



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	TARA DEVI HARAKH CHAND KANKARIA JAIN COLLEGE
Name of the head of the Institution	Dr. Mausumi Singh Sengupta
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03325326056
Mobile no.	9830892492
Registered Email	principalthk@gmail.com
Alternate Email	thkjaincollege@gmail.com
Address	6, Ram Gopal Ghosh Road
City/Town	Kolkata
State/UT	West Bengal
Pincode	700002

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr. Suchismita Das
Phone no/Alternate Phone no.	03325326056
Mobile no.	9831898703
Registered Email	iqac.thk@gmail.com
Alternate Email	suchismitad76@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.thkjaincollege.ac.in/IOAC/AQAR-2017-18.pdf">http://www.thkjaincollege.ac.in/IOAC/AQAR-2017-18.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://thkjaincollege.ac.in/Academics/download/AcademicCalendar2018-19.pdf">http://thkjaincollege.ac.in/Academics/download/AcademicCalendar2018-19.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.59	2016	02-Dec-2016	01-Dec-2020

<b>6. Date of Establishment of IQAC</b>	18-Jan-2012
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

No Data Entered/Not Applicable!!!

[View File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
<a href="#">View File</a>				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. IQAC has played an instrumental role in the introduction of Certificate courses such as Android Application Development, Personality Development and Foreign Language (Spanish) 2. IQAC constantly encourages teachers of various departments to organize different outreach activities like lecture sessions, field visits, industry visits etc. 3. IQAC responds to all 'Higher Education surveys' 4. IQAC has organized Orientation programme for students to familiarise them with the semesterbased CBCS system and taken an active part in the preparation of Academic Calendar for the session 5. IQAC regularly monitors the attendance record and academic performance of students in the Internal and University Examinations.

[View File](#)

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

Plan of Action

Achievements/Outcomes

No Data Entered/Not Applicable!!!

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing Body

14-Dec-2019

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

Yes

Date of Visit

17-Nov-2016

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

30-Sep-2018

17. Does the Institution have Management Information System ?

Yes

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

The College does not have any Management Information System, however administration and student related data are maintained through dedicated software namely:

- Library: i. Computerized cataloguing through KOHA automation management system ii. OPAC facility (Inhouse) for users
- Office: i. Important notifications to all stakeholders of College (staff, teacher, students, parents etc.) thorough autogenerated SMS ii. Computerized Student Data Base (through AIMES software) iii. Computerized Accounting software COREL (ACE) iv. Computerized salary statement Easy Pay software.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College has a well-planned curriculum delivery mechanism and follows the

courses constituted by the parent University- University of Calcutta. An Academic calendar is prepared following the guidelines of the University which is uploaded on the college website. The Principal & IQAC members meet the respective departmental heads to chalk out an annual plan for the upcoming academic session and this is followed by departmental meetings with the teachers where a teaching plan is prepared and classes are distributed among the teachers. Every teacher maintains a 'Teachers' Diary' to record the topics taught and to ensure completion of syllabus. Students are always encouraged to visit libraries and special classes are held for discussions and question-answer sessions. Class-tests are regularly conducted to monitor the progress of the students and their performance is discussed with the parents. Group discussions, poster and seminar presentations of the students are organized by the departments to enrich their knowledge. Feedback from parents and students is collected for their suggestions related to teaching-learning processes, facilities and infrastructure. For the welfare of students, Principal and IQAC members encourage the departments to organize special lectures, workshops and increase student participation through different activities such as field study, excursions, industrial visit, students' seminar, poster presentations etc. Few Certificate courses are introduced every year by the college for skill and knowledge enhancement of the students.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Android Application Development by Indian Institute of Hardware Technology, Dunlop, West Bengal		10/04/2019	24	Work as an Android developer in any multi-national companies	Proficiency with various Database operations (Descent experience with SQL), Agile Software development, System Integration Testing, Working under latest technology environment, Expertise in Java, Kotlin Working under latest technology environmen
Personality Development by UTTARAN ETC , conducted by Mr. Sudip Sen		03/04/2019	24	To bridge the gap between campus and corporate world	Building Confidence and Self-Esteem, Stress Management, Etiquette and Grooming Interview

Management,  
Resume  
Writing and  
handling  
difficult  
situation  
during job  
interviews

Foreign  
Language  
(Spanish)  
with support  
from Cd'A  
Global  
Language  
Centre Trust

24/11/2018

60

Spanish is  
one of the  
official  
languages of  
a lot of int  
ernational o  
rganizations  
, and is  
most widely  
used  
languages of  
the  
internet.

Learning a  
foreign  
language  
boosts brain  
power.  
Foreign  
language  
helps in  
higher  
studies/jobs  
globally

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BBA	Hons	01/07/2018
No file uploaded.		

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Hons. and General	01/07/2018
BSc	Hons	01/07/2018

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

	Certificate	Diploma Course
Number of Students	99	0

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

<p><b>Feedback Obtained</b></p> <p>To ensure effective operation and development of an Institution it is very important to collect feedback from various stakeholders and analyse their suggestions. Currently, feedback from students and parents is collected through printed feedback forms to understand their level of satisfaction. Students are given the feedback form which has questions related to teaching quality communication skill of teachers, use of innovative methods, completion of syllabus etc. The same form also has questions related to general facilities and infrastructure of the college related to laboratories, library, computers, canteen, sports, recreation, cleanliness, communication etc. The parents' feedback form incorporates the following parameters related to beneficial learning environment, student discipline and regularity of classes, infrastructure and various other facilities. All the data is compiled in an excel file, processed and bar-diagrams are created for better understanding of every parameter. The data is then analyzed by the Principal, IQAC members and the departmental heads so that appropriate action can be taken, if required, in terms of teaching-learning. The report is further discussed with GB members for the actions that need to be taken from the side of the Management. Few actions that were immediately implemented at the beginning of the academic session were installation of several additional CCTV cameras to cover every corner of the college, recruitment of more lady sweepers and provision of bus facility for student pick-up and drop to the nearest bus stop and metro station. Other than the existing two audio-visual rooms, another audio-visual room was constructed in the department of Journalism and Mass Communication so that faculty members can take more ICT based classes.</p>
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**CRITERION II – TEACHING- LEARNING AND EVALUATION**

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

**2.2 – Catering to Student Diversity**

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3021	0	39	0	0

## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

• Students mentoring is an integral part of academia. Orientation programme is organized for freshers' on their first day in the College. Principal and departmental teachers guide them through the courses and the scope of the subjects. The performance of the students in their board exams and class-tests are analysed by the teachers to understand their strength, capabilities and weaknesses. Class attendance, performance and academic progress is kept under scrutiny by the departmental teachers. Advanced learners are encouraged to participate in different academic activities, read more text books and journals for enhancement in learning. They are advised to attend various seminars or give poster presentations at conferences organized by other colleges/institutes. Students are encouraged to access e-lectures available on the web-sites of international, esteemed institutions. This increases exposure and helps in developing research interests. They are given the opportunity to conduct special classes for the freshers to familiarize them with the experience of teaching. • Weaker students are given special attention from the beginning of the session and remedial classes are arranged so that they can overcome their deficiencies. They are encouraged to read more text books and are given notes and study materials. They are given assignments to develop their communication skills.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3021	39	1 : 77

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
39	32	7	7	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
<b>No Data Entered/Not Applicable !!!</b>				



[View File](#)

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A continuous internal evaluation system is in operation all through the session. As per university guideline, mid-term examination and selection test are conducted for students following the annual system and internal examination for students following the CBCS system is carried out. Tests based on Multiple choice Question (MCQ) and Optical Mark Recognition (OMR) sheet format are taken to prepare students for the examinations under the newly introduced CBCS system. Apart from all this, the following are arranged for the benefit of students :

- Regular class tests
- Projects on different topics related to the syllabus
- Open book tests
- Departmental seminars on trending topics
- Quiz
- Group discussions
- PowerPoint presentations
- Debate competitions.
- Oral presentations by students during the last few minutes of the class.
- Writing the class summary.
- On field study and preparation of project report.

Strategies for weaker learners - ? The areas of weakness are deduced from the evaluation of performance in a series of assessments ? Remedial classes are arranged in many cases ? Students are divided into groups, each group comprising of academically strong and not-so strong students. They are made to discuss and write assignments together. Knowledge gained by members of the group is tested through interactions, dissertations, short-term field tours and report preparation, assignments etc.

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

The College prepares an Academic calendar of B.A/B.Sc. and B.Com UG programs based on Academic guidelines as published by mother University at the beginning of every session and it is uploaded on the College website. A copy is sent to every department. The academic calendar contains the commencing date for classes, tentative form fill-up dates, commencing date of college and University examinations. Based on the Academic calendar, individual departments prepare their class routine and teaching plans. All other activities related to sports along with cultural and academic activities are mentioned in the calendar. The Principal and departmental incharge ensure that the course gets completed within stipulated time and the weak learners get proper guidance.

## 2.6 – Student Performance and Learning Outcomes

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

<http://www.thkjaincollege.ac.in/IgAC/Program-CourseOutcome-BCom-BA-BSc.pdf>

### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

### 2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.thkjaincollege.ac.in/IQAC/Student-Feedback-2018-19.pdf>

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

#### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No workshop was conducted	Not conducted	30/06/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No awards were won	NIL	NIL	30/06/2019	NIL
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NONE	NONE	NONE	NONE	NONE	30/06/2019
No file uploaded.					

#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Department	Number of Publication
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

**3.4 – Extension Activities**

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NONE	NONE	NA	0
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	NIL	0	0
<a href="#">View File</a>				

**3.5 – Collaborations**

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NONE	NONE	NONE	0

[View File](#)

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
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**No Data Entered/Not Applicable !!!**

[View File](#)

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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**No Data Entered/Not Applicable !!!**

[View File](#)

#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7500000	6651528

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Newly Added
Class rooms	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Campus Area	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Newly Added

[View File](#)

##### **4.2 – Library as a Learning Resource**

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	18.5	2014

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
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No Data Entered/Not Applicable !!!

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NONE	NONE	NONE	30/06/2019

[View File](#)

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	91	3	91	4	1	6	18	80	0
Added	28	1	28	0	0	5	1	20	0
Total	119	4	119	4	1	11	19	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NONE	<a href="#">NONE</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1250000	1147853	1750000	1596090

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has a budget allocated for maintenance and repair of physical and academic infrastructure and other support facilities as per the requirement. The in-charge of the departments informs the college authority about the various requisitions in regard to repair and maintenance. • Laboratory ? Repairing and maintenance of different laboratory instruments/equipments including microscopes are done on a regular basis. Some instruments are given under AMC. Servicing records are maintained by department. ? All the computers of laboratory/browsing centre/office are given under AMC and maintained by ACC Infotech. • Library ? The college library is maintained by cleaning, shelving, verifying the stock and weeding of unwanted materials. ? The torn books are given for binding. ? The KOHA Library Integrated Management software is

upgraded time to time. • Sports ? The college has a mechanism for maintaining the cleanliness of the basketball court and adjacent ground. ? Sport items for both indoor and outdoor games are regularly purchased as per student requirements. • Others ? Regular servicing of Air-conditioners, Photocopier machine, LCD projector and printers are regularly done. ? All the rooms including the laboratories, staff rooms and library are disinfected and sanitized twice a month with pesticide sprays. ? All the classrooms and washrooms are regularly cleaned to maintain hygiene. ? The garden is maintained and beautified by the gardener and efforts are made to make the campus more eco-friendly. ? The lift which is used by staff members as well as students is maintained by Kone Elevator India Ltd. ? The website is maintained by Braindrops.

<http://www.thkjaincollege.ac.in/IQAC/Procedures-MaintainingFacilities.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

#### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	15

### 5.2 – Student Progression

#### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

NONE	0	0	NONE	0	0
<a href="#">View File</a>					

#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

#### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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

The College does not have any student council as such. The Governing Body which is the apex administrative body of the institution has one student representative. Student representative are present in few other committees such as sports, cultural, magazine etc. where they work under with teacher coordinators.

### 5.4 – Alumni Engagement

#### 5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association has been registered as 'Cossipore Taradevi Harakh Chand Kankaria Jain College Old Students Association' under the West Bengal Societies Registration Act XXVI (1961) on 13th Nov, 2015

#### 5.4.2 – No. of enrolled Alumni:

624

#### 5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

? The institution has set up an administrative hierarchy to facilitate effective decentralization and enhance participation of staff members in the management of the institution. ? Principal is the administrative head of the institution. The Governing Body has provided autonomy to the Principal to control the operation of the institution. Principal has formed several sub-committees to delegate responsibilities out of which IQAC plays an integral role in supervising academic functions. Each committee has a convenor and is empowered to take decisions. Many sub-committees have student representatives who work in conjunction with the Convenors. ? Every department of the college functions independently in terms of conducting Internal Assessment and Tutorial/Practical exams. The incharge of each department is responsible for distribution of workload, evaluation and uploading of marks on the college portal. ? The Governing Body is the apex administrative body of the institution that is vested with the responsibility of decision-making. The Governing Body includes a student representative and non-teaching representative along with other elected members so that everyone associated with the institution in different capacities can get a platform to share their opinion and recommendations. ? Regular feedback is taken from parents and students through feedback forms and parent-teacher meetings so that the administration can address grievances and make necessary changes in the administrative set-up. ? Open door communication is encouraged so that staff members can give constructive suggestions and voice their grievances.

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

Yes

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	? The administration strives to increase the number of titles every semester/ academic year and provide access to more e-resources to enhance student knowledge. ? Library has purchased the updated version of KOHA(ILMS software). ? Books related to preparation for competitive exams have been purchased by the Library. ? An AV room has been added for the students of Department of Journalism and Mass Communication. Several computers are purchased to replace old ones and existing ones are properly maintained. ? The college has purchased several new instruments for various science departments to conduct practical classes according to the new syllabus prescribed under the CBCS system.



Human Resource Management	<p>? The workforce of the institution consists of faculty members, non-teaching staff, laboratory staff and office staff along with other support staff members. The college ensures a conducive work environment for all the staff members. ? Teachers are encouraged to participate in Faculty Development Programs and present papers at National and International Seminars and Conferences to upgrade themselves. Many of the faculty members are a part of the UGBOS. They are invited as Resource persons at academic events organised by various institutions of repute. Faculty members who are about to complete their Ph.D research or who participate in seminars and workshops are entitled to leaves with full pay. ? Departmental staff is provided with work stations with internet facility for effective data management. ? New staff members are provided with in-house training related to their responsibilities.</p>
Industry Interaction / Collaboration	<p>? Students from different departments are taken for various industrial visits to companies like Coca-Cola, Mother Dairy, Keventers, etc. for practical exposure and interactive sessions.</p>
Admission of Students	<p>? The admission process is conducted off-line and the student database is maintained with the help of AIMES software. ? All information related to admission criteria, subject combinations, dates and regulations is uploaded on the college website regularly. ? Students are admitted on the basis of academic merit and the merit lists are published on the website and college notice board.</p>
Curriculum Development	<p>? The college follows the syllabus prescribed by the parent University. Departmental faculty members give suggestions to the BOS with regard to syllabus development. ? The class routine is prepared according to credit requirements of every course and syllabus is distributed among the teachers proportionately. ? Certificate courses like Personality Development are made mandatory for students of BBA (Hons.) for curriculum enrichment. ? To make lectures more comprehensive, faculty members give cross references from other texts by prescribed authors. ? Educational excursions and field</p>

visits are planned by various departments.

#### Teaching and Learning

? The mode of teaching includes traditional chalk and talk method and Powerpoint presentations. ? Along with class lectures other methods are also deployed like invited lectures by experts and peer-to-peer interactions. ? E-resources and handouts are provided to the students to supplement class notes. ? Regular discussions are held among departmental teachers regarding resources given to students and advanced methods of teaching. ? Students are given assignments. Constant assessments and quiz sessions are carried out to analyse the learning outcome. ? Excursions and field work are conducted to enhance learning. ? Student seminars are organised to encourage research ability. ? A dedicated period is set aside for students every week for visiting the library and making use of books and e-resources.

#### Examination and Evaluation

? The Exam Committee conducts Internal as well as University examinations in a timely and efficient manner in keeping with the examination rules and regulations. ? The Academic Calendar fixed by the University is followed for conducting internal exams and publishing results. ? There is a dedicated Exam Control Room for preserving exam papers and maintaining stock of answer scripts. ? The Exam Committee handles room allotment to external candidates, invigilation duty distribution, attendance records and sending scripts to the University. ? The marks of Internal Assessment as well as Tutorial and Practical exams which are conducted by the college are uploaded by the faculty members on the online portal provided by the University. This portal also provides information regarding examinations. ? Regular class tests are conducted and assignments are given by the individual departments to keep track of student progress and the evaluated answer scripts are shown to the students. ? Other methods of student evaluation include MCQ-based exams, paper presentations through Powerpoint at student seminars, in-house spot identification of plant species and

	sample identifications.
Research and Development	<p>? The institution has some faculty members holding a Ph.D degree in their respective subjects and some who are admitted to Ph.D courses at renowned Universities. ? Other faculty members are encouraged by the administration to join higher educational courses like M.Phil and Ph.D for enhancement of knowledge and to promote interest in research. ? The management has released funds to Department of Microbiology for the purchase of chemicals and instruments for faculty research purposes. ? The Library has subscribed to N-LIST INFLIBNET which provides access to e-resources of British Council Library and Jstor. ? Students are also encouraged to take part in seminars and workshops to present their reviews and interpretations related to topics of contemporary relevance.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	<p>? All the details related to admission, courses, subject combinations and merit lists are published on the college website. ? Admission fee is received through the AIMES software. ? Students are provided with scanned copies of bonafide or provisional certificates and documents through email in case they are unable to collect it personally.</p>
Examination	<p>? The marks of Internal Assessment and Tutorial/Practical examinations conducted by the college are uploaded on the college portal provided by the University. ? All notifications related to University examinations are also uploaded on this portal. ? Data related to college examinations is preserved digitally.</p>
Planning and Development	<p>? All notifications related to upcoming event, examinations and results are communicated to the students through the website. ? College uses social media platforms like Facebook to provide updates on cultural events and other programs organised by the institution. ? Bulk-SMS software is used to send important notifications to students, parents and faculty members. ? E-mail services are used for formal communication. ? The library database</p>

	is maintained with the help of KOHA software and e-resources are subscribed through N-LIST INFLIBNET.
Administration	? IQAC makes use of Google Drive to share important documents. ? Biometric system is installed to record staff attendance. ? The college premise is under constant CCTV surveillance. ? Every committee and sub-committee has its own Whatsapp group for communicating and sharing updates. ? Student management software AIMES is used to maintain student database and manage the admission process.
Finance and Accounts	? The Office and Accounts section are fully computerized and make use of Computerized Accounting software COREL (ACE) as well as computerized salary statement Easy Pay software. ? Staff members are notified through SMS about monthly salary and EPF update.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Advanced Research Methodology	1	19/01/2019	27/01/2019	7
Opportunities	3	30/01/2019	31/01/2019	2

for Research in  
Social Sciences

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	7	0	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Employers Provident fund (EPF), Interest free loan	Provident fund (EPF), ESI medical benefits, Interest free loan	Scholarships to meritorious students and concessions to needy students, free bus service to nearest bus and train stations

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

There is no institutional mechanism as such for internal audit. The institution has its accounts audited every year by external auditor K.S.BOTHA CO. (Chartered Accountants). There has been no audit objection in the audit reports so far. The last audit was done for the year 2018-19.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NONE	0	NA

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6.4.3 – Total corpus fund generated

5209122

**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

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

- Regular parent-teachers' meeting are organized by respective departments, where attendance and performance of the ward are discussed.
- Feedback from parents are collected (manually) and analysed. Their suggestions are passed on to the higher authority for implementation. Few such examples are: i. Installation of CCTV cameras inside the class for better surveillance. ii. Opening of the nearby ferry-ghat for easy commute of students from Howrah (across the river Ganga)

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

- Induction programme at college level for staff on the modalities of newly introduced CBCS system
- Training on operation of student management software
- Training on KOHA software for library staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Opening of several new departments for Honours and General subjects
- Recruitment of more teachers for every departments
- Purchase of more reference and text books in the Library
- Upgradation of labs (specially for departments of Chemistry, Botany, Geography, Journalism Mass Communication, Food nutrition etc.)
- Infrastructure augmentation - more audio-visual rooms (for enhancement of ICT facilities) renovation of IQAC room, staff room, office room etc.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Comprehensive Well-being of women	12/03/2019	12/03/2019	55	15

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. All the bulbs are slowly being replaced by LED bulbs, so that power consumption can be reduced. 2. All lights, fans and ACs are switched off in the classrooms and departments when not in use.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	3100
Ramp/Rails	Yes	3100

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community				students and staff
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**No Data Entered/Not Applicable !!!**

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#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NONE	30/06/2019	No such handbooks have been written

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Interactive Workshop on Mental Health by Chinmaya Transformation Circle	04/10/2018	04/10/2018	55

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

The following initiatives have been made to make the campus eco-friendly: 1. The campus has been declared 'Tobacco free'. 2. Several big trees and small plants have been planted, which makes the campus very green and eco-friendly. 3. Presence of medicinal plant garden in the campus. 4. All the lights are slowly being replaced by LED lights, to save energy. 5. Canteen, office and all members (staff, teachers and students) are constantly reminded not to use plastics. 6. Separate garbage bins for biodegradable and non-biodegradable waste materials. 7. All teachers and staff re-use papers for printing to save trees.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

A] Title of the Practice: Extending the ambit of student support to promote holistic development Goal: To provide all kinds of support to students to ensure their physical and mental well being as well as skill development. The Context: In current scenario mental well being has become as important as physical well being because mental health issues are becoming very frequent among students. Along with this, skill development is another area which needs to be focused on to ensure that students graduating from the college are equipped to deal with challenges that await them in the future. The Practice: To address the issue of mental well being, our faculty members have one-to-one interactions with the students of their department so that they can share the problems that they face in their academic as well as personal life. Rather than having just one counsellor, the faculty members take the initiative of counselling and mentoring the students. The Women's cell of the college also organises various awareness programs related to mental and physical well being for the students. One such event was on 'Comprehensive Well-being of Women' where experts came and discussed the impact of psychological disorders as well as physical diseases like Cervical cancer and PCOS which are very common nowadays. Along with this kind of support, the college also provides conveyance support to the students in the form of free bus service to and from the nearest

auto stand, bus stand and metro station. This bus service is also provided for educational tours, field trips, industrial visits and excursions organised by various departments of the college for their students. The college also provides access to ferry service as it is located close to the river bank. This ferry service was revived after the college repeatedly communicated with the Transport Department to repair it and make it operational for the benefit of the students. Coming to skill development, the college ensures that students develop leadership qualities, ability to work in teams, communicate with students of other colleges and organise large-scale events like annual fests and other cultural and interactive programmes. They are encouraged to participate in intra as well as inter college events of academic and non-academic nature to facilitate their holistic development. Students of other colleges are invited to participate in events organised by the institution to increase interpersonal interaction and exposure. The college also offers certificate courses like Personality Development and foreign language courses so that students can learn new skills and get a better chance of gaining employment in the future. Evidence of Success: So far the efforts of our faculty members to connect with the students on a personal level has proved successful as the students contact their teachers through mediums like Whatsapp and email to discuss their problems and are given sound advice and guidance. They are also encouraged to approach the teachers after class hours in college for the same. The Bus service is availed by hundreds of students. Given the popularity of this service, several trips are conducted in the morning and the evening so that maximum students of both the shifts can get the benefit of this service. All the departments of the college regularly avail the bus service for taking their students for field trips, educational excursions and industrial visits. Because of this facility, increased numbers of initiatives are taken by the department to plan more such visits. In terms of skill development, the college has a student committee which organises the annual fest Ripples with the support of the administration. They look after all the aspects like arranging sponsors, inviting other colleges to participate, finalising events, carrying out preliminary selections and inviting judges and guest artists. Students have successfully organised this annual extravaganza along with other events of the college this year. They have also won various inter-college Sports tournaments and have secured good positions in inter-college fests and programmes. Problems encountered and resources required: In order to ensure that more number of students can avail the bus service, the college needs to arrange for an additional bus. To encourage students to develop a diverse skill set, more certificate courses need to be introduced for the students in the upcoming academic session. Notes (optional) Contact details: Name of the Principal: Dr. Mausumi Singh Sengupta Name of the Institution: Taradevi Harakhchand Kankaria Jain College City: Kolkata Pin code: 700002 Accredited Status: B (First Cycle) Work Phone: 033 2352 6056 Fax: 033 2546 8008 Website: www.thkjaincollege.ac.in E-mail: principalthk@gmail.com Mobile: 09830892492 B] Title of the Practice: Making student admission process and financial support schemes more inclusive Goal: To ensure that meritorious students from different social, economic and religious backgrounds are provided admission to the college, especially first generation learners. The Context: Although the college is a Jain minority institution functioning under the aegis of Shree S.S. Jain Sabha, the admission process is an inclusive one. The institution believes in providing all meritorious students access to high quality education and a conducive environment for gaining knowledge irrespective of their caste, class or economic background. Shree S.S. Jain Sabha has taken this initiative to make it easier for students especially from Howrah, Hooghly and North 24 Parganas to get access to higher education in an affiliated degree college so that they have a better chance of gaining employment in the future. The Practice: Students from all economic, social and religious backgrounds are allowed to apply for admission and the final selection is done on the basis of



academic merit. A distinctive feature of the college is that it has attracted several first generation learners over the years who have become rank holders in different departments. Another aspect that the college focuses on to make the admission process inclusive is by providing financial support in the form of concessions to students who are not so privileged and scholarships to those students who have secured a high percentage in their class 12 board examinations and University examinations. Students are also given access to government sponsored scholarships like Kanyashree and Aikyashree based on their eligibility. This type of support is meant for giving an incentive to students to excel in their studies at the undergraduate level and become equipped to pursue post graduation or join the professional world after graduation.

**Evidence of Success:** It is very evident from the student database that the college attracts students from General as well as reserved category, privileged as well as underprivileged milieu and Hindus as well as Muslims. As mentioned earlier, first generation learners are also a part of the student strength. One such student from the Department of Commerce who is a first generation learner and is a college topper of all departments in the University Examination scoring 75 marks. He is now preparing for civil service examinations. This shows that the college has managed to make its mark in achieving its goal of providing high quality education to all categories of students. Problems encountered and resources required:

As the institution is a self-financed one and does not receive any grant from either the central or state government, concessions in admission fee are provided to students selectively based on their economic background or merit. However, the college is in the process of applying for 12 (b) and 2 (f) status under the UGC Act, 1956 so that more financial aid can be given to the students by utilising the grant from the government to make higher education more affordable for all. Notes (optional)

**Contact details:** Name of the Principal: Dr. Mausumi Singh Sengupta Name of the Institution: Taradevi Harakhchand Kankaria Jain College City: Kolkata Pin code: 700002 Accredited Status: B (First Cycle) Work Phone: 033 2352 6056 Fax: 033 2546 8008 Website: [www.thkjaincollege.ac.in](http://www.thkjaincollege.ac.in) E-mail: [principalthk@gmail.com](mailto:principalthk@gmail.com) Mobile: 09830892492

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

<http://www.thkjaincollege.ac.in/IOAC/InstitutionalValues-BestPractices.pdf>

### 7.3 – Institutional Distinctiveness

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

**Area of distinctiveness: Student Safety** The college has adapted the following safety measures for the well-being of the students: • The college has constructed a Gas bank in the open space at the back side of the college building, in order to provide direct gas supply to every laboratory and avoid casualties and mishaps during practical classes for lab-based subjects. The gas is distributed through pipeline with regulators at several levels preventing leakage and explosion as it would have been if individual cylinders would have kept inside the laboratories. • Installation of autoclaves which are meant for sterilization purpose is done in a storage cage outside the different laboratories to avoid accidents. • The institution is very particular about adhering to fire safety regulations. An elaborate fire detection and alarm system has been installed in the college which consists of smoke detectors, heat detectors and fire detectors. The purpose of this fire safety system is to detect fire in the area during the initial stage, to alert occupants so that they can escape the building safely and to initiate automatic fire control and suppression system like water sprinklers. All these measures have been taken by the college to ensure student safety and upgrade the college infrastructure for

disaster risk reduction.

Provide the weblink of the institution

<http://www.thkjaincollege.ac.in/IQAC/Institutional-Distinctiveness.pdf>

### **8.Future Plans of Actions for Next Academic Year**

1. To organize National/International level seminar/conference/workshop. 2. To start training programme of students for preparation of competitive exams. 3. To organize faculty-development programme. 4. To set-up an infrastructure for vermicomposting, mushroom cultivation and production unit, organic farming a project undertaken by Department of Botany. 5. To develop plant for rain-water harvesting in the campus.