



Yearly Status Report - 2015-2016

Part A

Data of the Institution

1. Name of the Institution		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.		08240308826
Mobile no.		9830892492
Registered Email		principalthk@gmail.com
Alternate Email		thkjaincollege@gmail.com
Address		6, Ram Gopal Ghosh Road, Cossipore
City/Town		Kolkata
State/UT		West Bengal
Pincode		700002

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Mr. Rudrarup Saha
Phone no/Alternate Phone no.	08240308826
Mobile no.	9830495420
Registered Email	iqac.thk@gmail.com
Alternate Email	thkjaincollege@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.thkjaincollege.ac.in/IOAC/SSR-FirstCycle-2015.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.thkjaincollege.ac.in/Academics/download/AcademicCalender2015-16.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.59	2016	02-Dec-2016	01-Dec-2021

6. Date of Establishment of IQAC	18-Jan-2012
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7. Internal Quality Assurance System

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
Timely submission of	24-Feb-2016	9

[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
NONE	NONE	NONE	2016 0	0

[View File](#)**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 :**

11

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 responds to all 'Higher Education surveys' and submitted DCFII before the deadline. 2. IQAC has played an instrumental role in preparation and submission of SSR (6th Nov, 2015). 3. IQAC organizes Orientation Program for newcomers to familiarize the students with the UG system. 4. IQAC helps in the preparation of Academic Calender and constantly encourages teachers of various departments to organize different outreach activities like lecture sessions, field visits, industry visits. 5. IQAC regularly monitors the attendance record and academic performance of students in the Internal and University Examinations. 6. IQAC has played an instrumental role in the introduction of Spoken English and Personality Development Certificate course and Computer Literacy Certificate Course

[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
Submission of SSR and preparaton for NAAC peer team members visit in 201617 session	The SSR was uploaded in College website on 6th Nov, 2015 and hard copies were sent to NAAC, Bangalore office. All through the session the College did preparations for upcoming NAAC Peer team members visit.
View File	
14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2016
Date of Submission	24-Feb-2016
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	The College does not have any Management Information System, however Library, Administration and student related data are maintained through dedicated softwares namely: • Library: i. Computerized cataloguing through KOHA automation management system ii. OPAC facility (Inhouse) for users • Office: i. Online admission system and college office automation software (AIMES student management software.) ii. Computerized Accounting software (COREL ACE) iii. 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

As the University of Calcutta designs the courses, there is little scope of flexibility in the courses at the under graduate level. The faculty members participate in the University workshops conducted for the purpose of curriculum designing and development. The college teaches the course without diluting the

syllabi and follows a well-planned curriculum delivery mechanism to provide quality education. 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 syllabus and classes are distributed among the teachers. Every teacher maintains a 'Teachers' Diary' to record the topics taught and to ensure the 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. As educational support we provide a vast range of text and reference books and e-journals, well-equipped laboratories, browsing centers, OHP, LCD projectors etc. The syllabus of B.Com Part-III consists of a Project Work carrying 100 marks and the faculty members enjoy the opportunity to surpass the boundary of the conventional framework. The students get the impetus to work on interdisciplinary areas and acquire information regarding the national and international markets. All students in the UG 3rd year have to undertake project work as a part of course work on Environment Science. Educational excursions are arranged for students of Botany, Geography, Journalism and Mass Communication and Film Studies. Certificate courses are organized by the college for skill and knowledge enhancement of the students. 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, and increase student participation through different activities such as field study, excursions, industrial visit, film screening etc. To inculcate a sense of social responsibility in the students, the College motivates students to participate in social services through NSS (National Service Scheme) unit.

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
Spoken Tutorial: organized jointly with IIT Bombay as a Computer Literacy Program. The course material is provided by Spoken Tutorial Project, IIT Bombay. 21 students were enrolled	NONE	11/04/2016	10	Job in software companies	The students develop basic knowledge on LINUX, which will help them in professional field
Spoken	NONE	08/01/2016	24	To bridge	CV

English and Personality Development. 12 students were enrolled.

the gap between campus and corporate world. The training will help them for applying to jobs writing, formal letter writing, Language lab-reading, job application, preparing reports, powerpoint presentation, debate session, personality development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Hindi Honours	01/07/2015
View File		

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	No program came under CBCS in the session 2015-16.All programs followed the three-year Annual System	01/07/2015

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

	Certificate	Diploma Course
Number of Students	33	Nil

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
NONE	01/07/2015	Nil
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field Trip to Chalsa, North Bengal	14
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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Teachers	Nil
Employers	Nil
Alumni	Nil
Parents	Yes

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

Feedback Obtained

To ensure effective operation and development of an Institution it is very important to collect feedback from various stakeholders and analyze their suggestions. The form is provided to students which has questions related to teaching quality, communication skill of teachers, punctuality, use of innovative methods, completion of syllabus etc. The 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 College organizes parent-teacher meetings every session after the mid-term examination to discuss the progress of the students and syllabus progression. Feedback collected from the parents has questions related to beneficial learning environment, student discipline and regularity of classes, infrastructure and various other facilities. The feedback is further analyzed by the respective departments and the opinions and suggestions are discussed among the teachers. Any specific suggestions are forwarded to the college authority for the action that needs to be taken by the Administration or Management.

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
BA	English	35	88	57
View File				

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
2015	2089	Nil	27	Nil	Nil

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
58	11	9	2	Nil	5

[View File of ICT Tools and resources](#)

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

Students mentoring is an integral part of academia. They are guided in the following ways: • Orientation program is organized for first year students on their first day in the College. Principal and departmental teachers guide them through the difference courses, the scope of the subjects and the program and course outcome. • The performance of the students in their board exams and class-tests are analyzed 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 research articles for enhancement in learning. They are advised to attend lecture sessions or give poster presentations at seminars/conferences organized by other colleges/institutes. Students are encouraged to access e-lectures available on the web-sites of esteemed institutions. This increases exposure and helps in developing research interests. • 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. • For students suffering from lack of concentration or any behavioral problem, psychological counseling is provided by experts for their improvement. This support system has benefited few students and has helped them to score better marks in University exams. • Meritorious and needy students are given financial support to encourage and motivate them. Students who have applied for studies in foreign countries are given financial support to pursue their dreams.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2089	27	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
27	26	1	1	Nill

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
2015	NONE	Assistant Professor	NONE

[View File](#)

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
BA	8	I	21/07/2015	27/11/2015

[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. Class-tests are regularly taken by teachers from the beginning of the

session. As per university guideline, mid-term examination and selection tests are conducted for students of the Annual system. Class attendance, performance and academic progress is kept under scrutiny by the departmental teachers. The College organizes parent-teacher meetings after mid-term examination to discuss the progress of the students. Apart from these, the followings are arranged for the benefit of students:

- Presentation on different topics from the syllabus
- Video and Film screening for better understanding
- Open book tests
- Departmental seminars on trending topics
- Quiz
- Group discussions
- PowerPoint presentations
- Debate competitions
- Oral presentations by students
- Writing the class summary
- On field study and preparation of field report.

Strategies for weaker learners : - The areas of weakness of a student are understood from their performance in a series of assignments and with proper evaluation - Remedial classes are arranged in many cases - Students are divided into groups, each group comprising of academically strong and weaker students.

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 University of Calcutta at the beginning of every session and it is uploaded on the College website. A hard-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 in-charge ensure that the course gets completed within the stipulated time.

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/IOAC/Annual-System-Programme-and-CourseOutcome-BA-BSc-BCom.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
8	BA	English	2	2	100
View File					

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/IOAC/Student-Feedback-2015-16.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
Minor	0	NONE	0	0

Projects[View File](#)**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
NONE	NA	30/06/2016

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
NONE	NONE	NA	30/06/2016	NA

[View File](#)

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	NA	NONE	NONE	30/06/2016

[View File](#)**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
NONE	Nil

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)
National	NONE	Nil	0

[View File](#)

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
Hindi	1

[View File](#)

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
NONE	NA	NA	2015	0	NA	Nil

[View File](#)

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
NONE	NA	NA	2015	Nil	Nil	NA
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	2	5	1
View File				

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
National Youth Day Celebration (12/01/2016)	Organised by University of Calcutta	2	11
View File			

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	Nil
View File			

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
NONE	NONE	NONE	Nil	Nil
View File				

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	0	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	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
NONE	NONE	NA	01/05/2016	30/06/2016	0
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
NONE	30/06/2016	NONE	Nil
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
98	88.51

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Newly Added
Classrooms with LCD facilities	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 partially)	Version	Year of automation
KOHA	Partially	18.5	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4550	957200	428	236846	4978	1194046
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	Date of launching e-
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		is developed	content
NONE	NIL	NONE	30/06/2016
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	31	1	2	1	1	2	17	0	0
Added	12	0	1	1	0	4	1	0	1
Total	43	1	3	2	1	6	18	0	1

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

0 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
NIL	NONE

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
10	9.11	20	17.35

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/equipment 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 center/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 ? The College website is maintained by Braindrops ? Computerized Accounting software by COREL ACE ? Computerized salary statement by Easy Pay software ? Regular servicing of Air-conditioners, Photocopier machine, LCD projector and printers are regularly done ? All the rooms including the classrooms, laboratories, staff rooms and library are disinfected and sanitized

twice a month with pesticide sprays ? All the washrooms are regularly cleaned twice a day 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 and students is maintained by Kone Elevator India Ltd

<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
Financial Support from institution	Student scholarship for meritorious and concession for needy students	320	1691400
Financial Support from Other Sources			
a) National	National scholarship portal (NSP)	10	700
b) International	NONE	Nil	0

[View File](#)

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
Psychological counselling session for students by Psychologist Dr. Sanchita Ghosh	06/01/2016	26	NONE

[View File](#)

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
2015	NONE	Nil	Nil	Nil	Nil

[View File](#)

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
Nil	Nil	Nil

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	Nil	Nil	NONE	Nil	Nil
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	4	B.Sc.	Microbiology (H)	University of Calcutta	M.Sc.
View File					

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
NET	Nil
View File	

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

Activity	Level	Number of Participants
Orientation Programme (10.07.2015 and 11.07.2015) for the newly admitted 1st yr students in two batches	Institutional level	1033
View File		

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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2015	UNDERSTAND YOUR LEADER 2ND	National	4	34	435	NARAYAN RATHI
View File						

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, college magazine etc. where they work along 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:

310

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NONE

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. ? The Governing Body is the apex administrative body of the institution that is vested with the responsibility of decision-making. The Governing Body includes teacher representative, 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. ? 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. ? The In-charge of each department is responsible for distribution of workload and they functions independently in terms of conducting mid-term and selection examinations. ? Parent-teacher meetings are held and yearly feedback is taken from parents and students. The grievances if any, are addressed by the administration and necessary changes are made 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
Admission of Students	? The admission process and the student database is maintained with the

help of AIMS 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.

Industry Interaction / Collaboration

? Students from different departments are taken for various industrial visits to companies like Coca-Cola, Mother Dairy etc. for practical exposure and interactive sessions.

Human Resource Management

? 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 different Seminars and Conferences to upgrade themselves. Few faculties are invited as Resource persons at academic events organized 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 for effective data management. ? New staff members are provided with in-house training related to their responsibilities.

Library, ICT and Physical Infrastructure / Instrumentation

? A new G4 building was constructed with better facilities, infrastructure with more airy classrooms, spacious equipped laboratories. All the departments shifted to the new building in the beginning of the session. ? The administration strives to increase the number of titles of text book every academic year and provide access to e-resources to enhance student knowledge. ? Library has purchased the updated version of KOHA (ILMS software). ? One AV room has been constructed so that teachers can take class through digital mode. Provisions have been kept for construction of more AV rooms. Several computers have been purchased to replace the old ones and existing ones are properly maintained. ? The college has purchased instruments for various

	<p>science departments to conduct practical classes</p>
<p>Research and Development</p>	<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 Library has subscribed to N-LIST INFLIBNET and British Council Library which provides access to Jstor and other e-resources. ? Students are also encouraged to take part in seminars and workshops to present their reviews and interpretations related to topics of contemporary relevance.</p>
<p>Examination and Evaluation</p>	<p>? The Academic Calendar fixed by the University is followed for conducting college exams and publishing results. ? The department organizes regular class tests, mid-term and selection examinations before the final University exam. The evaluated answer scripts are shown to the students. ? The Exam Committee conducts University examinations in a timely and efficient manner in keeping with the examination rules and regulations. ? There is a dedicated 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. ? Other methods of student evaluation include project work submission, student presentations through power-point, in-house spot identification of plant species and sample identifications etc.</p>
<p>Teaching and Learning</p>	<p>? The mode of teaching includes traditional chalk and talk method and Power-point presentations. ? Along with class lectures , 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</p>

	<p>are carried out to analyze the learning outcome. ? Excursions and field work are conducted to enhance learning. ? Student seminars are organized to encourage research ability. ? Lecture sessions are organized for mental well-being and overall development of students. ? A dedicated period is set aside for students every week for visiting the library and making use of books and e-resources.</p>
Curriculum Development	<p>? The college follows the syllabus prescribed by the parent University however the faculty members give suggestions to the BOS with regard to syllabus development. An Academic calendar is prepared following the guidelines of the University. ? The class routine is prepared according to requirements of every course and syllabus is distributed among the teachers proportionately. ? To make lectures more comprehensive, faculty members give cross references from other texts by prescribed authors. ? Educational excursions and field visits are planned by various departments.</p>

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

E-governance area	Details
Planning and Development	<p>? Principal arranges meeting with teachers and staff for planning of any event/program/activities. ? All notifications related to upcoming event, examinations and results are communicated to the students through the College notice boards and website. E-mail services are used for formal communication. ? College uses social media platforms like Facebook to provide updates on cultural events and other programs organized by the institution. ? The library database is maintained with the help of KOHA software and e-resources are subscribed through N-LIST INFLIBNET.</p>
Administration	<p>? Student management software 'AIMES' is used to maintain student database and manage the admission process. ? Every committee and sub-committee communicates through formal notice for any updates. ? IQAC makes use of email to share important documents. ? Bio metric system is installed to record staff attendance. ? The college premise is under constant CCTV surveillance.</p>

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.
Student Admission and Support	? All the details related to admission, courses, subject combinations and merit lists are published on the College notice board and College website. ? Admission fee receipt is generated through the office automation software 'AIMES.' ? Students are provided with scanned copies of bonafide or provisional certificates and documents through email in case they are unable to collect it personally. ? Meritorious students are given scholarships and needy students are given concessions on fees.
Examination	? The answer scripts of mid-term and final/test examinations conducted by the college are shown to students. The marks are adjusted if there is any error. The performance of the students are discussed with their parents. ? All notifications related to University examinations are placed in the college notice board. ? The college conducts the final examination of students (from other colleges) who are allotted by University of Calcutta for Part-I-II-III examinations.

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
2015	NONE	NONE	NONE	Nil
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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)
2015	NONE	NONE			Nil	Nil

01/07/2015 31/07/2015

[View File](#)

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
NONE	Nil	01/07/2015	30/06/2016	0

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	1	1	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Employer's Provident fund (EPF), Interest free loan, Leave for attending Ph.D. course work	Employer's Provident fund (EPF), Interest free loan and ESI medical benefit	Scholarships to meritorious students and concessions to needy students, Psychological counselling of students

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.BOTHRA CO. (Chartered Accountants). There has been no audit objection in the audit reports so far. The last audit was done for the year 2015-16.

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

12186710.70

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	Nil	No	Nil
Administrative	No	Nil	No	Nil

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 analyzed. Few of their suggestions are as follows: i. Purchase of more library books. ii. Lady sweeper in Girls toilet iii. Installation of more CCTV camera

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

• Training on operation of newly introduced computerized student admission software 'AIMES'.

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

The College has just been accredited on 2nd Dec 2016. The post-accreditation initiatives would be to follow the suggestions given by the NAAC Peer team members for up-gradation of the College. Opening of new departments and organization of certificate courses for students and seminars/conferences will be given preferences in the coming years.

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
2015	Submission of SSR for NAAC Accreditation	06/11/2015	06/11/2015	06/11/2015	2089

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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
NONE	01/07/2015	01/07/2015	Nil	Nil

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. In the new G4 building, most of the bulbs are 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. 3. Several medicinal plants have been planted. 3. Both sides of the paper are used for printing, so as to minimize the consumption of papers. 4. Teachers, staff and students have been advised to minimize the use of plastics.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	2089
Ramp/Rails	Yes	2089

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2015	Nil	2	30/06/2016	4	3. Neev-Free school service	To impart free education to the underprivileged kids in the local community	5
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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	30/06/2016	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
Solo lecture session on the topic Challenges of Development by Dr. Swati Ghosh, Associate Professor, Dept. of Economics, Rabindra Bharati University	14/10/2015	14/10/2015	60
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

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 plants

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: 1. Title of the practice: Environment Consciousness among all sections of the institutions. 2. Goal: To make the campus green, healthy and conducive to academic activities 3. The Context: At present many of the educational institutions in and around the city are suffering from degradation of the environment. We have tried to make our campus free from this degradation - physical pollution, law and order problems, external interference, unhealthy practices among students like ragging and addiction to drugs. The need for making the campus free from all such evils has been strongly felt by the management of the institution and all stakeholders. This has prompted us to take positive steps to create an ambience where academic activities can proceed without any hindrance. 4. The Practice: • Smoking and chewing of tobacco in any form is strictly banned in the campus. • Ragging in any form is strictly prohibited and would attract harsh punishment. • Discipline is strictly maintained. • The campus is clean and green. • The College building is kept clean and well maintained. • Plastic cups and carry bags are not used in the campus. The Governing Body and the Grievance Redressal cell include a student representative, but there is no students' union. As a result there is no scope for any external intrusion into the affairs of the institution. 5. Evidence of Success: Although there are a good number of Govt./Govt. Sponsored colleges in the city, yet a section of students flock to this college because of a trouble-free ambience. The guardians seek to get their children admitted to this institution and have expressed their appreciation of the cleanliness, ambience, discipline and greenery of the campus. 6. Problems encountered and resources required: The College is located in an area full of storehouses (godowns) and factories. As a result, it is impossible for the institution to take measures against air pollution. The road connecting the College with the bus routes is also dirty and used by heavy vehicles as parking space. We have to wean some of the male students away from the habit of smoking and gutka chewing. The practice does not involve much of expenditure. It has full support of the Management and any resources required are provided by the Management. 7. Notes (Optional) 8. Contact details: Name of the Principal: Dr. Mausumi Singh Sengupta Name of the Institution: Taradevi Harakchand Kankaria Jain College City: Kolkata Pin Code: 700002 Accredited Status: Not yet accredited Work Phone: 033 2352 6056 Fax: 033 2546 8008 Website: www.thkjaincollege.ac.in E-mail: principalthk@gmail.com Mobile: 09830892492

Best Practice 2: 1. Title of the practice: Professional Experience earned by students of 'Film Studies' and 'Journalism and Mass Communication' 2. Goal: To provide an opportunity to students of 'Journalism and Mass Communication' 'Film Studies' to gain hands-on experience in film making and to make them ready for employment. 3. The Context: With the advent of a large number of TV channels, the demand for people who can produce TV serials, documentaries, Ad-films, corporate films etc. is increasing rapidly. News channels also require personnel for producing news clips, interviews, field reporting, various forms of Journalism like sports journalism and political journalism. On the other hand, the College started with conventional subjects and soon the need for need-based and job-oriented courses was felt. It is under these contexts that the subjects 'Film Studies' and 'Journalism and Mass Communication' were introduced by the institution. 4. The Practice: Students of 'Film Studies' and 'Journalism and Mass Communication' are required to practice reporting, editing, photo-editing, page composition. Each student prepares a documentary on various topics, mainly issues of social relevance. In this year, they have prepared a documentary on Rabindra Nath Tagore named 'Tagore Today'. The documentary in the form of a DVD is available for academic purposes. 5. Evidence of Success: The subjects have been introduced in the year 2014-15 and the first batch is yet to pass the final examination. The materials produced by the students in their first year are stored by the departments. The subjects have already gained popularity and

the demand for admission has increased in the current year. 6. Problems encountered and resources required The departments have procured expensive infrastructure in the form of (i) Apple i-Mac computer for Editing (ii) Sony Movie camera (iii) Canon DSLR still-cum-video camera (iv) Sound Recorder and Equalizer (v) Microphones and Audio Output Box etc. The equipment has cost the college Rs. 5.5 lakhs approximately. Some additional expenditure was incurred to install air-condition in the labs. The resources have been provided by the Management and the departments are running smoothly. There are plans to augment the infrastructure. 7. Notes (Optional) 8. Contact details: Name of the Principal: Dr. Mausumi Singh Sengupta Name of the Institution: Taradevi Harakchand Kankaria Jain College City: Kolkata Pin Code: 700002 Accredited Status: Not yet accredited Work Phone: 033 2352 6056 Fax: 033 2546 8008 Website: www.thkjaincollege.ac.in E-mail: 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-2015-16.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: Infrastructural Development Our institution has always strives to upgrade the facilities and amenities provided to the students and infrastructural development is an integral part of it. Keeping in mind the increasing number of departments offering new Honours and General courses to the students, the college authority has invested in the construction of a new building in the same premises. As the old building did not have enough space for expansion, all college operations have been shifted to the new building this year onward. The new college building has more number of classrooms that are spacious and comfortable. Several laboratories with adequate equipment and resources have been created along with audio-visual rooms with projectors to impart practical and ICT- based education to the students. Provision for further expansion in future has been made to accommodate the growing number of courses and student strength. A spacious library with test books, reference books, journals and access to e-resources is also a part of the new building. Separate common rooms for male and female students with indoor games facility have been created so that students can spend some leisure time after class hours and interact with each other. The G4 college building has an elevator for staff members and students to facilitate movement between the floors and a wheelchair ramp has been created for the disabled. The office space has also been expanded to increase administrative efficiency. The new college building is modern, well-equipped, spacious, and provides a conducive environment for the holistic development of the students. Efforts have been made to convert the premises into a 'green campus' with plenty of greenery and garden space.

Provide the weblink of the institution

<http://www.thkjaincollege.ac.in/IOAC/Institutional-Distinctiveness-2015-16.pdf>

8.Future Plans of Actions for Next Academic Year

The future plans include: 1. Proper planning of the NAAC Peer team members visit due in Nov 2016. 2. To organize National/International level seminar/conference/workshop in the next session. 3. To open new Honours Departments for growth of the college. 4. To conduct certificate courses which will be beneficial for the students.

