



TARA DEVI HARAKH CHAND KANKARIA JAIN COLLEGE

Affiliated to University of Calcutta & Accredited by NAAC (2016)
[Recognized under section 2(f) of UGC Act 1956]

(A self-financed Govt. approved Minority Institution run under the auspices of Shree S.S. Jain Sabha)

6, RAM GOPAL GHOSH ROAD, COSSIPORE, KOLKATA – 700 002
TEL.: 033 25326056 Mob: 9831378911/9831368911

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):

- **List of Governing Body Members**

- | | |
|-------------------------------|-------------------------------|
| 1. Mr. Jai Bothra | – President |
| 2. Mr. Jaideep Patwa | – Vice President |
| 3. Mr. Lalit Kankaria | – Secretary |
| 4. Mr. Rajendra Rampuria | – Treasurer |
| 5. Dr. Mausumi Singh Sengupta | – Principal (Jt. Secretary) |
| 6. Dr. Diptendu Chatterjee | – University Nominee |
| 7. Mr. Vinod Minni | – Member |
| 8. Mr. Saurav Kankaria | – Member |
| 9. Ms. Trishla Bhansaly | – Member |
| 10. Dr. Suchismita Das | – Teacher Representative |
| 11. Mrs. Madhurima Banerjee | – Teacher Representative |
| 12. Mr. Somnath Sarkar | – Non-Teaching Representative |
| 13. Mr. Utsav Manna | – Student Representative |



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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.



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• Disciplinary and Anti- Ragging Committee

1. Dr. Mausumi Singh Sengupta (Principal & Chairperson)
2. Dr. Asit Kumar Mandal (In Charge, Commerce)
3. Dr. Kiran Sipani (Teacher member)
4. Dr. Suchismita Das (Convenor)
5. Dr. Rimi Datta (Teacher member)
6. Sri Siddhartha Chatterjee (Teacher member)
7. Ms. Jhumur Mandal (Teacher member & NSS Programming Officer)
8. Smt. Purnima Mukherjee (Staff Member)
9. Sri Rajeev Mishra (Staff Member)

• Internal Complaints Committee

1. Dr. Mausumi Singh Sengupta (Principal and Chairperson)
2. Dr. Rimi Datta (Convenor)
3. Dr. Suchismita Das (Teacher member)
4. Ms. Rituparna Kundu (Teacher member)
5. Sri Somnath Sarkar (Staff Member)
6. Smt. Purnima Mukherjee (Staff Member)
7. Sri Rajeev Mishra (Staff Member)
8. Student representative (x1)

• Grievance Redressal Committee

1. Dr. Mausumi Singh Sengupta (Principal and Chairperson)
2. Dr. Asit Kumar Mandal (In Charge, Commerce)
3. Dr. Shonima Talapatra Ghosh (Convenor)
4. Sri Ritayan Roy (Teacher member)
5. Smt. Purnima Mukherjee (Staff Member)
6. Sri Rajeev
7. v Mishra (Staff member)



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- **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.



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• 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 –

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

• Library Rules & Regulations

- Students must carry the Lending & Reference – cards with him or her to get the books issued / returned.
- 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.
- Two books of the same kind will not be issued to students at any one time.
- Students of all the three years must get the library clearance before the final examination of University of Calcutta.
- 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.
- 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.
- Library shall not be responsible for any kind of loss or damage to personal belongings left in its premises.
- Use of mobile phones is strictly prohibited in the library.
- Library Reference books will not be issued.
- 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.



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The college Infrastructure and Facilities

- The environmentally friendly college campus:



Principal
Dr. Mausumi Singh (Sengupta)
Tara Devi Harakh Chand Kankaria
Jain College, Koli-
(Affiliated to C.U.)



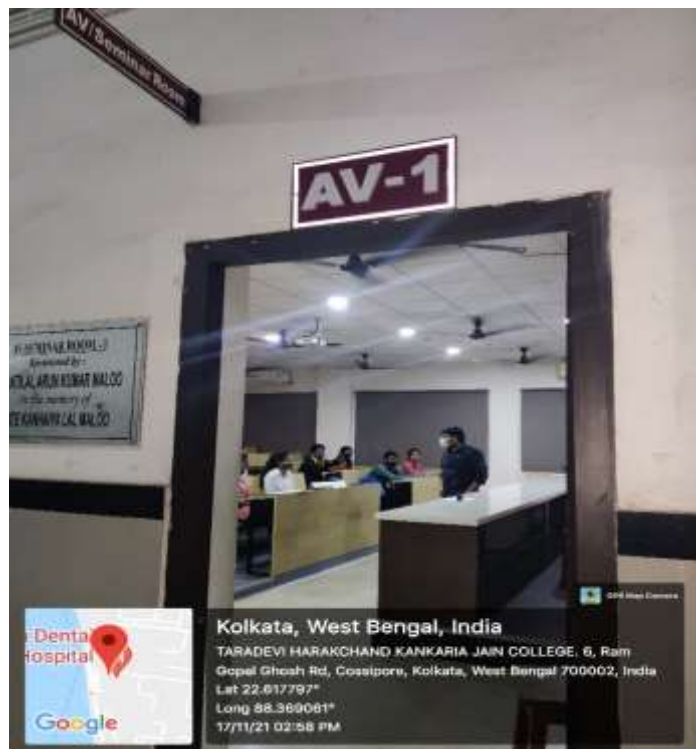
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- The College Classrooms and audio-visual rooms for conducting classes:



Principal
Dr. Mausumi Singh (Sengupta)
Tara Devi Harakh Chand Kankaria
Jain College, Kcl-
(Affiliated to C.U.)



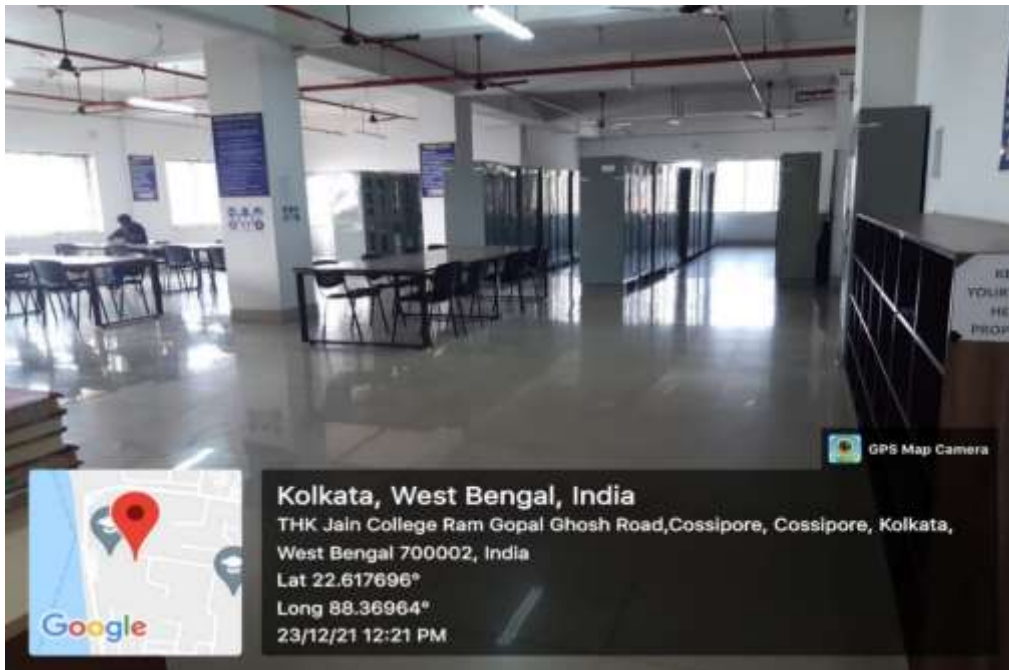
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- The College Library:



- The College laboratories:




Principal
Dr. Mausumi Singh (Sengupta)
Tara Devi Harakh Chand Kankaria
Jain College, Kolkata
(Affiliated to C.U.)



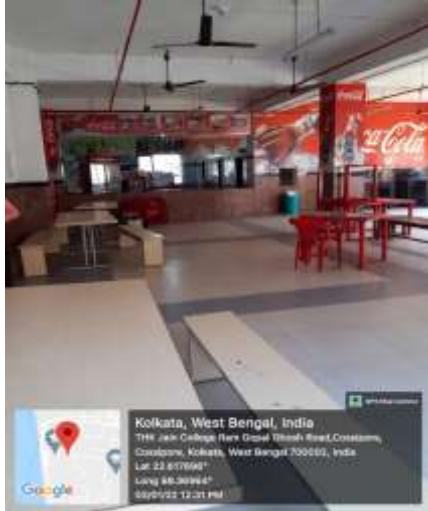
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College Canteen



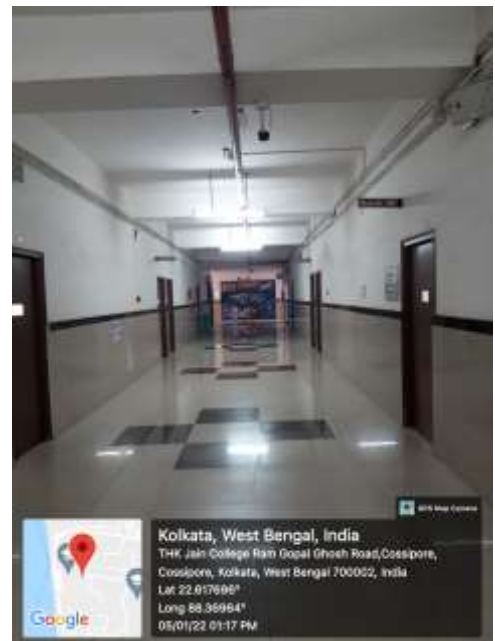
College Bus



Water Cooler



CCTV camera



Sick room




Principal
Dr. Meesumi Singh (Sengupta)
Tara Devi Harakh Chand Kankaria
Jain College, Koli-
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