



Yearly Status Report - 2018-2019

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_2017-2018.pdf
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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%20Calendar%20B.Com%20and%20BBA%202018-19.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

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
Nil	NA	Nil	2019 00	0
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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)

- CBCS Syllabus for B.Com Honours Program, B.Com Program and BBA Honours Program was introduced in 2018 2019 with new syllabus and books. Teachers were asked to get acquainted with the new topics and system of taking specified number of classes for each and every topic of a course. Moreover, 45 minutes class duration have been replaced by one hour duration.
- Preparation of separate Academic Calendars for B.Com and BBA Honours Program for the convenience of the teachers and students.
- Holding of Seminars on Social aspects as an extension activity was main focus of our Extension Campus. They organized career Counseling Program, Vigilance Awareness Program etc. with the help of private organization.
- Teachers were motivated to join Ph. D course work, to present research oriented articles in the seminars and get them published.
- Formation of a various committees, as required like Festival Committee, Grievance Redressal Committee, Antiragging Committee etc. were formed to facilitate the different activities required for successful running of a college.

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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
<p>1. Plan for introducing CBCS Syllabus as prescribed by the University for B.Com and BBA successfully. 2. Plan for preparing Academic Calendars and financial budget of the college 3. Plan for holding of One Day Workshop on various social and economic aspects with the help of private and government organizations. 4. Plan for advising and motivating nonPh. D teachers to join the Ph. D course work in the University of North Bengal, located at the outskirts of the college. 5. Plan for formation of various committees for the smooth conduct of many of the activities of the college viz. Grievance Redressal Committee, Antiragging Committee etc were formed to facilitate the different activities required for successful running of a college.</p>	<p>1. CBCS Syllabus was introduced in the college from the academic session 2018 2019. 1st and 2nd Semester students of both the B.Com and BBA appeared in the University examinations during the academic session 2018 2019 and successfully completed the course work. 2. IQAC in consultation with Teachers prepared two Academic Calendars - one for B.Com. and other for BBA. While preparing the Academic Calendar, the holiday list of the university was taken in to the account. Moreover, the minimum number of active teaching days as prescribed by the CBCS Syllabus per semester was also kept in mind in designing the calendars. 3. Most of the workshop, camp and rally were organized successfully by our extension campus, NCC unit and NSS unit of the college. The topic of deliberation were mostly from society oriented topics involving Human Values, Pollutions, Career Awareness, Swachh Bharat Abhiyan etc. 4. All the teachers were motivated to do research work in addition to their class loads. Two of our teachers attended Seminars and presented their research papers in the seminars. Last but not the least, one teacher attended and presented research paper in the International Seminar in Japan. 5. Various important committees of important aspects in addition to teaching viz. Grievance Redressal Committee, Antiragging Committee, Festival Committee, RTI Cell, SC, ST, OBC Cell etc. were successfully formed and executed.</p>

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	11-Jun-2022

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	21-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Siliguri College of Commerce has presently one website i.e. www.siliguricollegeofcommerce.org and three portals i.e. https://admission.siliguricollegeofcommerce.org/, https://promotional.siliguricollegeofcommerce.org/ and https://bba.siliguricollegeofcommerce.org/ 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 students' progression. SMS Gateway was used for having a better communication with students. For the convenience of the student, a Facebook Page was made available. All the data related to the staff and students' data are recorded digitally for prompt decision making and instant action.</p>

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

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, Coordinator, 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	Nil	Nil
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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
BCom	Honours program (CBCS)	01/07/2018
BCom	Program (CBCS)	01/07/2018
BBA	Honours Program (CBCS)	01/07/2018

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
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BBA	Management and 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	Yes
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
The feedback concludes that there is a excessive students per class, causing distortion in the communication and voice of the teachers not audible to the students sitting at the end of the class room. Because of too much rush for admission in our college, being run in the evening hours and social pressure, the college is not in a position neither to increase the number of class rooms nor to reduce the number of students to be admitted per session.

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 Program (CBCS)	200	592	195
BCom	Program (CBCS)	450	1109	452
BBA	Honours Program (CBCS)	75	155	60
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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
2018	1888	0	12	0	0

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 Tools and resources	Number of ICT enabled	Numberof smart classrooms	E-resources and techniques used
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	ICT (LMS, e-Resources)	available	Classrooms		
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. Our students are very sincere to our teachers and they are very submissive and disciplined.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1888	12	1:157

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
Nil	NA	Nil	NA
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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	19/06/2019	10/07/2019
BCom	MNAH	Final Year	19/06/2019	10/07/2019
BCom	General	Final Year	19/06/2019	10/07/2019
BCom	Semester I	Honours Program (CBCS)	11/12/2018	07/01/2019
BCom	Semester I	Program (CBCS)	11/12/2018	07/01/2019
BCom	Semester II	Honours Program (CBCS)	14/06/2019	19/07/2019

BCom	Semester II	Program (CBCS)	14/06/2019	19/07/2019
BBA	Semester I	Honours Program (CBCS)	11/12/2018	07/01/2019
BBA	Semester II	Honours Program (CBCS)	14/06/2019	19/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Since the CBCS Syllabus was introduced, the University of North Bengal reduced 100 marks question paper to 75 marks and duration of examination time reduced from 3 hrs. to 2 hrs in General course and from 4 hrs duration in Honours course to 2 hrs. duration. Accordingly the continues Internal Evaluation (CIE) system was changed at the Institution level by reducing number of questions to be attempted and marks allotted for the questions. Out of 75 marks, 15 marks allocation was done by the college i.e. 10 marks for internal examination and 5 marks for attendance of the students. 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 slow learners students 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)

The institute prepares the Academic Calendar by estimating the requirements of the syllabus. Academic Calendar lays down a very strong foundation of the academic delivery. It further propagates the Institute's vision and mission and is definitely an indispensable strategy of any academic institution. Careful planning was also very important in order to chalk out time tables for co-curricular activities. The annual College Sports and Games Competition the college organizes, feature in the College's annual calendar after careful planning so that these important occasions do not hamper the academic tenor. It is done to provide ample scope so that the same could be effectively organised and the students could gain maximum benefits from all of them by having a greater choice. With reference to the conduct of Examination, each and every date for Selection Examinations, dates for submission of monthly Continuous Internal Assessments (CIA), daily attendance of the students are meticulously planned and laid down. 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 prepared 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	Programme	Programme	Number of	Number of	Pass Percentage
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Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
ACNH, MNAH	BCom	Honours in Accountancy & Management	135	125	92.59
General	BCom	General	307	267	86.97
General	BBA	General	20	20	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)

<u>00</u>

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
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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
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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	1

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
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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)
Nil	NA	0	00
No file uploaded.			

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
NA	0
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 Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nil	0	NA	0
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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
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	1	0
Presented papers	1	1	1	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
Observation of Kargil Vijay Diwas	NCC D Coy, Siliguri College of Commerce	16	66
Tree Plantation Program	16 Bengal Bn, NCC, West Bengal and Sikkim Dte.	3	52

[View File](#)

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 in Republic Day Camp	Governor Medal	NCC West Bengal and Sikkim, Dte.	1
Excellence in NCC	Best Cadet Award	NCC West Bengal and Sikkim, Dte.	1
Para Jump Camp	Selection for Para Camp organized by Paratrooper Training School, Agra	Indian Army	1

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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 (02.02.2019 and 17.02.2019)	NSS unit	Cleaning at the outskirts of Siliguri	2	45
Swachh Bharat wall painting	NCC unit with 16 Bengal Bn, NCC	Wall painting	2	56
Career Awareness Program	Institute of Company Secretaries of India	Workshop	2	120
Investors Awareness Program	Institute of Company Secretaries of India	Workshop	4	130
Placement Awareness Program	Smart Education, Kolkata	Workshop	3	125

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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

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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
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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
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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
1	0.62

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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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	Null	NA	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16312	1055327	122	47720	16434	1103047
Reference Books	2609	310590	0	0	2609	310590
Journals	0	0	2	750	2	750
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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	Null
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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	37	21	9	0	0	10	2	100	2
Added	1	0	0	0	0	0	0	0	0
Total	38	21	9	0	0	10	2	100	2

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 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
0.75	0.62	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 obsolete 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 committees have been given in the institutional website</p>
https://www.siliguricollegeofcommerce.org/policies.html

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	Student Aid Fund and Full fee and Half fee free Scholarship	0	0
Financial Support from Other Sources			
a) National	State Government Scholarship : Kanyashree Prakalpa, Swami Vivekanda Merit cum Means Scholarship, SC, ST OBC, Minority Scholarship and National Scholarship	214	1201000
b) International	Nil	0	0
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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
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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
2018	NA	0	0	0	0
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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	Number of	Number of	Name of	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
NA	0	0	NA	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	8	B.Com	Commerce	University of North Bengal	M. Com
2018	53	B.Com	Commerce	The Institute of Chartered Accountants of India	CA
2018	1	B.Com	Commerce	University of North Bengal	MBA
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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
Nil	0
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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	Institution Level	210
Cultural Activities	Institutional	55
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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	00	00
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The State Government notified through the Gazette dated 07.06.2017 that Students Union be called as Students Council with the defined functions, role, eligibility and rights and also its composition and election procedure. Normally, the Students Union is led by student who are elected from amongst the students themselves and place 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)

1. 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. 2. 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)?

Partial

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
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.
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.
Research and Development	Dr. Chinmoy Sarkar, Assistant Professor in Economics of our college participated and presented research paper in a International Seminar at World Social Science Forum 2018, Khushu University at Fukuoka, Japan on 25-28 September, 2018. He also presented a research paper in a National Seminar and State Level Seminar. Mr. Ayub Ali attended a State Level Seminar
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
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.
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.
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
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.

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

E-governance area	Details
Planning and Development	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 for the benefit of the students.
Administration	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.
Finance and Accounts	The Financial Management of the college is guided by a well planned budget of the college as shown in the 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.
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	Since 2018-2019 with the introduction of CBCS Syllabus, the University of North Bengal has digitalized many of its operations viz. Online Examination Form fill up, Computer generated Admit Card Mark-sheet and online application for Reassessment and Scrutiny etc. The college uses the University Examination Portal for the generation of Top Sheet, ACSR and Return Services of Answer Script.

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
Nil	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	Title of the administrative training	From date	To Date	Number of participants (Teaching)	Number of participants (non-teaching)
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
Nil	Nil	NA	Nil	Nil	Nil	Nil
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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
NA	0	Nil	Nil	00
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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)

Although the Bursar of the college examines financial accounts of the college on regular basis, there is a provision for 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
NA	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	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

We organized a Parents Teachers Meeting on 16th and 17th February, 2019 in our Extension Campus. Most of the parents attended the meeting. 1.They suggested to enrich the academic activities. 2. They suggested to inform them about the attendance of their wards at a certain intervals. 3. They suggested to purchase more of text books for the lending purpose.

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 also got a permission to start Honours in Management in B.Com and it was successfully introduced. 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.

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
2018	The number of seats in B.Com Semester I has been reduced to permissible limit as per the permission of University of North Bengal.	17/07/2018	01/07/2018	30/06/2019	450
2018	Inspite of lack of CBCS	17/07/2018	01/07/2018	30/06/2019	700

	Books with the publisher in the beginning of 2018 the college purchased a sizable number of CBCS books				
2018	Two Academics Calendars and two Routines were prepared considering all the important aspects for Main Campus (B.Com) and for Extension Campus (BBA). The Calendars and Routines were implemented during the session with a few deviations.	17/07/2018	01/07/2018	30/06/2019	700
2018	The NCC Unit of the college organized a Blood Donation Camp on 31.01.2019 with the help of District Hospital, Siliguri. 53 units of blood were donated by our NCC Cadets and students	17/07/2017	01/07/2018	30/06/2019	65
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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	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	02/02/2020	1	Swachh Bharat Abhiyan	Cleaning of local area by NSS Unit of the college and dumping all the rubble in the Corporation Bin	45
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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	00

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
ODE (Open Defecation Rally)	25/09/2018	25/09/2018	53
Swachh Bharat wall painting	02/10/2018	02/10/2018	56

Road Safety Awareness	05/11/2018	05/11/2018	45
Beti Bachao Beti Parao Rally	07/12/2018	07/12/2018	54
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Paperless online admission process as well as students notice and other information sharing through SMS and Facebook page. 2. Online fee collection and transaction through online payment gateway. 3. Use of 30 KVA green and sound proof generator in case of load shading. 4. Hanging of sign boards warning Tobacco and Plastic Free Campus 5. Declaring of college campus as No Smoking Zone

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. Participation in Seminars of research papers : Our teachers have participated at State, National and International Seminars and presented papers.

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-2018-19-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

Siliguri College of Commerce is the oldest and premier commerce college in the North Bengal. Since its inception in the year 1962, the college has produced a large number of Academicians, Bankers, Lawyers, Chartered Accountants, Corporate officials and many more. Many of the working employees upgraded their degrees while studying in our evening college and reached to the top of the ladder of their career. Moreover, more than half of the teaching staff of this

college is Alma mater. Since ours is an evening college which enables many students to pursue CA, ICWA, CS in day time along with B.Com in the evening hours. It makes our college distinct from others. Our college also enables working students to earn their livelihood in day time. Although BBA is run in day time, its output cater to the employment demand of commercial hub of the town. Our students, majority of whom belong to business class find it very convenient to study commerce and occupy top position in the University Examination. Moreover most of the honours graduate from our college joins M.Com, CA, MBA and other courses in the University.

Provide the weblink of the institution

<https://www.siliguricollegeofcommerce.org/>

8.Future Plans of Actions for Next Academic Year

Although, 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, but we could not complete the boundary wall due to some disputes with the encroachers. But we are committed 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 a plan to start Post-Graduate Courses, MBA and many more professional, vocational courses, Certificate Courses and Diploma 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 stakeholders including students and thereby to take the corrective measures after analysis of such feedback.