



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		SILIGURI COLLEGE OF COMMERCE
Name of the head of the Institution		Dr. Asim Kumar Mukhopadhyay
Designation		Principal
Does the Institution function from own campus		No
Phone no/Alternate Phone no.		03532432594
Mobile no.		9434067363
Registered Email		naacsc@gmail.com
Alternate Email		naac@siliguricollegeofcommerce.org
Address		College Para, P.O. Siliguri
City/Town		Siliguri
State/UT		West Bengal
Pincode		734001
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Jitendra Narayan Gupta
Phone no/Alternate Phone no.	03532432594
Mobile no.	8637358145
Registered Email	jng@siliguricollegeofcommerce.org
Alternate Email	profjng7@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.siliguricollegeofcommerce.org/userfiles/file/aqar/AQAR%202016-17.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.siliguricollegeofcommerce.org/userfiles/file/academic-calendar/Academic%20Calender%20B.Com%20and%20BBA%202017-18.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C	58.00	2004	16-Sep-2004	15-Sep-2009

6. Date of Establishment of IQAC	17-Jul-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Improvement of Academic Environment of the College	01-Jul-2017 365	900
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
MLA - LAD	BEUP	Govt. of West Bengal	2018 365	52750
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Improvement of Academic Environment, Restructuring of Internal Examination, Preparation for introduction of CBCS Syllabus, Preparation of Academic Calendar, Promotion of 2 Teachers under CAS, Digitalization of Office, Holding of Career Awareness Camp, Dengue Awareness Program, Swachh Bharat Program.

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

Plan of Action	Achievements/Outcomes
Improvement of Academic Environment, Teachers Qualification upgradation, Regular attendance of students, Timely	Academic Result of students improved, Teachers joined Ph D course work, one of the teachers obtained Ph D. degree,

conduct of Internal Examinations, Digitalization of communication system etc.	Internal test held timely, Online Portal for admission, Portal for promotion of students, SMS Gateway introduced.
Plan for construction of Boundary Wall in the own newly purchased three acres of land for college building	Rupees Twenty Lakhs paid to Siliguri Jalpaiguri Development Authority as deposit work as per decision of Governing Body
Plan for installation of two nos. of Desktop Computer and one Scanner	Purchased and installed two nos. HP Desktop and one no. Scanner in the main office
Plan for installation of one PVC Identity Card Printer	One Primacy Dual side Card Printer was installed in the main office for the printing of students' Identity Card
Plan for participation in the Inter College Table Tennis and Cricket Tournaments	Our students won Runnersup trophy in both the Inter College Table Tennis Tournament and Cricket Tournament
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	27-Dec-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2017
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Date of Submission	30-Sep-2017
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	Online Portal for admission was introduced as per instruction of State Govt. and continuously followed up. Moreover promotional portal for admission to Part II Part III was introduced for admission after progression. SMS Gateway was used for having a better communication with students. All the data related to the staff and students data are recorded digitally for prompt decision making and instant action.
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Yes, Institution has the mechanism for planned curriculum delivery through the 'Academic Calendar', 'Class Routine', Examination schedule both for Unit Test and University Examination. Separate Syllabus for B.Com. and BBA Courses as prescribed by the University were circulated amongst the students and teachers well in advance of the academic session and all cares were taken to complete the Syllabus in given time. For this purpose, two academic calendars - one for B.Com. (Honours & General) Courses and other for BBA (Self Financed Course) were prepared separately for the guidance and direction of students and teachers. Such calendars helped a lot in completing the syllabus on time. Moreover examination schedule for Unit Test was prepared and adhered to. The University examinations were conducted as per the examination schedule prepared by the Controller of Examinations, University of North Bengal. Class Tests were conducted at the end of the month in order to keep our students updated and to make them aware of question patterns in the final examination. Moreover, tutorial classes were taken by many of our teachers for the slow learning students. The Teachers Council in conjunction with various sub-committees provides directions and regularly monitors the efficacy of the curriculum implementation throughout the session. The time table is strictly adhered to and answer-scripts evaluation of the internal and university examinations are maintained at a uniform standard maintaining the quality of evaluation. The University appoints Chairman, Co-ordinator, Spot Evaluator and other evaluators in order of seniority and experience of the teachers at the end of university examinations. The marking methodology is discussed with the examiners and a guideline is issued by the Head Examiner and circulated amongst the evaluators. The modern methods of teaching and evaluation of students' performance in the different examinations are tried with the passage of time. Last but not the least, educational field work / projects are conducted by respective teachers for a holistic development of a student.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	00	00	00

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Management & Finance Project	41
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
No

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Honours	215	580	202
BCom	General	600	1375	591
BBA	General	75	141	63
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2017	1781	0	12	0	0
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2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
12	5	5	1	1	5
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Although there is no formal mentoring system available in the college, all the teachers including principal and non-teaching staff keep a vigil on the students movements in the evening hours as the college is a evening college and 'Do and Don't' activities are reminded to the students for the healthy environment in the college. There is a Anti-ragging committee which mentors the students. The students union also takes care of students of the college so that there are no unwanted events in the college. There is a Lady Attendant who takes care of girl students suggesting and advising their hygiene aspects. The teachers always guide the students and ask them to have fair behaviour towards girl students and others.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1781	12	1:148

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
13	12	1	0	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr. Arup Pramanik	Associate Professor	Travelling and Boarding expenses reimbursed
2017	Sri Sandipan Bhattacharya	Associate Professor	Travelling and Boarding expenses reimbursed
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BCom	ACNH	Final Year	30/05/2018	31/08/2018
BCom	MNAH	Final Year	30/05/2018	31/08/2018
BCom	General	Final Year	30/05/2018	31/08/2018
BBA	General	Final Year	25/06/2018	13/08/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College holds class tests at regular intervals in our extension campus having BBA only. There is a examination committee looking after both the internal and external examination of the college which takes all the care for the internal evaluation of the students and organizes a internal test before the university examinations. Moreover all the teachers are consulted in the Teachers Councils meeting about the procedures and dates of the examinations. The poor rated students in the internal evaluation are taken care of by the subject teacher.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendars were used as guiding factor for completion of syllabus and conduct of internal examination. The college has a well defined procedure for developing the academic calendars in synchronization with the Holiday list as prepare by the University. The Academic calendar is prepared in such a way that there is enough scope for holding internal evaluation and other extracurricular activities. It helps in Teaching Learning process by guiding in advance the time table of curriculum delivery.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.siliguricollegeofcommerce.org/commerce-management-programs.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ACNH, MNAH	BCom	Honours in Accountancy & Management	158	147	93.03
General	BCom	General	307	286	93.15
General	BBA	General	41	41	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

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CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	00	NA	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	2

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Economics	1	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economic	1
Commerce	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
NA	NA	NA	Nil	0	NA	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	0	0	NA
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	2	1	1	0
Attended/Seminars/Workshops	0	0	2	0
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Cancer Awareness Rally	16 Bengal Bn. NCC, West Bengal Sikkim Dte.	7	45
Women Trafficking Rally	16 Bengal Bn. NCC, West Bengal Sikkim Dte.	5	60
Street play on Environment Awareness	16 Bengal Bn. NCC, West Bengal Sikkim Dte.	8	65
Independence Day celebration	NCC, D Coy, Siliguri College of Commerce	15	90
Republic Day celebratation	NCC, D Coy, Siliguri College of Commerce	17	89
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Active participation of	Governor Medal	Governor, Government of West	1

NCC in TSC Camp		Bengal	
Active participation of NCC in TSC Camp	Silver Medal	NCC Dte, West Bengal Sikkim	1
Individual excellent performance in NCC	Best Cadet Award	NCC Dte, West Bengal Sikkim	1
Passing of C Certificate examination of NCC	C Certificate	NCC Dte, West Bengal Sikkim	13
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	NCC D Coy, Siliguri College of Commerce	Cleaning of College Campus and adjacent of College	5	84
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	00	00	00
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Null	Null	00
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Null	NA	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
20	20

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NA	Nil	NA	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16183	1001357	129	53970	16312	1055327
Reference Books	2570	282700	39	27890	2609	310590
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	35	21	9	0	0	10	2	100	2
Added	2	0	0	0	0	0	0	0	2
Total	37	21	9	0	0	10	2	100	4

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and
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	recording facility
Facebook page of Siliguri College of Commerce	https://www.facebook.com/siliguricollegeofcommerce.org

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.5	0.26	1	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>The College has different committees viz. Purchase Committee, Finance Committee, Library Committee to look after the existing physical, academic and other support facilities and also to recommend suggestions and advices for the betterment of different assets of the college. The Library Committee approves the list of the books, as recommended by the teachers for purchasing and orders are placed with the publishers offering highest discounts. Off and on, the college Library in consultation with the Principal and Library Committee weeds out the old and not in use books. Purchase Committee scrutinizes the quotations of the different assets to be purchased and approves the purchases. The Finance Committee prepares the Financial Budget every year and care is taken to limit the expenditure within the budgeted amount. All the policies for different purposes have been given in the institutional website</p> <p>https://www.siliguricollegeofcommerce.org/policies.html</p>
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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	State Government Scholarship : Student Aid Fund and Full fee and Half fee Scholarship	2	1440
Financial Support from Other Sources			
a) National	State Government Scholarship : Kanyashree Prakalpa, Swami Vivekananda Merit cum Means Scholarship, SC, ST, OBC .	151	754000
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NA	Nil	0	NA
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	0	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	0	0	NA	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	13	B.Com	Commerce	University of North Bengal	M.Com
2017	73	B.Com	Commerce	The Institute of Chartered Accountants of India	CA
2017	4	B.Com. BBA	Commerce & Management	University of North Bengal	MBA
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Games and Sports	Institutional	260
Cultural Activities	Institutional	50
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	NA	NA
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students Union is led by student who are elected from amongst the students themselves and plays a vital role in running the sports, cultural activities, social function etc. Moreover, General Secretary of Students Union is included in the Governing Body of the college as a member. Also they play very positive role between the students and college administration, expressing grievances and aspiration of the students. Office bearer of the students union play a important role during admission, examination, games sports, cultural activities etc. The students union of Siliguri College of Commerce organizes an Annual Freshers Welcome for the new comers in August - September and one day social in February for all the students. On both the occasions, cultural programs are organized involving students of the college as well as performers from outside. To sum up, the students union occupies and extremely important position and their proactive role is necessary in building a strong college community.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Siliguri College of Commerce has an established Alumni Association in the name of Siliguri College of Commerce Alumni Association having registration no. S/1L/27159 of 2004-05 with 89 registered members. The association is now not active but efforts are being made to activate and strengthen it. The association has members from all walks of life.

5.4.2 – No. of enrolled Alumni:

89

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Siliguri College of Commerce has decentralized the management into different committees, performing in different areas of management. There is a Governing Body which is policy making body at the college level. Its composition has the representation of teachers, non-teaching staffs, students, State Government and also the University. The college has different sub-committees like Purchase Committee, Finance Committee, Examination Committee, Grievance Committee, Sexual Harassment Committee, Anti-ragging Committee, Redressal Cell etc. for the smooth conduct of management. Moreover, the Teachers Council which is a Statutory Body of all the teachers at substantive post has a great role to play in the management of the college. Last but not the least, Students Union is also playing their role in looking after the interest of the students at large and also in conducting different student related activities in the college.

Since the college is a government-aided institution, the directives of Department of Higher Education, Govt. of West Bengal is mandatory to the college. Similarly the directives of University of North Bengal, the college is affiliated to, is applicable in formulation of curriculum design, admission policy, conduct of examination etc. Last but not the least, University Grant Commission gives some directives and guidelines for the betterment of the academic environment in the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college has no liberty to design its own curriculum for UG Courses. Rather it follows the curriculum as designed by the university. Although Board of Study which designs the curriculum is comprised of college teachers from different colleges.
Teaching and Learning	The Syllabus of each course as prescribed by the university is a guiding factor for curriculum delivery. Our class routine and academic calendar help a lot in completing the syllabus in given time. Moreover, the role of smart and ICT class room has added a new dimension in the delivery of curriculum.
Examination and Evaluation	Internal and External examinations play a great role in measuring the level and standard of education in the institution. Examination sub-committee play a vital role in conduct of all the

examinations at the college level. Moreover, the university conducts the examination at the end of academic session with great concern for fairness in the examination hall. Results of the university examinations are declared, on an average within 3 months of last date of examination.

Research and Development

As a matter of policy we have decided to boost research work by our teachers and motivating them to get their papers presented and published in National and International Seminars. As a result of such policy making, Dr. Arup Pramanik and Sri Sandipan Bhattacharya of our college participated and presented papers in a International Seminar at Cambridge University on 11th to 14th December 2017. Dr. Chinmoy Sarkar got his paper published in a journal notified on UGC website. Dr. Chinmoy Sarkar and Sri Sandipan Bhattacharya got their research papers published in edited volume/books. Mr. Ayub Ali and Dr. Chinmoy Sarkar of participated and presented research-papers in seminar at state level during the year 2017-18.

Library, ICT and Physical Infrastructure / Instrumentation

The college has two libraries - one in main campus and other in the extension campus. Both the library provide the facility of reading room, book lending services to teachers and students and separate room for reference books. Various ICT tools like Photo copier, Scanner, Printer etc. are available both for the students and teachers. The Virtual Classroom in the Extension Campus enables the BBA students to get a better experience of e-learning. It also provides a platform for holding of seminar and other PowerPoint presentation

Human Resource Management

Teachers' Council of the college takes care of the problems of teachers in addition to academic matters. Similarly non teaching staff union takes care of the interest of office staff. All the employees avail the benefits of credit co-operative society available in the college in addition to festival advance and provident fund loans. A few liveries are provided free of cost to Group D staff after every two years in addition to optical allowance to all the non-teaching staff. Promotion to the teaching and non-teaching staff is facilitated at

proper order and time. Last but not the least, the State Government initiated HRMS (Human Resource Management System) helps a lot in generating staff salary. P.F. Loan etc.

Industry Interaction / Collaboration

Siliguri College of Commerce has signed a MoU on 19.02.2016 with Institute of Company Secretaries of India (ICSI) to run their Siliguri Chapter in our Extension Campus. The Principal of Siliguri College of Commerce acts as Counsellor of ICSI, Siliguri Chapter.

Admission of Students

Admission of students to UG Courses starts just after the publication of class XII result of West Bengal Council of Higher Secondary Education as per the notification of State Government and guidelines issued by the University. All the admission process are online and verification of original documents are done after the commencement of classes. The college follows the state government's directive for reservation of seats for SC, ST, OBC PH. Normally number of application for admission is 2 to 3 times of the seats available

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>The Planning and Development area of the management has now been digitalized with the help of college website, online admission portal, student promotional portal, official facebook page of the college, gateway of the SMS etc. The relevant notices regarding the students academic and non academic activities like admission, examination, cultural, students scholarship, sports etc. are regularly displayed in the college website and facebook page of the college for the benefit of the students.</p>
<p>Administration</p>	<p>The College is well connected with Government officials of Department of Higher Education and officials of University of North Bengal through email. College notice and instructions to students are sent through SMS for quick and effective delivery of the message.</p>
<p>Finance and Accounts</p>	<p>The Financial Management of the college is guided by a well planned budget of the college as shown in the</p>

	college website. The online Human Resource Management System (HRMS) as introduced by the state government in April 2017 proved very helpful in paying the staff salary, provident fund loan etc. Moreover, the accounts of the college are being managed through Tally ERP 9 which enables us to finalize the accounts within a short period of time. The Bursar of the college examines the accounts regularly, helping the audit work.
Student Admission and Support	Online student admission is being carried out by the college through the vendor in addition to support of student promotional portal. Moreover, student support is provided through SMS, Helpline Number etc.
Examination	The college has a established system of taking class test especially in extension campus and internal test examination at the end of the session in both the campus. The University Examination is conducted by the Controller of Examinations as per their instructions and guidelines.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NA	NA	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

Refresher Course	1	17/01/2018	06/02/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Loan available from Credit Co-operative Society and Provident Fund, Festival advance against salary (refundable)	Loan available from Credit Co-operative Society and Provident Fund, Festival advance against salary (refundable), Liveries and Optical Allowance	Treatment facility from Student Health Home free of cost, Students Aid Fund, Scholarship (Half fee and Full fee refund) and State and Central Governments Schemes of Scholarship and one time grant of fund.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college has a provision for both the Internal Audit and Statutory Audit as per rules. The Auditor of the Internal Audit is appointed by the Governing Body of the college whereas the external auditor is appointed by the DPI, Govt. of West Bengal. The internal audit is conducted regularly but statutory audit takes place with a lapse of one to two years.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	00
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No

6.5.3 – Development programmes for support staff (at least three)

No

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) During the post accreditation period, the college has introduced Bachelor of Business Administration (UG Course), a self financed department in a extension campus. 2) The college has obtained permission from the University of North Bengal to start Honours in Management Course during the post accreditation period. 3) The college has acquired a piece of land measuring 3 acres at the outskirts of the town for the construction of its own campus. So far college has spent Rs. 74 lakhs for the land and boundary wall. 4) Both the offices in main campus and extension campus have been computerized adequately for the systematic, quick recording and safe preservation of data. 5) The college has signed a MoU with Institute of Company Secretary on 19.02.2016 to run Siliguri Chapter of ICSI in its Extension Campus.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Internal Examination System was restructured to suit the system of using OMR sheet for ENVS Examination	21/07/2017	01/07/2017	30/06/2018	525
2017	Preparation for Introduction of CBCS Syllabus from the next Academic Session (2018-19) were done.	21/07/2017	01/07/2017	30/06/2018	525
2017	Two separate Academic Calendars - One for Main Campus and other for Extension Campus were prepared.	21/07/2017	01/07/2017	30/06/2018	1950

2017	Promotion of two of our Teachers from Stage-III to Stage-IV under CAS were completed successfully.	21/07/2017	01/07/2017	30/06/2018	2
2017	Career Awareness Camp, Dengue Awareness Camp and participation in Table Tennis Tournament and CAB Inter-College Cricket Tournament were done successfully. Moreover, Rabindra Jayanti Kargil Vijay Diwas observed	21/07/2017	01/07/2017	30/06/2018	800
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NA	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating students
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	locational advantages and disadvantages	engage with and contribute to local community					and staff
Nil	Nil	Nil	Nil	00	NA	NA	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NA	Nil	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Swachh Bharat Abhiyan	12/06/2017	12/06/2017	84
Street Play on Environment Awareness	05/09/2017	05/09/2017	65
Women Trafficking Rally	16/11/2017	16/11/2019	60
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Use of green and soundproof generator
No smoking zone
Tobacco and Plastic free campus
Paperless admission process and college notice
Online cash transactions

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Provision of Student Scholarship from Government as well as from College Fund: The college acts as mediator between the Government and students in getting the financial help as offered by the State Government in form of Scholarship and others. But we feel that such support from Government level alone is not sufficient. Observing that section of students who are not belonging under the umbrella of Government level support mechanism but poor, college made an effort to identify and support them from its own fund in terms of Half/Full waiver of college tuition fee and by provision of Students Aid Fund. 2. Digitalization of the college: We have various tools like Website, online admission portal, student promotional portal, SMS Gateway, PVC Identity Card printer, Advanced level photocopier, Scanner, FAX machine, VPN Internet connection, high configurations Computers, Television, Tally ERP 9 etc. The impact of such digitalization is felt greatly while dealing with students, govt. agencies, university and other organizations. 3. Scientific Admission Procedure: Our admission procedure is quite scientific, systematic and accurate purely based on merit and computed by an IT firm. We allot requisite reservation to SC, ST, OBC-1, OBC-2 and differently able students as per the notification of State Government. 4. Best Academic performance : Our college is always at the top of the list of successful candidates in the University Examination. The pass percentage range between 90 to 100. This is because of

high standard academic environment ensuring 6 days of teaching allotment in a week and very strict invigilation during the examination. 5. Publication of research papers : Our teachers have presented at National and International Seminars and got them published in different journals and books. In the year 2017-18, five research papers were either presented or published including three in International Journals. 6. Notice through SMS : It is our practice to communicate with the students and parents through the SMS/Phone regarding admission, examination, classes, poor attendance, college test and many more notices.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.siliguricollegeofcommerce.org/best-practices-2017-18-best-practices.html>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. Evening College : Ours is an evening college which enables many students to pursue CA, ICWA, CS in day time alongwith B.Com. It makes our college distinct from others. Our college also enables poor students to earn their livelihood in day time. Although BBA is run in day time, its output cater the employment demand of commercial hub of the town. 2. Extension Campus : In addition to main campus which is housed in and shared with Siliguri College, we have one extension campus in a rented building for self financed BBA Course, which has all the amenities of modern centre for learning including a computer lab, smart class, recreational facility, surveillance system and a library with enough number of books, journals and magazine. 3. Students Co-operation : During the last five years there was no students unrest, ragging or any sort of in-disciplinary activities on the part of students. As a practice, we hang anti ragging banners and get a affidavit from students and guardians ensuring not to get involved in ragging. 4. Study Centre of ICSI : The Institute of Company Secretaries of India has opened their study centre in our Extension Campus under the Code SC EO12 under a MOU in the year 2008. This is the only study centre of ICSI 5. The college provides its premises of Extension Campus for the use of examinations of The Institute of Cost Accountants of India twice in a year on regular basis

Provide the weblink of the institution

<https://siliguricollegeofcommerce.org>

8.Future Plans of Actions for Next Academic Year

We have acquired 3 acres of land from Government at the outskirts of the town for the construction of our own multi storied building which would overcome the herculean problem of scarcity of class rooms and other ancillary services. We have planned to construct Boundary Wall covering the total land as a 'Deposit Work' with Siliguri Jalpaiguri Development Authority (SJDA). After boundary wall is over, we would ask a consultancy firm to prepare a multi storied building plan after seeking the view of all stake holders. We have plan to start Post-Graduate Classes, MBA and many more Professional Courses, Vocational Courses, Diploma Courses and Certificate Courses in addition to the existing courses in our new building. We also have plan to organize a number of seminar and workshop for the betterment of the students and teachers. We also have plan to collect feedback from the different stakeholder including students and taking the corrective measures after the analysis of feedback and to multiply the quality of teaching and learning to a higher height. Siliguri is known as Gateway of North East India and it is a biggest commercial hub of this region. We have all the potential for

growth and development but the constraints as put by the absence of our own building deprived us from many of opportunities of growth and development.