

Proceedings of the 10th IQAC meeting of Shillong Commerce College held on the 25th/08/2020 at 1:30 pm

Members Present:

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|--------------------------|---|--|
| 1. Mr. J.B. Massar | - | Principal & Chairman of IQAC |
| 2. Dr(Mrs) S. Sen | - | Vice Principal |
| 3. Mrs. J.C. Blah | - | Vice Principal |
| 4. Mrs. S. Khongwir | - | Member Teaching Staff |
| 5. Mr. D. Sawkmie | - | Member Teaching Staff |
| 6. Mr. B.R. Upadhya | - | Member Teaching Staff |
| 7. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 8. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 9. Mr. W. Dkhar | - | Member Teaching Staff |
| 10. Ms. B.S. Challam | - | Member Teaching Staff |
| 11. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 12. Ms. A.L. Mawphlang | - | Member Teaching Staff |
| 13. Mr. K.Agarwal | - | Member Teaching Staff |

The chairman welcomes all the members to the meeting.

He also informed that due to Covid-19 Pandemic the following members were unable to attend the meeting.

1. Mr. R.S. Lorit (Member of Governing Body)
2. Mr. S. Kharmawphlang (Parent Representative)
3. Mr. P. Marbaniang (Industrial Expert)
4. Mrs. R. Mawrie (Librarian)
5. Mrs. D. Blah (Member Alumni)
6. Mr. Dabitam L. Marshillong (Student Representative)

The following Resolutions were adopted at the meeting held on 25/08/2020:

Resolution 1/8/2020

Review of Online classes: The Members of the IQAC were inform by the Principal, that the staff meeting of Shillong Commerce College was again held on the 17th, 18th and 19th of August 2020 to review the online classes during the closure of the College due to the Covid-19 Pandemic. The Principal reported that the teachers have been resorting to sharing of videos/ audios clips through WhatsApp, uploading of lecture through Youtube Channels and live classes using Google Meet and Zoom Platform to facilitate learning to student. Teachers have been putting effort to reach out to all students however, they are faced with many challenges as many students have no access to the internet. The members were informed that students especially in the outskirts of Shillong and rural areas prefer videos and audio clips either through Whatsapp or Youtube, as they are easier to access as and when a student have access to the internet. The IQAC appreciated the effort of the College and after some deliberation it resolve to advise the facilitation of learning in any way that is most feasible but insist continuation of live classes and dedicate them to clarification of doubts.

Resolution 2/8/2020

Webinars in the College: The members were also informed about the need of the College to conduct Webinars/Online Workshops. After some discussion the IQAC agreed about the necessity of such Programme and resolved to entrust the responsibility to the Principal to identify probable events and topics before the next IQAC meeting.

Any Other Matter

Resolution 3/6/2020

End Semester Evaluation: The Principal informed the members that the North Eastern Hills University is evaluating the possibility of conducting the End Semester Examination for the odd semester. In this matter, the College was informed that Internal evaluation will be for 25 marks only. After some discussion the

IQAC resolved to advise the college to evaluate the internals based on the performance of the students in their online assignments.

The meeting ended with a vote of thanks from the chair.

(J.B. Massar) (Palma C. Marwein)
Principal
Shillong Commerce College, Shillong Commerce College,
Shillong.

Coordinator, IQAC
Shillong.

Proceedings of the 11th IQAC meeting of Shillong Commerce College held on the 19th/11/ 2020 at 1:30 pm

Members Present:

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|--------------------------|---|--|
| 1. Mr. J.B. Massar | - | Principal & Chairman of IQAC |
| 2. Dr(Mrs) S. Sen | - | Vice Principal |
| 3. Mr. P. Marbaniang | - | Industrial Expert |
| 4. Mrs. S. Khongwir | - | Member Teaching Staff |
| 5. Mr. D. Sawkmie | - | Member Teaching Staff |
| 6. Mr. B.R. Upadhya | - | Member Teaching Staff |
| 7. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 8. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 9. Mr. W. Dkhar | - | Member Teaching Staff |
| 10. Ms. B.S. Challam | - | Member Teaching Staff |
| 11. Ms. A.L. Mawphlang | - | Member Teaching Staff |
| 12. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 13. Mrs. R. Mawrie | - | Librarian |

The chairman welcomes all the members to the meeting.

The chairman informed that due to unavoidable circumstances the following members were unable to attend the meeting.

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|--------------------------------|---|--------------------------|
| 1. Mr. R.S. Lorit | - | Member of Governing Body |
| 2. Mr. S. Kharmawphlang | - | Parent Representative |
| 3. Mrs. J.C. Blah | - | Member Teaching Staff |
| 4. Mrs. D. Blah | - | Member Alumni |
| 5. Mr. Dabitnam L. Marshillong | - | Student |

The minutes of the last meeting were read out and confirmed. The coordinator informed with regard to the decision made in the last IQAC meeting i.e. 2/8 2020.

With Regard to **Resolution 6/9/2019** concerning the Career Counseling, the members were informed that the Career Counseling Program was organized on the 22nd October, 2019 in collaboration with SBI entitled "Career with SBI". The Program was held in the college hall and the SBI officials which included Shri Subash Das (DGM), Shri Mrinal Hazarika (Chief Manager, HRD), Shri Marcellous Fancon and Shri Brian Syiemlieh both Deputy Manager enlightened the students about the job opportunities available in the bank and provided preparation tips on how the students should prepare themselves for the exam/interview in order to be successful.

With Regard to **Resolution 2/11/2019**, concerning the Review of Activities in the College for the Academic year 2019-20, the Coordinator confirmed receiving the Reports of the following activities.

1. Workshop on Legal Literacy Campaign on POCSO (Amendment) Act 2019
2. NCC Reports till June 2020
3. Tally ERP9 2020 with Alma
4. Conversational Hindi 2020 with Polaris
5. Soft Skill 2020 with Polaris

6. NSS: Cleaning Drive 2020

With Regard to **Resolution 3/11/2019** concerning the New Library, the Principal has informed the members that because of the National Lockdown, the New Library could not be completed as scheduled and will require an extension of 3 months to complete and furnished the New Library.

With Regard to **Resolution 4/11/2019**, the IQAC Coordinator informed that the IT foundation course for students that was planned to orient the student with the Student Satisfaction Survey could not be conducted as scheduled because of the National lockdown. The members deliberated and resolved that the details and Feedback from students will however be collected through Google Forms.

With Regard to **Resolution 5/11/2019** the members were informed by the Principal that the college has been granted Provisional Affiliation to the North Eastern Hills University (NEHU) for a period of three (3) years with effect from 2021 - 2023 for its Bachelor of Arts degree. The IQAC congratulated the College and extended its gratitude to the Principal and staff involved for this miles stone achieved.

With Regard to **Resolution 6/11/2019** The members were informed that the college has duly conducted and completed the following Add-On courses:

- i) Tally training Course session completed on the 18th of February 2020 for 114 students.
- ii) Soft Skills Training Program completed on the 28th of February 2020 for 53 students .
- iii) Conversational Hindi completed on the 28th of February 2020 for 12 students.

The courses was successfully conducted for the Day section-Final Year Students Batch 2017-20. However these Courses scheduled for the morning section students had to be suspended after School and Colleges in the State have been asked to shut down on March 17th 2020 and the eventual announcement of the National Lockdown. However, the members deliberated on the issue and resolved to entrust the Principal to explore a viable option to deliver the classes to the remaining students. The members were also informed that the Certificate Course in Tourism and the Career Coaching Class, could not be conducted during the year because of the Pandemic.

With Regard to **Resolution 7/11/2019** concerning the Parents Teacher Association, the members were informed that online interaction between the Parent and Teacher will be Conducted through an Online Platform. Their details will be collected through Google Forms to enable Online interaction with the Parents.

With Regard to **Resolution 8/11/2019** regarding the Program in the College for the year 2020, the IQAC were informed that the College has organized the following programs in the college:

- i) Initiated by the Womens Cell, a one-day workshop was held on the topic "Sex and Human Trafficking in the State" on the 6th December 2019.
- ii) Initiated by the Human Right Committee a one-day workshop was held on the topic "Freedom of Speech, Expression and Social Media" on 7th December 2019.
- iii) The Meghalaya State Legal Services Authority, Shillong in collaboration with the Women's Cell, Shillong Commerce College organized a ***Legal Literacy Campaign on POCSO (Amendment) Act, 2019 on the 28th February 2020***. This is part of the Access to Justice (A2J) (NE& JK), Project Meghalaya.

The following Resolutions were adopted at the meeting held on 19/11/2020:

Resolution1/11/2020

Review of Online classes in the College: The IQAC were informed that till date no official notification was received about resumption of offline classes. The member deliberated and decided to advise the college to continue with the online classes until further instruction is received from the DHTE or NEHU.

Resolution2/11/2020

Webinars in the college:The IQAC was informed that the following proposal was received from the Teaching staff to conduct Webinars and Workshops in the college.

- i) International Webinar on the Impact of Covid-19 Pandemic: The road ahead, Convener: Assistant Professor Wallam Dkhar, Proposed dates 4th - 5th December 2020.
- ii) Regional Online Workshop on Online Education : A New-Normal Approach To Teaching, Convener Assistant Professor Christina Wanniang, Proposed Dates: 9th - 11th December 2020.
- iii) International Webinar on the Socio- Economic issues, challenges and Policy framework in developing nations, Convener Assistant Professor Gitumoni Rajbongshi, Proposed Dates: 28th and 29th January 2021.

The IQAC deliberated and agreed that conducting Webinars and Workshops in the college is essential therefore it resolve to approve the proposals and extends its support and encouragement for the successful conduct of these event.

Resolution 3/11/2020

Matter relating to the AQAR:The Coordinator informed the members of the IQAC that the AQAR is due to be submitted for the year 2019-20. The members were also informed that since previous years teachers have been grouped and assigned different criteria as their responsibility to ensure that the criteria are filled up. The IQAC deliberated and resolve to advice that the criterias should be assigned to the same group of teachers and that the work should begin as soon as possible to ensure timely submission of the AQAR. The members were also informed by the coordinator on the need to conduct a Student Satisfaction Survey (SSS). The members also deliberated on the issue and resolve to advice the college to initially collect a brief feedback form and collect students contact information to familiarize the students with the SSS process.

Resolution 4/11/2020

Appointment of new members to the IQAC:The IQAC coordinator informed the members the necessity to nominate and induct New members to the IQAC for the next term as specified in NAAC guidelines. After much discussion it was resolved to induct the following:

- i) One Teacher from the Arts Stream.
- ii) One Student Member.
- iii) One Parent Representative.
- iv) One Alumni Representative

The IQAC deliberated and resolve to entrust the Principal and the Coordinator to co-opt the members as they deemed fit.

Any Other Matter

Resolution 5/11/2020

RUSA: The members were informed that the college is eligible for the RUSA fund 2.0. They were also informed that the fund if sanctioned will be utilized for the following.

- i) Construction of Boys Common Room and Parking Lot.
- ii) Buying new Computers to be kept in new Computer lab in the New Building.

Resolution 6/11/2020

Since the NAAC guidelines had issued an advisory to the affiliated colleges to change the Coordinator every two/three years to usher in new thoughts and activities in the institution, the IQAC coordinator therefore proposed the appointment of a new coordinator as to adhere to these advisories. The IQAC deliberated extensively and unanimously nominated Ms. A.L. Mawphlang, Member Teaching Staff Computer Science Department to be the next IQAC coordinator.

The meeting ended with a vote of thanks from the chair.

(J.B. Massar)
Principal
Shillong Commerce College,
Shillong.

(Palma C. Marwein)
Coordinator, IQAC
Shillong Commerce College,
Shillong.

Proceedings of the 12th IQAC meeting of Shillong Commerce College held on the 08/02/2021 at 1:30 pm in the Conference room.

Members Present:

14. Mr. J.B. Massar	-	Principal & Chairman of IQAC
15. Dr(Mrs) S. Sen	-	Vice Principal
16. Mr. P. Marbaniang	-	Industrial Expert
17. Mrs. J.C. Blah	-	Member Teaching Staff
18. Mrs. S. Khongwir	-	Member Teaching Staff
19. Mr. D. Sawkmie	-	Member Teaching Staff
20. Mr. B.R. Upadhya	-	Member Teaching Staff
21. Mrs. A. Kharmawphlang	-	Member Teaching Staff
22. Mr. A.M. Rynjah	-	Member Teaching Staff
23. Mr. W. Dkhar	-	Member Teaching Staff
24. Ms. A.L. Mawphlang	-	Member Teaching Staff(IQAC Cordinator)
25. Ms. B.S. Challam	-	Member Teaching Staff
26. Mrs. P. C. Marwein	-	Member Teaching Staff
27. Mr K. Agarwal	-	Member Teaching Staff
28. Dr (Mrs) Sanbanielyne Ryndem	-	Member Teaching Staff
29. Mrs. R. Mawrie	-	Librarian
30. Mrs. D. Blah	-	Member Alumni
31. Mr. Banksankupar Giri Suiam	-	Student Representative

The chairman welcomes all the members to the meeting.

The chairman informed that due to unavoidable circumstances the following members were unable to attend the meeting.

6. Mr. R.S. Lorit	-	Member of Governing Body
7. Mrs Cathy B Tariang	-	Parent Representative

The minutes of the last meeting were read out and confirmed. The coordinator informed with regard to the decision made in the last IQAC meeting i.e. 19/11 /2020.

With Regard to **Resolution 4/11/2019**, concerning the Feedback form from the students, the coordinator informed the members that feedback has been collected from all the Under Graduate students through Google Form.

With Regard to **Resolution 7/11/2019** concerning the Parents Teacher meeting, the members were informed that after collecting the parent details through Google Form, a face to face interaction between the Parent and Teacher has been successfully conducted on the 16th Dec 2020 . Only few parents who were from around Shillong and who has given their consent were invited.

With Regard to **Resolution 1/11/2020** concerning the Review of Online classes in the College, the IQAC members were informed that the Teachers has been continuing with the Online classes. They were also informed that it was until recently that the Notification permitting colleges to start with the offline classes from 01st Feb 2021 was received and the offline classes has started since then.

Regarding **Resolution 2/11/2020** concerning the Webinars in the college, the IQAC were informed that the following webinars and workshop has been successfully conducted through the Zoom Platform and E-Certificates were issued to all the Participants as well as the Resource Persons.

- iv) International Webinar on the Impact of Covid-19 Pandemic: The road ahead, on the 4th and 5th December 2020.
- v) Regional Online Workshop on Online Education: A New-Normal Approach To Teaching from the 9th – 11th December 2020.
- vi) International Webinar on the Socio- Economic issues, challenges, and Policy framework in developing nations on the 28th and 29th January 2021.

The members congratulated the Conveners of the above activities on successfully completing and conducting the Webinars and Workshop.

With Regard to **Resolution 3/11/2020** Concerning Matter relating to the AQAR, The Coordinator informed the members that Reports from all the concerned Team Leaders of the different criteria has been received.

With Regards to **Resolution 4/11/2020** Concerning the Appointment of new members to the IQAC, the members were informed that the following has been inducted as new members from the different category:

- v) Dr (Mrs) Sanbanielyne Ryndem from the Arts Stream.
- vi) Mr. Banksankupar Giri Suiam as Student Representative.
- vii) Mrs Cathy B Tariang as Parent Representative.

The Principal congratulated and welcomed the new members and request them to extend their help and support as and when required.

The following Resolutions were adopted at the meeting held on 08/02/2021:

Resolution 1/02/2021

Reports from IQAC Coordinator:

- i)** The Coordinator informed all the members that six members from the Staff are undergoing a Training conducted by IQAC cluster, India for Effective Documentation and for better understanding of the AQAR requirement.
- ii)** The Coordinator also informed all the members that a meeting between the Principal, Coordinator, Team leaders and members of the various criteria were held in the first week of February and various recommendations has come up regarding the activities that need to be initiated and conducted for the remaining session of 2020- 2021.

Resolution 2/02/2021

Reports on New Library:

The Principal informed the members present, that 95 % of the work is completed and that everything has been shifted from the Old Library to the New Library.

Resolution 3/02/2021

Reports on Off-line class:

The Principal informed that the off-line class is to resume immediately. He also informed that a meeting has been conducted and decision was made to follow and take the SOP NEHU Protocol into consideration. He also informed that it was also decided that student will require to bring a consent form from their parent for attending the class. After further discussion, the IQAC recommended conducting the Remedial Class and the Advanced Class for the advance learner Online.

Resolution 4/02/2021

Reports on the Add On course:

The IQAC members were informed that all the Add On courses that the college has been offering will also resume at the earliest.

Resolution 5/02/2021

Reports on the Internal Marks:

The Principal with reference to metric no 2.5.1- Transparent and Robust internal assessment, proposed displaying the Internal marks of the student. Suggestion was made that displaying the marks will give an understanding of where the student stands. After much discussion the members resolved to discuss the proposal in the staff meeting.

Any Other Matter

Resolution 6/02/2021

The Members resolved on the following matters:

1. Consultant: The members has discussed their desire to request Sir J.B Massar to to guide and act as a Consultant for IQAC. After much deliberation, the members has decided to let the Chairman pursue this with the Governing Body.
2. Furniture and Books: To buy new furniture and books for the Arts classroom.
3. Faculty Development Programme: To conduct at the earliest
4. Computer Literacy Program: To explore the possibilities
5. Field Trip: depending on the Pandemic
6. Extension Activities: It was discussed that activities will be conducted as and when Permission from the government is granted for public gathering.

The meeting ended with a vote of thanks from the chair.

(J.B. Massar)
Principal
Shillong Commerce College,
Shillong.

(Ailadlinda L Mawphlang)
Coordinator, IQAC
Shillong Commerce College,
Shillong.