

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

SHILLONG COMMERCE COLLEGE

JUNE 2018

Date of Submission: 08/12/2018
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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part - A

Details of the Institution:

1.1 Name of the Institution:	SHILLONG COMMERCE COLLEGE
1.2 Address Line 1:	BOYCE ROAD
Address Line 2:	LAITUMKHRAH
City/Town:	SHILLONG
State:	MEGHALAYA
Pin Code:	793003
Institution e-mail address:	shgcomcoll@gmail.com
Contact Nos:	0364-2227961 Fax No: 0365- 2227649
Name of the Head of the Institution	Mr. Joshua B. Massar
Tel. No. with STD Code:	0364-2227961
Mobile:	91 8575131573
Name of the IQAC Co-ordinator:	Mrs. Palma C. Marwein
Mobile:	91 8974009211
IQAC e-mail address:	scc.iqac17@gmail.com
1.5 NAAC Track ID	MLCOGN 27402
1.4 Website address:	Scccollege.ac.in
Web-link of the AQAR:	Scccollege.ac.in/IQAC/AQAR_2017_18.pdf

1.5 Accreditation Details:

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.17	11 th September 2017	11 th September 2022
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC:

22^d November 2017

1.7 AQAR for the year:

2017-18

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

N.A

1.9 Institutional Status:

University (State / Central/Deemed/Private)	N/A
Affiliated College	Yes
Constituent College	No
Autonomous college of UGC	No
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	No
Type of Institution/Department (Co-education/ Men / Women)	Co-education
Type of Institution/Department (Urban/Rural/ Tribal)	Urban, Tribal
Financial Status(Grant-in-aid/ UGC 2(f) / UGC 12B)	Grant-in-aid/ UGC 2(f) / UGC 12B
Grant-in-aid(Grant-in-aid + Self Financing/Totally Self-financing)	Grant-in-aid + Self Financing

1.10 Type of Faculty/Programme:

Faculty	Yes/No
Arts	No
Science	No
Commerce	Yes
Law	No
PEI (Phys Edu)	No
TEI (Edu)	No
Engineering	No
Health Science	No
Management	No
Others (Specify)	No

1.11 Name of the Affiliating University (for the Colleges):

North Eastern Hill University
(N.E.H.U)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc:

Special status	Yes/No
Autonomy by State/Central Govt. / University	No
University with Potential for Excellence	No
UGC-CPE	No
DST Star Scheme	No
UGC-CE	No
UGC-Special Assistance Programme	No
DST-FIST	No
UGC-Innovative PG programmes	No
UGC-COP Programmes	No
Any other (Specify)	No

2. IQAC Composition and Activities (if any at department level)

2.1 No. of Teachers	12
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	0
2.9 Total No. of members	18
2.10 No. of IQAC meetings held	2
2.11 No. of meetings with various stakeholders:	1
Meetings	Numbers
Total No.	5
Faculty	2
Non-Teaching Staff	1
Students	1
Alumni	1
Others	0
2.12 Has IQAC received any funding from UGC during the year?	No
If yes, mention the amount	-

2.13 Seminars and Conferences (only quality related):

(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC(IF ANY AT DEPARTMENT LEVEL)

Total Nos.	International	National	State	Institution/Department Level
2	-	-	-	Institution Level

(ii) Themes:

1. Entrepreneurship Development talk on 20th November 2017
2. Motivational talk on Entrepreneurship on 7th December 2017

2.14 Significant Activities and contributions made by IQAC (IF ANY AT DEPARTMENT LEVEL)

1. Review of Activities of the College
2. Obtaining of Feedback from Students
3. Overseeing the preparation of Annual Quality Assurance Report (AQAR)

2.15 Plan of Action by IQAC (IF ANY AT DEPARTMENT LEVEL)/Outcome The plan of action chalked out by the IQAC (IF ANY AT DEPARTMENT LEVEL) in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

	Plan of Action	Achievements
1	Plan for National Seminar	National Seminar will be conducted on the 7 th and 8 th September 2018.
2	Plan for Programme on Women in the Work Place	Programme on Women in the Work Place is scheduled on the 28th July 2018
3	Plan to start a Certificate Course in Tourism	Certificate Course in Tourism will start from 2019
4	Plan to start the Bachelor of Arts (B.A) Program	Bachelor of Arts (B.A) Program will start from Academic session July 2019 provided permission and affiliation is granted by North Eastern Hill University (N.E.H.U)

Provide the details of the action taken:

1. National Seminar: Sub-committees has been formed to work-out the budget and look into the Theme, Resource-Persons, Brochures, and other details pertaining to the Seminar etc.
2. Women in the Work Place: Sub-committees has been formed to look into the Sub-Themes, Resource-Persons, Brochures, etc.
3. Certificate Course in Tourism: Sub-committees has been formed to look into Feasibility, Cost Structure, Course Content, Duration etc.
4. Bachelor of Arts (B.A): Sub-committees has been formed to look into Feasibility, Cost Structure, Subjects to be provided etc..

Part- B
Criterion - I
Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number programmes added during the year	Number of self-financing programmes	Number of value added
PhD				
PG				
UG	1			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	3			
Others				
Total	4			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Bachelor of Commerce (B.Com) Semester System Honours Course

Semester	Compulsory papers	Honours Papers	Optional papers	Honours
I	Business Environment, Principle And Practice Of Management, Financial Accounting	Financial Accounting	-	
II	Business Economics, Fundamental Maths /IT in Business, Indian Financial System	Indian Financial System	-	
III	Business Laws, Business Statistics,	Optional	Corporate Accounting or Marketing Management	
IV	MIL/Alt English, Financial Management	Optional	Auditing or Sales and Advertising Management	
V	Compulsory English, Cost Accounting	Cost Accounting	Financial Services or Rural and Agricultural Marketing	
VI	Environmental Studies, Entrepreneurship Development	Entrepreneurship Development	Direct Tax Law and Practice or Services Marketing	

(ii) Pattern of programmes:

Pattern	Number of programmes
Semesters	1

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback: Online Manual Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Implementation of Semester System as per the rules and regulations of the affiliated University

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA

Criterion - II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty:

Asst Professors	Associate Professors	Professors	Others	Total
19	6	0	0	25

2.2 No. of permanent faculty with Ph.D:

2

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year:

Asst Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting Faculty and Temporary Faculty:

0	0	0
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2.5 Faculty participation in conferences and symposium:

No. of Faculty	International Level	National Level	State Level
Attended Seminars/ Workshops	0	4	0
Presented Papers	1	0	0
Resource Persons	0	0	0

2.6 Innovative Processes adopted by the institution in Teaching and Learning:

Apart from the lecture method, some innovative processes in Teaching and Learning have been adopted such as ICT enabled teaching learning, group discussions, presentations, field trips, seminar etc..

2.7 Total No. of actual teaching days during this academic year:

199

2.8 Examination/Evaluation Reforms initiated by the institution (for example, Open-book examination, Bar-coding, Double valuation, Photocopy, Online multiple-choice questions):

The college is affiliated to North Eastern Hill University, examinations and mode of evaluation is conducted by the University with the Principal as the Officer-in-charge of Examination. The College however conducts Class Tests on a continuous basis for assessing students before sending them for final examinations. Test papers are distributed back to the students to know and understand the evaluation process. Assignments and Presentations are also conducted by the college for evaluation purposes.

The institution also ensures effective implementation of the evaluation reforms introduced by the university. Some faculty members have received special orientation on university evaluation reforms and this has greatly benefitted the College.

2.9 No. of faculty members involved in curriculum re-structuring/ revision/ syllabus development as member of Board of Study/ Faculty/Curriculum Development Workshop:

02	01	01
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2.10 Average percentage of attendance of students: 80%

2.11 Course/Programme -wise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Bachelor in Commerce (H)	45	Nil	Nil	20	62.2	82.2
Bachelor in Commerce (P)	55	Nil	Nil	Nil	71	71
Bachelor in Commerce (Semester)	265*	-	-	-	-	-

**Results Awaited*

2.12 How does IQAC contribute/monitor/ evaluate the Teaching and Learning?

The IQAC plans, formulates, gives direction, implements the various aspects of teaching-learning process through innovative methods such as Seminars, Presentations, Group Discussions apart from regular Lecture Method. Teachers are required to prepare Lesson Plans for the academic year with emphasis on teaching plan showing Content, Teaching Methodology, Teaching Aids and Assessment Plan. Remedial classes are also taken into consideration.

The IQAC monitors and evaluates the teaching-learning through Students' Feedback, Students' Attendance, Class Tests, Group Discussions, Presentations, Assignments, Selection Examinations and Internal Examinations.

2.13 Initiatives undertaken towards faculty development:

Faculty/Staff Development Programmes	No. of Faculty benefitted
Refresher Courses	Nil
UGC-Faculty Improvement Programme	Nil
HRD Programme	Nil
Orientation Programme	9
Faculty Exchange Programme	Nil
Staff training conducted by the university	5
Staff training conducted by other institutions	3
Summer/Winter Schools, Workshops, etc	Nil
Others	Nil

2.14 Details of Administrative and Technical Staff

Category	No. of Permanent Employees	No. of Vacant Positions	No. of Permanent Positions filled during the year	No. of positions filled temporarily
Administrative Staff	04	0	0	0
Technical Staff	02	0	0	2

Criterion - III

Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:

- The IQAC has taken initiatives to constitute a Research Cell to monitor and promote issues related to Research.
- The Research cell plans to conduct a Student based Research Projects on Fisheries

3.2 Details regarding major projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: NIL

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : NIL

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges: NIL

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy:

- Since the Consultancy services provided by the faculty members of the college are on honorary basis, there is no revenue generation.

3.11 No. of conferences organized by the Institution: NIL

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons: 3

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year: NIL

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year: NIL

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution

who are Ph. D. Guides

NIL

and students registered under them

NIL

3.19 No. of Ph.D. awarded by faculty from the Institution

NIL

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): NIL

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS: NIL

University level

State level

National level International level

3.24 No. Of Awards won in NCC:

University level State level 58

National level International level

3.25 No. of Extension activities organized

University forum NIL College forum 2

NCC 8 NSS 2 Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Title of the Activities
Tree Plantation On World Environment Day on 05/06/2017
International Yoga Day on 21/06/2017
Career Counseling on 28/08/2017
Swacch Bharat Abhiyan 22/07/2017
International Day on Drugs Abuse and Illicit Trafficking on 26/06/2017
Orphanage Visit on 15/12/2017
Blood Donation on 19/08/2017
Adventure Activities(Trekking) on 18/12/2018
World No Tobacco Day on 31/05/2018
Cancer Awareness Programme on 13/03/2018

Criterion - IV

Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area total area:	4412.68sq meter	-	Under Govt. Lease	4412.68sq meter
Class rooms	8	-	Internal source and RUSA	8
Laboratories	-	-		-
Seminar Halls	1	-		1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	31	62	RUSA	93
Value of the equipment purchased during the year (Rs. in Lakhs)	12.85	20.15	RUSA	33.01
Others:				
1. Library Kiosk	-	1	RUSA	3.56
2. Furnitures	19.24 sq meter	-	UGC	19.24 sq meter

4.2 Computerization of administration and library

Library has been computerized by installing KOHA - open-source integrated library system.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7627	30,00,000	401	1,96,360	8028	31,96,360
Reference Books	712	6,00,000	160	2,94,185	872	8,94,185
e-Books	31,35,809	-	-	-	31,35,809	-
Journals	22	63,558	1	2400	23	65,958
e-Journals	6,237	5,250	3	500	6,240	5,750
Digital Database	-	-	-	-	-	-
CD & Video	138	6900	-	-	138	6900
Others (specify): Newspapers	9	17,280	-	-	9	17,280

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	12	02	05	Nil	06	0	0
Added	25	13	02	05		05	0	0
Total	50	25	04	10	Nil	11	0	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up- gradation (*Networking, e-Governance etc.*)

4 broadband connections with a speed of 10 mbps each installed in the college.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1, 50,000
ii) Campus Infrastructure and facilities	29, 16,400
iii) Equipments	83,600
iv) Others	22,000
Total :	31, 71,000

Criterion - V

Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

The IQAC has contributed in enhancing the Student Support Services by recommending the College Authority the following:

1. Dissemination of all important information concerning students through the college prospectus and notice boards.
2. That Student orientation is conducted at the beginning of the session.
3. That parents be informed about all Academic matters concerning Students in the Parents-Teachers Meeting.
4. That career counseling cell be activated to render assistance for Student Progression.
5. That certificate course on Tourism be started as a option for students to become Tourist Guides etc.
6. That Career Coaching classes for Competitive Examination for Students and Alumni be started.

5.2 Efforts made by the Institution/Department for tracking the progression:

1. The institution has initiated Record Keeping in Soft and Hard copy of all the list of Students and their Personal Details
2. The College has made it mandatory for all outgoing to fill up a form at the time when they collect their certificate to mention either their enrollment for further studies at any University/ Institutions etc. or their Occupation
3. The college has assigned an office staff to handle and maintain correspondence with outgoing students

5.3 (a) Total Number of students:

UG		PG		Ph. D.		Others		Total	
Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
471	323	-	-	-	-	-	-	471	323

(b) No. of students outside the state

UG	
Men	Women
22	12

(c) No. of international students

UG		
Men	Women	Total
1	1	2

Last Year=748											
General		SC		ST		OBC		Physically Challenged		Total	
M	F	M	F	M	F	M	F	M	F	M	F
22	10	0	0	415	291	7	3	0	0	444	304
This Year=794											
General		SC		ST		OBC		Physically Challenged		Total	
M	F	M	F	M	F	M	F	M	F	M	F
25	16	0	0	443	305	3	2	0	0	471	323

(e) Demand ratio: 1.5:1

Dropout %: 5.10%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No. of students beneficiaries: N/A

5.5 No. of students qualified in these examinations:

NET	SET/STET	GATE	CAT	IAS/IPS	State PSC	UPSC	Others
-	-	-	-	-	-	-	-

5.6 Details of student counseling and career guidance:

- The College admits students from all sorts of background and therefore counseling proves to be an effective tool to help the students in so far as Academic, Personal, Career, Psycho-Social development is concerned. The institute has a Career- Guidance and Counseling Committee which invites Resource Person to guide the students with regard to their future career.
- The Mentoring system introduced in the college looks into the overall welfare of the students. Each teacher mentors a group of students and guides them in matters relating to Academic, Personal, Career, etc.
- The Tally and Soft Skills Training provided to 3rd year students not only equips them with extra knowledge but also make them more employable.
- Remedial Coaching for slow learners on different subjects is also conducted by the college. The Principal also takes upon himself to give Special Counseling to students in matters relating to Personal, Academic and their career.
- The college has appointed a qualified Counselor to help students with Personal and Family problem.

No. of students benefitted:	
Student's counselor	22
Tally	192
Soft Skill Training	152
Conversational Hindi	152

5.7 Details of campus placement:

On Campus		Off Campus	
Number of Organization Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes: N/A

5.9 Students Activities:

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

5.9.2 No. of students participated in cultural events

State/ University level National level International level

5.9.3 No. of medals /awards won by students in Sports, Games and other events

Sports:

State/ University level National level International level

Cultural:

State/ University level National level International level

Other events:

State/ University level National level International level

5.10 Scholarships and Financial Support:

	Number of students	Amount (Rs.)
Financial support from Institution/Department	7	100,800.00
Financial support from government*	N/A	
Financial support from other sources	-	
Number of students who received International/National Recognition	-	

*Students apply for support online and amount is directly credited to the student respective account.

5.11 Student organized / initiatives:

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students:

5.13 Major grievances of students (if any) redressed:

Complaint	Redressed
1. Change in Variety of Food in Canteen	The complaint has been communicated to the Canteen Committee which in turn has instructed the person serving the canteen to change the variety of food.
2. Hall is too small to accommodate all students in college events	A bigger auditorium is under construction in the New College building

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution:

Vision:

Vision of Shillong Commerce College is to be an accessible, responsive and inclusive college delivering excellent programs of teaching and outreach that improve the lives and opportunities of students- primarily for the economically disadvantaged- of the State and the region as a whole.

Mission:

The educational mission of the institute is the promotion of learning by the students and by the faculty. Central to our mission are our goals, which are to foster excellence in our teaching, scholarship and service, to prepare students with attitudes, skills and habits of lifelong learning and with leadership skills, enabling them to be useful members of a global society.

6.2 Does the Institution/Department have a management Information System?

The College will be introducing the Management Information System in the near future.

6.3 Quality improvement strategies adopted by the Institution/Department for each of the following:

6.3.1 Curriculum Development:

- The College is affiliated with North Eastern Hills University. Several faculty members are involved in course restructuring, syllabus revision committees and moderation board constituted by North Eastern Hills University.
- Several faculty members are active members of University appointed examination committee to frame questions papers and evaluate examination scripts.

6.3.2 Teaching and Learning:

- LCD projectors have been installed in all classrooms. Faculty members are provided with Lap Tops and the classes have become more interactive with the use of such teaching aids.
- The library is well equipped and connected to the internet which is helpful to both the teachers and students.
- Regular feedback from the students is taken to improve the teaching learning method. Group activities and group presentation are also given to students so as to have an in depth understanding of the subject.

6.3.3 Examination and Evaluation:

- The College has an Examination Committee to ensure smooth conduct of examination both for internal examination and University examination every year.
- Class interaction, Individual as well as Group Assignment and Mentoring are conducted by the college to evaluate the performance of the students.

6.3.4 Research and Development:

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

6.3.5 Library, ICT and physical infrastructure / instrumentation:

- The Library is well equipped and connected to the internet and has a vast collection of Text Books and Reference Books. It also has a number of Journals, Local and National Newspapers collection. The Library has an Advisory Committee with a Coordinator and five members. The committee looks into the smooth functioning of the library and safe guarding the interest of all sections of the library users, formation of all rules and regulations.
- All the Classrooms, Computer Laboratory, Seminar Hall are ICT enabled. LCD projectors are fitted in all the rooms. The construction building is still on and 60% of the construction is completed. The building is well lighted, ventilated, with spacious classrooms for proper seating arrangements equipped with LCD Projector, smart board, seminar hall, computer laboratory, library and internet with Wi-Fi connection within the college campus.
- Computer laboratory is equipped with 25 computers with internet facility which is made available to students for academic purposes.

6.3.6 Human Resource Management:

- The college is a Single stream college and has a Commerce department supported by allied department namely Economics department and English department. The department is also supported by a Computer teacher, a Mathematics teacher and an MIL teacher.
- The head of the department manage the faculty by having meeting at the beginning of every semester. The faculty is also being assessed through Teaching Plan and feedback collected from the student at every semester end.

- The college also has Grievances' Cell where students can submit their grievances if any.
- Moreover, Faculty and Staff of the college are encouraged to participate in development programme from time to time.

6.3.7 Faculty and Staff recruitment:

- For Government Sanctioned post as State Government policy and UGC guidelines. The Governing Body also creates College Sanctioned Post from time to time as per requirement.

6.3.8 Industry Interaction / Collaboration:

- Lectures by industry expert are conducted.

6.3.9 Admission of Students:

- The College has an Admission committee that takes care of the entire admission process where meritorious students are given spot admission. To ensure transparency the admission committee decides on the admission criteria which are always based on merit and the list of selected students are displayed in the notice board. The college also reserve 5% quota for Sports person.
- During the current academic year 2018-19, the number of students admitted in the college in the 1st Semester B.Com is 285.

6.4 Welfare schemes for:

Teaching	-
Non Teaching	-
Students	Micro finance

6.5 Total Corpus Fund generated:

1. Fixed Accumulated Corpus Maintained as Fixed Deposit with Bank up until 30 June 2018 is Rs.20,02,348.34/-
2. The college generated interest @ 8.25%, compounded quarterly for the year is Rs. 157,015.02/-

6.6 Whether annual financial audit has been done?

Yes/ No: Yes

6.7 Whether Academic and Administrative audit (AAA) has been done?

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

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes	Yes/ No: No
For PG Programmes	Yes/ No: Not Applicable

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- The University has introduced the Semester System in place of Annual system W.e.f the session 2015-16. The university had also introduced the Internal Examination consisting of 25 marks and External Examination of 75 marks in place of 100 marks for each paper in the Annual System.

6.10 What efforts are made by the University to promote autonomy in the affiliated/ constituent colleges?

- The University does not interfere with the management of the College. The University does not direct the college to open new streams and departments and also it does not decide in the fee structure of the courses offered.
- The affiliated college has their own Governing Body which manages their respective institution according to their own wisdom. However, the University through the College Development Council (CDC) monitors the activities of the college so as to see that they function according to the rules and guidelines of the university and UGC.

6.11 Activities and support from the Alumni Association:

- The Alumni Association conducted a Pre Christmas programme for the Alumni as well as the students.
- The Alumni Association has started the Medical Room with a full time Nurse and a doctor which visit thrice in a week. The Medical unit run by the Alumni Association for the college provides free medication and free health check to all the Students, Faculty and Non Teaching staff.

6.12 Activities and support from the Parent - Teacher Association:

Two members are member's representatives to the Governing Body of the College.
Two members are member's representatives to the IQAC of the College.

6.13 Development programmes for support staff:

The college through the Medical Unit available in the college provides free medicine and medical check up to the Support Staff. Micro finance and Counseling Session are open to the Support Staff in case of need.

6.14 Initiatives taken by the Institution/Department to make the campus eco-friendly:

1. Solid and Liquid Waste Management:

- i. The college is making every effort to have a functional waste management system. Students and staff are made aware about the importance of waste management practices through various Programmes , Lectures and Poster Campaign.
- ii. Waste is collected on a daily basis from various sources and is separated as dry and wet waste.
- iii. Color coded dustbins are used for different types of wastes. Green for liquid and Blue for solid waste.
- iv. The waste separated is then collected by Municipal Board for proper disposal.

2. Plastic free campus

Initiative has been taken to make campus plastic free by discouraging use of plastic bags to minimize environmental damage and risks associated with it.

3. Paperless office

The use of paper is greatly reduced by maintaining e-records. This reduce carbon footprint. The college also insists in using both sides of the paper for various purposes.

4. Dust-Free Chalk

In order to make classrooms free from dust, the Institute adopted a dust-free chalk which minimizes air pollution inside the room.

5. Plantation:

Flowers and greeneries are planted in and around the College campus to minimize air pollution.

Criteria-VII

7. Innovation and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institutions. Give details.

The college has initiated the process of Administrative Audit. In line with the decision, the College has streamlined the office administration so that more accountability and better performance can come out of it. The college now has introduced different log books for different subjects for example, University, Government, RUSA, UGC, etc. The College has assign staff to maintain the log books. Administrative audit will then be conducted at the end of the year.

7.2. Provide the Action Taken Report (ATR) based on the plan of action decided upon the beginning of the year:

Sl. No.	Plan of Action	Action Taken Report
1	To conduct program by NSS, NCC and Red Ribbon Club	Voluntary Blood Donation Camp, Cancer Awareness, Yoga Day and World No Tobacco Day were organized.
2	To conduct program on value education	Value Education on Integrity, Character and Compassion was conducted.
3	To organize program by IQAC	Program on Entrepreneurship, Financial Literacy and Investor Awareness was conducted.
4	To organize Inter college debate	Program conducted as per plan.
5	To conduct Faculty Development Program	Program conducted as per plan.
6	To organize workshop by women cell	Program conducted as per plan
7	To organize Talk on Human Rights	Program conducted as per plan.

7.3 Give two Best Practices of the Institution/ Department (annexure II)

- a) Imparting Skills to be employment ready (Enclosed: Annexure I)
- b) Mentorship program of students (Enclosed: Annexure II)

7.4 Contribution to environmental awareness / protection

- i. Cleanliness Drive was conducted in and outside the campus to commemorate Swachata Bharat Abhiyan. Talk on "Right to Clean Environment: A Basic Human Right" was conducted.
- ii. The college in collaboration with the urban affairs has installed and placed dustbins in and around college campus.
- iii. The college has made the campus plastic free zone.
- iv. Use of LED bulb in and around the college campus to reduce energy consumption.

7.5 Whether environmental audit was conducted? Yes/ No : No

7.6 Any other relevant information the Institution/ Department wishes to add. (For example SWOT Analysis)

STRENGTHS:

- Located at the centre of the city
- NAAC accredited 'B' score (2.19)
- Well equipped Library
- ICT enabled classrooms for effective instructional delivery
- Progression towards e-campus with Wi-Fi networking
- Most of the teaching faculty are in the process of upgrading their qualification
- Progressive interaction with experts from industry
- Variety of extra- curricular activities (NSS, NCC, RED RIBBON CLUB.)
- Examination centre ICAI (ICWAI)
- Financial assistance to meritorious students
- Introduction of Career Oriented Courses (Spoken Hindi, Communication Skills in English and Tally) to promote employability of students

WEAKNESSES:

- Inability to start new course due to incompleteness of New College Building
- Lack of communication skill in English medium by the students
- Students come from rural areas which are far from city.
- Lack of hostel facilities
- Less involvement of institution in research works
- Less exposure of students to inter- collegiate co- curricular activities
- Poor financial status of the students
- Limited course option for students
- Conduct of Remedial Coaching and Coaching for Entry in Services.

OPPORTUNITIES:

- High demand for continuing education programs
- Alumni support
- The institution has potential to become reputed centre of higher learning
- Vast scope for introduction of new courses and PG programme.

THREATS:

- Fear of frequent staff turnover due to lack of job security and unstructured pay.
- Low placement opportunities for students
- Unpredictable admission rate due to less job opportunities because of less corporate sectors.

- Competition from other prominent institutions

8. Plans of Institution/ Department for next year

- a) Certificate course on tourism.
- b) Bachelor degree in Travel and Tourism Management
- c) Coaching for Competitive Exams like IBPS, CAT, SSC, etc.,

Mr. J. B Massar

Sd/-

Chairman IQAC
Shillong Commerce College

Mrs. P. C. Marwein

Sd/-

Co-ordinator IQAC
Shillong Commerce College