

***Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Affiliated/Constituent Colleges)***

(Revised as per Revised Accreditation Framework in November, 2017)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Published by:

The Director

National Assessment and Accreditation Council (NAAC)

P. O. Box. No. 1075, Nagarbhavi,

Bengaluru - 560 072, India

Co-ordinated and Prepared by:

Dr. Ganesh A. Hegde, Deputy Adviser, NAAC

Dr. Vinita Sahoo, Assistant Adviser, NAAC

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Printed at:

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/

Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.
Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC (For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

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. (Siliguri College of Commerce is housed in the premises of Siliguri College as an evening college since inception vide DPI Letter No. 4536C/4C214C/66 Dated 28th September, 1966).**
- Phone no./Alternate phone no.: **0353-2432594**
- Mobile no.: **9434033164**
- Registered e-mail: **naacsc@gmail.com**
- Alternate e-mail : **siliguricollegeof_commerce@yahoo.com**
- Address : College Para, P.O. Siliguri, Dist. Darjeeling
- City/Town : Siliguri
- State/UT : West Bengal
- Pin Code : 734001

2. Institutional status:

- Affiliated / Constituent:—**Affiliated**

- Type of Institution: Co-education/Men/Women **Co-education**
- Location : Rural/Semi-urban/Urban: **Urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) – **B.Com. Grants-in-aid and BBA (self-financing)**

- Name of the Affiliating University: University of North Bengal
- Name of the IQAC Co-ordinator : Dr. Jitendra Narayan Gupta
- Phone no. : **9474680985**

Alternate phone no.

- **Mobile: 8637358145**
- IQAC e-mail address: profjng7@gmail.com
- Alternate Email address: **NA**

3. Website address: www.siliguricollegeofcommerce.org

Web-link of the AQAR: (Previous Academic Year):

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year?

Yes/~~No~~....., if yes, whether it is uploaded in the Institutional website: **Yes**

Weblink:

Academic Calendar for the year 2016-17 (B.Com.)

	Events	Tentative Period
1.	Admission to 1 st Year	From 2 nd Week of June 2016
2.	Provisional Admission to 2 nd and 3 rd Year	1 st Week of July 2016
3.	Commencement of Classes for 2 nd and 3 rd Year as per Class Routine	2 nd Week of July 2016
4.	Commencement of 1 st Year Classes as per Class Routine	From 1 st Week of August 2016
5.	Admission to 2 nd and 3 rd Year	3 rd Week of September 2016 (after publication of results of final Examinations)
6.	Test Examination for the 1 st , 2 nd and 3 rd Year	4 th Week of December 2016
7.	Publication of Results of Test Examinations	2 nd week of January 2017
8.	Form fill up for Final Examinations	1 st Week of February 2017

9.	Final Examinations to be conducted by the University	1 st Week of April 2017
10	Meeting of IQAC	1 st Week of May, 2017

BBA (Self Financing)
Academic Calendar for BBA 2016-17
(Semester : July to December)

	Events	Tentative Period
1.	Admission to BBA 1 st Semester	In the month of June every year
2.	Admission to 3 rd and 5 th Semester	1 st week of June every year
3.	Commencement of Class For 1 st Semester as per Class Routine	1 st week of July every year
4.	Commencement of Class For 3 rd and 5 th Semester as per Class Routine	2 nd week of July every year
5.	Publication of 1 st , 3 rd And 5 th Semester Attendance Result	1 st week of every month
6.	Unit Test Examination for The 1 st , 3 rd And 5 th Semester	Last of week of every month
7.	Publication of Results of Class Test Examinations	1 st week of every month
8.	Inter Semester Indoor Games, Debate, Quiz competitions	In the month of August every year
9.	Teachers Day celebration plus fresher's welcome	1 st week of September every year
10.	Prize distribution of Semester topper(1 st to 5 th Semester and overall semester topper of the College)	1 st week of September every year
11.	Guardian meets	2 nd week November every year
12.	Form Fill up for Final Examinations	2 nd week of November Every Year
13.	Final Test Examination for the 1 st , 3 rd And 5 th Semester	1 st week of December Every Year
14.	Publication of Results of Unit Test Examinations	End of 1 st week of December every year

15.	Tutorial Class	2 nd week of December every year
16.	Provisional Admission to 2 nd ,4 th and 6 th Semester	2 nd week of December every year
17.	Distribution of 1 st ,3 rd and 5 th Semester Admit card	2 nd week of December every year
18.	*Commencement Of Final Examinations to be Conducted by the University	3 rd week of December every year

Academic Calendar for BBA 2016-17
(Semester : January to June)

	Events	Tentative Period
1.	Commencement of Class For 2 nd ,4 th ,and 6 th Semester as per Class Routine	2 nd week of January every year
2.	College Annual Sports	Last week of January every year
3.	Publication of 2 nd ,4 th ,and 6 th Semester Attendance Result	1 st week of every month
4.	Unit Test Examination for The 2 nd ,4 th ,and 6 th Semester	Last of week of every month
5.	Publication of Results of Class Test Examinations	1 st week of every month
6.	Guardian meets	2 nd week May every year
7.	Form Fill up of 2 nd ,4 th ,and 6 th Semester Final Examinations	2 nd week of May Every Year
8.	Final Test Examination for the 2 nd ,4 th and 6 th Semester	Last week of May Every Year
9.	Publication of Results of Unit Test Examinations	1 st week of June every year
10.	Tutorial Class	From 1 st week of June every year
11.	Farewell celebration of 6 th Semester	2 nd week of June every year
12.	Provisional Admission to 2 nd ,4 th and 6 th Semester	1 st week of June every year

13.	Distribution of 2 nd ,4 th and 6 th Semester Admit card	2 nd week of June every year
14.	*Commencement Of Final Examinations to be Conducted by the University	3 rd week of June every year

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	C	NA	2004	from:2004 to: 2009
2 nd	-	-	-	from: to:
3 rd	-	-	-	from: to:
4 th	-	-	-	from: to:
5 th	-	-	-	from: to:

6. Date of Establishment of IQAC: **17/07/2014**

7. Internal Quality Assurance System

7.1 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
<ul style="list-style-type: none"> ● Improvement of academic atmosphere of the College.. ● Encouragement of teachers for doing research work and to get the research papers published. ● Preparation of Academic and Administrative Calendars. ● Upgradation of System Software for digitalization of Cash transaction. ● Continuation of Extension Activities. 	<p>01-07-2016 to 30-06-2017</p>	<p>All the Students (1900 approx.) and Teachers (19).</p>

***Note: Some Quality Assurance initiatives of the institution are:
(Indicative list)***

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for*

improvements

- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

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
NA	NA	NA	NA	Nil

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

The Governing Body approved the formation of IQAC with eleven nominated academics from the college and outside. Dr. Jitendra Narayan Gupta was selected as the co-ordinator of IQAC in a meeting of IQAC dated 17-07-2014.

*upload latest notification of formation of IQAC.

10. No. of IQAC meetings held during the year: 01 (one)

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

A meeting of IQAC, held on 07-07-2016 at Principals Chamber at 3 p.m. The Principal was in the chair.

Member Present :

1. Sri Arun Sarkar
2. Dr. Asim Kumar Mukhopadhyay
3. Dr. Pradip Dutta
4. Dr. P. S. Mishra
5. Dr. Jitendra Narayan Gupta
6. Prof. Debabrata Sur
7. Prof. Sandipan Bhattacharya
8. Prof. Mukul Kanti Ghosh
9. Sri Dhiren Paul
10. Sri Biplab Das
11. Prof. Ujjal Sarkar

Agenda 1 : Confirmation of resolutions of previous meeting.

- Decision : Read & Confirmed.
- Agenda 2 : Holding of ‘Students Union Election’
- Decision : Principal be authorised to conduct the Students Union Election 2016-2017 as a ‘Returning Officer’ with the help of all the staff of the college in one time as per notification of State Government and University.
- Agenda 3 : Improvement of the academic atmosphere of the college.
- Decision : Principal be requested to call the guardians of the students whose attendance is below 70% in first two months of the starting of the session. Students be warned that they would not be allowed to fill up the forms for University Examination if they fail to have 70% attendance in the college.
- Agenda 4 : Digitalisation of cash transactions.
- Decision : Resolved that henceforth all the cash transactions in the college would be ‘Online’//Swipe Machine (POS). Bank be contacted for this purpose.
- Agenda 5 : Engagement to teachers to do more research work and participate in National and International Seminars.
- Decision : Teachers be allowed teacher fellowship or study leave in order to facilitate them to do research work and ensure them to participate in National and International Seminars.
- Agenda 6 : Holding of Free Health Check-up Camps // awareness camp.
- Decision : Resolved that if any private hospital like to create awareness or organise any ‘Health Check-up Camp’, they be allowed to do so.

The meeting ended with a thanks to the chair.

(Please upload, minutes of meetings and action taken report)

- 11. Whether IQAC received funding from any of the funding agency to support its activities during the year? - No**

If yes, mention the amount: **N/A** Year: **N/A**

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

Action taken based on IQAC planning :

* Two separate Academic Calendar one for Main Campus and other for Extension Campus (BBA) were prepared for helping the students and teachers to improve the academic atmosphere.

* Upgradation of the System Software for digitalization of Cash transactions were done.

* Teachers were encouraged for doing research work. **Five** research papers were presented / published in the National and International Seminars.

* Extension Activities : Winner of Inter College Table Tennis '**Runners Trophy**'. Best Sports Personality and **Annual Prize and Blue** were awarded to **six** of our students, Eye Awareness Camp, Annual Cultural Programme and College Sports Meet were organised.

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

Plan of Action	Achievements/Outcomes
● Improvement of academic atmosphere of the College.	Irregular students were made to attend class regularly and their attendance in the class improved after guardians meeting. The success rate of students in University Examination ranged from 77% to 97% in different courses.
● Encourage of teachers for during research work.	3 research papers were presented in National Seminar/Workshop and 2n research papers were presented in International Seminars and they were published.
● Preparation of Academic Calendars.	Two Academic and Administrative Calendars – One for Main Campus and One for Extension Campus were prepared and implemented.
● Upgradation of System Software for digitalization of Cash transaction.	POS machine was installed in the college. Tally (ERP 9) also installed and all the cash transaction started On-line.
● Continuation of Extension Activities.	Winner of Inter-College Table Tennis Tournament Runners Trophy. One of our Cricketers was selected to participate in CAB Inter University Cricket Tournament. Six of our players got University prestigious Prize and Blue. Eye Awareness Camp was organised etc. ' Best Sports Personality Award ' was awarded to one of our players.

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

Name of the Statutory body: **Governing Body** Date of meeting(s): **27-12-2018**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

No

Date: **NA**

16. Whether institutional data submitted to AISHE: **Yes**

Year: 2016-17

Date of Submission: 30th September 2016

17. Does the Institution have Management Information System?

—**No**

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

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 were prescribed by the University 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 Financing 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 learners.				
1.1.2 Certificate/ Diploma Courses introduced during the Academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
No.	No.	No.	No.	No.
1.2 Academic Flexibility				
1.2.1 New programmes/courses introduced during the Academic year				
Programme with Code	Date of Introduction	Course with Code		Date of Introduction
No.	No.	No		No
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. NA				

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
No.	No.	No.	No.	No.	No.
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year : NA					
	Certificate	Diploma Courses			
No of Students	No.	No.			
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	
No.		No.		No.	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
Our BBA Syllabus offers field projects as a optional paper and many of our students opt for field projects for their dissertation.			42		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders. No					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
No	No	No	No	No	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
Continuous feedback from students and teachers regarding the students attendance are taken from their Attendance Register and their progress reports of Unit Test are identified for making them regular and attentive in the class room. Moreover, Guardians are called to explain the reasons of their poor attendance and performance.					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme	Number of seats available	Number of applications received		Students Enrolled	
Accounting Honours	165	1125		165	
Management Honours	55	940		55	
B.Com General	495	1810		495	
BBA	75	185		75	
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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016-17	1921	Nil	10	Does not arise	19(UG) including part-timers.
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 (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
No.	No.	No.	No.	No.	No.
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
Whenever required, students are guided, mentored and being helped by the teachers and by the principal.					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
No.		No.		No.	

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 (including Principal)	10	3	1	4
2.4.2 Honours and recognitions 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	Sri Chinmoy Sarkar (NCC Officer, 16 Bengal BN NCC)		Assistant Professor-in-Economics	‘Proficiency in Sports’ from NCC Officers Training Academy, Kamptee (As per Certificate of Merit).
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
B.Com Hons. & General	Nil	Nil	21-06-2017	72 Days
BBA	Nil	2 nd , 4 th , 6 th	28-06-2017	35 Days
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				

NA

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

Two separate Academic Calendars – one for Main Campus (B.Com.) and other for Extension Campus (BBA) have been prepared to facilitate the students, teachers and guardians and to make them to know the academic schedule of the College before commencement of the session. Our examination sub-committee prepared Unit Test Schedule for B.Com. Courses and was adhered to for conduct of examination. For university examination, the examination schedule is prepared by Controller of Examinations, NBU and the same is adhered to.

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)

Weblink.....

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
Nil	Accounting Hons. (Final)	129	125	97%
Nil	B.Com Gen. (final)	274	212	77%
Nil	Management Hons. (final)	26	22	85%
Nil	BBA (6 th Sem)	22	21	95%

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) : NA

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 Academic year
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored Projects	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students Research Projects (other than compulsory by the College)	Nil	Nil	Nil	Nil

International Projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

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(s)
Nil	Nil	Nil

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil

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

Incubation Centre	Name	Sponsored by
Nil	Nil	Nil

Name of the Start-up	Nature of Start-up	Date of commencement
Nil	Nil	Nil

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

Name of the Department	No. of Ph. Ds Awarded
Nil	Nil

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

	Department	No. of Publication	Average Impact Factor, if any
National	Nil	Nil	Nil
International	Nil	Nil	Nil

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Commerce	2 research papers by one Teacher were presented (one in National and one in International Seminar).
Economics	1 research paper in International Conference presented and 2 papers in National/State Level Workshop presented.

3.3.5 Bibliometric of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
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Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty		International level		National level	State level	Local level
Attended Seminars/ Workshops		2		2	1	Nil
Presented papers		2		2	1	Nil
Resource Persons		Nil		Nil	Nil	Nil
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 co-ordinated such activities	Number of students participated in such activities	
NCC Assistance to Administration during Festivals		Local Administration		01	45 approx.	
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	No. of Students benefited	
Inter-College Table Tennis Tournament		Runners Trophy ‘Annual Prize and Blue’		University of North Bengal	03 01	
Inter-College Cricket Tournament		‘Annual Prize and Blue’ Best Sports Personality Award		University of North Bengal	05 01	
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 coordinated such activities	Number of students participated in such activities	
Inter College Table Tennis Tournament	University of North Bengal	University Sports Meet.		01	04	
Inter-College Cricket Tournament	University of North Bengal	‘Annual Prize and Blue’ Best Sports Personality Award		01	05 01	
Annual	Students Union.	Cultural Activities		02	75 approx	

Cultural Programme	Siliguri College of Commerce			
Eye Awareness Camp	Dristi Eye Centre, Siliguri	Eye Check up the Doctors.	01	130 approx.
Voluntary Service by NCC for Law and Order during festival	Local Administration	Managing Crowds and helping people during Durga Puja Festival.	01	45 NCC Cadets

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year : One MoU signed with ICSI to open Study Centre at our Extension Campus in 2008.

Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

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-To)	participant
NA	NA	NA	NA	NA

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 and Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil

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
Rs. 36 lacs from College fund as a final payment for purchase of 3 acres of land for own campus at Kawakhali, Siliguri.	Rs. 36 lacs. Utilized and handed over to Siliguri-Jalpaiguri Development Authority as a final payment for purchase of 3 acres of land for own campus at Kawakhali, Siliguri.

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	Joint campus with Siliguri College	Nil
Class rooms	14	Nil
Laboratories	Nil	Nil
Seminar Halls	Nil	Nil

Classrooms with LCD facilities	Nil	Nil
Classrooms with Wi-Fi/ LAN	Nil	Nil
Seminar halls with ICT facilities	Nil	Nil
Video Centre	Nil	Nil
No. of important equipment's purchased (\geq 1-0 lakh) during the current year.	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil
Others	Nil	Nil

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
Nil	Nil	Nil	Nil

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17945	842367.05 (after depreciation)	1394	3120	19339	845487.05
Reference Books	1895	93251.00 (after depreciation)	Nil	Nil	1895	93251.00
e-Books	N/A	N/A	N/A	N/A	N/A	N/A
Journals	06	N/A	Nil		06	N/A
e-Journals	N/A	N/A	N/A	N/A	N/A	N/A
Digital Database	N/A	N/A	N/A	N/A	N/A	N/A
CD & Video	N/A	N/A	N/A	N/A	N/A	N/A
Library automation	N/A	N/A	N/A	N/A	N/A	N/A
Weeding (Hard & Soft)	N/A	N/A	N/A	N/A	N/A	N/A
Others (specify)	N/A	N/A	N/A	N/A	N/A	N/A

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	38	18	8	N/A	N/A	20	N/A	100	N/A
Added	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total	38	18	8	N/A	N/A	20	N/A	100	N/A

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

100 MBPS

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
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N/A		N/A	
4.3.4 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
N/A	N/A	N/A	N/A

4.4 Maintenance of Campus Infrastructure : NA			
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
N/A	N/A	N/A	N/A
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
As per Directorate of Public Instruction (Govt. Of West Bengal) notification in the year 1966, the premise of Siliguri College is to the shared and used by Siliguri College of Commerce in the evening hours. Also the DPI had asked the authority of Siliguri College of Commerce to build a separate Administrative Building along with a Library. The premises of Siliguri College is maintained at a regular intervals.			
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	Nil	Nil	Nil
Financial support from other sources			
a) National	Backward Classes Stipend	196	980000
	Kanyashree	11	2,75,000
	Minority Scholarship	Nil	Nil
b) International	NA	N/A	N/A
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
N/A	N/A	N/A	N/A
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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
	N/A	N/A	N/A	N/A	N/A
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		No. of grievances redressed		Average number of days for grievance redressal	
05		05		10	
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
N/A	N/A	N/A	N/A	N/A	N/A
5.2.2 Student progression to higher education in percentage during the year : System of getting feedback from students after leaving the college does not prevail.					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
	N/A	N/A	N/A	N/A	N/A
5.2.3Students 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		No. of Students selected/ qualifying		Registration number/roll number for the exam	
NET		N/A		N/A	
SET		N/A		N/A	
SLET		N/A		N/A	
GATE		N/A		N/A	
GMAT		N/A		N/A	
CAT		N/A		N/A	
GRE		N/A		N/A	
TOFEL		N/A		N/A	
Civil Services		N/A		N/A	
State Government Services		N/A		N/A	
Any Other		N/A		N/A	
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year					
Activity	Level			Participants	

(1) Annual Sports and Games	Individual and Inter-Class Competition	Approx 200 students, teaching and non-teaching staff
(2) Annual Cultural Programme	Individual and Inter-Class Competition	Approx 260 students, teaching and non-teaching staff

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/International	Sports	Cultural	Student ID number	Name of the student
	N/A	N/A	N/A	N/A	N/A	N/A

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

As per NBU Statute and Govt. Order we formed student council/ student union, General Secretary of the Student Union is the member of the Governing Body (Administrative Body). The function of the student union is related with the organisation of Inter-Class Sports, Cultural competition among the students and also they provide financial help to the poorer students of the college. They also support to the Games Teacher of the college for sending team in different competitions conducted by University of North Bengal and Govt. of West Bengal. They organised cultural activities viz. Rabindra Jayanti, Kargil Vijay Diwas, Indoor and Outdoor games etc. Etc. They also organised Saraswati Puja in the college campus. They help teachers in-charge in organising games and sports and sending teams for different events for Inter-College Competition.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes, Cultural activities were conducted on the eve of birthday of Swami Vivekananda.

5.3.2 No. of registered enrolled Alumni: **89**

5.3.3 Alumni contribution during the year (in Rupees) :

N/A

5.3.4 Meetings/activities organized by Alumni Association : **Nil**

At least once in a year

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)

The composition of the Governing Body is representation of different beneficiaries of the college i.e. teachers, non-teaching staff and students. Governing Body takes decisions after taking feedback from the different committees like Purchase sub-committees, Library Committee, Admission Committee, Examination Committee, Anti-Ragging Committee, Grievance Redressal Cell, OBC Cell, Committee for ST/SC, Teachers Council, Student Council, etc. Regarding administrative and academic activities of the college, the preparation of class routine, internal examination schedules, maintenance of college discipline and students union election, all the staff are consulted and their views are taken care of. Teachers Council of the college play a vital role in the smooth functioning of the college.

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

~~Yes~~/No/Partial:- **No**

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):					
❖ Curriculum Development : Done by Board of Studies at University level.					
❖ Teaching and Learning : Every stages of teaching are discussed by the teachers and do upgrade themselves taking feedback from the students.					
❖ Examination and Evaluation : We conduct session end examination for sending students to the University Examination. All teachers evaluate answer script of Unit Test Examination. Moreover, they are appointed as paper setter, evaluator, head examiner, convener etc. by the University for the University Examination.					
❖ Research and Development N/A					
❖ Library, ICT and Physical Infrastructure / Instrumentation					
We have two libraries - one in main campus and another in the extension campus. We have faced infrastructural problems regarding implementation of a good library.					
❖ Human Resource Management : ‘e-pradan’ in addition to COSA was introduced by the State Government for payment of salaries to all the staff.					
❖ Industry Interaction / Collaboration N/A					
❖ Admission of Students : Every year admission of students are done through online process on the basis of merit list, based on marks secured by the applicants in last school leaving examination.					
6.2.2 : Implementation of e-governance in areas of operations:					
❖ Planning and Development N/A					
❖ Administration : ‘e-pradan’ in addition to COSA was introduced by the State Government for payment of salaries to all the staff.					
❖ Finance and Accounts : Computerised accounts are maintained by Tally (ERP 9).					
❖ Student Admission and Support : On-line students admission and On-line students registration is done. Moreover ‘Kanyashree Scholarship’ by State Government is provided On-line.					
❖ Examination : Unit Test is conducted by the college and University examinations are conducted by the Controller of Examinations, University of North Bengal.					
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	
N/A	N/A	N/A	N/A	N/A	
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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
N/A	N/A	N/A	N/A	N/A	N/A
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		Date and Duration (from – to)	
Orientation Programme		1		01-06-2017 to 28-06-2017	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent	Fulltime	Permanent	Fulltime/temporary		
2	0	2	0		
6.3.5 Welfare schemes for					
Teaching			SCC Empl. Co-opt. C Society Ltd.		
Non teaching			SCC Empl. Co-opt. C Society Ltd.		
Students			Student Health Home		
6.4 Financial Management and Resource Mobilization					
6.4.1 Institution conducts internal and external financial audits regularly. Moreover, financial transactions are supervised by 'Purchase Sub-Committee' and 'Finance Sub-Committee'. Bursar also examine and supervise the record of financial transactions. College appoint Internal Auditor every year for conducting internal audit statutory auditor is appointed by the Higher Education Dept. Govt. of West Bengal. (with in 100 words each)					
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/ Grants received in Rs.		Purpose	
N/A		N/A		N/A	
6.4.2 Total corpus fund generated N/A					
6.5 Internal Quality Assurance System					
6.5.1 Whether Academic and Administrative Audit (AAA) has been done? : No					
Audit Type	External		Internal		
	Yes/No	Agency	Yes/No	Authority	
Academic	No	No.	No.	No.	
Administrative	No	No	No	No	
6.5.2 Activities and support from the Parent – Teacher Association (at least three)					
(1) A meeting with parents conducted at the time of admission.					
(2) Parents are informed through SMS/Phone about the attendance and performance of the students.					
(3) Parents are supported by our Office for various official work.					
6.5.3 Development programmes for support staff (at least three)					
N/A					
6.5.4 Post Accreditation initiative(s) (mention at least three)					
1. IQAC was formed with 11 nominated academics and co-ordinator was selected.					
2. Different committees were formed for smooth functioning of college affairs and their suggestion were followed.					
3. A piece of land measuring 3 acres for college own campus was allotted to college by Siliguri-Jalpaiguri Development Authority.					
6.5.5					

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 activity	Duration (from----- to-----)	Number of participants
2016-17	Presentation and Publication of Research Papers.	2016-17	1 year	03
	Improvement of Academic Atmosphere.	2016-17	1 year	All Students and Teachers numbering 1900 approx.
	Preparation of Administrative and Academic Calendar.	2016-17	1 year	All Students and Teachers numbering 1900 approx.
	Upgradation of System Software for Digitalization of Cash transactions.	2016-17	For ever	All Students and Teachers numbering 1900 approx.
	Continuation of Extension Activities including Annual Sports Meet, Participation in Inter-College Cricket, Football and Table Tennis Tournaments, Annual Cultural Programmes, Eye Awareness Camp etc.	2016-17	1 year	All Students and Teachers numbering 1900 approx.

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-to)	Participants	
N/A	N/A	Female	Male
N/A	N/A	N/A	N/A

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources
N/A

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
------------------	--------	----------------------

Physical facilities	No.	N/A
Provision for lift	No.	N/A
Ramp/Rails	Yes	3
Braille Software/facilities	No	N/A
Rest Rooms	No	N/A
Scribes for examination	No	N/A
Special skill development for differently abled students	No	N/A
Any other similar facility	No	N/A

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
	N/A	N/A	N/A	N/A	N/A	N/A

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
College Prospectus	July, 2016	Prospectus gives a list of ‘DO’ and ‘DONOT’ activities for the students which includes ethical and non-ethical activities.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
‘Rabindra Jayanti’ Celebration ‘Kargil Vijay Diwas’ Celebration ‘Republic Day’ Celebration ‘Independence Day’ Celebration	Programmes were conducted on respective dates.	Approx 150.

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- (1) Paperless Admission process (Online).
- (2) All cash transaction Online.
- (3) Use of POS Machine.
- (4) Use of Green and Soundproof Generator.
- (5) All student notice through SMS, Facebook, Website etc.
- (6) ‘No Smoking Zone’, ‘No Tobacco and Plastic Free Campus’ were declared and maintained.

7.2 Best Practices

Describe at least two institutional best practices

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

1. 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-A, OBC-B and differently able students as per the instruction of State Government.

2. 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.

3. Publication of research papers : In last four years under consideration, our teachers have presented at National and International Seminars and got them published in different journals and books. In the year 2014-15, twelve research papers were either presented or published including two in International Journals.

4. Notice through SMS : It is our practice to communicate with the students through the SMS regarding admission, examination, classes, poor attendance, college test and many more notices.

7.3 Institutional Distinctiveness

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

1. Evening College : Ours is a 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 Courses, 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 indisciplinary action 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 in whole of North Bengal.

8. Future Plans of action for next academic year (500 words)

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 plan to start Post-Graduate Classes, MBA and many more professional and vocational courses.

Signature of the Coordinator, IQAC

(Dr. Jitendra Narayan Gupta)

Signature of the Chairperson, IQAC

(Dr. Asim Kumar Mukhopadhyay)

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

P. O. Box. No. 1075, Nagarbhavi

Bengaluru - 560 072

Phone: +91-80-2321 0261/62/63/64/65

Fax: +91-80-2321 0268, 2321 0270

E-mail: director.naac@gmail.com

Website: www.naac.gov.in