



## YEARLY STATUS REPORT - 2021-2022

### 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 its own campus? **No**
- Phone no./Alternate phone no. **03532432594**
- Mobile No: **9434067363**
- Registered e-mail **naacsc@gmail.com**
- Alternate e-mail **naac@siliguricollegeofcommerce.org**
- Address **College Para, Siliguri**
- City/Town **Siliguri**
- State/UT **West Bengal**
- Pin Code **734001**

##### 2. Institutional status

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **University of North Bengal**
- Name of the IQAC Coordinator **Dr Jitendra Narayan Gupta**
- Phone No. **03532432594**
- Alternate phone No. **03532526702**
- Mobile **8637358145**
- IQAC e-mail address **jng@siliguricollegeofcommerce.org**
- Alternate e-mail address **profjng7@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://www.siliguricollegeofcommerce.org>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://www.siliguricollegeofcommerce.org/userfiles/file/academic-calendar/Academic\\_Calendar\\_2021-22.pdf](https://www.siliguricollegeofcommerce.org/userfiles/file/academic-calendar/Academic_Calendar_2021-22.pdf)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C</b>	<b>58.00</b>	<b>2004</b>	<b>16/09/2004</b>	<b>15/09/2009</b>

**6. Date of Establishment of IQAC**

**17/07/2014**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>00</b>	<b>00</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year** 1

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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

- If yes, mention the amount

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

1. Republic Day and Independence Day was celebrated and Black Day was observed by the students and NCC Cadets of the college. Also they organized Blood Donation Camp involving 34 Donners, Dengue Awareness Program Mahananda River Cleaning Program, International Yoga Day, Statue Cleaning Program, Webinar on YEP with St. Claret College, Bengaluru. etc.

2. Many Seminars and Workshop were organized by our extension Campus viz. Workshop on Skill and Career Development, Students Week as per the directives of Govt. of West Bengal, North Bengal Management Fair 2022, A session for apprising the students on "Career as a Company Secretary" and Financial Literacy Session, etc.

3. Organized a Free of Cost COVISHIELD VACCINATION CAMP in collaboration with Siliguri Municipal Corporation on 14-09-2021 and 15-09-2021 in our College Campus.

4. Published a Digital Magazine "Digital Sayantani" containing online collection of articles, essays, short stories, etc. in view of Pandemic Situation.

5. Downloaded University Question Papers before University Examinations, uploaded the same to students mail id and collected the Answer Scripts at the end of the allotted time.

**12.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
1. To observe important National Events and to organize various Social and awareness programs by NCC during 2021-22.	1. Republic Day and Independence Day was celebrated and Black Day was observed by the students and NCC Cadets of the college. Also they organized Blood Donation Camp involving 34 Donners, Dengue Awareness Program Mahananda River Cleaning Program, International Yoga Day, Statue Cleaning Program, Webinar on YEP with St. Claret College, Bengaluru. etc.
2. To organize seminars, workshops and awareness program for the benefit of students at our extension campus.	2. Many Seminars and Workshop were organized by our extension Campus viz. Workshop on Skill and Career Development, Students Week as per the directives of Govt. of West Bengal, North Bengal Management Fair 2022, A session for apprising the students on
3. To organize Covid-19 Vaccination Camps mainly for the Students and localities.	3. Organized a Free of Cost COVISHIELD VACCINATION CAMP in collaboration with Siliguri Municipal Corporation on 14-09-2021 and 15-09-2021 in our College Campus.
4. To organize and collect articles, essays, short stories etc. from the students and staff for the publication of Digital Magazine in view of pandemic.	4. Published a Digital Magazine
5. To make arrangements for conducting Online and Offline University Examination at the end of the session.	5. Downloaded University Question Papers before University Examinations, uploaded the same to students mail id and collected the Answer Scripts at the end of the allotted time.

13. Whether the AQAR was placed before

Yes

**statutory body?**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	15/02/2023

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	SILIGURI COLLEGE OF COMMERCE
• Name of the Head of the institution	Dr Asim Kumar Mukhopadhyay
• Designation	Principal
• Does the institution function from its own campus?	No
• Phone no./Alternate phone no.	03532432594
• Mobile No:	9434067363
• Registered e-mail	naacsc@gmail.com
• Alternate e-mail	naac@siliguricollegeofcommerce.org
• Address	College Para, Siliguri
• City/Town	Siliguri
• State/UT	West Bengal
• Pin Code	734001
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	University of North Bengal
• Name of the IQAC Coordinator	Dr Jitendra Narayan Gupta
• Phone No.	03532432594

• Alternate phone No.	03532526702				
• Mobile	8637358145				
• IQAC e-mail address	jng@siliguricollegeofcommerce.org				
• Alternate e-mail address	profjng7@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.siliguricollegeofcommerce.org">https://www.siliguricollegeofcommerce.org</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.siliguricollegeofcommerce.org/userfiles/file/academic-calendar/Academic%20Calendar%201-22.pdf">https://www.siliguricollegeofcommerce.org/userfiles/file/academic-calendar/Academic Calendar 201-22.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	58.00	2004	16/09/2004	15/09/2009
<b>6.Date of Establishment of IQAC</b>			17/07/2014		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	00	00	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			1		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		

website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
1. Republic Day and Independence Day was celebrated and Black Day was observed by the students and NCC Cadets of the college. Also they organized Blood Donation Camp involving 34 Donners, Dengue Awareness Program Mahananda River Cleaning Program, International Yoga Day, Statue Cleaning Program, Webinar on YEP with St. Claret College, Bengaluru. etc.	
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5. Downloaded University Question Papers before University Examinations, uploaded the same to students mail id and collected the Answer Scripts at the end of the allotted time.	
<b>12. 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</b>	
Plan of Action	Achievements/Outcomes
1. To observe important National Events and to organize	1. Republic Day and Independence Day was celebrated



<p>various Social and awareness programs by NCC during 2021-22.</p>	<p>and Black Day was observed by the students and NCC Cadets of the college. Also they organized Blood Donation Camp involving 34 Donners, Dengue Awareness Program Mahananda River Cleaning Program, International Yoga Day, Statue Cleaning Program, Webinar on YEP with St. Claret College, Bengaluru. etc.</p>
<p>2. To organize seminars, workshops and awareness program for the benefit of students at our extension campus.</p>	<p>2. Many Seminars and Workshop were organized by our extension Campus viz. Workshop on Skill and Career Development, Students Week as per the directives of Govt. of West Bengal, North Bengal Management Fair 2022, A session for apprising the students on</p>
<p>3. To organize Covid-19 Vaccination Camps mainly for the Students and localities.</p>	<p>3. Organized a Free of Cost COVISHIELD VACCINATION CAMP in collaboration with Siliguri Municipal Corporation on 14-09-2021 and 15-09-2021 in our College Campus.</p>
<p>4. To organize and collect articles, essays, short stories etc. from the students and staff for the publication of Digital Magazine in view of pandemic.</p>	<p>4. Published a Digital Magazine</p>
<p>5. To make arrangements for conducting Online and Offline University Examination at the end of the session.</p>	<p>5. Downloaded University Question Papers before University Examinations, uploaded the same to students mail id and collected the Answer Scripts at the end of the allotted time.</p>
<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>Yes</p>
<p>• Name of the statutory body</p>	

Name	Date of meeting(s)
Governing Body	15/02/2023
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-2022	20/01/2023
<b>15. Multidisciplinary / interdisciplinary</b>	
<i>The college imparts education of Commerce &amp; Management which is Interdisciplinary by nature and fact of the subjects taught.</i>	
<b>16. Academic bank of credits (ABC):</b>	
<i>Yes, our college and the University of North Bengal maintain an Academic Bank of credits, earned by individual students throughout the period. The college maintains students marks in internal assessment examination throughout their journey. Similarly university maintains academic bank of credits of each and every students for final result and other purposes.</i>	
<b>17. Skill development:</b>	
<i>We do not have any course on skill development till date. But, we have a plan for starting of course on skill development a near future.</i>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<i>Although the CBCS syllabus allow us to teach Bengali, Nepali and Hindi languages in Semester I &amp; III, we do not have any online course on Indian Knowledge System teaching in Indian Language.</i>	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<i>Although, we focus on traditional education but the stream of knowledge, we impart to our students helps them to earn their livelihood in the world of Trade Industry and Commerce.</i>	
<b>20. Distance education/online education:</b>	
<i>Being compeled by the COVID 19 situation, online classes were successfully organized for the students of B.Com. and BBA with the help of Google Meet. But during normal situation we do not provide online classes to our students.</i>	

## Extended Profile

<b>1.Programme</b>	
1.1	<b>3</b>
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	<b>2963</b>
Number of students during the year	
File Description	Documents
Data Template	No File Uploaded
2.2	<b>112</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	No File Uploaded
2.3	<b>641</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	No File Uploaded
<b>3.Academic</b>	
3.1	<b>14</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded

3.2	14
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1	16
Total number of Classrooms and Seminar halls	
4.2	1942546.96
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	23
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Institution has the mechanism for planned curriculum delivery through the 'Academic Calendar', 'Class Routine', Examination schedule both for Unit Test and University Examination. For this purpose, academic calendars were prepared by the university in view of the ongoing pandemic situation of Covid-19 for the session. Moreover, we had to follow truncated syllabus as prepared by the university and classes were taken online through Google Meet. 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 and ICT classes. Tutorial classes were taken by many of our teachers for the slow learning students. The Teachers Council in conjunction with various subcommittees provides directions and regularly monitors the efficacy of the curriculum implementation throughout the session. 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.**

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="#">Nil</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar as prepared by the University of North Bengal. Due to Covid-19 situation, the college was closed and no academic calendar was prepared by the institution. But internal assessment test examination was conducted online on Google Platform according to internal test examination scheduled as mailed to students.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="#">Nil</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

3

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

00

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Since Curriculum is designed and placed by University of North Bengal, the College has no role in this regard.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders** **E. None of the above**  
**Students**  
**Teachers** **Employers** **Alumni**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows** **E. Feedback not collected**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

905



File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**310**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College assess the learning levels of the Students through its Internal Test Examination and Identify the Slow Learners and the subjects in which they performed poorly. A few tutorial classes are organized and respective teachers take the class for the Slow Learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

Number of Students	Number of Teachers
2963	14

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Nil**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Link for additional information	<b>Nil</b>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College has one Smart Class and One ICT Class. The Smart Class is in Room No 304 in the extension campus, having Wall Mounted Projector, Screen, One Computer, Sound System etc. Similarly, the ICT Class has one computer, one Sound System and one printer. The Smart Class Room is used for delivery of Lectures as well as a Seminar Hall. ICT Room was extensively used during the Covid-19 period for Online Classes.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<b>Nil</b>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

**15**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

4

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal Assessment is conducted for BBA Honours twice in a year in addition to class tests. In B.Com Honours and B.Com Programme internal test examination is conducted at the end of the academic session. Slow learners are allotted tutorial classes by a few teachers. During the Covid-19 period, online internal assessment was conducted based on MCQ with the support of Google Meet Calendar.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Teachers' Council in consultation with Examination Committee of the College looks after any grievance related to internal examination. Normally students do not express any grievance with regard to internal assessment. A few of them, sometimes raise question with regard to evaluation of the answer-scripts of the internal assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

**Yes, both the teachers and students are aware of the stated Programmes offered by the institution. The web site of the College gives full description of programme and course outcomes.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

**NA**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

**641**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

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

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

3

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the year

Republic Day and Independence Day was celebrated and Black Day was observed by the students and NCC Cadets of the college. Also they organized Blood Donation Camp involving 34 Donners, Dengue Awareness Program Mahananda River Cleaning Program, International Yoga Day, Statue Cleaning Program, Webinar on YEP with St. Claret College, Bengaluru. etc.

Many Seminars and Workshop were organized by our extension Campus viz. Workshop on Skill and Career Development, Students Week as per the directives of Govt. of West Bengal, North Bengal Management Fair 2022, A session for apprising the students on "Career as a Company Secretary" and Financial Literacy Session, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year



7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Although the College dose not have its own infrastructure, it shares premises of Siliguri College in evening hours for B.Com Courses as per the directive of Department of Higher Education, Govt of West Bengal. The College has constructed its own Administrative Building, housing, college office, library and teachers room in the campus of Siliguri College. Moreover, the college has hired a building for BBA Honours Course which is run in day time. In total we have 15 Class Rooms,1 Seminar Hall, 1 Cycle Stand, 1 Girls Common Room (shared with Siliguri College) at our disposal in the evening college hours.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

There is a big play ground in side the campus of Siliguri College where the students of both the colleges play Football and Cricket during the season. For Cultural Activities a hall of quite of big

size is used. Sometimes a giant Pandal is erected in open space for Annual Cultural Function.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

806784.00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Till date, the Library is not automated using Integrated Library Management System (ILMS). The College has taken initiative to install ILMS in the Library in near future.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">Nil</a>

### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

84632.00

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data

for online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

57

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Techno Developers Group which looks after our software applications of Online Admission, Web Site Maintenance etc. update their facilities at their end and the college also update its IT Tools and applications including Wi-Fi from time to time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>

#### 4.3.2 - Number of Computers

38

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

## 4.4 - Maintenance of Campus Infrastructure

### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

#### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has two libraries - one in the main campus and other in the extension campus. In the main campus, there is a full-time permanent librarian but extension campus library is looked after by a teacher and staff. The extension campus also has a Computer Lab. Having 21 Nos of Computers for the benefit of students. The computers are updated from time to time as the requirement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

507

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

12

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**



0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

22

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students Representatives Form Students Union to look after the interest of Students and for the betterment of academic environment. They also organize Annual Cultural Programme, Sports and Games and Freshers Welcome Ceremony etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Although we have Registered Alumni Association but it's now not active due to Covid-19.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The immediate task of the institution is to construct its own building in newly acquired 3 acres of land at the outskirts of the town with its own fund which may be sufficient to do so. We want to start many professional courses in our own premises. We are running a UG level professional course of BBA and very much

ambitious to start MBA Course in the new building of our own. We also want to introduce PG Course in Commerce for the benefit of students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College is a single subject institute teaching B.Com and BBA Course. We have a plan to start multidimensional courses in our "Would be" multistoried building to be constructed in a year or two. We have already digitalized a major portion of our office. But we have also a plan to make every class room as digital one. We also have plan to have our own indoor sports facility and gymnasium. Our NCC and NSS Unit are doing fairly good but they need more support of infrastructure facilities. We are eagerly waiting to shift our library to our new building immediately to have more space for students' reading room and for stacking the books.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

If we want to judge the effectiveness and efficiency of our policies, administrative setup, appointment etc., we must throw light on the students' performance in the University Examinations. Our students' performance in the University Examination is always a matter of proud for us. Normally, our pass percentage in B.Com Honours ranges between 90% to 100%. Whereas in BBA, it is 100% for last many years. Since our last accreditation in 2004, we have introduced Honours in Management, BBA Course in a rented house and acquired 3 acres of land at the outskirts of the town for our own college building. We always try to update our plan and policy and try to keep pace with others in this area of higher education.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Yes, the college has may more effective welfare measures for the benefit of teachers and non-teaching staff.

For Teaching Staff, Loans are available from Credit Co-operative Society of the college and Provident Fund. Festival advance against salary (refundable) is also optional before Durga Puja.

For Non-teaching staff also, loan are available from Credit Cooperative Society and Provident Fund Moreover, bonus to part-time staff, Festival advance against salary (refundable), Liveries, Optical Allowance, Rain Coat and Winter Clothing's are also provided to Non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

1

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The permanent teachers on substantive post have to face a interview board as formed by Directorate of Higher Education and also have to submit requisite information of their academic performance in a given proforma under Career Advancement Scheme



(CAS) for their promotion from stage 2 onwards.

Non-teaching staffs are promoted to higher vacant post in the college after contesting a interview as per the statute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college is not empowered to mobilize funds from private sources. For its development, the college is dependent on its own resources and funds from the State Government and UGC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**IQAC motivates the teachers to enrich the academic environment in the college and to make all efforts for the betterment of students' academic result and others. IQAC plans for different academic, sports, cultural and social activities to improve the overall quality of education.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**The Teachers' Council reviews the teaching plan of the teachers and their completion of the topics at certain intervals to remind**

them the variations from the standards. Although class teaching the year 2020-21 suffered a lot, we arranged online classes according to a structured routine for delivery of truncated curriculum as per the instructions of the University. We arranged online internal test examination based on MCQ on a Google Platform.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our college is a co-educational institute run in evening, having almost 35% of the total strength as girl students. We have all the gender equity norms for our students. In fact, both the boys and girls do not differentiate amongst themselves with regard to

rights and duties. Girls are equally vocal for their rights and place in the society. Naturally, the institute need not to initiate much of gender equity measures.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures** Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/power efficient equipment

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)** Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has placed a number of Waste Paper Baskets in side the office and also along the internal road sides of the college campus. The Siliguri Municipal Corporation collects Solid Waste from our College Campus vary often.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **B. Any 3 of the above**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities** **E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our institute is a Cultural Lab of people from many states of the India. We have almost equal proportion of students from erstwhile East Bengal, Bihar, Nepal, Punjab, and Rajasthan. We teach four languages viz. Bengali, Hindi, Nepali an English. There is a total harmony amongst the students and they are quite friendly with each

other .

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our college has a good number of minority students and there is no students grievance in last many years of successful journey of the college. We celebrate Republic Day, Independence Day, Gandhi's Birthday, Teachers' Day, Saraswati Puja etc., in addition to observation of Kargil Bijoy Divas. Students are very friendly to each other.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The students, NCC Cadets, the NSS Volunteers, the teaching and nonteaching staff of the College- all Join Hands to celebrate National Events with all joys and sprits. The birthday of National Heroes are also remembered and celebrated. The college students union observe KARGIL VIJOY DIVAS every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

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.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Siliguri College of Commerce is the oldest and premier commerce college in the North Bengal. Since its inception in the year 1962, the college has produced a large number of Academicians, Bankers, Lawyers, Chartered Accountants, Corporate officials and many more. Many of the working employees upgraded their degrees while studying in our evening college and reached to the top of the ladder of their career. Moreover, more than half of the teaching staff of this college is Alma mater. Since ours is an evening college which enables many students to pursue CA, ICWA, CS in day time along with B.Com in the evening hours. It makes our college distinct from others. Our college also enables working students to earn their livelihood in day time. Although BBA is run in day time, its output cater to the employment demand of commercial hub of the town. Our students, majority of whom belong to business class find it very convenient to study commerce and occupy top position in the University Examination. Moreover most of the honours graduate from our college joins M.Com, CA, MBA and other courses in the University.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Institution has the mechanism for planned curriculum delivery through the 'Academic Calendar', 'Class Routine', Examination schedule both for Unit Test and University Examination. For this purpose, academic calendars were prepared by the university in view of the ongoing pandemic situation of Covid-19 for the session. Moreover, we had to follow truncated syllabus as prepared by the university and classes were taken online through Google Meet. 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 and ICT classes. Tutorial classes were taken by many of our teachers for the slow learning students. The Teachers Council in conjunction with various subcommittees provides directions and regularly monitors the efficacy of the curriculum implementation throughout the session. 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.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="#">Nil</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar as prepared by the University of North Bengal. Due to Covid-19 situation, the college was closed and no academic calendar was prepared by the institution. But internal assessment test examination was conducted online on Google Platform according to internal test examination scheduled as mailed to students.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="#">Nil</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

3

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

00

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Since Curriculum is designed and placed by University of North Bengal, the College has no role in this regard.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships**

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

E. None of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**E. Feedback not collected**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

905

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

310

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College assess the learning levels of the Students through its Internal Test Examination and Identify the Slow Learners and the subjects in which they performed poorly. A few tutorial classes are organized and respective teachers take the class for the Slow Learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2963	14

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College has one Smart Class and One ICT Class. The Smart Class is in Room No 304 in the extension campus, having Wall Mounted Projector, Screen, One Computer, Sound System etc. Similarly, the ICT Class has one computer, one Sound System and one printer. The Smart Class Room is used for delivery of Lectures as well as a Seminar Hall. ICT Room was extensively used during the Covid-19 period for Online Classes.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

**2.4 - Teacher Profile and Quality**

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

14



File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

4

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

20

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

#### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal Assessment is conducted for BBA Honours twice in a year in addition to class tests. In B.Com Honours and B.Com Programme internal test examination is conducted at the end of the academic session. Slow learners are allotted tutorial classes by a few teachers. During the Covid-19 period, online internal assessment was conducted based on MCQ with the support of Google Meet Calendar.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Teachers' Council in consultation with Examination Committee of the College looks after any grievance related to internal examination. Normally students do not express any grievance with regard to internal assessment. A few of them, sometimes raise question with regard to evaluation of the answer-scripts of the internal assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Yes, both the teachers and students are aware of the stated Programmes offered by the institution. The web site of the College gives full description of programme and course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

NA

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

641

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

### RESEARCH, INNOVATIONS AND EXTENSION

<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
00	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	
3	

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Republic Day and Independence Day was celebrated and Black Day was observed by the students and NCC Cadets of the college.

Also they organized Blood Donation Camp involving 34 Donners, Dengue Awareness Program Mahananda River Cleaning Program, International Yoga Day, Statue Cleaning Program, Webinar on YEP with St. Claret College, Bengaluru. etc.

Many Seminars and Workshop were organized by our extension Campus viz. Workshop on Skill and Career Development, Students Week as per the directives of Govt. of West Bengal, North Bengal Management Fair 2022, A session for apprising the students on "Career as a Company Secretary" and Financial Literacy Session, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Although the College dose not have its own infrastructure, it shares premises of Siliguri College in evening hours for B.Com Courses as per the directive of Department of Higher Education, Govt of West Bengal. The College has constructed its own Administrative Building, housing, college office, library and teachers room in the campus of Siliguri College. Moreover, the college has hired a building for BBA Honours Course which is run in day time. In total we have 15 Class Rooms,1 Seminar Hall, 1 Cycle Stand, 1 Girls Common Room (shared with Siliguri College) at our disposal in the evening college hours.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

There is a big play ground in side the campus of Siliguri College where the students of both the colleges play Football and Cricket during the season. For Cultural Activities a hall



of quite of big size is used. Sometimes a giant Pandal is erected in open space for Annual Cultural Function.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

806784.00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Till date, the Library is not automated using Integrated Library Management System (ILMS). The College has taken initiative to install ILMS in the Library in near future.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">Nil</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)****4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

84632.00

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

57

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Techno Developers Group which looks after our software applications of Online Admission, Web Site Maintenance etc. update their facilities at their end and the college also update its IT Tools and applications including Wi-Fi from time to time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>

**4.3.2 - Number of Computers**

38

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution** A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has two libraries - one in the main campus and other in the extension campus. In the main campus, there is a full-time permanent librarian but extension campus library is looked after by a teacher and staff. The extension campus also has a Computer Lab. Having 21 Nos of Computers for the benefit of students. The computers are updated from time to time as the requirement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">Nil</a>

<b>STUDENT SUPPORT AND PROGRESSION</b>	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
507	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
12	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and</b>	<b>E. none of the above</b>

hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>E. None of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

22

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

**government examinations) during the year**

1

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students Representatives Form Students Union to look after the interest of Students and for the betterment of academic environment. They also organize Annual Cultural Programme, Sports and Games and Freshers Welcome Ceremony etc.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Although we have Registered Alumni Association but it's now not active due to Covid-19.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The immediate task of the institution is to construct its own building in newly acquired 3 acres of land at the outskirts of the town with its own fund which may be sufficient to do so. We want to start many professional courses in our own premises. We are running a UG level professional course of BBA and very much ambitious to start MBA Course in the new building of our own. We also want to introduce PG Course in Commerce for the benefit of students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College is a single subject institute teaching B.Com and BBA Course. We have a plan to start multidimensional courses in our "Would be" multistoried building to be constructed in a year or two. We have already digitalized a major portion of our office. But we have also a plan to make every class room as digital one. We also have plan to have our own indoor sports facility and gymnasium. Our NCC and NSS Unit are doing fairly good but they need more support of infrastructure facilities. We are eagerly waiting to shift our library to our new building immediately to have more space for students' reading room and for stacking the books.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

If we want to judge the effectiveness and efficiency of our policies, administrative setup, appointment etc., we must throw

light on the students' performance in the University Examinations. Our students' performance in the University Examination is always a matter of proud for us. Normally, our pass percentage in B.Com Honours ranges between 90% to 100%. Whereas in BBA, it is 100% for last many years. Since our last accreditation in 2004, we have introduced Honours in Management, BBA Course in a rented house and acquired 3 acres of land at the outskirts of the town for our own college building. We always try to update our plan and policy and try to keep pace with others in this area of higher education.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Yes, the college has may more effective welfare measures for the benefit of teachers and non-teaching staff.

For Teaching Staff, Loans are available from Credit Co-operative Society of the college and Provident Fund. Festival

advance against salary (refundable) is also optional before Durga Puja.

For Non-teaching staff also, loan are available from Credit Cooperative Society and Provident Fund Moreover, bonus to part-time staff, Festival advance against salary (refundable), Liveries, Optical Allowance, Rain Coat and Winter Clothing's are also provided to Non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### **6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

#### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

1

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

### **6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

The permanent teachers on substantive post have to face a interview board as formed by Directorate of Higher Education and also have to submit requisite information of their academic

performance in a given proforma under Career Advancement Scheme (CAS) for their promotion from stage 2 onwards.

Non-teaching staffs are promoted to higher vacant post in the college after contesting a interview as per the statute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college is not empowered to mobilize funds from private sources. For its development, the college is dependent on its own resources and funds from the State Government and UGC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**IQAC motivates the teachers to enrich the academic environment in the college and to make all efforts for the betterment of students' academic result and others. IQAC plans for different academic, sports, cultural and social activities to improve the overall quality of education.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**The Teachers' Council reviews the teaching plan of the teachers**



and their completion of the topics at certain intervals to remind them the variations from the standards. Although class teaching the year 2020-21 suffered a lot, we arranged online classes according to a structured routine for delivery of truncated curriculum as per the instructions of the University. We arranged online internal test examination based on MCQ on a Google Platform.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our college is a co-educational institute run in evening,

having almost 35% of the total strength as girl students. We have all the gender equity norms for our students. In fact, both the boys and girls do not differentiate amongst themselves with regard to rights and duties. Girls are equally vocal for their rights and place in the society. Naturally, the institute need not to initiate much of gender equity measures.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The college has placed a number of Waste Paper Baskets in side the office and also along the internal road sides of the college campus. The Siliguri Municipal Corporation collects Solid Waste from our College Campus vary often.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and**

**E. None of the above**

**energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,**

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our institute is a Cultural Lab of people from many states of the India. We have almost equal proportion of students from erstwhile East Bengal, Bihar, Nepal, Punjab, and Rajasthan. We teach four languages viz. Bengali, Hindi, Nepali an English. There is a total harmony amongst the students and they are quite friendly with each other.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our college has a good number of minority students and there is no students grievance in last many years of successful journey of the college. We celebrate Republic Day, Independence Day, Gandhi's Birthday, Teachers' Day, Saraswati Puja etc., in addition to observation of Kargil Bijoy Divas. Students are very friendly to each other.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

C. Any 2 of the above

#### 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The students, NCC Cadets, the NSS Volunteers, the teaching and nonteaching staff of the College- all Join Hands to celebrate National Events with all joys and sprits. The birthday of National Heroes are also remembered and celebrated. The college students union observe KARGIL VIJOY DIVAS every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

#### 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

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.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Siliguri College of Commerce is the oldest and premier commerce college in the North Bengal. Since its inception in the year 1962, the college has produced a large number of Academicians, Bankers, Lawyers, Chartered Accountants, Corporate officials and many more. Many of the working employees upgraded their degrees while studying in our evening college and reached to the top of the ladder of their career. Moreover, more than half of the teaching staff of this college is Alma mater. Since ours is an evening college which enables many students to pursue CA, ICWA, CS in day time along with B.Com in the evening hours. It makes our college distinct from others. Our college also enables working students to earn their livelihood in day time. Although BBA is run in day time, its output cater to the employment demand of commercial hub of the town. Our students, majority of whom belong to business class find it very convenient to study commerce and occupy top position in the University Examination. Moreover most of the honours graduate from our college joins M.Com, CA, MBA and other courses in the University.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

We have acquired 3 acres of land from Government at the outskirts of the town for the construction of our own multi storied building which would overcome the herculean problem of scarcity of class rooms and other ancillary services, but we could not complete the boundary wall due to some disputes with the encroachers. But we are committed to construct Boundary Wall covering the total land as a deposit work with Siliguri Jalpaiguri Development Authority (SJDA). After boundary wall is over, we would ask a consultancy firm to prepare a multi storied building plan after seeking the view of all stake holders. We have a plan to start Post-Graduate Courses, MBA and many more professional, vocational courses, Certificate Courses and Diploma Courses in addition to the existing courses in our new building. We also have plan to organize a number of seminar and workshop for the betterment of the students and teachers. We also have plan to collect feedback from the different stakeholders including students and thereby to take the corrective measures after analysis of such feedback.