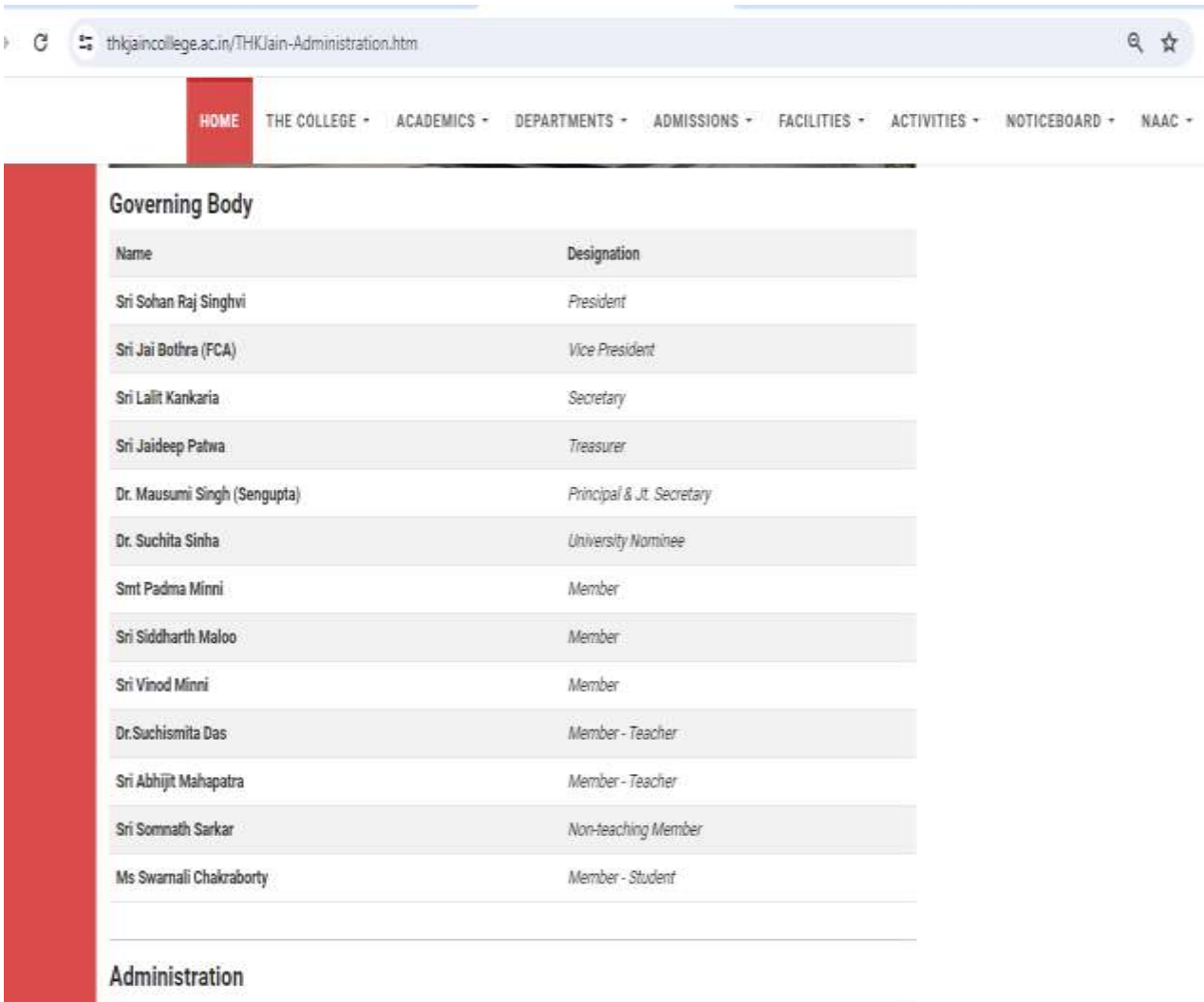


**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

- **The College Governing Body Members and Administrative Heads (screenshots from college website):**



The screenshot shows the website of THK Jain College. The browser address bar displays 'thkjaincollege.ac.in/THKJain-Administration.htm'. The navigation menu includes 'HOME', 'THE COLLEGE', 'ACADEMICS', 'DEPARTMENTS', 'ADMISSIONS', 'FACILITIES', 'ACTIVITIES', 'NOTICEBOARD', and 'NAAC'. The main content area is titled 'Governing Body' and contains a table with two columns: 'Name' and 'Designation'. Below the table, the section 'Administration' is partially visible.

| Name                         | Designation               |
|------------------------------|---------------------------|
| Sri Sohan Raj Singhvi        | President                 |
| Sri Jai Bothra (FCA)         | Vice President            |
| Sri Lalit Kankaria           | Secretary                 |
| Sri Jaideep Patwa            | Treasurer                 |
| Dr. Mausumi Singh (Sengupta) | Principal & Jt. Secretary |
| Dr. Suchita Sinha            | University Nominee        |
| Smt Padma Minni              | Member                    |
| Sri Siddharth Maloo          | Member                    |
| Sri Vinod Minni              | Member                    |
| Dr. Suchismita Das           | Member - Teacher          |
| Sri Abhijit Mahapatra        | Member - Teacher          |
| Sri Somnath Sarkar           | Non-teaching Member       |
| Ms Swarnali Chakraborty      | Member - Student          |

**Administration**

## **Guidelines for Anti Ragging Committee for maintaining discipline in the college**

### **THE DEFINITION OF RAGGING**

1. Any disorderly conduct whether by noisy, or words spoken, or written, or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in a rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or any other student.
3. Asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
4. Asking the students to do any act or perform something which cause him/her shame or embarrassment or danger to his/her life.
5. Any act by a student that prevents, disrupts or disturbs the regular academic activity of a fresher or any other student.
6. Exploiting the services of a fresher or any other student for completing the academic task assigned to an individual or group.
7. Any act of financial extortion or forceful expenditure burden.

### **THE PUNISHMENT FOR RAGGING (INCLUDED BUT NOT LIMITED TO) DEEPENING UPON THE MAGNITUDE OF THE OFFENCE-**

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/withdrawing scholarship/ fellowship/ or any other benefits.
4. Debarring from appearing for any test/ examination/ or the evaluation process.
5. Withholding result of any test, examination.
6. Debarring from representing the Institute any campus interview.
7. Debarring from representing the Institute from attending/ Participating any national or international meet/ tournament/ youth festival etc.
8. Rustication from the institute for such period as may be decided by the concerned authorities.
9. Expulsion from the Institute and consequent debarring from admission to any other education institution for such period as may be decided by concerned authorities.

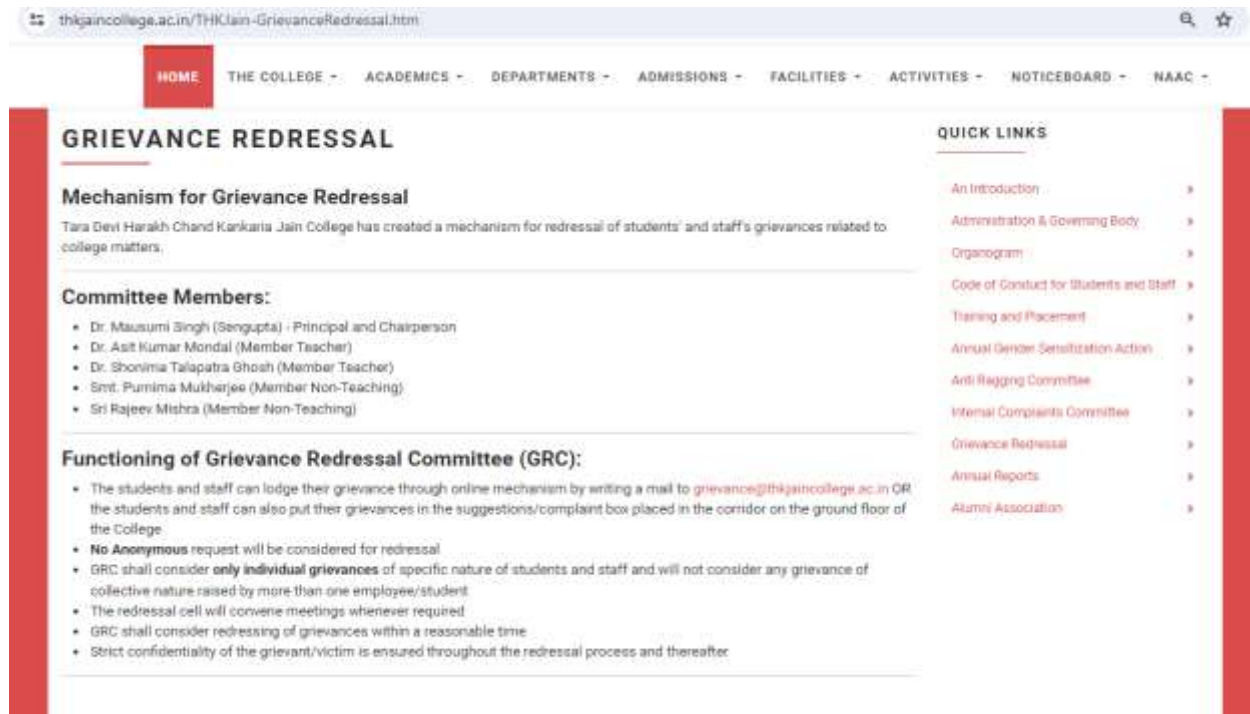
- Website Screenshot on Ragging (members, definition and punishment):

The screenshot shows the website for the Anti Ragging Cell at THK Jain College. The URL is thkjaincollege.ac.in/THKJain-ARC.htm. The page features a navigation menu with options like HOME, THE COLLEGE, ACADEMICS, DEPARTMENTS, ADMISSIONS, FACILITIES, ACTIVITIES, NOTICEBOARD, and NAAC. The main heading is "ANTI RAGGING CELL". Below it, the "Disciplinary and Anti-ragging Committee" is detailed, listing nine members including Dr. Mausumi Singh Sengupta (Principal & Chairperson) and Dr. Asit Kumar Mandal (In Charge, Commerce). A "Function" section explains the committee's role in preventing disciplinary activities. A section titled "ANTI RAGGING AWARENESS & DECLARATION" references a Supreme Court judgment and the UGC Act, 1956, stating a zero-tolerance policy against ragging. A "QUICK LINKS" sidebar on the right provides access to various documents like the Code of Conduct, Annual Gender Sensitization Action, and Grievance Redressal.

- Website Screenshot on Internal Complaints committee (members, definition):

The screenshot displays the Internal Complaints Committee (ICC) page on the THK Jain College website. The URL is thkjaincollege.ac.in/THKJain-ICC.htm. The header includes the college's name, "TARA DEVI HARAKH CHAND KANKARIA JAIN COLLEGE", and its affiliations. The navigation menu is similar to the previous page. The main heading is "INTERNAL COMPLAINTS COMMITTEE". The "Internal Complaints Committee (ICC)" section lists seven members, including Dr. Mausumi Singh Sengupta (Principal and Chairperson) and Dr. Somnath Sarkar. A paragraph describes the committee's adherence to UGC/MHRD guidelines for preventing sexual harassment. A "View UGC/MHRD Guideline" link is provided. A "QUICK LINKS" sidebar on the right offers access to various college documents and reports.

- **Website Screenshot on Grievance Redressal committee (members, definition):**



- **Purchase Procedure**

The institution undergoes a few steps for purchasing items related to the academics. These items comprise books, instruments, chemicals, furniture, computer set and other official requirements.

**Flow – chart of the process of purchase**

- Step 1 --> Requisition from any Department / Library / Office
- Step 2 --> Approval of the requisition by the higher authority
- Step 3 --> Minimum 3 quotations are invited from different companies of repute
- Step 4 --> Acceptance of the quotation that appears reasonable
- Step 5 --> Placement of the order
- Step 6 --> Delivery of goods, issue of challan and stock entry
- Step 7 --> Generation of invoice
- Step 8 --> Authorization of Payment
- Step 9 --> Final Payment
- Step 10 --> Filing of the receipt & warranty

It is to be noted that in case of any urgent purchase, with the prior approval of the higher authority, purchasing of goods may be done, provided the amount is Rs. 5000/- or below.

- **Recruitment Process**

The Recruitment process is conducted by the special constitution of the college as approved by the University of Calcutta.

The given mode of recruitment is followed by the college –

- a) Applications are invited from candidates for the vacant post(s) through an advertisement in a newspaper
- b) Candidates are short-listed from the received resumes
- c) A Selection Committee is constituted with the Secretary / President / Governing Body member, the Principal, Department – in – charge and a University Nominee
- d) Interviews are held for candidates who have been short-listed
- e) A Panel is formed and a candidate is selected out of the panel
- f) Appointment letter is issued to the selected candidate (s) by the Secretary of the Governing Body

- **Library Rules & Regulations**

1. Students must carry the Lending & Reference – cards with him or her to get the books issued / returned.
2. Students are not permitted to use other's Lending & Reference – cards. In case of loss of Library card it should be immediately reported to the college Library, so that a duplicate card may be issued against payment of fine of Rupees 15.
3. Two books of the same kind will not be issued to students at any one time.
4. Students of all the three years must get the library clearance before the final examination of University of Calcutta.
5. In case of loss of any borrowed book, it must be reported immediately to the Librarian. The student must either replace the lost book or pay the cost of the latest edition of the lost book along with overdue charges, if any.
6. Students must not bring books borrowed from other libraries in the college library. Personal belongings are to be kept at the counter at readers own risk.
7. Library shall not be responsible for any kind of loss or damage to personal belongings left in its premises.
8. Use of mobile phones is strictly prohibited in the library.
9. Library Reference books will not be issued.
10. Violation of library rules or misconduct by any student may result in discontinuation of the library privileges.

All users must observe total silence in the library and its environs at all times.

## The college Infrastructure and Facilities

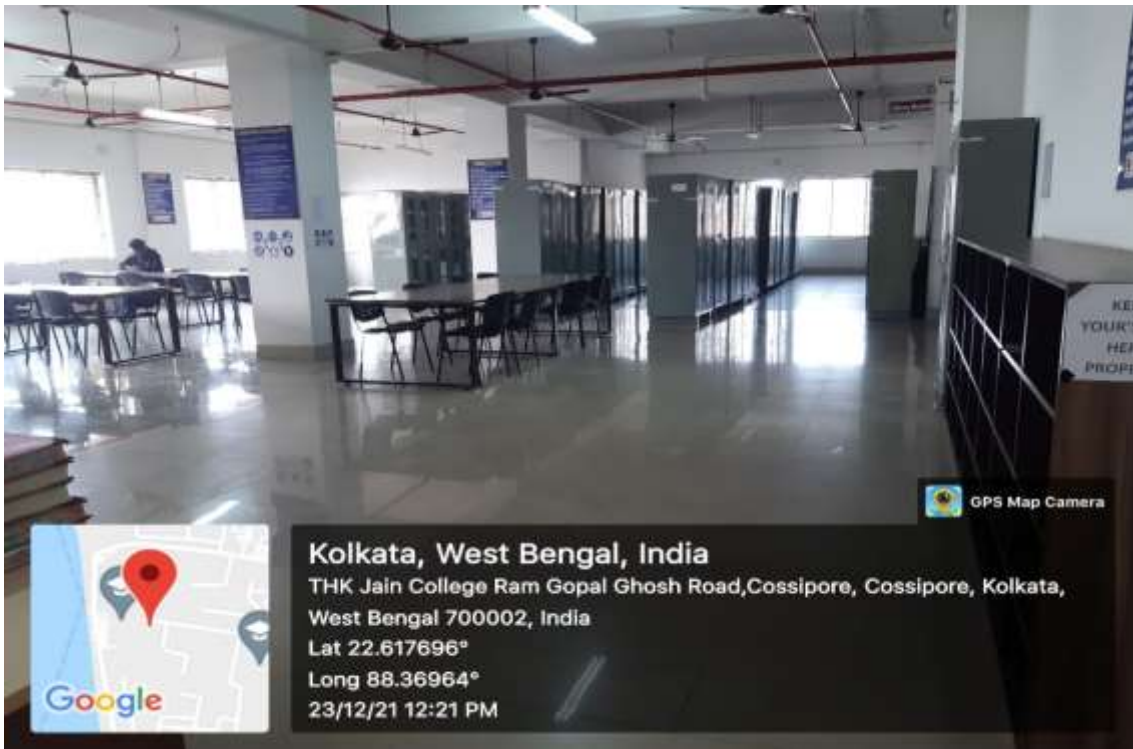
- The environmentally friendly college campus:



- The College Classrooms and audio-visual rooms for conducting classes:



- The College Library:



- The College laboratories:







- The College Canteen:

