THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2017-18

SUBMITTED TO

NATIONAL ASSESSMENT & ACCREDITATION COUNCIL, BANGALORE, INDIA

TARADEVI HARAKHCHAND KANKARIA JAIN COLLEGE
6, RAM GOPAL GHOSH ROAD, COSSIPORE KOLKATA- 700 002

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

Taradevi Harakhchand Kankaria Jain College

1.2 Address Line 1

6, Ram Gopal Ghosh Road, Cossipore

Address Line 2

Kolkata-700002

City/Town

Kolkata

State

West Bengal

Pin Code

700 002

Institution e-mail address

thkjaincollege@gmail.com

Contact Nos.

033-2532 6056, 033-2546 8008

Name of the Head of the Institution:

Dr. Mausumi Singh Sengupta

Tel. No. with STD Code:

033-25326056

Mobile:

9830892492

Name of the IQAC Co-ordinator: | Dr. Suchismita Das

Mobile: | 9831898703

IQAC e-mail address: | iqac.thk@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) | WBCOGN23186

1.4 **NAAC Executive Committee No. & Date:** | EC/19/A&A/34.1 dated 2-12-2016
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: | www.thkjaincollege.ac.in

Web-link of the AQAR: | www.thkjaincollege.ac.in/downloads/AQAR-2017-18.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	2.59	2016	5 years
2	2nd Cycle	NA	NA	NA	NA
3	3rd Cycle	NA	NA	NA	NA
4	4th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC: DD/MM/YYYY | 18. 01.2012

1.8 AQAR for the year (for example 2010-11) | 2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011:

   i. AQAR 2016-17 submitted to NAAC on 22-12-2017

10 Institutional Status:

   University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [ ]

Autonomous college of UGC   Yes [ ]   No [ ]

Regulatory Agency approved Institution   Yes [ ]   No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√] Men [ ]   Women [ ]

Urban [√] Rural [ ] Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [ ]   UGC 12B [ ]

Grant-in-aid + Self Financing [ ]   Totally Self-financing [√]

1.11 Type of Faculty/Programme

Arts [✓]   Science [✓] Commerce [✓] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify) [.]

1.12 Name of the Affiliating University *(for the Colleges)*   [University of Calcutta]

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

[Religious Minority (Shwetambar Jain)]

Autonomy by State/Central Govt. / University   [ ]

University with Potential for Excellence   [ ]   UGC-CPE   [ ]

DST Star Scheme   [ ]   UGC-CE   [ ]

UGC-Special Assistance Programme [ ] DST-FIST [ ]

UGC-Innovative PG programmes [ ] Any other (*Specify*) [ ]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers [8]

2.2 No. of Administrative/Technical staff [1]

2.3 No. of students [1]

2.4 No. of Management representatives [1]

2.5 No. of Alumni [1]

2. 6 No. of any other stakeholder and
   community representatives [Nil]

2.7 No. of Employers/ Industrialists [1]

2.8 No. of other External Experts [2]

2.9 Total No. of members [15]

2.10 No. of IQAC meetings held [5]

2.11 No. of meetings with various stakeholders [Nil]   Faculty [1]

   Non-Teaching Staff Students [Nil]   Alumni [Nil]   Others [Nil]

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

   If yes, mention the amount [ ]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 2 | International | | National | | State | | Institution Level | 2

(ii) Themes | X |

- IQAC helps in the preparation of College Academic Calendar.

- IQAC actively responds to any 'Higher Education survey'.

- IQAC has uploaded the DCF2 file at AISHE website without failure, since 2011-12 session.

- IQAC continuously monitors the academic programmes in several departments.

- IQAC plays an active role in planning for organizing lecture sessions, outreach activities, career counselling etc.

- IQAC has played a pivotal role in looking after the activities of several college sub committees.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To submit proposal for increase in intake capacity in B.Com (H), English (H) and Microbiology (H).	1. Intake was increased from 600 to 720 for B.Com (H); 35 to 50 for English (H) and 30 to 50 for Microbiology (H).
2. To start new UG courses on BBA (H) and B.A./B.Sc. Hons. in 'Library & Information Studies' from 2018-19 session under University of Calcutta.	2. The Inspection team from the State Council of Higher Education West Bengal and experts from the University of Calcutta visited the College and gave sanction order to open these two courses from session 2018-19.
3. To initiate the process of getting UGC recognition of section 2 (f) and 12B.	3. The GB has given consent for the same and agreed to take the necessary initiatives for the preparation of various related documents.
4. To promote research and	4. The College has released an amount of Rs 33,133/- to the Dept. of Microbiology for ongoing research and purchase of chemicals and

infrastructural developments.	reagents.
5. Proposal to start Add-on certificate course in Spanish, a foreign language for students.	5. The digital language laboratory has been set up with iTell –Orell software. An effective curriculum of 60 hrs on Spanish Language (A1 level) with the support of Cd'A Global Language Centre Trust; has been started from 24th Nov, 2017, with 33 students from 1st yr of various departments.

*** Attach the Academic Calendar of the year as Annexure**

(see Annexure 1A for B.Com and Annexure 1B for B.A./B.Sc.)

2.15 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [ ]   Syndicate [ ]   Any other body [✓]

Provide the details of the action taken

IQAC discussed the AQAR with the members of Academic committee of the College which includes the different departmental heads.

- It was decided that more activities like workshop, seminars need to be organised in the forthcoming sessions, for which proper planning needs to be done.

- More student activities, both academic and extra-curricular need to be promoted.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	10	2	12	1 (Foreign language)
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	10	2	12	1

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/**Elective option** / Open options

  (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	12

1.3 Feedback from stakeholders*   Alumni ☐   Parents ✓   Employers ☐   Students √
  (On all aspects)

      Mode of feedback   :   Online ☐   Manual ✓   Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure (see Annexure 2)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> For UG courses, (H & Gen), the syllabus is mainly guided by the parent university, University of Calcutta. Syllabus of different subject (s) is being revised every ~5 year by the University.
>
> Before finalization of the syllabus, the University organizes workshops to incorporate teacher's feedback. College deputes the concerned faculty members to attend such workshops and give their suggestions.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> Botany (Hons.) and Food & Nutrition (Hons. and Gen) from session 2017-18

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Principal	Asst. Professors	Associate Professors	Professors	Others (Part-time, Guest &Visiting)
87	1	36	NIL	NIL	50

2.2 No. of permanent faculty with Ph.D. | 9 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

Part-time	Guest	Visiting
9	35	6

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	College level
Attended	7	-	2	32
Presented papers	1	5	1	-
Resource Persons	-	-	-	2

2.6 Innovative processes adopted by the Institution in Teaching and Learning:

- ICT based interactive classes (LCD, OHP) for better understanding of students.
- To organize lectures of Invited speakers from reputed Universities /Institutes/Colleges.
- Special classes for weak learners and opportunities for advanced learners by allotting them classes for junior students.
- Motivating students to work on lab journal and wall magazine.
- Encouraging students to give poster/ model presentation, participate in group-discussion, quiz, debate in inter and intra- College competitions.
- Regular field work and educational excursions for students.

- Arrange industry/lab/studio visits for students beyond their curricula.
- Film screening for the students of Department of Film studies and English.
- Computerized cataloguing in library through KOHA automation management Software.
- OPAC (In-house) facility for users.
- Computers with internet facility for the users to access online/E- resources.
- Subscription to NLIST-INFLIBNET and British Council Library memberships for access to E-resources.
- Annual subscription to research journals and magazines.

2.7 Total No. of actual teaching days
     during this academic year

| 197 |

2.8 Examination/ Evaluation Reforms initiated by
     the Institution (for example: Open Book Examination, Bar Coding,
     Double Valuation, Photocopy, Online Multiple Choice Questions)

| Nil |

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development
     as member of Board of Study/Faculty/Curriculum Development workshop

| BOS: 1 | X | X |

2.10 Average percentage of attendance of students (for B.A./B.Sc./B.Com)

| 65 - 75 |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Class/Division				
		Distinction	I (Number)	II (Number)	III (Number)	Pass %
B.Sc. (H) in Microbiology	15	-	9	6	-	93.3
B. Sc (H) in Computer Science.	2	-	-	2	-	100
B. Sc. (Gen)	14	-	2	-	4	43
B. A. (H) in Geography	8	-	-	8	-	100
B.A. (H) in English	4	-	-	2	2	100
B. A. (H) in Journalism & Mass Communication	5	-	-	3	1	80
B.A. (Gen)	9	-	-	-	3	33.33

Title of the Programme	Total no. of students appeared	Class/Division				
		Distinction	I (Number)	II (Number)	III (Number)	Pass %
B.Com (H)	319	-	22	165	22	65.52
B.Com (G)	192	-	-	-	26	13.54

Note: No result for Hindi (H) and Zoology (H) as they have been functioning from 2015 and 2016 respectively.

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Principal and IQAC frames the Academic calendar (based on University calendar) before the commencement of every session.

- Principal and IQAC regularly meet the Departmental Heads and other teachers for monitoring the completion of syllabus on time.

- IQAC maintains record of students' performance both at the College and University level. The results are analyzed with the Departmental teachers.

- IQAC monitors and makes provision for remedial/tutorial classes for weaker students.

2.13 Initiatives undertaken towards faculty development   :   NONE

Faculty / Staff Development Programmes	Number of faculty benefited
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	-	1	-
Technical Staff	1	-	-	-

- ## **Criterion – III**

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- To encourage teachers for enrolling in Ph.D/ M. Phil or any other higher studies.

- Formation of Research Committee to encourage teachers to start research projects. In the earlier session a seed money of Rs 10,00,000/- has been given to the Dept. of Microbiology to start research projects. In the current session Rs 33,133/- has been spent by the department to purchase chemicals and reagents.

- To organize lecture sessions of University/Institute faculties occupied in research, so as to sensitize the students with ongoing research.

- To arrange lab visits for students in reputed Universities/Institutes.

3.2   Details regarding major projects: NONE

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects: NONE

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications:

	International	National	Others
Peer Review Journals	-	1	-
Non-Peer Review Journals	1	2	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range 0.1-0.3   Average 0.2   h-index [ ]   Nos. in SCOPUS -

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: NONE

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   X   Chapters in Edited Books   X

ii) Without ISBN No.   X

3.8 No. of University Departments receiving funds from: NA

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy x   CPE x   DBT Star Scheme x

INSPIRE x   CE x   Any Other (specify) x

3.10 Revenue generated through consultancy   NIL

3.11 No. of conferences organized by the Institution   : 2

Level	International	National	State	University	College
Number				1	1
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons: 2 (Invited resource person)

3.13 No. of collaborations   International X   National X   Any other X

3.14 No. of linkages created during this year   X

3.15 Total budget for research for current year in lakhs:

From Funding agency NIL   From Management of College   Rs. 33,133/-

Total   Rs. 33,133/-

3.16 No. of patents received this year: NONE

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
    of the Institute in the year : NONE

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
    who are Ph. D. Guides   None
    and students registered under them   None

3.19 No. of Ph.D. awarded by faculty from the Institution   None

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): None

JRF ☐   SRF ☐   Project Fellows ☐   Any other ☐

3.21 No. of students Participated in NSS events:

University level   100   State level   ☐

National level   ☐   International level   ☐

3.22 No. of students participated in NCC events: NONE

University level   ☐   State level   ☐

National level   ☐   International level   ☐

3.23 No. of Awards won in NSS: NONE

University level   ☐   State level   ☐

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC: None

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized:

University forum [ ]   College forum [ ]

NCC [ ]   NSS [16]   Any other [ ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility (**see Annexure 3**)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	30351.52 sq. metre	-	College	30351.52 sq. metre
Class rooms	43	-	College	43
Laboratories	17	02	College	19
AV room/Seminar Hall	2+1	-	College	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	11	-	College	11
Total Value of the equipment purchased during the year (Rs. in Lakhs)	-	5, 96, 900.52	College	-
Others	-	-	-	-

4.2 Computerization of administration and library

Office

- Computerized and Wi-Fi enabled administrative office

- Photocopier and printer

- Computerized Student Data Base (through AIMES software)

- Computerized Accounting software COREL (ACE)

- Computerized salary statement Easy Pay software.

Library

- Computerized cataloguing through KOHA automation management software.

- OPAC facility (In-house) for users

- Five computers with internet facility for the users (teachers and students) to access online/e-resources.

- Subscription to NLIST-INFLIBNET and BCL memberships

- Wi-Fi enabled

- CCTV surveillance

4.3   Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	5466	-	789	-	6255	-
Reference Books	22	-	2	-	24	-
e-Books	135908	-	Same renewed	-	135908	-
Journals	13	-	1	-	14	-
e-Journals	6247	-	Same renewed	-	6247	-
Digital Database	147655	-	-	-	147655	-
CD & Video	98	-	-	-	98	-
Others (specify) (Magazine)	3	-	Same renewed		3	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	98	2	Admin block, Dept. of Comp. Sc, Dept. of Physics, Dept. of Mathematics, Dept. of Geography, Dept. of Journalism & Mass Communication, Department of Film studies and Library	4	1	6	17 (includes Dept. of Botany)	Audio visual room (2) and Multipu-rpose Hall (1)
Added	20	-	Dept. of Microbiology, Dept. of Commerce, Dept. of Economics, Dept. of History, Dept. of Pol. Sc., Dept. of Botany, Dept. of Chemistry, Dept. of Zoology, Dept. of Food & Nutrition, Dept. of English, Dept. Of Hindi & Dept. of Bengali	-	-	-	1 (Dept. of Food & Nutrition)	-
Total	118	2	20	4	1	6	18	3

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.) :   NONE

4.6 Amount spent on maintenance in lakhs :

   i) ICT | 7, 92, 609.00 |

  ii) Campus Infrastructure and facilities | 17, 35, 949.20 |

  iii) Equipments | 5, 96, 900.52 |

  iv) Others | 1, 21, 21, 932.94 |

                              Total : | 1, 52, 47, 391.66 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC takes initiatives to enhance awareness about various student support services:
- Publish updated prospectus annually during admission.
- Organization of orientation programme for the fresher's of various departments on the first day of the academic session. All support services are being discussed with the students in detail. Students are made acquainted future by the departmental teachers with the curriculum and the opportunities and scope of the subject.
- College notice boards and website are regularly updated.
- By sending text message through bulk-SMS service.

5.2 Efforts made by the institution for tracking the progression

- Alumni database is being updated for keeping track of progression.
- The academic performance of the students in College tests (class tests, mid-term and selection) and University examinations are being continuously monitored.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3330	NIL	NIL	250 under M.Com (DDE)

(b) No. of students outside the state

16

(c) No. of international students

X

Total Men

No	%
1564	56.97

Total Women

No	%
1766	53.03

Last Year Admission (2016-17)						This Year Admission (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1193	26	6	18	Nil	1243	1035	19	2	20	XX	1076

Demand ratio: For the academic year 2017-18

Departments	Demand Ratio
B.com (H&G)	2.14 : 1
English (H)	2.45 : 1
Geography(H)	1.60 : 1
Journalism& Mass.Com (H)	2.13 : 1
Hindi(H)	0.50 : 1
Microbiology(H)	2.43 : 1
Computer science (H)	1.36 : 1
Zoology (H)	2.23 : 1
Botany (H)	1.65: 1
Food and Nutrition (H)	1.30 : 1

Dropout %: *~2 %*

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> NONE

　　No. of students beneficiaries 　 NA

5.5 No. of students qualified in these examinations

NET		SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

- The scope and future career opportunities of various subjects are explained by the concerned faculties during Orientation Programme.
- Career awareness programmes were organized by Department of Commerce:
  i.　　On 11th Jan, 2018 a lecture session was organized for 2nd and 3rd year students of Dept. of Commerce on 'Career in Management and Personality' by Bennett University, the group of Times of India. They delivered PowerPoint presentation and focussed on the concept of entrepreneurship with examples of eminent entrepreneurs and the initiatives taken by them.
  ii.　　On 16th March, 2018, a programme was organized for the students of Dept. of Commerce. The programme was conducted by 'ENDEAVOR', a renowned professional training institute in Kolkata. They discussed with the students on the benefits of pursuing MBA and the future prospects.

　No. of students benefited 　 ~160

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
TCS-BPS (on 20.03.18)	34	7	-

5.8 Details of gender sensitization programmes: NONE

- College has a Woman cell comprising the Principal teaching and non-teaching staff.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level [X]   National level [X]   International level [X]

Institution level [47]

No. of students participated in cultural events

State/ University level [X]   National level [X]   International level [X]

Institution Level [24]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level [X]   National level [X]   International level [X]

Cultural: State/ University level [   ]   National level [   ]   International level [   ]

Institution Level [21]

5.10 Scholarships and Financial Support

	Number of Students (applied as per College records)	Amount
Financial support from institution	413	Rs 23, 26, 500/-
Financial support from government	43	Data not available
Financial support from other sources	6	Data not available
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives: NIL

Fairs   : State/ University level [X]   National level [X]   International level [X]

Exhibition: State/ University level [X]   National level [X]   International level [X]

5.12   No. of social initiatives undertaken by the students [16]
         *These includes the activities by NSS volunteers

5.13 Major grievances of students (if any) redressed: No such major grievances were recorded.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision
To impart holistic education and diffuse the sense of moral and ethical values along with skill formation among the students.
Mission
To ensure awakening and awareness of the students by providing quality education and help them prepare for the future beyond the campus by nurturing and inculcating ability to face new challenges.

6.2 Does the Institution has a management Information System

Although the College does not have any Management Information System, all other administration and student related data are maintained through dedicated software namely
- AIMES student management software.
- Easy Pay pay roll software.
- Accounting software COREL (ACE)
All necessary information is uploaded at college website for students' knowledge.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Academic calendar is prepared based on the guidelines laid down by the University of Calcutta, which is subject to changes due to unavoidable circumstances.
- Teachers submit yearly teaching plan in an attempt to complete the syllabi on time.
- Teachers' diary is regularly maintained by all the teachers.
- Exchange of inter-departmental faculty for students' benefit.
- Remedial/ tutorial classes are arranged for students' assistance.
- Field work/ excursion/ visit to industry and laboratory for students are organized for their academic development and providing them with the first hand experience.
- Students' seminar and other academic activities are being arranged by different departments.
- Screening of films and enacting dramas for the students of Film studies and English departments.

6.3.2 Teaching and Learning

- Teaching plan made by the teachers is followed.
- Regular class tests and other educational assignments are conducted apart from mid-term and selection examinations.
- Parent-teachers meeting are held to discuss the performances of the students.
- Question banks are provided to the students and are solved by the concerned subject teacher in the classes.
- Scrapbooks, model presentation, wall magazine, seminars based on their curriculum are arranged for students by the departmental teachers.
- Resource persons are invited for delivering lectures to develop interest among the students in the respective subject.
- Lab journals published by the Dept. of Journalism & Mass Communication are entirely edited by students.
- Students are encouraged to participate in intra and inter college quiz, group discussion, debate competitions, poster presentation etc.

6.3.3   Examination and Evaluation

For **three years (1+1+1 Regulations)** B.A./B.Sc/B.Com (H&G) courses, the college follows the Calcutta University guidelines.
- The college conducts its internal examinations for proper assessment and prepares the students for the University examinations. The internal assessment and evaluation includes class tests, mid-term and selection examination.
- The students are shown their answer scripts, and grievances, if any, are redressed.
- The students securing poor marks are given additional guidance through remedial classes, so that they can secure higher marks in the University examinations.

For newly introduced **Semester-wise B.Com (H&G) Examination (under CBCS)** from the 2017-18 session; the college follows the Calcutta University guidelines:
- Attendance of students is maintained and internal assessment marks are submitted to University. Practical, theoretical and tutorial examinations are held as per schedule.
- Students are guided with the curriculum and are directed towards the new regulations.

6.3.4   Research and Development

- The college has an existing research committee which motivates teacher to get enrolled for Ph.D./ M. Phil. programmes.
- The management has provided seed money to initiate research project.

6.3.5   Library, ICT and physical infrastructure / instrumentation

Library
- The library is fully computerized with the integrated open source library management software KOHA and OPAC (In – house).
- Books in central and departmental library are available for students and faculty members.
- Access to e-books and e-journals through INFLIBNET/ IUC facilities.
- The Institute has subscribed to the British Council Library membership for students and faculty members.

ICT
- Two separate audio- visual rooms have been set up for conducting interactive classes.
- Internet access to students and teachers both in the library and some of the departments is provided.

Physical infrastructure / Instrumentation
- Spacious, airy class rooms for conducting theory classes.
- Well- equipped laboratories for practical classes.
- Computers, laptops, cameras for filming, stereoscope, dumply level, GPS, spectrophotometer, laminar air-flow, BOD incubator etc. and every instrument required for curriculum are available.
- 32 CCTV cameras are present in various locations within the campus.
- Power back-up by 63 KVA diesel generator.
- College bus for dropping students and staffs to nearby bus stops and subway stations.
- Wi-fi access at Admin block, Library, and in all the departments.

6.3.6   Human Resource Management

- Efficient deployment of human resources has always been the main concern of the College.
- Faculty members are involved in both academic and college committee work. The various responsibilities are coordinated with academic activities.
- Two teachers, one student and one non –teaching staff have been absorbed as the members of the Governing Body.
- Student members have been kept in several college committees (magazine, cultural, sports, and internal complaint cell) to assist the teachers.

6.3.7 Faculty and Staff recruitment

The following steps are followed for faculty recruitment:

    i.   An advertisement is given at daily newspaper before recruitment.

    ii. Screenings of applicants is done based on merit and experience and are called for interviews.

    iii. A selection committee is formed comprising of University expert, GB member, Principal and departmental head.

    iv. Faculties are appointed based on the panel.

Regarding staff recruitment the Management and the Principal take decision based on their merit and experience.

6.3.8 Industry Interaction / Collaboration

- In the 2017-18 academic session, the college organised a placement drive by TCS-BPS and seven (7) students were recruited. More such initiative has to be enhanced by the college.

- Students from few departments are taken for industry visit for developing enthusiasm and knowledge in the commercial world.

6.3.9 Admission of Students

An Admission committee comprising the Principal and heads of departments ensures that candidates seeking admission are appropriately informed on various aspects through the distribution of prospectus, pamphlets, website etc. Admission is done on merit basis, following the University of Calcutta guidelines for every subject.

6.4 Welfare schemes for

Teaching	College is highly conscious about its employees' welfare. Some of the specific welfare schemes for the teachers are as follows. • Provident Fund coverage as per the Employee Provident Fund (EPF) Scheme of Govt. • Academic supports like study leave, special leave are always available for attending Ph.D. course work, seminars/ workshops. Teachers are always encouraged for their self-development.
Non-teaching	• Employee Provident Fund (EPF) is provided to all permanent non-teaching staffs. • E.S.I. benefit for medical care is provided. • The employees are given zero-interest loans, after taking necessary approval from the concern body.
Students	• Concessions on tuition fee are available for meritorious and economically backward students. • First aid care is being provided. • Career guidance facility is provided regularly. • Campus recruitment drive is organised.

6.5 Total corpus fund generated

Rs 2, 29, 55, 753.22/- (Reserve fund)

6.6 Whether annual financial audit has been done   Yes ✓ No ☐

The institution has its accounts audited every year by external auditor K.S.BOTHRA & CO. (chartered accountants).

6.7 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 #	

* However Principal and IQAC constantly monitor the academic performances of the departments.

Governing body and Principal looks after the activities of the administration.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ✓

University of Calcutta holds and declares results of under graduate courses, hence the college has no control over the date of publication of results. The departments of the college take care to publish results of internal exams held by the college.

For PG Programmes   Yes ☐   No ☐

At present there are no PG programmes offered by the college, hence publication of results does not arise.

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

Alumni Association of the college has been registered in 2016.

6.12 Activities and support from the Parent – Teacher Association

- Association with the parents takes place during the Parent- teacher meeting (PTM). Academic performance of the students is being discussed with them.
- Parents' feedback and suggestions are taken into consideration.
- Other than formal PTM, the Principal and departmental teachers contact guardians to keep them updated about their wards' attendance, performance and other issues related to their activities.

6.13 Development programmes for support staff

No new programme for support staff has been undertaken in 2017-18 session.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The college has a big campus full of trees and small plants.
- College has medicinal plant garden which is maintained by the Department of Botany. This garden is not only an integral part of the curriculum but also an important instrument for sensitization.
- Separate waste bins for bio-degradable and non-biodegradable products are maintained.
- Use of plastic and tobacco are prohibited in the campus. Use of plastic cups and plates are not encouraged.
- Printing papers are reused to save trees.
- Awareness is created for minimising electricity consumption.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Common gas-bank has been set up at ground floor to supply gas to different science laboratories to avoid fire casualty.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Digital Language laboratory has been set up with i-Tell ORELL software being installed. A certificate course on Spanish foreign language (A1 level) is in full swing for thirty three 1st year students.
- A state-of-the-art laboratory has been set up for Department of Food and Nutrition.
- Student intake was increased from 600 to 720 for B.Com (H); 35 to 50 for English (H) and 30 to 50 for Microbiology (H).

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

1. Basketball training programme for students (Annexure 4i)
2. Introduction of Food and Nutrition course at UG level, a Professional course for student's benefit (Annexure 4ii)

Provide the details in annexure (annexure need to be numbered as i, ii, iii)

7.4 Contribution to environmental awareness / protection

- More trees have been planted in the current session to maintain the greenery.
- The plastic and non-plastic wastes are segregated before disposal into separate dustbins.
- Recruitment of more staff (male & female) dedicated for cleaning classrooms, laboratory and surroundings including toilet.
- The approach road of the College has been declared as NO PARKING ZONE, which was previously blocked by the parking of heavily loaded vehicles. This has resulted in easy access of the students to the College and more security for girl students.
- Parking space for incoming vehicles has been restricted near the entry gate to make campus free of any pollution.

7.5. Whether environmental audit was conducted?   Yes [ ]   No [✓]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength	Opportunities
➢ Supportive management which is responsive to the academic needs of the Institution and provides the necessary infrastructure. ➢ The college enjoys Religious Minority Status w.e.f. 31/3/15. ➢ Blend of capable young and energetic faculty members and experienced, superannuated faculty members to ensure maximum efficacy in the process of teaching and learning. ➢ A healthy working and learning environment, free from any external intervention that plagues many educational institutions in the State, is ensured.	➢ The College building can be utilized for introducing more courses and different add-on courses. ➢ For providing opportunity to students to acquire professional skills, the institute can collaborate with other professional institutes and industries. ➢ To arrange more campus recruitment programmes, this will lend a hand to the students.

Weakness	Challenges
➢ The institute is self financed in nature and does not receive any type of grant. Students' fees constitute the major source of fund. ➢ Heterogeneous batches of students.	➢ To increase the overall pass percentage in the University Examinations. ➢ To provide proper research facilities to the faculties for attaining academic growth and receive grants from different funding agencies. ➢ To set up an active Career Counselling and Placement Cell to create awareness among students about career opportunities. ➢ To make the newly formed Alumni association perform actively for the progress of the institute.

8. **Plans of institution for next year**

- To be covered under section 2(f) sand 12(B) of UGC act.
- To introduce more UG departments.
- To organize National/International Seminar/Workshop for different departments.

Name: Dr. Suchismita Das

IQAC Co-ordinator
T.H.K. Jain College
Kolkata-2

Date: 22nd Dec, 2018

_____

Signature of the Coordinator, IQAC

Name: Dr. Mausumi Singh Sengupta

Principal
Dr. Mausumi Singh (Sengupta)
T. H. K. Jain College
(Affltd. to C. U.) Kol-2

Date: 22nd Dec, 2018

_____

Signature of the Chairperson, IQAC

_____ *** _____

Annexure 1

A. **Academic Calendar of B.Com for the session 2017-18 (Tentative)**

(As per the guidelines received from the University of Calcutta)

Month	1st Week	2nd Week	3rd Week	4th Week	Last Week
July, 2016	Commencement of New Academic Session	Classes Commencement of B.Com 3rd year classes	Orientation Programme for Freshers (20th & 22nd, July)	Classes (1st yr, 1st Sem)	Classes (1st yr, 1st Sem)
August	Classes (1st yr, 1st Sem)	All Classes, Commencement of B.Com 2nd year Classes (11th August Seminar tentative)	All Classes	All Classes	All Classes
September	All Classes	All Classes	All Classes	All Classes & Indoor Games	Puja Vacation
October	Puja Vacation	Puja Vacation	Puja Vacation	All Classes	Mid-term for 2nd & 3rd year
November	Mid-term for 2nd & 3rd year	All Classes	All Classes	All Classes	All Classes
December	All Classes College Debate / Extempore, Semester Exam tentative (subject to confirmation by C.U)	All Classes	All Classes & Annual Sports	All Classes & Annual Social	Winter Recess
January, 2017	All Classes 3rd yr College Tests(H&G) for B.Com, Semester II begins	Classes Remedial / Tutorial for 3rd year	Classes Remedial / Tutorial for 3rd year	Classes Remedial / Tutorial for 3rd year	Classes, 2nd year college test (H&G), 3rd year form fill up
February	Classes 2nd year college test	Classes	Remedial / Tutorial Classes for 2nd year	Remedial / Tutorial Classes for 2nd year	2nd year form fill up
March	Classes (1st yr, 2nd Sem)	Classes (1st yr, 2nd Sem)	Classes (1st yr, 2nd Sem)	Classes (1st yr, 2nd Sem)	Classes (1st yr, 2nd Sem)
April	Classes (1st yr, 2nd Sem) & CU Exam 3rd yr	Classes (1st yr, 2nd Sem) & CU Exam 3rd yr	Classes (1st yr, 2nd Sem)	Classes (1st yr, 2nd Sem)	Classes (1st yr, 2nd Sem)
May	Classes (1st yr, 2nd Sem) & CU Exam 2nd yr	Classes (1st yr, 2nd Sem) & CU Exam 2nd yr	Classes (1st yr, 2nd Sem) & CU Exam 2nd yr	Classes (1st yr, 2nd Sem) & CU Exam 2nd yr	Classes (1st yr, 2nd Sem)

Month					
June	Classes (1st yr, 2nd Sem)	C.U. B.Com Exam Semester - II	C.U. B.Com Exam Semester - II	C.U Annual Exam	C.U Annual Exam

Note: Detailed information regarding internal Assessment and C.U Examination will be given later

B.   **Academic calendar of B.A./ B. Sc. Hons. & Gen. Courses for the 2017-18 session (Tentative)**

(As per the guideline received from the University of Calcutta)

Month	1st Week	2nd Week	3rd Week	4th Week	Last Week
July, 2017	Commencement of New Academic Session	Classes	Commencement of 1st yr and 3rd yr B.A/B.Sc. classes	Classes C.U registration starts	Classes
August	Classes	Classes	Classes C.U registration ends	Classes	Classes
September	Classes	Commencement of 2nd yr B.A/B.Sc. Classes	Classes	Classes Indoor games tournament	Puja Vacation
October	Puja Vacation	Puja Vacation	Puja Vacation	Classes	Mid-term exam for all three years
November	Mid-term exam for all three years	Classes	Classes	Classes	Classes
December	Classes College Debate / Extempore	Classes	Classes Annual Sports	Classes Annual Social	Winter Recess
January, 2018	Classes	Classes 3rd yr College Tests (H&G) for B.A/B.Sc.	Remedial / Tutorial Classes for 3rd yr	Remedial / Tutorial Classes for 3rd yr	Classes 3rd yr Form fill-up
February	Classes	Classes 2nd yr College Tests (H&G) for B.A/B.Sc.	Remedial / Tutorial Classes for 2nd yr	Remedial / Tutorial Classes for 2nd yr	Remedial / Tutorial Classes 2nd yr Form fill-up
March	Remedial / Tutorial Classes	Remedial / Tutorial Classes 1st yr College Test (H&G) for B.A/B.Sc.	Remedial / Tutorial Classes for 1st yr	Remedial / Tutorial Classes for 1st yr	Remedial / Tutorial Classes 1st yr Form fill-up
April	Remedial / Tutorial Classes C.U. Exam Part – III	Remedial / Tutorial Classes	Remedial / Tutorial Classes	Remedial / Tutorial Classes	Remedial / Tutorial Classes

May	Remedial / Tutorial Classes	Remedial / Tutorial Classes up to 14th	15th Summer Recess starts	Recess	Recess C.U. Exam Part – II
June	Recess	Recess	Recess	Recess	Recess

Commencement of C.U. B.A / B.Sc. Part – I Exam 2018 from 4th week of July

Schedule may subject to change under unavoidable circumstances

Annexure 2: Action taken by IQAC on the basis of feedback from stakeholders

1. Notices are regularly uploaded in the official website of the college.

2. SMS regarding student related matters is sent to both students and parents from time to time.

3. Regarding co-curricular activities, students are encouraged and allowed to participate in different inter-college competitions as well as intra college ones, be it cultural or educational.

4. Infrastructure has been developed by the institution for outdoor games like basketball, cricket etc.

5. Students are provided with campus recruitment facility where companies like TCS-BPS and ICICI have visited the college campus and appointed many of them.

6. The numbers of ICT classes have increased as teachers are motivated to conduct more of them and purchase of more projector and laptops have been undertaken.

7. More computers have been purchased so that more students can get access for their use.

8. A lady sweeper has been appointed for regular cleaning of girl's toilet.

Annexure 3:

The NSS Program Officer and members of NSS advisory committee have worked whole heartedly as one team all through the year. They have periodically organized several events and maintained the cleanliness of the college campus and neighbourhood.

The major extension activities and Institutional social responsibility done through College NSS team

1. Celebration of Independence Day at College campus (15th Aug, 2017): Celebration of '71st Independence Day' at College campus. The NSS volunteers decorated the campus with the Tri-color National Flags and painted floral designs with Rangoli. The Principal, advisory committee members, office and non-teaching staff helped in the celebration of the special day and there was a dynamic touch of enthusiastic participation.

2. NSS membership drive (17th and 18th Aug, 2017): NSS volunteers interacted with the 1st yr students of various departments and motivated them to join NSS, through which they can serve the humanity. Many fresher's nominated their names and readily agreed to join NSS.

3. Celebration of Saraswati Pujo (20th and 22nd Jan, 2018): The NSS volunteers along with other College students celebrated Sarawati Puja. On 20th Jan, they spend the whole day in decorating the Saraswati Idol and puja ambiances with colourful ribbons and rangoli. On 22nd Jan, they were present for the entire puja ceremony and helped in distribution of fruits and sweets. They further performed few cultural programs.

4. Campus cleaning (30th Jan, 2018): The NSS volunteers cleaned the campus with a lot of care. They were given several broomsticks and dustbins. All the garbage was being disposed properly and at the end bleaching powder was sprayed to kill the mosquito larvae. This was an initiative as an extension of Swachh-Bharat movement.

5. Cleaning of College Medicinal plant garden (12th Feb, 2018): The NSS volunteers cleaned the medicinal plant garden and gave water to the plants.

6. An Awareness programme on Child Nutrition at College campus (27th Feb, 2018): NSS unit organized a Lecture & Demonstration Session on child nutrition for infant and pre-school kids. The children of NEEV school (a free school for underprivileged children) and their parents were invited for the session. The theme kept was '**Shishu ka Shahi Poshon: Desh or Jati ka hi Abhution**'. The program was arranged in collaboration with Food & Nutrition (FNTA) Department. On 26th Feb, the FNTA students worked hard to prepare the poustic laddoos and other foods. On 27th Feb, the teacher and students of FNTA department gave power-point presentations on healthy & delicious food to the parents of NEEV kids. They explained how the kids will happily eat healthy foods like palak paratha, basanchilla, egg roll, poustic laddoo etc. and at the same time will get sufficient nutrition. One packet of poustic laddu was distributed among 80 children of NEEV. The program was really appreciated by the parents of NEEV children. For both the days, the NSS volunteers actively participated to successfully complete the programme.

7. An Awareness programme on AIDS at College campus (28th Feb, 2018): An awareness programme on AIDS was organized and the chief Guest was Dr. Subrata Sarkar (Retd. Principal, College of Nursing, R.G. Kar Medical College & Hospital). She has been working with HIV positive patients for many years and shared her experience with the NSS volunteers and other students of the college. Three HIV positive patients were also present and it was really heart-touching to hear their stories and the ill-behaviour they receive from the society.

   The NSS volunteers arranged a poster competition on AIDS Awareness. The participants presented several posters and slogans, which were being judged by our chief guest. Dr. Subrata Sarkar. The winners were given certificates and prizes.

8. Book distribution for NEEV children (19th March, 2018): Story-books, crayons, pencils and erasers were distributed amongst the NEEV kids by the NSS volunteers.

9. Awareness programme on Malaria and Dengue (26th March, 2018): The NSS volunteers did a door-to – door campaign at the adopted slum Jyoti Nagar Colony to spread awareness on malaria and dengue. They distributed pamphlets to the residents and explained the necessity to maintain hygiene. They also requested them to make sure that they should not store water for long as it becomes breeding ground for mosquito.

10. For the 7-Day Special Camp (8th March to 14th March, 2018), the following activities were organized:

i. Day 1: 8th March 2018: The Inaugural day - A Lecture on Environmental Issues.

   Dr. Mausumi Singh Sengupta (Principal), Chief Guest Mr. Rajarshi Chakrabarty (Senior Project Officer; WWF India, Western Arunachal Landscape Programme) and OC of Chitpore Police Station inaugurated the 7-Day Special camp programme by lighting the lamp. All the guests were felicitated by the respected Principal Madam after which she delivered a short speech on the various activities to be held in the special camp 2017-18. The OC of Chitpore police station gave a short motivational speech for the volunteers. This was followed by an audio-visual lecture by our chief guest Mr. Chakrabarty on 'Environmental Issues - Endangered Wild Life of India –Under Conservation'.

ii. Day 2: 9th March 2018: Personality Development programme.

   A personality development programme was arranged for NSS Volunteers and other college students. The chief guest for the day was Col. Probir Sengupta (Indian Army). An extraordinary interactive session was conducted by him on career counselling & personality development and was really appreciated by the students. He discussed on several issues which is currently paralysing the society and the present generation. He specially requested the male students to show respect to women and always stand against any immoral activity.

iii. Day 3: 10th March 2018: An Awareness programme on Health Issues & Health Check- up for NEEV Children and NSS volunteers.

   A Health Awareness programme was organized for the NEEV Children and NSS volunteers in collaboration with Food & Nutrition Department. The height and weight of 35 NEEV kids were measured and the data was compared to their respective age, to find out whether they were having

proper growth with their growing age. The facts were shared with their parents. The children were given some refreshments at the end.

As a measure of health check-up; blood group, blood sugar and pressure were estimated of the 50 NSS volunteers.

iv. Day 4: 11th March 2018: Poster Competition on Road Safety.

The NSS volunteers prepared posters for the 'Poster competition' on road safety. The posters were being judged by few NSS advisory members and other teachers. The posters were appreciated and were viewed by teachers and other college students. The winners were given certificates.

v. Day 5: 12th March2018: Road Safety Training:

A Road Safety Training was organized by our NSS unit. The invited speaker was from Shyambazar Traffic Guard & Traffic Training School, Tala. He delivered lecture on road safety and several video footages were shown, taken from CCTV cameras installed at different locations in the city. The videos clearly shows that majority of the accidents could have been avoided and using these footages he explained with care why safety measure is very much needed during driving and while crossing streets.

vi. Day 6: 13th March 2018: Sit & Draw Competition for NEEV Children.

A Sit & Draw competition was organized for NEEV Students. The NSS volunteers judged their creativeness & 1st, 2nd and 3rd prizes were given. At the end, all the participants were gifted with some drawing items and food packets were distributed.

vii. Day 7: 14th March2018: Youth Parliament Competition for all our students:

An Youth Parliament Programme was organized at the college campus in collaboration with Learnmet, Nehru Yuba Kendra, Kolkata (North) under National Young Leader Programme (Ministry of Youth Affairs & Sports Govt. of India). The Programme was LIVE broad-casted in some of the colleges under University of Calcutta and in other Universities. The participants were some of the college students along with students from other colleges. The students performed very well and the winners were awarded with certificates.

Annexure 4:

Annexure 4i:

Best Practice 1:

Title: Basketball training programme for students

Goal: To encourage participation in sports activities and games among the students, a basketball training programme has been started so that students can get the opportunity to compete at the University and National levels. As more number of female students has enrolled their names, the focus has been on training and moulding them into outstanding sportswomen.

Context: The College makes a conscious effort to encourage both indoor games and outdoor sports among students. To create an environment conducive to sports, the Management has constructed rooms for playing carom and table tennis, a cricket field as well as a basketball court. Such co-curricular activities and games are equally important for the physical and mental development of the students along with academics.

The Practice:

    a. A basketball court has been set - up within the eco-friendly green campus.

    b. A professional trainer has been appointed to coach interested students.

    c. Students get a rigorous coaching thrice a week with each session lasting for three hours.

    d. The students have become confident and are now regularly encouraged to participate in and play at various events and competitions.

Evidence of success:

    1. Many students from various departments have enrolled their names and they actively participate in the training programme.

    2. Some female students from the college have been selected for Calcutta University's women's basketball team.

Annexure 4ii:

Best Practice 2:

Title: Introduction of Food and Nutrition course at the UG level: A Professional course for the benefit of the students

Goal: To provide an opportunity to students to gain hands-on experience in food science and to make them ready for employment. The course provides in-depth knowledge about nutrition, biochemistry, microbiology, physiology and a lot more.

Context: A balanced and healthy diet reduces the risk of diseases like obesity, diabetes, heart disease, liver disorder and some kinds of cancer. After graduating, the students can gain employment as nutritionists, dieticians, therapists, food safety consultants, etc. A state-of-the-art laboratory has been

set-up by the Management to ensure that the best equipment is available for effective practical training of the students.

The Practice:

a. The course has been much in demand since its introduction in the College. The fact that all the seats got filled-up in the very first year gives evidence of the positive response that the course has received from the students.

b. The teachers are very enthusiastic and motivate the students to attend classes regularly.

c. The Departmental teachers and students in collaboration with the College NSS unit have organized several programs like health check-ups for college students and awareness programmes on child nutrition for NEEV kids (see annexure 3). The parents of NEEV kids were asked to participate in a lecture session on 'Shishu ka Shahi Poshon: Desh or Jati ka hi Abhution' which increased their awareness regarding nutrition and healthy eating habits.

Evidence of success:

1. Students of the Department of Food and Nutrition participated in the Inter-College Competition held at Calcutta University during the National Nutrition Week. They highlighted 'The importance and significance of exclusive Breast Feeding during first six months of infancy'. Due to their outstanding presentation, the students secured the second position.

2. Teachers and students have worked on spreading awareness about healthy diet for children among the less-privileged families of the neighbourhood.

3. Students also organized a healthy food carnival for the college teachers and students recently.

4. Students have actively participated in the Youth Parliamentary competition at Behala College.