



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	SILIGURI COLLEGE OF COMMERCE
• Name of the Head of the institution	Dr Ranjan Sarkar
• Designation	Principal
• Does the institution function from its own campus?	No
• Phone no./Alternate phone no.	03532432594
• Mobile No:	9434325823
• Registered e-mail	principalsiliguricc@gmail.com
• Alternate e-mail	siliguricollegeof_commerce@yahoo.com
• Address	College Para, Siliguri
• City/Town	Siliguri
• State/UT	West Bengal
• Pin Code	734001
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated to University of North Bengal
• 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	Debabrata Sur				
• Phone No.	9475089611				
• Alternate phone No.	03532526702				
• Mobile	8900354770				
• IQAC e-mail address	debusur@gmail.com				
• Alternate e-mail address	ranjangeo@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/				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	58.00	2004	16/09/2004	15/09/2009
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	
NA	NA	NA	00	00	
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	3
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Library Automation was done with the installation of KOHA software in the college Library during the year 2022-23.	
The Career Counselling and Placement Cell of our college successfully arranged online interview of our final year students and succeeded in getting job for one student in IDBI Bank and providing internship to three of our students in Sri Ram Life Insurance Co. Ltd.	
In view of implementation of New Education Policy by the University of North Bengal, our teachers were briefed up about the subject and syllabus as introduced by the University.	
Aligning with the NEP 2020 , the IQAC requests the Principal to initiate the processes of signing MoUs with adjacent institutions for mutual exchange of teachers as well as students for academic benefits.	
In this academic year, Academic and Administrative Audit and Green, Energy and Environment Audit were initiated by the Principal on the recommendation of the IQAC. The Principal is also requested to initiate the processes of obtaining certification from International Standard Organisation to assess our quality and efficiency in education.	
On recommendation of the IQAC, the Principal of the college instructed all the teachers to prepare and submit Academic Plans before the commencement of the Academic Session.	

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. A Core Committee of Teachers be formed to assist IQAC Coordinator for the preparation of AQAR and SSR.	1.. Seven Groups of Teachers were assigned data collection work under the seven different criteria's of SSR documents. Most of the Teachers group successfully complied the data.
2. Various Extension and Academic activities be organised to improve the academic environment in the college.	2. The NCC Unit of our college organised Punit Sagar Abhiyan on 24-11-2022, Walk for Blood on 19-01-2023, Blood Donation Camp on 04-03-2023, World Tobacco Day on 31-05-2023 and World Environment Day on 05-06-2023
3. In order to introduce New Education Policy, Teachers be prepared to teach New Subjects.	3. A few optional subjects were selected by the Teachers Council under NEP and Teachers were briefed about the syllabus contents to make them prepared for the session 2023-24.
4. To pursue and promote our students for various students scholarship, being available by the State Government.	4. Various students Scholarships viz. Kannyashree Prakalpa Scholarship, Swami Vivekananda Merit cum Means Scholarship, Aikyashree Scholarship for Minority, SC/ST/OBC Scholarship under the State Government were provided to a large number of students.
5. Library be made Automated by the installation of KOHA software.	5. Last but not the least, our Library was made Automated with the installation of KOHA software.
6. For further improvement of the teaching processes the IQAC recommended implementation of the system of Academic Plan	6. The College adopted and implemented the system of Academic Plans from the academic session 2022-23

13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th data-bbox="86 427 769 490">Name</th> <th data-bbox="774 427 1469 490">Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 497 769 557">Governing Body</td> <td data-bbox="774 497 1469 557">18/01/2024</td> </tr> </tbody> </table>	Name	Date of meeting(s)	Governing Body	18/01/2024	
Name	Date of meeting(s)				
Governing Body	18/01/2024				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th data-bbox="86 656 769 719">Year</th> <th data-bbox="774 656 1469 719">Date of Submission</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 725 769 786">2022-23</td> <td data-bbox="774 725 1469 786">11/03/2024</td> </tr> </tbody> </table>	Year	Date of Submission	2022-23	11/03/2024	
Year	Date of Submission				
2022-23	11/03/2024				
15. Multidisciplinary / interdisciplinary					
<p>The curriculum of BBA and B.Com is designed in such a way so as to enhance the knowledge of multi-disciplinary and interdisciplinary subjects and exposure. Apart from Accounting knowledge, subjects like Banking, Financial Markets, Micro-Economics, Investment Management, Marketing Management are taught. So that students grasp this core areas of commerce and banking.</p>					
16. Academic bank of credits (ABC):					
<p>As of now NAD (National Academic Depository) is in practice under the University of North Bengal and its affiliated colleges. But notifications have been issued regarding the implementation of ABC (Academic Bank of Credit) and own institution has geared to put this system into practice from next academic session (2023-24).</p>					
17. Skill development:					
<p>Projects on Environmental Studies and final year project paper at the BBA Level go a long way to improve the skills of the students as they are exposed to these Projects in the social and corporate sector. Subjects like English and Business Communication are taught in such a way so that the communication skills of the students are improved for career enhancement.</p>					
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)					
<p>In the recent curriculum of CBCS there are three Indian Languages - Bengali, Hindi and Nepali. Students choice is compulsory and the syllabus synchronises the traditions of Indian Culture and heritage.</p>					

Moreover, Cultural activities and participations in social events and function by the students exposes them to different aspects of Indian Society and Culture.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Siliguri is one of the fastest growing cities in the world (ranked 13) after Surat (ranked 9th). The demand for commerce and management education can be adequate in the sense that there are over 2500 students enrolled and over 1300 students in the waiting list. On this backdrop, this institution have over 240 students enrolled in CA/CS curriculum and many student join MBA Courses. Many students join to enhanced family business. A large number of students are employed in the banking and insurance sector which is booming in this region.

20.Distance education/online education:

There is adequate inbuilt technological support to pursue online education. During the lockdown / COVID period the entire course curriculum (Teaching / Learning / Examination) was conducted online (Google Meet).

With regard to Distance Education, this institution has a prospective planto open IGNOU study centre to start its course in commerce based (MBA, BBA, M.Com) subjects. The study centre is scheduled to start soon.

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.

Extended Profile

1.Programme

1.1

87

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 2539

Number of students during the year

File Description	Documents
Data Template	View File

2.2 1144

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 620

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 14

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 16

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	87
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2539
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1144
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	620
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	14
File Description	Documents
Data Template	View File

3.2	16
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	16
Total number of Classrooms and Seminar halls	
4.2	3933644
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

The institution has been following a system of curriculum delivery in a planned way through Academic Calendar and Cass Routine. Academic Calendar is prepared following the Academic Calendar published by the affiliating university. Moreover, the system of Academic Plan was implemented in this session. All the faculty members were asked to follow their respective Academic Plans. During the year, two meetings of the faculty members were held to assess the progress and adherence to the academic plan.

Throughout the year continuous evaluation system was followed in BBA through class tests/ presentations etc. In case of B. Com, internal assessments were held about one month before the commencement of the Semester End Examinations. Internal marks based on the performance of the students in class tests/ internal assessment/ project papers etc. were sent to the university.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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. Internal Assessment Examination was duly conducted and internal marks based upon written test and attendance was submitted to the University. Attendance have been reasonably satisfactory.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

03

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)	View File

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

00

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. Although, Environmental Study and Business Ethics are part and parcel of B.Com and BBA syllabus, Moreover, the college has formed Sexual Harrasment Committee to look after any complaint from students regarding sexual harassment.

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

02

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)	No File Uploaded

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

936

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

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

C. Any 2 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

D. Feedback 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

940

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

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

297

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

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. The College Faculties give special attention to resolve academic queries of the students which is carried forward separately in additional Faculty rooms.

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
2465	16

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

To cater the needs of learners and for the purpose of disseminating information, learning methods like Team-teaching and participative learning are utilized to provide them a better learning experience. The B.B.A. Department utilizes demonstration method and small group discussion for engaging the learners to deliver information about a topic in detail. The students are also asked for preparing a presentation and demonstrate about a certain topic. As per the nature of different courses the case studies are provided for better learning and to enhance their critical thinking ability. Besides, the students engage into detailed project work involving the contemporary problems in the economy and industry perspective.

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 conducted in Room No 304 in the extension campus, having Wall Mounted Projector, bDisplay 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. Many teachers provide additional study materials and research surveys via emails and whatsapp. A separate group for each semester is created for such notifications.

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

19

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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
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

3

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)	View File

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

205

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

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.

The college has a transparent and well-planned evaluation process for the internal assessment. Meetings are being held by the Principal in order to ensure effective implementation of the evaluation process. For the purpose of generating transparency the assigned question setters send question papers in a separate e-mail Id only accessible to Principal. Written examinations are held with all secrecy and sanctities of examinations by distributing printed question papers and printed answer scripts. Internal examinations are undertaken regularly about one month before the commencement of semester-end examinations. Teachers examine the answer scripts and submit marks obtained by the students. Proportionate marks of such internal examinations are sent to the university as marks in "internal assessment". In B.B.A., continuous evaluation through class tests, projects, internal examinations, etc. is held regularly.

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. If anyone raise questions college has mechanism to solve it amicably.

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.

The college evaluates the course outcome through continuous evaluation and internal assessment. Internal examinations are undertaken regularly about one month before the commencement of semester-end examinations. In B.B.A., continuous evaluation through class tests, projects, internal examinations, etc. is held

regularly.

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

619

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
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)

01

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

01

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Website: www.icssr.org

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	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

04

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

NCC has organised number of outreach and extension programs during this academic year (July, 2022 to June, 2023) with the collaboration of other institutions. The most important events are Puneet Sagar Abhiyan as River Cleaning Program, Walk for Blood, Blood Donation Camp and World Environment Day. Along with these events NCC unit also has observed different important days such as Independence Day, Republic Day, Netaji Birth Day, NCC Day observation etc. A good number of students/ cadets, teaching, non-teaching and our administrative members has participated in all programs sincerely. In this tenure NCC also organised two seminars with the collaboration of St. Claret College, Bengaluru and Shillong College of Commerce, Meghalaya.

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

04

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
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

04

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

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

08

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

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

3

File Description	Documents
e-copies of linkage related Document	View File
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

4

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

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 sharespremises withSiliguri College in the 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	Nil

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 of Commerce where the students of both the colleges play Football and Cricket during the season. For Cultural Activities a central hall of over 3000 sq.ft. is used. Sometimes a giant Pandal is crected in open space for Annual Cultural Function and Freshers' Welcome Programme.

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

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	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

6.41

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)	View File

4.2 - Library as a Learning Resource

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

The library of the college has been partially automated by installing KOHA software in the year 2022-2023.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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)	No File Uploaded

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)

0.168

File Description	Documents
Any additional information	View File
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

75

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 from 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	Nil

4.3.2 - Number of Computers

39

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)

7.75

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)	View File

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 per requirement.

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

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

980

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

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	View File
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

05

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

05

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

B. Any 3 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

03

File Description	Documents
Self-attested list of students placed	View File
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

12

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	View File

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

20

File Description	Documents
Upload supporting data for the same	View File
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

2

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)	View File

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

We have a registered Alumni Association since 2004 which is bridging the gap between society and our institution. The Alumni Association should play a pivotal role in shaping and upgrading the college infrastructure and human resource management.

File Description	Documents
Paste link for additional information	https://www.siliguricollegeofcommerce.org/
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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 partially may be sufficient to do so.

Without having own infrastructure our expansion programme could't take place for a long time. We aspire to start a number of professional courses for the benefit of the young generation of this area. Being a pioneer institute of commerce in this region we dream to start various commerce related courses like M.Com, M.B.A. etc. in future once we shift to our own premises.

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. Decentralization of management is the unique feature of the college for running the administrative and other activities through different committees. Though Governing Body is the highest policy making body of the institution but Principal as a secretary of the governing body and overall in-charge of the college remains accountable to all concern. The college has different sub-committees like Purchase Committee, Finance Committee, Examination Committee, Grievance Redressal Cell, Sexual Harassment Committee, Anti-ragging Committee etc. for the smooth conduct of the day to day affairs of the management. Teachers Council is another statutory body of the college of all the teachers plays an important role to help the management regarding academic and other college related matters.

2. Since the college is a government aided institution, the directives of Department of Higher Education, Govt. of West Bengal, is mandatory for the institution. Similary, the directives of University of North Bengal, the college is affiliated to, is applicable for the formulation of course curriculum, admission policy, conduct of examination etc. Last but not the least, University Grants Commission sends various directives and guidelines which is mandatory to abide by.

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

At present our college offers only B.Com and BBA to the aspirants who want to pursue a degree. We hope we will be able to offer multidimensional course in near future to the students once we shift to our new building. Under the digitization programme a major portion of our office is already digitalized. In future we have plan to make more smart classes for the students. Our NCC and NSS Unit are doing excellent work but we have plan to give more support of infrastructure facilities to these two units. At present college library lacking sufficient space to conduct their work properly. We are hopeful to solve this problem as soon as we shift to our new building.

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, college has introduced Honours in Management & BBA Course in a rented house and also 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

B. Any 3 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

A number of effective welfare measures are active for the benefit of teaching and office staff of the institution. Financial advance are available from Credit Co-operative Society and from the deposit of Provident Fund of the respective staff. Festival advance against Salary (refundable) which is optional are also available and one can avail it. In addition with these for office staff liveries from the college once in a year and exgratia from the Government before festival is available.

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

0

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

Financial audit is one of the important responsibility on behalf of the institution. To maintain financial discipline some of the activities continues on a regular basis. Accountant of the college plays a vital role to maintain the day to day accounts of the institution. Bursar of the college also examines the accounts on a regular basis. In addition with these internal auditor of the

college who is appointed by the Governing Body of the college and the external auditor appointed by the DPI, Government of West Bengal are two important examiner of the accounts, whose authentication and certification are accepted by all concerned.

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 outside sources. For its development, the college is dependent on its own resources only and funds from the State Government and UGC if provided. We are offering Self financed course BBA to the students and this funds are being utilised for future resource generation.

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 and holistic development of the students. In this year, the institution conducted Academic and Administrative Audit for the period from 2018 to 2023. Some of the suggestions given by the auditors have been implemented immediately.

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

Class Test and Internal Assessment Examinations were held as per schedule and as per University norms the Internal Assessment marks were duly uploaded and forwarded to the office of the Controller of Examination for publication of results. Projects in certain subjects like Environmental Studies and Financial Management, Investment Management were duly submitted. Live projects in certain subjects were also conducted for the benefit of students. 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

C. Any 2 of the above

**initiatives with other institution(s)
Participation in NIRF any other quality audit
recognized by state, national or international
agencies (ISO Certification, NBA)**

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

The concept of gender equality forms an integral part of the philosophy of governance at Siliguri College of Commerce. Since its inception, there has been no untoward incident of gender disparity in this institution. In the mid 1980s, the enrolment of female students was less than 1 percent of the total student strength. As of 2023, it has gone up to 37 percent, which implies that more and more female students are enrolled in Commerce, Management and Accounting Education. The enrolment of a substantial number of female students in NCC and NSS is a commendable development. To promote gender equality, we have a separate Common Room for Girls with additional Toilet and Wash Room. The participation of the girl students in different social and cultural events, including Annual Sports, Seminars, Special Events and Socials have been truly satisfactory. Our Institution, being an Evening College, great care and responsibility is taken to ensure that the female student is safe. The College Administration is constantly vigilant to ensure their safety. In terms of academic results, the female students fair better than their male counterparts in most cases. Our College is committed to meet the standards of gender parity.

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

B. Any 3 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

Inspite of limitations college practices and promotes Solid Waste Management, Liquid Waste management, Biomedical Waste management and E-Waste management as far as practicable and placed separate bins to collect these waste materials inside the college campus. The Siliguri Municipal Corporation in association with our college collects Solid Waste from our College Campus regularly.

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

C. Any 2 of the above

**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**

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:

A. Any 4 or All 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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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 hub of people from many states of India. We have almost equal proportion of students from West Bengal, Bihar, Punjab, and Rajasthan. We offer four languages viz. Bengali, Hindi, Nepali and English. There is a total harmony amongst the students and they are quite friendly with each other.

There is no discrimination irrespective of any religion, Caste, creed, Gender of the students.

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. College Celebrates Republic Day, Independence Day, Gandhi's Birthday, Teachers' Day, Saraswati Puja etc., in addition to observation of Kargil Vijay Divas to inculcate the national values among the students.

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

A. All of the above

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 non-teaching staff of the College- all Join Hands to celebrate National Events with all joys and spirits. The birthday of National Heroes are also remembered and celebrated. The college students union observe KARGIL VIJOY DIVAS every year. Independence Day, Republic day and NCC day are celebrated with much fanfare.

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 financially distressed, our college has made an effort to identify and support them from its own fund in terms of Half/Full

waiver of college tuition fee .

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 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 Government Executives. Many of the working employees upgraded their degrees while studying in our evening in order to enable them to reach 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, this enables many students to pursue C.A. and C.S.

Siliguri College of Commerce offer a unique blend of theoretical knowledge and practical application, preparing students for a variety of careers in the business world. Here are some distinctive features that make B.Com colleges stand out: Our College is the only college in entire north Bengal offering all branches of B.Com and management.

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

The institution has been following a system of curriculum delivery in a planned way through Academic Calendar and Cass Routine. Academic Calendar is prepared following the Academic Calendar published by the affiliating university. Moreover, the system of Academic Plan was implemented in this session. All the faculty members were asked to follow their respective Academic Plans. During the year, two meetings of the faculty members were held to assess the progress and adherence to the academic plan.

Throughout the year continuous evaluation system was followed in BBA through class tests/ presentations etc. In case of B. Com, internal assessments were held about one month before the commencement of the Semester End Examinations. Internal marks based on the performance of the students in class tests/ internal assessment/ project papers etc. were sent to the university.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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. Internal Assessment Examination was duly conducted and internal marks based upon written test and attendance was submitted to the University. Attendance have been reasonably satisfactory.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

03

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)	View File

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

00

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. Although, Environmental Study and Business Ethics are part and parcel of B.Com and BBA syllabus, Moreover, the college has formed Sexual Harrasment Committee to look after any complaint from students regarding sexual harassment.

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

02

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)	No File Uploaded

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

936

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

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	C. Any 2 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	D. Feedback 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	
940	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
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

297

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

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. The College Faculties give special attention to resolve academic queries of the students which is carried forward separately in additional Faculty rooms.

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
2465	16

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

To cater the needs of learners and for the purpose of disseminating information, learning methods like Team-teaching

and participative learning are utilized to provide them a better learning experience. The B.B.A. Department utilizes demonstration method and small group discussion for engaging the learners to deliver information about a topic in detail. The students are also asked for preparing a presentation and demonstrate about a certain topic. As per the nature of different courses the case studies are provided for better learning and to enhance their critical thinking ability. Besides, the students engage into detailed project work involving the contemporary problems in the economy and industry perspective.

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 conducted in Room No 304 in the extension campus, having Wall Mounted Projector, bDisplay 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. Many teachers provide additional study materials and research surveys via emails and whatsapp. A separate group for each semester is created for such notifications.

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

19

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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
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

3

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)	View File

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

205

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

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.

The college has a transparent and well-planned evaluation process for the internal assessment. Meetings are being held by the Principal in order to ensure effective implementation of the evaluation process. For the purpose of generating transparency the assigned question setters send question papers in a separate e-mail Id only accessible to Principal. Written examinations are held with all secrecy and sanctities of examinations by distributing printed question papers and printed answer scripts. Internal examinations are undertaken regularly about one month before the commencement of semester-end examinations. Teachers examine the answer scripts and submit marks obtained by the students. Proportionate marks of such internal examinations are sent to the university as marks in "internal assessment". In B.B.A., continuous evaluation through class tests, projects, internal examinations, etc. is held regularly.

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. If anyone raise questions

college has mechanism to solve it amicably.

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.

The college evaluates the course outcome through continuous evaluation and internal assessment. Internal examinations are undertaken regularly about one month before the commencement of semester-end examinations. In B.B.A., continuous evaluation through class tests, projects, internal examinations, etc. is held regularly.

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

619

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
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)

01

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

01	
File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Website: www.icssr.org
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	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File
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**

04

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

NCC has organised number of outreach and extension programs during this academicyear (July, 2022 to June, 2023) with the collaboration of other institutions. The most important events are Puneet Sagar Abhiyan as River Cleaning Program, Walk for Blood, Blood Donation Camp and World Environment Day. Along with these this events NCC unit also has observed different important days such as Independence Day, Republic Day, Netaji Birth Day, NCC Day observation etc. A good number of students/ cadets, teaching, non-teaching and our administrative members has participated in all programs sincerely. In this tenure NCC also organised two seminar with the collaboration of St. Claret College, Bengaluru and Shillong College of Commerce, Meghalaya.

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**

04

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
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

04

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

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

08

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

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

3

File Description	Documents
e-copies of linkage related Document	View File
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

4

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

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 sharespremises withSiliguri College in the 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	Nil

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 of Commerce where the students of both the colleges play Football and Cricket during the season. For Cultural Activities a central hall of over 3000 sq.ft. is used. Sometimes a giant Pandal is crected in open space for Annual Cultural Function and Freshers' Welcome Programme.

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

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	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

6.41

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)	View File

4.2 - Library as a Learning Resource

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

The library of the college has been partially automated by installing KOHA software in the year 2022-2023.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-

A. Any 4 or more of the above

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)	No File Uploaded

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)**

0.168

File Description	Documents
Any additional information	View File
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**

75

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 from 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	Nil

4.3.2 - Number of Computers

39

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)

7.75

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)	View File

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 per requirement.

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

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

980

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

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	View File
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

05

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

05

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

B. Any 3 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**

03

File Description	Documents
Self-attested list of students placed	View File
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**

12

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	View File

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**

20

File Description	Documents
Upload supporting data for the same	View File
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

2

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)	View File

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

We have a registered Alumni Association since 2004 which is bridging the gap between society and our institution. The Alumni Association should play a pivotal role in shaping and upgrading the college infrastructure and human resource management.

File Description	Documents
Paste link for additional information	https://www.siliguricollegeofcommerce.org/
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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 partially may be sufficient to do so. Without having own infrastructure our expansion programme could't take place for a long time. We aspire to start a number of professional courses for the benefit of the young generation of this area. Being a pioneer institute of commerce in this region we dream to start various commerce related courses like M.Com, M.B.A. etc. in future once we shift to our own premises.

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. Decentralization of management is the unique feature of the college for running the administrative and other activities through different committees. Though Governing Body is the highest policy making body of the institution but Principal as a secretary of the governing body and overall in-charge of the college remains accountable to all concern. The college has different sub-committees like Purchase Committee, Finance Committee, Examination Committee, Grievance Redressal Cell, Sexual Harassment Committee, Anti-ragging Committee etc. for the smooth conduct of the day to day affairs of the management. Teachers Council is another statutory body of the college of all the teachers plays an important role to help the management regarding academic and other college related matters.

2. Since the college is a government aided institution, the directives of Department of Higher Education, Govt. of West Bengal, is mandatory for the institution. Similary, the directives of University of North Bengal, the college is affiliated to, is applicable for the formulation of course curriculum, admission policy, conduct of examination etc. Last but not the least, University Grants Commission sends various directives and guidelines which is mandatory to abide by.

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

At present our college offers only B.Com and BBA to the aspirants who want to pursue a degree. We hope we will be able to offer multidimensional course in near future to the students once we shift to our new building. Under the digitization programme a major portion of our office is already digitalized. In future we have plan to make more smart classes for the students. Our NCC and NSS Unit are doing excellent work but we have plan to give more support of infrastructure facilities to these two units. At present college library lacking sufficient space to conduct their work properly. We are hopeful to solve this problem as soon as we shift to our new building.

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, college has introduced Honours in Management & BBA Course in a rented house and also 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

B. Any 3 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

A number of effective welfare measures are active for the benefit of teaching and office staff of the institution. Financial advance are available from Credit Co-operative Society and from the deposit of Provident Fund of the respective staff. Festival advance against Salary (refundable) which is optional are also available and one can avail it. In addition with these for office staff liveries from the college once in a year and exgratia from the Government before festival is available.

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

0

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

Financial audit is one of the important responsibility on behalf of the institution. To maintain financial discipline some of the activities continues on a regular basis. Accountant of the college plays a vital role to maintain the day to day accounts of the institution. Bursar of the college also examines the accounts on a regular basis. In addition with these internal auditor of the college who is appointed by the Governing Body of the college and the external auditor appointed by the DPI, Government of West Bengal are two important examiner of the accounts, whose authentication and certification are accepted by all concerned.

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 outside sources. For its development, the college is dependent on its own resources only and funds from the State Government and UGC if provided. We are offering Self financed course BBA to the students and this funds are being utilised for future resource generation.

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 and holistic development of the students. In this year, the institution conducted Academic and Administrative Audit for the period from 2018 to 2023. Some of the suggestions given by the auditors have been implemented immediately.

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

Class Test and Internal Assessment Examinations were held as per schedule and as per University norms the Internal Assessment marks were duly uploaded and forwarded to the office of the Controller of Examination for publication of results. Projects in certain subjects like Environmental Studies and Financial Management, Investment Management were duly submitted. Live projects in certain subjects were also conducted for the benefit of students. 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

The concept of gender equality forms an integral part of the philosophy of governance at Siliguri College of Commerce. Since its inception, there has been no untoward incident of gender disparity in this institution. In the mid 1980s, the enrolment of female students was less than 1 percent of the total student strength. As of 2023, it has gone up to 37 percent, which implies that more and more female students are enrolled in Commerce, Management and Accounting Education. The enrolment of a substantial number of female students in NCC and NSS is a commendable development. To promote gender equality, we have a separate Common Room for Girls with additional Toilet and Wash Room. The participation of the girl students in different social and cultural events, including Annual Sports, Seminars, Special Events and Socials have been truly satisfactory. Our Institution, being an Evening College, great care and responsibility is taken to ensure that the female student is safe. The College Administration is constantly vigilant to ensure their safety. In terms of academic results, the female students fair better than their male counterparts in most cases. Our College is committed to meet the standards of gender parity.

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

B. Any 3 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

Inspite of limitations college practices and promotes Solid Waste Management, Liquid Waste management, Biomedical Waste management and E-Waste management as far as practicablle and placed separate bins to collect these waste materials inside the college campus.The Siliguri Municipal Corporation in association with our college collects Solid Waste from our College Campus regularly.

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

C. Any 2 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**

A. Any 4 or All 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

A. Any 4 or all 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	View File
Certification by the auditing agency	View File
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 hub of people from many states of India. We have almost equal proportion of students from West Bengal, Bihar, Punjab, and Rajasthan. We offer four languages viz. Bengali, Hindi, Nepali and English. There is a total harmony amongst the students and they are quite friendly with each other. There is no discrimination irrespective of any religion, Caste, creed, Gender of the students.

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. College Celebrates Republic Day, Independence Day, Gandhi's Birthday, Teachers' Day, Saraswati Puja etc., in addition to observation of Kargil Bijoy Divas to inculcate the national values among the students.

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

A. All of the above

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 non-teaching staff of the College- all Join Hands to celebrate National Events with all joys and spirits. The birthday of National Heroes are also remembered and celebrated. The college students union observe KARGIL VIJOY DIVAS every year. Independence Day, Republic day and NCC day are celebrated with much fanfare.

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 financially distressed, our college has made an effort to identify and support them from its own fund in terms of Half/Full waiver of college tuition fee .

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 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 Government Executives. Many of the working employees upgraded their degrees while studying in our evening in order to enable them to reach 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, this enables many students to pursue C.A. and C.S.

Siliguri College of Commerce offer a unique blend of theoretical knowledge and practical application, preparing students for a variety of careers in the business world. Here are some distinctive features that make B.Com colleges stand out: Our College is the only college in entire north Bengal offering all branches of B.Com and management.

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 (SJDA: Siliguri Jalpaiguri Development Authority) 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 are committed to construct Boundary Wall covering the total land as a deposit work with Siliguri Municipal Corporation(SMC). As of now the Proposed Building Plan has been sanctioned and we are mobilising funds to start the construction work. We have a plan to start Post-Graduate Courses, MBA,M.COM 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.