



GENDER AUDIT REPORT (INTERNAL)

2023-24

Tara Devi Harakh Chand Kankaria Jain College

Kolkata – 700002



Website - www.thkjaincollege.ac.in

Introduction

The United Nations Educational, Scientific and Cultural Organization (UNESCO) defines gender equality as ‘equality between men and women, does not mean that women and men have to become the same, but that their rights, responsibilities, and opportunities will not depend on whether they were born male or female.’ Therefore, the College intends to utilise the findings of an internal gender audit report and further its goals in establishing equality and fairness of treatment for all its stakeholders according to their respective needs, irrespective of gender.

A gender audit is a process that assesses an educational institution's efforts in incorporating a gender perspective into organizational action planning. Its purpose is to critically examine the institution's policies and capacity to ensure a safe and secure environment for students, administrative staff, and faculty members of all Genders and identities. To measure its success in meeting its vision and mission to establish gender equality, THK Jain College has initiated the process of conducting an internal Gender audit.

Objectives

The internal gender audit has the following objectives:

- To find whether gender balance is maintained and to build awareness of gender issues
- To identify the operative mechanisms in the College to bring about Gender sensitisation, empowerment and balance, such as Women’s Cell, Grievance Cell, Code of Conduct etc.
- To identify the challenges of the institution in integrating gender equality within its systems and operations
- To observe the steps the College takes to make the institution and surrounding campus safe for its students
- To identify ways that will contribute to the overall betterment for life on the campus

Process of Undertaking Gender Audit

The process begins with the institution’s awareness of its responsibility to establish growth and balance in terms of gender and representation. An internal committee that would carry out the process of gender audit was formed. The committee then proceeded to make conclusive observations based on an analysis.

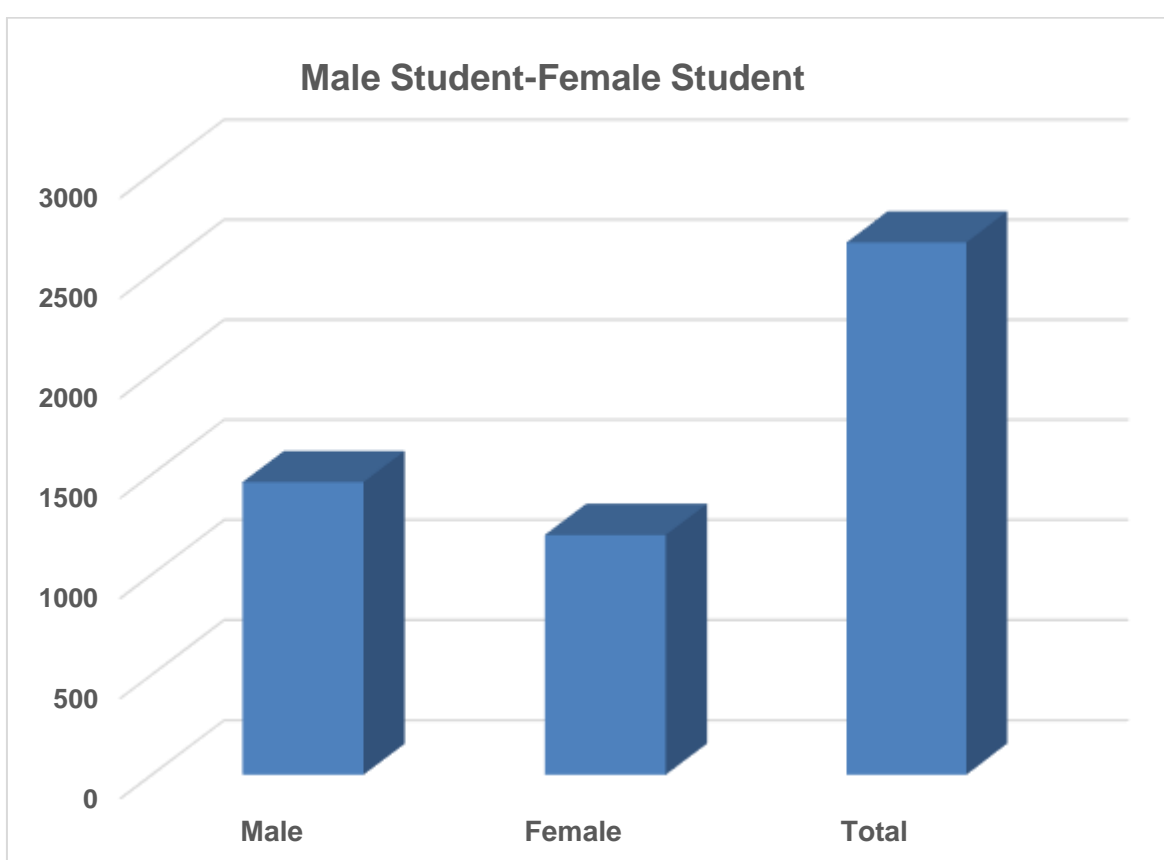
Constitution of the Gender Audit Committee

Sl. No	Name	Designation	Institution
1	Dr. Mausumi Singh Sengupta	Chairperson	Principal, T.H.K Jain College
2.	Dr. Suchismita Das	Jt. Chairperson	IQAC Coordinator & Head, Department of Microbiology, THK Jain College
3.	Anindita Chattopadhyay	Internal Member	Department of Journalism & Mass Communication
4.	Siddhartha Chatterjee	Internal Member	Department of Journalism & Mass Communication
5.	Ritayan Roy	Internal Member	Department of Zoology
6.	Rakanjana Sen	Internal Member	Department of English
7.	Purnima Mukherjee	Internal Member	Non-teaching Staff

Data Collected to Inquire Gender Balance in the Institution

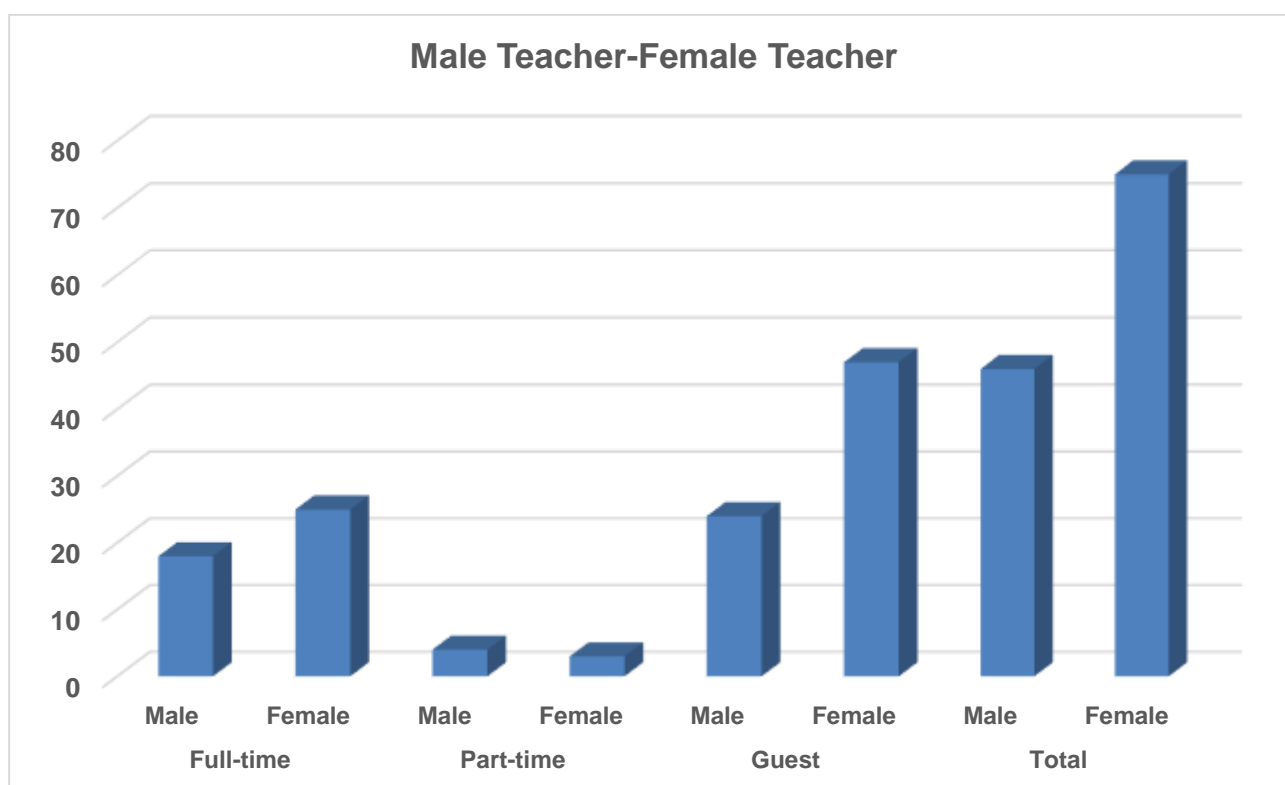
- Gender wise details of distribution of the total students of the institution during the last five years

	Male	Female	Total	Percentage of Male students	Percentage of Female students
2023-24	1461	1197	2658	54.97 %	45.03%



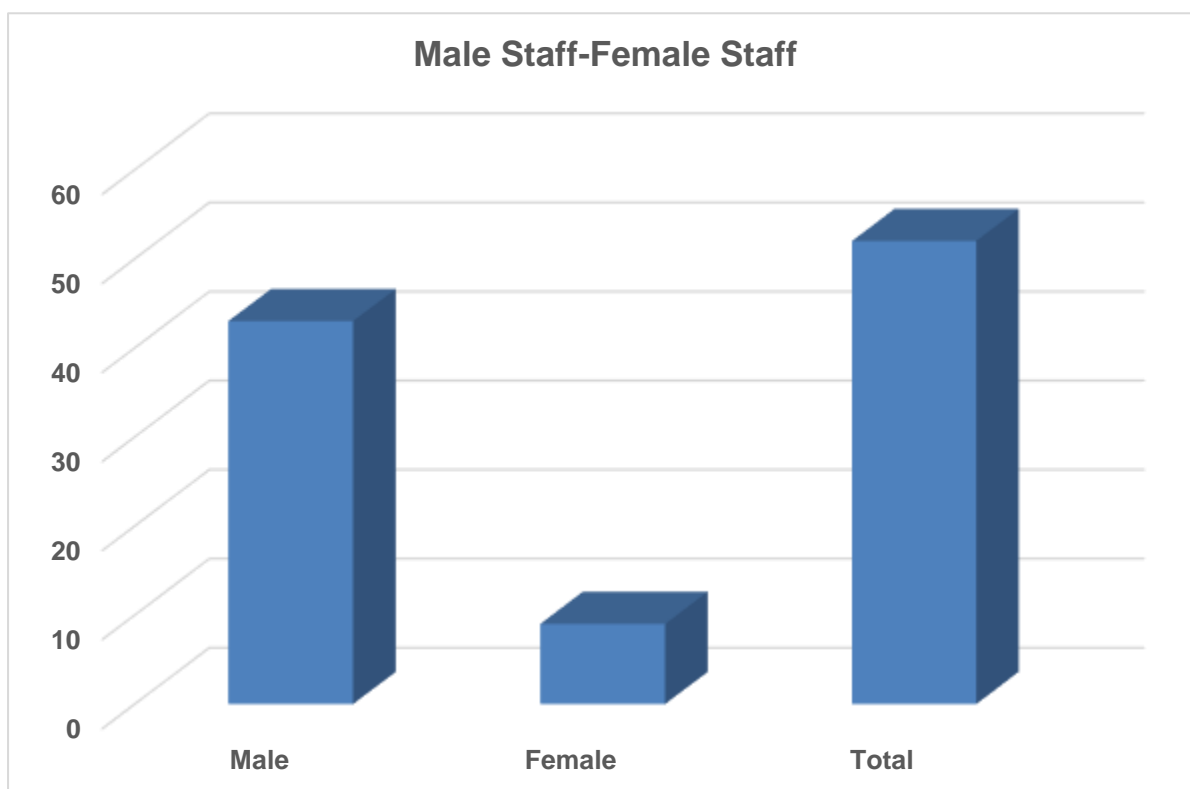
- Gender wise details of distribution of the total teachers of the institution during the last five years

	Full-time		Part-time		Guest		Total		Percentage	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
2023-24	18	25	4	3	24	47	46	75	38.02%	61.98%



- **Gender wise details of distribution of the total non-teaching staff of the institution during the last five years**

	Male	Female	Total	% of Male	% of Female
2023-24	43	9	52	82.69%	17.31%



- **Gender sensitivity awareness programme organized in the Institution in session 2023-24:**

Sl. No.	Event Name	Date	Speaker/ Resource Person	Organising Committee
1.	Observance of 'Mental Health Day'. Workshop on "Violence, Abuse and Mental Health in Daily Life"	10.10.2023	1. Mrs. Swati Chatterjee, Psychological Counsellor, Secretary, Panihati Endeavour NGO 2. Dr. Kasturi Mukherjee, Sr. Psychologist, Founder Member of Belgachia Onkur Foundation For Better Living	NSS
2.	Bio-degradable and Plastic-free Sanitary Napkin Distribution Campaign	10.10.2023	--	College in collaboration with EMOM Organic
3.	Session on 'Menstrual Hygiene and Awareness' and distribution of sanitary pads for local slum women	20.12.2023	--	NSS and Department of Food & Nutrition
4.	Observance of 'International Women's Day' (8 th March). Session on 'Borrowed Spaces to Empowered Legacies: Celebrating Women in Literature and Culture'	07.03.2024	Dr. Sanjukta Dasgupta, Professor and Former Head Department of English, Dean, Faculty of Arts, University of Calcutta	Women's Cell

- Along with the above-mentioned activities, facilities for Psychological counselling for students and personnel who seek aid and support are made available.

- **Constitution of the Women's Cell in the Institution**

Sl. No.	Name	Designation	Department
1.	Dr. Mausumi Singh Sengupta	Chairperson	Principal
2.	Mrs. Anindita Chattopadhyay	Convener	Journalism & Mass communication
3.	Mrs. Jhumur Mondal	Teacher Member	Bengali
5.	Sri. Deepayan Dutta	Teacher Member	English
6.	Ms. Pratishtha Chanda	Teacher Member	English
7.	Ms. Rakanjana Sen	Teacher Member	English
8.	Student member (x2)	--	--

- **Constitution of the Internal Complaint Cell of the Institution**

Sl. No.	Name	Designation	Department
1.	Dr. Mausumi Singh Sengupta	Chairperson	Principal
2.	Dr. Rimi Datta	Convener	Botany
3.	Dr. Suchismita Das	Teacher Member	Microbiology
4.	Mrs. Rituparna Kundu	Teacher Member	Computer Science
5.	Sri Somnath Sarkar	Staff Member	Office
6.	Smt. Purnima Mukherjee	Staff Member	Office
7.	Sri Rajeev Mishra	Staff member	Office

- **Constitution of the Disciplinary and Anti-Ragging Cell of the Institution**

Sl. No.	Name	Designation	Department
1.	Dr. Mausumi Singh Sengupta	Chairperson	Principal
2.	Dr Asit Kumar Mandal	In Charge	Commerce
3.	Dr. Suchismita Das	Convener	Microbiology
4.	Dr Rimi Dutta	Teacher Member	Botany
5.	Sri Siddhartha Chatterjee	Teacher Member	Journalism & Mass Communication
6.	Mrs. Jhumur Mondal	Teacher Member	Bengali
7.	Sri Rajeev Mishra	Staff member	Office
8.	Smt. Purnima Mukherjee	Staff Member	Office

- **Constitution of the Grievance Redressal Committee of the Institution**

Sl. No.	Name	Designation	Department
1.	Dr. Mausumi Singh Sengupta	Chairperson	Principal
2.	Dr. Asit Kumar Mandal	Teacher member	In-Charge, Dept. of Commerce
3.	Dr. Shonima Talapatra Ghosh	Convener	Microbiology
4.	Sri Ritayan Ray	Teacher Member	Zoology
5.	Smt. Purnima Mukherjee	Staff member	Office
6.	Sri Rajeev Mishra	Staff member	Office

Code of Conduct for Students

The college website has a dedicated section mentioning the code of conduct that the students are expected to follow. Violation of any of the following rules and regulations specified will lead to disciplinary action taken by the authorities against the concerned student.

- Students are expected to maintain a good environment conducive to academic pursuits and restrain themselves from passing any derogatory comment towards any religion/caste/creed etc.
- Regular & punctual attendance is compulsory for every student. A student will be considered non-Collegiate if his/her attendance in any subject/Group of subjects falls short of 75% but not below 60%. Candidates declared non-Collegiate may be allowed to fill in application forms for Examination on payment of requisite non-collegiate fees as per Calcutta University norms. A candidate who has not attended at least 60% of lectures delivered/practical class held in any subject/group of subjects shall be considered as Dis-Collegiate and shall be debarred from appearing in any examination as per Calcutta University norms.
- Each student should carry his/her identity card inside the college which should be exhibited on demand. In case of loss of Identity Card Rs.200/- will be charged for issuing the duplicate Card.
- No outsider is to be entertained inside the college premises without the prior permission from authority/teachers/staff.
- The college campus is to be kept clean and the garbage bins have to be used for waste disposal.
- Students should not gather or loiter unnecessarily in the corridors.
- Lights and fans have to be switched off before leaving the classroom to save energy.
- It is the responsibility of each student to look up the notice board regularly to remain updated. Ignorance about the notices cannot be an excuse in any case.
- For long and repeated absence on medical ground, students have to submit the prescription and certificate of a Registered Physician.
- Students must be present in the class within the scheduled time.
- Students must seek permission from the concerned teacher before entering or leaving during the lecture sessions.
- Ragging, in any of its forms, is strictly prohibited inside and outside the college premises. Strict action (even rustication) would be taken against anyone found guilty in this matter (UGC Regulation 2009).
- Students' behaviour towards the teachers, non-teaching staff and other students should be decent and humble. Arrogant attitude or rude behaviour shown towards any would be considered condemnable and punishable as well.
- The students should take care of college properties and be careful to prevent any kind of damage. If identified, fine will be imposed on the particular student responsible for the damage and if not identified the entire class / section has to pay for the loss.

- Consumption of tobacco in any form (cigarette, Gutkha, Khaini) is strictly prohibited inside the college premises. Anybody found in such act would be penalized.
- Use of mobile phone/tablet/similar electronic gadget is strictly restricted inside the classroom/examination hall, library, laboratories and corridors. Violation of this rule may be followed by a penalty.
- Students must dress themselves in a simple and decent manner.
- Students must carry the Lending & Reference - cards with him or her to get the books issued / return.
- Students are not permitted to use anyone else's Lending & Reference cards.

Code of Conduct for Teaching Staff

The faculty members are expected to be professional and responsible to maintain a positive work environment. They should abide by the rules and regulations of the college, and be diligent and punctual in carrying out all duties. The teaching staff is expected to:

- Maintain punctuality by reporting to college on time
- Ensure the all-round development and well-being of the students by having a caring approach towards them
- Be respectful towards their colleagues and other staff members
- Follow the leave-taking rules of the college
- Display due diligence in the performance of duty
- Not to be engaged in any harassment of any employees of the college

Code of Conduct for Non-Teaching Staff

The non-teaching staff is supposed to assist and support the academic and administrative departments of the college and is expected to:

- Maintain punctuality by reporting to college on time
- Must follow regulations pertaining to attendance and discipline and report about late coming or leaving college early to Principal in advance
- Be respectful towards their colleagues and other staff members
- Follow the leave-taking rules of the college
- Display due diligence in the performance of duty
- Not to be engaged in any harassment of any employees of the college

Observations:

The Internal Gender Audit yielded the following key points-

- The institution has established a women's cell, ICC, Grievance redressal cell and, Anti Ragging cell functioning at the college.
- The Women's cell as well as various departments of the institution organises gender sensitisation programmes each year to foster gender sensitivity and awareness amongst the students and staff of the college.
- There are separate common rooms for male and female students of the College.
- Basic sanitation facilities have been provided in each floor of the institution. Separate toilets are there for male and female students as well as for the staff members.
- CCTV monitoring devices are installed in different locations within the institute and surrounding campus.

Recommendations:

The Internal Gender Audit has offered the following recommendations as per the report generated:

- Maintaining a gender balance between teaching and non-teaching staff members, and encourage admission of more female students in the College.
- More co-curricular activities for Gender sensitisation to be organized by ICC and Women's cell
- Motivate female participation in sports and self-defence workshops
- Include Female Security Personnel for improved Gender inclusivity
- Introduce self-employment training programmes in various subjects for both female and male genders.

Conclusion:

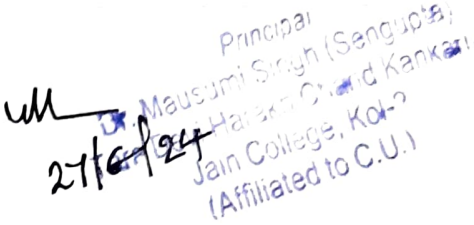
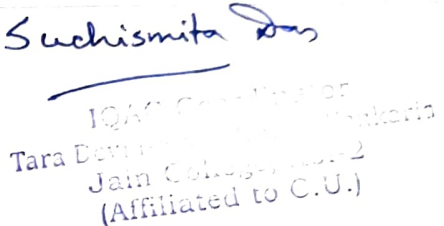




The institution works tirelessly to benefit students and staff of all genders, fostering equity and a healthy institutional atmosphere. It is dedicated to uphold its quality standards of gender equity within its premises. The institution recognizes that women and men have different needs and capacities, which should be acknowledged and addressed in ways that challenge and rectify age-old customs and taboos associated with gender identities. Thus, it not only organises various activities to raise awareness about progressive gender roles but also encourages them to live with dignity.

The audit report finds that there are more male students than female students and more male staff members than female staff members. However, there are more female teachers than the male teachers. The report also highlights that the institute has significant strengths and opportunities to further develop and maintain good gender balance, and overcome its challenges and shortcomings in the coming days.

Acknowledgement:

The audit panel expresses its thankfulness to all the members of the teaching and non-teaching staff-members of the institution for their contribution to the self-assessment process and compilation of the report. The panel is most grateful for the openness and frankness of the people sparing their time to furnish their constructive comments and observations before itself.

Gender Audit report prepared by:

Sl. No	Name	Designation	Signature with date & stamp
1.	Dr. Mausumi Singh Sengupta	Chairperson & Principal	
2.	Dr. Suchismita Das	IQAC Coordinator	
3	Mrs. Anindita Chattopadhyay	Panel Member (Teacher)	
4	Sri. Siddhartha Chatterjee	Panel Member (Teacher)	
5	Sri. Ritayan Roy	Panel Member (Teacher)	
6	Ms. Rakanjana Sen	Panel Member (Teacher)	
7	Smt. Purnima Mukherjee	Panel Member (Staff)	