Facilitate online teaching to students of the institution		
Organized webinars and workshop to facilitate knowledge and resource sharing for Faculties		
Organised programmes to instill national temper and consciousness and help promote National integration in the minds of budding citizens of the nation.		
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
Initiate introduction of Bachelor of Arts	Granted Probationary affiliation for a period of 3 years
Introduced Personal counselling and value added sessions to students during covid-19 pandemic	Conducted online counselling with qualified Counsellor and Doctor
Facilitate online teaching to students of the institution	1. online session were started immediately when the covid-19 lockdown was implemented. 2. Google Classroom, Youtube video link, Google Meet,
Organized webinars and workshop to facilitate knowledge and resource sharing for Faculties	A. International Webinar on the Impact of Covid-19 Pandemic: The road ahead, held on 4th - 5th December 2020. B. Regional Online Workshop on Online Education : A New-Normal Approach To Teaching held on 9th - 11th December 2020 , C. International Webinar on the Socio- Economic issues, challenges and Policy framework in developing nations, held on 28th and 29th January 2021.
Organised programmes to instill national temper and consciousness and help promote National integration in the minds of budding citizens of the nation.	A. Azadi Ka Amrit Mahotsav, B. Dr Ambedkar jayanti C. International Yoga Day D. World environment day
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2019-2020	31/03/2021
Extended Profile	
1. Programme	
1.1	38
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2. Student	
2.1	1088
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	368
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	160
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3. Academic	
3.1	37

Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	9	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	20	
Total number of Classrooms and Seminar halls		
4.2	97.68	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	42	
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		
<p>The college ensures that the first priority, that of curriculum delivery to the students of the college, is well thought of and planned keeping in mind the objective of developing and providing a holistic education catering to the needs of all sections of society and aiming at all round development of the students. For this the following steps and practices are followed by the college:</p> <ul style="list-style-type: none"> • 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. • The Vice Principals along and in consultation with the Heads of 		

Departments (with inputs from the department faculty) prepare the class routine for the commencing academic session.

- All teachers prepare a detailed teaching plan (offline as well as online classes) for timely completion of syllabus, which is documented.
- Departmental meetings are held wherein all the teachers discuss the curriculum, the department routine, allocation of classes, and such matters relating to the respective department.
- 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.
- The college promotes students to interact by way of debates, group discussions, and presentations on topics within the syllabus.
- 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.
- The college contributes to curriculum development by deputing some Faculty members to be part of the Board of Studies, North-Eastern Hill University (NEHU), as well being part of the Moderation Board of the University.
- Feedback from teachers and students help the college to understand the need to update the syllabus and the effectiveness of the delivery of the curriculum.
- Counselling by a trained and qualified counsellor of the college exists for following up on the growth and progress of the students, and providing them with guidance and counselling on their problems and issues.
- The college encourages teachers to participate in Orientation Programmes, Refresher Programmes, short term Courses and other such courses that give them opportunities to update themselves on latest knowledge concerning their subjects and increase their expertise and skills.
- The College also regularly invites guest speakers who are experts on a particular academic or social realm to the college, to supplement the curriculum aspects for the students and teachers

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

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. Though due to the fluid nature of the current COVID-19 pandemic, 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. Though the college adapted to the challenges. 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

C. Any 2 of the above

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	View File

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

NA

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)

0

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

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

55

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

55

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 college has integrated issues relevant to the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum in the following:

- Classes were taken on 1/7/2021 for 4th-semester students and on 3/7/2021 for 2nd-semester students on the topic "COUNTERING MISINFORMATION AND MYTH SURROUNDING COVID19" through Zoom Meeting in collaboration with the Medical Officer of Shillong Commerce College. In these classes, students were made aware of how to spot fake news by using the acronym C.R.A.P which stands for C- the currency of the news, R- reliability, A- author and P- purpose/point of view. As false information spread through various platforms such as WhatsApp, Facebook, by word of mouth etc. Students are guided to refer to trusted Government websites only for information on Testing centres and vaccination as these are reliable sources of information.

File Description	Documents
Any additional information	No File Uploaded
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

00

File Description	Documents
Any additional information	No File Uploaded
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)	No File Uploaded

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

00

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the

B. Any 3 of the above

syllabus and its transaction at the institution from the following stakeholders
Students
Teachers **Employers** **Alumni**

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)	View File

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	Nil

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

368

File Description	Documents
Any additional information	No File Uploaded
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 shift of teaching from offline to online has proved to be difficult in assessing the learning level of the students. Taking into account that assessment of both internal and external examinations is held online, students equally fare very well in all types of assessment. Teachers also provide links, audio recordings as well as youtube videos that allow students to re-visit portions of the lesson taught.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1088	37

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

The shift to total online learning teaching has had a major impact on teaching and learning and experiential learning, in particular, has taken a setback. Participative learning, in one way or the other, took place during Google meet classes, especially during the presentation sessions. Problem solving techniques were adopted

during the question and answer sessions, problem solving assignments and through presentations. .

File Description	Documents
Upload any additional information	No File Uploaded
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

1. For teaching purposes Google Meet, Google Classroom, Zoom, Youtube and Audio recordings are generally utilized. The institution provides a regular routine for online classes as well. In case of a problem in the network teachers can arrange the classes at any convenient time. Apart from Google Meet and Zoom, some teachers prepare their lessons through Youtube videos. In cases where students cannot avail live online classes, teachers sent their lectures through audio recordings. Teachers use ICT enabled tools for effective teaching-learning during the academic year.

2. For instructions and notes Whatsapp and Google Classroom are used.

Regular communication with students takes place through Whatsapp. Whatsapp is also used for sending audio recordings. Materials in the PDF formats, PPTs, and videos are sent to the students through Google Classroom.

3. For assessment, Google Forms are used for objective questions and emails are used for assignment submission.

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

34

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

28

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

8

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

377

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.

Affiliated to NEHU, the institution is bound by the university rules regarding internal assessment that requires 25% weightage from the overall assessment. The breakup is thus, as follows; class test 15 marks; assignment 10 marks. Students are given prior notice along with frequent reminders concerning the dates for the submission of the assignments and the scheduled tests. The mode of assessment is intimated to the students be it through Google forms for tests, Google meet for presentations and submission of assignments through emails. Students who could not perform well in the internal exams were given a chance to improve by doing extra assignments.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The internal examination is carried out in a well planned and systematic manner. The course related routine was provided by the respective teachers and the results were declared within a specified period of time. Students who failed to meet the requirements for passing the exams were given the opportunity to improve their marks in a mode deemed fit by the respective teachers. The final marks attained by the students are sent to the university. In case any error is detected in the final mark sheet, in spite of rigorous scrutiny, it is promptly reported to the university by the college authorities.

File Description	Documents
Any additional information	No File Uploaded
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 acquiring a bachelor's degree or the necessary qualifications for higher education preparing them for different career options. Students are generally sensitized on the objectives of the courses offered and parents are also kept informed as well. Dissemination of information takes place through orientation programmes, and through the classroom setup. 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 evaluate students through various methods for measuring the attainment of each of the POs, PSOs and COs through the assessment of the course outcomes of the relevant programmes. The assessments is provided through home assignments, internal test, terminal exams and University exams. Under the University examination, students are evaluated for a total marks for 75% of the total marks and the Institution for 25% of marks in the internal assessment.

Methods of measuring the level of attainment of Pos, PSOs and Cos

1. End semester University examinations

2. Internal test/assignments are given to the students in alignment with 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' placements in the industries and in different professions.

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

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

160

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
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)

<http://sccccollege.ac.in/IOAC/sss%202020-2021.pdf>

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)	
00	
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	
00	
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	
3	

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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

8

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

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

2

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

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 constitute extension activities through NSS, NCC, Social Work Committee in order to enhance the social mind of the students. These has created a platform for the students to

learn about leadership, responsibility and team work giving back to the community. The college has organised social awareness programmes such as tree plantation, cleaning drive on World Environment Day, the important of medication on International Yoga Day, donation goods and lending their helping hands to the different Orphanage in the community. In addition to that the college were organised blood donation camp from time to time.

Many programmes could not be organised by the college due to the pandemic Only two programmes were conducted to sensitize students about the social issues. The activities that the college was able to observe were the World Environment Day and International Yoga Day.

File Description	Documents
Paste link for additional information	http://sccccollege.ac.in/IQAC/ANNUAL%20REPORT%202020-2021.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

1

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

2

File Description	Documents
Reports of the event organized	No File Uploaded
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

117

File Description	Documents
Report of the event	No File Uploaded
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

00

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	No File Uploaded
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 adequate infrastructure for teaching learning to take place. The college has 19 classroom, most of them fitted with ceiling mounted LED Projectors. It may be mentioned here that a new building is under construction to augment the infrastructure of the college. The said new building is nearing completion and it is expected to be put into use by the end of 2021.

The college has a computer Laboratory with 32numbers of computers desktop. And new computer laboratory with more desktop and better connectivity is proposed in the new building to future improve the computer laboratory of the college.

The college have two staffrooms (2,500 sqft approx). Two common room for students (one each for Boys and Girls) with facilities like Table Tennis Tables , Carrom Board , Television Set etc.

Faculty members are being provided with personal Laptops to facilitate teaching -learning exercise .

College has a Conference Room with a seating capacity of 100 persons. The conference room is fitted with LED projector and internet connectivity.

The college has a auditorium with a seating capacity of 500 persons . A new Auditorium with a seating capacity of 800 persons is nearing completion in the new building of the college.

File Description	Documents
Upload any additional information	No File Uploaded
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.

There is adequate provisions being made for co- curricular and extracurricular activities in the college.

Cultural Committee of the college conducts Cultural Programmes on a regular basis. The committee is headed by a senior teacher with members drawn from various departments. The College has an auditorium with a capacity of 500 seats .

The Common Rooms for boys and girls are provided with various sports equipments like Table Tennis Tables , Carrom Boards , etc.

A new Basketball Court with pavilion and other facilities is nearing completion. The College has entered into MoUs with Sports Clubs in the past for outdoor facilities for football, volleyball, etc. However due to Covid pandemic , no sporting activities could be undertaken as district administration has put restrictions on outdoor sports activities.

The Basketball courts which is under construction is of International standards.

File Description	Documents
Upload any additional information	No File Uploaded
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.

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

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)

97.67

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, by the help of experts from NEHU Central Library, Shillong. Now the current version of Koha has been upgraded to 18.11.

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-

B. Any 3 of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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)

5.19

File Description	Documents
Any additional information	No File Uploaded
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

22

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

The College has a Computer Laboratory with 32 Computer desk top systems available to students. The Computer Laboratory is connected

with a Wifi connection leased from BSNL. In addition to the Computer laboratory, 10 desk tops with internet connection are being made available to teachers and students in the College Library.

The College has been upgrading its IT facilities from time to time. In this regard, it may be pointed out that the number of leased lines for internet connectivity has gone up from two (02) to four (04) and in the near future connectivity will be enhanced with Fibre Optic Internet Connections.

A new Computer Laboratory with sitting capacity for approximately hundred students is under construction in the new building. Once completed it will greatly enhance IT facilities in the College.

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

4.3.2 - Number of Computers

42

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	View File
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)

6.56

File Description	Documents
Upload any additional information	View File
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

261

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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

4

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	E. none of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
44	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
44	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
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	D. Any 1 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

0

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	No File Uploaded

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.**

3

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)

The Shillong Commerce College Students' Association (henceforth to be known as SCCSA) plays a major role in the development of a student during his/her years in College. Being a part of such an association can be crucial in the all-round growth of a student and can influence his/her attitude towards the College. This can go a long way in moulding the character of a person and enhances and nurtures his/her leadership qualities. It is a general observation that students who are active in the Students' Union learn to become more aware of their interpersonal skills as a result of interacting with others. Working as a team, students have become confident,

responsible and more disciplined. They have learned to be courteous towards each other and this will help them become mature and beneficial to them in their future careers. Being part of such a group also enhances their soft skills and personal development. The SCCSA embraces all the students of the College but a core group comprising the President, the Secretary, the Executive Members and representatives from all the classes are at the forefront. The Students' Association takes the responsibility of ensuring smooth functioning of any event, whether academic or non-academic, taking place in the College. The Students' Association makes sure that discipline and order is upheld. Keeping the campus clean is the responsibility of the Association. The various social and outreach programmes conducted by the College like Blood Donation and Medical Camps, visits to Orphanages and Old Age Homes is carried out with the active cooperation of the SCCSA. The Association takes a very active part in the organization of the Annual Inter College Debate Competition organized by the Debate Committee. The Association also sets up help desks during the time of new admission.

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

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

03

File Description	Documents
Report of the event	No File Uploaded
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

Shillong Commerce College has a registered Alumni Association under the Meghalaya Societies Registration Act, XII of 1983 on 22 August 2017. The name of this association is the Shillong Commerce College Alumni Association (SCCAA). The purpose of this association is to promote a lifelong relation and to act as a forum for the exchange of information among its members. It aspires to inculcate in its members a spirit of love and loyalty to their College and work for the welfare of the Institution in any way that they can. The main focus of the Association is to support the College and strengthen the bond between Alumni, the Student Community and the College. The SCCAA as a body comprises members which include the President, the General Secretary, The Assistant General Secretary, Organizing Secretary, Publicity Secretary, Treasurer and Executive Members.

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	No File Uploaded

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 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

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	No File Uploaded

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. Around 300 students were being enrolled as First Batch of the B.A Programme

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

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
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.

2. 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 , http://scccollege.ac.in/student/counselling
Upload any additional information	No File Uploaded

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

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

0

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	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

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

0

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

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	Nil
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.Organized webinars and workshop to facilitate knowledge and resource sharing for Faculties

A. International Webinar on the Impact of Covid-19Pandemic: The road ahead, held on 4th - 5th December 2020.

B. Regional Online Workshop on OnlineEducation : A New-Normal Approach To Teaching held on 9th - 11th December 2020 ,

C.International Webinar on the Socio- Economic issues, challenges and Policy framework in developing nations, held on 28th and 29th January 2021.

2.Organised programmes to instill national temper and consciousness and help promote National integration in the minds of budding citizens of the nation.

Observed

A. Azadi Ka Amrit Mahotsav,

B. Dr Ambedkar jayanti

C. International Yoga Day

D. World environment day

File Description	Documents
Paste link for additional information	http://sccccollege.ac.in/IQAC/ANNUAL%20REPORT%202020-2021.pdf
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.

With the onset of the pandemic the IQAC has facilitated the Online Mode of teaching through various platforms such as ZOOM, Google classroom and Youtube video. Whatsapp and emails are also being used by Teaching staff for online teaching. Emails are used generally for online submission of Assignment.

File Description	Documents
Paste link for additional information	http://sccccollege.ac.in/IQAC/IQACMinutesJuly2020toJune2021.pdf
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/IQAC/ANNUAL%20REPORT%202020-2021.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)	No File Uploaded

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

Response:

For Gender equity promotion, The College has a Women's Cell constituted wherein all the problems and grievances faced by the Female Students and Staff are quickly redressed. The Women Cell organizes programme almost every year in response to the need to promote Gender Equity. Institute provides equal opportunity to female staff as well as students for all the Activities which also include Administrative, Teaching, Co-curricular, Sports, etc, Out of

the total of 20 members of the Student's Union, 10 female students represent in the Student Union.

- Specific facilities provided for women in terms of:

1. Safety and Social security:

Institute has an enormous responsibility to strengthen the 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. A system of properly installed security cameras ensures the safety of students, faculty, and facilities in the institute. The use of CCTVs in the institution helps to keep the students in check and under control.

Having security guards helps to deal with the all-hazards related problem as well as maintain safety and security in the campus.

1. Counseling:

The Institute has a trained Counselor which makes a profound impact on the lives of students and staffs. This service helps people navigate difficult life situations, such as the death of a loved one, Academic stress and other personal issues. It provides the tools and insights to manage mental health issues, such as anxiety and depression. Ultimately, counseling empowers people to lead healthy and fulfilling lives.

2. 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. They have various indoor game facilities like table tennis, carom etc.

File Description	Documents
Annual gender sensitization action plan	Nil
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	http://sccccollege.ac.in/student/counselling

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 Waste Management:

1. To reduce waste in the institute, Students and Staffs 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 wet and Blue for solid waste.
4. The waste separated is then collected by municipal corporation vehicles for proper disposal.

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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

E. None of the above

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

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

E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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, 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

D. Any 1 of the above

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).

The College ensures great harmony and tolerance toward different diversity. Minority community from students and even staff were given due importance in administration and academic activities. It may be mentioned here that some post of HOD, Convener, Students Union, and Class Representative were appointed from minority community. The Cultural Committee of the College was constituted to encourage promotion of customs and traditions of various communities thereby creating awareness about different diversity among students.

NCC cadet (Boys and Girls) facilitate inclusion of different diversity in terms of harmonising different culture, regional, linguistic, communal socioeconomic, etc,. The cadet were mostly involve in undergoing camping both regional and national showcasing and participating the promotion of different backgrounds.

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

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

- The mentoring system between teacher and students has witnessed a significant impact about inculcating a sense of human values and ethics to students. Social values and rights have been sensitized either through a medium a of mentoring system or by conducting programme by various committee, department or at the college level. In addition, the College appointed a full-time counselor to imbibe upon students about the elements of Human values and ethics. Classes were allotted to Councillor to teach about value education and thereby promoting awareness about the duties of a responsible citizens.

In this context, to sensitize the students about the duties and responsibilities as a citizen, the college organised the following program:

- Commemoration of 75th Anniversary of India's Freedom, Topic: Unsung Heroes.

- Online talk to celebrate was organized by the Department of

Political Science on the theme Life Struggle, Thoughts and Relevance of Dr. B.R. Ambedkar.

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

E. None 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	No File Uploaded

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

The College 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 these important days. During the Academic session 2020-2021 the College have not been able to celebrate national and international festivals and events due to pandemic. But

however, the college could commemorate only the followings events:

- The NCC cadets observed World Environment Day on 5th June ,2020
- World Yoga day 20th September 2020

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

7.2 - Best Practices

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

Title of the Practice:

A. Imparting skills to be employment ready

Objectives of the practice:

Tally Training: This program facilitates to enhance 'Job Focused Learning' so that students are Employment Ready.

Soft Skills: For students to stand out as promising assets to multinational organizations, they need to invest in the sharpening of what are labeled as soft skills.

The Context

Tally Training:. As Manual Accounting is being gradually replaced by Computerized Accounting, only graduates with Tally Training can effectively handle accounting work. This tally programme also incorporates the calculation of GST.

Soft Skills: Looking at the background of students, it is important that personal skills and social responsibilities need to be imbibed and brushed up where needed so that they can be ready for any type of work

The Practice

Tally Training: Tally Training is for outgoing B.Com students after they have completed their final semester exams.

Soft Skills: The soft skills training is for all outgoing B.Com students after they have finished their final exams.

Evidence of Success.

Tally Training: Evidence of success is seen when students who has completed their training stand a better chance of getting a job than those without it.

Soft Skills: This training has produced students who can communicate better and are able to convey their ideas and acquire leadership skills.

Problems Encountered and Resources required.

The problem faced in the beginning was the shortage of computers. The computer hall is rather small and there was difficulty in accommodating all the students.

Notes.

The Tally and Soft skills trainings benefitted the students as they become more employment ready. Tally training is used so widely that it has become imperative for the student seeking jobs in the Accounts department of any company to learn Tally.

Title of the Practice:

b. Mentorship Program of Students

Objective of the Practice:

- To provide an opportunity to students to confide and speak to someone about their personal problems.
- To be able to give proper direction in life especially in this present time where distraction like Internet can easily ruin their lives.
- The Context

Each student has a different personality. Students come from

different backgrounds; some students come from economically disadvantaged backgrounds and have to work and study at the same time.

The Practice

The College allots a specific number of Students or mentees to each Teacher (Mentor). The Teachers give notices to the students they have to meet

Evidence of Success

Mentoring has greatly benefitted the students and the feedback received from the students is quite encouraging. The student has benefitted a great deal from mentoring sessions.

Problems Encountered and Resources required.

The problems encountered were that there were too many students to handle in the Mentoring Sessions.

Notes.

Considering the students who come from very poor and difficult background, mentoring has proven to be a wonderful way to help, guide, correct and mould the future of the students.

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 Institution played a vital role in imparting education to the economically challenge students which is distinctive to its vision. The fees charged by the institute are relatively cheaper compares to the other institution. Most students who are admitted belong to the first-generation learner hailing mostly from the rural area. College provides students with quality educational experiences and support services that lead to the successful completion of degrees, certificates, career education and basic skills proficiency. The college fosters academic and career success through the development

of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment. Institution offer courses to the students for enhancing professionalism, humanism and social responsibility through quality education.

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

7.3.2 - Plan of action for the next academic year

1. Efforts are being made by College Authorities to introduce a course on Diploma/ certificate in Tourism in Collaboration with Tourism Department of NEHU or Department of Tourism, Government of Meghalaya
2. Encourage Faculty members to attend more seminars/ workshops in relations to their departments. Moreover they are also encouraged to present papers in seminars and contribute to journals/ articles.
3. The college is contemplating to introduce its own journals where faculty members can make their contribution.
4. To conduct more programme in connection with Extension Activities/ Outreach Programme by the institution through NSS/NCC/ Outreach Committee/ Social Work Committee.
5. To facilitate development and improvement of the adopted village of the college.
6. To conduct more webinar/seminars/conferences/ workshop by the institution at the National and International Level.
7. In order to conserve the use to energy, the College is planning to install Solar panel to support the functions of some tools.
8. The college intends to construct Boys Common Room with Financial assistance from Government under RUSA 2.0. Phase - I.
9. The college will buy more Desktops, laptops and LCD Projectors to augment the computer lab and Classroom and to equip teachers for effective online teaching learning.
10. The College intends to buy more books (reference and text) to augment the library resources.
11. To build greeneries in and around the college campus.