



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution	SHILLONG COMMERCE COLLEGE
• Name of the Head of the institution	Dr (Mrs) Sabita Sen
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03642227961
• Mobile No:	9863081657
• Registered e-mail	scc.iqac17@gmail.com
• Alternate e-mail	shgcomcoll@gmail.com
• Address	BOYCE ROAD
• City/Town	LAITUMKHAH, SHILLONG
• State/UT	MEGHALAYA
• Pin Code	793003
2.Institutional status	
• Affiliated / Constitution Colleges	AFFILIATED
• 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 LYNGDOH MAWPHLANG**
- Phone No. **08837461509**
- Alternate phone No. **03642227961**
- Mobile **08837461509**
- 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)) <https://scccollege.ac.in/IQAC/AOAR%202021-2022.pdf>

4. Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://scccollege.ac.in/IQAC/ACADEMIC%20CALENDER%202022-2023.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 **03**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- 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**

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)

Initiated Garment-making Training

Setting up of the Eco Club- GAIA

Setting up of Smart Boards

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To have a Green Campus	Setting up of Eco Club-GAIA
To enhance Teaching-Learning methodology	Setting up of Smart Boards

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY	04/12/2023

14. Whether institutional data submitted to AISHE

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• IQAC e-mail address	scc.iqac17@gmail.com				
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3.Website address (Web link of the AQAR (Previous Academic Year))	https://sccccollege.ac.in/IQAC/AQAR%202021-2022.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sccccollege.ac.in/IQAC/ACADEMIC%20CALENDER%202022-2023.pdf				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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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	
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• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			03		
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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)	
Initiated Garment-making Training	
Setting up of the Eco Club- GAIA	
Setting up of Smart Boards	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
To have a Green Campus	Setting up of Eco Club-GAIA
To enhance Teaching-Learning methodology	Setting up of Smart Boards
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
GOVERNING BODY	04/12/2023
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-2023	11/03/2024
15. Multidisciplinary / interdisciplinary	
The college offers Bachelor of Commerce and Bachelor of Arts with seven departments namely Department of Education, Department of Economics, Department of Sociology, Department of Political	

Science, Department of History, Department of English and Department of Khasi. To keep up with the requirement of the NEP 2022 the college is planning to open new department in Arts stream and skill based courses in the future.

16.Academic bank of credits (ABC):

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

17.Skill development:

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

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

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

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

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

20.Distance education/online education:

Teachers of college have taken online classes using various online platform such as Zoom, Google Classroom, Google Meet, Youtube and Whatsapp for group collaboration, sharing of audio recorded class , recorded video class, assignment etc. The

college is in the process of having smart class rooms to augment the blended mode of teaching and will improve its IT infrastructure in the coming days. It may also be noted here that the college various training programme to the faculty of the college to equip the teachers with the skill and knowledge of taking online class. Webinar are conducted on a regular basis . collaboration

Extended Profile

1.Programme

1.1	92
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1983
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	686
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	517
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	53
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	09
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	27
4.2 Total expenditure excluding salary during the year (INR in lakhs)	337.22
4.3 Total number of computers on campus for academic purposes	70
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>1. For curriculum delivery the following steps and practices are followed by the College</p> <ul style="list-style-type: none"> At the beginning of the academic session the College prepares an Academic Calendar detailing the various activities to be conducted throughout the year. The Master time table for the commencing academic session is prepared separately for BA and BCom programmes by the Vice Principals and the Head of Departments. 	

- As per the Academic Calendar the individual teachers prepare their Teaching Plan for timely completion of syllabus. Teachers require to submit the Course Completion Certificate to the Head of Department.
- Departmental meetings are held wherein all teachers discuss the curriculum, the department time table, allocation of classes within their departments .
- The Principal convenes general staff meetings to assess and review the progress and completion of courses. Extra classes are arranged in case of incompleteness of syllabus.
- The lectures are well planned and delivered with the help of ICT tools and the conventional chalk and blackboard method. Fieldtrips are organised to supplement the learning done in the classroom.
- Teachers provide a list of reference books, websites and other sources to the students to help them to prepare notes, assignments and projects.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sccccollege.ac.in/IQAC/ACADEMIC%20CALENDAR%202022-2023.pdf

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

The institution adheres to the academic calendar including the conduct of CIE as described below

- Classes are taken as per the class routine prepared in conjunction with the academic calendar prepared at the beginning of the session.
- The departments prepare a semester wise schedule to conduct internal assessment tests which is sent to student groups through online mode and also displayed on the notice board.

The internal assessment marks are maintained by the respective departments.

- Departmental meetings are held wherein all teachers of respective departments discuss setting of question papers for internal assessment and evaluation of students within their departments.

- In addition continuous evaluation in the form of regular classwork, class tests, and home assignments are regularly assigned to students to ensure that the students learn and understand the concepts taught in the classroom. Assignments are given to students for assessment as well as grading.
- Remedial classes are taken for those students who require extra classes on selected topics under the curriculum.
- The Principal also convenes general staff meetings to discuss internal assessment and evaluation by the different departments.
- The Head of Departments from time to time take stock of the progress of the course so that there is an overall adherence to the Academic Calendar.

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

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

system has been implemented

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

0

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

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

423

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

423

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

1.3 - Curriculum Enrichment

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

The well knit Curriculum could be seen as under

1. The affiliating University has introduced a compulsory subject ' Environmental Studies' for the final semester students of both B.A. and B.Com.
2. In B.A. Political Science , there is a Unit which addresses Gender in the third semester.
3. The Sociology Paper for the fifth semester students Contains a unit ,Family and Kinship'.
4. The English honours students study Gender in the play 'Saint Joan' by G.B Shaw.

In addition the Gaia Eco Club organised the following events to provide awareness about environmental issues

- The Gaia Eco Club undertook a comprehensive Cleaning Drive on the 3rd September 2022 as part of their ongoing commitment to environmental conservation.
- Tree Plantation at the College campus on the 5th June 2023 with the active participation of the club members, the faculty and the Principal Dr. (Mrs.) Sabita Sen.
- The Gaia Eco Club also organised a Rally on the 5th June 2023, to celebrate World Environment Day with the theme ' Beat Plastic Pollution'. The main objective of the Rally was to promote sustainable practices and advocate for the reduction of plastic pollution.

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	View File

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

6

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)	View File

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

381

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

1.4 - Feedback System

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

B. Any 3 of the above

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

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://sccccollege.ac.in/feedback/STUDENT%20%20FEEDBACK%20FORM%202022-2023.pdf

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

770

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

2.2 - Catering to Student Diversity

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

In order to help slow learners, teachers take remedial classes to improve their academic performance in accordance with their requirements. Students are also given a retest and a chance to rework on their assignments to improve their performance and to enhance their marks. Till date there is no special program to clinically identify slow and advance learners.

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

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

Number of Students	Number of Teachers
1983	53

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

Apart from classroom teaching, students are encouraged to apply their acquired knowledge in real time through classroom participation involving problem-solving activities. In addition, students' experiential learning takes place in the form of field trips, camps, blood donation and cleaning drives. During this academic year, the students were trained in garment making,

compost making, soft skills orientation and Tally which would enhance the job opportunities of the students. The college also organised career counselling, field trips for different disciplines, a special visit to the School and Centre for the Hearing and Handicapped Children and a cultural exchange programme to equip students with empathy and knowledge in order to enable them to handle different situations. In addition, the college organised the college week, apart from sending students to participate in inter-college competitions such as debate competition, football and basketball, to exhibit students' talents and competency in other areas.

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

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

Teachers regularly use Whatsapp for communicating with students regarding academic affairs. Whatsapp is also utilised for sending supplementary notes, websites for reference and youtube links for additional lectures. To assist teachers in classroom teaching by using powerpoint presentations, the projector is utilised. The visual and audio method of teaching enhances students' learning and makes learning more interesting.

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

31

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

43

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

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

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

9

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

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

2.4.3.1 - Total experience of full-time teachers

380

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.

Internal assessment is conducted to test students learning capacity and allow teachers to tackle problems that may arise in the classroom. The internal assignment for the students is divided between, assignments or presentations, tests and attendance for a total of 25 marks. The students are intimated through whatsapp concerning their internal test dates and are given ample of time to prepare on a particular topic based on the syllabus. Assignment and presentation topics are conducted to assess the continuous learning experience of the students for the semester. Students are also awarded certain marks for adequate attendance. The internal assessment marks are presented to the students prior to their semester exams.

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

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

The college conducts the internal examination in a timely manner which gives ample of time for corrections to be done. If grievances arise from the students due to an error in their internal marks, they relate it to the concerned department and the issue is handled immediately. Students are allowed to appear for a retest, and assignments can be reworked on to help the students with their learning while enhancing their marks.

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

2.6 - Student Performance and Learning Outcomes

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

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

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

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

The college evaluates students through various methods for measuring the attainment of each of the POs, PSOs, and COs through the assessment of the relevant programmes. The assessment is provided through home assignments, internal test, terminal exams and university exams. Under the University examination, students are evaluated for total of 75% of the total marks and the institution evaluates 25% of the remaining marks. Methods of measuring the level of attainment of Pos, PSOs, and COs. 1. End semester university examination 2. Internal Test/ assignments are given to the students with the intention of achieving the set goals within the Pos of the respective subjects. 3. Assessment and evaluation takes place at the institutional level through terminal

examinations for assessing the attainment level of Pos, PSOs and COs. 4. Feedbacks are also collected from students. 5. Students placement in the industries as well as different profession. 6. Students advancement to higher studies in the same field or in diverse discipline.

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

2.6.3 - Pass percentage of Students during the year

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

380

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

2.7 - Student Satisfaction Survey

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

<https://sccccollege.ac.in/IOAC/SSS%202022-2023.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)

0

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

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

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

0

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

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	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**

0

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

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

1

File Description	Documents
Any additional information	View File
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 constituted extension activities through NSS, NCC and Social Work Committee in order to enhance the social mind of the students. This has created a platform for the students to learn about leadership, responsibility and team work while giving back to the community. The college has also organised programmes to inculcate in the students' minds, the importance of cleanliness and hygiene through a Cleaning Drive on the 22nd of October 2022 under the Theme "Clean India Movement". The college has also organised programmes to highlight the importance of meditation, mental and physical health, on the International Yoga Day on 21st of June 2022. Charity programmes has been organised where students were encouraged to donate goods and lend their helping hands to the different orphanages in the community.

Awareness programmes have been organised on World No Tobacco Day on the 31st of May 2022. The NSS unit of the college observed Rev. Thomas Jones Day on the 22nd of June 2022 and a talk was given on the contributions made by him. An Independence Day Run was held on the 6th of August 2022 in celebration of Independence Day. On the event of World Environment Day on the 4th of June 2022, the NSS Unit organised an awareness talk on the theme "only one earth" and launched the 'Eco Club', thereafter the students planted flowers in and around the college campus.

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

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

7

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

12

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

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

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

811

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

3.4 - Collaboration

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

0

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

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college ensures the quality of teaching and learning through adequate infrastructure. The college has 24 classrooms (5 in old building, 19 in extension building), 16 fitted with LCD projectors. The extension building is nearing completion and most of the rooms have been utilized. Most classrooms are equipped with sound systems. They all have comfortable furniture and adequate lights. However regular maintenance and periodic replenishment of infrastructure is important.

The college has a computer laboratory with a capacity of 80 computers, at present it has 64 computers which has Wi-fi connectivity and an LCD projector. Laboratory rules and regulations are prepared and displayed for students. The college has two staffrooms. A plan is in place to equip all teachers with laptops to enhance the teaching-learning process.

The college has one conference room with a seating capacity of 70. It is fitted with LED projector, interactive tv and internet connectivity. There are also two smart classrooms.

The library is automated using Koha as a Library Management System. There are 8 desktops for students with internet connectivity. The library is subscribed to N-List, to access INFLIB-NET. The library also has two photo-copier machines. 80% of the books have been barcoded.

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

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

Shillong Commerce College is a strong promoter of culture and traditions of the state and the nation. The Cultural Committee is an attempt to identify, nurture and showcase talents from amongst students. The college has a number of clubs catering to a diverse range of interests, including the Art Club, Eco Club, the dynamic college dance group, and the college choir. The college choir has various musical instruments such as guitar, electronic drum, keyboard and others. For waste management, a compost pit is under construction which will be maintained by the Eco Club.

Currently, the college is enhancing its auditorium, which has a capacity to accommodate 700 students. Despite the ongoing enhancements, this versatile space is actively utilized for various purposes, including the hosting of cultural events.

The sports infrastructure includes a well-equipped gymnasium for body-building enthusiasts, along with facilities for indoor games such as table-tennis, carrom and chess, and an outdoor basketball court. The management and organization of these sporting activities are meticulously overseen by the Sports Committee, ensuring a vibrant and active campus life.

The NCC and NSS Units of the College organizes Yoga classes from time to time.

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

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

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

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)**

215.40

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
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 Library had started automation in 2015 with Koha Library Integrated Management system version 3.14 which is currently upgraded to version 21.11. Newly purchased books are sealed and entered in the accession register whereby an accession number is allotted to each book after which these are classified using DDC 23rd Edition. These books are then computerized i.e catalogued using Koha software. New issues of print journals are also recorded in the Journal Register and are digitally maintained in koha. KIOSK is installed in the library which is used as an Open Public Access Catalogue(OPAC) for library users to browse books

available in the library and login to their account to check books issued/returned by them.

The library has installed E-Gate entry Portal on October, 2022 to digitally record the number of users who visits the library. The library has completed the Installation of DSpace Software on 27th March, 2023 to develop the digital lab of the library in order to manage, preserve and disseminate collection of the college publications. The library is also equipped with a scanner (Lex Instant Scanner and Reader) and software that will serve the blind and SEN users of the college.

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

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

B. Any 3 of the above

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

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

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

6

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

87

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Between the session 2022-23, the major IT expenses were on Casing (including Casing Pipe), Cable, Projector (including projector screen), hard drive make Seagate, electrical materials, RJ 45 connector, 32'' Realme TV Smart, Power supply, Bullet/Dome Model-CP-UNC TB51ZL6-VMDS, BNC Connector, Full set desktop computer, laptop, HDMI Converter, BENQ Interactive Flat Panel, Hooter, Conventional Multi Sensor Detector with Base 2D Marcode Scanner, Multifunctional Printer, Seqrite EPS 3 years Business standard, PTZ camera, D-Link wireless adapter. (dates in enclosure)

Wi-Fi

BSNL fibre connection is available. These have been updated from the usual broadband.

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

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

84.3

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

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

There are well established systems and procedures for maintaining and utilizing all the infrastructural facilities in the college. The Governing Body being at the top takes all the decisions with regard to maintenance and Upgradation of college infrastructure. The Principal being the secretary of the Governing body brings to the notice of the Governing Body, matters concerning infrastructural development of the college. Regular staff meetings are held where matter requiring attention of the college authority are discussed and accordingly brought before the Governing Body. Also, in order to ensure that various facilities are properly utilized as well as looked after, an Estate Officer has been appointed. The Estate Officer is mandated to look after proper maintenance of all the infrastructural facilities including laboratory, library, basketball court, computer laboratory, classrooms, electricity, generator, gymnasium, etc. There are many Committees to assist in maintenance and utilization of various facilities in the college like Library Advisory Committee, Building Committee under RUSA, Sports Committee, etc.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

4

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

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

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

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

C. 2 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)	View File

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

0

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

0

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

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

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	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**

7

File Description	Documents
Self-attested list of students placed	View File
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**

11

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

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

0

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

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

9

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

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

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

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

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

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

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

18

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

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

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

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

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	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 and academic decisions are taken in the staff meetings which are held regularly keeping in view the Vision and Mission of the college. Departmental meetings are held regularly where in-depth discussions are held on issues like completion of syllabus, distribution of classes and the scope of offering of new elective subjects, etc. Views of all the faculty members, are given due weightage while taking decisions in the departmental meetings.

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

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

The apex decision making body of the college namely the Governing Body is duly constituted with representative from parents and teachers as well as from society/ public and Affiliated University. All the executive decisions are taken in the staff meetings which are held regularly. Departmental meetings are held regularly where in-depth discussions are held on issues like completion of syllabus, distribution of classes and the scope of offering of new elective subjects, etc. Views of all the faculty members, are given due weightage while taking decisions in the departmental meetings

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The New College Building was completed which was partly funded by RUSA 1.0 and expansion of the Computer Lab was completed which can accommodate 100 Desk Top with Wifi connection. Smart Board was installed in the College Conference Hall and two class rooms. Solar Panel was also installed in the College Campus.

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	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

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

3. Micro Finance: Soft loan facilities are available through Micro

finance to both teaching and non-teaching staff. Loan is provided at a low rate of interest.

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

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

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

0

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

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

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

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

2

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)	View File

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

The performance of the employees was assessed during the year. The objective is not only to evaluate the performance as per the institution norms, but also to identify potential aspects for improvement which can lead to further progress and growth of the

College. Self Appraisal forms are given to both the teaching and non-teaching staff to be filled up for assessment.

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

The college has taken initiative under skill development plan by offering students with 'Garment Making' classes. The objective of this project is to enhance students with skill in operating the computerized knitting machines and develop skilled students in the area of embroidery and stitching. This initiative was started with 50 students out of which 2 students had completed the programme successfully.

The college also started an 'Eco Club' by the name GAIA. This initiative was undertaken by keeping into mind the requirements of Green Campus. Ample steps were taken to plant saplings and small trees which would provide fresh air and view for the campus.

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

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

The college provided with 3 smart boards, of which 2 are installed in classrooms to enable students gain from digital learning. The board are used by teachers to impart valuable learning to students by keeping into mind the technological dependence in the field of education.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

To promote gender equity, the college constitute a Women Cell

wherein any issues and complaints raised by female staff members and students are promptly resolved. In response to the need in advancing and promoting gender equity, the Women Cell organised programs annually. The institution offers equal opportunities for all activities, including administrative, teaching, co-curricular, sports, and other pursuits, to both male and female employees and students. Additionally, the college has the following facilities for ensuring safety for women in the college campus:

1. **Safety and security:** Institute has an enormous responsibility to strengthen the safety and security of female students and staffs. Institute has video surveillance system to keep watch over the staff diverse assortment of facilities. The college have installed CCTVs on all the floors, corridors, canteen, Library, basketball court, and other areas deemed necessary for the installation of CCTV. A properly installed security cameras ensures the safety of students, faculty, and facilities in the institute.

1. **Counselling:** The Institute has a trained Counsellor which makes a profound impact on the lives of students and staff.

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	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 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

The institution separates its waste into dry and wet categories, which are then stored in dustbins with color-coded labels to identify the kind of waste. Solid waste goes in the blue trash can, and dry waste is stored and piled in the green one. After that, the waste from these dustbins is subsequently collected by municipal trucks and properly disposed of by the Municipal Corporation Board.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic

C. Any 2 of the above

5. landscaping with trees and plants

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

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

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

C. Any 2 of the above

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
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).

Diversity is a reality that institutions must accept in today's linked world. The college foster situations that encourage tolerance, acceptance, and peace among students and staff from different backgrounds as societies become increasingly varied in terms of culture, geography, language, religion, socioeconomic level, and other factors. Institutional initiatives to promote inclusion benefit not just the individuals but also the larger social objective of creating a society that is more just and peaceful.

Inclusivity is more than just tolerance; it is actively accepting and appreciating diversity while ensuring that everyone feels respected, valued, and included. It entails building environments in which people from all backgrounds may flourish, cooperate, and contribute their distinct ideas and experiences to the larger community.

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

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

Institutions have an important role in developing the beliefs,

attitudes, and actions of its students and staff. One of the most important components of this responsibility is to raise awareness of individuals' constitutional duties as citizens of a democratic society. Institutions help to educate knowledgeable, ethical, and involved citizens who can constructively contribute to society by encouraging an awareness of constitutional principles, rights, obligations, and responsibilities. Constitutional obligations include a variety of ideas, beliefs, rights, duties, and responsibilities as defined in a country's constitution.

The college, through its NSS unit, organized a cleanliness drive as part of every citizen's fundamental duty, as outlined in Part IV-A (Article 51A) of the Indian Constitution. 'To protect and improve the natural environment including forests, lakes, rivers, and wildlife, and to have compassion for living creatures' is one of the essential duty of every Indian citizen and in this regard, NSS volunteers participated in a cleaning campaign outside the college premises, educating passers-by about the need of environmental preservation.

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

<p>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</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Code of ethics policy document	View File
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

International and national commemorative days provide forums for fostering harmony in the face of difference. Institutions serve as gathering places for individuals with a variety of origins, races, and religious views to celebrate common goals and ideals. These gatherings dismantle boundaries and promote inclusion and a sense of belonging in society. Institutions foster mutual respect, understanding, and empathy by accepting cultural variety, which helps to maintain societal peace and coherence. Institutions play an important role in educating students about key historical events by hosting commemoration days and activities. It promotes critical thinking and raises awareness about major subjects by conducting lectures, presentations, and programmes. These programmes empower individuals to engage with their history and heritage actively, fostering a deeper understanding of societal challenges and opportunities.

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

1 .Free Medical Facilities

Objectives of the Practice

- To improve the general health and well-being of students, faculty, and staff.

The Context

- Offering free medical care is a commendable initiative ensuring healthcare access for everyone, but creating and executing such facilities requires strategic planning like acquiring equipment, medical drugs, etc,.

The Practice

- Appointing a full-time doctor and nurse for free medical facilities.

Evidence of Success

- Increase in the number of patientseeking medical care .

Problems Encountered and Resources Required

Limited technology, limited funds, infrastructure, etc,

2. Skill Development Mobilization Programme

Objectives of the Practice

- Enhance skills in computerized knitting machines;
- Develop skilled in embroidery & stitching

The context:

Designing and implementing a skill development program involves addressing various contextual features and challenging issues to ensure its success. Some of these may include finance, infrastructure and resources.

The Practice:

The vision of this Skill Development Programme is"Developing

products indigenously” as an emblem of identity and pride in our ability to be self-sustain.

Evidence of Success

Employed in manufacturing unit, remaining who have enrolled and completed have expressed their desire to start up their own unit,

Problems Encountered and Resources Required

- Limited resources
- Accommodating all students
- Time constraints
- Financial constraints

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 organization has proven its commitment to help underprivileged students by making sure they have access to education and chances for both personal and professional growth, in line with its vision to impart knowledge to all students, regardless of their background. One of the initiatives, the institution offers is the ability for low-income students to pay their college fee in instalments, which relieves their parents of some of the financial stress and in turn enabling them to attend classes. Furthermore, the institution offered interest-free loans to students so they could pay for their tuition and purchase books. It may be stated that some students struggle to acquire books owing to financial constraints. This may limit their ability to gain knowledge and advance their academic careers. In this regard, the college enabled students to borrow books from the library and keep them until the conclusion of the semester examinations. As a result, the barriers to education are removed.

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

7.3.2 - Plan of action for the next academic year

1. Conduct an evaluation of the college's existing situation, including infrastructure, faculty strength, student demographics, academic offerings, etc.,.
1. Offer career counseling, mentorship programs, and skill development courses to improve employability and job preparedness.
1. Invest in infrastructure development to provide modern facilities suitable for better teaching and learning.
1. Foster a culture of research and innovation among faculty and students through incentives, grants, and research collaborations.
1. Increase involvement with local communities, industry stakeholders, and alumni networks to promote cooperation and mutual benefit.
1. Commemorate national and international days through the initiative of NSS, NCC, Red Ribbon Club, GAIA club, Concern subject departments, etc.,
1. Organize skill-based training programmes, and seminars guided by experts, alumni, and professionals to teach practical skills and industry insights.
1. Increase the variety of extracurricular activities to include a wide range of skills, such as leadership, communication, sports, etc.,

