

**Proceedings of the 16th IQAC meeting of Shillong Commerce College held on the 05/08/ 2022 at 1:30 pm in the Conference room.**

**Members Present:**

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

- |                          |   |                        |
|--------------------------|---|------------------------|
| 1. Mr. J.B. Massar       | - | College Consultant     |
| 2. Mr. P. Marbaniang     | - | Industrial Expert      |
| 3. Mr Edwin H Kharkongor | - | Parent Representative  |
| 4. Mrs. A. Kharmawphlang | - | Member Teaching Staff  |
| 5. Mrs. D. Blah          | - | Member Alumni          |
| 6. Miss Anita Wankhar    | - | Student Representative |

**ACTION TAKEN REPORT**

The coordinator informed the decision made in the last IQAC meeting i.e. **22 /04/ 2022**

With Regards to **Resolution 01/12/2021** concerning the Research/Field work, the members were informed that the BCOM students have visited Meghalaya Milk Processing Centre (Na-Ri), Mawiong on the 04<sup>th</sup> May 2022. The BA students as well have completed the project. Reports and data have been collected and submitted to the Research Committee. The members were informed that compiling and analysing of the result is yet to be done by the committee.

With Regards to **Resolution 04/12/2021** concerning the Collaboration Activity, the Principal informed that the MOU prepared will be look into in the next GB meeting scheduled on October or November.

With Regards to **Resolution 05/12/2021** concerning the Sports and Cultural Competition, various activities have been conducted successfully during the college week.

With Regards to **Resolution 06/12/2021** concerning the Networking and System Analyst, the Work order has been given to MASSTECH. As per the report received So far only Student Admission process and Admission Management System has been completed. Fee generation is yet to be implemented as the College is still working on with the API.

With Regards to **Resolution 01/04/2022** concerning Permission for introducing M.Com course, it was informed that the HOD of the Commerce department has already send the Proposal and Permission to IGNOU to consider providing affiliation of the above course to the college.

With Regards to **Resolution 02/04/2022** concerning the Skill based Programme, the Chairman informed the members that the proposal to train the villagers from the adopted village on sweater knitting could not be possible. But it was informed that instead of the villagers, the same programme has been given to the students. Orientation was held to brief the students. Thirty four students has joined the training. Thirty students were sponsored from Meghalaya State Skill Development Scheme(MSSDS) and four of them were sponsored from the college.

With Regards to **Resolution 03/04/2022** concerning the **NAAC visit**, the members were informed that after taking into consideration the progress of the work of the New building. The GB has decided to postpone the NAAC visit till the building is completed.

With Regards to **Resolution 04/04/2022** concerning the

1. **Best practice**- The members were informed that to suit this, the College will plan to organized more skill based development programme to help the students.
2. **Smart Room**- The smart room will be install when the work on the new building is completed.
3. **Green Energy**-To make the campus more environment friendly installing Solar energy and harvesting rainwater in the campus is a work in progress along with the new building.

The following Resolutions were adopted at the meeting held on 05/08/2022:

#### **Resolution 01/08/2022**

##### **BA Affiliation:**

The Chairman informed the members that the three years temporary affiliation for BA will end soon. Hence after further discussion it was decided to entrust the Chairman with applying the Permanent affiliation before the due date.

#### **Resolution 02/08/2022**

##### **NEP 2020:**

The members discussed the urgency in working out a plan to implement the NEP 2020 college level as the University wanted to implement it at the earliest. The members were also informed about the data

for Institutional Preparedness that have to be included when submitting the next AQAR. The Members has all together decided to get the opinion of all the HODs and Department-in-charge.

#### **Resolution 03/08/2022**

##### **Library:**

The chairman updated the members that a webinar from the Library committee will be held on October or November. The member again discussed the need of Digital Library its implementation, it is thus important to get a better idea about how things are being conducted and workout in other parts of the Country. The members also discussed the need to upgrade the KIOSK in the library and the difficulty in managing the digital footprint of the users. After much deliberation, the members entrusted the Library Committee to get the necessary help needed.

#### **Resolution 04/08/2022**

##### **Activities 2022-2023:**

The Chairman informed that the college is currently gearing up on the preparation of Azadi ka Amrit Mohotsav , starting with an open country race on the 06/08/2022 morning. The activities will conclude on the 15<sup>th</sup> August 2022.

Besides the above, the members discussed about the need to conduct quality related program that will be helpful for both staff and students of the college. The members has entrusted the Principal along with her staff to work out on the various activities that need to be conducted for the current session.

#### **Resolution 05/08/2022**

##### **Any other Matters:**

1. **National Pension Scheme(NPS ):** The chairman has informed the members that the Governing Body has given a go ahead with the Re-opening of NPS accounts as well as opening new account for the new staff. The members have conveyed their gratitude to the chairman for her concern towards her staff.
2. **Micro Finance:** The chairman informed the members that the financial help offered by the College to Students as well as staff is very much functioning and few of the staff and students have been granted loans for their mentioned purpose.

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

(Dr (Mrs) S. Sen)  
Principal  
Shillong Commerce College,  
Shillong.

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

**Proceedings of the 17th IQAC meeting of Shillong Commerce College held on the 09/12/ 2022 at 1:30 pm in the Conference room.**

**Members Present:**

14. Dr (Mrs) S. Sen	-	Principal & Chairman of IQAC
15. Mr. J.B. Massar	-	College Consultant
16. Mr. P. Marbaniang	-	Industrial Expert
17. Mr. B.R. Upadhya	-	Member Teaching Staff
18. Mr. A.M. Rynjah	-	Member Teaching Staff
19. Mr. W. Dkhar	-	Member Teaching Staff
20. Ms. A.L. Mawphlang	-	Member Teaching Staff(IQAC Coordinator)
21. Dr (Ms) B.S. Challam	-	Member Teaching Staff
22. Dr (Mrs) Sanbanielyne Ryndem	-	Member Teaching Staff
23. Mr K. Agarwal	-	Member Teaching Staff
24. Mrs. R. Mawrie	-	Librarian
25. Mrs. Allyssa Swer	-	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.

7. Mr Edwin H Kharkongor	-	Parent Representative
8. Mrs. J.C. Blah	-	Vice Principal
9. Dr (Mrs) S. Khongwir	-	Vice Principal
10. Mrs. P. C. Marwein	-	Member Teaching Staff
11. Mrs. A. Kharmawphlang	-	Member Teaching Staff
12. Mrs. D. Blah	-	Member Alumni
13. Miss Anita Wankhar	-	Student Representative

**ACTION TAKEN REPORT**

The coordinator informed the decision made in the last IQAC meeting i.e. **05/08/ 2022**

With Regards to **Resolution 01/12/2021** concerning the Research/Field work, the members were informed that compiling and analysing of the result is yet to be done by the committee.

With Regards to **Resolution 04/12/2021** concerning the Collaboration Activity with RV University, Bangalore, the Principal informed that the MOU has been accepted by the GB in the meeting held on the 8<sup>th</sup> November 2022.

With Regards to **Resolution 06/12/2021** concerning Student Admission process and Admission Management System, it was reported from the Office that Online Payment also have been

implemented. It was also reported that the MIS (Management Information System ) software for maintaining the details of both Staff and Students are ready.

With Regards to **Resolution 01/04/2022** concerning Permission for introducing M.Com course from IGNOU , the HOD of Commerce Department informed that IGNOU is now being undertaken by UGC, and it will take time for the transition to be completed.

With Regards to **Resolution 02/04/2022** concerning the Skill based Programme, the Chairman informed the members that the Thirty four students has successfully completed the Training on the 30<sup>th</sup> September 2022.

With Regards to **Resolution 04/04/2022** concerning the

4. **Smart Room-** The Chairman informed the members that two smart board have been installed in in the Old and New building.
5. **Green Energy-** The chairman informed the members that the transformer will be install after the inspection from MECEL. The Industrial expert has suggested to approach Local MLA for smart energy.

With Regards to **Resolution 01/08/2022** concerning the **BA Affiliation**, The Chairman informed the members that the inspection from NEHU was held on the 8<sup>th</sup> December 2022. The Team has consider providing Affiliation provided the college provide Regularised appointment letter to the college post Teachers is provided.

With Regards to **Resolution 02/08/2022** concerning the **NEP 2020**, The IQAC coordinator have informed the members that meeting and webinar has been held to give the staff more awareness on NEP 2020. The members were also informed that the Institutional Preparedness has been submitted in the AQAR of 2021-2022 by HODs and Department-in-charge.

With Regards to **Resolution 03/08/2022** concerning the **Library**, The members were informed by the Librarian that the KIOSK in the library is functional and available for online public access. The E-gate for tracking the digital footprints of students also has been implemented.

With Regards to **Resolution 04/08/2022** concerning the **National Pension Scheme(NPS )**, The chairman has informed the members that the pay structure has to be uniform for the teachers and a penalty has to be paid for inactive account to make them active again.

The following Resolutions were adopted at the meeting held on 09/12/2022:

#### **Resolution 01/12/2022**

##### **RUSA:**

The RUSA coordinator updated the members on the amount received and the earlier activities done.

The members were also informed about the decision by the GB on construction of the Parking lot and the Boys common room. The members discussed and after much deliberation has decided to float the tender for the construction work at the earliest.

### Resolution 02/12/2022

#### NEP 2020:

The Chairman updated the members on the status of NEP 2020. It was informed that syllabus is to be propose by the Affiliating University.

The members discuss and come to these few suggestions:

1. To collaborate with nearby colleges for Multidisciplinary.
2. To decide on fees of vocational courses.
3. To look out for the staff requirements

The members have requested the Principal to Propose the suggestion to the GB.

### Resolution 03/12/2022

#### NAAC:

The IQAC coordinator updated the members about the outcome of the meeting held with Dr Lyndem. The members were informed that the Documentation though available are not in accordance to the NAAC SOP. The members were also inform that NAAC requires documentation on Policies from the college on many Governance related matters. After much discussion the members entrusted the Principal to request the GB to provide the necessary requirements to full fill the NAAC requirements.

### Resolution 04/12/2022

#### Any other Matters:

**5 Year Development Plan:** The principal has brought upon the need to frame a development plan to be in-line with the vision of the college and also to be up to date with NEP for the long run. After a thorough discussion the members has requested the Consultant along with the Chairman to discuss the matter with the GB.

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

(Dr (Mrs) S. Sen)  
Principal  
Shillong Commerce College,  
Shillong.

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

**Proceedings of the 18th IQAC meeting of Shillong Commerce College held on the 18/04/2023 at 1:30 pm in the Conference room.**

**Members Present:**

26. Dr (Mrs) S. Sen	-	Principal & Chairman of IQAC
27. Mr. J.B. Massar	-	College Consultant
28. Mrs. J.C. Blah	-	Vice Principal
29. Mr. P. Marbaniang	-	Industrial Expert
30. Mrs. A. Kharmawphlang	-	Member Teaching Staff
31. Mr. B.R. Upadhya	-	Member Teaching Staff
32. Mr. A.M. Rynjah	-	Member Teaching Staff
33. Mr. P Nongrum	-	Member Teaching Staff
34. Ms. A.L. Mawphlang	-	Member Teaching Staff(IQAC Coordinator)
35. Dr (Ms) B.S. Challam	-	Member Teaching Staff
36. Mrs. P. C. Marwein	-	Member Teaching Staff
37. Dr (Mrs) Sanbanielyne Ryndem	-	Member Teaching Staff
38. Mr K. Agarwal	-	Member Teaching Staff
39. Mrs. R. Mawrie	-	Librarian
40. Mrs. Allyssa Swer	-	Librarian
41. Mr G.E.M Kharपुरi	-	Office Superintendent
42. Mrs. D. Blah	-	Member Alumni

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.

14. Mr Edwin H Kharkongor	-	Parent Representative
15. Dr (Mrs) S. Khongwir	-	Vice Principal
16. Mr. W. Dkhar	-	Member Teaching Staff
17. Miss Anita Wankhar	-	Student Representative

**ACTION TAKEN REPORT**

The coordinator informed the decision made in the last IQAC meeting i.e. **09/12/2022**

With Regards to **Resolution 01/12/2021** concerning the Research/Field work, the members were informed that the project work for both BA and BCOM students have successfully completed. The members congratulated and appreciated all the Teachers-in-charge for helping the students in the project and for guiding them in the preparation of the Report.

With Regards to **Resolution 04/08/2022** concerning the **National Pension Scheme(NPS)**, The chairman has informed the members that the minimum contribution to be 10% of Basic salary and DA. The members discussed on the financial implications on the college. The members has requested the Principal that a committee has to be formed to work on the structure of the Pay scale of all the Staff with a time frame of 2 weeks . the members has also requested the Principal to raise the issue on the college contribution towards NPS to the Governing Body.

The following members were appointed as the members of the NPS committee:-

Convener-	Assoc Prof J.C Blah
Members -	Assoc Prof B.R Upadhya
	- Asst Prof A M Rynjah

- Asst Prof K Agarwal
- Asst Prof S Ryndem
- Mr H Majaw

With Regards to **Resolution 01/12/2022** concerning **RUSA**: The members were informed by the RUSA coordinator that tender was floated and Mr B.D Marbaniang was awarded with the Project. The members were informed that preparation for agreement is on the process , dismantling of old structure will be carried out at the earliest and a preliminary work order is to be prepared.

The following Resolutions were adopted at the meeting held on 18/04/2023:

#### **Resolution 01/04/2023**

##### **SEMINAR/WORKSHOP**

The members discussed about the need to conduct a Seminar or Webinar on Research Methodology, Intellectual Property Rights and Entrepreneurship as per the requirement for NAAC. After a thorough discussion it was decided that the Seminar committee will be arranging seminar on IPR, the Commerce Department on Entrepreneurship and the Research Committee on Research Methodology . It was discussed that the committees can meet up with the Principal to discuss on the topic and the Resource person.

#### **Resolution 02/04/2023**

##### **CLUSTER COLLEGES**

The principal informed that only a Book fest from the Library was conducted in collaboration with the other two cluster colleges in the current Academic year. After much deliberation it was decided that a Faculty Development Programme should be conducted among the cluster colleges , so that the Teachers can shared their knowledge and experiences through the program. The members has entrusted the principal to contact the Principals of the Cluster colleges to be able to conduct the FDP.

#### **Resolution 03/04/2023**

##### **NEP 2020**

The members deliberated and has decided to wait for the NEP Progress and to take necessary decision after the University Academic Council has finalized the Syllabus .

The Principal informed the members on the requirement of nominating a coordinator from the college for the Academic Bank of Credit(ABC). The members has nominated Asst Prof Anthony M. Rynjah as coordinator. The principal was entrusted to hand over the appointment to the teacher.

#### **Resolution 04/04/2023**

##### **NAAC**

The members were updated by the concerned Criteria Team Leaders on the data requirement of the various criteria,

##### **CRITERIA 1:**

The Team Leader updated the members on the need to appoint a co-ordinator for SWAYAM to encouraged the students to join the online courses. Asst Prof A.M. Rynjah has volunteer to act as the co-ordinator.



**CRITERIA 2:**

Under this Criteria the Team Leader requested for confirmation on the distinction of Teachers between Part time teacher, Temporary teacher, and Permanent Teachers. The leader also mentioned the requirements of a Sanction letter and sanction strength on Permanent college post Teacher and the requirement of a service book and service rules for Teachers.

**CRITERIA 3:**

The criteria Leader suggested for more plants and trees to be planted in the campus for a Green Campus. The leader also mentioned that there are very less Research work by the Faculty members and requested the Chairman to motivate the Teachers to do more Research work.

**CRITERIA 4:**

The Team leader mentioned the requirement of the Policy on maintenance of Infrastructure, policy on the Annual Maintenance Contract (AMC) for all ICT tools.

**CRITERIA 5:**

The Team Leader informed the members on the difficulty faced by the group in getting the details of Passed out student. The leader has also informed the members on the lack of Alumni Cash memo and other necessary documents required from the contribution. The leader has also requested the Principal for Sanction letter on the Free Studentship with Audited Statement.

**CRITERIA 6:**

The Team Leader informed the members on the Criteria requirements on the Policy on e-governance, micro-finance, Policy related documents on appointment of college post teachers.

**Resolution 05/04/2023****Any other Matters:****NEW COURSE:**

The Principal inform the members about the need to maintain a 3000 strength of students enrollment as per the NEP 2020 requirement. The members after much deliberation suggested opening a course for Bachelor in Business Administration (BBA) as commerce teacher can be utilized for teaching most of the subjects. The members entrusted the Principal and the Consultant to give the proposal to the Governing Body.

**EVENING SHIFT:**

The members also discussed the possibility of opening an Evening Shift . It was further discussed that there can be a reduction of fees for this batch of students.

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

(Dr (Mrs) S. Sen)  
Principal  
Shillong Commerce College,  
Shillong.

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