



INTERNAL QUALITY ASSURANCE CELL (IQAC) SHILLONG COMMERCE COLLEGE

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Proceedings of the of the 1st meeting of the Internal Quality Assurance Cell (IQAC), Shillong
Commerce College held on 8th December 2017.

Agendas of the meeting:

1. Review Activities of the college held till date since last NAAC visit.
2. Feedback
3. New Courses
4. Co-opt members from local society
5. Any other matter

The meeting was chaired by the Chairman. The members were duly welcomed and introduced by the Chairman.

Resolution on the 8th December 2017

Resolution 1/8/2017

Review Activities of the college held till date since last NAAC visit: The IQAC were informed of the various activities held in the college till date, since the last NAAC visit held on 30th and 31st August 2017. After some discussion the IQAC resolved that the convenors of the various events and activities held, to prepare and submit reports to the IQAC coordinator. The events held were as follows:

- a. Inter college Debate: Convenor Associate Prof. S. Sen
- b. College week 2017: Report from different In-charge
- c. NCC Activities 2017: Asst. Prof. A.L. Mawphlang & Asst. Prof P. Nongrum
- d. Report of Exam held in Oct 2017: Convenor Associate Prof. B.R. Upadhya
- e. RUSA Activities: Convenor Asst. Prof. A.M. Rynjah
- f. Inter College Skit Competition: Asst. Prof. C. Wanniang
- g. Human Rights Cell: Convenor Associate Prof A. Kharmawphlang.
- h. Extension and outreach: Associate Prof A. Kharmawphlang.

Resolution 2/8/2017

Feedback: In accordance with the NAAC guidelines regarding the need for regular feedback the IQAC resolved to enforce regular feedback from students for all faculties per semester.

Resolution 3/8/2017

New Courses: The members were informed of the suggestions of the NAAC peer team to open courses like BBA, BHTM and BCA. After some deliberation the IQAC resolve to recommend formulation of a Sub Committee to conduct a feasibility study on potential of these courses to the college and submit such report to the IQAC committee before the next IQAC meeting. The committee will comprise of Associate Prof. B. R. Upadhya, Head of Commerce Department as convenor, Prof.

D. Sawkmie, Prof. W. Dkhar, Prof. A M. Rynjah, Prof. P Nongrum and Prof. I Nongkhlaw as members.

Resolution 4/8/2017

Co-opt members from local society: In accordance with NAAC Guidelines the chairman inform the committee that the IQAC has yet to co-opt members from local society or Industrial expert. The IQAC resolve to take up the matter and finalize the selection by the next IQAC meeting.

Any other matter:

Resolution 5/8/2017

Website: The IQAC were informed that the College Website till date is not dynamic enough to cater to the demands of a growing institution. It was resolved that the matter be looked into and find solution to the problem.

Resolution 6/8/2017

Seminar: The IQAC resolve to recommend to the college to conduct a National seminar and suggest that the seminar must concern to North East India. In order to facilitate such programme it also recommends the formulation of a Sub Committee comprising of Asst. Prof. W. Dkhar as convenor, Asst. Prof. A M. Rynjah, Asst. Prof. I Dkhar and Asst. Prof. K. Agarwal as members.

Resolution 7/8/2017

Women cell: The IQAC were informed that the women cell of the college will be organizing a program on the 8th of March 2018 on the topic “Women in the workplace”: The IQAC, after some discussion resolved, that the Convenor Associate Prof. J. C Blah submit the report after the event.

Resolution 8/8/2017

Study Tour Cum excursion: The IQAC was also informed of the college intention to send the final semester students of the college on a Study Tour Cum excursion to Kolkata. The IQAC resolve to recommend that the details and outcome of the visit will be accordingly reported and submitted to the coordinator of the IQAC.

Resolution 9/8/2017

Feedback to NEHU: The IQAC also suggested that the college should have a more active part in the formulation of the syllabi, After some discussion, the IQAC resolve that the faculties should be encouraged to provide feedback to NEHU address to the Registrar or Director of CDC, NEHU for any suggestion or changes. In order to expedite the process it was resolve to suggest that Asst. Prof. W. Dkhar, Asst. Prof. A M. Rynjah and Asst. Prof A.L. Mawphlang will be ask to facilitate in any way as they deemed fit

Resolution 10/8/2017

Vocational courses: It was also discussed that the college should also consider opening Vocational courses on entrepreneurship development. After some discussion it was resolved to discuss at length in the next IQAC meeting.

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

Chairman

IQAC;
Shillong Commerce College;
College;Shillong.

Coordinator

IQAC;
Shillong Commerce
Shillong.

Proceedings of the of the 2nd meeting of the Internal Quality Assurance Cell (IQAC), Shillong Commerce College held on 28th March 2018.

Members Present.

Agendas of the meeting:

6. Confirmation of the minutes of the last meeting
7. Report from Coordinator & Discussion on the IQAC manual
8. Review of the Activities conducted in the college
9. Programme for 2018
10. Certificate course
11. Workshop on 4th of April 2018
12. Co-option of Members
13. Any other matter

Members present:

- | | | |
|--------------------------|---|--|
| 1. Mr. J.B. Massar | - | Principal & Chairman of IQAC |
| 2. Dr(Mrs) S. Sen | - | Vice Principal |
| 3. Mr. R.S. Lorit | - | Member of Governing Body |
| 4. Mr. S. Kharmawphlang | - | Member of Governing Body, Parent Representative |
| 5. Mrs.J.C.Blah | - | Member Teaching Staff (Economics Department) |
| 6. Mr. B.R. Upadhya | - | Member Teaching Staff (Commerce Department) |
| 7. Mrs. S. Khongwir | - | Member Teaching Staff (English Department) |
| 8. Mrs. A. Kharmawphlang | - | Member Teaching Staff (Math Department) |
| 9. Mr. D. Sawkmie | - | Member Teaching Staff (Economics Department) |
| 10. Mr. A.M. Rynjah | - | Member Teaching Staff (Commerce Department) |
| 11. .Mr. W. Dkhar | - | Member Teaching Staff (Commerce Department) |
| 12. Ms. A.L. Mawphlang | - | Member Teaching Staff (IT Expert) |
| 13. Ms. B.S.Challam | - | Member Teaching Staff (Environmental Science Department) |
| 14. Mr. K.Agarwal | - | Member Teaching Staff (Commerce Department) |
| 15. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 16. Mr. E. Kharkongor | - | President Alumni |
| 17. Mrs. R. Mawrie | - | Librarian |
| 18. Mr. D.L. Lyngkhoi | - | Student representative |

The meeting was chaired by the Chairman and duly welcome all the members.

The minutes of the last IQAC Meeting was read out and confirmed. The coordinator informed the members of the action taken with regards to the decision taken in the last meeting.

Matters arising out of the minutes of the last IQAC meeting held on 28th March 2018

1. With regards to Resolution 3/8/2017 the convenor of the sub-committee, formed to conduct a feasibility study on potential of BBA, BHTM and BCA courses, Associate Prof. B. R. Upadhya, informed the members that the courses as recommended by NAAC peer team would have to be put on hold due to lack of infrastructure i.e. classrooms etc.,

However the IQAC instructed the sub-committee to come forward with a tangible plan in so far as Bachelor of Arts course is concern in the next IQAC meeting.

2. With regards to Resolution 5/8/2017 the members after being informed of the inability to contact the domain provider of the old website, the IQAC resolved to open a new website at the earliest and to make it more dynamic to cater to the demands of a growing institution.
3. With regards to resolution 6/8/2017 the members were informed by the seminar committee that the National Seminar will have to be postponed to a later date so as not to coincide with the NEHU semester exam. The date will be recommended by the seminar committee by the next IQAC meeting.
4. With regards to Resolution 7/8/2017 concerning women cell, the members of the women cell informed that the program scheduled to be held on the 8th of March 2018 on the topic 'Women in the Workplace' will be organised after the semester exam.

Agendas of the meeting:

Resolution 1/3/18

Report from Coordinator & Discussion on the IQAC manual: The coordinator informed the members that the following reports were received from the convenors of the following committees excepting the debate committee. The coordinator was assured by the convenor of the Debate committee that the report will be submitted by the end of the week.

The members of the IQAC were also informed that the college will have to fulfil the requirements as per NAAC's *guidelines for performance evaluation, assessment and accreditation*. The members were also informed that the institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. The IQACs can create an exclusive window on the college website and regularly upload/ report on its activities, as well as for hosting the AQAR. The IQAC resolve to have sub-committees to examine and facilitate achievement of the criteria and key indicators as mention in the NAAC manual for Assessment and Accreditation. It was further resolved to entrust the Chairman and the coordinator to formed the different committees for the said purpose.

Resolution 2/3/2018

Review of the Activities conducted in the college: the members were informed of the various activities which were conducted in the college since after the assessment and accreditation of the college by NAAC.

1. 5th J.J.M. Nichols Roy Inter College Debate competition held on 11th November 2017.
2. Program on Entrepreneurship in Association with Josh Talks held on 20th November 2017.
3. Program on Financial Literacy in Association with SEBI/NSE & PMO held on 21st November 2017.
4. Value Education on 'Compassion' with the college Counsellor held on 28th November 2017
5. Institutional Motivation Campaign in Association with MSME held on 7th December 2017.
6. Talk on 'Right to Clean Environment: A Basic Human Right'. SMB : Resource Persons- Shri F.B. Chyne held on 15th December 2017.

The IQAC, after some discussion also resolved to inform all convenors of the different Committees to conduct the activities entrusted to them before the end of August.

Resolution 3/3/2018

Programme for 2018: the members were informed that the college would like to organize the following programme for the year 2018.

1. Seminar: After some discussion the IQAC resolve that the topic for the Seminar will be on Tourism. It was also resolved that to hold the seminar before the month of August 2018.
2. Workshop on “Women in the Workplace”: The IQAC also resolve to convene the workshop sometime in the month of June.

Resolution 4/3/2018

Certificate course: The members were informed that the college would like to start a certificate course on Tourism with collaboration with a Government agency. The college proposed that the following subject should be incorporated in the course.

1. Introduction to Tourism
2. Meghalaya Vis-a-Vis Tourism
3. Communication
4. Tourism Entrepreneurship

After some deliberation the committee resolve to form a working Committee to frame the syllabus, finalize the subjects and to place it in the next IQAC meeting. The working committee will consist of the following members.

Convenor: Associate Prof. A.

Kharmawphlang Members:

1. Mr. Eboton Kharkongor: Alumni Representative to the IQAC
2. Asst. Prof. P. Nongrum
3. Asst. Prof. K. Agarwal
4. Asst. Prof. B. S. Challam

Resolution 5/3/2018

Workshop on 4th of April 2018: The members were informed that after the NAAC the new methodology with regards to Assessment and Accreditation. The members of the teaching and non-teaching staff should be apprise and inform about the changes introduced by NAAC. After some discussion the IQAC resolve to invite Dr. S.R. Lyndem to be the resource person for the said workshop. It was also resolve to hold the workshop on 4th of April 2018.

Resolution 6/3/2018

Co-option of members: the members were informed that according to the NAAC guidelines IQAC may be constituted with few distinguished educationists and representatives of local management and stakeholders after some deliberation it was resolve to co-opt Mr. P. Marbaniang former Director MIDC as an Industrial Expert and Miss. E. Kharkongor as a few distinguished educationists.

Resolution 7/3/2018

Any other matter: the members were informed that the college intend to introduce the Bachelor of Arts by the Academic Year 2019-20. After some deliberation it was decided to form a working committee to examine the feasibility of starting the course. It was resolved that the working committee will send a detail and substantive report and present it in the next IQAC Convenor: Associate Prof. Dr. (Mrs.) S. SenMembers:

1. Associate Prof. S. Khongwir
2. Associate Prof. B. R. Upadhya
3. Asst. Prof A. L Mawphlang
4. Asst. Prof C. Wanniang

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

Chairman

IQAC;
Shillong Commerce College;
College;Shillong.

Coordinator

IQAC;
Shillong Commerce
Shillong.

Proceedings of the 3rd IQAC meeting of Shillong Commerce College held on the 29th/9/ 2018 at 11:00 am

Members Present:

- | | | |
|--------------------------|---|---|
| 1. Mr. J.B. Massar | - | Principal & Chairman of IQAC |
| 2. Dr(Mrs) S. Sen | - | Vice Principal |
| 3. Mr. R.S. Lorit | - | Member of Governing Body |
| 4. Mr. S. Kharmawphlang | - | Member of Governing Body, Parent Representative |
| 5. Mr. P. Marbaniang | - | Member (Industrial Expert) |
| 6. Mr. B.R. Upadhya | - | Member Teaching Staff |
| 7. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 8. Mr. D. Sawkmie | - | Member Teaching Staff |
| 9. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 10. .Mr. W. Dkhar | - | Member Teaching Staff |
| 11. Ms. A.L. Mawphlang | - | Member Teaching Staff (IT Expert) |
| 12. Ms. B.S.Challam | - | Member Teaching Staff (IQAC Coordinator) |
| 13. Mr. K.Agarwal | - | Member Teaching Staff (IQAC Coordinator) |
| 14. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 15. Mrs. R. Mawrie | - | Librarian |
| 16. Mr. Fernando Lyngdoh | - | Student |

The chairman welcomed all the members including the New Members (1) Shri. P. Marbaniang Industrial Expert (2) Fernando Lyngdoh President Student Union to the meeting:

The chairman informed the about the inability of a few members to attend the meeting due tounavoidable circumstances namely.

1. Associate Professor Mrs. J. C. Blah
2. Associate Professor Mrs. S. Khongwir
3. Ebornton Kharkongor

The minutes of the last meeting were read out and confirmed.

Matters Arising –

- (i) With Regard to Resolution 4/3/ 2018 concerning the introduction of the Certificate course on Tourism, the convener of the Working Committee presented a report at the meeting. After somedeliberation on the report the IQAC resolved that the course should be less than 6 Months. It was also resolved that the Working Committee should deliberate and recommend to the IQAC on the following points.
 - (ii) Duration of the course
 - (iii) Study material
 - (iv) Resource Person
 - (v) Fee Structure
 - (vi) Facilities required
 - (vii) Timing of the course
- (viii) And any other such matter as relevant to start the said course.
- (ii) With Regard to Resolution 7/3/ 2018 concerning the introduction of the Bachelor of Arts (B.A) Program, the convener of the committee formed to examine the feasibility of the course presented a detailed report at the meeting. After some deliberation the IQAC resolved tointroduce to introduce the Bachelor of Arts Program from the Academic Year 2019.

The Following resolutions were adopted at the meeting held on the 29/9/2018

Resolution1/9/2018

Inter College Debate- 6th JJM Nichols Roy Inter College Debate Competition: The Chairman informed the members about the intention of the college to conduct an Inter College Debate Competition. After discussing at length the IQAC decided on the following:

- i. The Debate Competition will be held on the 17th November 2018
- ii. The Topic should be “Social Media promotes critical thinking among young people”.
- iii. The Chief Guest will be left to the Principal to decide in consultation with the other members of the Teaching Staff

Resolution 2/9/2018

College Week: Members were informed that the college week is organized every year and after some discussion the IQAC resolved to recommend that the College Week should be organized from 27th October 2018 to 3rd November 2018.

It was further resolved that the College Week Function should be in commemoration of the 150th anniversary of Mahatma Gandhi Jayanti. It was also resolved that the day to day program of the College Week program will be left to the principal along with the student union body to decide on the program, events etc.

Resolution 3/9/2018

National Seminar: The members were informed that the college would like to organize the National Seminar in 2019. After some Discussion the IQAC resolve on the following:

- i. The topic should be “Quality Enhancement in Higher Education Institution”.
- ii. The dates for the National Seminar are scheduled on the 21st and 22nd June 2019.
- iii. The Seminar Committee to work out the details of the National Seminar.

Resolution 4/9/2018

Career Coaching Class: The members were informed that the college plans to start a Career Coaching Class for the Alumni as well as Students of the College. After some discussion the IQAC resolved that the last date of the application should be the 10th of October 2018 and the capacity should be limited to 40 students. Further it was resolved to entrust the Principal and a few teachers to run the Career Coaching Classes.

Resolution 5/9/2018

Introduction of BTTM: The members were informed about the intention of the college to start the Bachelor of Travel and Tourism Management (BTTM). The members were also informed that the course aforementioned has already been started by Lady Keane College, but caters only to girl students. After some discussion the IQAC resolved the following:

- i. The Course will be Co-educational
- ii. The Working Committee which has prepared the feasibility report for the Bachelor of Arts (B.A) Program will have to prepare a feasibility report for Bachelor of Travel and Tourism Management (BTTM) and present the report to the IQAC.

Resolution 6/9/2018

Out Reach Programme: Members were informed about the need to conduct Outreach Programme at few adopted villages. The members were informed that such program will primarily benefit the students and society at large. The members were of the opinion that such outreach programme will positively change the outlook of students towards the various societal problems and challenges in the State. After some discussion it was resolved that the Principal and a few teachers will have to select and adopt a village and to conduct various Programs to benefit the residents of the adopted village.

It was also resolved that the outreach Committee will have to plan and organize a blood donation camp.

Resolution 7/9/2018

Remedial Classes: The members were informed about the need to hold remedial classes for slow learners in the college. The members were also informed that the remedial classes will also help Advance Learners to learn about any topic in-depth. After some discussion the IQAC resolved to conduct Remedial Classes for the students of the college. In this respect, the heads of Department will have to meet together to decide on how to organize the classes. It was also resolved that Associate Professor S. Sen should convene the meeting of Heads of Department.

Any other matter

Resolution 8/9/2018

Internal Complaint Committee (ICC): The members were informed about the need to have an Internal Complaints Committee (ICC) to look into the sexual harassment of women or girl students in the College. After some discussions it was resolved that Associate Professor S. Khongwir will be the Convener/ Chairperson, Associate Professor J.C. Blah, Associate Professor D. Sawkmie and Associate Professor A. Kharmawphlang will be the members

Resolution 9/9/2018

Women's Grievance Cell: The members were informed that the college should have a Women's Grievance Cell to look into the female grievances and various problems and difficulties of girl students. After some discussion it was resolved to appoint Associate Professor S. Sen the Vice-Principal as the convener, and Assistant Professor A. Singhanian, Assistant Professor M. Sarkar and a female member of the student union as members.

Resolution 10/9/2018

Name of College : The members were informed that the college may have to change its name as it plans to open new streams and departments in the future. After some deliberation and discussion, the IQAC resolved to entrust the Principal and members of the teaching staff to suggest on the new name of the college.

Resolution 11/9/2018

Orientation Course: The members were informed about the need for teacher to attend Orientation and Refresher Courses for Career Advancement of the teachers. After some discussion the IQAC resolved that the Principal should take steps to see that all members of the teaching staff attend the said courses.

Resolution 12/9/2018

Students Research Work: The members were informed that the students of the college should be motivated to do Research Work/Project to have firsthand knowledge about the areas that that could help them become Entrepreneurs. After some discussion, the IQAC resolved to conduct a Research Work on "Fisheries in Meghalaya". It was also Resolved that the Research will be conducted by the 6th semester student. The research Committee along with the teachers teaching Entrepreneurship Development will be responsible to guide and assist students in the research projects.

Resolution 13/9/2018

Disaster Relief Fund and Fund for Extension Project: The members were informed about the need for a fund for Disaster Relief Fund and Fund for Extension Project. After some discussion the IQAC resolved to appoint Associate Professor A. Kharmawphlang to be the convener to mobilize contribution for the said funds.

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

Chairman
IQAC;
Shillong Commerce College;
College;Shillong.

Coordinator
IQAC;
Shillong Commerce
Shillong.

Proceedings of the 4th IQAC meeting of Shillong Commerce College held on the 11/12/ 2018 at 1:00 P.M

Members Present:

- | | | |
|--------------------------|---|---|
| 1. Mr. J.B. Massar | - | Principal & Chairman of IQAC |
| 2. Mr. R.S. Lorit | - | Member of Governing Body |
| 3. Mr. S. Kharmawphlang | - | Member of Governing Body, Parent Representative |
| 4. Mrs. S. Khongwir | - | Member Teaching Staff |
| 5. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 6. Mr. D. Sawkmie | - | Member Teaching Staff |
| 7. Mr. W. Dkhar | - | Member Teaching Staff |
| 8. Ms. B.S.Challam | - | Member Teaching Staff (IQAC Coordinator) |
| 9. Mr. K.Agarwal | - | Member Teaching Staff (IQAC Coordinator) |
| 10. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 11. Mr. E. Kharkongor | - | President Alumni |
| 12. Mrs. R. Mawrie | - | Librarian |
| 13. Mr. Fernando Lyngdoh | - | Student Representative |

The Chairman welcomed all the members to the meeting.

The Minutes of the last meeting were read out and confirmed.

The Coordinator informed the decisions made in the last IQAC meeting made on 29.09.2018 at 11:00 A.M. with the few Action Points.

With regard to the Report on Certificate Course on Tourism received from the Working Committee at the meeting held on 29.09.2018 concerning resolution 4.3.2018 the members urged upon the Working Committee to submit a feasibility report including the detailed study material for the 3 months course by the next IQAC meeting. The Working Committee (WC) will have to suggest honorarium to be paid to the Resource persons.

With regards to the report on the meeting held on 29.9.2018 concerning resolution 7/3/2018, the members were informed that the College has submitted the Application to the University for permission to start Bachelor for Arts Program. Further they were also informed that the inspection will be conducted in the month of March – April 2019.

With regards to Resolution 4/9/18 the members were informed that the Career Coaching Class has started in the College.

With regards to Resolution 5/9/18 concerning the BTTM Course the members were informed that the Course duration will be for 4 years. Further they were also informed that only 40 students can be permitted per batch and the Reserve Fund should be for Rs.35,00,000/- (Thirty Five Lakhs). The members also decided to constitute a Working Committee consisting of the Principal and five members namely Asso Prof. D. Sawkmie, Asso Prof B.R. Upadhya, Asso Prof S. Khongwir,

Dr(Prof) S. Sen, Asst Prof P.C. Marwein. The Committee will have to work out the modalities and prepare a Feasibility report.

With regards to Resolution 7/9/18 concerning the Remedial classes, the members urged the Committee headed by Dr(Prof) S. Sen and include others Head of Dept to give a report to identify the Days suitable for Remedial Classes and which subject the students would need Remedial Classes.

With regard to Resolution 10/9/18 concerning name of the College, the members were informed that the Governing Body has decided to retain the name of the College for the time being.

With regard to Resolution 11/9/18 concerning Orientation Course, the members decided to entrust the Principal to see that the teachers attend the Courses.

With regards to resolution 12/9/18 concerning Student Research Work, the members decided to entrust the Principal to see that the research work is initiated by the Teachers teaching Entrepreneurship Development.

The following resolutions were adopted on the meeting held on 11/12/2018.

Resolution 1/12/18

Library : The members discussed about the need to equip the Library with books and journals that will be needed for the Bachelor of Arts Programme. After some discussion the IQAC resolved to entrust the Library Committee to procure and find out all Reading Materials which are needed for the said course. Further the IQAC resolved to entrust the Principal to procure and furnish for the New Library with furniture.

Resolution 2/12/18

Students Research Work : The members discussed about the students research work which the final year B.Com students will have to undertake concerning the subject Entrepreneurship Development. After some discussion the IQAC resolved to entrust the teacher – in-charge Asst Prof M. Sutradhar, Asst Prof A. Singhanian, Asst Prof. K. Agarwal and Asst Prof B.C. Challam to take the initiative to ensure that the Research Work is done during the Winter Vacation.

Resolution 3/12/18

Academic Calendar: The members were informed that the Academic Calendar for 2019 will have to be prepared. After some discussion the IQAC resolved to constitute a Committee consisting of the Principal, the Vice Principal, the IQAC Coordinator, the UDA and the HOD of Commerce Department. It was also resolved that Associate Professor B.R. Upadhyaya will be the Convenor.

Resolution 4/12/18

National Seminar : The members were informed that the National Seminar is scheduled to be held on the 21st – 22nd June 2019, on the topic “Quality Enhancement in Higher Educational Institution”.

After some discussion the IQAC resolved to postpone the date of the National Seminar after fixing the Academic Calendar.

Resolution 5/12/18

Faculty Development Programme (FDP) : The members discussed about the need to conduct the FDP for the members of the Teaching Staff. After some discussion the IQAC resolved to hold the FDP on the topics Research Methodology and Digital Classroom. It further resolved to constitute a Committee comprising of the Principal and few members of the teaching staff namely Asso Prof B.R. Upadhya, Asso Prof D. Sawkmie and Asst Prof P.C. Marwein.

Any other matter:

Resolution 6/12/18

Management Information System (MIS): The members were informed about the need to have a MIS in the College in order to augment the Administrative and Academic Management System. After some discussion the members resolved to entrust the Principal to take initiative to introduce a relevant solution in this regard.

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

Chairman

IQAC;
Shillong Commerce College;
College; Shillong.

Coordinator

IQAC;
Shillong Commerce
Shillong.

Proceedings of the 5th IQAC meeting of Shillong Commerce College held on the 29th/3/ 2019 at 1:30 pm

Members Present:

- | | | |
|--------------------------|---|---|
| 1. Mr. J.B. Massar | - | Principal & Chairman of IQAC |
| 2. Dr(Mrs) S. Sen | - | Vice Principal |
| 3. Mr. R.S. Lorit | - | Member of Governing Body |
| 4. Mr. S. Kharmawphlang | - | Member of Governing Body, Parent Representative |
| 5. Mr. P. Marbaniang | - | Member (Industrial Expert) |
| 6. Mrs. J.C. Blah | - | Member Teaching Staff |
| 7. Mr. B.R. Upadhyia | - | Member Teaching Staff |
| 8. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 9. Mr. D. Sawkmie | - | Member Teaching Staff |
| 10. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 11. .Mr. W. Dkhar | - | Member Teaching Staff |
| 12. Mr. K.Agarwal | - | Member Teaching Staff (IQAC Coordinator) |
| 13. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 14. Mrs. R. Mawrie | - | Librarian |
| 15. Mr. Fernando Lyngdoh | - | Student |
| 16. Ebornton Kharkongor | - | Member Alumni |

The chairman welcomes all the members to the meeting:

The chairman informs the following members about the inability to attend the meeting due to unavoidable circumstances.

1. Associate Professor Mrs. S. Khongwir
2. Asst. Professor Ms. A.L. Mawphlang
3. Asst. Professor Ms. B.S. Challam

The minutes of the last meeting was read out and confirm. The coordinator inform with regards to the decision made in the last IQAC meeting i.e. 12/12/2018.

With Regard to Resolution 4/3/ 2018 concerning the introduction of the Certificate course on Tourism, the convener of the Working Committee presented a “Plan-of-Action’ report at the meeting. After some deliberation on the report the IQAC and recommended to the IQAC on the following points.

- (i) To increase the number of classes allotted to conversational skill from 4classes to 8 classes.
- (ii) Each class for the Certificate Course should be for 1(one) hour
- (iii) To include Mawlangbna in Mawsynram and Ram Khrishna Mission in Sohra as one of the sites of interest to be included in the Certificate Course
- (iv) To review the prospects of including Tourist Spots in Garo Hills as part of the CourseCurriculum
- (v) To get feedback from Resource Persons
- (vi) Course to start on completion of new building.

With Regard to Resolution 4/9/ 2018 concerning the Career Coaching Class the convener of the committee informed the members that the classes have progressed and the classes are attended by both the Final Semester Students as well as Passed Out Students.

With Regard to Resolution 11/9/ 2018 concerning the Orientation Course the members were informed that 3 (three) teachers have attended the 47th Orientation Programme held in NEHU and 3 (three) more are yet to attend such programme. After some discussion the IQAC resolved to encourage the remaining teachers to complete the Orientation Programme as soon as possible.

The following Resolution were adopted at the meeting held on 29/3/2019

Resolution 1/3/2019

Academic Calendar: The Chairman presented to the members about the Academic Calendar for the Academic Year 2019. After discussing at length, the IQAC decided to accept the Academic Calendar as presented.

Resolution 2/3/2019

Name of the College: The Members were informed that the college plans to open New Stream and departments, however, it will retain its original name for the time being but will slowly transition to its initials ‘SCC’ in the future.

Resolution 3/3/2019

Remedial Coaching Classes: The members were informed about the need to hold Remedial classes for Slow Learners in the college. In this respect, the Heads of department have suggested to scheduled the classes on Saturday for a period of 1 (one) hour per paper. After some discussion the IQAC resolved to accept the proposal and suggested that the arrangement for such classes be made as soon as possible.

Resolution 4/3/2019

B. A course: Concerning the introduction of the Bachelor of Arts (B.A) program the convener of the committee informed the members that the college has sent the application for affiliation to the NorthEastern Hills University (NEHU) and the IQAC resolved to prepare for the inspection of the University.

Resolution 5/3/2019

Students Research Work: The members were informed that the College has initiated a student Research Work on “Fisheries in Meghalaya”. The research is being carried out by the 6th semester student. The Research Committee along with the teachers teaching Entrepreneurship Development is responsible to guide and assist students in the research projects. After some Discussion the IQAC resolve to suggest that the outcome of the research work should be published.

Any other matter

Resolution 6/3/2019

National Seminar: The members were informed that the college had planned to organize the National Seminar on the 21st and 22nd June 2019. After some Discussion the IQAC resolve that the seminar be postpone tentatively to the 6th and 7th of September 2019.

Resolution 7/3/2019

Faculty Development Programme: The members were informed about the need to conduct Faculty Development Programme for the teachers of the college. The members were informed that such program will benefit the Teachers and their Career advancement. After some discussion it was resolved that the Theme of the programme should be on Research Methodology and to entrust the coordinator with finding a suitable Resource Person for the programme.

Resolution 8/3/2019

Library: Members were informed about the need to add more books to the Library. Associate Professor B.R. Upadhya convener of the Library committee also informed the members about the purchased of 327 new books for the Library costing approximately Rs. 91,000/-. The chairman also informed the members that the college has earmarked Rs. 10 lakhs for upgrading the Library. Aftersome discussion the IQAC resolve to suggest that the Library should include both print journals aswell as e-journals related to Arts as well as Commerce Department.

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

Chairman

IQAC;
Shillong Commerce College;
College;Shillong.

Coordinator

IQAC;
Shillong Commerce
Shillong.

Proceedings of the 6th IQAC meeting of Shillong Commerce College held on the 28th/6/ 2019 at 1:30pm

Members Present:

- | | | |
|--------------------------|---|---|
| 1. Mr. J.B. Massar | - | Principal & Chairman of IQAC |
| 2. Dr(Mrs) S. Sen | - | Vice Principal |
| 3. Mr. R.S. Lorit | - | Member of Governing Body |
| 4. Mr. S. Kharmawphlang | - | Member of Governing Body, Parent Representative |
| 5. Mrs. J.C. Blah | - | Member Teaching Staff |
| 6. Mr. B.R. Upadhya | - | Member Teaching Staff |
| 7. Mr. D. Sawkmie | - | Member Teaching Staff |
| 8. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 9. Mr. K.Agarwal | - | Member Teaching Staff (IQAC Coordinator) |
| 10. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 11. Mrs. R. Mawrie | - | Librarian |
| 12. Mr. Fernando Lyngdoh | - | Student |

The chairman welcomes all the members to the meeting:

The chairman informs the following members about the inability to attend the meeting due to unavoidable circumstances.

1. Mr. P. Marbaniang (Industrial Expert)
2. Associate Professor Mrs. S. Khongwir
3. Associate Professor Mrs. A. Kharmawphlang
4. Asst. Professor Mr. W. Dkhar
5. Asst. Professor Ms. A.L. Mawphlang
6. Asst. Professor Ms. B.S. Challam
7. Mr. Eboron Kharkongor (Member Alumni)

The minutes of the last meeting were read out and confirmed. The coordinator informed with regard to the decision made in the last IQAC meeting i.e. 29th/3/ 2019.

With Regard to Resolution 4/9/ 2018 concerning the Career Coaching Class the Chairman of the committee informed the members that the classes for the next batch will be conducted during the summer months.

With Regard to Resolution 3/3/2019 concerning the Remedial Coaching Classes the members resolved to request the Vice-Principal Dr (Mrs.) S. Sen to prepare a report on the progress of such classes and present it by the next IQAC meeting.

With Regard to Resolution 5/3/2019 concerning the Students Research Work the members were informed that the College has initiated a student Research Work on “Fisheries in Meghalaya”. The research is being carried out by the 6th semester student. After some discussion the IQAC resolved to request the Research Committee to submit a report on the progress and outcome of the Project.

With Regard to Resolution 6/3/2019 concerning the National Seminar, the member resolve to suggest that the topic for the seminar should be on 'Quality Education' and to seek for Government Sponsorship to finance the said programme.

The following Resolutions were adopted at the meeting held on 28/6/2019:

Resolution 1/6/2019

Bachelor of Arts (B.A) Programme: The Chairman informed the members that the college intends to start classes for the 1st Semester Bachelor of Arts Programme on the 1st July 2019. The chairman also informed that the Orientation Programme for the 1st Semester B.COM and B.A students will be held on the 29th June 2019. After some discussion the IQAC resolve that all members of the Governing Body along with all members of the teaching Staff to be present.

Resolution 2/6/2019

Activities for the Academic Year 2019-20: The members were informed that as per the Academiccalendar the college plans to have the following program for the quarter July to September 2019.

1. Talk on unwavering leadership on the 20/07/2019
2. Health Camp on the 27/07/2019
3. Talk on Money and Democracy on the 3/08/2019
4. Talk on the Relevance of District Council with special reference to the 6th Schedule on the 17/08/2019
5. Inter college Debate Competition.

After some deliberation, the IQAC resolved to make the following suggestions

1. Talk on unwavering leadership to be held on the 20/07/2019 and invite Dr (Mrs.) M. A.Lyngdoh (Local MLA) as the Guest speaker
2. Health Camp to be held on the 27/07/2019 at Umphrew Village (Adopted Village of theCollege). The members also resolve to appoint Associate Professor D. Sawkmie as the convener for the said Programme
3. Talk on Money and Democracy scheduled on the 3/08/2019 and Talk on the Relevance of District Council with special reference to the 6th Schedule, scheduled on the 17/08/2019 willbe in coordination with the Department of Political Science.
4. Inter college Debate Competition: The topic for debate to be decided by the Debate Committeein consultation with the Principal.

Any other matter

Resolution 3/6/2019

Funds to Finance completion of Auditorium: The chairman informed the members that the college is in need of funds to complete the College Auditorium in the new building. After some deliberation the IQAC resolved to entrust the Principal to seek Financial Assistance from the Local Member of Parliament (MP) under the MP Local Area Development Scheme.

Induction of New Members to the IQAC: The members were informed of the need to induct new members to the IQAC as representative from the Alumni and the Students Union. After some deliberation the IQAC resolved to induct the New Alumni President as representative from the Alumni and the President of the Student Union after the new union is formed.

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

Chairman
IQAC;
Shillong Commerce College;
Shillong.

Coordinator
IQAC;
Shillong Commerce College;
Shillong.

Proceedings of the 7th IQAC meeting of Shillong Commerce College held on the 23rd/9/ 2019 at 1:30

pmMembers Present:

- | | | |
|---------------------------------|---|---|
| 1. Mr. J.B. Massar | - | Principal & Chairman of IQAC |
| 2. Dr(Mrs) S. Sen | - | Vice Principal |
| 3. Mr. R.S. Lorit | - | Member of Governing Body |
| 4. Mr. S. Kharmawphlang | - | Member of Governing Body, Parent Representative |
| 5. Mrs. J.C. Blah | - | Member Teaching Staff |
| 6. Mr. B.R. Upadhya | - | Member Teaching Staff |
| 7. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 8. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 9. Mr. W. Dkhar | - | Member Teaching Staff |
| 10. Ms. B.S. Challam | - | Member Teaching Staff |
| 11. Mr. K.Agarwal | - | Member Teaching Staff (IQAC Coordinator) |
| 12. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 13. Mrs. R. Mawrie | - | Librarian |
| 14. Mr. Dabitnam L. Marshillong | - | Student |

The chairman welcomes all the members to the meeting. He also extends his welcome to Dabitnam L. Marshillong, Preseident of the Student Union, Shillong Commerce College (SCC) and new student representative to the IQAC.

The chairman informs the following members about the inability to attend the meeting due to unavoidable circumstances.

1. Mr. P. Marbaniang (Industrial Expert)
2. Associate Professor Mr. D. Sawkmie
3. Associate Professor Mrs. S. Khongwir
4. Asst. Professor Ms. A.L. Mawphlang
5. Mrs. D. Blah (Member Alumni)

The minutes of the last meeting were read out and confirmed. The coordinator informed with regard to the decision made in the last IQAC meeting i.e. 23rd/6/ 2019.

With Regard to Resolution 3/3/2019 concerning the Remedial Coaching Classes, the Vice-Principal Dr (Mrs.) S. Sen submitted a report on the feasibility of such classes. The members resolved that teachers should take more Remedial and Revision Classes. The IQAC also resolves to request the Principal to issue a Notice in this regard. The IQAC also resolved to advise the College that remedial Classes should be conducted from the beginning of the next session.

With Regard to Resolution 5/3/2019 concerning the Students Research Work the members were informed on the progress and outcome of the Project. The IQAC resolve to appoint Ms. B.S. Challam to initiate and review the progress of the report.

With Regard to Resolution 6/3/2019 concerning the National Seminar, the IQAC resolved to suggest that the proceedings of the old seminar should be published. The IQAC also discussed at great length the potential of conducting another seminar on the topic 'Quality Education.' The IQAC resolve that, due to lack of Resource Persons and submission of Paper a workshop will be organized in place of a National Seminar and that the topic be changed to 'Quality Assurance in Higher education'.

With Regard to Resolution 3/6/2019 concerning Funds to Finance completion of Auditorium the Principal informed the members that a meeting was held with the Local Member of Parliament (MP) and an application for Financial Assistance has been duly submitted.

The following Resolutions were adopted at the meeting held on 28/6/2019:

Resolution 1/9/2019

Blood Donation Camp: The Chairman informed the members that the college intends to conduct a Blood Donation Camp on the 27th of Sept 2019 at 9:00 am. The programme will be initiated by the IQAC jointly along with the Red Ribbon Club, the NCC and NSS members of the college and in collaboration with the Pasteur Institute, Meghalaya Aids Control Society (MACS) and the Meghalaya State Blood Transfusion Council. The IQAC also resolved that the college should make all necessary arrangement and give an all out support to make the event a success.

Resolution 2/9/2019

Report and review of the Activities of the College: The IQAC reviewed on the activities conducted by the college and resolved that an Annual Report of the Year 2018 be submitted by the next IQAC meeting. It also resolves that the reports of the event conducted till date must be submitted to the IQAC coordinator before the next IQAC meeting.

Resolution 3/9/2019

College Week: In anticipation that the End Semester Exams will be held in November, the IQAC resolve that the College Week of the college should be held after the end of the Odd Semester Exam. The IQAC also resolve that the different committees must be constituted and collaborated with the Student Union to ensure that the 7 –Day event is organized smoothly.

Resolution 4/9/2019

Inter-College Debate Competition: The Principal informed the IQAC that the 7th the Rev. JJM Nichols Roy State-Level Memorial Inter- College Debate Competition is due to be held for the year 2019. The IQAC resolved that the debate should be held on the 14th of October 2019 and that invitation should be sent rightaway to different colleges. It was also resolved that the topic of the debate along with the decision with regards to the Chief Guest, Speaker and Judges of the debate will be entrusted to the Principal in consultation with the Debate Committee.

Resolution 5/9/2019

Tally Course: The members were informed that the college organizes a Tally training Course for the Final Year Students of the College and that such Course is yet to start for the Academic year 2019-20. The IQAC after some deliberation resolve that the course should start immediately after the end of the Odd Semester Exam. In order to ensure that the program runs smoothly the task is entrusted to Assistant Professor A. M. Rynjah and Assistant Professor W. Dkhar.

Resolution 6/9/2019

Career Counseling: The members were informed about the need to have Career Counseling Programs for Students of the College. The IQAC resolved to instruct the Career Counseling cell to organize programs for the benefit of the students.

Any other matter

Resolution 7/9/2019

Guest Speakers in the college:

The IQAC was informed that Mr. Niraj Singh Rathore from Pune Institute of Business Management and Pratuish Bhaskar a Freelance Business Journalist will be visiting the college to have an interaction with the students on the afternoon of the 24th/ 09/ 2019. The Member resolves to request Associate Professor B.R. Upadhyya to be the convener of the session.

Resolution 8/9/2019

Observing the Gandhi Jayanti in the College:

The IQAC was informed that the College is directed by the State Government to commemorate the 150th birth anniversary of Mahatma Gandhi. In this regard the IQAC after some discussion resolve to conduct a programme on the 2nd October 2019 under the theme “Propagating the Ideals and Philosophy of Mahatma Gandhi through Extempore, Quiz and Storytelling.”

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

(J.B. Massar)

Principal

Shillong Commerce College,
Shillong.

(Palma C. Marwein)

Coordinator, IQAC

Shillong Commerce College,
Shillong.

Proceedings of the 8th IQAC meeting of Shillong Commerce College held on the 22rd/11/ 2019 at 1:30 pm

Members Present:

- | | | |
|---------------------------------|---|--|
| 1. Mr. J.B. Massar | - | Principal & Chairman of IQAC |
| 2. Dr(Mrs) S. Sen | - | Vice Principal |
| 3. Mrs. J.C. Blah | - | Vice Principal |
| 4. Mr. R.S. Lorit | - | Member of Governing Body |
| 5. Mr. P. Marbaniang | - | Industrial Expert |
| 6. Mrs. S. Khongwir | - | Member Teaching Staff |
| 7. Mr. D. Sawkmie | - | Member Teaching Staff |
| 8. Mr. B.R. Upadhya | - | Member Teaching Staff |
| 9. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 10. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 11. Mr. W. Dkhar | - | Member Teaching Staff |
| 12. Ms. B.S. Challam | - | Member Teaching Staff |
| 13. Mrs. P. C. Marwein | - | Member Teaching Staff (IQAC Coordinator) |
| 14. Mrs. R. Mawrie | - | Librarian |
| 15. Mr. Dabitnam L. Marshillong | - | Student |

The chairman welcomes all the members to the meeting.

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

1. Mr. S. Kharmawphlang (Parent Representative)
2. Asst. Professor Ms. A.L. Mawphlang
3. Mr. K. Agarwal
4. Mrs. D. Blah (Member Alumni)

The minutes of the last meeting were read out and confirmed. The coordinator informed with regard to the decision made in the last IQAC meeting i.e. 23rd/9/ 2019.

With Regard to **Resolution 1/9/2019** concerning the Blood Donation Camp held on the 27th of Sept 2019, Associate Professor B.R. Upadhya informed the members that the college had conducted the Blood Donation Camp as scheduled. The programme was initiated by the IQAC jointly along with the Red Ribbon Club, the NCC, the Social Work Committee and NSS members of the college and in collaboration with the Pasteur Institute, Meghalaya Aids Control Society (MACS) and the Meghalaya State Blood Transfusion Council. The event was a success with 35 students donating blood on the day and 28 others deferred to a later date.

With Regard to **Resolution 3/9/2019** concerning the College Week the members were informed that the event had to be preponed to the 25th October to 1st November due to rescheduling of the University Exams. The members were also informed that the 7 -Day event went on smoothly.

With Regard to **Resolution 4/9/2019** concerning the Inter-College Debate Competition the Principal informed the IQAC that the 7th Rev. JJM Nichols Roy State-Level Memorial Inter-College Debate Competition which was scheduled to be held on the 14th of October 2019 had to be postponed to the 21st of October 2019. The members were also informed that the state level competition had

participants from 8 Premium Universities and Colleges with the College team emerging as winners and the team from Martin Luther Christian University taking the second place. The IQAC applauded the efforts of the college and extend their gratitude to the Principal for his mentorship that enabled success for the college during the event.

With Regard to Resolution 5/9/2019 concerning the Tally Course: The members were informed that the college has scheduled the Tally training Course on the 16th of January 2020 specifically for the Day section-Final Year Students which will be immediately followed by another session scheduled specifically for the Morning section-Final Year Students of the College.

With Regard to Resolution 6/9/2019 concerning the Career Counseling: The members were informed that the Career Counseling Programs is organizing a Program in collaboration with SBI entitled "Career with SBI".

With Regard to Resolution 6/9/2019 concerning the SEBI sponsored 'interaction with students', scheduled in the afternoon of the 24th/09/2019 had to be cancelled. Mr. Niraj Singh Rathore from Pune Institute of Business Management and Pratuish Bhaskar a Freelance Business Journalist, speakers for the day were detained from attending the program due to unavoidable circumstances.

The following Resolutions were adopted at the meeting held on 22/11/2019:

Resolution1/11/2019

Submission of Annual Report 2018: The IQAC coordinators submitted to the members the Annual Report for the Year 2018 that contained compilation of reports of all the events happening in the college during the Annual year 2018.

Resolution2/11/2019

Review Activities of the College for the Academic Year 2019-20: The IQAC reviewed the activities conducted by the college till date and resolved that Reports of all the activities must be collected by the coordinator from the different committees responsible for the events.

Resolution 3/11/2019

New Library: In anticipation that the new library will be ready soon the Principal informed the IQAC the intention of the college to shift the Library to the new building to accommodate the growing number of students along with plans to acquire additional books and computers to cater to the needs of the students.

Resolution 4/11/2019

Matter relating to the AQAR: The IQAC coordinator informed the members that according to NAAC Assessment requirement for the 2nd Cycle, the students of the college will have to participate in the Online Student Satisfaction Survey (SSS). However due to lack of IT skills on the part of many students, many will be discouraged to participate in such exercise which is an essential criterion for facilitating the Assessment and Accreditation Process for the college. The IQAC after much deliberation resolve that the college should provide the students with a One - week foundation course on IT to equip them with necessary skills to prepare them not only for Assessment and Accreditation Process of the college but also facilitate development of additional employable skills.

Resolution 5/11/2019

Reports on Provisional Affiliation of the Bachelor of Arts: The members were informed by the Principal that the college is awaiting inspection from the North Eastern Hills University (NEHU) before being awarded with the Provisional Affiliation to NEHU for its Bachelor of Arts degree.

Any Other Matter

Resolution 6/11/2019

Add on Courses in the College: The members were informed about the need to have add on courses in the College. The IQAC after some deliberation resolved to advice the college to start classes in the first half of 2020 the following courses.

- i) Certificate Course in Tourism to start by March 2020
- ii) Career Coaching Class

- iii) Tally
- iv) Soft Skills Training
- v) Conversational Hindi

Resolution 7/11/2019

Parents Teacher Association: The Principal inform the member about the need of the college to constitute a new Parents Teacher Association. The IQAC resolved to entrust the task to constitute such Association to the Principal.

Resolution 8/11/2019

Program in the College:The IQAC were informed College will be organizing the following programs in the college:

- i) On 6th December 2019, initiated by the Womens Cell, a one-day workshop on the topic "Sex and Human Trafficking in the State". The members resolved that Associate Professor Mrs. J.C. Blah to be the convenor of the session.

- ii) On 7th December 2019, initiated by the Human Right Committee, a one-day workshop on the topic "Freedom of Speech, Expression and Social Media". The members resolved that Associate Professor Mrs. S. Khongwir to be the convenor of the session.

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

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

Coordinator, IQAC
Shillong Commerce College,
Shillong.

Proceedings of the 9th IQAC meeting of Shillong Commerce College held on the 26th/06/ 2020 at 11:30 pm

Members Present:

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

The chairman welcomes all the members to the meeting.

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

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

The following Resolutions were adopted at the meeting held on 26/06/ 2020:

Resolution 1/6/2020

Review of classes during lockdown: The Members of the IQAC were inform by the Principal, that the staff meeting of Shillong Commerce College was held on the 23rd of June 2020 to review the online classes during Lockdown. In view of the Covid-19 Pandemic, the staff meeting was spread over three meetings i.e., at 11:00 am, at 12:00 Noon and at 1:00 pm respectively in order to adhere to social distancing norms. The Principal reported that there has been a marked improvement in the response from students. He also informed the members that teachers are giving assignments,sent short videos/audio of lecture/ explanation of concepts through WhatsApp to student in all subjects. Teachers have been putting effort to reach out to all students, and in this regards student from the rural area have been contacted through their parents contact numbers so that students are informed of the online sessions and assignments. The IQAC applauded the effort of the principal and the teachers to facilitate learning during lockdown and it also resolve to encouraged the teachers to continue in their effort to reached out to students and as much as possible accommodate to challenges that the student have while trying to attend to the online sessions and assignments. The IQAC also resolve to advice to the college that all teachers must maintain proper records of the online sessions and assignments.

Any Other Matter

Resolution 2/6/2020

Offline classes: The Principal informed the member that during the staff meeting held on the 23rd of June, 2020, the Principal with the teachers have decided that on the event that Government reopens educational institutions, the college will make arrangements that each semester will have two classes per week to reduce overcrowding in the college. Each class will again be divided into smaller groups so that social distancing measure can be maintained. After some deliberations the IQAC resolved that in the event that college has to open, the teachers should continue with online classes to make up for the remaining days students cannot attend college and that the classes must be dedicated for honors as well as more technical papers. Furthermore, the IQAC also resolved to encouraged the College to introduced online platforms for teaching like Zoom Meetings or Google Meet to enable students to interact with teachers.

New IQAC Coordinator: The Coordinator informed the members that according to the IQAC guidelines issued by NAAC the

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

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

Coordinator, IQAC
Shillong.

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

Members Present:

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

The chairman welcomes all the members to the meeting.

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

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

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

Resolution 1/8/2020

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

Resolution2/8/2020

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

Any Other Matter

Resolution3/6/2020

End Semester Evaluation: The Principal informed the members that the North Eastern Hills University is evaluating the possibility of conducting the End Semester Examination for the odd semester. In this matter, the College was informed that Internal evaluation will be for 25 marks only. After some discussion the IQAC resolved to advise the college to evaluate the internals based on the performance of the students in their online assignments.

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

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

Coordinator, IQAC
Shillong.

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

Members Present:

16. Mr. J.B. Massar	-	Principal & Chairman of IQAC
17. Dr(Mrs) S. Sen	-	Vice Principal
18. Mr. P. Marbaniang	-	Industrial Expert
19. Mrs. S. Khongwir	-	Member Teaching Staff
20. Mr. D. Sawkmie	-	Member Teaching Staff
21. Mr. B.R. Upadhya	-	Member Teaching Staff
22. Mrs. A. Kharmawphlang	-	Member Teaching Staff
23. Mr. A.M. Rynjah	-	Member Teaching Staff
24. Mr. W. Dkhar	-	Member Teaching Staff
25. Ms. B.S. Challam	-	Member Teaching Staff
26. Ms. A.L. Mawphlang	-	Member Teaching Staff
27. Mrs. P. C. Marwein	-	Member Teaching Staff (IQAC Coordinator)
28. Mrs. R. Mawrie	-	Librarian

The chairman welcomes all the members to the meeting.

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

5. Mr. R.S. Lorit	-	Member of Governing Body
6. Mr. S. Kharmawphlang	-	Parent Representative
7. Mrs. J.C. Blah	-	Member Teaching Staff
8. Mrs. D. Blah	-	Member Alumni
9. Mr. Dabitnam L. Marshillong	-	Student

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution1/11/2020

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

Resolution2/11/2020

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

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

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

Resolution 3/11/2020

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

Resolution 4/11/2020

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

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

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

Any Other Matter

Resolution 5/11/2020

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

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

Resolution 6/11/2020

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

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

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

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

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

Members Present:

- | | | |
|----------------------------------|---|--|
| 29. Mr. J.B. Massar | - | Principal & Chairman of IQAC |
| 30. Dr(Mrs) S. Sen | - | Vice Principal |
| 31. Mr. P. Marbaniang | - | Industrial Expert |
| 32. Mrs. J.C. Blah | - | Member Teaching Staff |
| 33. Mrs. S. Khongwir | - | Member Teaching Staff |
| 34. Mr. D. Sawkmie | - | Member Teaching Staff |
| 35. Mr. B.R. Upadhya | - | Member Teaching Staff |
| 36. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 37. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 38. Mr. W. Dkhar | - | Member Teaching Staff |
| 39. Ms. A.L. Mawphlang | - | Member Teaching Staff(IQAC Cordinator) |
| 40. Ms. B.S. Challam | - | Member Teaching Staff |
| 41. Mrs. P. C. Marwein | - | Member Teaching Staff |
| 42. Mr K. Agarwal | - | Member Teaching Staff |
| 43. Dr (Mrs) Sanbanielyne Ryndem | - | Member Teaching Staff |
| 44. Mrs. R. Mawrie | - | Librarian |
| 45. Mrs. D. Blah | - | Member Alumni |
| 46. Mr. Banksankupar Giri Suiam | - | Student Representative |

The chairman welcomes all the members to the meeting.

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

- | | | |
|-------------------------|---|--------------------------|
| 10. Mr. R.S. Lorit | - | Member of Governing Body |
| 11. Mrs Cathy B Tariang | - | Parent Representative |

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

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

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

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

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

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

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

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

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

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

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

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

Resolution 1/02/2021

Reports from IQAC Coordinator:

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

Resolution 2/02/2021

Reports on New Library:

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

Resolution 3/02/2021

Reports on Off-line class:

The Principal informed that the off-line class is to resume immediately. He also informed that a meeting has been conducted and decision was made to follow and take the SOP NEHU Protocol into consideration. He also informed that it was also decided that student will require to bring a consent

form from their parent for attending the class. After further discussion, the IQAC recommended conducting the Remedial Class and the Advanced Class for the advance learner Online.

Resolution 4/02/2021

Reports on the Add On course:

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

Resolution 5/02/2021

Reports on the Internal Marks:

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

Any Other Matter **Resolution 6/02/2021**

The Members resolved on the following matters:

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

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

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

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

Proceedings of the 13th Emergent IQAC meeting of Shillong Commerce College held on the 02 /07/ 2021 at 1:30 pm in the Conference room.

Members Present:

- | | | |
|----------------------------------|---|---|
| 47. Dr (Mrs) S. Sen | - | Principal & Chairman of IQAC |
| 48. Mrs. J.C. Blah | - | Vice Principal |
| 49. Dr (Mrs) S. Khongwir | - | Vice Principal |
| 50. Mr. B.R. Upadhya | - | Member Teaching Staff |
| 51. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 52. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 53. Mr. W. Dkhar | - | Member Teaching Staff |
| 54. Ms. A.L. Mawphlang | - | Member Teaching Staff(IQAC Coordinator) |
| 55. Dr (Ms) B.S. Challam | - | Member Teaching Staff |
| 56. Mrs. P. C. Marwein | - | Member Teaching Staff |
| 57. Dr (Mrs) Sanbanielyne Ryndem | - | Member Teaching Staff |

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.

- | | | |
|---------------------------------|---|--------------------------|
| 12. Mr. J.B. Massar | - | Consultant |
| 13. Mr. P. Marbaniang | - | Industrial Expert |
| 14. Mr. R.S. Lorit | - | Member of Governing Body |
| 15. Mrs Cathy B Tariang | - | Parent Representative |
| 16. Mrs. R. Mawrie | - | Librarian |
| 17. Mrs. D. Blah | - | Member Alumni |
| 18. Mr. Banksankupar Giri Suiam | - | Student Representative |

The minutes of the last meeting were read out and confirmed. The coordinator informed with regard to the decision made in the last IQAC meeting i.e. 08/02 /2020.

- iii)** With Regard to **Resolution 01/02/2021**, concerning the training attended by the six members from the Staff for better understanding of the AQAR requirement conducted by IQAC cluster , the members were informed that the training was completed successfully by all the members.
- iv)** With Regard to **Resolution 04/02/2021** concerning **Reports on the Add On course:**
The IQAC members were informed that the Tally course was conducted from the 18th Feb 2021 to 20th Mar 2021, and the 55 students participated were provided with a certificate.
The Career Coaching programme have also completed successfully on the 30th June 2021.
- v)** With Regard to **Resolution 05/02/2021** concerning **Reports on the Internal Marks:**
The Principal with reference to metric no 2.5.1-, the proposal to display the Internal marks of the student. Suggestion was made that displaying the marks to make the internal assessment Transparent and Robust so as to will give an understanding of where the student stands have been discussed and approved in the staff meeting held on the 31st March 2021.
- vi)** Regarding **Resolution 06/02/2021** concerning
1. Regarding the proposal to request Sir J.B Massar to guide and act as a Consultant for IQAC, the Principal informed the members that the Governing Body in its meeting on the 22nd Feb 2021 has accepted the proposal. The members has expressed their gratitude to the GB for their approval and were very positive that having Sir as the Consultant will be very helpful in preparing for the coming NAAC visit.
 2. Furniture and Books: 240 nos of BA books (Amount Rs 1,56,602) and 05 nos of Bcom books (Amount Rs 2,475) were Procured.
 3. Faculty Development Program could not be conducted.

- 4.
5. Computer Literacy Program: With respect to this, the members were informed that computers , UPS and projector has been bought from the RUSA fund. The new computer room where the course will be conducted is still under construction.
6. Field Trip could not be conducted due to the Pandemic.
7. Extension Activities : As and when Permission from the government is granted for public gathering.

The following Resolutions were adopted at the meeting held on 02/07/2021:

Resolution 01/07/2021

Activities for the Academic Session 2021- 2022:

The IQAC members discussed that unlike last academic session i.e. 2020-2021 where by hardly any activities were conducted because of the pandemic, this session a decision was made that the various Departments, Committees etc. will have to start planning and conducting activity and programme right away , so as to not delay and keep activities pending towards the end of the session.

Resolution 02/07/2021

Appointment of BA Teachers:

Since the government has given permission to conduct interview , The IQAC deliberated and resolve to entrust the Principal to arrange for the interview as seems fit for the BA teachers post, which was already advertised on the 01st January 2021.

Resolution 03/07/2021

Status of online Classes:

The members informed by the Principal that the teachers have been sharing videos/audios clips through WhatsApp, uploading of lecture through Youtube Channels and live classes using Google Meet and Zoom Platform to facilitate learning to student. Teachers have been putting effort to reach out to all students. Assignment has been collected over Google classroom or Email and Internal marks has been conducted through whatsapp and GoogleMeet.

Any Other Matter

- i. **Tally course:** The Principal has requested the Teacher-in-charge to look at the possibilities of conducting the course for the Final semester student.

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 14th IQAC meeting of Shillong Commerce College held on the 03 /12/ 2021 at 1:30 pm in the Conference room.

Members Present:

58. Dr (Mrs) S. Sen	-	Principal & Chairman of IQAC
59. Mrs. J.C. Blah	-	Vice Principal
60. Dr (Mrs) S. Khongwir	-	Vice Principal
61. Mr. P. Marbaniang	-	Industrial Expert
62. Mr. B.R. Upadhya	-	Member Teaching Staff
63. Mrs. A. Kharmawphlang	-	Member Teaching Staff
64. Mr. A.M. Rynjah	-	Member Teaching Staff
65. Mr. W. Dkhar	-	Member Teaching Staff
66. Mrs. R. Mawrie	-	Librarian
67. Ms. A.L. Mawphlang	-	Member Teaching Staff(IQAC Coordinator)
68. Dr (Ms) B.S. Challam	-	Member Teaching Staff
69. Mrs. P. C. Marwein	-	Member Teaching Staff
70. Dr (Mrs) Sanbanielyne Ryndem	-	Member Teaching Staff

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.

19. Mr. J.B. Massar	-	Consultant
20. Mr. R.S. Lorit	-	Member of Governing Body
21. Mrs Cathy B Tariang	-	Parent Representative
22. Mrs. D. Blah	-	Member Alumni
23. Mr. Banksankupar Giri Suiam	-	Student Representative

The minutes of the last meeting were read out and confirmed. The coordinator informed with regard to the decision made in the last IQAC meeting i.e. **02/07/2021**

With Regards to **Resolution 01/07/2021** concerning the Activities for the Academic Session 2021- 2022, the IQAC coordinator briefed the members present on the various activities that had been conducted by the various Departments, Committees etc. The coordinator also updated the members on the activities Planned by the Departments, Committees.

With Regards to **Resolution 02/07/2021** concerning the Appointment of BA Teachers the Principal informed the members that 2 Teachers each in department of Economics, Khasi, English, Political Science, Sociology, History and 3 in Education Department has been appointed.

With Regards to **Resolution 03/07/2021** concerning Status of online classes, the members were informed by the Principal that the teachers have been sharing videos/ audios clips through WhatsApp, uploading of lecture through Youtube Channels and live classes using Google Meet and Zoom Platform to facilitate learning to student. Teachers have been putting effort to reach out to all students. Assignment has been collected over Google classroom or Email and Internal marks has been

conducted through whatsapp and GoogleMeet. In addition to these- alternate days of classes for B.COM and B.A are held and every classes are divided into two sections to comply with the SOPs.

With Regards to Tally course, the members emphasised on making sure on the effectiveness of Tally classes and its applicability in real-world.

The following Resolutions were adopted at the meeting held on 03/12/2021:

Resolution 01/12/2021

Research/Field work

It was discussed about the challenges faced to conduct any Research/Field work by the students because of the protocols and SOPs laid out in the past few Years. Thus, this year after much discussion and deliberation a decision was taken to proceed with the Proposal received from the Research Committee on conducting a research on:

1. Impact of Covid-19 on Street Vendors in Shillong.
2. A study on Milk Marketing in Shillong Agglomeration.

Suggestion was made by the Industrial Expert to collaborate with the existing Milk Co-operative Society in the locality where research is to be conducted. It was further added to extend the research beyond Shillong- suburbs.

Resolution 02/12/2021

Webinar/Workshop:

The IQAC was informed that the proposal was received from the Commerce Department to conduct Webinars in the college on the Topic - on the 8th and 9th December 2021. Permission has been granted by the chairman after deliberating the Topics and its importance with other senior faculties .

Resolution 03/12/2021

Adopted Village:

The IQAC members felt that because of all the restrictions, well appreciated activities could not be conducted the past years in the Adopted village. After much discussion and deliberation, it was discussed that activity conducted has to be on the basis of the requirements so as to benefit the village. It was thus proposed that the following will be conducted in the village:

1. Cleaning of water bodies and water Source
2. Testing of water bodies
3. Possibility of constructing a washing place and a washing shed
4. Donating desk and benches.

Responsibility was assigned to the NSS programme Coordinator to approach the village headman and the members of the Dorbar with the above proposal.

Resolution 04/12/2021

Collaboration Activity:

It was also discussed and proposed that a Faculty Exchange must be made with the other cluster colleges. Sharing of Library and other Resource must be discussed and work upon. Faculty Development program among the Cluster colleges should be initiated. The members entrust the Principal to discussed with the Cluster college to be able to conduct the above.

It was also discussed and deliberate that MOU with cluster college should be in legal paper.

The Chairman informed the members that confirmation has been received from the Vice-Chancellor ,RV college, Bangalore to signed an MOU. The members congratulate the chairman and thank her for her effort to make this possible.

Resolution 05/12/2021

Sports and Cultural Competition.

It was discussed that the past few years no extra-curricular activities were conducted because of the pandemic. It was thus deliberate and discussed that this year Inter-class competition have to be conducted and it was decided to hand over the responsibility to the sports , Cultural and any other concerned committee.

Resolution 06/12/2021

Any other matter:

1. **Parent Representative:** The chairman informed that the current representative ward has already passed out from the college, so it was deliberated and decided to entrust the Principal to do the necessary requirement.
2. **Networking and System Analyst:** The members discussed and proposed the need to have someone with a sound technical skill and updated knowledge on IT to be able to maintain, update, upgrade the website, e-administration , MIS and all technical requirements in the institute. After much deliberation, it was decided that the Chairman will send a proposal to the GB for help.
3. **Webinar on Digital Library :** The coordinator Proposed the need to conduct a webinar on Digital Library its implementation and availability and accessibility to get a better idea about how things are being conducted and workout in other parts of the Country.

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 15th IQAC meeting of Shillong Commerce College held on the 22/04/ 2022 at 1:30 pm in the Conference room.

Members Present:

- | | | |
|----------------------------------|---|---|
| 71. Dr (Mrs) S. Sen | - | Principal & Chairman of IQAC |
| 72. Dr (Mrs) S. Khongwir | - | Vice Principal |
| 73. Mr. B.R. Upadhya | - | Member Teaching Staff |
| 74. Mr. A.M. Rynjah | - | Member Teaching Staff |
| 75. Mr. W. Dkhar | - | Member Teaching Staff |
| 76. Ms. A.L. Mawphlang | - | Member Teaching Staff(IQAC Coordinator) |
| 77. Dr (Ms) B.S. Challam | - | Member Teaching Staff |
| 78. Mrs. P. C. Marwein | - | Member Teaching Staff |
| 79. Dr (Mrs) Sanbanielyne Ryndem | - | Member Teaching Staff |
| 80. Mr. Nangriakor Pathaw | - | Student Representative |

The chairman welcomes all the members to the meeting.

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

- | | | |
|---------------------------|---|-----------------------|
| 24. Mr. J.B. Massar | - | College Consultant |
| 25. Mrs. J.C. Blah | - | Vice Principal |
| 26. Mr. P. Marbaniang | - | Industrial Expert |
| 27. Mrs Cathy B Tariang | - | Parent Representative |
| 28. Mrs. A. Kharmawphlang | - | Member Teaching Staff |
| 29. Mr K. Agarwal | - | Member Teaching Staff |
| 30. Mrs. R. Mawrie | - | Librarian |
| 31. Mrs. Allyssa Swer | - | Librarian |
| 32. Mrs. D. Blah | - | Member Alumni |

ACTION TAKEN REPORT

The coordinator informed the decision made in the last IQAC meeting i.e. 03 /12/ 2021

With Regards to **Resolution 01/12/2021** concerning the Research/Field work, the Convener of the Research committee has reported that workshops with the 6th semester Honours students of Commerce, Sociology and Economics on 25th of March, 2022. It was also reported that the students of Sociology and Economics have been conducting field studies on Effects of Covid 19 on Streets Vendors of Shillong for the past few days and were expected to get the necessary data for the said project in the coming days. It was also reported that for the Project of the Bcom Students letter had been sent to request NARI for their permission to conduct the Project. The members have also unanimously decided that 10 marks will be assigned to the students Internal Marks.

With Regards to **Resolution 02/12/2021** concerning the Webinar/Workshop, the HOD of the Commerce Department has informed the members that the National webinar was successfully conducted on the 8th and 9th December 2021 on the Topic 'NATIONAL EDUCATION POLICY 2020: A PARADIGM SHIFT'. Experts from various field and from different parts of the country were the Resource Person. It was informed that the Report on the Webinar has been received but yet to be compile.

With Regards to **Resolution 03/12/2021** concerning the Adopted Village, The NSS program officer has informed the members that with respect to :

1. Cleaning of water bodies and water Source was conducted successfully on the 17th December 2021 along with the help of the members from the Shnong.
2. Possibility of constructing a washing place and a washing shed , financial aid was promised from the college but the members will have to come up with the estimate for the construction.

The remaining proposal could not be carried out so far.

With Regards to **Resolution 04/12/2021** concerning the Collaboration Activity, the Principal informed that the MOU had been prepared and will be passed to the GB for its approval.
Book
Fest will be conducted on 25th and 26th April in collaboration with the Cluster colleges .

With Regards to **Resolution 05/12/2021** concerning the Sports and Cultural Competition, the principal informed that Inter-class competition could not be conducted till date but it has been finalized to conduct it during the College Week.

With Regards to **Resolution 06/12/2021** concerning

4. **Parent Representative:** The Principal informed that a parent-Teacher meeting has been conducted, where the Teachers and the Parents have discuss about the Grievances faced by both the Teachers and students during the Pandemic and solution to make the learning process smoother for the students. The Principal has also informed that a Parent Representative has been elected .
5. **Networking and System Analyst:** The Principal informed the members that a proposal has been received from MASSTECH, who will be maintaining on the Website as well as develop a Management Information System(MIS) for the college. The college have decided to accept the proposal after having doing Research and getting good reviews about this particular enterprise.

The following Resolutions were adopted at the meeting held on 22/04/2022:

Resolution 01/04/2022

Permission for introducing M.Com course:

The HOD from the Commerce department has proposed and requested for Permission for introduction of M.Com. After further discussion and deliberation, the members has come to a conclusion that since limited seats are available in the university, so in order to gather to the need of the students in pursuing their higher degree. The members has entrusted Sir B.R Upadhya to send the letter to NEHU as well as to IGNOU.

Resolution 02/04/2022

Skill based Programme

The Chairman informed the members that a proposal was received from Mawrie Enterprise to train the villagers from the adopted village on sweater knitting. The members deliberate on the need to help the community in its social responsibility to uplift the village as well as economic development in the place. The members has entrusted the Chairman to find out any Subsidy or Grant that can be avail from the government to help in payment of the training. It was also discussed that permission has to be obtain from the village headman.

The Coordinator has also updated the members on the successful completion of the Computer literacy course conducted in collaboration with Rama Krishna Mission, Shillong. The Coordinator also has put forward the feedback received from students on increasing the duration of the course from one month.

The members after going through the syllabus and considering the feedback received decided to extend the course for the next batch to two months where the syllabus can be completed in more depth.

Resolution 03/04/2022

NAAC visit

All the HODs and Department-in-charge of the various Department and the Convener of the Various Committee were requested to be present for today's meeting to get all the stakeholders opinion on the NAAC visit Preparation. The coordinator informed everyone present that the Process for filling up of the IIQA is in the process.

The members discussed on the need to prepare and compile all the documentation that will be required to submit when the SSR will be fill.

Resolution 04/04/2022

Any other Matters:

1. **Best practice-** The members discussed the need to implement the Best Practice of college which has to be functional, ongoing. The members then decided that the Best practice has to be inline with the Vision and Mission of the college

2. **Smart Room**- The Chairman proposed the requirement of having atleast one smartroom that can be used for recording and for conduct of all smart classes. After discusson, it was decided to allot the Conference room of the new building as the smart room.
3. **Green Energy**-To make the campus more environment friendly, the members have decided to install Solar energy and to harvest rainwater in the campus.
4. **Inducting Mr. Greater Kharpuri the office superintendent in IQAC** - The members discussed the importance of having someone from the Office staff as members in the IQAC so that the administrative section will also be updated with the all the requirements that have to be furnished to NAAC. So it was decided to have Mr. G Kharpuri inducted as member.

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

Members Present:

81. Dr (Mrs) S. Sen	-	Principal & Chairman of IQAC
82. Mrs. J.C. Blah	-	Vice Principal
83. Dr (Mrs) S. Khongwir	-	Vice Principal
84. Mr. B.R. Upadhya	-	Member Teaching Staff
85. Mr. A.M. Rynjah	-	Member Teaching Staff
86. Mr. W. Dkhar	-	Member Teaching Staff
87. Ms. A.L. Mawphlang	-	Member Teaching Staff(IQAC Coordinator)
88. Dr (Ms) B.S. Challam	-	Member Teaching Staff
89. Mrs. P. C. Marwein	-	Member Teaching Staff
90. Dr (Mrs) Sanbanielyne Ryndem	-	Member Teaching Staff
91. Mr K. Agarwal	-	Member Teaching Staff
92. Mrs. R. Mawrie	-	Librarian
93. 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.

33. Mr. J.B. Massar	-	College Consultant
34. Mr. P. Marbaniang	-	Industrial Expert
35. Mr Edwin H Kharkongor	-	Parent Representative
36. Mrs. A. Kharmawphlang	-	Member Teaching Staff
37. Mrs. D. Blah	-	Member Alumni
38. 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 04th 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

3. **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.
4. **Smart Room-** The smart room will be install when the work on the new building is completed.
5. **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 15th 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:

94. Dr (Mrs) S. Sen	-	Principal & Chairman of IQAC
95. Mr. J.B. Massar	-	College Consultant
96. Mr. P. Marbaniang	-	Industrial Expert
97. Mr. B.R. Upadhya	-	Member Teaching Staff
98. Mr. A.M. Rynjah	-	Member Teaching Staff
99. Mr. W. Dkhar	-	Member Teaching Staff
100. Ms. A.L. Mawphlang	-	Member Teaching Staff(IQAC Coordinator)
101. Dr (Ms) B.S. Challam	-	Member Teaching Staff
102. Dr (Mrs) Sanbanielyne Ryndem	-	Member Teaching Staff
103. Mr K. Agarwal	-	Member Teaching Staff
104. Mrs. R. Mawrie	-	Librarian
105. 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.

39. Mr Edwin H Kharkongor	-	Parent Representative
40. Mrs. J.C. Blah	-	Vice Principal
41. Dr (Mrs) S. Khongwir	-	Vice Principal
42. Mrs. P. C. Marwein	-	Member Teaching Staff
43. Mrs. A. Kharmawphlang	-	Member Teaching Staff
44. Mrs. D. Blah	-	Member Alumni
45. 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 8th 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 30th September 2022.

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

6. **Smart Room-** The Chairman informed the members that two smart board have been installed in in the Old and New building.
7. **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 8th 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:

106. Dr (Mrs) S. Sen	-	Principal & Chairman of IQAC
107. Mr. J.B. Massar	-	College Consultant
108. Mrs. J.C. Blah	-	Vice Principal
109. Mr. P. Marbaniang	-	Industrial Expert
110. Mrs. A. Kharmawphlang	-	Member Teaching Staff
111. Mr. B.R. Upadhya	-	Member Teaching Staff
112. Mr. A.M. Rynjah	-	Member Teaching Staff
113. Mr. P Nongrum	-	Member Teaching Staff
114. Ms. A.L. Mawphlang	-	Member Teaching Staff(IQAC Coordinator)
115. Dr (Ms) B.S. Challam	-	Member Teaching Staff
116. Mrs. P. C. Marwein	-	Member Teaching Staff
117. Dr (Mrs) Sanbanielyne Ryndem	-	Member Teaching Staff
118. Mr K. Agarwal	-	Member Teaching Staff
119. Mrs. R. Mawrie	-	Librarian
120. Mrs. Allyssa Swer	-	Librarian
121. Mr G.E.M Kharपुरi	-	Office Superintendent
122. 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.

46. Mr Edwin H Kharkongor	-	Parent Representative
47. Dr (Mrs) S. Khongwir	-	Vice Principal
48. Mr. W. Dkhar	-	Member Teaching Staff
49. 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.

Members Present:

123. Mrs. J.C. Blah	-	Principal & Chairman of IQAC
124. Dr (Mrs) S. Khongwir	-	Vice Principal
125. Mr. P. Marbaniang	-	Industrial Expert
126. Dr (Mrs) S. Sen	-	Former Principal
127. Mrs. A. Kharmawphlang	-	Member Teaching Staff
128. Mr. B.R. Upadhya	-	Member Teaching Staff
129. Mr. A.M. Rynjah	-	Member Teaching Staff
130. Mr. W. Dkhar	-	Member Teaching Staff
131. Ms. A.L. Mawphlang	-	Member Teaching Staff(IQAC Coordinator)
132. Dr (Ms) B.S. Challam	-	Member Teaching Staff
133. Mrs. P. C. Marwein	-	Member Teaching Staff
134. Dr (Mrs) Sanbanielyne Ryndem	-	Member Teaching Staff
135. Mr K. Agarwal	-	Member Teaching Staff
136. Mrs. R. Mawrie	-	Librarian
137. Mrs. Allyssa Swer	-	Librarian
138. Mr G.E.M Kharpuri	-	Office Superintendent
139. Mrs. D. Blah	-	Member Alumni
140. Mrs B Massar	-	Parent Representative
141. Mr Wanaijingshai Kharkongor	-	Student Representative

The chairman welcomes all the members to the meeting.

ACTION TAKEN REPORT

The coordinator informed the decision made in the last IQAC meeting i.e. 04/04/2023

With Regards to **Resolution 01/12/2021** concerning the Research/Field work, It was suggested that the paper need to be published so that the ISBN number can be obtained.

The members discussed on the suggestion given and has decided to give the responsibility of doing the needful to the Research Committee. It was also discussed and decided that the Research committee needs to convene a meeting to decide on new research projects for the current final semester.

With Regards to **Resolution 04/08/2022** concerning the **National Pension Scheme(NPS)**, the former principal has informed the members that the pay scale for the college post teacher is ready and is only left to be presented in the next GB meeting for approval.

With Regards to **Resolution 01/12/2022** concerning **RUSA**, the members were informed by the RUSA coordinator that the work for the construction of the parking lot has already started and the deadline for completing the project is 2.5 years. It was further discussed that the engineer have to submit a report for every site inspection so that the Principal as well as the members are updated with the progress.

With regards to Resolution 01/04/2023 concerning **Seminar and Webinar**, the members were informed the for Criteria requirement the SOP has specifically mentioned that only IPR, Research methodology and Entrepreneurship related will be counted. After much discussion it was decided that the college will concentrate on required seminars or webinars, whereas the rest of the seminars and webinars can be claimed under the different Departments. Sir P Marbaniang has also offered his

help in arranging for Resource persons for seminars and workshop if the need arises. The members applauded sir for his offer.

With regards to **Resolution 02/04/2023** concerning the **collaboration with other colleges**, the former Principal has reported on the activities carried out. FDP was held on the 30th Sept and teachers from PGT had also attended. The members were also informed that a Book fest in collaboration with the other colleges had also been conducted.

The members were also informed on the FDP for the faculty on Mental health by George Cullingal.

With regards **Resolution 03/04/2023** concerning **NEP 2020**, the members were informed that NEP has been implemented from this academic session 2023-2024 and the list of different subjects has been allotted by the affiliating university.

With regards to **Resolution 04/04/2023** concerning the **NAAC**, the members were informed on the problem of criteria 7 in claiming for Best Practice. After much deliberation it was decided to request the contract on accommodating students in the ongoing construction. It was also discussed on the need of informing the students on the dignity of labour so that they will learn to value every type of work.

With respect to criteria 4 which deals with the infrastructures, it was discussed that there are too many intercom that has been set up in the college and it was not certain if the setup has been installed in the needed rooms. After much deliberation it was decided that the Estate manager and Sir P Nongrum will inspect and verify the installed devices taking Bah Harry also into consideration.

With respect with the Policy required by Criteria 2 for sanction seats on enrollment and sanction strength of teacher of Management sanction post, the former principal informed that the draft has been submitted to the GB for approval.

With regards to **Resolution 05/04/2023** concerning :-

- i) **NEW COURSE**, the principal informed that after enquiring from other Principals, students opting for BBA are very less.

For Mcom application have been submitted to NEHU, decision of approval will be taken in the next NEHU Academic Council to be held tentatively in February [2024](#). The members has requested sir BR Upadhya to follow up and to report on the progress. The members also discussed on the possibility of opening an Evening shift , after much deliberation the members decided to request the Principal to look into all factors required to open up the evening shift.

The following Resolutions were adopted at the meeting held on **09/11/2023**:

Resolution 01/11/2023

ACAMEDIC YEAR [2023-2024](#)

The members were informed that 3rd and 5th semester class is going smoothly. Internal test has been conducted and the Final semester exam is due in the 1st week of December 2023.

The Principal informed the members that classes for the 1st semester has started very late because of the agitation for NEP [2020](#). It was also mentioned that very few activities only could be conducted

this semester.

The members then discussed the importance of having more academic related activities and workshop or seminar to help the students in gaining additional information. The members has proposed to send proposal to all departments to come out with ideas on activities, workshop and seminar related to their Department.

The coordinator also deliberate on the urgent need of conducting seminar or webinar or workshop on IPR, Entrepreneurship and Research methodology. After much discussion it was decided to request the workshop committee to come out with proposal on the above seminar.

Resolution 02/11/2023

NAAC

The members were updated by the IQAC coordinator on the delay and challeges faced in filling up of SSR. The coordinator mentioned that most of the Quantitative metrics related to students and teachers detailed has been submitted to the office for verification.

After the report from the Coordinator, the members deliberated on the need to have a dedicated team to spend more time on working towards preparation of SSR.

Resolution 03/11/2023

ANY OTHER MATTER

1. NEW LAND

The members discussed on the need of the college in acquiring new land so as to increase the resourses as well as to develop more infrastructure which is needed for the growing demands with NEP.

2. INCUBATION CENTER

It was discussed on the need to start an Incubation center to be at par with the requirement of NEP [2020](#). After much deliberation the members has come to a decision to appoint Dr (Mrs) R Chyne as convener for the Incubation cell. The members has again requested the Principal get permission from the GB in this regard.

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

(Mrs J.C. Blah)
Principal
Shillong Commerce College,
Shillong.

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