

**THE ANNUAL QUALITY ASSURANCE
REPORT (AQAR)
2016-17**

**SUBMITTED TO
NATIONAL ASSESSMENT & ACCREDITATION
COUNCIL, BANGALORE, INDIA**



**TARADEVI HARA KHCHAND KANKARIA JAIN
COLLEGE
6, RAM GOPAL GHOSH ROAD, COSSIPORE
KOLKATA- 700 002**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Taradevi Harakhchand Kankaria Jain College
1.2 Address Line 1	6, Ram Gopal Ghosh Road, Cossipore
Address Line 2	Kolkata-700002
City/Town	Kolkata
State	West Bengal
Pin Code	700 002
Institution e-mail address	thkjaincollege@gmail.com
Contact Nos.	033-2532 6056, 033-2546 8008
Name of the Head of the Institution:	Dr. Mausumi Singh Sengupta
Tel. No. with STD Code:	033-25326056
Mobile:	9830892492

Name of the IQAC Co-ordinator:

Dr. Suchismita Das

Mobile:

9831898703

IQAC e-mail address:

iqac.thk@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN23186

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/19/A&A/34.1 dated 2-12-2016

1.5 Website address:

www.thkjaincollege.ac.in

Web-link of the AQAR:

www.thkjaincollege.ac.in/downloads/AQAR-2016-17.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	2.59	2016	5 years
2	2 nd Cycle	NA	NA	NA	NA
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC: DD/MM/YYYY

18. 1.2012

1.8 AQAR for the year (for example 2010-11)

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011): NA

i. AQAR _____ (DD/MM/YYYY)4

ii. AQAR _____ (DD/MM/YYYY)

iii. AQAR _____ (DD/MM/YYYY)

iv. AQAR _____ (DD/MM/YYYY)

10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

- IQAC helps in the preparation of college Academic Calendar.
- IQAC actively responds to any 'Higher Education survey'.
- IQAC has uploaded the DCF2 file at AISHE website without failure, since 2011-12 session.
- IQAC continuously monitors the academic programmes in several departments.
- IQAC plays an active role in planning for organizing lecture sessions, outreach activities, career counselling etc.
- IQAC has played a pivotal role in looking after the activities of several college sub committees.
- IQAC has assisted in the planning for NAAC Peer-team visit on 17th-19th Nov, 2017. Meetings with departmental teachers, administrative staff and students were held for smooth execution of the visit.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<p>1. Preparation for NAAC peer team visit from 17th-19th Nov, 2017.</p> <p>2. To submit proposal for increase in intake capacity in B.Com (H), Botany (G) and Chemistry (G).</p> <p>3. To start new UG courses on Botany (H) and Food & Nutrition (H&G) from 2017-18 session:</p> <p>4. To initiate the process of getting UGC recognition of section 2 (f) and 12B .</p> <p>5. To promote research and infrastructural developments</p> <p>6. Proposal to start Add-on certificate courses from session 2017-18 in Spanish, a foreign language for students.</p>	<p>1. The College was accredited by NAAC on Dec 2016 with grade B+ and CGPA score 2.59.</p> <p>2. Intake was increased from 400 to 600 for B.Com (H); 30 to 75 for Botany (G) and 30 to 100 for Chemistry (G).</p> <p>3. The Inspection team from the State Council of Higher Education West Bengal and experts from the University of Calcutta visited the College and gave sanction order to open the two courses from session 2017-18.</p> <p>4. The GB has given consent for the same and agreed to take the necessary initiative to get the 'Indemnity Bond'. Principal and IQAC members are in progression of preparation of other documents.</p> <p>5. The Management has sanctioned seed money and released Rs 10,00,000/- to the Dept. of Microbiology to start a research project in which Dr. Suchismita Das and Dr. Anamika Ghatak will work jointly.</p> <p>6. The digital language laboratory has been set up with iTell –Orell software. Initiative has been taken to frame an effective curriculum on Spanish Language with the support of Cd'A Global Language Centre Trust .</p>

*** Attach the Academic Calendar of the year as Annexure (see Annexure 1)**

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

IQAC discussed the AQAR with the members of Academic committee of the College which includes the different departmental heads.

- It was decided that more activities like workshop, seminars need to be organised in the forthcoming sessions, for which proper planning needs to be done in advance.
- More student activities, both academic and extra-curricular need to be promoted.

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	10	1	11	2
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	10	1	11	2
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/**Elective option** / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	11

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure (see Annexure 2)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

For UG courses, (H & Gen), the syllabus is mainly guided by the parent university, University of Calcutta. Syllabus of different subject (s) is being revised every ~5 year by the University. Before finalization of the syllabus, the University organizes workshops to incorporate teacher's feedback. College deputed the concerned faculty members to attend such workshops and give their suggestions.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Zoology (UG) from session 2016-17

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Principal	Asst. Professors	Associate Professors	Professors	Others (Part-time, Guest & Visiting)
	69	1	28	NIL	NIL	40

2.2 No. of permanent faculty with Ph.D.

6

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

Part-time	Guest	Visiting
10	20	10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	College level
Attended	3	11	8	-
Presented papers	3	9	-	2
Resource Persons	-	-	-	-

2.6 Innovative processes adopted by the Institution in Teaching and Learning:

- ICT based interactive classes (LCD, OHP) for better understanding of students.
- To organize lectures of Invited speakers from reputed Universities /Institutes/Colleges.
- Presentations/lectures by the students and for the students.
- Special classes for weak learners and opportunities for advanced learners by allotting them classes for junior students.
- Motivating students to bring out lab journal and wall magazine.
- Encouraging students to give poster/ model presentation, participate in quiz, debate in inter and intra- College competitions.

- Regular field work and educational excursions for students.
- Arrange industry/lab/studio visits for students beyond their curricula.
- Film screening for the students of Department of Film studies and English.
- Computerized cataloguing in library through KOHA automation management Software.
- OPAC (In-house) facility for users.
- Computers with internet facility for the users to access online/E- resources.
- Subscription to NLIST-INFLIBNET and British Council Library memberships for access to E-resources.
- Annual subscription to research journals and magazines.

2.7 Total No. of actual teaching days during this academic year 198

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Nil

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

BOS: 1	X	X
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2.10 Average percentage of attendance of students 70

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I (Number)	II (Number)	III (Number)	Pass %
B.Sc. (H) in Microbiology	16	-	6	10	-	93.75
B. Sc (H) in Computer Science.	2	-	1	1	-	100
B. Sc. (Gen)	10	-	-	2	3	50
B. A. (H) in Geography	12	-	1	11	-	64
B.A. (H) in English	7	-	-	7	-	56.13
B.A. (Gen)	7	-	-	-	3	42.9
B.Com (H)	239	-	27	157	-	76.99
B.Com (G)	104	-	-	-	21	20.1

Note: No result for Journalism & Mass Communication (H) and Hindi (H) as they have started functioning from 2014 and 2015 respectively.

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC frames the Academic calendar before the commencement of every session.
- Principal and IQAC regularly meet the Departmental Heads and other teachers for monitoring the completion of syllabus on time.
- Teachers' diaries are being frequently assessed for enhancing the quality of teaching.
- IQAC maintains record of students' performance both at the College and University level. The results are analyzed with the Departmental teachers.
- IQAC monitors and makes provision for remedial/tutorial classes for weaker students.

2.13 Initiatives undertaken towards faculty development : NONE

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefited</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6	-	-	-
Technical Staff	1	-	1	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- To encourage teachers for enrolling in Ph.D/ M. Phil or any other higher studies.
- Formation of Research Committee to encourage teachers to start research projects. Seed money of Rs 10,00,000/- has been given to the Dept. of Microbiology to start a project.
- To organize lab visits in reputed Universities/Institutes for students.

3.2 Details regarding major projects: NONE

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects: NONE

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	3	2	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	2	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: NONE

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NA

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution : NIL

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of College
 Total

3.16 No. of patents received this year: NONE

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the Institute in the year : None

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

None

None

3.19 No. of Ph.D. awarded by faculty from the Institution

None

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): None

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events: None

University level State level

National level International level

3.23 No. of Awards won in NSS: None

University level State level

National level International level

3.24 No. of Awards won in NCC: None

University level

State level

National level

International level

3.25 No. of Extension activities organized:

University forum

College forum

NCC

NSS

Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility (see Annexure 3)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	30351.52 sq. metre	-	College	30351.52 sq. metre
Class rooms	26	17	College	43
Laboratories	15	02	College	17
AV room/Seminar Hall	1+1	01	College	03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	8	3	College	10
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs 15,41,389/-	College	
Others -musical instruments	-	6 (Rs 1, 31,250/-)	College	6

4.2 Computerization of administration and library

<p>Office</p> <ul style="list-style-type: none">• Computerized and Wi-Fi enabled administrative office• Photocopier and printer• Computerized Student Data Base (through AIMES software)• Computerized Accounting software COREL (ACE)• Computerized salary statement through EDDY software. This was replaced by Easy Pay software with additional features since April 2017. <p>Library</p> <ul style="list-style-type: none">• Computerized cataloguing through KOHA automation management software.• OPAC facility (In-house) for users• Five computers with internet facility for the users (teachers and students) to access online/e-resources.• Subscription to NLIST-INFLIBNET and BCL memberships• Wi-Fi enabled• CCTV surveillance
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5024	-	442	-	5466	-
Reference Books	22	-	-	-	22	-
e-Books	135908	-	Same renewed	-	135908	-
Journals	12	-	1	-	13	-
e-Journals	6247	-	Same renewed	-	6247	-
Digital Database	147655	-	-	-	147655	-
CD & Video	98	-	-	-	98	-
Others (specify)		-				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	43	1	Admin block, Dept. of Comp. Sc & Dept. of Geography	2	1	6	16	Audio visual room (1)
Added	55	1	Library, Dept. of Journalism & Mass Communication, Department of Film studies	2	-		1	1
Total	98	2	6	4	1	6	17	2

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc. : NONE

4.6 Amount spent on maintenance in lakhs :

i) ICT	9,97,284
ii) Campus Infrastructure and facilities	20,45,545
iii) Equipments	15,41,389
iv) Others	24, 31,39
Total :	48,27,357

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC takes initiatives to enhance awareness about various student support services:

- Publish of updated prospectus annually during admission.
- Organization of orientation programme for the fresher's of various departments on the first day of the academic session. All support services are being discussed with the students in detail. Students are made acquainted with the curriculum and the opportunities and scope of the subject in future by the departmental teachers
- College notice boards and website are regularly updated.
- By sending text message through bulk-SMS service.

5.2 Efforts made by the institution for tracking the progression

- Alumni database is being updated for keeping track of progression.
- The academic performance of the students in College tests (class tests, mid-term and selection) and University examinations are being continuously monitored.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2690	NIL	NIL	250 under M.Com (DDE)

(b) No. of students outside the state

100

(c) No. of international students

5

Men	No	%	Women	No	%
	1371	51		1319	49

Last Year Admission (2015-16)						This Year Admission (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1008	11	1	13	Nil	1033	1193	26	6	18	Nil	1243

Demand ratio: For the academic year 2016-17

Departments	Demand Ratio
B.com (H&G)	2.77 : 1
English (H)	2.42 : 1
Geography(H)	1.13: 1
Journalism& Mass.Com (H)	1.46 : 1
Hindi(H)	0.35 : 1
Microbiology(H)	2.83 : 1
Computer science (H)	1.4 : 1

Dropout %: ~2 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NONE

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- The scope and future career opportunities of various subjects are explained by the concerned faculties during Orientation Programme.
- Career awareness programmes were organized by Department of Commerce:
 - i. Institute of Company Secretaries of India on the 3rd September 2016 gave a talk on enhancement of learning. Students were informed about the necessities and applicability of the professional courses in the current business world.
 - ii. Institute of Computer Application (ICA) gave a talk on 28th September 2016 on the title “You Have a Right to Job”. The key speakers explained the role of e-commerce and digital world in the changing business environment.
 - iii. A full day workshop was organized to impart among the students the knowledge of self employability in association with The Institute of Cost Accountants of India on the 3rd October 2016. Three eminent speakers from different fields spoke on the various topics including the venture capitalist, private equity funds etc.
- Psychological counselling facility is provided by the college through professional counselor Dr. Sanchita Ghosh.

No. of students benefited

~120

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1 (Tata Consultancy Service)	48	8	2

5.8 Details of gender sensitization programmes

- College has a Woman cell comprising the Principal teaching and non-teaching staff.
- Programme by CINI (Child In Need Institute) training unit was organized on the 5th Oct, 2016, where several issues on woman health and safety were discussed. 52 students participated.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

Institution Level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

Institution Level

5.10 Scholarships and Financial Support

	Number of Students (applied as per College records)	Amount
Financial support from institution	482	Rs 31,69,050/-
Financial support from government	56	Data not available
Financial support from other sources	6	Data not available
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives: NIL

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

*These includes the activities by NSS volunteers

5.13 Major grievances of students (if any) redressed: No such major grievances were recorded.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To impart holistic education and diffuse the sense of moral and ethical values along with skill formation among the students.

Mission

To ensure awakening and awareness of the students by providing quality education and help them prepare for the future beyond the campus by nurturing and inculcating ability to face new challenges.

6.2 Does the Institution has a management Information System

Although the College does not have any Management Information System, all other administration and student related data are maintained through dedicated software namely

- AIMS student management software.
- Easy Pay pay roll software.
- Accounting software COREL (ACE)

All necessary information is uploaded at college website for students' knowledge.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Academic calendar is prepared based on the guidelines laid down by the University of Calcutta, which is subject to changes due to unavoidable circumstances.
- Teachers submit yearly teaching plan in an attempt to complete the syllabi on time.
- Teachers' diary is regularly maintained by all the teachers.
- Exchange of inter-departmental faculty for students' benefit.
- Remedial/ tutorial classes are arranged for students' assistance.
- Field work/ excursion/ visit to industry and laboratory for students are organized for their academic development and providing them with the first hand experience.
- Students' seminar and other academic activities are being arranged by different departments.
- Screening of films and enacting dramas for the students of Film studies and English departments.

6.3.2 Teaching and Learning

- Teaching plan made by the teachers is followed.
- Regular class tests and other educational assignments are conducted apart from mid-term and selection examinations.
- Parent-teachers meeting are held to discuss the performances of the students.
- Question banks are provided to the students and are solved by the concerned subject teacher in the classes.
- Scrapbooks, model presentation, wall magazine, seminars based on their curriculum are arranged for students by the departmental teachers.
- Resource persons are invited for delivering lectures to develop interest among the students in the respective subject.
- Lab journals published by the Dept. of Journalism & Mass Communication are entirely edited by students.
- Students are encouraged to participate in intra and inter college quiz, debate competitions, poster presentation etc.

6.3.3 Examination and Evaluation

For three years B.A./B.Sc/B.Com (H&G) courses, the college follows the Calcutta University (1+1+1 Regulations) guidelines.

- The college conducts its internal examinations for proper assessment and prepares the students for the University examinations. The internal assessment and evaluation includes class tests, mid-term and selection examination.
- The students are shown their answer scripts, and grievances, if any, are redressed.
- The students securing poor marks are given additional guidance through remedial classes, so that they can secure higher marks in the University examinations.

6.3.4 Research and Development

- The college has an existing research committee which motivates teacher to get enrolled for Ph.D./ M. Phil. programmes.
- The management has provided seed money to initiate research project.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- The library is fully computerized with the integrated open source library management software KOHA and OPAC (In – house).
- Books in central and departmental library are available for students and faculty members.
- Access to e-books and e-journals through INFLIBNET/ IUC facilities.
- The Institute has subscribed to the British Council Library membership for students and faculty members.

ICT

- Two separate audio- visual rooms have been set up for conducting interactive classes.
- Internet access to students and teachers both in the library and some of the departments is provided.

Physical infrastructure / Instrumentation

- Spacious, airy class rooms for conducting theory classes.
- Well- equipped laboratories for practical classes.
- Computers, laptops, cameras for filming, stereoscope, dumpy level, GPS, spectrophotometer, laminar air-flow, BOD incubator etc. and every instrument required for curriculum are available.
- 32 CCTV cameras are present in various locations within the campus.
- Power back-up by 63 KVA diesel generator.
- College bus for dropping students and staffs to nearby bus stops and subway stations.
- Wi-fi access at Admin block, Library, Departments of Computer Sc., Geography, Journalism & Mass Communication, Film Studies etc.

6.3.6 Human Resource Management

- Efficient deployment of human resources has always been the main concern of the College.
- Faculty members are involved in both academic and college committee work. The various responsibilities are coordinated with academic activities.
- Two teachers, one student and one non –teaching staff have been absorbed as the members of the Governing Body.
- Student members have been kept in several college committees (magazine, cultural, sports, internal complaint cell) to assist the teachers.

6.3.7 Faculty and Staff recruitment

The following steps are followed for faculty recruitment:

- i. An advertisement is given at daily newspaper before recruitment.
- ii. Screenings of applicants is done based on merit and experience and are called for interviews.
- iii. A selection committee is formed comprising of University expert, GB member, Principal and departmental head.
- iv. Faculties are appointed based on the panel.

Regarding staff recruitment the Management and the Principal take decision based on their merit and experience.

6.3.8 Industry Interaction / Collaboration

- In the 2016-17 academic session the college organised a placement drive by TCS and 8 students were recruited. Such initiative has to be enhanced by the college.
- Students from few departments are taken for industry visit for developing enthusiasm and knowledge in the commercial world.

6.3.9 Admission of Students

An admission committee comprising the Principal and heads of departments ensures that candidates seeking admission are appropriately informed on various aspects through the distribution of prospectus, pamphlets, website etc. Admission is done on merit basis, following the University of Calcutta guidelines for every subject.

6.4 Welfare schemes for

Teaching	<p>College is highly conscious about its employees' welfare. Some of the specific welfare schemes for the teachers are as follows.</p> <ul style="list-style-type: none">• Provident Fund coverage as per the Employee Provident Fund (EPF) Scheme of Govt.• Academic supports like study leave, special leave are always available for attending Ph.D. course work, seminars/ workshops. Teachers are always encouraged for their self-development.
Non-teaching	<ul style="list-style-type: none">• Employee Provident Fund (EPF) is provided to all permanent non-teaching staffs.• E.S.I. benefit for medical care is provided.• The employees are given zero-interest loans, after taking necessary approval from the concern body.
Students	<ul style="list-style-type: none">• Free medical check-up with psychological counselling are available.• Concessions on tuition fee are available for meritorious and economically backward students.• First aid care is being provided.• Career guidance facility is provided regularly.• Campus recruitment drive is organised.

6.5 Total corpus fund generated Rs 1,70,85,180.31/- (reserve fund)

6.6 Whether annual financial audit has been done Yes No

The institution has its accounts audited every year by external auditor K.S.BOTHRA & CO. (chartered accountants).

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		NO*	
Administrative	NO		NO #	

* However Principal and IQAC constantly monitor the academic performances of the departments.

Governing body and Principal looks after the activities of the administration.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

University of Calcutta holds and declares results of under graduate courses, hence the college has no control over the date of publication of results. The departments of the college take care to publish results of internal exams held by the college.

For PG Programmes Yes No

At present there are no PG programmes offered by the college, hence publication of results does not arise.

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

Alumni Association of the college has been registered in 2016 and has recently started functioning. An event was organized where books and other items related to education were distributed among under privileged children of NEEV School. This school is run by the parent body for underprivileged children of the neighbourhood and teachers of this school are alumni members of the College.

6.12 Activities and support from the Parent – Teacher Association

- Association with the parents takes place during the Parent- teacher meeting (PTM). Academic performance of the students is being discussed with them.
- Parents’ feedback and suggestions are taken into consideration.
- Other than formal PTM, the Principal and departmental teachers contact guardians to keep them updated about their wards’ attendance, performance and other issues related to their activities.

6.13 Development programmes for support staff

No new programme for support staff has been undertaken in 2016-17 session.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The college has a big campus full of trees and small plants.
- College has medicinal plant garden which is maintained by the Department of Botany. This garden is not only an integral part of the curriculum but also an important instrument for sensitization.
- Separate waste bins for bio-degradable and non-biodegradable products are maintained.
- Use of plastic and tobacco are prohibited in the campus. Use of plastic cups and plates are not encouraged.
- Printing papers are reused to save trees.
- Awareness is created for minimising electricity consumption.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- The previous EDDY software has been replaced with Easy Pay software with additional features to ensure proper maintenance of administrative data and pay roll.
- One more audio-visual room has been set up for providing impetus to more student participation in various academic activities like seminars, debates, ICT classes etc. And ensuring an interesting teaching-learning experience.
- A History Museum has been set up by the Dept. of History to display items of artistic and cultural significance for the education of the students.
- A digital language laboratory employing iTell- ORELL software has been set up in the 2016-17 session, for giving students the opportunity to learn foreign language at an affordable fee.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Bus facility is made available to the students and staff for the convenience.
- Digital Language laboratory has been set up and i-Tell ORELL software installed for providing training on foreign languages.
- One more audio-visual room has been constructed for the benefit of students.
- Zoology laboratory has been set up.
- Spoken English and Personality Development classes are conducted by the faculties of the Institution, and an external expert in the concerned domain.
- Repairing of Jetty of Sarbamangala Ghat and resurrection of Ferry service connecting Howrah, Baghbazar and Cossipore.
- Installation of 3 nos. of underground MVAC service(s) and associated electric line/electric plant along with 1 no. of 400 voltmeter loop to cater to extra electricity load.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Environment consciousness among all sections of the Institution (Annexure 4i)
2. Serving the less privileged mass of the neighbourhood (Annexure 4ii)

****Provide the details in annexure (annexure need to be numbered as i, ii, iii)***

7.4 Contribution to environmental awareness / protection

- More trees have been planted in the current session to maintain the greenery.
- The plastic and non-plastic wastes are segregated before disposal into separate dustbins.
- Recruitment of more staff (male & female) dedicated for cleaning classrooms, laboratory and surroundings including toilet.
- The approach road of the College has been declared as NO PARKING ZONE, which was previously blocked by the parking of heavily loaded vehicles. This has resulted in easy access of the students to the College and more security for girl students.

7.5. Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength	Opportunities
<ul style="list-style-type: none"> ➤ Supportive management which is responsive to the academic needs of the Institution and provides the necessary infrastructure. ➤ The college enjoys Religious Minority Status w.e.f. 31/3/15. ➤ Blend of capable young and energetic faculty members and experienced, superannuated faculty members to ensure maximum efficacy in the process of teaching and learning. ➤ A healthy working and learning environment, free from any external intervention that plagues many educational institutions in the State, is ensured. 	<ul style="list-style-type: none"> ➤ The College building can be utilized for introducing more courses and different add-on courses. ➤ For providing opportunity to students to acquire professional skills, the institute can collaborate with other professional institutes and industries. ➤ To arrange more campus recruitment programmes, this will lend a hand to the students.

Weakness	Challenges
<ul style="list-style-type: none"> ➤ The institute is self financed in nature and does not receive any type of grant. Students' fees constitute the major source of fund. ➤ Heterogeneous batches of students. 	<ul style="list-style-type: none"> ➤ To increase the overall pass percentage in the University Examinations. ➤ To provide proper research facilities to the faculties for attaining academic growth and receive grants from different funding agencies. ➤ To set up an active Career Counselling and Placement Cell to create awareness among students about career opportunities. ➤ To make the newly formed Alumni association perform actively for the progress of the institute.


8. Plans of institution for next year

- To be covered under section 2(f) sand 12(B) of UGC act.
- To introduce more UG departments.
- To organize workshops for different departments.

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 IQAC Co-ordinator
 T.H.K. Jain College
 Kolkata-2

Name: Dr. Mausumi Singh Sengupta


 Principal
 Dr. Mausumi Singh (Sengupta)
 T. H. K. Jain College
 (Affltd. to C. U.) Kol-2

 Signature of the Coordinator, IQAC

 Signature of the Chairperson, IQAC

Annexure 1

Academic Calendar for the session 2016-17

(As per the guidelines received from the University of Calcutta)

Month	1 st Week	2 nd Week	3 rd Week	4 th Week	Last Week
July, 2016	Commencement of New Academic Session	Classes	Commencement of 1 st yr B.A/B.Sc/B.com classes	Classes C.U registration starts	Classes
August 2016	Classes	Commencement of 3 rd yr B.A/B.Sc/B.Com Classes	Commencement of 2 nd yr B.Com Classes	Classes	Classes C.U registration ends
September 2016	Classes	Classes	Commencement of 2 nd yr B.A/B.Sc Classes	Classes 24 th NSS Day Celebration Carom/T.T Competition	Classes
October	Classes	Puja Vacation	Puja Vacation	Puja Vacation	Puja Vacation
November 2016	Classes Puja Vaccation	Classes	Classes NAAC VISIT	Classes Mid-term for all three years	Classes
December 2016	Classes College Debate / Extempore	Classes	Classes Annual Social	Classes Winter Recess	Winter Recess Annual Sports
January, 2017	Classes 3 rd yr College Tests(H&G) for B.A/B.Sc/B.Com	Classes 3 rd yr Form fill-up	Classes 2 nd yr College Tests(H&G) for B.A/B.Sc/B.Com	Classes	Classes
February 2017	Classes	Classes 2 nd yr Form fill-up 1 st yr College Test(H&G) for B.A/B.Sc/B.Com	Remedial / Tutorial Classes	Remedial / Tutorial Classes	Remedial / Tutorial Classes

Month	1 st Week	2 nd Week	3 rd Week	4 th Week	Last Week
March 2017	Remedial / Tutorial Classes	Remedial / Tutorial Classes 1 st yr Form fill- up	Remedial / Tutorial Classes	Remedial / Tutorial Classes	Remedial / Tutorial Classes C.U Exam Part - III
April 2017	Remedial / Tutorial Classes	Remedial / Tutorial Classes	C.U. Exam Part - II	Remedial / Tutorial Classes	
May 2017	Remedial / Tutorial Classes	Remedial / Tutorial Classes up to 14 th	15 th Summer Recess starts	Recess	Recess
June 2017	Recess	C.U. B.Com Exam Part – I Recess	Recess	Recess	Recess

Commencement of C.U. B.A / B.Sc Part – I Exam 2017 in 1st week of July

Schedule may subject to change under unavoidable circumstances

Annexure 2: Action taken by IQAC on the basis of feedback from stakeholders

1. Notices are regularly uploaded in the official website of the college.
2. SMS regarding student related matters is sent to them individually.
3. Regarding co-curricular activities, students are encouraged and allowed to participate in different inter-college competitions as well as intra college ones, be it cultural or educational.
4. Infrastructure has been developed by the institution for outdoor games like basketball, football etc.
5. Students are provided with campus recruitment facility where companies like TCS and ICICI have visited the college campus and appointed many of them.
6. The numbers of ICT classes have increased as teachers are motivated to conduct more of them and one more audio-visual room has been set up following the growing need.

Annexure 3:

The NSS Program Officer and members of NSS advisory committee have worked whole heartedly as one team all through the year. They have periodically visited several places and have maintained the cleanliness of the college campus and neighbourhood.

The major extension activities and Institutional social responsibility done through College NSS team

1. Celebration of 70th Independence Day on 15th Aug, 2016 at College campus:

NSS volunteers decorated the campus with the Tri-color National Flags and painted floral designs with colours (rangoli). The Principal, advisory committee members, office and non-teaching staff helped in the celebration and there was a dynamic touch of enthusiastic participation.

2. Collection of names for vocational training of women of the adopted slum area on 16th Sept, 2016:

NSS Volunteers did a survey in the neighbourhood slum area, to collect name, age, id proof of women who were interested to take vocational training on handicrafts. The training was given by members of Sister Margaret Foundation, an NGO, and was sponsored by NSS unit of College.

3. Survey for ration distribution on 21st and 22nd Dec, 2016:

A survey was conducted by NSS unit in the college neighbourhood to become familiar with their economic condition, earning & disabled person, child labour, number of senior citizens, total members in a family etc. for distribution of monthly ration to be given by Jain Sabha.

4. Observation of 7 day-special camp between 8th Feb to 14th Feb, 2017 and the following events were organized:

- i. Awareness & Screening Programme on Thalassemia & Thalassemia Testing Camp
- ii. Blood Donation Camp
- iii. Celebration of Road Safety Week & Road Safety Training
- iv. Inauguration of Vocational Training for Women organized by the college in collaboration with Sister Margaret Foundation, an NGO.
- v. First Aid Training by resource persons for students and staff
- vi. Sports and cultural programme for slum area residents
- vii. Swachh Bharat mission, where NSS Volunteers cleaned the slum area, religious places of Lord Shiva Temple & college campus

Annexure 4i:

Best Practice 1:

Title: Environment consciousness among all sections of the Institution

Goal: To make the College campus green, healthy and conducive to academic activities.

Context: The College makes a conscious effort for making the campus free from any kind of environment degradation owing to physical pollution, law and order problems, external interference, unhealthy practises among students like ragging and addiction to drugs.

The Practice:

1. More trees have been planted in the current session to maintain the greenery.
2. Recruitment of more staff (male & female) dedicated for cleaning classrooms, laboratory and surroundings including toilet.
3. The plastic and non-plastic wastes are segregated before disposal into separate dustbins.
4. Discipline is strictly maintained inside the College campus. Installation of 32 CCTV cameras at different strategic places and continuous monitoring by administration help in maintaining discipline.
5. The College does not have any students' council. However, their leadership ability is taken into concern and is provided with a proper platform to explore their talents. Many College committees include student representatives selected by departmental teacher the basis of attendance, academic performance and overall conduct.
6. The approach road of the College has been declared as NO PARKING ZONE, which remained congested in the past on account of the parking of heavily loaded vehicles. This has resulted in easy access of the students to the College and more security for girl students.

Evidence of success:

- Increase in admission of students to all the courses.
- Feedback collected from parents during parent-teachers' meeting.

Annexure 4ii:

Best Practice 2:

Title: Serving the less privileged mass of the neighbourhood

Goal: To inculcate the sense of social responsibility among every member of our family and maintaining a harmony through the community service.

Context: The Management, staff and the students of T.H.K. Jain College have been instrumental in building up a support in different forms, to aid the underprivileged mass in its neighbouring stretch.

The Practice:

1. NEEV, an English medium primary school that provides free education to the children belonging to the less privileged families is under the patronage of the parent body. It runs in the college premises employing its infrastructure and other amenities. Both current and pass out students of this college are actively involved in teaching and mentoring the children and office support is provided by the college staff.
2. The alumni association of the institution contributes by distributing necessary stationary items to the children of NEEV school.
3. The college continues to run vocational training programme for the women of the slum area, namely Jyoti Nagar colony in association with Sister Margaret Foundation, an NGO.
4. Through 'Manav Seva Prakalp' the college has taken the responsibility of distributing monthly ration among the destitute families under the patronage of the parent body.

Evidence of success:

- Enrolment of students has increased for NEEV school.
- Positive impact on the overall success of the college.