



Yearly Status Report - 2019-2020

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/aqar-2018-19-aqar.html
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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%202019-20.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	01-Jul-2019	650

Environment of the College	365	
Enhancement of teachers' knowledge of the courses/subjects introduced under CBCS	01-Jul-2019 365	15
Increase in number of beneficiaries of State Govt. Scholarships through College - initiatives	01-Jul-2019 365	329
Formation of Sexual Harassment Committee	01-Jul-2019 365	1664
Motivation of teachers for joining Phd. Course work	01-Jul-2019 365	1

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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	Nil	Nil	2020 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 Link](#)

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 Uploaded 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)

To enhance the knowledge of newly introduced subjects of Goods and Service Tax, a webinar by courtesy of The Institute of Company Secretaries of India was organized on 21.10.2019 for the benefit of teachers and students . • To increase the number of beneficiaries of Govt. Scholarships ,the College publicized the availability of scholarships and the application norms through banners , website, students whatsapp group etc. As a result, Scholarships amounting to Rs. 30.24 lakhs was disbursed to 329 students. • Enhancement of academic environment in the College resulting into better students attendance, regular internal assessment and quick University result publication under CBCS norms. • Formation of different committees in the College including Sexual Harassment Committee as per the directive , resulting better coeducational environment in the college and better quality of students discipline. • Motivation of non PhD. teachers to avail PhD. Course work as made available by the University.

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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	Achivements/Outcomes
Plan to form different committees in the College.	A Sexual Harassment Committee as per the directive was formed for better coeducational environment in the college and better quality of students discipline.
Plan to Motivate non PhD. teachers to avail PhD. Course work.	One of our permanent teachers attended PhD. course work successfully as made available by the University.
Plan to enhance the knowledge of newly introduced subjects under CBCS.	A webinar by courtesy of The Institute of Company Secretaries of India was organized on the topic Goods and Service Tax concept of Supply and Input Tax Credit for the benefit of teachers and students.
Plan to increase the number of beneficiaries of Govt. Scholarships.	The College publicized the availability of scholarships and the application norms through banners , website, students whatsapp group etc. As a result, Scholarships amounting to Rs. 30.24 lacs was disbursed to 329 students.
Plan to enhance academic environment in the College.	The new Academic Calendar and class routine resulted into better students attendance, regular internal assessment and quick University result publication under CBCS norms.

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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	30-Sep-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 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. Since the college has a Smart Class, Students are found to be more interested in audio visual teaching. A few ICT knowledgeable teachers take their classes in the Smart Class very off and on. Similarly the ICT Class room is used for explanation of a few topics as and when required. 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 guided 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
Nil	Nil	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

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

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	BBA	0
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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 Teachers feedback concludes that there is an 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 in a shared premises and also due to social pressure, the college is not in a position neither to reduce the number of students to be admitted per session nor to increase the number of class rooms and Teachers.

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)	235	655	235
BCom	Program (CBCS)	595	1008	595
BBA	Honours Program	75	149	68
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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
2019	1649	0	15	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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
15	6	5	1	1	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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 are Anti-ragging and other committees which also mentor 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 for girls common room 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
1649	15	1:110

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
16	15	1	4	4

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	Part-II	15/07/2019	17/09/2019
BCom	MNAH	Part-II	15/07/2019	17/09/2019
BCom	General	Part-II	15/07/2019	17/09/2019
BCom	Honours Program (CBCS)	II IV Semester	07/12/2019	24/01/2020

BCom	Program	II IV Semester	07/12/2019	24/01/2020
BCom	ACNH	Final Year	06/10/2020	29/10/2020
BCom	MNAH	Final Year	06/10/2020	29/10/2020
BCom	General	Final Year	06/10/2020	29/10/2020
BBA	BBA	I III V Semester	23/12/2019	12/03/2020
BBA	BBA	II IV VI Semester	01/07/2019	05/09/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As prescribed by the CBCS Syllabus, 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 Department. 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 prepare by the University. The Academic calendar is prepared in such a way that there is enough scope for holding internal evaluation and other extracurricular activities. It helps in Teaching Learning process by guiding in advance the time table of curriculum delivery.

2.6 – Student Performance and Learning Outcomes

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

<https://www.siliguricollegeofcommerce.org/program-outcomes.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ACNH, MNAH	BCom	Honours in Accountancy & Management	149	148	99.32
General	BCom	General	383	379	98.95
General	BBA	General	38	38	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)

<https://www.siliguricollegeofcommerce.org/students-satisfaction-survey.html>

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	0	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	00
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3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Economics	1	00
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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	Null	0	00	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	Null	0	0	NA
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	0	0
Presented papers	0	2	0	0
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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
Independence Day	NCC D Coy,	6	65

Celebration	Siliguri College of Commerce		
Republic Day Celebration	NCC D Coy, Siliguri College of Commerce	4	52
NSS Day Celebration	NSS Unit, Siliguri College of Commerce	9	41
Dengue Awareness Program	NSS Unit, Siliguri College of Commerce	5	450
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NCC Parade Competition	1st Position	Siliguri Police Commissionerate	26
Excellence in NCC	Best Cadet Award (Money Award)	NCC, West Bengal and Sikkim Dte.	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
Webinar on GST on 21.10,2019	The Institute of Company Secretaries of India	Webinar on GST-Concept of Supply and Input Tax Credit	2	120
Quiz Competition on 02.11.2019	Bank of India, Sevoke Road , Siliguri	Quiz Competition on the eve of Vigilance Awareness Week	2	140
Super Manager Workshop on 8th and 9th November,2019	Esteem Infocon Private Ltd., Kolkata-45	Work Shop on Super Manager	3	44
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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
20	20

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	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	16434	1103047	389	136127	16823	1239174
Reference Books	2609	310590	0	0	2609	310590
Journals	2	750	3	8300	5	9050
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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	Date of launching e-
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		is developed	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	38	21	9	0	0	10	2	150	2
Added	0	0	0	0	0	0	0	0	0
Total	38	21	9	0	0	10	2	150	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
YouTube Channel of Siliguri College of Commerce	https://www.youtube.com/c/SILIGURICOLLEGEOFCOMMERCE

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	0	0.5	0.36

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> <p style="text-align: center;">https://www.siliguricollegeofcommerce.org/policies.html</p>
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CRITERION V – STUDENT SUPPORT AND PROGRESSION**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Fund and Full fee and Half fee free Scholarship	9	7260
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	329	3023700
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
2019	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 organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	0	0	NA	0	0
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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	Department graduated from	Name of institution joined	Name of programme admitted to
2019	11	B.Com	Commerce	University of North Bengal	M.Com
2019	20	B.Com	Commerce	The Institute of Chartered Accountants of India	C.A.
2019	0	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
100, 200, 400 mtr Sprint (Boys), 100 mtr Sprint (Girls), 800, 1500 mtr Run (Boys), Long Jump (Boys Girls), Javelin Discus Throw (Boys), Shot Put (Boys Girls), 4100 mtr Relay Race (Boys)	College Level	71
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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	00	NA
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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 the 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. In the year 2019-2020, there was no Students Council in the college due to absence of Government's Order for Student Council's Election.

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 :

0

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. Students Council could not play any role in the management because of absence of the student's council election due to lack of Government's Order. Moreover, in the composition of Governing Body of the

college, General Secretary of the Student's Council represents on behalf of the students but in the year 2019-2020, there was no representation from the students side because of absence of Student's Council Election. 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	Two of our teachers namely Dr. Chinmoy Sarkar and Sri Chhatra Kumar Tamang presented research papers in National Seminar and Mr. Ayub Ali attended a National Seminar. Moreover, Dr. Chinmoy Sarkar's research paper was published in UGC website enlisted journal. Mr. Ayub Ali attended seven days offline National Workshop on "Integration of Koha with VuFind", designed and co-ordinated by the Department of Library and Information Science, The University of Burdwan, on

12 to 18th February, 2020

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
<p>Planning and Development</p>	<p>The Planning and Development area of the management has now been digitalized with the help of college website, online admission portal, student promotional portal, official facebook page of the college, gateway of the SMS etc. The relevant notices regarding the students academic and non academic activities like admission, examination, cultural, students scholarship, sports etc. are regularly displayed in the college website for the benefit of the students.</p>
<p>Administration</p>	<p>The College is well connected with Government officials of Department of Higher Education and officials of University of North Bengal through email. College notice and instructions to students are sent through SMS for quick and effective delivery of the message.</p>
<p>Finance and Accounts</p>	<p>The Financial Management of the college is guided by a well planned budget of the college as shown in the 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. POS Machine is introduced in the year 2019-20 in the finance section of the college for the online petty receipts.</p>
<p>Student Admission and Support</p>	<p>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.</p>
<p>Examination</p>	<p>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.</p>

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 programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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
1	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	0
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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	Nil	Nil
Administrative	No	Nil	Nil	Nil

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

Nil

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

Nil

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
2019	Organizing A webinar by courtesy of	25/07/2019	21/10/2019	21/10/2019	42

	The Institute of Company Secretaries of India on the topic Goods and Service Tax concept of Supply and Input Tax Credit.				
2019	Making available more of State Govt. Scholarships to the students	25/07/2019	06/09/2019	14/09/2019	600
2019	Two Academic Calendars for CBCS Syllabus	25/07/2019	29/07/2019	29/07/2019	1520
2019	Formation of Sexual Harassment Committee.	25/07/2019	23/09/2019	22/09/2021	3
View File					

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	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	and disadvantages	contribute to local community					
2019	1	1	21/09/2019	1	Dengue Awareness Program	Cleaning and Sanitization of local area and making people aware how to save themselves from Dengue	30
View File							

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	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NA	Nil	Nil	Nil
No file uploaded.			

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

<p>1. Paperless online admission process as well as students notice and other information sharing through SMS and Facebook page. 2. Online Students fee collection and transaction through online payment gateway. 3. Use of owned 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</p>
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>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</p>
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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 innumerable Academicians, Bankers, Chartered Accountants, Corporate officials in spite of having no building and other infrastructure of its own. As already mentioned that the college runs its classes in evening hours in the same campus and class rooms of Siliguri College as per the directive of Education Directorate, Govt. of West Bengal vide letter no 4536 C/4C-214C/66 dated 28-09-1966. The College has its own Administrative Building housing office, library and staff room in the campus of Siliguri College. But we have to hired a Building for our extension Campus teaching BBA Honours Course. 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. In spite of having so many constraints, our college has achieved many mile stones of success. Our alumni has proved their metal in their careers. 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, a sizable portion of whom belong to business class find it very convenient to study commerce because of family background of Business by profession and occupy top position in the University Examination. Moreover most of the honours graduate from our college joins M. Com, CA, MBA and other professional courses all over the country and the abroad. Almost one third of teaching faculty (PG) of University of North Bengal is our Alumni.

Provide the weblink of the institution

<https://www.siliguricollegeofcommerce.org/vision-mission.html>

8.Future Plans of Actions for Next Academic Year

We have constructed a Boundary Wall all along the 3 acres of land acquired 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, Certificate 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.