



## Tara Devi Harakh Chand Kankaria Jain College

(Under the auspices of Shree S. S. Jain Sabha)

Affiliated to University of Calcutta

6, RAM GOPAL GHOSH ROAD, COSSIPORE, KOLKATA - 700 002

Phone : 2532 6056, Fax : (033) 2546 8008

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Website : www.thkjaincollege.ac.in

### Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that **TARADEVI HARA KHCHAND KANKARIA JAIN COLLEGE** fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation /recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 03.11.15

Place: Cossipore, Kolkata

Principal/Head of the Institution  
(Name and Signature with office seal)

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

**Self-study Report (SSR)**

For First Cycle of Accreditation 2015

Submitted to

**National Assessment & Accreditation Council (NAAC)**

Bangalore, India

By

**Taradevi Harakhchand Kankaria Jain College**

[Govt. approved Minority Institution run under the auspices  
of Shree S.S. Jain Sabha]

**Affiliated to University of Calcutta**

Established- 2006

6, Ram Gopal Ghosh Road, Cossipore

Kolkata – 700 002

[www.thkjaincollege.ac.in](http://www.thkjaincollege.ac.in)



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Website : www.thkjaincollege.ac.in

To,

Date: 5<sup>th</sup> November 2015

The Director,

National Assessment and Accreditation Council (NAAC)

P.O. Box No. 1075, Nagarbhavi

Bangaore-560072

India

Sub: Uploading the **Self Study Report 2015**, Taradevi Harakhchand Kankaria Jain College, 6 Ram Gopal Ghosh, Kolkata -700002, West Bengal for our 1<sup>st</sup> cycle of Accreditation, in our official website [www.thkjaincollege.ac.in](http://www.thkjaincollege.ac.in)

Sir,

In compliance with our LoI and subsequent IEQA requirements for the 1<sup>st</sup> cycle of Accreditation, we are uploading our Self Study Report in our official website [www.thkjaincollege.ac.in](http://www.thkjaincollege.ac.in) for your kind perusal. As per the requirement, the hard copies of the same along with the requisite documents will be submitted by post.

I am looking forward to hear from you further.

Thanking you,

Yours faithfully,

.....

PRINCIPAL

*Principal*

Dr. Mausumi Singh (Sengupta)

T. H. K. Jain College

(Affltd. to C. U.) Kol-2



Inauguration of new college building by His Excellency Sri. Keshari Nath Tripathi Hon'ble Governor, Govt. of West Bengal and Chancellor, University of Calcutta on 20/06/15



The new College Building

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## PREFACE

Taradevi Harakhchand Kankaria Jain College popularly known as T.H.K Jain College was established in 2006 as a Self-financed institute under the affiliation of the University of Calcutta. The college was founded by Shree Shwetambar Sthanakvasi Jain Sabha, a religious minority society, a benevolent organization marked for its various philanthropic activities not confined to health care but also in the sphere of education. The college named after Late Taradevi Kankaria and her husband Shri Harakhchand Kankaria aims to spread and disseminate education to the culturally and academically backward urban area. The college has been conferred (religious) minority status by the Govt. of West Bengal in the year 2014 vide G.O No. 293-Edn(CS)/C.S/4C-38/2014 dt. 30.3.2014.

The college shares a large campus of 7.5 acres with a Teacher Education College, namely KSS Jain College of Education and KSDS Jain Dental College which is in the process of construction, under the same parent body Shree S.S Jain Sabha. The campus is located at Cossipore encircled by numerous factories and godowns resulting in regular parking thereby creating an unpleasant ambience. The College, however, makes a conscious effort to maintain greenery within the premises.

This year college steps into the 10th year of its existence and service to the community. Having successfully crossed the various hurdles encountered on the way of its growth, the college which began its journey with 52 students in two departments has now become one of the finest educational institutions in the northern part of this metropolis. Initially the institute was run in a small building with insufficient space and infrastructure, but considering an increasing number of departments along with the growing strength of students, the authority has constructed a modern G+4 storied large building. This was inaugurated on June 2015 by the honourable Governor of West Bengal, Shri Kesharinath Tripathi. The new building possesses an adequate number of spacious classrooms and laboratories, a large library hall having separate reading spaces for students and teachers, e-reading space, laboratories for Microbiology, Computer Science, Geography, Botany, Physics, Chemistry, Journalism and Mass Communication and Film Studies. The building has other facilities like Principal's Chamber and adjacent office space, staff rooms, multipurpose hall, Audio-visual seminar room, cafeteria, separate common rooms for boys and girls and separate staff and students' toilets. At present it is running with 7 departments offering undergraduate Hons. courses in Science, Arts & Commerce and 9 departments offering the general course. The College runs in two shifts (Morning & day) with strength of around 2000 odd students. The garden surrounding the buildings creates a pleasant environment.

The college is administered by the Principal, the Rector and the In-charge of various Departments. The College uses English as the medium of instruction. However, depending on students' necessity, it switches to regional languages also.

Though it is not mandatory for higher educational institution to have Internal Quality Assurance Cell before NAAC accreditation, still the college has established an IQAC in the year 2012 with an external member in order to ensure all round development – not only in the academic curriculum but also in innovations and co-curricular activities. As an initiative undertaken by IQAC, the college has applied for NAAC accreditation even before completion of ten years which will help us understand our own status in the field of higher education. We sincerely believe that Accreditation by NAAC is important for a college like ours since the process will give us the right direction for healthy growth and help us in achieving academic excellence which is the main motto of the organization.

The Self-study Report, submitted in compliance with LoI and subsequent IEQA requirement with regard to accreditation of college by NAAC, is a result of sincere effort made by all the teachers of the college including the members of NAAC Steering Committee and IQAC. All members of nonteaching staff have contributed their level best. The cooperation and financial support received from the management in preparing the report is also greatly acknowledged.

PRINCIPAL

## **Executive Summary**

The college is undergoing the process of accreditation for the first time with National Assessment and Accreditation Council for which it has prepared a Self-Study Report as a part of the eligibility requirement, carefully considering the educational programme and the services with focuses on the seven key aspects as per the guideline provided by NAAC.

### **Criterion-1: Curricular Aspects:**

The mission of this institute is to incorporate a thirst for knowledge among the people of an academically and culturally backward area so that they can become responsible and conscious citizens of the society. The institute aims at providing a sound infrastructure and student-friendly academic atmosphere to reach this long term goal.

A proper curriculum planning and implementation strategy has been adopted by the institute for the successful teaching-learning and evaluation. In order to ensure proper imparting of knowledge and effective transaction of the curriculum, the faculty members follow the practices such as preparation of teaching plan, teachers' diary, assignments, special lectures, curriculum feedback etc. The institute has been offering 6 degrees including both Hons and General Courses (with Hons courses in 7 different subjects). The institute has introduced B.A (Hons) in Journalism and Mass Communication with Film Studies as an elective subject from academic session 2014-15. The Department of Hindi has been offering Hindi as an elective subject since 2010, however, the college has introduced B.A (Hons) in Hindi in the academic year 2015-16. Hence the evaluative report of this Dept covers only the data of Hindi General. The faculty members of the institute continuously participate in the university workshops conducted for the purpose of curriculum designing and curriculum development. The institute runs in two different slots: morning section runs from 6.50 a.m. to 10.30 a.m. and the day section runs from 11.00 a.m. to 4.30 p.m. In both shifts coeducational teaching system is run. For more effective teaching-learning the institute has introduced ICT framework. Students can access the internet facility in the library under the supervision of the librarian or any faculty member.

Beyond the course curriculum, the institute also encourages the involvement in extra-curricular activities such as debate, extempore, quiz-context, singing, dancing and different sports activities. To inculcate a sense of social responsibility in the students, the institute motivates students to participate in social services through the NSS (National Service Scheme) unit of the institute thus serving the nation.

## **Criterion-II: Teaching, Learning and Evaluation**

As it is a self financed college, for the financial interest it is not possible for the institute to set much strict criteria for admission, however, the institute maintains the minimum eligibility criteria framed by the University of Calcutta. The entire admission process is conducted by the office and the Admission committee consisting of teachers and nonteaching staff and the transparency of admission process is maintained by the office. Following the guidelines of the university the admission process starts in due time. The college maintains the minimum eligibility criteria stipulated by the affiliating university from time to time.

At the beginning of each academic session, the Principal conducts a meeting with the academic sub-committee consisting of the faculty members to chalk out an annual plan for academic and evaluative activities. The Principal along with the assistance of academic sub-committee prepares an academic calendar to determine the number of working dates, tentative dates of class test, cultural events, annual sports, annual social function etc. following the rules and regulations of the affiliating university.

Mainly the teaching is done through the class lecture method which is supplemented by the other techniques such as interactive session, class test, home assignments, debates, special lectures, remedial classes and excursions(subject specific) and field works (subject specific). The students maintaining good score in the University examinations are given chance to take the class of junior students. The students are also informed about the schedules of internal examinations at the beginning of the session through an orientation programme. The Principal and In charge of the respective departments are in continuous touch with the students in order to be informed about their assessment related to the teaching-learning process. The institute maintains the record of subject wise results of the students in the university examinations. To enhance the quality of teaching-learning the college has recently introduced the system of collecting feedback of students.

Above all, the Internal Quality Assurance Cell is there to monitor the overall teaching-learning procedure. All of the departments have been allotted computers with internet connection so that teachers can access the e-resources and take the help of ICT resources for self enrichment and preparing materials for teaching. The faculty members use the LCD and Over Head Projectors for the purpose of effective class demonstration and in this context they utilize the audio-visual room. The large central library of the institute is enriched with a variety of books and journals required for the course curriculums. Moreover, many of the departments possess separate library to assist the students as well as faculty members particularly during the slack session and examination. Apart from books and journals the institute has subscribed to INFLIBNET to access a wide array of e-books and journals beyond the text and reference books. Institute has subscribed to the British Council Library's institutional membership for the sake of both students and faculty members.

As the institute has just adequate number of faculties, it suffers from certain constraints regarding provision of leave for the teachers to attend refreshers and orientation courses in the full session. The institute, however, encourages the faculty members to do the same during the slack session. The teachers are also allowed and encouraged to attend workshops, seminars, special lectures etc. to enrich their information and pedagogical skills.

### **Criterion-III: Research, Consultancy and Extension**

This institute does not enjoy much scope for research motivation as it is not a recognized research centre duly approved by the affiliating university. Moreover, as it is a Self-financed institute and not yet covered under sec 2(f) and 12(b) of UGC Act, there is no provision for funding of research from state or central authority. Many of the faculty members are engaged in research activities like M.Phil / Ph.D Programme considering the growing importance of research in the academic sphere. They also publish papers in national and international journals and participate in state-level and national level seminars conducted in this institute and other institutes and organizations.

The Dept. of Commerce, in the year 2013, organized a state level seminar on “**Emerging Issues of Finance**” in collaboration with the Under Graduate Board of Studies, University of Calcutta in which the eminent scholars from different universities and other dignitaries from different organizations presented their papers and a book was published as the follow-up. To promote the research aptitude among the students the institute organizes students’ seminars on a regular basis in which the students are invited for presentation.

The institute is situated in an urban area having some typical features. The majority of the population is financially stable but they are drastically backward in academic and cultural aspects. Besides, there are urban slum areas surrounding the college consisting of poor urban population. The main problem in this area is illiteracy and consequently the lack of consciousness (both in terms of social and health and hygienic aspects). The institute has undertaken an endeavour to reach these slum dwellers for their welfare. In this perspective the institute conducts the extension programmes by the NSS unit and its volunteers. The NSS unit adopts a particular slum area and performs different welfare activities for the dwelling population.

The NSS unit conducts the adult-literacy programme, different health awareness camps considering different issues like HIV, Diabetes, First Aid etc. Moreover, in collaboration with Sister Margaret Foundation, a leading NGO that deals with poor women, the NSS unit has organized a vocational training for the women of the slums in order to ensure extra income by performing handicraft art. After the regular working hours of the college, NEEV, an evening school to provide free education to underprivileged children, is conducted in the college premises in which the NSS volunteers of this institute render their teaching-service.

#### **Criterion-IV: Infrastructure and Learning Resources**

The institute possesses a total area of 30351.52 square meters and the college building is constructed on 9290.6 square meters. In the same campus there is another Teachers' Education College run by the same parent body and other buildings are being constructed for other educational purpose. Besides the constructed area there is a playground for the students and the plans of constructing basketball, volleyball and kabaddi courts have been sanctioned by the authority and the work is in progress. As the new building has been inaugurated in the year 2015 it has not yet been possible to fulfill all the infrastructural needs but the provisions, as much as possible, have been done. The building consists of 26 class rooms, 19 rooms of various sizes on the fourth floor and the laboratories of Microbiology, Computer Science, Geography, Physics, Chemistry, Botany, Journalism and Mass Communication and Film Studies respectively, well equipped chambers for Principal, Rector, Secretary, In-charge of Morning section, well equipped office space (with air conditioner and LAN facility along with Wi-Fi network), intercom facility, separate staff rooms for the faculty members of morning and day sections, IQAC room, NSS room, separate common rooms for boys and girls, Audio-visual room, multipurpose hall, board conference room, and a library with wide array of books and journals with separate reading spaces for teachers and students. Close circuit cameras have been installed in different places including corridors of each floor, adjacent area of the building, students' common room, cafeteria and library for thorough surveillance and maintenance of discipline. The volunteers of the NSS units regularly take care about the beautification of the college premises and they are assisted by the gardeners employed by the authority.

The central library of the institute is enriched with a large number of books and journals, daily newspapers, different weekly, fortnightly and monthly magazines and the computers with internet connection to be accessed by the students under some conditions. There is a provision of regular study by many students at a time. There is also separate reading space for the faculty members. The institute has subscribed to the INFLIBNET to provide access to a large number of e-books and journals for both the students and faculty members. Moreover, subscription has already been done for the institutional membership in British Council Library (BCL) through which both the students and faculty members can enjoy the access to the facilities (including e-resources) regularly. Except the central library each respective department possesses a separate departmental seminar library enriched with a large number of text and reference books.

The multipurpose hall and the audio visual room are used for different purposes such as seminars and workshops organized by different departments, career counselling and demonstration by different organizations and other institutes conducting professional courses, different cultural and co-curricular and extra-curricular activities, different programmes of NSS etc. Due to the construction of new building still the playground is not in a condition of conducting games and sports and hence the annual sports is organized in the sports ground of University of Calcutta (affiliating university). Proper arrangements are there for ensuring safety and security of the campus.

### **Criterion-V: Students Support and Progression:**

The institute takes special care of each and every student as since its primary objective is to provide an effective and result oriented mentoring and support service to them in order to ensure their overall development. All the necessary information pertaining to academics is given in the prospectus published every year as well as updated in the college website [www.thkjaincollege.ac.in](http://www.thkjaincollege.ac.in). The institute makes a constant effort to enhance the learning aptitude and the thirst for knowledge among the students so that they can feel the eagerness within themselves to engage in higher studies after the completion of the undergraduate courses. Apart from the Government assistance based on their achievement, many students of this institute enjoy fees concessions. Besides, the students who perform excellently in B.A/B.Sc/B.Com Part-I and Part-II examinations are awarded with scholarships from the authority. The sub-committee, entitled with the responsibility of the publication of annual college magazine “RESONANCE” invites the writings, paintings, photographs from the faculty members and the students as well to publish in the magazine in order to encourage their creativity.

The institute has arranged different support services for providing effective quality education. The academic support services include a large central library with reading room and departmental seminar libraries, reprographic services, student counselling service (by appointing a specialist psychologist in part-time basis), special tutorial and remedial classes, excursions and field works (subject specific), anti-ragging committee, sexual harassment committee, etc. Though there is no formal grievance redressal cell, but from the current session a grievance redressal box has been placed on the ground floor so that students can drop their suggestion/grievance, if any. Besides, the institute provides the facilities like playground, separate common rooms for boys and girls, indoor and outdoor games facilities, vehicle parking places, shed for two-wheelers, cafeteria etc. for the students. A health centre has been recently established by appointing a registered doctor in part time basis to provide healthcare facilities to the students and employees as well. The students can also participate in the decision making process as stakeholders through their representative in the Governing Body. There is no students' union in this institute. However, the top scorer of the institute in B.A/B.Sc./B.Com Part-II examination is selected as the students' representative in the Governing Body. Maximum students from the commerce department pursue the professional courses like C.A./C.S, students from the arts and the science departments go for Masters Degree mainly.

Moreover, the institute offers M.A in English and M.Com under the curriculum of Directorate of Distance Education, Vidyasagar University for: -

a. granting the students of B.Com (General) an opportunity to pursue M.Com as the University of Calcutta does not allow general students for M.Com course.

b. To create a chance of higher study for the pass-out students who are engaged in job or business or professional courses for which they cannot attend the classes of regular courses.

### **Criterion-VI: Governance, Leadership and Management**

The functioning of the institute is supervised by the Governing Body, the apex body of the institute (which is established following the norms of affiliating university) and mobilized by the Principal and the Rector assisted by different sub-committees like Academic-Sub-Committee, Library Committee, Games and Sports Committee, Cultural Committee, Examination Committee etc. The committees chalk out different plans and policies which are subject to approval of the Principal with the consent of the Rector. Once approved the plans and policies are carried out. The Principal tries to ensure optimum degree of transparency in running the college administration.

The permanent teachers are appointed by the Governing Body on the recommendation of the selection committee comprising the Principal, the Rector, the Head of the Department concerned, and one subject expert recommended by the affiliating university after a viva-voce. However, the process of appointing the temporary faculty members is not always the same. Sometimes the Principal and the head of the respective department recommend the name to the apex body after an interview (in house). The non-teaching staffs are appointed through the parent body itself.

As it is a self-financed private management college the expenditure on the salary is borne by the parent body itself and the only source of fund is the collection of different kinds of fees from the students admitted. All the expenditures are subject to the approval of the Governing Body.

The Governing Body, as the apex body of this institution, governs the college as per the statute of the University of Calcutta. The Principal, in consultation with the Rector and the assistance of faculty members, designs and carries out the proper quality enhancement policies. As the head of the institution, the Principal is entitled with the responsibility to lead the entire functioning system and acts as the Principal Executive and the Chief Academic Officer of the institute.

The main objective of the institute is to provide a result oriented effective teaching and learning environment for the students and to inculcate a sense of responsibility towards the nation, its constitution, tradition and sovereignty. The Principal, as the head of the institution forms several sub committees with the consent of the faculty members and invites recommendations from the committee members regarding respective issues. The feasibility and applicability of such recommendations are judged by the Principal in consultation with the Rector and if approved, the requisite actions for implementations are carried out shortly. The Governing Body of the institute constitutes the President, Secretary and Treasurer from the parent organization ( Shri S.S. Jain Sabha), four other members from the same, Principal-cum-Joint Secretary, one University Nominee, two Teachers' Representatives , one Non-Teaching Representative and one Student Representative.

The main objective of this institute is to ensure quality education for the students and to fulfil their academic needs through adopting innovative techniques of teaching and practices. The effectiveness of governance and the leadership is reflected through the efforts to smoothen the way of transforming the vision into reality. The everyday functioning of the institute is subject to the collective effort of the Principal, the Academic Council and the Internal Quality Assurance Cell. In the meetings of the Governing Body, the plans and proposals are presented by the Principal for the approval. After the approval of the body the Principal and the faculty members (including the members of IQAC) collectively take the initiatives required for implementation of the proposed plans. The faculty members of this institute are always encouraged to enhance their professional skills through attending workshops, seminars, conferences etc. The utilization of financial resources of this institute is effectively done by the Governing Body through the Secretary.

The Internal Quality Assurance Cell of this institute is the monitoring body entitled with the responsibility to make the blue print of the action plans at the beginning of the session. All the growth oriented programmes and plans are framed and carried out by the joint action of the Principal, the Rector and the members of the IQAC.

SWOC Analysis

Strength	Opportunities
<p>1. Supportive management which is sensitive to the academic needs of the Institution provides necessary Infrastructure.</p> <p>2. Dynamic leadership of the Principal, excellent faculty, efficient non-teaching staff and exemplary cooperation and coordination among all sections.</p> <p>3. Good infrastructure including a new G+4 building with spacious classrooms, wide corridors, Hall, Library and Laboratories. Adequate infrastructural facilities to meet the requirements of individual departments.</p> <p>4. 7.5 acre campus on the bank of River Ganga on one side surely attracts all with its greenery and peace.</p> <p>5. Blend of qualified young and energetic faculty members and experienced, superannuated faculty members to ensure maximum effectiveness in the process of teaching and learning.</p> <p>6. Unconventional and career oriented courses on Microbiology, Computer Science, Journalism &amp; Mass Communication, Film studies apart from conventional courses in Arts and Science.</p> <p>7. The college enjoys Religious Minority Status w.e.f 31/3/15.</p> <p>8. A healthy working and learning environment, free from any external intervention that plagues many educational institutions in the State, is ensured.</p>	<p>1. The College building can be utilized for introducing more Arts, Science and Management courses and different add-on courses as well in collaboration with other institutions to bring about an over-all development of the students.</p> <p>2. The institute can introduce more post graduate diploma/degree programmes, distance education courses under Open Universities and Directorates of other universities to make better utilization of the infrastructure.</p> <p>3. For providing opportunity to students to acquire professional skills, the institute can collaborate with other professional institutes and industries.</p> <p>4. Department of Journalism &amp; Mass communication and Film studies can be utilized for generating revenue through consultancy services to external clients.</p> <p>5. Publishing multidisciplinary and academic journals on diverse subjects.</p> <p>6. Sufficient open space in the college campus can be utilized for organizing different sports and other events too.</p> <p>7. The NSS unit, with the active participation of faculty members and students can diversify the extension activities.</p>

Weakness	Challenges
<ol style="list-style-type: none"> <li>1. Though it is situated in an urban area the communication is not convenient enough. This particular area is highly congested with heavy good vehicles that cause frequent traffic.</li> <li>2. The institute is self financed in nature and does not receive any type of grant. Students' fees constitute the major source of fund.</li> <li>3. The institute does not have in-house research facilities.</li> <li>4. The laboratories of the institute lack any kind of Lab Instructor.</li> <li>5. There is little scope for screening of students at the time of admission, which results in heterogeneous batches of students reflected in the highly uneven scores in the University examinations.</li> <li>6. Irregular attendance of a section of students.</li> <li>7. Low enrolment of students in few subjects.</li> <li>8. The progress of the institute suffers from setback due to frequent change in the set of faculty members.</li> </ol>	<ol style="list-style-type: none"> <li>1. To increase the overall pass percentage in the University Examinations.</li> <li>2. To maintain a comprehensive and continuous enhancement of educational standard keeping in view the present competitive scenario.</li> <li>3. To meet the learning needs of students in the world of modern and dynamic technology.</li> <li>4. Institutionalization of new teaching methods in keeping with the modern trend in the educational technology to make classroom teaching more effective as well as attractive.</li> <li>5. Attracting better students for the improvement of the overall academic performance in the university examination.</li> <li>6. To receive financial assistance from State Government.</li> <li>7. To provide proper research facilities to the faculties for attaining academic growth.</li> <li>8. To set up an active Career Counselling and Placement Cell to create awareness among students about career opportunities.</li> <li>9. To make the newly formed alumni association perform actively for the progress of the institute.</li> </ol>

**1. Profile of the Affiliated / Constituent College****1. Name and Address of the College:**

<b>Name :TARADEVI HARAKHCHAND KANKARIA JAIN COLLEGE</b>		
<b>Address : 6, Ram Gopal Ghosh Road, Cossipore</b>		
<b>City : Kolkata</b>	<b>Pin : 700 002</b>	<b>State : West Bengal</b>
<b>Website : www.thkjaincollege.ac.in</b>		

**2. For Communication:**

Designation	Name	Telephone with STD code	Mobile	Fax	e-mail
Principal	Dr. Mausumi Singh [Sengupta]	O : 033-25326056 R : 033-25440108	9830892492	033 2546 8008	<a href="mailto:principalthk@gmail.com">principalthk@gmail.com</a>
Vice-Principal	NONE		--	--	--
Steering Committee Co-ordinator	1. Prof. Rudrarup Mukherjee 2. Dr. Suchismita Das	O : 033-25326056 R : 033-26852007 O : 033-25326056	9830495420  9831898703		<a href="mailto:iqac.thk@gmail.com">iqac.thk@gmail.com</a>  <a href="mailto:suchismitad76@gmail.com">suchismitad76@gmail.com</a>

**3. Status of the Institution:**

Affiliated College	<input checked="" type="checkbox"/>
Constituent College	<input type="checkbox"/>
Any other (specify)	<input type="checkbox"/>

**4. Type of Institution:**

a. By Gender	For Men	<input type="checkbox"/>
	For Women	<input type="checkbox"/>
	Co-education	<input checked="" type="checkbox"/>

b. By Shift	Regular	<input checked="" type="checkbox"/>
	Day	<input type="checkbox"/>
	Evening	<input type="checkbox"/>

**5. It is a recognized minority institution?**

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence. : Recognized Jain Religious Minority Institution (See Annexure 1)

**6. Sources of funding:**

Government	
Grant-in-aid	
Self financing	✓
Any other	

**7. a. Date of establishment of the college:** 23/06/2006

b. University to which the college is affiliated /or which governs the college (If it is a constituent college) University of Calcutta

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	NA	
ii. 12 (B)	NA	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/ Clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	NA	NA	NA	NA
ii.	NA	NA	NA	NA
iii.	NA	NA	NA	NA
iv.	NA	NA	NA	NA

(Enclose the recognition/approval letter)

**8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?**

Yes ✓ No

**If yes, has the College applied for availing the autonomous status?**

Yes  No

9. **Is the college recognized**

a. by UGC as a College with Potential for Excellence (CPE)?

Yes  No

If yes, date of recognition: ..... (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes  No

If yes, Name of the agency ..... and

Date of recognition: ..... (dd/mm/yyyy)

10. **Location of the campus and area in sq.mts:**

Location *	Urban
Campus area in sq. mts.	30351.52
Built up area in sq. mts.	9290.6

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

**11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.**

- Auditorium/seminar complex with infrastructural facilities  
Audio-Visual Room, Multipurpose Hall for conducting Seminar/Workshop etc. Yes
- Sports facilities Yes
- Play ground Yes
- Swimming pool No
- Gymnasium No
- Hostel
  - \* Boys' hostel No
  - i. Number of hostels
  - ii. Number of inmates
  - iii. Facilities (mention available facilities)

\* Girls' hostel No

- i. Number of hostels
- ii. Number of inmates
- iii. Facilities (mention available facilities)

\* Working women's hostel No

- i. Number of inmates
- ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) Residential facility is available for six nonteaching staff.

Cafeteria - Yes

Health centre - Yes

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance - No  
Health centre staff –

Qualified doctor - Full time  Part-time

Qualified Nurse - Full time  Part-time

- Facilities like banking, post office, book shops No
- Transport facilities to cater to the needs of students and staff No
- Animal house No
- Biological waste disposal Yes
- Generator or other facility for management/regulation of electricity and voltage Yes
- Solid waste management facility No
- Waste water management No
- Water harvesting No

## 12. Details of programmes offered by the college (Give data for current academic year)

*Note: As the college runs only UG courses, the following details are only of the UG courses*

Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted (First Year)
Under-Graduate	<b>B. Sc (Hons)</b>					
	Microbiology	1+1+1	Class 12 pass	English	30	66
	Computer Sc.	1+1+1	Class 12 pass	English	30	14
	<b>B. Sc (Gen)</b>					
	Microbiology	1+1+1	Class 12 pass	English	30	-
	Botany	1+1+1	Class 12 pass	English	30	66
	Chemistry	1+1+1	Class 12 pass	English	30	66
	Computer Sc.	1+1+1	Class 12 pass	English	30	-
	Physics	1+1+1	Class 12 pass	English	30	14
	Mathematics	1+1+1	Class 12 pass	English	30	14
	<b>B.A./B. Sc (Hons)</b>					
	Geography	1+1+1	Class 12 pass	English	30	26
	<b>B.A. (Hons)</b>					
	English	1+1+1	Class 12 pass	English	35	57
Journalism and Mass Communication	1+1+1	Class 12 pass	English	30	10	
Hindi	1+1+1	Class 12 pass	Hindi	40	3	

Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted (1 <sup>st</sup> yr)
Under-Graduate	<b>B. A. (Gen)</b>					
	Economics	1+1+1	Class 12 pass	English	35	28
	History	1+1+1	Class 12 pass	English	35	29
	Bengali	1+1+1	Class 12 pass	Bengali	35	8
	Hindi	1+1+1	Class 12 pass	Hindi	35	20
	Film Studies	1+1+1	Class 12 pass	English	40	10
	Pol. Science	1+1+1	Class 12 pass	English	35	40
	Journalism and Mass Communication	1+1+1	Class 12 pass	English	30	30
	English	1+1+1	Class 12 pass	English	35	16
	Geography	1+1+1	Class 12 pass	English	30	-
	B.Com (H)					
	Accounting and Finance	1+1+1	Class 12 pass	English	400	773
	B.Com (Gen)					
Accounting and Finance	1+1+1	Class 12 pass	English	100	72	

**13. Does the college offer self-financed Programmes?**

Yes

No

If yes, how many?

**14. New programmes introduced in the college during the last five Years if any?**

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	2
-----	-------------------------------------	----	--------------------------	--------	---

15. **List the departments:** (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments	UG	PG	Researc
Science	Microbiology [Hons.]	√	NA	NA
	Computer Science [Hons.]			
	Botany [General]			
	Chemistry [General]			
	Physics [General]			
	Mathematics [General]			
Arts	Geography [Hons.]	√	NA	NA
	English [Hons.]			
	Journalism and [Hons.]			
	Mass Communication			
	Hindi [Hons.]			
	Film Studies [General]			
	Economics [General]			
	Bengali [General]			
	History [General]			
Political Science [General]				
Commerce	Accounting and Finance [Honours] [General]	√	NA	NA
Any Other (Specify)	NONE			

16. **Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M. Com.)**

- |                    |                                |
|--------------------|--------------------------------|
| a. annual system   | <input type="text" value="3"/> |
| b. semester system | <input type="text"/>           |
| c. trimester       | <input type="text"/>           |

17. **Number of Programmes with**

- |  |                      |
|--|----------------------|
| a. Choice Based Credit System              | <input type="text"/> |
| b. Inter/Multidisciplinary Approach        | <input type="text"/> |
| c. Any other (specify and provide details) | <input type="text"/> |

18. **Does the college offer UG and/or PG programmes in Teacher Education?**

Yes  No

If yes,

- a. Year of Introduction of the programme(s)..... (dd/mm/yyyy) and number of batches that completed the programme
- b. NCTE recognition details (if applicable)  
 Notification No.: .....  
 Date:.....(dd/mm/yyyy)  
 Validity:.....
- c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?  
 Yes  No

**19. Does the college offer UG or PG programme in Physical Education?**

Yes  No

If yes,

- a. Year of Introduction of the programme(s)..... (dd/mm/yyyy) and number of batches that completed the programme
- b. NCTE recognition details (if applicable)  
 Notification No.: .....  
 Date: ..... (dd/mm/yyyy)  
 Validity:.....
- c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?  
 Yes  No

**20. Number of teaching and non-teaching positions in the Institution**

Positions	Teaching faculty						Non-teaching staff		Technical staff		
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F	
	*M	*F	*M	*F	*M	*F					
Sanctioned by the UGC / University / State Government <i>Recruited</i>	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
<i>Yet to recruit</i>											
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>	NA	NA	NA	NA	12	12	8	2	0	0	0
<i>Yet to recruit</i>	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL

\* Contractual appointment

**21. Qualifications of the teaching staff:**

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Femal	
<b>Permanent teachers</b>							
D.Sc./D.Litt.	NA	NA	NA	NA	NA	NA	NA
Ph.D.	NA	NA	NA	NA	1	3	4
M.Phil.	NA	NA	NA	NA	2	2	4
PG	NA	NA	NA	NA	9	8	17
<b>Temporary teachers</b>							
Ph.D.	NA	NA	NA	NA	1	1	2
M.Phil.	NA	NA	NA	NA	0	0	0
PG	NA	NA	NA	NA	5	7	12
<b>Part-time teachers</b>							
Ph.D.	NA	NA	NA	NA	2	3	5
M.Phil.	NA	NA	NA	NA	0	1	1
PG	NA	NA	NA	NA	7	4	11

\*One Contractual whole –time Superannuated Teacher with Ph. D is also there apart from the mentioned above.

**22. Number of Visiting Faculty /Guest Faculty engaged with the College.** 14

**23. Furnish the number of the students admitted to the college during the last four academic Years.**

Categories	Year 1 (2012-2013)		Year 2 (2013-2014)		Year 3 (2014-2015)		Year 4 (2015-2016)	
	Male	Female	Male	Female	Male	Female	Male	Female
<b>SC</b>	6	1	2	1	1	3	7	4
<b>ST</b>	2	0	1	0	1	0	0	1
<b>OBC</b>	0	0	0	0	1	0	8	3
<b>General</b>	330	270	278	266	316	241	546	464

**24. Details on students enrolment in the college during the current academic year:**

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	982	NA	NA	NA	982
Students from other states of India	51	NA	NA	NA	51
NRI students	NIL	NA	NA	NA	-
Foreign students	NIL	NA	NA	NA	-
<b>Total</b>	<b>1033</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>1033</b>

**25. Dropout rate in UG and PG (average of the last two batches)**

UG

PG

**26. Unit Cost of Education**

*(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)*

(a) Including the salary component

(b) Excluding the salary component

**27. Does the college offer any programme/s in distance education mode (DEP)?**

Yes

No

If yes, (see Annexure 2)

a) Is it a registered centre for offering distance education programmes of another University

Yes

No

b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes

No

28. Provide Teacher-student ratio for each of the programme/course offered:

Name of programme	Total Student	Total Teacher	Teacher-student ratio
B. A	147	19	1:7 (approx)
B. Sc	136	18	1:7 (approx)
B. Com	1546	21	1:73 (approx)

29. Is the college applying for

Accreditation: Cycle1  Cycle2  Cycle3  Cycle4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation.

30. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: .....(dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 2:.....(dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3: .....(dd/mm/yyyy) Accreditation Outcome/Result.....

\* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.

31. Number of working days during the last academic year.

219

32. Number of teaching days during the last academic year

184

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC) - 18/01/2012

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC

AQAR (i) ..... (dd/mm/yyyy)

AQAR (ii) ..... (dd/mm/yyyy)

AQAR (iii) ..... (dd/mm/yyyy)

AQAR (iv) ..... (dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

## **CRITERION – WISE INPUTS**

## CRITERION I : CURRICULAR ASPECTS

### 1.1. Curriculum Planning and Implementation

#### 1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

The vision of the founders of 'Tara Devi Harak Chand Kankaria Jain College' is to impart holistic education, enabling the students to succeed in choosing and achieving their career and educational goals. The institution makes an effort to produce graduates who are not only holders of university degrees but are ready to start their own careers either by progressing to higher levels of education or by going into employment including self-employment. The College tries to promote women's education, especially those from Hindi-speaking families. The College is conscious about the needs of girl students. A sizable proportion of the students are girls.

The mission of the College is to offer programmes that are in conformity with its vision. The College has already introduced programmes of study that are in demand, rather than the conventional programmes that have lost their relevance at present. The College has introduced subjects like Microbiology, Film Studies, Journalism & Mass Communication and Geography with the mission in view.

The objective of the College is to empower the students so that they can meet the requirements of the present day job market. The College recognizes the need for computer education and communicative English for students of all streams and has therefore introduced these subjects as add-on courses. More such course will be identified in future and the College will try to introduce them after examining their viability. The College also tries to provide an ambience that facilitates the teaching-learning process. Although the College is self-financing, it keeps the financial constraints of the students in mind and tries to provide concessions for them.

#### 1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The College has introduced teaching diaries for teachers to monitor academic progress. The departmental Heads have the responsibility of reviewing the academic activities and bring any shortcomings or problems to the notice of the Principal for necessary action. Results of class-tests, unit test and university examinations are examined to detect weaknesses in the academic programmes.

Many students in the Commerce stream study for Chartered Accountancy in parallel with B.Com. The College runs a Commerce section in the morning hours to help these students to achieve their goals by joining CA courses during the day.

**1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**

The College is affiliated to University of Calcutta. The University consults the College when it reviews the syllabi and teachers of the College attend workshops organized by the University for this purpose. Although no faculty member is in any of the Boards of Studies of the University, they are allowed to give their valuable suggestion during the workshop organized by University time to time.

**1.1.4. Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory Agency.**

- The College has introduced 'Teachers' Diary' to regularize classroom teaching and ensure timely completion of the syllabi. The Academic Calendar is also incorporated into the College Prospectus. The syllabus is distributed among the teachers and a curriculum is made for the effective teaching.
- As the university designs the courses considering the heterogeneity in the profiles of the institutes under its affiliation, there is little scope of flexibility in the courses at the under graduate level. The college frames the course without diluting the syllabi and examines all the dimensions to ensure quality education.
- The teaching-learning process is not confined to mere classroom lectures but other practical learning experiences like students' seminar and paper presentation, special lectures by honorary lecturers, and so on. As educational support we provide a vast range of text and reference books and e-journals, enriched laboratories, modern academic equipments such as Laptops, LCD projectors, OHP etc.
- The syllabus of B.Com Part-III consists of a Project Work carrying 100 marks. In this part 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. Moreover, they are enabled to work on the primary data which enriches their knowledge with diverse real life experience regarding the socioeconomic scenario.
- All students in the undergraduate 3<sup>rd</sup> year have to undertake project work as a part of course work on Environment Science.
- Educational excursions are arranged for students of Geography, Journalism and Mass Communication and Film Studies.

**1.1.5. How does the institution network and interact with beneficiaries such as industry, research bodies and the university in the effective operationalization of the curriculum?**

The institution being a general degree college offering some conventional subjects has little opportunity to establish linkages with industries for effective operationalization of the curriculum. However, we invite eminent scientist/scholars from different academic and research institutes as speakers in the seminars to share their knowledge and experience with the students and faculty members, to bring about a catalytic effect in operationalization of curricula.

**1.1.6. What are the contributions of the institution and/or as staff members to the development of the curriculum by the university? (No. of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc. )**

There is no representative in the Boards of Studies of University of Calcutta to contribute to curriculum development. However, as stated in 1.1.3, whenever workshops on curricula are conducted, the college always deputed concerned faculty members with suggestions.

**1.1.7. Does the institution develop curriculum for any of the courses offered (other than those under purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.**

Name of Certificate Course	Year
Spoken English and Personality Development	2015
Computer Literacy Programme	2015

The course material and curricular planning for these courses have been designed by the teachers of the college.

**1.1.8 How does the institution analyze or ensure that the stated objectives of curriculum are achieved in the course of implementation?**

In order to ensure the achievement of the objectives stated in the curriculum, the institute relies on the results of comprehensive and continuous internal evaluation and the University Examinations and on the feedback from students and guardians. Remedial and special tutorial classes are arranged considering the progress of the students.

## 1.2 Academic Flexibility

### 1.2.1 Specifying the goals and objectives, give details of the certificate/diploma/skill development courses etc., offered by the institution.

Considering the competitive scenario in the present situation the college focuses not only on courses designed by the university but also puts emphasis on skill formation among the students for an all-round development. In view of this, the institute has designed and introduced the following certificate courses in the session 2015-16:-

1. Spoken English and Personality development
2. Basic Computer Literacy programme

### 1.2.2 Does the institution offer programmes that facilitate twinning/dual degree?

The college does not offer no such programme.

### 1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skill development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond: Range of Core/Elective options offered by the university and those opted by the college:

At Under Graduate level the college offers core options in Microbiology, Computer Science, Commerce, English, Geography, Journalism and Mass Communication and Hindi, all of the subjects are available in elective mode. Mathematics, Physics, Botany, Chemistry, Economics, Political Science, History, Bengali and Film Studies are also available in elective mode.

Honours, elective and compulsory subjects are given below.

Programme	Hons. Sub.	General subjects (Elective)	Compulsory (for all)
<b>B.A.(Hons.)</b>	English	History / Political Sc. /Hindi / Bengali/Journalism & Mass Communication	<b>For B.A./B.Sc</b> i)Compulsory English ii)MIL (Hindi/Bengali/ Alternative English)
<b>B.A.(Hons)</b>	Journalism & Mass Communication	Film Studies	
<b>B.A. (General)</b>	.....	History / Political Sc. /Hindi / Bengali/Journalism & Mass Communication/English	
<b>B.Sc. (Hons)</b>	Microbiology	Botany, Chemistry	<b>For B.Com</b> i)Communicative English ii)MIL (Hindi/Bengali/ Alternative English)
	Geography	Economics, Hindi/Bengali/History/Pol.Sc.	
	Comp. Science	Physics, Mathematics	
<b>B.Com. (Hons.)</b>	Accountancy& Finance	All Compulsory Commerce Papers	Environmental Studies

- **Choice Based Credit System and range of subject options**

The University of Calcutta does not provide any choice based credit system. Range of subject options has been explained in the previous point.

- **Courses offered in modular form**

Syllabi in subjects offered have been recast by the University into modules for convenience in teaching load distribution, monitoring academic progress and specifying contents to be covered in evaluations.

- **Credit transfer and accumulation facility**

The University of Calcutta does not permit transfer of credit and accumulation between institutions or courses between institutions. However, a student may seek transfer to another college under the same University after clearing Part I/ II of the Bachelor's Degree Programme.

- **Lateral and vertical mobility within and across programmes and courses**

There is no lateral mobility apart from scope of changing the subject(s) before a student is registered by the University. Such change is subject to satisfying admission criteria and availability of seats.

- **Enrichment Courses**

There is no such course.

**1.2.4 Does the institution offer self-financed programme? If 'yes' list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

As the institution itself is a self financed minority institute, all the programmes offered are self-financed. Admission, curriculum and teacher qualification are as per the guideline of the parent university.

The course fees and salary structures are decided upon by the Governing Body.

**1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.**

Nil

**1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice? If 'yes', how does the institution take advantage of such provision for the benefit of students?**

No such provision is there according to the statute of the University of Calcutta.

### 1.3 Curriculum Enrichment

#### 1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's Goals and objectives are integrated?

In keeping with the rules and regulations of the affiliating university, initiatives are continuously taken by the institution to adopt academic and co-curricular activities to supplement the programmes under University's affiliation. A wide array of such programmes is planned and implemented for ensuring the perfect integration of the academic programmes and the 'goals and objectives' of the institution. In this context, different departments organize various seminars/lecture sessions that inspire academic zeal among the students. Moreover, different programmes and seminars are organized by the NSS unit to infuse in them the moral values and a feeling of national integrity. The classroom teaching is supplemented with field work, excursions and ICT-enabled teaching.

#### 1.3.2 What are the efforts made by the institution to enrich and organize the Curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

In view of the growing competition in the present world and the current employment scenario of our country we always adopt such initiatives that would construct the capability among the students enabling them to maintain pace with the dynamic process of change. We inspire students to participate actively in seminars, debates, classroom presentation through power point etc. Field studies and project works make them more competent. Students of different departments are encouraged regularly to attend seminars to explore new areas of knowledge thereby expanding their horizon of ideas. Student enrichment programmes are conducted to enhance the knowledge of the students.

#### 1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

- The College has established a 'Committee against sexual harassment' to deal with the gender issues for both students and employees. The NSS unit also organizes different programmes to enhance awareness among women.
- The Bachelors Degree Programme includes 'Environmental Studies' as a compulsory paper for all students of final year in their undergraduate course.. The NSS unit keeps on disseminating environmental awareness through different programmes. The college has taken an initiative to make its campus a 'plastic free' zone. Besides, we have taken the following initiatives:-
  1. Plantation in the college premises including some medicinal plants.
  2. Every year we adopt a different deprived and backward slum area nearby to create environmental and health & hygiene awareness through different special camps.

3. Awareness generating programme and organizing seminars on green culture.
  - The institution has set up a 'Grievance Redressal System' to look after various problems and complaints of both employees and students.
  - One of our prime concerns is the awareness among the students regarding the growing applications of ICT in different spheres of life and classes are conducted utilizing ICT tools.

**1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?**

- **Moral and Ethical Values:** Being a pivotal concern in our institution, much emphasis is laid on social activities through NSS unit to make students realize their social responsibilities.
- **Employable and life skills:** Two Certificate courses named Spoken English & Personality Development and Basic Computer literacy are being offered to ensure overall development. The students of department of Film studies and Journalism course are given opportunity to visit media channels, film institute, studio to gain practical experience.
- **Better career options:** The institute has the plan to arrange career counseling programme to guide the students of different streams to choose the proper career option appropriate to the programmes of study. Invited lectures are conducted specially for Commerce students to give them an idea regarding various career opportunities.
- **Community Orientation-** The NSS unit of the college organizes different community-development programmes. The NSS Unit and Sister Margaret Foundation, an NGO, jointly provided handicraft training programme for the women of a slum area to make them financially better off through self-help.
- **Psychological Counselling Cell:** A professional psychologist is available to advise the students regarding any behavioral and psychological concerns and to make them realize the value and objective of life.

**1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum**

- There is no specific system for any type of feedback for the stakeholders regarding curriculum enrichment. However, the institute organizes parent-teacher meetings regularly after each internal examination to discuss the progress of the students and resolve the issue through mutual participation.

**1.3.6 How does the institution monitor and evaluate the quality of enrichment programmes?**

The institute has less scope to conduct enrichment courses as such. However, Principal, IQAC team and In charge of the departments make it sure that quality is maintained.

#### 1.4. Feedback System

##### 1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the university?

Ours not being an autonomous institution is not empowered by the affiliating university to design and development of the courses. The parent university itself revises and restructures the syllabi and organize workshop time to time. However, the affiliating university arranges workshop for discussion regarding Teachers from different departments of the college attend such workshops regularly.

##### 1.4.2 If there is a formal mechanism to obtain feedback from students and stakeholders on curricula? If 'yes', how it is communicated to the university and made use internally for curriculum enrichment and introducing changes/new programme

Yes, there is a formal procedure for obtaining feedback from students. The feedback is collected from the students after the completion of syllabus (usually towards the end of each Academic Session). Parents' feedback is collected in parent-teacher meetings. These feedbacks are analyzed by the respective departments and necessary opinions and suggestions are given, if any, to the college authority for discussion.

##### 1.4.3 How many new programmes or courses were introduced by the institution during the last four years? What was the rationale for introducing new courses or programmes?

- The institution started the B.A. Honours course in Journalism and Mass Communication and general course in Film Studies from the session 2014-15 considering the growing scope of employment in the media-industry.
- The college has started B.A. Honours course in Hindi considering the need of the Hindi speaking community around.

Journalism and Mass Communication has a wide scope for career construction in the media world. Hindi honours course has been introduced from the current academic session keeping in view Hindi community belt around.



JORA- Interactive lecture session organized by the Department of Journalism and Mass Communication. Speaker- Amrita Banerjee, News Anchor, E-TV News



Interactive lecture session organized by the Department of Geography

## **CRITERION II: TEACHING - LEARNING AND EVALUATION**

### **2.1. Student Enrolment and Profile**

#### **2.1.1 How does the college ensure publicity and transparency in the admission process?**

Before the admission procedure begins, the College takes initiatives for publicity through local newspaper, banners, distribution of pamphlets and posters. 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 etc. Admission is done on first-cum-first-served basis, following strictly the Calcutta University guidelines for every subject.

#### **2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programs of the Institution.**

Students are admitted on the basis of their class XII level School leaving examination marks and their choice of stream. Being a new as well as a Self-financed institute, there is no scope for much screening during the admission procedure. The admission committee manages the entire process very competently abiding by the University norms so that no deserving candidate is deprived of the opportunity to pursue higher education.

#### **2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programs offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.**

As per the University norms the aggregates are calculated on the basis of the 'best 4 subject scores'. For Honours subjects students must have minimum 50% marks in aggregate and 45% marks in the subject concerned (or related subject) OR 55% marks in the concerned subject (or related subject). This criterion is followed invariably by all the Calcutta University affiliated Colleges.

**Merit Point summary of the admission for the academic session  
2015-16:**

Name of Course		Merit Point (Best four subjects-Total 400)		Highest score in Subject/Related Subject (Total 100)	
		Maximum	Minimum	Maximum	Minimum
<b>B.Com</b>	Honours in Accounting & Finance	381.00	178.00	100.00	45.00
	General in Accounting & Finance	309.00	128.00	0.00	0.00
<b>B. Sc</b>	Honours in Microbiology	370.00	232.00	95.00	50.00
	Honours in Computer Science	361.00	222.00	80.00	46.00
	Honours in Geography	336.00	194.00	82.00	48.00
<b>B.A.</b>	Honours in English	349.00	214.00	95.00	54.00
	Honours in Journalism & Mass Communication	335.00	218.00	84.00	50.00
	Honours in Hindi	276.00	276.00	73.00	52.00
	General in B.A	246.00	168.00	0.00	0.00

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘yes’, what is the outcome of such an effort and how has it contributed to the improvement of the process?**

The admission committee analyzes the previous scores of the admitted students so as to know their strength and limitation on different subjects. Accordingly they are guided and special remedial classes are arranged during the academic session so that they can overcome their weakness. However, challenges like knowledge gap and lack of communication skills of few students are addressed through special classes and add-on courses so that they can perform above the average.

**2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.**

- SC/ST
- OBC
- Women
- Differently-abled
- Economically weaker sections
- Minority community
- Any other

The College, being a Religious Minority Institution, does not have any reservation policy for the admission of SC/ST, OBC or women. However, students who belong to the Jain community and have secured the minimum marks as per University norms are given preference. Though there is no provision for waiving of fees during admission, economically weaker students are given fee concessions later during the session. The differently-abled students would be given special care, if required.

**2.1.6 Provide the following details for various programs offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.**

*Note: The data of last two years are shown below. Earlier records are not available.*

Year	Programs	Number of applications	Number of students admitted	Demand Ratio
2015-16	B.Com (H and G)	1445	845 (773+72)	1.71:1
	English (H)	88	57	1.54:1
	Geography (H)	33	26	1.26:1
	Journalism and Mass Communication (H)	27	10	2.7:1
	B.A. (G)	21	7	3:1
	Microbiology (H)	87	66	1.31:1
	Computer Science	22	14	1.57:1
2014-15	B.Com (H and G)	1021	466 (350+116)	2.2:1
	English (H)	39	23	1.69:1
	Geography (H)	29	16	1.81:1
	Journalism and Mass Communication (H)	17	8	2.1:1
	B.A. (G)	18	3	6:1
	Microbiology (H)	49	39	1.25:1
	Computer Science	22	7	3.14:1

## 2.2 Catering to Student Diversity

**2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?**

The College supports the differently-abled students by providing various facilities like ramp and elevators and extra classes/tutorials, if needed.

**2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the program? If 'yes', give details on the process.**

Yes, students are judged on the basis of their earlier examination performance and one-to-one interaction between the student and teachers. Interactive sessions are held for adaptation of students to the new program and environment. If any problem persists for any student, it is discussed with the parents in the Parent-Teachers' meeting and accordingly actions are taken to address the need of the concerned student.

**2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the program of their choice?**

The College arranges special classes for slow learners (if the situation demands) and personality development classes for the overall development of students. Spoken English classes and basic computer literacy training are held for advanced learning of the students.

**2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?**

The college has Sexual Harassment Committee which addresses any complaints made by female staff/students. The college sensitizes its staff and students on environmental issues through various programs arranged by the NSS like Plantation, campus cleaning etc. The garden is properly maintained for beautification of the campus and special care and attention is given for maintaining cleanliness and aesthetics of the College.

**2.2.5 How does the institution identify and respond to special educational / learning needs of advanced learners?**

The advanced learners are identified through student-teacher interaction and college examination performance. These students are encouraged to attend different academic activities in the College, read more text books, journals for their advanced learning. They are advised to attend different seminars or give poster presentations in conferences organized by other colleges/institutes, for exposure and developing research interests. The advanced learners are given the opportunity to conduct special classes using ICT tools for the fresher who enrich them with a teaching experience.

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the program duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?**

The college analyzes the performance of the students in class-tests, mid-term examination and different assignments/projects. A close surveillance is also kept over the regularity of students in the practical classes. Students are guided accordingly to overcome their difficulties and cope up with the demands of academic activities. This has helped the slow-learners to handle the pressure more competently and has reduced the drop-out or failures of the students.

**2.3. Teaching-Learning Process**

**2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)**

The College prepares an Academic Calendar in conformity with the dates of the University examinations, which is followed by all the departments. In addition, each department organizes different activities like seminars, poster presentations, debates, quiz competitions, excursions etc for academic progress of the students. Departmental heads distribute the syllabus among teachers, prepare the time-table and plan the curricula (number of classes and teaching hours for each topic, other teaching strategies) for proper and timely completion of the syllabus. Each teacher maintains an academic diary which reflects the proper execution of the teaching plan. The teachers use modern

methods of teaching (OHP, LCD projector) and take class-tests regularly for continuous assessment. The college organizes unit test, mid-term or selection examinations for all academic years to evaluate the students' progress.

**2.3.2 How does IQAC contribute to improve the teaching –learning process?**

The IQAC of the College started functioning since January 2012. It gives suggestions on avenues of improvement, organizes meetings with teachers and monitors the academic performance of all departments. It conducts different college activities like quiz, debate, seminars etc. for students. Every year it collects feedback from students which contribute to the improvement of the quality of education. IQAC encourages all teachers to use the ICT method of teaching.

**2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

For better understanding and visualization of the subjects, teachers have different innovative approaches of teaching through PowerPoint presentations, video clips, film shows, use of maps and models, educational excursions and industrial visits. Before the commencement of each class the teacher spends some time to revise the topics taught in the previous class and to clarify any doubts. Students are motivated to interact and ask questions in the class. They are encouraged to read more text books and are simultaneously given notes and study materials. Students are given assignments to work individually or in a team for the development of their communication skills.

**2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

The college encourages students to read journals, current news and participate in different quiz/debate competitions both within the college and outside for developing communicative skills. Students give seminar presentations on topics provided by the teachers which help enhance their critical thinking. Students put in much effort in collecting necessary data and information on contemporary topics for preparing Scrap books that showcase their innate talent. All the third year students have to do a project on environmental science (as a part

of curriculum). B. Com. Honours 3<sup>rd</sup> year students have to prepare a Project for Paper-IX on which the university conducts a viva-voce.

**2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? e.g.: Virtual laboratories, e-learning - resources from National Program on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**

The College gets access to e-journals and e-books through the membership of INFLIBNET. The institute also has membership with the British Council Library for access to books and other resources. Teachers make use of both conventional and modern teaching methods to make classroom teaching an effective one. For more enriched knowledge, students are given internet access in the library for reading e- journals and e-text books other than the paper books or paper journals. Academic assistance is also provided by the faculties through Social Networking sites by forming educational groups. The college has registered under training programme of Free Open Source Software Learning funded by NME through ICT, MHRD. Govt. of India and designed by IIT, Bombay.

**2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

Teachers of each department organize seminars or guest lecturer talk, for exposing students to contemporary issues pertaining to their subject and their relevance. Students are encouraged to participate actively in different academic activities of the college/department and are guided in all possible ways. For their own growth of knowledge, faculties participate in several workshops or conferences organized by the University/other institutes.

**2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling /mentoring / academic advice) provided to students?**

Teachers guide students in every aspect be it academic, personal or any other support as may be necessary. For personality development, classes are held (spoken English, communication skills, basic computer training, and in-depth knowledge of their subject) and special counselling session by experts. For students suffering from lack of concentration or any behavioral problem, psychological counseling is provided by experts for their improvement. The Grievance cell operates proficiently whenever any student has any complaints, so that no difficulty acts as an obstacle on the way of their success. This support system has really benefited the students and has resulted in high scores in the University exams, even with ranks. Most of the students have opted for higher education and exceptionally good students are given financial support for reaching their goal. Some students are pursuing their Ph. D in India and abroad (USA) and few others have qualified in the Professional degrees like C.A, C.S, MBA, PGDM and other prestigious competitive exams.

**2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

The teachers have adopted modern techniques of teaching through OHP film or PowerPoint presentation and showing videos or images for enhanced understanding of the subject. Film shows, academic excursions or visits are held which help students have a comprehensive knowledge of the subject. Frequently quiz competitions, assignments or open discussions are held to encourage development of perception of the students for any topic. The progress of the students is analyzed through continuous examinations and one-to one-discussions. Feedback is taken from parents by the teachers to analyze the improvement of their wards.

**2.3.9 How are library resources used to augment the teaching-learning process?**

The College has a well enriched library containing 4804 number of books on different subjects, 12 subscribed journals and 6 newsletters and magazines. The College has membership for the British Council Library and for INFLIBNET which gives access to several online journals and books. The library is the main source of the teaching-learning process both for the teachers and students. The library has installed library software KOHA which has helped in better achievement, cataloguing, book reserves, bibliography services etc.

**2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.**

Normally there is no such problem regarding the timely completion of syllabus. The Academic Calendar is strictly followed; however, unscheduled holidays beyond those at the Principal's discretion may disturb the program. Extra classes are then allotted for the completion of syllabus on time.

**2.3.11 How does the institute monitor and evaluate the quality of teaching learning?**

The performance of the students in the class-tests/unit tests, mid-term, selection examinations helps to evaluate the quality of teaching-learning process. Analysis of the yearly feedback from the students also motivates teachers to accomplish further improvement in the process.

**2.4 Teacher Quality**

**2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum**

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
<b>Permanent teachers</b>							
<b>D.Sc./D.Litt.</b>	NA	NA	NA	NA	NA	NA	NA
<b>Ph.D.</b>	NA	NA	NA	NA	1	3	4
<b>M.Phil.</b>	NA	NA	NA	NA	2	2	4
<b>PG</b>	NA	NA	NA	NA	9	8	17
<b>Temporary teachers</b>							
<b>Ph.D.</b>	NA	NA	NA	NA	1	1	2
<b>M. Phil.</b>	NA	NA	NA	NA	NA	NA	NA
<b>PG</b>	NA	NA	NA	NA	5	7	12
<b>Part-time teachers</b>							
<b>Ph.D.</b>	NA	NA	NA	NA	2	3	5
<b>M.Phil.</b>	NA	NA	NA	NA	0	1	1
<b>PG</b>	NA	NA	NA	NA	7	4	11

The teachers are recruited well in advance depending on the pressure load and time-frame to complete the syllabus.

**Note:** Smt. Srirupa Banerjee from Dept. of English is on lien (not shown in the above table).

**2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programs / modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.**

The College overcomes this by recruiting qualified guest teachers who are well-versed in their respective subjects. Several experienced retired senior teachers have also been appointed in different subjects to impart their treasure of knowledge. Several small lectures or seminars by eminent guests/scholars are organized to provide knowledge to the students on emerging areas.

**2.4.3 Providing details on staff development programs during the last four years, elaborate on the strategies adopted by the institution in enhancing the teacher quality:**

**a) Nomination to staff development programs**

Academic Staff Development Programs	Number of faculty
Refresher courses	2
HRD programs	Nil
Orientation programs	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / winter schools, workshops, etc.	Nil

Though no faculty development programme has been organized by the institute, however, two lectures were conducted to provide information to the faculties regarding the use of Multimedia in the teaching learning process and on techniques of evaluation.

**b) Faculty Training programs organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning:**

**• Teaching learning methods/approaches**

Teachers are encouraged and trained to use modern methods of teaching (OHP or PowerPoint) which help them adopt innovative ways in their teaching process.

**• Handling new curriculum**

Any changes in the curriculum are handled immediately by the departmental heads and discussed with the concerned teachers.

**• Content / knowledge management**

The implementation of the departmental academic calendar and curriculum planning help to manage the contents during any academic session.

• **Selection, development and use of enrichment materials**

Teachers are encouraged to avail online resources and the INFLIBNET services to access on-line journals/books.

• **Assessment**

Teaching learning effectiveness is assessed through student feedback, result analysis, and parent teacher's meeting.

• **Cross cutting issues**

Cross cutting issues like gender equality, environmental consciousness, human rights etc. are discussed through different activities organized by college NSS.

• **Audio Visual Aids /multimedia**

Most of the teachers are competent in operating audio visual aids/multimedia for teaching. Many teachers who lacked the skill were given proper training to make them avail the facilities during their teaching.

• **OER's**

Use of 'Open Education Resources' is not a common practice. However, some teachers consult Study Material of Open University to supplement their resources.

• **Teaching learning material development, selection and use**

Though not given any formal training, teachers are knowledgeable enough to prepare teaching materials/notes which are given to the students regularly. These materials help them prepare themselves for the university exams.

**c) Percentage of faculty invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies**

Dr. Mausumi Singh Sengupta (Principal): She is a member of Under Graduate Board of Studies, Department of Microbiology, West Bengal State University.

Dr. Suchismita Das: She was invited as a judge by JBNSTS for the junior talent search contest, 2015.

Smt. Rituparna Kundu: She was invited to give demonstration and lecture on ‘How ICT can help teachers to improve teaching-learning processes on 1<sup>st</sup> Sept, 2015, at K.S.S. Jain College of Education.

**Participation of teachers in external Workshops/ Seminars / Conferences recognized by national/ international professional bodies**

Departments	Details
<b>Geography</b>	<ul style="list-style-type: none"> <li>• Sri Sayan Mandal participated in workshop ‘Bhuvan Workshop’, organized by Calcutta University in 2012.</li> <li>• Sri Sayan Mandal participated at ‘International Seminar on Coastal Zone Management: Issues &amp; Challenges’ organized by PG Department of Geography, Utkal University in 2013.</li> </ul>
<b>Microbiology</b>	<ul style="list-style-type: none"> <li>• Dr. Mausumi Singh Sengupta participated at UGC sponsored workshop on “Syllabus of B. Sc (Microbiology) Course of Calcutta University” organized by Department of Microbiology, Scottish Church College, from 4<sup>th</sup> to 5<sup>th</sup> April, 2007.</li> <li>• Dr. Mausumi Singh Sengupta participated at symposium on “Challenges of Teaching Microbiology in Under Graduate Colleges” organized by Department of Biochemistry, University of Calcutta, on 25<sup>th</sup> September 2010.</li> <li>• Dr. Mausumi Singh Sengupta participated at workshop on NAAC, jointly organized by Internal Quality Assurance Cell, Ramkrishna Mission Vidyamandira and Department of Higher Education, Govt. of West Bengal, from 13<sup>th</sup>-14<sup>th</sup> July 2015.</li> <li>• Dr. Mausumi Singh Sengupta participated at workshop on “Orientation/Awareness programme on NAAC accreditation” at C.R.N.N., C.U. Salt Lake, jointly organized by West Bengal State Council of Higher Education and Calcutta University, on 14<sup>th</sup> October, 2015.</li> <li>• Dr. Anamika Ghatak participated at UGC- sponsored the refresher course in the subject “Process Control and Analytical Techniques in Food Processing and Quality Evaluation” organized by Food Technology and Biochemical Engineering Department, Jadavpur University from 12<sup>th</sup> June to 2<sup>nd</sup> July, 2012.</li> <li>• Dr. Suchismita Das participated in a discussion on “Post High School Science Education” on 20<sup>th</sup> August, 2013 at Saha Institute of Nuclear Physics.</li> <li>• Dr. Suchismita Das participated in a UGC- sponsored National</li> </ul>

	<p>Seminar at Belur Vidyamandir dated 20<sup>th</sup> and 21<sup>st</sup> November, 2014.</p> <ul style="list-style-type: none"> <li>• Dr. Suchismita Das participated at workshop on “Orientation/Awareness programme on NAAC accreditation” at C.R.N.N., C.U. Salt Lake jointly organized by West Bengal State Council of Higher Education and Calcutta University, on 14<sup>th</sup> October, 2015.</li> </ul>
<b>Computer Science</b>	<ul style="list-style-type: none"> <li>• Smt. Rituparna Kundu, participated a workshop on Computer Science in 2013. Venue was Sanmilani Mahavidyalaya.</li> <li>• Smt. Rituparna Kundu, attended in UGC sponsored national level Conference on “ Research and Higher Education in Computer Science and IT” 2012.</li> <li>• Dr. Debashis Singha participated on ‘Workshop on Optics and Photonics’ at East Calcutta Girls College under the guidance of Calcutta University.</li> <li>• Dr. Debashis Singha participated in a two-week ISTE Workshop on ‘Analog Electronics’ at Kalyani Govt. Engineering College conducted by Indian Institute of Technology Kharagpur through ICT (MHRD).</li> <li>• Dr. Debashis Singha participated in AICTE sponsored two-week Faculty Development Program on “Embedded systems and its applications in real life problems” at the Kalyani Govt. Engineering College.</li> </ul>
<b>Botany</b>	<ul style="list-style-type: none"> <li>• Dr. Rimi Datta attended and obtained grade “A” in the refresher course titled “Interdisciplinary Research towards the development of modern food and bioprocess technology” held during 26<sup>th</sup> June to 16<sup>th</sup> July, 2013 at FTBE department, Jadavpur University.</li> <li>• Dr. Rimi Datta participated in a seminar on “Recent trends in Biotechnology” organized by Department of Botany, Scottish church College on Saturday, 20<sup>th</sup> December, 2014.</li> </ul>
<b>Bengali</b>	<ul style="list-style-type: none"> <li>• Smt. Jhumur Mondal participated in the Refresher Course at Ramkrishna Mission, Narendrapur: sponsored by Department of Youth Affairs and Sports, Govt. of India from 17<sup>th</sup> March to 23<sup>rd</sup> March, 2013.</li> <li>• Smt. Jhumur Mondal participated in the training programme titled “Training of trainers on Gender Equity for NSS Programme Officers’ at National Institute of Foundry Forge Technology Ranchi, organized by Rajiv Gandhi Institute of Youth development</li> </ul>

	in collaboration with NSS, regional Centre, Patna from 4 <sup>th</sup> to 8 <sup>th</sup> June, 2013.
<b>Economics</b>	<ul style="list-style-type: none"> <li>Sri. Neeloy Gupta participated in a two-day state level on 'Rural resource, credit and livelihood: The question of inclusion'. Sponsored by NABARD organized by Dept. of Economics, Lalbaba College and Dept. of Economics, Rabindra Bharat University on 27<sup>th</sup> -28<sup>th</sup> Feb, 2014.</li> <li>Sri. Neeloy Gupta participated in the UGC sponsored national seminar "Globalization and Economic Developmental Issues relating to Indian Economy" jointly organized by Dept. of Economics, Lalbaba College and Dept. of Economics, Kalyani University on 21-22 Nov, 2014.</li> </ul>
<b>Commerce</b>	<ul style="list-style-type: none"> <li>Smt. Chaitali Pal presented a paper in the UGC sponsored seminar on "Impact of Reforms on Indian Insurance Sector" on 5<sup>th</sup> and 6<sup>th</sup> April, 2013 at Deshabandhu College for Girls. Her topic was "Dental Insurance, is it a journey with standalone insurance plan in India?"</li> <li>Smt. Chaitali Pal participated in the workshop on "Reviewing the B.Com New Syllabi, held at Netajinagar Day College on 4<sup>th</sup> and 5<sup>th</sup> May, 2013.</li> <li>Mr. Rudrarup Mukherjee participated at workshop on NAAC, jointly organized by Internal Quality Assurance Cell, Ramkrishna Mission Vidyamandira and Department of Higher Education, Govt. of West Bengal, from 13<sup>th</sup>-14<sup>th</sup> July 2015.</li> </ul>
<b>Hindi</b>	<ul style="list-style-type: none"> <li>Dr. Brijesh Singh participated in a UGC sponsored National Seminar on 'Voice of the Voiceless: Indian Dalit Literature, on 19<sup>th</sup> and 20<sup>th</sup> Nov, 2014, at Dept. Of Hindi, Calcutta University.</li> <li>Dr. Brijesh Singh participated in a UG Board of studies on 5<sup>th</sup> Oct, 2015, University of Calcutta.</li> </ul>

**Presentation of papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies by the teachers:**

Departments	
<b>Geography</b>	<ul style="list-style-type: none"> <li>Sri Sayan Mandal presented a paper at 'International Seminar on Population, Development &amp; Disaster Management' organized by 'The Institute of India Geographer's (IIG), at Department of Geography &amp; Disaster Management, Tripura University, 2012. His topic was 'Changes in Digha Coastal</li> </ul>

	<p>Stretch, East Medinipur, West Bengal’.</p> <ul style="list-style-type: none"> <li>• Sri Sayan Mandal presented a paper at ‘Himalaya: Environment and Development’ organized by Himalaya Samiksha Parishad at Calcutta University, 2012. His topic was ‘Exploring the tranquil beauty of the Himalayas: Har-Ki- Dum valley trek’.</li> <li>• Sri Sayan Mandal presented at ‘International seminar on Geomorphology and Geospatial Technology in Environmental management and Social Development organized by Indian institute of Geomorphologists (IGI), at Vidyasagar University, Midnapore, 2014. His topic was ‘Hydrodynamic Response of Coastal Inlet System: A Case Study of Ramnagar Khal, Purba Medinipur, West Bengal.</li> </ul>
<b>Microbiology</b>	<ul style="list-style-type: none"> <li>• Dr. Anamika Ghatak presented a poster at “International Conference on Environment and Its Impact on society” from 18<sup>th</sup> to 20<sup>th</sup> August; 2013. Her topic was “Production, Characterization and Immobilization of <i>beta-galactosidase</i> from <i>Enterobacter cloacae</i>”.</li> <li>• Dr. Suchismita Das presented a paper titled “Engineering <i>Anopheles</i> immunity to inhibit <i>Plasmodium</i> infection” at UGC-sponsored National Seminar on “Recent Advances in Microbiology and Biotechnology, organized by Bidhannagar College, dated 14<sup>th</sup> and 15<sup>th</sup> January,2012.</li> </ul>
<b>Journalism and Mass Communication</b>	<ul style="list-style-type: none"> <li>• Sri Soumik Chatterjee presented a topic on ‘Gender as an Advertisement Factor’ in the conference Journalism for Positive Change at Centre for Journalism and Mass Communication, Dev Sanskriti Viswavidyalaya on 1-2 Nov, 2014. The paper was published and the ISBN – 978-93-81212-23-3.</li> <li>• Sri Soumik Chatterjee presented a topic on ‘Mass Media : Maker of Political Super- Heroes in the conference Contemporary Media Scenario in South Asian Region at Dept. of Mass Communication University of Burdwan on 19-20 Nov, 2014.</li> <li>• Sri Soumik Chatterjee presented a topic on ‘Significance of Rabindranath as Mass Communicator’ in the conference Tagore &amp; Mass Media , organized jointly by the Dept. of</li> </ul>

	Bengali, Ananda Mohan College & Maharaja Manindra Chandra College on 24-24 <sup>th</sup> Nov, 2014.
English	<ul style="list-style-type: none"> <li>• Sri. Sunayan Mukherjee participated in a workshop on 'Mythic and Folkloric Re-morphing in some Classical and Modern Literary Texts' organized by The Asiatic Society, Kolkata from 18-22<sup>nd</sup> March, 2014 and presented a paper titled : <i>In Search of The Ramayana: Narratives and Discursive formations.</i></li> <li>• Sri. Sunayan Mukherjee presented a paper on 'Writing and Memory in Shakespeare's Hamlet' at UGC Sponsored National Seminar on Multiple Shakespeare's organized by the Dept of English, Serampore College and The Dept of English, Bhawanipore Gujrati Education Society in association with The Telegraph, on Oct 6 and 7<sup>th</sup>, 2015.</li> <li>• Sri. Sunayan Mukherjee presented a paper on "A Portrait of another Calcutta: European artists and the British Empire" at the UGC sponsored Students Seminar on Postcolonialism Now: Reassessing Ambivalent Discourse(s) organized by the Dept of English, Ramakrishna Mission Residential College, Narendrapur, Kolkata on 11<sup>th</sup> April, 2014.</li> <li>• Sri. Sunayan Mukherjee presented a paper on "Small Voices of Protest: The Heterogeneity of Baul Songs and their Resistance to the Hegemonic Politics in the Nineteenth Century Colonial Bengal" at the UGC sponsored National Seminar on Cultural Studies: Theories and Praxes organized by the Dept of English, Berhampore Girls' College, Berhampore, Murshidabad, on 21<sup>st</sup> and 22<sup>nd</sup> September, 2013.</li> <li>• Sri. Sunayan Mukherjee presented a paper on "In No Man's Land: The Cross Pollination of Urban Bengali culture and the crisis of urban Bengali identity formation" at the Young Researchers National Conference on Cultural Representations: Race, Class, Gender, and Caste organized by the Dept of English, The University of Burdwan, on 4<sup>th</sup> and 5<sup>th</sup> September 2013.</li> <li>• Smt. Yashmin Chowdhury presented a paper on "Self Abnegation to Self Assertion in Indian English poetry by</li> </ul>

	<p>Women” on 1<sup>st</sup> October, 2015 organized by Netaji Subhash Open University.</p>
<b>Botany</b>	<ul style="list-style-type: none"> <li>• Dr. Rimi Datta gave a poster presentation on: “Seaweeds: Beneficial aspects on human health” at the UGC sponsored National seminar on “Marine Biodiversity of India: Threats and Prospects held at Peary Mohan College, Uttarpara on 24<sup>th</sup> and 25<sup>th</sup> September, 2013.</li> <li>• Dr. Rimi Datta presented a paper in UGC sponsored National conference on “Biodiversity: Interrelationship between Flora, Fauna and Human” held at Mrinalini Datta Mahavidyapith on 29<sup>th</sup> and 30<sup>th</sup> September, 2013.</li> </ul>
<b>Commerce</b>	<ul style="list-style-type: none"> <li>• Smt. Chaitali Pal presented a paper in the UGC sponsored seminar on “Impact of Reforms on Indian Insurance Sector” on 5<sup>th</sup> and 6<sup>th</sup> April, 2013 at Deshabandhu College for Girls. Her topic was “Dental Insurance, is it a journey with stand alone insurance plan in India?”</li> <li>• Sri Rahul Nath presented paper at UGC sponsored National level seminar. His title topic was ‘Critical Rate of CSR Initiatives on Corporate Brands: An overview’, at Sree Chaitanya Mahavidyalaya, on Feb 27<sup>th</sup> -28<sup>th</sup>, 2015.</li> <li>• Smt. Sunita Saha presented papers in the following seminar/workshops: <ul style="list-style-type: none"> <li><u>International Seminar</u></li> <li>a) BIMTECH—Birla Institute of Management Technologies (ICMABMS), 2014. “Business Ethics and Good Corporate governance Practices the two strong pillars for Organizational Sustainability—Highlighting the Changes Reforms in India and its Impact on Investors.</li> <li>b) Shri Shikshayatan College, Department of Commerce, 2015. “The New Era of Merger Regime in the Light of Companies Act 2013—Without Juridical Prudence—A Welcome Move”.</li> <li>c) Vidyasagar University, Financial Sector Reforms in Developing Economies, 2015. “Code of Conduct and Ethical Principles of Corporate Governance Policies for Senior Management in Financial Institution---A study on State Bank Of India and Axis Bank Limited”</li> <li>d) 12<sup>th</sup> International Accounting Conference—IAA Research Foundation, 2015. “Theory of Behavioral Finance in Investment Decision Making”</li> </ul> </li> </ul> <p><u>National (UGC Sponsored)</u></p> <ul style="list-style-type: none"> <li>a) Shree Chaitanya Mahavidyalaya---Department of Commerce, 2015. “The Birth of Business Ethics from Traditional Philosophy and its essence for organizational</li> </ul>

	<p>sustainability through ethical leadership and CSR Activities”</p> <p>b) Ramsaday College, Amta, Howrah---Department Of Commerce, 2014. “Where there is breach of ethics of Accountants---There is Fraud”.</p> <p>c) Naba Ballygunge Mahavidyalaya---Department of Commerce, 2013. “A Glimpse of a few dimension of FDI in Multibrand Retailing in India”</p> <p>d) University Of Kalyani---Contemporary Issues In Accounting, 2014. “Financial Fraud Examination and Detection through “Forensic Accounting”</p> <p>e) University of Burdwan---Contemporary Issues in Business, 2014. “Tools of Reconstruction in Comparison to Companies Act 1956 and 2013 with special reference to Minority and Dissenting Shareholders”</p> <p>f) Netaji Subhas Open University,2014 “Role of Business Ethics in Building Transparent and Trustworthy Corporate Governance Policies in India---An Overview of Infosys”</p> <p>g) Institute of Business Management---The National Council Of Education Bengal, 2015. “Understanding Work Place Culture and Cross Cultural Diversity---The Best Practices for organizational Sustainability---A study on Infosys Work Cultural Diversity” STATE LEVEL SEMINAR</p> <p>a) Emerging Issues In Finance—Department of Commerce--T.H.K.Jain College. “Trade is turning into organized Retailing—with special reference to Bigbazar.</p>
<p><b>Computer Science</b></p>	<ul style="list-style-type: none"> <li>• Dr Debashis Singha presented a model of ‘Sensor Project’ in the West Bengal State Science Conference at Narendrapur Ramkrishna Mission through the ‘18th West Bengal State Science and Technology Congress.’</li> </ul>

**2.4.4 What policies / systems are in place to recharge teachers? (e.g : providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programs industrial engagement etc.)**

At present there is no research opportunity for the faculties. All the faculty members are always encouraged to participate in various research conferences/workshops/seminars and are given “on-duty” leave. The registration fee for participation is also paid by the college on providing the Certificate of Participation.

**2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

None

**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

Yes. The college has started the mechanism of student feedback (based on few questionnaires) since the last academic session which is reviewed by the Principal and IQAC members. Effective steps are taken accordingly if any teacher needs to improve his/her teaching skill.

**2.5. Evaluation Process and Reforms**

**2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

Students are made aware of their course by providing them with the syllabus book. The tentative time schedule of the internal college and the university examinations are given well in advance. All these information are made available in the prospectus as well as displayed on the college notice board from time to time. The stakeholders are simultaneously informed about the same through notifications issued, teachers' meetings with the Principal, and teacher-student interactions.

**2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

For three years degree courses, the college follows the yearly evaluation procedure as run by the Calcutta University (1+1+1 Regulations since 2009). The evaluation process consists of both theory and practical examinations conducted by the University in a centralized manner. The college conducts its internal examinations for proper assessment and preparing the students for the University examinations.

In view of the University evaluation reforms, the institute arranges Supplementary Examination for students who either failed, got poor marks or remained absent in the respective examination. Students willing to see their answer scripts of the internal examinations in case of any doubt are allowed to do so by the concerned subject teacher.

Parents are informed about the student's attendance record and their progress over the course of time either over phone or through SMS. This

enables the students to compete and appear in entrance examinations of reputed Institutes (International and National) for higher learning (post-graduate and PhD degrees) and other professional competitive examinations.

**2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

The evaluation reforms of the University are ensured by providing proper guidance to the students regarding the review procedure following the publication of results. All the records of the internal examinations are invariably maintained by the respective departments to have a thorough knowledge about the regular progress of students. Special attention is paid to maintain complete fairness of the evaluation process and the academic standard.

**2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.**

Through internal assessment of the College, students are judged in class tests, mid-term tests and selection tests. Students are counselled and advised to rectify their shortcomings. The College arranges for remedial classes for the academically weak students to help them overcome their drawbacks and prepares them to do better in their university examinations.

**2.5.5 Detail on the significant improvements made in ensuring rigour and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.)**

The process of internal examination strongly ensures rigour and transparency. The College maintains strict secrecy in paper-setting, prevents unfair practices in the examination hall and ensures fairness and accuracy in the evaluation of answer-scripts. Teachers take necessary steps to cater to the students' needs. Parents are apprised about the progress of their respective ward at regular intervals. To encourage communication skills and independent learning, students are encouraged to participate in quiz, debate, seminars.

**2.5.6 What are the graduates attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?**

The vision of the college is to impart education and attain excellence in academic programs. Other than being a good academician faculties also aim to instill a sense of responsibility in every student. The continuous monitoring and holistic approach towards education thus contributes in ensuring the attainment of the objective.

**2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**

At the College level departmental teachers address and settle the grievances of the students through constructive discussion. In the university examinations there is a provision of review of marks on payment of a fee, when a case is forwarded by the Principal. Students avail this procedure and get reviews done as and when necessary.

**2.6 Student performance and Learning Outcomes**

**2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?**

Yes. The college organizes an orientation programme for the students to provide them relevant information regarding their course of study where the future prospects, career opportunities are also discussed. Besides this, the respective departmental teachers take initiative to give them a proper behavioral and personality grooming so that they can prosper in the present competitive world.

**2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/program? Provide an analysis of the students results/achievements (Program/course wise for last four years) and explain the differences if any and patterns of achievement across the programs/courses offered.**

The institution monitors and communicates the progress and performance of students during the three years undergraduate degree course in the following manner:-

- Regular Classroom Teaching
- Internal Examinations (Class test, Mid-term, Selection Test)

- Interaction with students and guardians regarding performance
- Tutorial and Remedial classes
- Enrichment activities for students (Seminar/Poster presentation, Quiz, Debate etc)

Students are really benefited in this process and obtain good/satisfactory marks in the university examinations.

**2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

Students are encouraged to read more journals, magazines, text books for enrichment of their knowledge, and participate in various seminars/conferences for better exposure. Regular assessment helps students evaluate themselves and work towards the improvement of their weaknesses which get revealed in the process and are addressed by the teachers. At present many students from our Commerce department have completed Chartered Accountancy, Company Secretaryship and Cost Accountancy. Few students from B.A/B.Sc programme have completed post graduation successfully and even pursuing Ph.D programme in India and abroad.

**2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?**

For enhancing social and economic relevance, new subjects are introduced in the college. These include Honours Programme in Geography, English, Journalism & Mass Communication, Film studies and Hindi. B.Com Honours and General courses are introduced in the day session from the current academic session for the benefit of students. Add-on courses like Spoken English and Basic Computer Training help students to go beyond mediocrity and achieve excellence.

**2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?**

The institution collects data on the performance of the students from the internal as well as the University examinations and analyses the results by

maintaining regular records which help in calculating the overall pass percentage. Based on the analysis; the college plans for remedial classes, counselling, and additional training to overcome the barriers of learning. Students' feedback also helps to overcome any obstruction for success.

**2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?**

By monitoring students' performances, project work, seminar presentation and classroom interactions and the University Examination results, the college ensures achievement of learning outcomes.

**2.6.7 Does the institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.**

**Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.**

Yes, students are monitored individually since the very beginning of their courses and are supervised accordingly. Every department keeps record of the success stories of the students who have benefited from personal guidance.

Examples:

i. A student from the Dept. of Geography (SC-name withheld) did not do well in Part-I Examination but secured good marks in Part II and Part-III examinations and finally graduated with high second class marks. He was also given financial support from the college.

ii. A student from the Dept. of Microbiology (name withheld) secured very poor marks in B. Sc Part I Examination (just qualified Honours with the minimum marks) but secured good marks in Part II and Part-III examinations and finally graduated with first class marks (62%).

These were possible only due to constant assessment and proper guidance by the teachers of the Department and hard-work by the students.



A student of 3<sup>rd</sup> yr Microbiology (Hons) teaching the students of 1<sup>st</sup> Year



Students from the Dept. of English presenting papers



The students of B.Com Part-II attending IT practical class in Computer Science Laboratory



Interactive lecture session organized by the Department of Commerce



Seminar organised by the Dept. of Economics



Girls participating in the balance race



Award ceremony



Cultural event

### CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

#### 3.1 Promotion of Research

##### 3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

No, currently the institution does not have recognized research centre affiliated to the University of Calcutta or any other agency.

##### 3.1.2. Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

The college is in the process of setting up a Research Committee, to encourage and assist research in the coming years. Currently Department of Microbiology has started a seed project but needs better infrastructure and more manpower for proper implementation and success. All faculties are encouraged to pursue Ph.D /M.Phil and other higher studies so that very soon a research culture can be nurtured with competent faculties and developed infrastructure. Currently many of the faculties have already been enrolled in Ph.D and M.Phil.

##### 3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- **autonomy to the principal investigator:** At present, there is academic autonomy. Since the faculties are yet to receive external grants, the question of financial autonomy does not arise.
- **timely availability or release of resources:** The question does not arise as yet.
- **adequate infrastructure and human resources :** Infrastructure for research is in the process of planning.
- **time-off, reduced teaching load, special leave etc. to teachers** Faculty members who have enrolled in M. Phil and Ph.D are granted leave/allowed to leave early for their course work or other jobs related to research subject to prior approval from the authority.

- **support in terms of technology and information needs**  
The Management is sensitive to the need for updated technology in academic and administrative activities. Further Technology and information needs would be certainly taken care of if the situation demands.
- **facilitate timely auditing and submission of utilization certificate to the funding authorities**  
Question does not arise at present as there are no funding agencies.
- **any other**

**3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?**

UG students are enthusiastic learners and to aid their constructive approach towards learning they need to be nurtured properly for developing their scientific skills and aptitude. The following guidelines are provided for developing their research temperament:

- The present day students are internet-friendly. However, they are provided with effective pointers related to internet browsing, making their on line experience a more informative one.
- The institute has subscribed for a number of reputed journals and students are encouraged to read the same.
- The students are given opportunities to showcase their research endeavours by presenting their research papers before external judges and in doing the same they make wide use of ICT facilities available in the college. The students are appreciated and awarded with prize and certificate.
- To develop the ability of planning and critical thinking in the students, they are encouraged to engage themselves in activities like poster making, scrap book projects and putting up of wall magazines based on topics of contemporary relevance.

**3.1.5 Give details of the faculty involvement in active research (Guiding student, research, leading Research Projects, engaged in individual/collaborative research activity, etc.**

Currently there is no in-house research activity by the faculties of T.H.K. Jain College. However, some teachers are pursuing their own Ph.D programmes and are involved in various collaborative projects.

**3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbining research culture among the staff and students.**

Different departments regularly organize lecture sessions by eminent guests/researchers/scientists to develop research culture among teachers and students. Following are the list of seminars/lecture sessions organized by different departments:

**Dept. of Microbiology:**

- i. One day symposium on **‘Journey of Microbiology: evolution to its modern age application’**, was organized on **22<sup>nd</sup> Jan 2011**. The invited speakers were:
  - a. Dr. Sanjay Ghosh, Associate Professor, Dept. of Biochemistry, University of Calcutta.
  - b. Dr. Ratan Gachui, Associate Professor, Dept. of Biotechnology, Jadavpur University.
  - c. Dr. Aditi Nag Chaudhuri, Associate Professor, Dept. of Microbiology, Lady Brabourne College.  
The event witnessed a huge participation from different colleges.
- ii. A solo-lecture session was organized on **3<sup>rd</sup> Feb 2015**. The speaker was Dr. Ajit Bikram Datta, Associate Professor, Bose Institute. The topic of his lecture was **‘Structural Biology: what is it all about?’**
- iii. A one-day lecture session was organized on **6<sup>th</sup> Oct, 2015**, The invited eminent speakers were:
  - a. Prof. Lalitagauri Ray, Professor, Dept. of Food Technology and Biochemical Engineering, Jadavpur University. She gave talk on preparation, benefits and nutritional value of various fermented food from all over the world.
  - b. Dr. Sagarmoy Ghosh, Associate Professor, Dept. of Microbiology, University of Calcutta. He discussed on the role of small nuclear RNA in regulation of transcription and how they may control

pathogenesis.

- c. Dr. Anindita Seal, Assistant Professor, Dept. of Biotechnology, University of Calcutta. She gave a presentation on beneficial microbe interaction with plants.

**Dept. of Commerce:**

- i. A State level One-Day seminar was organized on **2<sup>nd</sup> March, 2013** on **‘Emerging issues in Finance’**, jointly with the Under Graduate Board of studies in Commerce, University of Calcutta. The keynote address was given by Prof. Sudipti Banerjee, Former Head, Department of Commerce, University of Calcutta.  
The other invited speakers were Prof. Ajitava Roy Chowdhury, Department of Economics, Jadvpur University and Ms. Sripriya Senthilkumar, DGM Stock Exchange Operations, Calcutta Stock Exchange. Around 170 teachers of other colleges participated and 23 papers were presented, which were published in a book: **‘Emerging issues in Finance: Leading thoughts and Ideas’** with ISBN number 978-93-83360-01-7.
- ii. A lecture session was held on **31<sup>st</sup> August 2015**, where the speaker was Dr. Sujit Ghosh, Associate Professor, Umesh Chandra College, Kolkata. His topic was **‘Quality: Single religion for organization’**.
- iii. A lecture session was held on **14<sup>th</sup> September 2015**, where the speaker was Smt. Mousumi Banerjee, CS, from I.C.S.I. Her topic was **‘A Paradigm Shift in Companies Act, 1956 to Companies Act 2013’**.
- iv. A lecture session was held on **22<sup>nd</sup> September 2015**, where the speaker was Sri. Asim Biswas, (Associate Professor, Vidyasagar Mahavidyalaya, Masut Hooghly, Guest Faculty in MBA Department, CU, Guest lecturer in Umesh Chandra college in the department of Accounting and Finance). His topic was **‘Application of Accounting Standard in depreciation accounting, Inventory valuation and Intangibles’**.

**Dept. of English:**

- i. Dr. Chaitali Maitra, Associate Professor of English, St. Paul’s College, Kolkata, delivered a lecture on **1<sup>st</sup> October, 2012**, on the topic **‘The Relevance of Charles Dickens’**.

- ii. Dr. Debasish Bandopadhyay, Associate Professor, Head of the Dept of English, Vidyasagar University, Midnapore and Ms. Priyanka Basu, (Ph.D Research Scholar, SOAS, U.K) visited the Dept on **26<sup>th</sup> February, 2013** and presented their different perspectives on ‘**The Story Teller and his Art: Narrative Styles in Literature**’.
  
- iii. Dr. Priyanka Basu (Ph.D SOAS, UK) revisited the Department of English on **29<sup>th</sup> January, 2015** for a solo lecture on the topic ‘**Film and Partition**’.
  
- iv. Mr. Arijit Mukherjee , Assistant. Professor, Basanti Devi College for Women (PG Dept) and Ph.D Research Scholar, University of Burdwan, visited the Department on **23<sup>rd</sup> September, 2015** and delivered a solo lecture on ‘**Modernism and Literary Movement**’.

**Dept. of Geography:**

On **14<sup>th</sup> August, 2015**, a solo lecture session was organized on the topic ‘**Economic Geography**’ by Dr. Sisir Chatterjee, Associate Professor, Raidighi College.

**Dept. of Journalism & Mass Communication:**

- i. A one day lecture session was organized on **18<sup>th</sup> Feb 2015** on ‘**Print Media & Social Change**’. The invited speakers were:
  - a. Abir Chattopadhyay, Head, Dept. of Journalism and Mass Communication, Seth Anandaram Jaipuria College.
  - b. Ratindranath Bandyopadhyay, Ex-Chief sub-editor Ananda Bazar Patra and Faculty of Journalism & Mass communication, University of Calcutta.
  - c. Dr Sujata Mukhopadhyay , Head, Dept. of Journalism and Mass Communication, Hiralal Mazumdar Memorial College.
  
  - d. Dr Buroshiv Das Gupta , Director, NSHM.

- ii. Smt. Amrita Banerjee Lahiri, News Anchor, ETV News Channel was invited for a solo lecture and interactive session on **4<sup>th</sup> September 2015**

**Dept. of Computer Science:**

A lecture session was organized for the students on **24<sup>th</sup> September 2015**. The speaker was Dr. Abhijit Poddar, Assistant Professor, Surendranath College, Evening and the topic was “**E-learning through visualization**”.

**Dept. of Botany:**

A lecture session was organized for the 1<sup>st</sup> yr Microbiology (Hons) students on **8<sup>th</sup> October 2015**. The speaker was Dr. Mitu De, Assistant Professor, Dept. of Botany, Gurudas College, and the topic was '**Amazing Floral Diversity of Angiosperms and its evolutionary significance**'.

**Dept. of History:**

A lecture session was organized on **21<sup>st</sup> Sept, 2015**. The speaker was Prof. Pulakesh Roy, Associate Professor, Vidyasagar College for Women, and his topic was '**Different Dimensions of History**'.

**Dept. of Film Studies:**

- i. Orientation Programme on '**Digital Film making**'. The veteran **National Award Winning Director Sri Pradipta Bhattacharya** joined the program as Chief Guest and conducted a thought provoking academic inter-active session with the students.
- ii. On **15<sup>th</sup> September 2015** an interactive session on Editing followed the screening of the documentary '**I am the very beautiful**' by Prof. Shyamal Karmakar, Head, Dept of Editing, Satyajit Roy Film & Television Institute (SRFTI).

**Dept. of Political Science:**

A lecture session was organized on **7<sup>th</sup> Oct, 2015**. The speaker was Prof. Nandalal Chakraborty, Associate Professor and Ex-head of the Dept. of Political Science, Presidency University. The topic was: '**Mystery of Netaji's disappearance**'.

**Dept. of Economics:**

A lecture session was organized on **14<sup>th</sup> Oct, 2015**. The speaker was Dr. Swati Ghosh Associate Professor, Dept. of Economics, Rabindra Bharati University and Director, Womens' Studies, Rabindra Bharati University. Her topic was: '**Challenges of Development**'.

**3.1.7 Provide details of prioritized research areas and the expertise available with the institution.**

Not applicable.

**3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?**

Various seminars, one day lecture sessions were held where eminent guests and researchers shared their work with the teachers and students of T.H.K. Jain College.

For details please see 3.1.6.

**3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

The college being a self-financed college with barely adequate faculty cannot afford to provide sabbatical leave. The college issues No Objection Certificate to those who wish to apply for the M. Phil and Ph. D programmes. Faculty members pursuing Ph.D. do their research work on off-days and after college hours. Special leaves are granted for course works and examinations related to Ph.D.

**3.1.10 Provide details of the initiatives taken up by the institution in creating awareness / advocating / transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).**

Not applicable.

**3.2 Resource Mobilization for Research**

**3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**

Till date, no budget has been allocated for research.

**3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years**

No such provision exists yet.

**3.2.3 What are the financial provisions made available to support student research projects by students?**

NA.

**3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research**

Currently none.

**3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

The existing infrastructure is adequate for lab work for the 3-year UG courses. The venture of setting up the infrastructure has already begun with the new building with sufficient space for undertaking research activities.

**3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details**

No, the college has not received any such grants or finances.

**3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.**

Not applicable.

### **3.3 Research Facilities**

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**3.3.1 What are the research facilities available to the students and research scholars within the campus?**

The UG students are encouraged and motivated to read research articles and attend seminars in other institutes/colleges, for developing an aptitude for research. Currently there is no research scholar as no active research is going on.

**3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**

The institution was short of space till July 2015 and no planning for research work was possible. However, now that the College has moved to a new spacious building, development of the required infrastructure is under planning.

**3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments / facilities created during the last four years.**

No.

**3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?**

None, as yet.

**3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?**

Currently there is no active research student or research worker, apart from students doing their project work. The College library is stocked with texts, reference books and journals to meet the needs of teachers and students. Whenever teachers get time, they study textbooks and reference books and use the Internet to enhance and update their knowledge. Students are motivated to read books and journals. Assignments are given to them to build up their skill of learning and drawing conclusions from available data.

**3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.**

Individual departments are equipped with books, instruments and computers for carrying the lab-based work; however, the building of the appropriate infrastructure/facilities for research is in process and more new technologies will be brought in.

**3.4 Research Publications and Awards**

**3.4.1 Highlight the major research achievements of the staff and students in terms of**

- \* **Patents obtained and filed (process and product):** None.
- \* **Original research contributing to product improvement:** None.
- \* **Research studies or surveys benefiting the community or improving the services:** None.
- \* **Research inputs contributing to new initiatives and social development;**

None.

**3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?**

None.

**3.4.3 Give details of publications by the faculty and students:**

**\* Publication per faculty:**

Following list includes the publication of teachers of T.H.K. Jain College, during their Ph. D work, post-doctoral research work or personal research (see Annexure 3 for details):

Prof. Priyobroto Chakraborty:	1
Dr. Kiran Sipani:	1
Dr. Suchismita Das:	12
Dr. Rimi Datta:	3
Sri Sanbad Banjee:	1
Sri Sayan Mondal:	1
Sri Sunayan Mukherjee:	2
Sri Soumik Chatterjee:	1

**\* Number of papers published by faculty and students in peer reviewed journals (national / international):**

Dr. Suchismita Das: 12

Dr. Rimi Datta: 3

**\* Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences Directory, EBSCO host, etc.):**

**\* Monographs:** None

**\* Chapter in Books:**

Dr. Kiran Sipani: 1

Dr. Suchismita Das: 1

Mr. Sunayan Mukherjee: 1

**\* Books Edited:**

Prof. Priyobroto Chakraborty : 1 (Authored)

Mr. Sanbad Banerjee : 1 (Authored)

**\* Books with ISBN/ISSN numbers with details of publishers:** None

**\* Citation Index:** None

**\* SNIP:** None

**\* SJR:** None

**\* Impact factor:** NA

**\* h-index:** NA

**3.4.4 Provide details (if any) of:**

**\* Research awards received by the faculty:** None.

**\* Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally:**

None.

**\* Incentives given to faculty for receiving state, national and international recognitions for research contributions:**

None.

### **3.5 Consultancy**

#### **3.5.1 Give details of the systems and strategies for establishing institute-industry interface?**

Not applicable.

#### **3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

The institution has not been approached for extending any consultancy service. However, if any such case arises, the management will be approached for necessary permission.

#### **3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

Following are the list of various expertise services provided by the teachers of T.H.K. Jain College:

- i. Dr. Mausami Singh Sengupta (Principal) is the member of BOS of West Bengal State University.
- ii. Dr. Suchismita Das acted as the Judge of 'Jagadish Bose National Junior Level Talent Search Contest'.
- iii. Smt. Rituparna Kundu: She was invited to give demonstration and lecture on 'How ICT) can help teachers to improve teaching-learning situations' on 1<sup>st</sup> Sept, 2014 at K.S.S. Jain College of Education.

Other than the above, many teachers of the college have various roles as academic experts in different university examinations (Calcutta University and others).

#### **3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

Not applicable.

#### **3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

Not applicable.

### **3.6 Extension Activities and Institutional Social Responsibility (ISR)**

**3.6.1 How does the institution promote institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The college has a very active NSS (National service scheme, under the ministry of Youth Affairs and Sports, Govt. of India) group under the guidance of the Calcutta University. The NSS Advisory Committee comprises the Program Officer, teaching and non-teaching staff; Officer in Charge, Chitpore P.S, and Councilor, Ward No.6 and 100 student volunteers. Students are motivated to become a part of this noble group right from their first year and are involved in various projects. Blood donation camps, Special 7-day camp, health check up, sit and draw competitions, awareness programs on health issues and cleanliness are regularly held for the neighborhood community (Dalpatti area and Lock-gate), where students participate with full vigour. The institute has also organized a vocational training program (handicrafts and artwork) for the local underprivileged women in collaboration with an NGO Sister Margaret Foundation. Apart from these, the College premises is used to run an evening school “NEEV” for local slum-kids under the charge of the parent body, Shree S.S Jain Sabha,

**3.6.2 What is the Institutional mechanism to track students’ involvement in various social movements/activities which promote citizenship roles?**

Attendance is maintained regularly for every event in which students participate as part of the NSS programme. Regular meetings are held between the students and the NSS committee, especially with the program officer for any updates and future planning.

**3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

The stakeholder perception on the performance of the college is regularly taken through parent-teacher meeting and students’ feedback form. Feedback or any other issues from parents and students are immediately taken care of by the teachers and the Rector and the Principal.

**3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.**

The Institution plans and organizes different programmes as per the need of the community following the guideline provided from the University of Calcutta. Various events were organized to sensitize our NSS volunteers (for details, see section 3.6.6) to impact the society. The College receives grant from University of Calcutta for regular NSS activities and special camping programme and accordingly it plans for the year-round activities of NSS.

Year	Regular Activities		7-Day Special Camp	
	Money receipt (in Rs)	Expenses (in Rs)	Money receipt (in Rs)	Expenses (in Rs)
2011-2012	22,500	22,500	22,500	22,500
2012-2013	22,500	22,500	22,500	22,500
2013-2014	13,500	13,500	15,000	15,000

**3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

See sections 3.6.1 and 3.6.2

**3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?**

Following are some of the activities of T.H.K. Jain College NSS Unit in the last four years:

Date	Events
8/9/12	Celebration of the World Literacy Day by visiting the local Dalpatti with posters on significance of education.
15/9/12	1st year NSS students celebrated the 150 <sup>th</sup> Birth Anniversary of Swami Vivekananda. A debate contest titled Philosophy of Swami Vivekananda was held for 1 <sup>st</sup> year students.
24/9/12	Observation of NSS Day at Calcutta University Centenary Hall. There were several lecture sessions organized for the volunteers.
1/12/12	Celebration of the ‘ World AIDS Day’. Dr. Sushil Sen, Medical consultant of Indian Red Cross Society gave a brilliant and interactive seminar on AIDS and the role of society in its prevention.
2/1/13	NSS volunteers participated in the walk of carrying the torch “Vigyan Jyot” (flame of knowledge) of 100 <sup>th</sup> Indian Science Congress held at Kolkata.
5/1/13	NSS volunteers attended the Indian Science Congress programme on Gender Empowerment and Policy issues which included several seminars and discussions.
12/1/13- 18/1/13	NSS volunteers participated in “National Integration Camp for Women” conducted by Duddupudi Women’s College, Karnataka. The team of five members of NSS,

	C.U. representing our State West Bengal visited the camp where three were from this college. Two students of T.H.K. Jain college, became the winner of different cultural events.
<b>26/1/13</b>	Celebration of Republic Day at Calcutta University campus.
<b>1/2/13</b>	NSS volunteers participated in the “NSS AWARD Day and State felicitation of NSS functionaries”. The best NSS volunteers were awarded and Sri. Abhinav Adarsh Pandey from T.H.K. Jain College was one of them.
<b>11/3/13</b>	7 day NSS Camp was organized.
<b>to</b>	Day 1: Inauguration day—The Chief guest was Sri Kunal Chatterjee.
<b>17/3/13</b>	Day 2: The Dental check-up Day- a free clinic was arranged at Dalpatti Club House. Dr. Minakshi Chowdhury was the invited Doctor.
	Day 3: The First-Aid Training Day.
	Day 4: Field work by NSS volunteers.
	Day 5: Field work by NSS volunteers.
	Day 6: Cultural Programme.
	Day 7: Valediction.
<b>9/5/13</b>	Celebration of Rabindra Jayanti Programme at Calcutta University Centenary Hall.
<b>5/6/13</b>	Celebration of World Environment Day at Calcutta University Centenary Hall.

<p><b>4/6/13</b>  <b>to</b>  <b>9/6/13</b></p>	<p>13<sup>th</sup> training programme for Programme Officers (PO) on Gender Equity at Ranchi, Jharkhand. The programme was sponsored by NSS Regional Centre, Patna and Ministry of Youth Affairs and Sports, Govt. of India. Smt. Jhumur Mandal (PO) from T.H.K. Jain College participated.</p>
<p><b>26/6/13</b></p>	<p>Celebration of Anti-Narcotics Day Programme at CU Centenary Hall. The programme included few lectures followed by a rally against narcotics.</p>
<p><b>29/6/13</b></p>	<p>Inaugural function of 150<sup>th</sup> Birth Anniversary of Sir Asutosh Mukherjee at CU Centenary Hall.</p>
<p><b>6/7/13</b></p>	<p>NSS volunteers attended Blood donation camp “PRABAHA” organized by Kolkata Police. Seven NSS volunteers donated blood. The Chief Guest was Shri Surajit Kar Purakayastha.</p>
<p><b>15/8/13</b></p>	<p>Celebration of 67<sup>th</sup> The Independence Day at T.H.K. Jain College.</p>
<p><b>25/8/13</b></p>	<p>Pre Republic Day Selection Camp at Kharagpur India College.</p>
<p><b>24/9/13</b></p>	<p>Celebration of NSS Day at Calcutta University Centenary Hall.</p>
<p><b>8/10/13</b></p>	<p>“Rabindra-Najrul Smarane”, a cultural programme was held at the seminar hall of the college. Principal inaugurated the programme by lighting the lamp and delivering a valuable lecture. Soulful songs, poems of Kabiguru and revered Najrul were presented by students</p>

	and teachers. Some students participated in dance too. Altogether, it was a marvellous programme blended with beautiful melodies and compositions of Tagore and Najrul.
<b>21/10/13- to 30/10/13</b>	Pre Republic Day Parade Camp at Gurudas College.
<b>12/12/13</b>	Blood Donation Camp “Rakshak” was held at T.H.K. Jain College financed by Red Ribbon Kolkata, CU NSS fund and Jain Sabha. The Chief guest was Dr. Subrata Sarkar, Principal, College of Nursing, R.G. Kar Medical College and Hospital, OC of Chitpore Police Station and Smt.Mala Saha has attended this noble function. There were a total number of 56 donors, of which 15 were NSS volunteers, 28 were Non-NSS College Students, 4 teachers, 2 College staffs and 7 persons from outside.
<b>4/2/14</b>	NSS volunteers, teachers and staffs of T.H.K. Jain College celebrated Saraswati Puja at the College premises.
<b>24/3/14 to 30/3/14</b>	7 day NSS camp was organized. Day 1: Inauguration day and Felicitation to NSS volunteers. Day 2: Seminar on anti-narcotics Day 3: Awareness programme on Hygiene and anti-plastic campaigning. Day 4: Cultural Programme at Dalpatti. Day 5: Awareness programme on Child Nutrition and exhibition of items prepared in the vocational training

	<p>given by Margaret Foundation, an NGO.</p> <p>Day 6: Awareness programme on sunstroke and distribution of face-masks.</p> <p>Day 7: Valediction.</p>
<b>15/08/14</b>	Celebration of "Independence Day" at the college campus. NSS Volunteers decorated the campus with Tri-color flags. All members, teaching and non-teaching staffs took active part.
<b>24/09/14</b>	<ol style="list-style-type: none"> <li>1) Observation of "NSS DAY" and "Orientation programme".</li> <li>2) In the 2nd half a cultural programme on Rabindranath Tagore-“Rabindra Smaraney” was organized by the NSS volunteers.</li> </ol>
<b>12/10/14</b>	Socio-Economic survey on newly adopted slum "Lock-Gate", near Tallah Bridge, kolkata, near Kabi Sukanta sporting club. The NSS unit surveyed total family members, children, old age people, the number of earning members in each family, their source of income, sanitation system etc in each households in the Lock-Gate locality.
<b>17/11/14</b>	NSS volunteers attended campus cleaning programme.
<b>18/11/14</b>	<p>Our NSS unit arranged a Swachchata Awareness programme.</p> <p>NSS volunteers followed a rally surrounding the college campus.</p>
<b>14/12/14</b>	NSS volunteers attended the NGO programme "Child Feeding Programme" organized by the Sister Margaret foundation.
<b>23/12/14</b>	Child Care and Saving Programme was organized, based on the terrorist attack on children of Peshwar Army School in Pakistan.

<b>12/01/15</b>	Celebration of "National Youth Day" at CU centenary Hall. There were few lectures followed by a rally from CU to Swami Vivekananda's House.
<b>20/02/15</b>	NSS volunteer attended "Pulse polio immunization" Campaigning programme that is conducted by the Calcutta University.
<b>25/03/15</b> to <b>31/03/15</b>	<p>7 DAYS SPECIAL CAMP</p> <p>Day 1: Inauguration of the Programme and Career Counseling Programme of NSS volunteers.</p> <p>Day 2: Cultural Programme and Sports for People in Slum Area.</p> <p>Day 3: Awareness seminar on AIDS.</p> <p>Day 4: Poster making for awareness programmes.</p> <p>Day 5: Slum area cleaning</p> <p>Day 6: Awareness programme on cleanliness in the slum area.</p> <p>Day 7: Valedictory session.</p>
<b>24/9/15</b>	NSS orientation programme for the 1 <sup>st</sup> year students and other volunteers.
<b>15/10/15</b>	NSS volunteers attended campus cleaning programme.

An evening School (NEEV) established on 5.2.14 is run by "Chhatrachhaya", an NGO in collaboration with parent body Shree S.S. Jain Sabha. The children of Cossipore slum area and underprivileged children get education at free of cost and students are provided with all the necessary amenities. Two teaching (from the NSS volunteers) and two non teaching staff look after 83 students admitted.

**3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.**

The major extension activities organized by the college for the students are the NSS activities. The broad objectives of the NSS are to enable the students to

- Develop competency in students for collaborative living and undertaking varied responsibilities.
- Sensitization and empathy towards the community in which they work.
- Understand their own role and position in relation to their community.
- Develop among them a sense of social and civic responsibility.

**3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**

The members of the local club are invited for various activities and are updated about the upcoming events so that they can communicate it to the community. Student volunteers distribute pamphlets and visit their houses for the full involvement of the neighborhood. There has always been a huge participation especially in health and eye check-up camps, kids' competition and awareness programs.

**3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.**

None.

**3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.**

- Abhinav Adarsh Pandey, an NSS volunteer of T.H.K. Jain College received the best student award for NSS in the year 2012-2013.
- Smt. Jhumur Mondal, the Programme Officer of T.H.K. Jain college NSS Unit, received the best PO award in the session 2013-2014.

**3.7 Collaboration**

**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**

Not applicable.

**3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

Not applicable.

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.**

Not applicable.

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

See section 3.1.6.

**3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -**

- a) Curriculum development/enrichment:** Introduction of Certificate course on Spoken English and Personality Development and Computer Literacy Programme
- b) Internship/ On-the-job training:** NA
- c) Summer placement:** NA
- d) Faculty exchange and professional development:** NA
- e) Research:** NA
- f) Consultancy:** NA
- g) Extension:** NA
- h) Publication:** NA
- i) Student Placement:** NA
- j) Twinning programmes:** NA
- k) Introduction of new courses:** Two new Honours courses have been introduced in the last 2 yrs, they are:
- i. B.A (Hons in Journalism and Mass Communication ( from 2014-15).
  - ii. Film Studies (General) (from 2014-15).
  - iii. B.A Hons in Hindi (from 2015-2016 ).
- l) Student exchange:** NA
- m) Any other:** NA

**3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.**

Not applicable at this stage.

**Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.**

None



NSS volunteer donating blood



NSS volunteers busy in campus-cleaning



NSS volunteers cleaning Dalpatti, the slum adopted by the NSS Unit



NSS volunteers organizing a cultural programme at Dalpatti



Vocational training course for the females of Dalpatti organized by NSS



Presentation by Prof Ajitabha Roy Chowdhury  
Photo-Rudrarup Mukherjee

State level seminar organised by the Dept. of Commerce



Eminent academicians from different institutes

## **Criterion IV: Infrastructure and Learning Facilities**

### **4.1 Physical Facilities**

#### **4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?**

The College has designed its new building keeping in mind the requirements of the teaching-learning methods to provide excellent education to the students. The Management of the College, after discussion with the Principal and teacher representatives, introduces new policy as per students' needs. As it is a self-financed college, miscellaneous expenditures related to the institution are met from the College fund created by tuition and other fees collected from students. The College meets expenditure for infrastructure development through savings from the above fund.

#### **4.1.2 Detail the facilities available for**

**a. Curricular and co-curricular activities- Classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, animal house, specialized facility and equipment for teaching, learning and research.**

- **Classrooms-** There are 26 classrooms and 15 laboratories of different sizes with proper arrangements of light and ventilation which are presently in use. Apart from this, there are 19 rooms of various sizes on the fourth floor of the building which will be utilized later on as and when necessary. All the departments have their respective classrooms.
- **Laboratory-** Facilities are available for the respective departments for conducting the practical classes in accordance with the syllabi. The departments of Microbiology, Computer Science, Geography and Journalism & Mass Communication have their own laboratories for both Honours and General classes. Subjects like Botany, Physics and Chemistry have their laboratories exclusively for General courses. The college has started offering Film studies as General subject for the students of Journalism and Mass Communication for which a separate Editing Lab is available. As the syllabus of B.Com includes IT in Part-II and Project work in Part-III, combined facilities are available for IT and Computer science students.

- From this current academic session three computers with internet connection have been made available for exclusive use by the Dept. of Commerce for the purpose of Project Work
- **Technology Enabled Learning Spaces-** There is one classroom equipped with OHP and one Audio-Visual room equipped with LCD Projector and screen which is utilized by the teachers of various departments during regular class and invited lectures. One more LCD projector is available as and when necessary for regular lectures.
- **Library:** The College Library occupies space of about 267 sq mts with facilities of both reading and lending for students and teachers as well. It has about five thousand Text and reference books and national/international journals. It also has a good collection of old question papers of both the University examinations and the college internal examinations. It remains open for six days a week following the time schedule of both Morning and Day Section. Internet facility is available through LAN and Wi-Fi.
- **Audio-visual Room:** Located on the Ground floor the Audio-visual room with seat capacity 125 is equipped with LCD projector, screen, White Board, podium with speaker, audio system. The College also possesses a Multipurpose Hall where Seminars/Workshops and Orientation Programmes for the newly admitted students are conducted with necessary arrangement.
- **Tutorial Spaces-** The institute uses its classrooms to conduct the remedial teaching.
- **Botanical Garden-** The college campus has a green environment with a wide variety of plants and a well maintained garden. Besides this, a small garden growing both medicinal and non-medicinal plants is being maintained from the present academic session.
- **Animal House-** No
- **Specialized Facilities and Equipment for Teaching, Learning and Research-** The classrooms are equipped with white board of both magnetic and non-magnetic type and marker pens. The large

- halls are facilitated with audio device. Faculty members can utilize LCD Projectors and OHP, e-resources, whenever required.
- b. **Extra-curricular activities-** Sports, outdoor and indoor games, Gymnasium, Auditorium, NSS, NCC, Cultural Activities, Public Speaking, Communication Skills Development, Yoga, Health and Hygiene etc.
- **Annual Sports-** Sports is organized annually by the college and it has a sports committee responsible for monitoring the several activities pertaining to sports. Every year some expert from the field of sports or other eminent academicians is being invited for student encouragement and Prize distribution ceremony. Apart from Prize and certificate for the winners, trophy is awarded to the Best Sportsman (Male and Female Category) of the year.
- **Outdoor Games:** The College has its own cricket team to participate at the University level tournaments. The students are given much encouragement to participate in various Intercollegiate Tournaments organized by the affiliating Calcutta University. The college has a sports ground inside the premises. As a result of construction of G+4 college building in the campus, the playground with facilities for Basketball, Volleyball including the pitch for Cricket practice have been designed in a new way.
- **Indoor Games:** Facilities for indoor games like Chess, Carom and Table Tennis are available in boys' and girls' common rooms. College organizes Carom and Table Tennis competition where the winners are awarded Trophy or Medal.
- **Gymnasium:** No
- **NSS:** The institute has an active NSS unit. The NSS unit of the college performs various social services and organizes special camps to conduct community oriented programmes. The college has one NSS unit consisting of around 100 volunteers and a separate room for NSS.
- **NCC:** No

- College brings out its **Annual Magazine “RESONANCE”** that reflects identity of the institution through the writings of teachers and students as well.
- **Cultural activities-** The annual social programme ‘RIPPLES’ is organized by the college to ensure participation of the students thereby enhancing their cultural aptitude. The students regularly participate in inter-college cultural competitions organized by other colleges and university. The college celebrates special events like ‘Rabindra Jayanti’, ‘Independence Day’, ‘Vivekananda Jayanti’, Saraswati Puja etc. Students organize Freshers’ Welcome, Teachers’ Day party and Farewell Programme. They use the Multipurpose Hall for rehearsals.
- **Public speaking & Communication Skill Development-** The students of different departments attend seminars and present papers either based on their syllabus or beyond it. This helps them develop skills for public speaking and improves communication skills too. The institute has introduced a Communication and Spoken English Course conducted by the teachers of the Depts. of English and Journalism & Mass Communication. The above course aims at the proper grooming, personality development and enhanced communication skills of the students.
- **Yoga-** No
- **Health and Hygiene-** The cleanliness of college building and its surrounding is absolutely necessary to maintain the health and hygiene. The college puts in much effort to keep the campus clean and free from any litter. The NSS volunteers, under the guidance of the Programme Officer, take the initiative of cleaning the campus and segregation of wastes which are ultimately disposed off by the Kolkata Municipal Corporation. Safe drinking water for all is ensured by the college too.
- The College has power back-up facility supplied by Ashok Leyland Generator of 63KVA (Diesel). UPS facility is available for PCs and Instruments.
- Closed-Circuit Television (CCTV) cameras have been installed in strategic places like entrance, corridor, library, cafeteria to maintain the discipline of the institution and ensuring security.
- Both Fire Fighter system (Extinguisher) and Fire safety (sprinkler) systems have been installed in the college building.

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized. Give specific examples of the facilities developed/augmented and the amount spent during the last four years. (Enclose the Master Plan of the Institution/Campus and indicate the existing physical infrastructure and the future planned expansions taken)**

- The management of the college has its own plan and provides all kinds of support to develop infrastructural facilities in view of the growing student strength and their educational requirements.
- The College offers B.Com Hons and General programmes in the morning shift from 6.50 am to 10.30 am and B.A/B.Sc Hons & Gen course from 11 am to 4.30 pm where all the classrooms are being utilized by the students of all course. The hall and audio-visual room is used by all the departments. Recently Commerce (both General and Honours course) has commenced in the day shift too.
- The IT lab of Dept. of Computer Science (Day) is used by the students of 2<sup>nd</sup> year B.Com Hons. and Gen. course in the morning shift.
- The new building (G+4) is in use from the current academic session with more facilities like spacious and airy classrooms, spacious laboratories, library etc.

Annexure 4: Master Plan of College Campus.

Annexure 5A-5E: Floor wise Plan of G+4 building

[5A: Ground Floor; 5B: 1<sup>st</sup> Floor, 5C: 2<sup>nd</sup> Floor; 5D: 3<sup>rd</sup> Floor; 5E: 4<sup>th</sup> Floor].

<b>YEAR</b>	<b>FACILITIES DEVELOPED/AUGMENTED</b>	<b>AMOUNT</b>
2011-12	<ul style="list-style-type: none"> <li>- Building</li> <li>- Purchase of Laptop</li> <li>- Purchase of Dongle (excluding monthly Bill)</li> <li>- Furniture (Table for Geography Lab &amp; Administrative Block , Notice Board ,Steel Almirah and other wooden furniture)</li> <li>- Purchase of LCD projector (EBS 9) and Screens</li> <li>- Purchase of sports gears for students</li> <li>- Expenditure on laboratory equipment(Microbiology, Physics and Geography)</li> <li>- Purchase of Software (Pay Roll )</li> </ul>	79,48,456/-54,600/- 1799/- 1,00,658/- 29,226/- 14,720 1,85,470/- 40,000/-
2012-13	<ul style="list-style-type: none"> <li>- Building</li> <li>- Purchase 21<sup>st</sup> Century GIS software (Geography)</li> <li>- Up gradation of Computer,10 pcs RAM and 2 pcs Hard Disk</li> <li>- Scanner</li> <li>- Purchase of MTS (Mblaze) (excluding monthly Bill)</li> <li>- Furniture (3 pcs Steel Almirah )</li> <li>- Microphone , Amplifier, 2pcs 220 Boxes, 1 cordless 1 Podium Mike and base</li> <li>- Air conditioning of office, Principal's Chamber and Laboratories</li> <li>- Purchase of sports gears for students</li> <li>- Expenditure on water supply system (Tank for water Storage)</li> <li>- Expenditure on laboratory equipment</li> </ul>	4,02,38,236.08/- 62,400/- 19,916/- 3700/- 999/- 24,200/- 32,800/- 73,000/- 7,490/- 6,900/- 1,95,603/-

2013-14	<ul style="list-style-type: none"> <li>- Building</li> <li>- 13 Computers for Botany ,Library and Geography</li> <li>- Furniture (Steel Almirah and wooden table for Geography)</li> <li>- Air conditioning for Dept of Journalism &amp; Mass Communication</li> <li>- Purchase of electrical devices(1 pc 4 pole 36KA MCCB)</li>   <li>- Purchase of water filters/purifiers</li>   <li>- Expenditure on laboratory devices</li>   <li>- Student Management Software AIMES from Infotech Lab)</li> </ul>	<p>6,88,99,879.83/-</p> <p>3,30,135/-</p> <p>34,080/-</p> <p>36,250/-</p> <p>17,828/-</p> <p>27,000/-(Cooler)</p> <p>9,490/-(Filter)</p> <p>41,724.80/-</p> <p>35,000/-</p>
2014-15	<ul style="list-style-type: none"> <li>- Building</li> <li>- Furniture for Dept of Journalism &amp; Mass Communication and Film Studies and Library</li> <li>- Lab for Dept of Journalism &amp; Mass Communication and Film Studies from Digital Solution</li> <li>- Up gradation of Computers in Microbiology</li> <li>- Purchase of 12 pcs Fan</li> <li>- Purchase of sports gears for students(2Cricket Bat ,9 pcs ball)</li> <li>- Expenditure on laboratory equipment</li> <li>- Attendance Recording System</li> </ul>	<p>2,50,81,924.10/-</p> <p>54,654/-</p> <p>4,54,059/-</p> <p>5,644/-</p> <p>17,040/-</p> <p>13,680/-</p> <p>51,129/-</p> <p>11,105/-</p>

**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disability?**

College provides facility of Lift and a ramp at the entrance for the physically disabled students. However, at present there is no differently-abled student.

**4.1.5 Give the details of residential facility and various provisions available within them:-**

No residential facility is provided for the students; however, the college provides residential facility for the support staffs and security personnel.

**4.1.6 What are the provisions made available to students and staffs in terms of healthcare on the campus and off the campus?**

The college has a Health Centre where medical facility and First-Aid are also provided to the students if required.ESI benefit is provided to the staff of the college.

**4.1.7 Give details of the Common Facilities available on the campus—spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

The college has provided infrastructural facilities for IQAC with separate room and the cell is functional. Though there is no formal Grievance Redressal Cell, students are allowed to discuss their grievances with the respective teachers of the department in the staff room or with Rector or the Principal and their grievances are redressed if justified. There is no Women’s Cell and Career Guidance Cell or Placement unit so far. However, the college has constructed a building of G+4 with new infrastructure where there is sufficient room for the formation of all the cells with required facilities as mentioned above.

The college has safe and pure drinking water facility.

Located on ground floor, a cafeteria of 267 sq mts serves vegetarian food for the staff and students of the college.

Recreation facility is available for students and staff in Common Room. A playground adjacent to the college building is available for the staff and students for playing outdoor games.

#### 4.2 Library as a Learning Resource

##### 4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, the college has a Library Advisory Committee constituted as follows:

<b>Principal:</b>	Chairperson,
<b>Librarian:</b>	Member-Convener
<b>IQAC Coordinator:</b>	Member

**In charge of the Department/representative teachers of each department:** Members

The committee recommends purchase of Journals, Text and reference books as per the requirement of the departments. As per the suggestion of IQAC, the library has installed KOHA Automation Software in the year 2014 and now it is providing OPAC (In-house) facility. It is going to provide the facility of e-resource access through INFLIBNET-NLIST.

##### 4.2.2 Provide details of the following:

- **Total area of the library (in Sq. Mts.)** : 267 sq mts
- **Total seating capacity** : 60
- **Working hours**

**On working days including Saturday** : 8 am to 3 pm

**Sunday & other holidays** : Closed

**Before & during examination** : 8 am to 4 pm (on request)

**Summer recess** : 10 am to 3 pm

**Vacation** : Generally closed

Layout of the library located on the 2<sup>nd</sup> Floor (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

Please see the Annexure 6 for layout of Library.

**4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

1. Book lists are submitted by the departments as per the requirement and following update of syllabus, if any, as prescribed by the affiliating University, to the Librarian and forwarded to the Principal and Rector.
2. After seeking necessary permission from the management, quotation is invited from the suppliers/publishers for making purchase of the books. The order is placed based on the quotation with maximum discount received following the approval of Rector and the Principal. Once supplied after necessary formalities, the books are provided with the accession numbers and arranged accordingly in the library shelves. There is a scope of purchasing books on urgent basis depending on the price
3. For the journals the same procedure is followed but in this case, the Publishers of respective journals are directly requested for providing Institutional subscription.

Library holdings	2011-12		2012-13		2013-14		2014-15	
	Number	Total Cost						
Text books	593	1,46,110/-	624	1,49,513	626	1,26,590/-	131	45,515/-
Reference Books	4		2		2		nil	
Journals/ Periodicals			1	500/-	1	500/-	12	
e-resources			84	-----				
Any other Newspaper/ Magazine	3/3		3/3		3/3			

**4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**

- **OPAC:**  
Yes (In-house)
- **Electronic Resource Management package for e-journals:**  
No
- **Federated searching tools to search articles in multiple databases:**  
No
- **Library:**  
Separate link with all required information in college website  
*www.thkjaincollege.ac.in*
- **In-house/remote access to e-publications:**  
No
- **Library automation:**  
College has installed KOHA Library Management Automation Software
- **Total number of computers for public access:**  
4
- **Total number of printers for public access:**  
1
- **Internet band width/ speed:**  
1 Mbps
- **Institutional Repository:**  
Nil
- **Content management system for e-learning:**  
No
- **Participation in Resource sharing networks/consortia (like Inlibnet):**  
Yes

**4.2.5 Provide details on the following items:**

- **Average number of walk-ins:**  
70
- **Average number of books issued/returned:**  
50
- **Ratio of library books to students enrolled:**  
2:1
- **Average number of books added during last three years:**  
600
- **Average number of login to OPAC:**  
12
- **Average number of login to e-resources:**  
Record not maintained till date
- **Average number of e-resources downloaded/printed:**  
Do.
- **Number of information literacy trainings organized:**  
Nil
- **Details of “weeding out” of books and other materials:**  
Yearly screening of books & Materials done for weeding Purpose

## 4.2.6 Give details of the specialized services provided by the library

<b>Manuscripts</b>	<b>Nil</b>
<b>Reference</b>	20
<b>Reprography</b>	At present students and staff can access this facility available at college office.
<b>ILL (Inter Library Loan Service)</b>	No such service is available.
<b>Information and deployment Notification</b>	Information and notification is displayed on the available Library Notice board and a list of New arrivals/reading materials purchased are either displayed/sent to the respective departments
<b>Download</b>	This facility is available for teachers only.
<b>Printing</b>	One printer
<b>Reading List/Bibliography compilation</b>	Nil
<b>In-house/remote access to e-resources</b>	NLIST
<b>User orientation/awareness</b>	Not organized so far
<b>Assistance in searching database</b>	To be provided on demand

<b>INFLIBNET/IUC facilities</b>	Yes
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**Additional information**

1. Ex-students are also given access to Library facility.
2. Stock verification has been done in 2013-14 and 2014-15.

**4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.**

The librarian and support staff provide all kind of support to all the users of library.

**4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

There is no such user till date.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)**

There is no such formal feedback mechanism for analyzing the services provided. However open discussions with both teachers and students are encouraged for further improvement. Students are requested to give their suggestion in writing and drop the same in Grievance/Suggestion Box.

**4.3 IT Infrastructure**

**4.3.1 Give details on the computing facility available (hardware and software) at the institution.**

Number of computers with Configuration (provide actual number with exact configuration of each available system):

There are total of 43 Desktop PCs : 3 Laptops & 1 Servers as per the details given below

1. DESKTOP (As per current Academic Session)

Department	Configuration	Quantity
Arts	Assembled PC, Processor: Pentium(R), 2.80GHZ, RAM:2GB , HDD:500GB , CD-ROM, UPS: NUMERIC	1
Botany	Assembled PC., Processor: Pentium(R), 2.80GHz , RAM:2 GB, HDD: 500GB, CD-ROM, UPS: NUMERIC	1
Commerce	Assembled PC, Processor: Pentium(R), 2.80GHz RAM:2GB, HDD: 500GB, CD-ROM, UPS: NUMERIC	4
Computer Science	Assembled PC, Processor: Core 2 Duo, 2.90GHz, RAM:4GB, HDD: 500GB, CD-ROM, UPS: APC	12
Geography	Assembled PC, Processor: 2.80GHz Pentium IV, RAM:2 GB, HDD: 500GB, CD-ROM, UPS: Numeric	9
Journalism and Mass-communication	Assembled PC , Processor: 2.99GHz Pentium IV, Ram:1 GB, HDD: 40GB, CD-ROM, UPS: APC	3
Microbiology	Assembled PC, Processor: 2.80GHz P IV, RAM:1 GB, HDD: 160GB, CD-ROM, UPS: APC	2
Library	Assembled PC., Processor: 2.40GHz P IV, RAM:128 MB, HDD: 40GB, CD-ROM, UPS: APC	1
	Lenovo C260, Memory 2G, Hard Disk Drive 500G	4
Administrative Block	Assembled PC, Processor: 2.40GHz Core 2 Duo, Ram:2GB, HDD:500GB, CD-ROM, UPS: MICROTECH(2), NUMERIC(2), ZEBRONIC(2)	3+3
<b>Total</b>		<b>42+1</b>

2. LAPTOP

Department	Specification	Quantity
Principal's Office	COMPAQ 420, Processor: Core 2 Duo,2.26 GHz, RAM: 2 GB, HDD: 320 GB	1
Common for all departments.(Used with projector)	TOSHIBA SATELLITE, Processor: Core 2 Duo,2.26 GHz, RAM: 2 GB, HDD: 320 GB	1
IQAC Purpose	HP TOTAL CARE Processor:Pentium,2.16 GHz, RAM: 2 GB, HDD: 500 GB	1

3. **Server:** There is one IBM Server in the Dept. of Computer Science. Computer-student ratio: negligible Stand-alone facility: 42 LAN facility: Available in Library and Administrative block Licensed Software: Details of Licensed Software are given below-

Sl.No.	Items	License Holder
1.	KOHA (Library Management Automation Software)	Tara Devi Harakh Chand Kankaria Jain College
2.	21 <sup>st</sup> Century GIS Professional (Geography)	
3.	Windows	
3.	ACE Business Accounting Software Version 9.0.098 Serial No. 008799	
4.	AIMES Student Management Product of Infotech Lab Version: SCHOLAR	
5.	Quick Heal Total Security (5)	

Number of nodes/computers with Internet facility: The Administrative Block and the library are Wi-Fi enabled.

Any other: The college has total 9 printers, 2 scanners, 1 ID card printer and some other Teaching Aid Hardware Devices.

Item	Specification	Department	Quantity
Printer	Canon , LBP 2900B Laser Shot	Principal's Office	1
	HP, Laser Jet 1020 Plus	Botany	1
	Canon , LBP 2900B Laser Shot	Com. Sc.	1
	Canon , LBP 2900B Laser Shot	Geography	1
	HP, Laser Jet 1020 Plus	Mass Communication	1
	HP, Laser Jet CP1025 Color	Microbiology	1
	Canon , LBP 2900B Laser Shot	Administrative Block	3
	Samsung, ML-1610 Mono Laser		
	TVS Electronics, Dot Matrix		

<b>Scanner</b>	<b>HP Scan Jet G2410</b>		<b>Administrative Block</b>	<b>1</b>
<b>Photocopy Machine + Scanner</b>	Canon, Image Runner 2002N			1
<b>ID-Card Printer</b>	OVOLIS Zenius			1
<b>Teaching Aid Devices</b>	Mega, Digital & Recording Amplifier, MPA-18		Commerce	1
	Spectrophotometer (by Jasco) (for prescribed experiment)		Microbiology	1
	Sony Output Monitor		Common for Journalism & Mass communication & Film Studies	1
	Camera	Sony HXRNX3		1
		Canon 700D(DSLR)		
	Apple i-Mac (for Film Editing)	21.5" ME086HN/A		
		27" Quad Core i5 3.4GHz/ 8GB/ 1TB/ Ge Force		
		27" Retina 5K Quad Core i5 3.4GHz/ 8GB/ 1TB/Fusion		
	Audio Mixer 8 Channel Sound Craft (for audio mixing)			
Zoom, H6 Handy Recorder H4N handy Recorder (for sound recording)				2
Projector	EPSON EB-X18 Business Projector	1 for AV Room 1 Common for all Department		2
	EPSON EB S9 Multimedia Projector			

**Camera: Finepix JZ100 (for NSS activity)**

**4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

The Office and Administrative Block of the college is Wi-Fi enabled. Two USB modems are available for teachers. There is no internet facility for the students till now.

**4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

- The college takes the initiative of upgrading IT infrastructure either by replacing the old computers by new upgraded version or by purchasing different components necessary for up gradation as per the need.
- Keeping in accordance with the modifications in syllabus or curriculum, the college upgrades its facilities and infrastructure.

- Computer Science Lab has a Server Machine from IBM which will be used for extending LAN connection.
- More Projectors and Licensed Software will be purchased for the departments. The departments will be given Internet connection separately.

**4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

YEAR	HEADS	AMOUNT
2011-12	- Computer Expenses	30,901/-
	- Monthly Rental Charges (Internet)	
	- Purchase of Dongle	9,359/-
	- Laptop	
	- Software	1,799/-
	- Stationary & Accessories	
	- Website Expenses	54,600/-
	- Website Maintenance	40,000/-
		1,52,378/-
		11,100/-
		3,000/-
2012-13	- Computer Expenses	16,989/-
	- Monthly Rental Charges (Internet)	
	- Purchase of Dongle	17,601/-
	- Up gradation of Computer	
	- Scanner	999/-
	- Software	
	- Stationary & Accessories(Including Laptop Adaptor of 780/-)	19,916/-
	- Website Maintenance	3,700/-
		62,400/-
		1,83,176/-
		3,000/-

<b>2013-14</b>	- Computer Expenses	22,895/-
	- Monthly Rental Charges (Internet)	
	- Purchase of Computer	23,195.19/-
	- Software	
	- Stationary & Accessories	3,30,135/-
	- Website Expenses with new Domain Name	35,000/-
	- Website Maintenance	1,21,223/-
		10,000/-
		(1,300+6675)
		=7975/-
<b>2014-15</b>	- Computer Expenses	49,456/-
	- Monthly Rental Charges (Internet)	
	- Up gradation of Computer in Microbiology	23,440/-
	- Stationary & Accessories	5,644/-
	- Website Expenses	1,36,864/-
	- Website Maintenance	
		10,000/-
		17,169/-

**4.3.5 How does institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?**

- Computers are available in all the departments that facilitate not only day to day work but also aid in maintaining database of the students.
- Well equipped Computer Labs, use of Laptop, LCD projector are available to facilitate computer aided teaching.
- The college also possesses an Audio–Visual room equipped with LCD projector that can accommodate around 150 students.
- Faculty members are provided internet facility for preparation of teaching-learning materials.
- Spectrophotometer is used for laboratory work.

**4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning**

**materials by its staff and students?**

The college encourages its teachers and other staffs for maximum utilization of ICT infrastructure. The teachers conduct regular classes in A/V room or classroom provided with LCD projector and sometimes the students are allowed to take seminar using powerpoint presentation which further ensures the use of technology in teaching-learning.

The office uses Accounting Software for payroll and AIMES student Management software for admission, maintaining student database and other student related job.

Library uses KOHA automation management software for cataloguing and allowing OPAC facility for the users.

**4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

Theory classes are frequently taken in ICT enabled classrooms for better understanding and visualization of the subject. Other learning activities include showing of small videos, documentaries and films by the teachers of respective departments. The students are provided with different learning resources like notes and e-books. In all laboratory classes, students are encouraged to work on their own. The concerned teacher present during lab sessions gives instructions and demonstrations and thereafter acts as facilitator and assists the student as and when required.

**4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

No

**4.4 Maintenance of Campus Facilities**

**4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and**

**upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

<u>YEAR</u>	<u>HEADS</u>	<u>AMOUNT</u>
<u>2011-12</u>	<ul style="list-style-type: none"> <li>- Building</li> <li>- Furniture</li> <li>- Equipment</li> <li>- Computers</li> <li>- Vehicles</li> <li>- Maintenance charges</li> <li>- Jeevan Diesel for Generator</li> </ul>	1,25,00,000/-  NA  NA  29,036/-  NA  4,39,520/-  6,000/-
<u>2012-13</u>	<ul style="list-style-type: none"> <li>- Building</li> <li>- Furniture</li> <li>- Equipment</li> <li>- Computers</li> <li>- Vehicles</li> <li>- Maintenance charges</li> <li>- Jeevan Diesel for generator</li> </ul>	1,30,00,000/-  NA  15,442/-  44,230/-  NA  5,12,886.48/-  8,616/-
<u>2013-14</u>	<ul style="list-style-type: none"> <li>- Building</li> <li>- Furniture</li> <li>- Equipment</li> <li>- Computers</li> <li>- Vehicles</li> <li>- Maintenance charges</li> <li>- Jeevan Diesel for generator</li> </ul>	1,30,00,000/-  NA  14,607/-  52,408/-  NA  5,06,386.36/-  10,202/-

2014-15	- Building	75,00,000/-
	- Furniture	
	- Equipment	NA
	- Computers	
	- Vehicles	14,606/-
	- Maintenance charges	51,336/-
	- Jeevan Diesel for Generator	NA
		46,70,977/-
	10,232/-	

**4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?**

The college is aware of the overall maintenance of its infrastructure. AMC (Annual Maintenance Contract) is given for all the computers, Laboratory instruments, Air conditioner machines, etc.

**4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?**

It is a general practice for the teachers of practical oriented subjects to calibrate the equipment before the start of practical session. Maintenance and servicing are done at regular interval by the lab attendant. Special care is taken before the University examinations. Sometimes technical personnel visit for further assistance.

**4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations ns, constant supply of water etc.)?**

1. The college has a backup power source provided by 63KVA Diesel Generator from Ashok Leyland located near the gate in an enclosed area.
2. The building is equipped with both fire safety (Sprinkler) and fire fighter system like extinguisher (both CO<sub>2</sub> and Chemical). The

extinguishers are placed near the Laboratory at each floor.

3. The sensitive instruments are connected with voltage stabilizers and all the computers are UPS connected.
4. 24 hrs constant supply of water is ensured.

**Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.**



Inaugural ceremony of the New Building



The administrative block of the college



Teachers studying in the library



Journals in the library



Audio visual room

**CRITERION V: STUDENT SUPPORT AND PROGRESSION****5.1. Student Mentoring and Support****5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Yes, the college publishes its updated prospectus annually which is distributed to the students during admission. The prospectus contains the following information:

- Overview and history of the College.
- Admission guidelines (minimum marks criteria, fees).
- List of teachers along with their qualification.
- 1<sup>st</sup> year Syllabus of each subject.
- Infrastructure and facilities
- College rules and regulations.
- Academic Calendar
- College examination details.

Regular progress of the students is judged by internal assessment. The college takes initiative to meet the parents and to take feedback from them.

**5.1.2 Specify the type, number and amount of institutional scholarships / freships given to the students during the last four years and whether the financial aid was available and disbursed on time?**

Yes, the College gives concessions to meritorious and needy (financially unstable) students every session. Following are the details:

<b>Academic Year</b>	<b>No. of students given concessions (1<sup>st</sup> yr+2<sup>nd</sup> yr+3<sup>rd</sup> yr of B.A./B. Sc and B.Com)</b>
<b>2011-12</b>	129 students
<b>2012-13</b>	148 students
<b>2013-14</b>	133 students

2014-15	66 students
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### 5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Minority stipends are received by the students from West Bengal Minorities Development & Finance Corporation. The data is as follows:

Year	No. of recipients
2010-11	4
2011-12	13
2012-13	12
2013-14	10

### 5.1.4 What are the specific support services/facilities available for: Students from SC/ST, OBC and economically weaker sections

Being a self-financed college, it has no reservations or specific support services for SC/ST or OBC. However economically weaker sections irrespective of their caste and religion are given financial help by providing concession on their

fees. Special care is given through personal interaction and arranging extra classes if required.

#### Students with physical disabilities

For physically disabled students, facilities of ramp, elevators are made available. Though the college has no such students till date.

#### Overseas students

There has been no application for admission from overseas students till date.

#### Students to participate in various competitions/National and International

Yes, students are encouraged to participate in various curricular and co-curricular activities like quiz competition, debate, drama, sports, singing

and dancing competitions. Students also participate in college programs to show their talent and aptitude. Students are given class attendance during rehearsals or participation.

#### **Medical assistance to students: health centre, health insurance etc**

If any student feels sick, he/she is taken to the sick room and immediately attended.

A professional Psychiatrist visits once a week and students are encouraged to meet her if they have any problem/disturbances or lack of concentration in studies.

#### **Organizing coaching classes for competitive exams**

Students are given extra classes for any difficulty related to their curriculum; however, no additional coaching classes are given for preparation of other competitive exams.

#### **Skill development (spoken English, computer literacy, etc.)**

Add-on courses (on own) like Spoken English and Personality Development, basic computer literacy training have been introduced to enhance their skill.

#### **Support for “slow learners”**

Slow-learners are given text books and extra classes are arranged for them for better understanding of the subject. Feedback from parents is regularly taken for updates and improvement.

#### **Exposures of students to other institution of higher learning/ corporate/business house etc.**

Lectures and seminars by distinguished speakers and eminent scientists expose them to recent advances, modern techniques and higher learning.

#### **Publication of student magazines**

The College brings out an annual magazine called ‘Resonance’ where students get an opportunity to submit any composition like essays, poetry, photographs, and stories. Students are always given impetus to prove their best skill and ability. Apart from this students from various departments are encouraged to prepare Wall Magazines/ Posters/Scrap book based on their academic interests and contemporary issues.

**5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

The College has introduced B.A. Hons professional course in Journalism and Mass Communication along with Film studies as general course. The expertise developed among the students through training will open doors for careers in photography, editing, direction, filmmaking, scriptwriting and many others.

**5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in**

- **Extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**
- **additional academic support, flexibility in examinations**
- **special dietary requirements, sports uniform and materials**
- **any other**

Students are encouraged to take part in various academic, cultural and co-curricular activities outside, for which they are given attendance percentage.

If demanded, extra classes are arranged for these students who missed the lectures. The College makes an effort to organize activities such as Inter-Departmental competitions in various categories like debate, quiz, indoor games, outdoor sports etc. Students participating in intercollege competitions and fests are given T.A. for their travel expenses, uniforms and other necessary support required for music/sports. For sensitization of the college students about their social responsibilities they are encouraged to participate actively in various programmes organized by NSS for slum dwellers.

**5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOEFL / GMAT / Central /State services, Defense, Civil Services, etc.**

As the College runs courses at the UG level, no direct supervision is provided for the above mentioned exams that are relevant after post-graduation. However, students are given proper guidance about their future and courses are taught with a lot of care, so that it helps in laying down a strong foundation which would assist them later to crack any prestigious competitive examinations. Many students who passed from this college are known to have qualified in these exams after the completion of their PG programmes.

**5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc)?**

Though in an informal way, faculty members provide academic, personal and career counseling to any student in need. The scope and future career opportunities of different subjects are explained to the students at the commencement of the session through orientation programme.

Psychological Counseling: Any student can consult a professional Psychiatrist who visits the College once a week.

**5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programs).**

No, there is no such career guidance cell and no campus interviews have been organised yet. However teachers always guide the students about their future plans and direct them to the right path.

**5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**

Though there is no formal Grievance Redressal Cell, students are allowed to discuss their grievances with the respective teachers of the department in the staff room or with Rector or with the Principal and their grievances are redressed if justified. In the year 2015-16, a Grievance/Suggestion box has been installed.

**5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?**

The College has a sexual harassment committee, however no such case has been reported till date.

**5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

The College has a functional Anti-Ragging Committee; however till date no case has been reported. Before the beginning of any session, the teachers talk to the senior students about the consequence of ragging as per directions of the Hon'ble Supreme Court and inform them too that such incidents will be dealt with at zero tolerance level.

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

- Fee concession to meritorious and needy students.
- Various prizes to college topper in the University Examination to motivate them
- Trophies for the Best Sportsman (Female & Male) in Annual sports to encourage students for physical activities.

**5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?**

The College has started the registration of its Old Students' Association formed therein with elected President, Secretary, Treasurer and Members.

## 5.2. Student Progression

### 5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

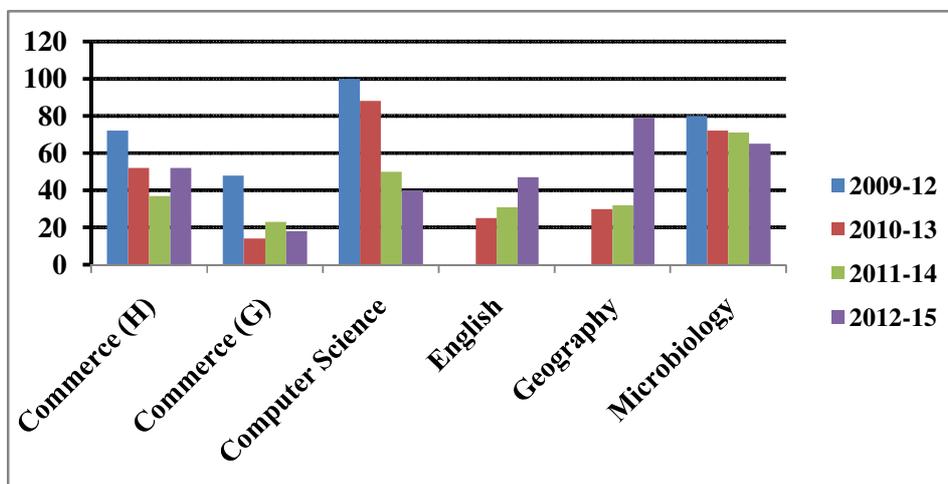
Student progression %				
UG to PG	PG to M. Phil.	PG to Ph.D.	Employed	
			Campus selection	Other than campus recruitment
<b>40%</b> (for B.A/B.Sc only)	Not known	Not known	Nil	Not known

It is a general trend for students of Science and Arts to opt for higher education (masters or other related degrees/courses) instead of going for jobs immediately after completing their UG studies. However, for commerce students the general trend is to go for Professional courses like CA/CS/Cost. Some prefer to join their family Business rather than pursuing further studies.

5.2.2 Provide details of the program wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish program-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

### Pass Percentage

Programme		Pass % in University Examinations			
		2009-12	2010-13	2011-14	2012-15
B.A.	English	--	25	31	47.6
	Journalism and Mass Communication	--	--	--	--
B. Sc.	Microbiology	80	72.4	71.4	65.5
	Computer Science	100	88	50	40
	Total	90	80.2	60.7	52.8
B.A./B.Sc.	Geography	--	30	32	79
B.Com (Hons)		71.57	52.14	37.34	51.87
B.Com (Gen)		48.36	14.23	23.03	17.64



**Note:** Although B.A. (Gen) course is offered by the College since 2010, but as per record, no student has successfully completed the course.

**5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?**

Departmental seminars are regularly held on different topics not confined to academic courses but beyond their curriculum to develop in students an interest for higher studies. The departments organize invited lecture session by the Research Scholars or eminent speakers actively engaged in research either from the state or abroad. The students are even encouraged to present paper on selected abstracts and then get evaluated by external experts. All these contribute a lot in inspiring students to pursue higher studies. Advanced learners are encouraged to participate in various academic programmes in other colleges also and to take classes for the junior students of the same course.

**5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out.**

Much care is taken of students who are at risk of failure by providing them special tutorial facilities. One-to-one interactions between teachers and students are held. In case they fail in the University examination, the College offers them readmission facility in the following year, in the same class. Those who do not even qualify honours course are given chances to pursue their general course at the same college.

Parent-Teacher meetings and sending text messages are done regularly to apprise the parents about their wards' attendance and performance.

**5.3 Student Participation and Activities**

**5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.**

The different departments of the college celebrate important dates like International Mother Language Day, Hindi Bhasha Diwas and many other through NSS. (refer to criteria III).

The College organizes annual sports and indoor games competition (carom, table tennis), where students participate with great enthusiasm. The College cricket team is given full support and they have been performing well.

Every year 'Annual Social Ripples' is held where students can show their talents in singing, dancing and acting. Other than these, the college celebrates special dates like Independence Day, Republic Day, Rabindra Jayanti, Saraswati puja and many others.

The students organize Freshers' welcome, Farewell function, celebrate Teachers' Day etc.

**5.3.2 Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.**

Academic and Co-Curricular Activities by the Students in the last few years:

- Jaitashree Das (1<sup>st</sup> year) and Rajnandini Majumdar (2<sup>nd</sup> year) Geography Honors were the winners of the cultural event at Women's College, Duddupudi, Karnataka in 2013..
- Several College Students participated in UMANG'13, organized by "The Bhawanipur Education Society College". Rahul Tripathi, Dept. of Commerce secured 3<sup>rd</sup> position in Sports Quiz, Dhashseshwary Khoia, Dept. of Commerce secured 3<sup>rd</sup> position in Rangoli and Priyanka Chowdhury secured 3<sup>rd</sup> position in two events- Rangoli and non gas cooking.
- Abhinav Adarsh Pandey of this College received the best NSS volunteer award from University of Calcutta in the session 2012-2013.
- In the Annual Inter College cultural fest SRIJAN organized by "Shri Shikshyatan College" on 21<sup>st</sup> January, 2014, Rahul Gupta, Rohit Singh, Neha Gupta and Rahul Tripathi, Dept. of Commerce secured 1<sup>st</sup> position in fusion dance. Rahul Tripathi also secured 2<sup>nd</sup> position in Sports Quiz.
- Anupam Dikshit won Bronze medal in National open Junior and Senior Taekwondo Championship 2014.

- Akshay Choubey secured first place in the event 'War of Rappers' in UMANG, 2014, organized by Bhowanipore Education society of College. He also won third price in the event 'Counter strike' along with Rahul Tripathy, KIshan Gupta and Abhijit Bhusan Jha.
- In UMANG, 2014, organized by Bhowanipore Education society of College, the following students secured third place in 'Western dance': Rashika Rajwar, Devisha Sharma, Aishwarya Iyengar, Sanjiv Singh, Anishu Maroti, Kishan Gupta, Rahul Tripathy, Rohit Singh, Rahul Gupta, Sourabh Khandelwal
- In UMANG, 2014, organized by Bhowanipore Education society of College, Shiv Pratap Mani Tiwari secured third place in the event 'Understand your Leader'.
- In UMANG, 2014, organized by Bhowanipore Education society of College, Arpita Jaiswal, Samrat Bose and Ankit Shaw won third place in 'Western band' event.
- In UMANG, 2014, organized by Bhowanipore Education society of College, Rahul Tripathy, Saket Dhanuka and Rahul Gupta won 3<sup>rd</sup> place in the event 'IPL auction'.
- In the 'Carnefo fest' organized in Eco Park, on 20<sup>th</sup> Dec 20i5, Kishan Gupta became winner in 'Beg Borrow steal' and 'Treasure Hunt' events. Rahul Tripathy secured second place in Quiz. The other winners were Rahul Gupta in 'Move like a Jagger' and 'Two Do handsome' events. After the students performance, T.H.K. Jain college was declared the "Best College".
- Anupam Dikshit won Gold medal in 1<sup>st</sup> Bhutan-India Taekwondo championship in 2015 and silver medal in 1<sup>st</sup> Bengal Taekwondo league, 2015.
- Subham Sharma won silver medal in Taekwondo event at 2<sup>nd</sup> students Olympic association national games 2015-16.

**5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?**

Feedback is collected from the outgoing 3rd year students and are confidentially examined and recorded by the Principal. Actions are taken on any suggestions or complaints by the students, if plausible. If any improvement or rectification is required on the part of any teacher, the Principal looks into the matter and takes necessary steps. This feedback helps the college and teachers to progress in the right direction.

**5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.**

The college brings out a magazine titled “Resonance” annually where various articles from students are published. Other than these, teachers of all departments encourage students to bring out posters, wall magazines on subject related topics or any social issues. Students give PowerPoint presentations on subjects related to their curriculum.

**5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

No, there is no such student council; there is one student representative acting as the member of the college Governing Body.

Suggestions from students are always encouraged for further improvement of the college.

**5.3.6 Give details of various academic and administrative bodies that have student representatives on them.**

The student obtaining highest marks in the University Examination (Part II Exam) is selected to act as the Student Representative in the Governing Body.

The Grievance Redressal committee has a student member (selected on the basis of the performance in the University Examination).

Students of different departments are members of two clubs namely Photography Club and Literary Club.

**5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.**

Refer to 5.1.14. for student network.

The college is newly established so there is no such scope of networking of former faculty.

**5.3.8 Any other relevant information regarding Student Support and Progression which the college would like to include.**

The institute has introduced M.A in English and M.Com under the curriculum of Directorate of Distance Education, Vidyasagar University. This provides an opportunity for the B.Com (General) students to pursue M.Com as the University of Calcutta does not allow the admission of General students in the same. Moreover, the students who are engaged in jobs or business or professional courses cannot maintain the percentage of attendance in the regular courses. These lectures of distance learning courses are conducted on the Sundays only and hence this becomes convenient for such students. Hence many of the pass out students of this gets admitted in the M.Com.

## CRITERION-VI: GOVERNANCE LEADERSHIP AND MANAGEMENT

### 6.1 Institutional Vision and Leadership

#### 6.1.1 State the vision and mission of the institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institutions traditions and value orientations, visions for the future etc?

The vision of this institution is to provide quality education in order to establish itself as one of the leading institutes by spreading higher education in an academically backward urban area (surrounded by slums and transport-business houses). Creating an environment of education in such a backward area is the prime objective of this institution.

The mission of the college includes the following:

1. To create an environment of education for the students belonging to academically backward areas.
2. To reach a milestone of educational excellence.
3. To establish a bond between the institution and society.
4. To introduce different subjects considering the growing diversification of the job market.
5. To introduce IT-enabled teaching-learning process with the help of flourishing information technology.
6. To offer the students open access to the world of knowledge through internet facilities.
7. To instill an ever-growing thirst for knowledge in the students through motivation.
8. To make all students computer literate considering its significance in the present world.
9. To develop a research environment and motivate the students going for higher studies and research.

10. To encourage students' participation in extra-curricular activities for an all-round development of their personality.

### **6.1.2 What is the role of top management, Principal and Faculty in design and Implementation of its quality policy and plans?**

For the sake of an overall improvement of the institution, the Governing Body, the Principal and the Faculty members work simultaneously in an organized way. The Principal, with regular consultation with the Rector and the Governing Body, frames the policies which are implemented with the active participation of different sub committees endowed with different responsibilities.

### **6.1.3 What is the involvement of the leadership in ensuring:**

- **The policy statements and action plans for fulfilment of the stated mission**
- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

After framing different policies in regard to the fulfillment of the mission as stated above, the Principal in consultation with the Rector is the second to implement it. The different subcommittees, under the guidance of the Principal design the action plans and then execute. The institute has formed following sub committees to work under the leadership of the Principal in order to fulfill the above mentioned missions.

#### **List of Committees:**

1. Academic Council
2. Admission Committee
3. Disciplinary and Anti-ragging committee
4. Library committee
5. Examination committee
6. Committee against sexual harassment
7. Co-curricular and Cultural committee
8. NSS Advisory committee
9. Magazine committee

10. Grievance Redressal committee
11. IQAC

The college authority regularly interacts with the students in an informal way. However, it has

started formal feedback mechanism from the last academic session. Parent-Teacher meetings are regularly held in B.A/B.Sc programme. Since the college is run under a society, feedback from different stakeholders from various corners of society is solicited.

The institution, in order to ensure a quality oriented academic set up, has been constantly framing and implementing the policies to gear up the tempo of achievements of students in different spheres i.e .

1. Providing peaceful and green environment ideal for academic pursuit.
2. Providing scholarships for students having excellent scores in the university examinations (Part-I and Part-II) to inspire their endeavor.
3. Concession for financially weaker students to prevent student dropout.
4. Proper utilization of the library enriched with books, journals and e-resource.
5. Motivating students for learning through organizing interactive lecture session, student seminar, paper presentation/wall magazine/ scrapbook etc.
6. Encouraging students' participation in physical activities through games and sports.
7. Organizing cultural programmes for active student participation
8. Promoting general knowledge of students by arranging quiz contests and debates
9. Active participation in different hygiene and consciousness programmes organized by NSS unit.

The college is a new one and has been striving continuously for its existence in this competitive world. It always takes initiative to incorporate new ideas as recommended by Governing Body and suggested

by the students and other stakeholders. It has been trying to improve its organizational structure since its inception.

**6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for the effective implementation and improvement from time to time?**

The Principal in discussion with the In-charge of different departments monitors the progress.

The implementation of the plans and policies is carried out by the respective sub-committees under the supervision of the Principal. Departmental meetings are held to review attendance and performance of the students. The meeting of the Governing Body is held in each quarter in which the members discuss the matters related to academic progress and overall improvement of the institution.

**6.1.5 Give the details of academic leadership provided to the faculty by the top management.**

The layout of the academic calendar is framed in the meetings of the Academic Council following the guideline of the University before the commencement of each academic session. The faculty members and students are conveyed all the information regarding this through the college Prospectus/College Notice Board /Website.

**6.1.6 How does the institution groom leadership in various levels?**

The faculty members are endowed with various responsibilities through the formation of different subcommittees headed by the respective conveners including IQAC and NSS and the Principal acting as the chairperson of each committee. For instilling leadership quality among the students, the institute performs various academic or co-curricular/extracurricular activities where students are given responsibility to conduct the same either through the functioning of these committees or under the supervision of departmental teachers.

**6.1.7 How does the college delegate authority and provide operational autonomy to the departments/units of institution and work towards decentralized governance system?**

The Principal forms different sub committees involving the faculty members and distributes different responsibilities among those. The Principal conducts meeting with different sub-committees and the in-charge of different departments to decide upon the action plans for

the smooth functioning of the institute. The college is a new one and tries to put in its best efforts to ensure a decentralized governance system. The proper team work and unity among the teachers and the cooperation received from all pronounce the success of the efforts.

**6.1.8 Does the institute promote a culture of participative management? If 'yes', indicate the levels of participative management.**

The culture of participative management is effected through the formation of the Governing Body. The teacher representatives (one from the morning section and another from the day section), a representative of non-teaching staff and a student representative are selected by the authority as the members of the Governing Body. All the academic and administrative decisions are made through the meeting of the Governing Body.

**6.2 Strategy Development and Deployment**

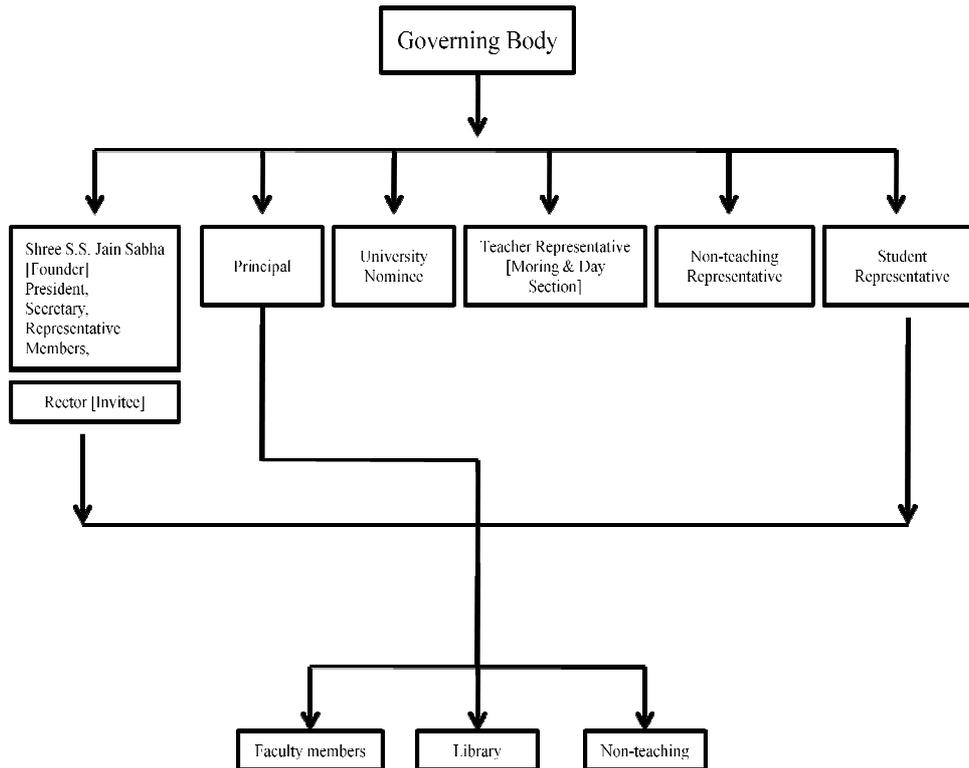
**6.2.1 Does the institution have a formally stated quality policy? How it is developed, driven, deployed and reviewed?**

The institution has a quality policy and all planning regarding this are initiated in the meetings of the Governing Body. The Governing Body itself drives, deploys and reviews all the plans regarding the developing activities. The Internal Quality Management system is guided by the Internal Quality Assurance Cell that monitors, frames and implements the policies to develop internal quality.

**6.2.2 Does the institute have perspective plan of development? If so, give the aspects considered for inclusion of plan.**

Yes. It has plans to expand academically through the introduction of new subjects, especially those which are job-oriented and need-based and post-graduate programmes. The institution was in need to augment space for this purpose. A new G+4 storied building has been constructed with the facilities of lift, multipurpose hall, audio-visual room and spacious classrooms and laboratories etc.

**6.2.3 Describe the internal organizational structure and decision making process.**



1. Following the Special Constitution approved by the University of Calcutta the institution is headed by an apex body known as “Governing Body”. The body consists of the President and the Secretary from Shree S. S. Jain Sabha, the founder and the parent body of the Institution and other members from the same, the Principal as the Joint Secretary, one University Nominee, and representative members from teachers, non-teaching staffs and students (College topper in University Examinations).
2. The Principal in consultation with the Rector looks after daily administration and academics.

3. The institution practices internal coordination in the sphere of decision-making. The Secretary in consultation with the Rector and the Principal prepares the agenda which is to be placed before the GB members and decisions are taken thereafter.
4. The governing body handles all the financial matters like approval of budget, paying salary etc. The Secretary is a part of the selection committee formed for the selection of Teachers following the Special constitution of the college.

**6.2.4 Give a broad description of quality improvement strategies of the institution for each of the following:-**

- Teaching and learning
- Research and Development
- Community engagement
- Human resource management
- Industry interaction

**1. Teaching and Learning:**

- The institution aims at adopting a learner-centric approach towards teaching-learning, based on students' activities. The College employs modern and improved teaching-learning aids and application of ICT resources in order to make the curriculum more attractive and fruitful for the students. Our aim is to achieve better learning outcome, especially in terms of results of the university examinations..
- The college is in a continuous process of improving strategies for effective teaching learning including special lectures and seminars by eminent academicians and other professionals, seminar presentation by students using modern ICT technique, presentation of Papers by students on selected topics within their syllabus, tutorial classes for juniors by the seniors, visits to industries for experiential learning.
- The college laboratories are equipped with modern apparatus appropriate for the syllabi.
- The faculty members of all departments adopt the audio visual teaching aids such as white board, flow charts, LCD projectors with Laptops , Over Head Projectors, etc.
- Both the students and faculty members can access the computer and internet facilities in Library. The faculty members are encouraged to present paper in different seminars at College/National/International level. The College Librarian is encouraged to participate in different

training programme organized by Library Association from time to time.

- The institute ensures uninterrupted power supply for teaching and learning through the usage of high capacity generator. The library has been computerized properly and digital cataloguing of books and journals has been accomplished by the implementation of KOHA software. Besides the central library some departments have been provided with separate libraries for ensuring easy and greater access to books during slack session and before examination.
- Classes on Spoken English and Personality development and Computer literacy are held ensuring for all round development of the students.

## **2. Research and Development:-**

At this stage the college has no such scope of research. A total of five faculty members (whole time, including Principal) hold Ph.D degrees. At present many faculty members from different streams have been enrolled for Ph. D and M. Phil programmes. The college is not included under section 2(f) and 12(B) of UGC Act and hence is not eligible to receive any financial help from the UGC in this connection. However, the faculty members can be granted leave for conducting research activities after considering the work load. The researchers can access the facilities like internet and the institutional subscription of the British Council Library (BCL). The seminars are organized by different department to attract researcher for exchanging their ideas.

## **3. Community engagement:**

- The National Service Scheme (NSS) unit of the institute under the NSS unit of the University of Calcutta plays a pivotal role in community engagement. The NSS unit was established in the year 2011 and has been undertaking various community service activities since then.
- The NSS unit of the college has adopted a slum “Dalpatti” near the college. The unit has been organizing different special camps which include awareness for AIDS, adult literacy drive, First Aid. Moreover, the NSS unit conducts the blood donation camp in every year.
- With the assistance of Sister Margaret Foundation, one of the leading NGOs in Kolkata, the NSS unit has conducted the programme of

handicraft training for the women of Dalpatti to make them financially self-reliant. Moreover, the alumni students have been teaching at “NEEV”, a primary evening-school for providing free education to poor students of surrounding area that is run at our campus by an NGO, “Chhatrachhaya” under the charge of Shree S.S Jain Sabha and performs the duties of teachers for these blooming buds.

#### **4. Human Resource Management:**

- Faculty Evaluation process has been adopted by the institution in order to enhance the quality of existing faculty members.
- Faculty members are provided with different equipment such as LCD and OH Projectors, microphones in order to perform their duties with maximum efficiency. The faculty members enjoy the internet access to enhance their knowledge by reading online books through the membership of BCL library system of which the College bears institutional membership.
- Though there is not much scope for enjoying study leave by the faculty members as the college has to manage with just adequate number of teachers due to absence of financial assistance from the Govt., the faculty members can enjoy duty leave for participating in seminars, paper presentations and conferences. A few faculty members have attended Refresher courses.
- The institute also appoints some experienced retired academicians to perform as part-time/guest faculty to enrich the students with their vast experience of teaching and evaluation. This combination of young - energetic and aged - experienced faculty members enhances the knowledge and zeal of the learners.

Non-teaching staffs appointed solely by the management and are generally given In-house training. Every time any new software/equipment/computer is purchased, a demonstration is arranged for them by the concerned supplier.

## **5. Industry interaction:-**

As the institute is a general degree college where undergraduate courses are being taught there is little scope of interaction with industry professionals. However, the departments of Journalism & Mass Communication, Film Studies and Commerce sometimes organize interactive sessions, special lectures etc by industry professionals or conduct student visits to industry for providing an opportunity to gain practical knowledge through interaction.

### **6.2.5 How does the head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and stakeholders, to review the activities of this institution?**

The Principal holds meeting with the different sub-committees consisting of the faculty members and with the In-charge, in which the participants discuss over the infrastructural, academic and other problems. The essence of the outcomes of the meetings is conveyed to the authority by the Principal.

### **6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional process?**

The institution has a tendency to encourage and support the involvement and efficiency of the staff. It is not possible for the top administration to meet the staffs. This responsibility is assigned to the Principal-cum-Joint Secretary of this institute. The Principal interacts with the faculty members and non-teaching staffs on a regular basis through meetings and thoroughly supervises their activities. Along with the formal interaction an informal relationship is nurtured among the Principal and the faculty members to ensure united teamwork and to harbour a family-like set up in order to improve quality collectively.

### **6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

The Governing Body holds its meeting at regular interval and the resolutions made have been recorded in the minute book.

Date	Item No.	Resolution Taken
24.03.2012	Agenda 2	Opening of Distance Education Programme
14.09.2013	Agenda 3	Opening Hons. Course in Journalism and Mass Communication with Film Studies as General course.
	Agenda 6(1)	Library Automation
13.03.14	Agenda 3 (2)	Installation of Closed Circuit Television Camera, Intercom facility and maintenance of attendance record of employees by biometric system.
03.03.2015	Agenda 3	Opening of B.A. Hons. Course in Hindi considering the adjacent locality

**6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If “yes” what are the efforts made by the institution in obtaining autonomy.**

The University does have a provision for according the status of “Autonomous College” However, the institution has not considered it appropriate to seek autonomy at this stage.

**6.2.9 How does the institution ensure that grievances/complaints are promptly attended and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?**

Until last year there was no formal mechanism of grievance redressal. However students were encouraged to discuss their grievances either with the Rector, the Principal or the In charge of respective department and problems used to be sorted out in an informal manner. The college has recently started the process of receiving formal grievances from the students for which a Grievance/Suggestion Box has been placed on the ground floor where students can submit their grievance/suggestion unhesitatingly. A Grievance Redressal Committee consisting of the Principal, other faculty members and one student representative is

responsible to address any grievances related to academics, library, and other services. The Committee also sorts out the solutions of the grievances as and when required. The activities of such Committee help in maintaining a pleasant atmosphere coupled with an appropriate work culture that ensures smooth functioning of the institution.

**6.2.10 During the last four years had there been any instance of court cases filed by and against the institute? If yes provide the details on the issues and decisions of the court on these.**

No.

**6.2.11 Does the institute have a mechanism for analyzing the student feedback on institutional performance? If yes, what is the outcome and response of the institution to such an effort?**

The college has introduced feedback mechanism for evaluating teachers' performance and other services. No serious deficiency or drawback of the institution has been pointed out so far. However, if any such inadequacy or insufficiency is pointed out, the institution would certainly adopt remedial measures.

**6.3 Faculty Empowerment Strategies**

**6.3.1 What are the efforts made by the institution to enhance the professional development of teaching and non-teaching staffs?**

The College has conducted two faculty Development lectures so far. Faculty members are always encouraged to present papers or to participate in various Seminars/ workshops organized either by University or different colleges.

The faculties now get easy access to books as well as workshops, events, activities organized by the BCL (British Council Library) to fulfill their academic needs. Also college organizes different lectures for the teachers such as promotion of Multimedia software as an aid to classroom teaching and Evaluation. The institution takes initiative to the development of the performance of the non- teaching staffs through In-house training. The Principal maintains good personal communication with the non-teaching employees and keeps watch on the activities of the office. The office is endowed with internet facility with LAN and WiFi. Staffs are encouraged

to participate in workshop conducted by the University under staff development programme.

**6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retaining and motivating employees for the roles and responsibility they perform?**

The institute makes a conscious effort to provide required infrastructure and other facilities in order to execute daily works efficiently. The faculty members are allowed to enjoy leave for participation in refresher course / orientation programme in the slack sessions. Besides, the institute encourages the faculty members to organize seminars and special lectures for exchange of knowledge. Regular and easy communication between the Principal and the faculty members has created an atmosphere of cooperation and integration.

**6.3.3 Provide details of the performance appraisal system of the staff to evaluate and ensure that the information of multiple activities is appropriately captured and considered for better appraisal.**

Although there is no system for Self-evaluation/ Self-appraisal for faculty members, a formal feedback is taken from the outgoing students regarding the performance of the teachers. Every faculty member fills-up the Academic Diary that includes the topic taught, number of classes taken, no. of leaves taken and activities undertaken if any, and submits the same every month to the Principal. Moreover Biometric Attendance system has been introduced to keep a regular record of the punctuality of all staffs.

**6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

Principal communicates about any incidence of lack or deficiency on the part of their performance personally to the faculty members. She also motivates them to improve through appropriate steps..

**6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

- The employees of this college are provided with Provident Fund benefit under EPF scheme of Govt. of India and ESI benefit for full medical care which is extended to

his/her family.

- The employees are given advance on salary, if needed, after taking necessary approval from the Secretary. All staff members can avail the benefit of such scheme.

**6.3.6 What are the measures taken by the institution for attracting and retaining eminent faculty?**

- Infrastructural facilities and other spaces conducive to a of better work environment.
- The faculty members are encouraged to pursue higher studies.
- Teachers who get the opportunity to teach at the Post-graduate level at any other University/Institute are given necessary permission to do so.

**6.4 Financial Management and Resource Mobilization**

**6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?**

Since the inception of the institution, no formal budget has been prepared till the last year. Requirements of the academic departments, Library and the Office are sent to the Governing Body through the Principal and the Rector. The Management takes the final decision and tries to meet the demands within the budgetary provisions. However, from the present year the college has prepared a definite budget as a part of the institutional mechanism to carry out the various expenditures as per the requirement.

The income and expenditure of the institute is subject to external audits

**6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

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 2014-15.

**6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure**

**statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.**

The institution is self-financed. Fees received from students are the major source of fund of the institution. Besides, bank interest is received by the institution against Savings Bank account and Fixed deposit accounts.

Income and Expenditure Statements for the following years are shown as Annexures:

2010-2011: Annexure 7

2011-2012: Annexure 8

2012-2013: Annexure 9

2013-2014: Annexure 10

**6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).**

The college is a Private unaided institution and has not applied for any grant from state government for academic activities. It is not covered under sec 2(f) and 12(B) of UGC Act. So there is no scope for securing additional funding from the State Government or UGC.

**6.5 Internal Quality Assurance System (IQAS)**

**6.5.1 Internal Quality Assurance Cell (IQAC)**

**A. Has the institution established an Internal Quality Assurance Cell (IQAC)? If “yes”, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance process?**

Normally, in an institute, IQAC is set up in the post accreditation period. This institute has established IQAC before the commencement of the accreditation process in January 2012. The main objective of its establishment was to form and develop several quality-assurance mechanisms such as:

- To maintain quality parameters and conduct the accreditation process by NAAC

- To establish proper coordination among all the stakeholders
- To collect all the documents regarding teachers and students from the office and then submit it to the MHRD through filling up their Data-Capture-Format (DCF).
- To circulate plans and ensure proper implementation
- To extend every kind of support to all the staffs (both faculty members and non teaching staffs) for maintenance and improvement of quality, teaching- learning and administration.

**B. How many decisions of the IQAC has been approved by the management/authorities for implementation and how many of them were actually implemented**

All decisions of IQAC are approved and later on implemented by the management are given as follows

- Automation of library information system
- Installation of CCTV in the college campus
- To create College website
- Introduction of unconventional, job oriented courses
- Internet connection in Library
- Institutional membership to the online library of BCL(British Council Library)
- Subscription to some peer-reviewed International standard journals

**C. Does the IQAC have external member/s on its committee? If so, mention any significance contribution made by him.**

Yes. Prof (Dr) Pratip K. Chaudhuri (formerly Member Secretary, WBSCHE and Chairman of many NAAC Peer Teams), has been inducted as an external member of IQAC. He has extended his support and cooperation to the institution by enriching it with his experience in quality initiatives and has provided appropriate guidance in the follow up to the first circle of assessment by NAAC.

**D. How do the students and alumni contribute to the effective functioning of the IQAC?**

Though there is no formal participation of the students in the cell, they indirectly play the pivotal role in creating a system that can cater to their needs through their interaction with the Principal and Rector. The IQAC collects information about their needs and suggestions regarding the teaching-learning process, library services, leisure and canteen services etc.

The alumni association has been formed recently but it is expected that very soon it will be functioning properly and make significant contribution through the valuable suggestions and other assistances to improve the institutional functioning.

**E. How does the IQAC communicate and engage staff from different constituents of the institution?**

The IQAC consists of the Principal, the faculty members, non teaching staffs and an external Expert in the field of education. The plans are framed, chalked out and executed collectively.

**6.5.2 Does the institution have an integrated framework for Quality Assurance of the academic and administrative activities? If yes, give details on its operationalization.**

The Institution is always concerned about the quality of education offered. There is close interaction between the administration and the academic staff, particularly through the mediation by the Rector and the Principal. The administration is sensitive about the needs of the academic departments and tries its best to provide whatever is needed to maintain the quality of education.

To ensure best service to the staff the office uses Pay-roll software for salary disbursement and AIMES student management software for students' admission, fees collection, maintenance of data, distribution of I-Card and many others.

In order to provide the best quality of education, the institution has built up the ICT framework and maintains its learning infrastructure. The efficient faculty members have been employed for effective teaching-

learning. Programmes on ‘Spoken English and Personality Development’, ‘Basic Computer Literacy’ have been introduced as the value added courses. The institute provides a variety of support services to the students and the weaker students are given special care.

**6.5.3 Does the institution provide training to staff for effective implementation of the Quality assurance procedures? If ‘yes’, give details enumerating its impacts.**

There is no such formal training procedure in this college but the IQAC members guide both the faculty members and non teaching staff regarding the application of ICT.

**6.5.4 Does the institution undertake academic audit or external review of the academic provisions? If yes, how are the outcomes used to improve the institutional activities?**

The institution is yet to undertake an academic audit. However, steps have already been taken to conduct the process within a short time.

**6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

The institute abides by the University rules and UGC guidelines regarding the maintenance of standard in teaching-learning process, internal evaluation, conducting university examinations and external evaluation by the faculty members.

**6.5.6 What institutional mechanisms are in place to continuously review teaching learning process? Give details of its structures, methodologies of operations and outcomes?**

- a. The students are given syllabus book at the beginning of the session. The syllabi of different subjects are distributed among the faculty members by the heads of the respective departments. Monitoring and corrections (if necessary) are done by the respective In-charge. The teaching method is based on a learner centric education approach that adopts appropriate methodologies such as academic calendar, interactive and instructional techniques (e.g. audio visual mode of teaching, ICT based learning, organizing seminars and debates, lectures by experts from other universities and colleges etc)

- b. In charge of Departments periodically hold departmental meetings and monitor academic progress. The Principal also holds meetings with the Academic Council, which consists of all departmental In-charge.
- c. The feedback is also taken from the students for further improvement. The details of the evaluation are given in the website of the institute that carries all examination schedules.

**6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

The quality assurance policies are communicated to different stakeholders through college prospectus and website. Since the college is at its nascent stage, the quality assurance policies are communicated only to the internal stakeholders comprising the Governing Body.

The college, however, looks forward to strengthening its governance and IQAC post accreditation by NAAC.

**CRITERIA VII: INNOVATIONS AND BEST PRACTICES****7.1 Environment Consciousness**

## 7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The institution has conducted a Green Audit by itself in a simplified format. The result is given below.

Green Audit Format for Colleges Date:01.09.2015				
(Calculate $\Sigma w.X$ and divide by 100 to get CGPA)				
Score = 0-none-existent; 1-poor; 2-average; 3-good; 4 – excellent				
Sr. No.	Item	W	Score X	w.X
1	The College campus is green with trees, shrubs and potted plants.	8	4	32
2	The greenery is maintained by watering and pruning of plants.	5	3	15
3	Organic wastes are converted into compost	3	1	3
4	Use of plastics (polythene, thermocole, PVC etc.) is minimized and waste plastics are recycled.	5	3	15
5	Solid garbage (building debris, unused building materials) is removed from the campus.	4	4	16
6	Waste paper is sold to vendors for recycling.	5	4	20
7	Rejected computers, printers, key-boards etc. in working condition are donated and others sold to vendors for recycling.	5	0	0
8	Use of tobacco for smoking or chewing in the campus is banned.	5	4	20
9	The College building(s) kept clean by sweeping and washing	5	4	20
10	Classrooms have cross-ventilation and sufficient natural lighting to minimise use of electricity.	5	3	15
11	Electric fittings and plumbings kept in proper condition to prevent electricity leakage and water dripping.	5	4	20
12	College takes steps to sensitize students and staff about energy conservation, environment and pollution hazards	5	3	15
13	All electrical appliances ( lights, fans, air-conditioners) are switched off when not in use.	5	3	15
14	Incandescent lamps have been replaced by CFL or LED lamps.	5	4	20

15	College takes steps to purchase fans, refrigerators and air-conditioners with low energy consumption.	5	3	15
16	The College has installed water harvesting system and is making use of stored rainwater.	5	0	0
17	College makes use of solar energy and wind energy.	5	0	0
18	College has replaced resistance regulators with electronic regulators, CRT monitors with LCD monitors, and DOT matrix printers with Deskjet printers.	5	2	10
19	College implements hazardous waste management with soak pits for waste water from Chemistry lab and other labs and uses water based chemical reactions.	5	2	10
20	College observes Environment Day / Earth Day, organizes seminars on environment-related issues.	5	2	10
	Total	100		271
	Your CGPA score on Environment is 2.71 (B Grade)			

### 7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- \* **Energy conservation:** The College has done away with all incandescent bulbs and replaced them by CFL and LED lamps. All fans and other fittings are new and energy efficient. Staff and students are instructed to switch off all lights and fans in the classroom when they leave the room.
- \* **Use of renewable energy:** No step has been taken as yet.
- \* **Water harvesting and check dam construction:** No necessity for these steps has been felt because the College gets sufficient water from the Kolkata Corporation water supply system. The College is located near the river Ganga and the water table is quite high in this area. As a result, it is easy to lift water from bore-wells.
- \* **Efforts for Carbon neutrality and Plantation :**  
The campus is rather new and an effort of greening the campus has already been started.
- \* **Hazardous waste management:** The Microbiology department is conscious about killing all microorganisms before they are disposed of. All chemicals are diluted before they are channeled into drains to mix with the general effluents.
- \* **E-waste management:** There has not been any accumulation of e-waste as yet. However, as a general policy all defunct computer monitors, accessories and electronic equipment will be sold to

scrap-dealers.

## **7.2. Innovations**

### **7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**

- The institute has introduced the value added courses on “Spoken English and Personality Development” and “Basic Computer Literacy” considering the need of the modern competitive job market.
- The admission process has been made totally computerized by the introduction of new software “AIMES”. The software is effective in maintenance of the records of individual students. The introduction of this software has minimized the chance of errors.
- During the last four years, all the departments have organized several seminars to enrich the knowledge of the students and faculty members as well. In 2013 the Department of Commerce, in collaboration with the Undergraduate Board of Studies, University of Calcutta, organized a State Level Seminar on “Emerging Issues of Finance”.
- A heavy duty (63 KVA Ashok Leyland) generator has been installed to ensure uninterrupted power supply so that the academic and administrative functions do not get hampered by power cut.
- Public address system, use of LCD and OH Projectors has been introduced for more effective and illustrative mode of teaching.
- An evening school ‘NEEV’, is run with an NGO for the underprivileged children of the area under the charge of parent body and some of our alumni have been teaching and involved in this noble task.
- The students of 1<sup>st</sup> year of ‘Film Studies’ are sent regularly to the film-studios in order to gather real life experience about the art of film making. The main objective of this move is to provide a better exposure to their knowledge beyond the conventional syllabi that they are taught in classroom.
- A psychological counselling unit has been formed in the academic year 2015-16 in order to solve different academic and other personal problems of the students. A trained professional psychologist has been appointed for this purpose. Moreover, career counselling is conducted by the faculty members.
- The institute has introduced a computerized library information system with the introduction of the modern software KOHA. This helps the students to search and know the status of the book. Besides, institute has subscribed for the membership of British Council library for the faculty members and students. Students are

also allowed to use the internet facility in the library to access the e-resources.

- Installation of History Museum: The History department has built up a mini museum where replicas and photographs of statues, coins etc. are displayed. Authentic replicas (plaster castings) of statues, pictures of coins and buildings have been purchased from Indian Museum, Kolkata

### **7.3 Best Practices**

#### **7.3.1 Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.**

##### **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](http://www.thkjaincollege.ac.in) E-mail: [principalthk@gmail.com](mailto: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

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Mobile: 09830892492

**Best Practice 1:**



The environment inside the college premises

**Best Practice 2:**



A student of Journalism and Mass Communication (Hons) interviewing a renowned personality from film industry



Students of Film Studies at Roopkala Kendro, Institute of Film and Social Communication



Students of Journalism in channel visit

# EVALUATIVE REPORT OF THE DEPARTMENTS

**Evaluative Report of the Department of Commerce**

1. **Name of the department :**  
COMMERCE
2. **Year of Establishment :**  
2008
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :**  
B.Com (Hons. and General)
4. **Names of Interdisciplinary courses and the departments / units involved :**  
NIL.
5. **Annual / semester /choice based credit system (programme wise) :**
  - i. B.Com (Honours) – Annual (1+1+1) System
  - ii. B.Com (General)- Annual (1+1+1) System
6. **Participation of the department in the courses offered by other departments :**  
NIL
7. **Courses in collaboration with other universities , industries , foreign institutions , etc. :**  
NIL
8. **Details of courses/programmes discontinued (if any) with reasons :**  
NA
9. **Number of Teaching posts : ( Self Financed College)**

<b>Professors</b>	<b>NA</b>	<b>NA</b>
<b>Associate Professors</b>	<b>NA</b>	<b>NA</b>
<b>Asst. Professors</b>	<b>NA</b>	<b>8</b>

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 Years
<b>DR. ASIT KUMAR MANDAL</b> (Superannuated teacher-Retired )	M. Sc (Math), Ph. D	In-Charge	Real & Functional Analysis(M. Sc) Waves &Vibration in Solids of Modern Models (Ph. D)	32 (Overall)	NA
<b>CHAITALI PAL</b>	M.Com, M. Phil, M. Ed	Asst. Prof	Accounting and Finance	7	NA
<b>RUDRARUP MUKHERJEE</b>	MA(ECO) M.Phil, NET SET	Asst. Prof	International Trade & Finance	6	NA
<b>RAHUL NATH</b>	M. Com, MBA  SLET,M.Phil	Asst. Prof	Accounting and Finance	5	NA
<b>ANANDI SARKAR</b>	M.Com M. Phil, NET	Part-time Lecturer	Accounting and Finance	3	NA
<b>DR. DEBASIS CHOWDHURY</b>	M.Com, MBA, Ph. D	Guest Lecturer	Accounting and Finance	13	NA
<b>SUNITA SAHA</b>	M.Com.  CS, M. Phil	Asst. Prof	Accounting and Finance	8	NA

**11. List of senior visiting faculty :**

NONE

**12. Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty:**

14% (Academic Session 2015-16)

**13. Student -Teacher Ratio (programme wise) :**

73:1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled :**

Academic support staff = NIL

Admin support staff = 2

Peon =2

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG. :**

Refer to Point no. 10. Here only name of the teachers with PG qualification is given:

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 Years
SUNITA SAHA	M.Com. CS, M.Phil	Asst. Prof	Accounting and Finance	8 YEARS	NA
ABHIJIT MAHAPATRA	M. Sc(Math)	Asst. Prof	Pure Math	5 YEARS	NA
MANISH GUHA	M.Com SLET	Asst. Prof	Accounting and Finance	6 YEARS	NA
SANBAD BANERJEE	M.Com	Asst. Prof	Accounting and Finance	6 YEARS	NA
SUSANTA GHOSH	M.Com, NET	Asst. Prof	Accounting and Finance	5 YEARS	NA
PRADIP KUMAR BASU	M.Com, LLB	Part Time Lecturer (Retired Prof.)	Company Law (LLB)	39 YEARS	NA
SOVANLAL DUTTA GUPTA	M.Com, FCA	Part-time Lecturer	Accounting and Finance	18 YEARS	NA
MADHURIMA BANERJEE	M.Com	Part-time Lecturer	Accounting and Finance	3 YEARS	NA
ANANYA KUNDU DEY	M. Sc- ENVS	Part-time Lecturer	Environmental Science	4 YEARS	NA

VINAY KUMAR SHAW	M.Com PGDFM	Part-time Lecturer	Accounting and Finance	2 YEARS	NA
ATANU DAS	M. Sc (Eco) NET	Guest Lecturer	Econometrics	Less than 1	NA
TARUNIMA DAS PATRA	M.Com	Guest Lecturer	Accounting and Finance	Less than 1	NA
SURANJIT BASAK	M, Sc (Math &Stat)	Part-time Teacher	Applied Mathematics	8 YEARS	NA
SWATI SHAW	M.Com, NET	Guest Lecturer	Accounting and Finance	Less than 1	NA
SANTOSH KUMAR SRIVASTAV	M.Com, MBA, NET	Guest Lecturer	Accounting and Finance	1 YEAR	NA

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :  
NONE

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received :  
NA

18. Research Centre /facility recognized by the University :  
NA

19. Publications:

Name	Book	Publisher	Council
Sanbad Banerjee	“Business Organization and Management” for Class XI-XII	Granthabharati	West Bengal Council Of Higher Secondary Examination

\* Publication per faculty

\* Number of papers published in peer reviewed journals (national / international) by faculty and students NIL

\* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database -

International Social Sciences Directory, EBSCO host, etc.)

- \* Monographs
  - \* Chapter in Books
  - \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index
  - \* SNIP
  - \* SJR
  - \* Impact factor
  - \* h-index
- NIL

**20. Areas of consultancy and income generated :**

NIL

**21. Faculty as members in :**

- a) National committees
- b) International Committees
- c) Editorial Boards....

NONE

**22. Student projects**

- a) **Percentage of students who have done in-house projects including inter departmental/programme :**
  - One project paper on commerce for B.Com Part-III (Hons) students
  - One project of Environmental studies for B.Com Part-III (Hons and General) students
  - One project paper of IT for B.Com Part-II (Hons and General) students
- b) **Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies :**  
Data not available

**23. Awards/ Recognitions received by faculty and students:**

Abhinav Adarsh Pandey received the best NSS volunteer award from University of Calcutta in the session 2012-2013.

**24. List of eminent academicians and scientists/ visitors to the department :**

1<sup>st</sup> Seminar (2008) :-

Name of the speaker	Institute/Organization
<b>Prof. Sudipti Banerjea</b>	Department of Commerce, University of Calcutta

2<sup>nd</sup> Seminar (2012):-

Name of the speaker	Organization/Institute
<b>Prof. Kanika Chatterjee</b>	Department of Commerce, University of Calcutta
<b>Prof. Malayendu Saha</b>	Department of Commerce, University of Calcutta
<b>Prof. Ashis Kumar Sana</b>	Department of Commerce, University of Calcutta
<b>Prof. Dhruba Ranjan Dandapat</b>	Department of Commerce, University of Calcutta
<b>Prof. Ajitava Roy Chowdhury</b>	Department of Economics, Jadavpur University
<b>Ms Sripriya Senthilkumar(DGM)</b>	Calcutta Stock Exchange
<b>Dr. Pranam Dhar</b>	Department of Commerce, West Bengal State University

**25. Seminars/ Conferences/Workshops organized & the source of funding**

i) National-NIL

ii) International: NIL

However, a State Level Seminar in collaboration with the Under-Graduate Board of Studies in Commerce Department, University of Calcutta was organized. The details are given as follows:-

a) Subject:- “Emerging Issues In Finance”

b) Date:- 2<sup>nd</sup> March 2013

The seminar was funded by the Institution.

26. Student profile programme/course wise:

M=Male F=Female

Name of the Course/programme (refer question no. 4)	Applications received	Admitted	Enrolled/Registered		Pass percentage	
			M	F		
(2009-2012)	B.Com. (Hons)	Data not available	278	104	71.57	
	B.Com. (General)	“	540	70	28	48.36
(2010-2013)	B.Com. (Hons)	“	562	290	55	52.14
	B.Com (General)	“		55	20	14.23
(2011-14)	B.Com. (Hons)	“	610	229	226	37.34
	B.Com. (General)	“		79	26	23.03
(2012-15)	B.Com. (Hons)	“	595	268	190	51.87
	B.Com. (General)	“		63	49	17.64

**27. Diversity of Students**

<b>Name of the Course</b>	<b>% of students from the same state</b>	<b>% of students from other States</b>	<b>% of students from abroad</b>
<b>B.Com. (Honours)</b>	93.91	6.08	NIL
<b>B.Com. (General)</b>	98.61	1.38	NIL

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc?**

Data not available

**29. Student progression**

<b>Student progression</b>	<b>Against % enrolled</b>
<b>UG to PG</b>	Exact Data Not Available
<b>PG to M. Phil</b>	Data not available
<b>PG to Ph.D.</b>	“
<b>Ph.D. to Post-Doctoral</b>	“
<b>Employed</b>	
<ul style="list-style-type: none"> <li>• <b>Campus selection</b></li> <li>• <b>Other than campus recruitment</b></li> </ul>	“ “
<b>Entrepreneurship/Self-employment</b>	“

**Note:** The Institute has taken the initiative of maintaining the student progression data through the recently formed Alumni Association.

**30. Details of Infrastructural Facilities**

- a) **Library:** The students and the faculty members can use the central library (1911 books) and the departmental seminar library. The subscribed journals are:
- i. Arthashastra
  - ii. Indian Journal of Finance
- b) **Internet facilities for Staff & Students:** Internet facility for staff and students is available in the library for accessing e-resources. Moreover one internet data-card is available for the teachers for their use. The administrative block provides internet facility with the help of LAN and Wi-Fi exclusively for faculty members and other employees.
- c) **Class rooms with ICT facility:** An audio visual room is equipped with ICT facility in which the teachers can take their classes when required. There is one more LCD projector available to conduct the class.
- d) **Laboratories:** The laboratory infrastructure of the department of computer science is also utilized by the students of the department of commerce for their IT practical paper. Three desktops with internet connection are available for B.Com Part-III (Hons) project and viva-voce paper. The college has a plan to set up a separate computer laboratory with internet connection for 3<sup>rd</sup> yr students.

**31. Number of Students receiving financial assistance from college, university, government or other agencies:**

Session	College Assistance	Minority scholarship (WBMDFC)
2011-12	107	7
2012-13	121	1
2013-14	103	13
2014-15	49	-

**32. Details of student enrichment programmes ( special lectures/ workshops seminar) with external experts**

Special interactive lecture session by invitee resource persons have been arranged by the department for the enrichment of the students

Topic of the Lecture	Held on	Invitee Resource Person
Quality: Single Religion for Organization	31/08/2015	Prof. Sujit Ghosh, Dept. of Commerce, Umeshchandra College

Paradigm Shift in Companies Act 2013,	14/09/2015	Ms. Mousumi Banerjee, Institute of Company Secretaries of India
Application of Accounting Standard in Depreciation Accounting, Inventory Valuation and Intangibles	22/09/2015	Prof. Asim Biswas, Dept. of Commerce, Vidyasagar Mahavidyalaya

Moreover, career guidance programme on “Financial Market overview was conducted by Bombay Stock Exchange Institute Limited was on 3/09/2015. After the discussion the members conducted a scholarship test for the students.

**33. Teaching methods adopted to improve student learning**

- The department concentrates on a student-centric teaching-learning procedure with proper application of ICT and modern pedagogy. Faculty members from different institutes are also invited to organize interactive lecture session to enrich the academic quality of the students.
- The faculties chalk out a lesson plan before the commencement of the session which is to be followed properly by the faculty members.
- Students can access a books, journals and also e-resources.
- Besides the internal examinations as per the guideline of the affiliating university the department arrange class test on a regular basis to screen the performance of the students and make their guardians informed about the progress of their wards. The students can consult with any teacher at any time during the College hours.
- Remedial and tutorial classes are also arranged on the basis of the need of the course curriculum.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

A large number of students regularly participate in the programmes and special camps organized by the NSS unit of the institute with a view to cater to the needs of the society especially the poorer section. Some faculty members of this department are the members of Advisory Committee of NSS unit and they also support such activities by valuable suggestions

**35. SWOC analysis of department and future plans**

Strength	Opportunities
<ol style="list-style-type: none"> <li>1. The department is enriched with both qualified and energetic young faculty members and experienced super annuated teachers. Such a combination ensures dissemination of valuable teaching experience.</li> <li>2. The teachers are competent in making a full utilization of modern teaching tools.</li> <li>3. All the time slots are properly utilized as no class remains unattended.</li> <li>4. The department properly scrutinizes the progress of the students and apprises the parents accordingly.</li> <li>5. The students and teachers maintain a cordial and healthy relationship with each other which makes the students approach the faculty members unhesitatingly for any kind of academic assistance.</li> <li>6. Some of the students exhibit brilliant performance in the university examinations and professional courses.</li> <li>7. A library enriched with ample books and journals and e-resources helps the students a lot in their studies.</li> <li>8. Large and airy classrooms create comfortable and supportive environment for teaching-learning.</li> <li>9. Eminent academicians and professional experts from other institutes and organizations are invited for delivering lectures with interactive sessions.</li> </ol>	<ol style="list-style-type: none"> <li>1. With the existing faculty members and infrastructure the department can run the post graduate course subject to affiliation of University of Calcutta</li> <li>2. The career oriented courses like PGDM/MBA can be opened with existing set up.</li> <li>3. The students can also join the M.Com (Distance Mode) of Vidyasagar University conducted in this institute after graduation.</li> <li>4. The students have the opportunity to gather knowledge in subject matter beyond the curriculum with the help of faculty members.</li> <li>5. More student seminars and state level/national level seminars can be arranged to enrich both students and faculty members</li> <li>6. Student and faculty exchange programmes can be arranged with other institutes.</li> </ol>

Weakness	Challenges
<ol style="list-style-type: none"> <li>1. Absenteeism of students due to:               <ol style="list-style-type: none"> <li>a. Their engagement in professional courses simultaneously.</li> <li>b. Regular involvement in family business</li> </ol> </li> <li>2. There is no scope of screening students during admission. So the department has to deal with heterogeneous batches.</li> <li>3. Due to frequent resignation of existing teachers and the appointment of new ones the set of faculty members gets changed repeatedly. Hence, sometimes the existing teachers have to undergo extra workload.</li> <li>4. The number of computers is not sufficient for project purpose with respect to the large number of Hons. Students in B.Com Part-II</li> </ol>	<ol style="list-style-type: none"> <li>1. To attract larger number of cream students</li> <li>2. To improve the overall pass percentage of the students in University examinations.</li> <li>3. To main the qualitative and quantitative parameters in the present competitive scenario.</li> <li>4. To instill sincerity among the students for solving the problem of absenteeism</li> <li>5. To form a well structured career guidance cell for the students.</li> <li>6. To establish it as one of the leading institutes offering commerce.</li> </ol>

**Evaluative Report of the Department of Computer Science**

1. **Name of the Department :**  
Computer Science
2. **Year of Establishment :**  
2006
3. **Names of Programmes / Courses offered (UG, PG, M. Phil, Ph. D, Integrated masters, Integrated Ph. D etc.):**  
B. Sc. (Honours)
4. **Names of Interdisciplinary courses and the departments/units involved:**  
NIL
5. **Annual/Semester /Choice Based Credit System (Programme wise)**  
Annual (1+1+1) System
6. **Participation of the department in the courses offered by other departments:**  
Faculty member takes IT classes for the students of department of commerce.
7. **Courses in collaboration with other universities, industries, foreign institutions, etc:**  
NONE
8. **Details of courses /programmes discontinued (if any) with reasons:**  
NONE
9. **Number of teaching posts**

Position	Filled
Assistant Professor	1
Guest Lecturer	3

10. **Faculty Profile with name, qualification , designation, specialization (D.Sc/D.Lit/Ph.D/ M.Phil. etc) :**  
NIL
11. **List of senior Visiting Faculty:**  
NIL
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:**

Type	% (Weekly)
Theory	58.9
Practical	47.8

(Data is based on current academic session)

**13. Student Teacher Ratio (programme-wise):**

5.5:1 (As per the current session)

**14. Number of academic support staff (technical) and administrative staff:**

1 lab attendant

**15. Qualification of teaching faculty with D. Sc/D. Lit/Ph. D/M. Phil /PG. –**

Qualification	No. of faculty
M .Tech	2
M. Sc.	2

**16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received:**

NONE

**17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc, and total grants received:**

NA

**18. Research Centre/Facility recognized by the University:**

NA

**19. Publications:**

NONE

**20. Areas of consultancy and income generated:**

NONE

**21. Faculty as members in**

**a) National committees**

**b) International committees**

**c) Editorial Boards**

NONE

**22. Students projects:**

All 3<sup>rd</sup> year students have to submit a project on Environmental Studies as per the curriculum.

**23. Awards/recognitions received by faculty and students:**

NONE

24. **List of Eminent academicians and scientists /visitors to the department (in last two Years)**

Name	Designation and Institution/Organization
Dr. Abhijit Poddar	Associate Professor, Surendra Nath College (Evening Section)

25. **Seminars/Conferences/Workshops organized and source of funding(National/International):**

NONE

26. **Student profile programme wise**

Program Name	Batch	Applications received	Admitted	Enrolled/Registered		Appeared in Part-I	Passed in Part-III	Pass %	No. of First Class
				M	F				
B. Sc Comp. Sc. (Hons)	2009-2012	9	9	3	3	5	5	100	1
	2010-2013	18	18	5	4	9	8	88	2
	2011-2014	13	13	8	3	10	5	50	1
	2012-2015	8	8	6	2	5	2	40	2

27. **Diversity of students:**

Year	% of students from the same state	% of students from the other state	% of students from abroad
2012-2013	100%	--	NONE
2013-2014	72%	27%	NONE
2014-2015	100%	--	NONE
2015-2016	100%	--	NONE

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence services, etc.**

Batch	Qualified
2010-2013	50% (JECA)
2011-2014	50% (JECA)
2012-2015	100%(JECA)

(Note- JECA – Joint Entrance Examination for Admission to Master of Computer Application)

29. **Student progression: (As per the departmental record)**

Student progression	Batch	No. of Student
<b>UG to PG</b>	2010-2013	3
	2011-2014	4
	2012-2015	2
<b>PG to M. Phil</b>	NA	
<b>PG to Ph. D</b>	NONE	
<b>Ph. D to Post- Doctoral</b>	NONE	
<b>Employed Campus Selection Other than Campus recruitment</b>	2010-2013	2
	2011-2014	2
	2012-2015	--
<b>Entrepreneurs/ Self –employment</b>	NONE	

30. **Present details of Departmental infrastructure facilities with regard to:**

- a) **Library:** The students can access the Central Library of this institute which is enriched with books (435) and journals and e-resources. Moreover students access departmental library during slack session and examination.
- b) **Internet facilities for staff and students:** The Library and the administrative block is Wi-Fi enabled and LAN connected and can be accessed by the teachers. The students can access internet in the library for e-resources.

- c) **Class rooms with ICT facility:** One Audio Visual room equipped with LCD projector screen and speaker. One more LCD projector available for regular classes.
- d) **Laboratories :**  
There is a Software Lab that provides computing facility in both Linux and Windows platform. There is an adequate Hardware Lab with necessary arrangements.

31. **Number of students receiving financial assistance from the college, university, government or other agencies:**

Year	Assistance	No. of students
2012-2013	Scholarship	2
2013-2014	--	NONE
2014-2015	--	NONE
2015-2016	--	NONE

32. **Details on student enrichment programmes (special lectures/workshops/seminar) with external experts**

- Dr. Abhijit Poddar (Surendra Nath College, Evening) visited the Dept on 26<sup>24th</sup> September, 2015 and delivered a lecture on ‘e-learning through Visualization’, followed by an interactive session.

33. **Teaching methods adopted to improve student learning;**

- A student centric teaching-learning method is applied here.
- The students are encouraged to access the library for books and journals and e-resources.
- Class tests are regularly held to monitor the progress of the students and remedial classes are arranged whenever required. The department also maintains regular contact with the guardians to keep them aware of the progress of their wards.

34. **Participation in Institutional Social Responsibility (ISR) and Extension Activities:**

The students of the department are continuously engaged in social services through their participation in the programmes and special camps organized by the NSS unit of the institute.

35. **SWOC analysis of the Department and Future plans:**

### **STRENGTH**

- Sincere and dedicated faculty members.
- A student centric teaching-learning method including the application of ICT.
- Continuous monitoring of the progress of the students and communicating the guardians regarding the progress of their respective wards.
- Cordial and healthy teacher-student relationship, enabling students to approach teachers whenever required
- Satisfactory teacher-student ratio
- Brilliant performance in Part-III examinations.

### **WEAKNESS**

- Less number of enrolment

### **OPPORTUNITIES**

- To introduce new professional courses like DOEACC, IT in collaboration with professional training institutes.
- The IT laboratory can be utilized to provide basic computer training for each student of this Institution.
- To organize campus selection programme in collaboration with IT industries.
- To arrange career counselling workshops with the assistance of other computer training institutes.

### **CHALLENGES:**

- To increase enrolment of students.

### Evaluative Report of the Department of English

1. **Name of the department :**  
English
2. **Year of Establishment :**  
2010
3. **Names of Programmes / Courses offered (UG, PG, M. Phil, Ph. D, Integrated masters, Integrated Ph. D etc.):**  
B.A. (Honours)  
B.A. (Gen)
4. **Names of Interdisciplinary courses and the departments/units involved:**  
NONE
5. **Annual/ semester/choice based credit system (programme wise):**  
Annual (1+1+1) System
6. **Participation of the department in the courses offered by other departments:**  
NONE
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:**  
NIL
8. **Details of courses/programmes discontinued (if any) with reasons:**  
NONE
9. **Number of teaching posts:**

Position	Filled
Professors	NA
Associate Professors	NA
Asst. Professors	3+1*

1\*: Smt. Srirupa Banerjee is on lien.

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./ D.Litt./Ph.D./M. Phil. etc.):**  
NONE
11. **List of senior visiting faculty:**  
NONE
12. **Percentage of lectures delivered and practical classes handled (programme-wise) by temporary faculty –**  
8.6%
13. **Student -Teacher Ratio (programme wise):**  
17:4

14. **Number of academic support staff (technical) and administrative staff:**  
One non- teaching Staff for the faculty of Arts.

15. **Qualifications of teaching faculty with D.Sc/ D.Litt/ Ph.D/ MPhil /PG.**

Name of Faculty	Qualifications	Specialization	Experience (in years)
Sri Sunayan Mukherjee	M.A., NET	Post-Colonial Literature	2
Smt. Yasmin Chowdhury	M.A., NET	Gender and Feminism	1
Smt. Paromita Manna	M.A.	American Literature	6
Sri Priyobroto Chakraborty (Part-time)	M.A., L.L.B.	-	Super annuated teacher

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:**  
NIL
17. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:**  
NIL
18. **Research Centre /facility recognized by the University:**  
NIL
19. **Publications: Publication per faculty –**
- Number of papers published in peer reviewed journals (national /international) by faculty and students
  - Number of publications listed in International Database
  - Monographs
  - Chapters in Books
  - Books Edited
  - Books with ISBN/ISSN numbers with details of publishers
  - Citation Index
  - SNIP
  - SJR
  - Impact factor
  - h-index

Name of Faculty	a	b	c	d	e	f	g	h	i	j	k	l
Sunayan Mukherjee	1 (Nat)	-	-	1	-	-	-	-	-	-	-	-
Priyabroto Chakraorty			-	1 (Authored)		-	-	-	-	-	-	-

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in

- a. National committees
- b. International Committees
- c. Editorial Boards
- d. Other

NONE

22. Student Projects

- a. Percentage of students who have done in-house projects including inter departmental/programme
  - Students presented paper on selected abstract under the guidance of teachers.
  - All 3<sup>rd</sup> year students are doing projects on Environmental Studies as a part of their curriculum.
- b. Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies:

NIL

23. Awards/ Recognitions received by faculty and students:

NIL

24. List of eminent academicians and scientists/ visitors to the department:

Date	Name and Designation	Institute/Organization
1.10.2012	Dr. Chaitali Maitra, Associate Professor	Dept. of English, St. Pauls College
26.02.2013	Dr. Debasish Bandyopadhyay, Associate Professor	Dept of English, Vidyasagar University
26.02.2013	Smt. Priyanka Basu, Scholar	SOAS, UK
29.01.2015	Smt. Priyanka Basu, Scholar	SOAS, UK
23.09.2015	Mr. Arijit Mukherjee, Contractual Whole Time Teacher	Dept of English, Basanti Devi College

25. Seminars/ Conferences/Workshops organized & the source of funding

- a. National: NIL
- b. International: NIL

26. Student profile programme/course wise:

Name of the Course/ Programme	Applications received	Selected/ Admitted	Enrolled Male	Enrolled Female	Pass Percentage
(2010-2013)	24	24	10	14	4 (QH) 2 (QG) 25%
(2011-2014)	30	29	20	9	5(QH) 4(QG) 31.03%
(2012-2015)	28	21	5	16	2 (QH) 8(QG) 47.61%

**27. Diversity of Students:**

Name of the Course	Year	% of students from the same state	% of the students from other states	% of students from abroad
B.A Hons. (English)	2012	96.4	3.5	--
	2013	100	NIL	--
	2014	95.6	4.3	--
	2015	96.4	3.5	--

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc:**

NONE

**29. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc? ?**

NONE

**30. Student progression:**

Student progression	No. of Student (for last three sessions)
UG to PG	5
PG to M.Phil.	0
PG to Ph.D.	NONE
Ph.D. to Post-Doctoral Employed	NONE
Entrepreneurship/Self-employment	NONE

**31. Details of Infrastructural facilities:**

- a) **Library-** There is no departmental library so far. Students can access the central library (333 books). However the department has taken the initiative for the formation of departmental library. The subscribed journals are:
- i. Atlantic literary review
  - ii. Indian Literature
- b) **Internet facilities for staff and students:** The Library and the Administrative block is Wi-Fi enabled and LAN connected and can be accessed by the teachers. The students can access internet in the library for e-resources.
- c) **Class rooms with ICT facility:** One well equipped audio visual room of the institution can be utilized whenever required.
- d) **Laboratories:** NONE

**32. Number of students receiving financial assistance from college, university, government or other agencies:**

Academic Session	No. of Students Receiving Financial Assistance
2012-13	1
2013-14	2
2014-15	NA

**33. Details on student enrichment programmes(special lectures / workshops / seminar) with external experts:**

- Dr. Debasish Bandopadhyay, Associate Professor, Head of the Dept of English Vidyasagar University, Midnapore visited the Dept on 26<sup>th</sup> February, 2013 and delivered a lecture on the topic ‘The Story Teller and his Art: Narrative Styles in Literature’. Dr. Bandopadhyay’s lecture focused mainly on the stories of Ruskin Bond and his techniques of story writing. The lecture saw huge participation from the students.
- Dr. Chaitali Maitra, Associate Professor of English, St. Paul’s College, Kolkata, visited the Dept on 1<sup>st</sup> Oct, 2012 and delivered a lecture on the topic The Relevance of Charles Dickens’ Dr. Maitra focused on the novels of Charles Dickens, how Dickens portrayed realism in the novels and captured a vivid account of urban poverty, dismal and banal picture of London in his works. The lecture saw overwhelming response amongst the students.

- Smt. Priyanka Basu, (PhD SOAS, U.K) visited the Dept on to 26<sup>th</sup> February, 2013 and delivered a lecture on The Story Teller and his Art: Narrative Styles in Literature. Dr. Basu talked specifically on the rise of story writing as an art form, the shifts of story writing styles particularly the modernist tropes which writers like Joyce, Lawrence and Mansfield employed in their works.
- Smt. Priyanka Basu (PhD SOAS, UK) had revisited the Department of English on 29<sup>th</sup> January, 2015 for a solo lecture on the topic Film and Partition. Ms Basu chose her theme on the trauma of Partition of India in the year 1947, as a gift of independence. The event of partition saw the uprooting of families, loss of home, and destruction of lives and became a key event in the historiography of Indian independence movement. The lecture saw enthusiastic response among the students.
- Mr. Arijit Mukherjee (Assistant Professor, Basanti Devi College for Women, PhD Research Scholar, and University of Burdwan) visited the Department on 23<sup>rd</sup> September, 2015 and delivered a solo lecture on “Modernism and the Literary Movement”. Mr. Mukherjee spoke largely on the rise of Modernism, the essential tenets which define it, the major influences of art and the film movements in the shaping up of Modernist literature.

**34. Teaching Method Adopted to Improve Student Learning-The Department has taken initiative to improve teaching and learning method among the students**

- The Faculty members use the Audio- Visual Method in demonstrating class lectures to the students.
- A separate Google Group is being created titled The Department of English, T.H.K Jain College, wherein E- resources are made available to the students. The students are given texts to read and come prepared before the class. Moreover secondary materials are also posted which helps the students to frame answers on their own.
- The Department has taken the initiative to organize a play of Shakespeare which will see the participation of students of all the Years. This encourages the entire reading and learning, helps to bring the text alive. It creates enormous opportunities for experimentation and learning beyond the walls of the classroom.
- Benefit of tutorial classes for the students, especially those who does not fare well in the exams. The remedial classes are a way of extending the learning to those students who do not do well in the course.
- Organization of Student Seminar by the Department, which boosts their confidence and again helps them to imbricate class room academics with the knowledge that exists outside it.

- The organization of Literary Club and its meetings which make the students come across new ideas of literature. The motive of the club is to spread literature outside in the other students of the college.
- The faculty members visit the British Council Library, to bring the books for the benefit of the students of the Department.
- Participation in Institutional Social Responsibility (ISR) and Extension activities: Many students participated in NSS and Games and sports, Quiz, Debate, Extempore, Photography competition etc.

### 35. SWOC analysis of the department and Future plans:

#### **Strength**

- The teachers are competent in making a full utilization of modern teaching tools.
- Highly enthusiastic, modest and cooperative students
- The students are extended full support of the faculty members.
- Eco- friendly campus.

#### **Weakness**

- No separate departmental library facility.
- Overall pass percentage of students is affected as there is little scope of screening.

#### **Opportunity**

- Introduction of Masters degree in English
- Formation of Language laboratory
- More scope for participation in creative writing activities
- Organizing more seminars and workshops

#### **Challenges**

- To attract better quality students.
- To increase overall pass percentage of students.

## Evaluative Report of the Department of Geography

1. **Name of the Department:**  
Geography
2. **Year of Establishment:**  
2010
3. **Names of Program/Courses offered (UG, PG, and M.Phil. Ph. D, Integrated masters, Integrated Ph. D etc.):**  
B.Sc. Honours
4. **Names of Interdisciplinary courses and departments/units involved:**  
NONE
5. **Annual/Semester /Choice Based Credit System (Program wise):**  
Annual (1+1+1) System
6. **Participation of the department in the courses offered by other departments:**  
NONE
7. **Courses in collaboration with other universities, industries, foreign institutions, etc:**  
NONE
8. **Details of courses /programmes discontinued (if any) with reasons:**  
NONE
9. **Number of teaching posts:**

Position	Filled
Professors	-
Associate Professors	-
Asst. Professors	2

10. **Faculty Profile with name, qualification, designation, specialization (D.Sc./D.Lit./Ph.D./ M.Phil. etc.):**  
NIL
11. **List of senior visiting faculty:**

NIL

**12. Percentage of lectures delivered and practical classes handled (program wise) by temporary**

**faculty :**

Theory -47%

Practical -0%

**13. Student -Teacher Ratio (program wise):**

16:1

**14. Number of academic support staff (technical) and administrative staff:**

One Lab Attendant

**15. Qualifications of teaching faculty with D.Sc/ D.Lit/ Ph.D/ M.Phil /PG**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No of Ph. D Students guided
Tulika Saha	M.Sc., NET	Assistant Professor	Geomorphology and Remote Sensing	10 Years	NA
Sayan Mandal	M.Sc., NET	Assistant Professor	Coastal Geomorphology	3 Years	NA
AlolikaMangal	M.Sc., B.Ed., NET	Guest Teacher	Environmental Geography	1 Year	N.A
Sarmishtha Saha	M.Sc.	Guest Teacher	Urban and Transportation Geography	1 Year	N.A

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:**

NIL

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: NIL**

**18. Research Centre/facility recognized by the University:**

NIL

**19. Publications:**

NIL

**20. Areas of consultancy and income generated:**

NIL

**21. Faculty as members in**

a) National committees: NIL

b) International Committees: NIL

c) Editorial Boards: NIL

d) Other:

- i. Sayan Mandal, Member of Himalaya Samikhya Parisad,
- ii. Tulika Saha, Member of Himalaya Samikhya Parisad.

**22. Student projects**

- Field Report of Darjeeling Municipal Area.
- Field Report on Santiniketan.
- Field Report on Digha coastal area
- Field Report on Ward No. 2 of KMC

**23. Awards/ Recognitions received by faculty and students:**

NIL

**24. List of eminent academicians and scientists/ visitors to the department:**

- Dr. Sisir Chatterjee, Associate Professor and Head, Department of Geography, Raidighi College, South 24 Parganas, West Bengal.

**25. Seminars/ Conferences/Workshops organized & the source of funding**

- a. National: NIL
- b. International: NIL

**26. Student Profile: B.A/B. Sc. Hons.**

Name of the Course/ Program	Applicants received	Selected/ Admitted	Enrolled Male	Enrolled Female	Pass percentage
(2010-13)		24	19	5	30%
(2011-14)		35	23	12	32%
(2012-15)		37	20	17	79%

**27. Diversity of Students: B.Sc. Hons.**

Year	% of students from the same state	% of the students from other states	% of students from abroad
2013	100	--	--
2014	100	--	--
2015	100	--	--

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.**

Qualified NET – 1 (From 2010-13 batch)

**29. Student progression**

Student progression	No. of Students (For last three batches)
UG to PG	21
PG to M.Phil.	0
PG to Ph.D.	1
Ph.D. to Post-Doctoral Employed	NONE
Entrepreneurship/Self-employment	NONE

**30. Details of Infrastructural facilities**

- a) **Library:** The central library is enriched with sufficient number of books (278) and journals and e- resources. At present there is no separate departmental library however college has taken the initiative to set-up the same. The journal ‘Transactions’ and University News are subscribed.
- b) **Internet facilities for staff and students:** The Library and the Administrative block is Wi-Fi enabled and LAN connected and can be accessed by the teachers. The students can access internet in the library for e-resources.
- c) **Class rooms with ICT facility:** One Audio Visual room equipped with LCD projector, screen and speaker. One more LCD projector is available for regular classes.
- d) **Laboratories:**  
Well-equipped laboratories
  - i) GIS Laboratory
  - ii) Cartography Laboratory
- e) **Instruments:**
  - i. Dumpy Level
  - ii. Prismatic Compass
  - iii. Planimeter
  - iv. Theodolite
  - v. Rotameter

- vi. GIS Software
- vii. 9 Computer
- viii. Topographical Map
- ix. Rocks and Minerals
- x. IRS Satellite Imagery
- xi. Air Photograph
- xii. Mirror stereoscope
- xiii. Pocket stereoscope
- xiv. GPS

**31. Number of students receiving financial assistance from College, university, Govt agencies:**

Session	College Assistance	Minority scholarship (WBMDFC)
2011-12	3	5
2012-13	8	16
2013-14	5	10
2014-15	5	-

**32. Details on student enrichment program (special lectures / workshops / seminar/others) with external experts:**

- Solo Lecture Session on ‘Economic Geography’ by Dr. Sisir Chatterjee
- Documentary Show: Coral Reef
- Documentary show: Planet Earth
- Documentary Show: Rain Forest
- Half Yearly Wall Magazine: ‘Discovery’

**33. Teaching methods adopted to improve student learning:**

- Student centric teaching learning method including ICT and field work
- Continuous monitoring of the progress and performance of students and communicating the parents
- Arrangement of remedial and tutorial class lectures in need and interactive sessions
- Screening of documentary

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

- Many of the students participate in the programmes and special camps of NSS to cater the society.

### 35. SWOC analysis of the department and Future plans

#### STRENGTH

- Dedicated faculty members having research experiences.
- Healthy and cordial teacher-student relationship supportive for the students
- Complete grooming of students through academic activities.
- Well equipped laboratory
- Satisfactory teacher-student ratio

#### WEAKNESS

- Less enrolment of students

#### OPPORTUNITIES

- To introduce self-finance certificate course on remote sensing and GIS, Resource management with collaboration with other Private or Govt. Institutions.
- To publish a national level journal
- To introduce add-on course on instrumentation
- To organize national and state level seminar.

#### CHALLENGES

- To attract more cream students
- To ensure better result of students in university examinations

**Evaluative Report of the Department of Journalism & Mass Communication**

1. **Name of the Department** :  
Journalism & Mass Communication
2. **Year of Establishment** :  
2014
3. **Names of Programmes/Courses offered (UG, PG, M. Phil, Ph. D, Integrated masters, Integrated Ph. D etc.):**  
B.A (Honours)
4. **Names of Interdisciplinary courses and departments/units involved:**  
NONE
5. **Annual/Semester /Choice Based Credit System (Programme wise):**  
Annual (1+1+1) System
6. **Participation of the department in the courses offered by other departments:**  
NIL
7. **Courses in collaboration with other universities, industries, foreign institutions, etc:**  
NIL
8. **Details of courses /programmes discontinued (if any) with reasons:**  
NONE
9. **Number of teaching posts**

Position	Sanctioned	Filled
Assistant Professor	--	1
10. **Faculty Profile with name, qualification , designation, specialization (D.Sc/D.Lit/Ph.D/ M.Phil. etc):**  
NIL
11. **List of senior Visiting Faculty:**  
NONE
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (weekly):**  
31

13. **Student Teacher Ratio (programme-wise):**

8:1

14. **Number of academic support staff (technical) and administrative staff:**

Sanctioned	Filled
Academic support staff (technical)	NIL
Administrative staff	1

15. **Qualification of teaching faculty with D.Sc/D.Litt/Ph.D/M.Phil./PG:**

Name	Qualification	Designation	Specialization	No of Years of experience	No of Ph. D Students guided
Mr. Soumik Chatterjee	M.A (NET)	Assistant Professor	Communication Theory, Cultural Studies, Advertising	3	NA
Mr. Aakash Shaw	M.A/(NET)	Guest Lecturer	Communication theory, Advertising, PR	1	NA

16. **Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received:**

NONE

17. **Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc, and total grants received:**

NONE

18. **Research Centre/Facility recognized by the University:**

NONE

19. **Publications :**

NIL

20. **Areas of consultancy and income generated:**

NONE

21. **Faculty as members in**

a) **National committees**

b) **International committees:**

**c) Editorial Boards:**

**d) Any other:**

NONE

**22. Students projects:**

- Report writing project for B.A (Honours) 1<sup>st</sup> year students.
- Outdoor Sequence Shooting for B.A (Honours) 1<sup>st</sup> year students.
- Page Layout designing project as the part of Computer Practical for B.A (Honours) 1<sup>st</sup> year students.

**23. Awards/recognitions received by faculty and students:**

**Faculty** –Mr. Akash Shaw

- i. Gold Medal Award 2014 from University of Calcutta for commendable performance both in Academics & International level as N.S.S Volunteer.
- ii. NSS Award as Best Volunteer and felicitation by Govt. of West Bengal.

**24. List of Eminent academicians and scientists /visitors to the department (in last two Years):**

- Dr. Buro Shiva Dasgupta, Director, NSHM, Kolkata
- Dr. Sujata Mukherjee, Head, Dept. Of Journalism and Mass Communication, Hiralal Mazumder Memorial College.
- Sri. Abir Chattopadhyay, Chairperson, UG Board of studies, University of Calcutta.
- Sri. Rathindra Mohan Bandyopadhyay, (Ananda Bazar Patrika)
- Amrita Banerjee Lahiri (E Tv News Bangla)

**25. Seminars/Conferences/Workshops organized and source of funding (National/International):**

NIL

However the department has successfully organized one-day seminar on 'Print Media & Social Change' where huge number of students participated from other colleges. The programme was funded by the College.

**26. Student profile programme-wise:**

NA

27. Diversity of students:

Year	% of students from the same State	% of the students From other states	% of students From abroad
2014	90	10	--
2015	72	18	--

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence services, etc.?

NA

29. Student progression:

Student progression	% against enrolled
UG to PG	NA
PG to M. Phil	NA
PG to Ph. D	NA
Ph. D to Post- Doctoral	NA
Employed	NA
<ul style="list-style-type: none"> <li>• Campus Selection</li> <li>• Other than Campus recruitment</li> </ul>	
Entrepreneurs/ Self –employment	NA

30. Present details of Departmental infrastructure facilities with regard to:

- a) **Library:** 84 books and 1 International Peer Reviewed Journal (Media Watch).
- b) **Internet facilities for staff and students:**  
The Library and the Administrative block is Wi-Fi enabled and LAN connected and can be accessed by the teachers. The students can access internet in the library for e-resources.
- c) **Class rooms with ICT facility:**  
One Audio Visual room equipped with LCD projector, screen and speaker. One more LCD projector is available for regular classes.

d) **Laboratories:**

- Lab for Computer Practical

e) **Instrument / Equipment:**

- Camera
- Microphones
- Audio Mixer
- LCD TV for visual screening
- Apple I Mac for audio-visual Editing

31. **Number of students receiving financial assistance from the college, university, government or other agencies:**

Year	Assistance	Number of students
2014-2015	College Scholarship	1
2015 -2016	---	NONE

32. **Details on student enrichment programmes (special lectures/workshops/seminar) with external experts**

- Departmental seminar
- Lectures by invited external experts
- Orientation Programme by external experts
- Media House visit

33. **Teaching methods adopted to improve student learning:**

- Use of ICT technique
- Regular class room lecture/demonstration
- Group discussion and in-house interactive session
- Visit to media house for interacting with professionals
- Arrangement of remedial and tutorial classes on the basis of the need of the students

34. **Participation in Institutional Social Responsibility (ISR) and Extension Activities:**

Yes.

### 35. SWOC analysis of the Department and Future plans:

#### STRENGTH

- Young and dedicated faculty members
- Modern infrastructure
- Cordial student-teacher relationship ensuring better communication between them
- Satisfactory student-teacher ratio

#### WEAKNESS

- Department has just started and is in a nascent state

#### OPPORTUNITIES

- There is an immense scope in various branches and extensions of Journalism & Mass Communication such as Print Journalism, Television Journalism, Web Journalism, Advertising, Public Relations, Communication research, Communication Studies, Film making and the like.
- Opening up fresh thinking in curriculum development, course structuring and special training programmes.
- To establish collaboration with professional institutes for better placement.
- To organize workshops for hands-on training.

#### CHALLENGES

- To increase more enrolment of students
- Motivating the students for in-depth study and to utilize the job opportunities available to them.
- To maintain the balance between theoretical and practical learning and making students equipped in terms of job requirements related to various aspects of Journalism and Mass Communication.

### Evaluative Report of the Department of Microbiology

- 1. Name of the Department:**  
Microbiology
- 2. Year of Establishment :**  
2006
- 3. Names of Programmes/Courses offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D. etc.):**  
B. Sc (Honours)
- 4. Names of Interdisciplinary courses and departments/units involved:**  
NONE
- 5. Annual/Semester /Choice Based Credit System (Programme wise):**  
Annual (1+1+1) System
- 6. Participation of the department in the courses offered by other departments:**  
NIL
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc:**  
NIL
- 8. Details of courses /programmes discontinued (if any) with reasons:**  
NIL
- 9. Number of teaching posts**

Position	Sanctioned	Filled
Assistant Professor	----	2

10. Faculty Profile with name, qualification , designation, specialization (D.Sc/D.Litt./Ph.D/ M.Phil. etc)

- Faculty Profile with M. Sc, Ph. D

Name	Qualification	Designation	Specialization	No of Years/months of experience		No of Ph. D Students guided for the last 4 Years
				Research	Teaching	
Dr. Mausumi Singh (Sengupta)	M. Sc., Ph. D	Principal	Biochemistry	6 yrs	10 yrs	-----
Dr. Suchismita Das	M. Sc., Ph. D	Assistant Professor, H.O.D	Biochemistry	13 yrs	5 yrs	-----
Dr. Anamika Ghatak	M. Sc., Ph. D	Assistant Professor	Microbiology	6 yrs	4 yrs	-----

11. List of senior Visiting Faculty:

NONE

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (weekly):

Programme	Total classes	Taken by temporary faculty	Percentage (%)
UG	85	21	24.71

13. Student -Teacher Ratio (programme-wise):

Programme	Total no of Students	Total no of Teachers	Student-teacher ratio
	115	8	14.38:1

14. Number of academic support staff (technical) and administrative staff:

Sanctioned	Filled
Academic support staff (technical)	----
Administrative staff	----
Lab-attendant	1

15. Qualification of teaching faculty with D.Sc/D.Litt/Ph.D/M.Phil./PG:

Name	Qualification	Designation	Specialization	No of Years/months of experience		No of Ph. D Students guided for the last 4 Years
				Research	Teaching	
Dr. Mausumi Singh (Sengupta)	M. Sc, Ph. D	Principal	Biochemistry	6 yrs	10 yrs	----
Dr. Suchismita Das	M. Sc, GATE, Ph. D	Assistant Professor, H.O.D	Biochemistry	14 yrs	5 yrs	-----
Dr. Anamika Ghatak	M. Sc, Ph. D	Assistant Professor	Microbiology	6 yrs	4 yrs	-----
Smt. Semanti Bhattacharya	M. Sc.	Part Time Teacher	Microbiology	-----	3 yrs	-----
Smt. Tanusree Karmakar	M.Sc. (submitted Ph. D Thesis)	Guest Lecturer	Microbiology	6 yrs	3 months	
Smt. Monica Ghosh	M. Sc	Guest Lecturer	Microbiology	-----	3 months	-----

16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received:

NONE

17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc, and total grants received:

NONE.

18. **Research Centre/Facility recognized by the University:**  
NONE

19. **Publications:**  
NONE

20. **Areas of consultancy and income generated:**  
NONE

21. **Faculty as members in**

a) National committees: NONE

b) International committees: NONE

c) Editorial Boards: NONE

d) Any other:

Member	Name	Board(s)
1	Dr. Mausumi Singh Sengupta	Under Graduate Board of Studies Microbiology, West Bengal State University

22. **Students projects:**  
NONE

23. **Awards/recognitions received at the faculties and students:**  
NONE

24. **List of Eminent academicians and scientists/visitors to the department:**

Year	Name of the academicians/scientists/visitors	Designation	Institute/University/College
2011	Dr. Maitrayee Bhattacharya	Associate Professor	University of Calcutta
	Dr. Sanjay Ghosh	Associate Professor	University of Calcutta
	Dr. Ratan Gachhui	Professor	Jadavpur University
	Dr. Arup Kumar Mitra	Associate Professor	St. Xavier's College

	Dr. Aditi Nag Chowdhury	Associate Professor	Lady Brabourne College
2014	Dr. Ajit Bikram Datta	Associate Professor	Bose Institute
2015	Dr.Lalitagauri Ray	Professor	Jadavpur University
	Dr. Sagarmoy Ghosh	Associate Professor	University of Calcutta
	Dr. Anindita Seal	Assistant Professor	University of Calcutta

25. **Seminars/Conferences/Workshops organized and source of funding (National/International):**

NONE

26. **Student profile programme-wise:**

Programme	Batch	Applications Received	Selected/Admitted	Enrolled/Registered		Appeared In Part I	Passed In Part III	Pass %	No of First class
				F	M				
B.Sc. Honours in Microbiology	2009-2012	Data not available	16	5	8	10	8	80	1
	2010-2013	“	40	11	18	29	21	72.4	5
	2011-2014	“	36	21	12	28	20	71.4	4
	2012-2015	“	39	19	13	29	19	65.5	6

27. **Diversity of students:**

Batch	Other Board
2011-2014	1
2012-2015	5
2013-2016	1

2014-2017	3
-----------	---

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence services, etc.?**

- ❖ Although the department does not run any PG course, the following table has been constructed based on the information collected from the students:

Programme	Batch	Name of the student	Competitive Exam cleared
B.Sc. Honours in Microbiology	2006-2009	Vivek Arora	NET(Submitted thesis from Bose Institute, Kolkata)
	2006-2009	Abhinit Nagar	GRE (Currently at Albany Medical College, New York, USA).
	2006-2009	Jayprakash Singh	GRE (Currently at MontClair State University, New Jersey, USA)
	2006-2009	Abhishek Kr. Shaw	GRE (Currently at Texas Tech University, USA).
	2006-2009	Neeru Joshi	NET
	2006-2009	Sonia Jain	Ph. D submitted, Dept. of Microbiology, Medical College
	2007-2010	Nicky Didwania	NET (Currently pursuing Ph. D at IICB, Kolkata)
	2008-2011	Janmejay Singh	NET
	2009-2012	Namrata Agarwal	NET(Currently pursuing Ph. D at Bose Institute, Kolkata)
	2010-2013	Safirul Islam	NET, LS

29. **Student progression:**

Student progression	Batch	% against enrolled
UG to PG	2011-2014	11/17 = 64.705%
	2012-2015	8/16 = 50
PG to M. Phil	-----	NA
PG to Ph. D	-----	NA
Ph. D to Post- Doctoral	-----	NA
Employed		NA
Campus Selection other than Campus recruitment	-----	1
Entrepreneurs/ Self – employment	-----	NA

30. **Present details of Departmental infrastructure facilities with regard to:**

- b. **Library:** The central library has a good number of text and reference books (251 books); moreover, there is an enriched departmental seminar library. The subscribed journals are :
- i. Current Science
  - ii. Journal of Biosciences
  - iii. Indian Journal of Biotechnology
- b. **Internet facilities for staff and students:**  
Both students and teachers can access internet facility in the central library under the supervision of faculty members. The administrative block is endowed with Wi-Fi and LAN enabled networking system that can be used by the employees in need.
- c. **Class rooms with ICT facility:**  
The institute has one well equipped audio visual room that can be utilized by the faculty members. The department has a separate OH Projector.
- d. **Laboratories :**  
1 instrument room and 3 laboratories equipped with sophisticated instruments (spectrophotometer, incubator, distillation plant, autoclave, water-bath, pH meter, fine balance, microscopes, micropipettes, micrometers and other necessary equipments).

31. **Number of students receiving financial assistance from the college, university, government or other agencies:**

Year	No. of students received	Assistance from
	College scholarship	Other Govt. Agencies (minority)
2012-2013	21	2
2013-2014	13	2

32. **Details on student enrichment programmes (special lectures/workshops/seminar) with external experts**

- Students of 1<sup>st</sup> year, 2<sup>nd</sup> year and 3<sup>rd</sup> year of Microbiology Honours present seminar on topics related to their curriculum.
- Seminar/ lectures by invited external experts.
- Quiz/Debate/Poster contest every year for students in the department.
- Conducting 1<sup>st</sup> yr classes by 3<sup>rd</sup> yr advanced learners.

33. **Teaching methods adopted to improve student learning:**

- The faculty members take classes in audio-visual room on a regular basis
- Continuous student's seminars and group discussions on course related topic and contemporary issues enrich their knowledge. The advanced learners of third year are encouraged to deliver lectures in first year.
- Seminar presentation by students based on their curriculum for enhancing their knowledge
- The department continuously scrutinizes the academic progress of the students and informs the guardians regarding the performance of their respective wards. The weaker section of students is taken special care by the faculty members.
- Remedial and tutorial classes are arranged considering the need of the students.

34. **Participation in Institutional Social Responsibility (ISR) and Extension Activities:**

Many of the students of this department are highly active in the NSS Unit of the institute that caters the less privileged class of the surrounding area. The faculty members act as the member of the advisory committee of NSS to tender their valuable suggestions in this regard.

- Shiv Pratap Mani Tiwari, a 1<sup>st</sup> year student, won a debate contest on the occasion of celebrating 150<sup>th</sup> Birth Anniversary of Swami Vivekananda on Sept, 2012.
- Gourav Singh, Poonam Tiwari, Anand Dubey presented a poster entitled “ Microbiology and Elusive Vaccine” in one day conference “Modern Trends in Microbiology” organized by St. Xavier’s College, Kolkata on 17<sup>th</sup> and 18<sup>th</sup> October, 2012.
- Ria Bhattacharya awarded special prize from Jain Sabha for excellent singing performance in College Annual Social, 2013, held at Mahajati Sadan Hall, Kolkata.
- On 24/12/2013 and 24/12/2014 Annual Sports were held at the Maidan Tent Ground. Best female sports person was Jyoti Singh for both the Years.
- Department of Microbiology organizes a one-day seminar each year. On, 24/2/2014, each of the 1<sup>st</sup> year students of this department made power point presentation on a topic they had been given based on their curriculum. Aditi Mukherjee, Paridhi Agarwal and Niraj Tiwari secured 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position, respectively.
- Rohit Chaubey, a 3<sup>rd</sup> year student awarded special prize from Jain Sabha for excellent singing performance in College Annual Social, 2015, held at Sarat Sadan Hall, Howrah.
- In the departmental seminar held on 23<sup>rd</sup> & 24<sup>th</sup> Feb, 2015 Navneet Kaur, Sadia Sanawar and Purna Falor secured 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> positions, respectively.
- Thirty six 1<sup>st</sup> year students of Microbiology department participated in a “Poster presentation Competition” organized by the Department of Botany on 27<sup>th</sup> February, 2015. Participation Certificates are given to the students.
- Department of Microbiology and Department of Botany jointly organized a Quiz Competition “Quizone” for 1<sup>st</sup> year Microbiology honours students on 20<sup>th</sup> August, 2015 at Audio-visual room of T.H.K. Jain College from 1.00 pm to 3.30 pm. Dr. Rini Roy, assistant professor of the department of Microbiology, Maulana Azad College, conducted the programme. 46 students participated in that event and ten groups were made. Three winning groups were awarded with certificates
- Department of Microbiology organized a one-day lecture session on 6<sup>th</sup> Oct, 2015. The invited speakers were Prof. Lalitagauri Ray (Jadavpur University), Dr. Sagarmoy Ghosh (Calcutta University), Dr. Anindita Seal (Calcutta University).

**35. SWOC analysis of the Department and Future plans:**

**STRENGTH**

- The department is enriched with highly qualified and dedicated faculty members having vast research experience who are comfortable in both traditional as well as modern techniques of teaching.
- The department has established a cordial and healthy student-teacher relationship that enables the student to approach the faculty members whenever required. Continuous interaction among students and faculty members makes the teaching-learning method more effective. Special care is taken for the grooming of the students.
- The enriched library and the well equipped laboratory are very much supportive for the learning of the students.
- The attendance record is quite good among the students.
- The student-teacher ratio is more than satisfactory.
- The student can access departmental library where students can access books during slack session, examination time for their reference.

**WEAKNESS**

- Heterogeneous batch of students.

• **OPPORTUNITIES**

- With the qualified existing faculty members, the department can introduce Post Graduate course subject to improvement of laboratory, staff and enrichment of departmental seminar library.
- Some professional diploma and certificate courses can be started with the existing faculty strength and infrastructure. Some workshops and seminars can also be arranged.
- More students can be motivated for pursuing higher degrees (like Ph.D).

**CHALLENGES**

- To attract more cream students.
- To motivate the students for in-depth study of the subjects by constant updating them with new advances in this area and to utilize the job opportunities available to them.
- To maintain the progress of the department in the advent of growing number of self financed courses in other institutes.
- To ensure hands on training in undergraduate level to create new ideas about emerging areas.

### **Future plans**

- Opening of PG course and advance diploma courses on Microbiology and related subjects.
- Organizing national and international seminars by eminent guests.
- Introduction of newly emerged contemporary subjects.
- Introduction of inter-disciplinary collaborative programmes.
- Generation of research projects in collaboration with nationalized funding agencies.

### Evaluative Report of the Department of Bengali

1. **Name of the Department:**  
Bengali
2. **Year of Establishment:**  
2010
3. **Names of Programmes/Courses offered (UG,PG, M. Phil, Ph. D, Integrated masters, Integrated Ph. D etc.):**  
B.A (General)
4. **Names of Interdisciplinary courses and departments/units involved:**  
NONE
5. **Annual/Semester /Choice Based Credit System (Programme wise);**  
Annual (1+1+1) system
6. **Participation of the department in the courses offered by other departments:**  
NONE
7. **Courses in collaboration with other universities, industries, foreign institutions, etc:**  
NONE
8. **Details of courses /programmes discontinued (if any) with reasons:**  
NONE

9. **Number of teaching posts**

Position	Sanctioned	Filled
Assistant Professor	--	1

10. **Faculty Profile with name, qualification , designation, specialization (D.Sc/D.Litt/Ph.D/ M.Phil. etc):**  
NA
11. **List of senior Visiting Faculty:**  
NONE
12. **Percentage of lectures delivered by temporary faculty (weekly):**  
NIL
13. **Student Teacher Ratio (programme-wise):**
  - i. 2015-2016 – UG (General): 9: 1
  - ii. UG (MIL) : 84:1

14. **Number of academic support staff (technical) and administrative staff:**  
NIL

15. **Qualifications of teaching faculty with D.Sc/D.Litt/Ph.D/ M.Phil./PG etc)**

Name	Qualification	Designation	Specialization	No of Years of experience	No of Ph. D Students guided for the last 4 Years
Jhumur Mandal	M.A.	Assistant Professor	Rabindra Sahitya	5	NA

16. **Number of faculty with ongoing projects from**  
**a) National,**  
**b) International funding agencies and grants received**  
 NONE

17. **Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc, and total grants received:**  
 NONE

18. **Research Centre/facility recognized by the University:**  
 NONE

19. **Publications:**  
 NONE

20. **Areas of consultancy and income generated:**  
 NONE

21. **Faculty as members in**  
 a) National committees – NONE  
 b) International committees-NONE  
 c) Editorial Boards: NONE

22. **Students projects:**  
 NA

23. **Awards/recognitions received by faculty and students:**  
 National Integration Camp & Best Programme Officer (NSS) Award on 2013.

24. **List of Eminent academicians and scientists /visitors to the department (in last two Years):**  
 NA

**25. Seminars/Conferences/Workshops organized and the source of funding**

a) National

b) International

NIL

**26. Student profile programme-wise:**

Session	Title of Programme	Total no of Students	Male	Female	Pass Percentage
2010-2011	U G –I	2	2	--	100%
	UG-II	--	--	--	--
	UG-III	--	-	--	--
2011-2012	U G –I	7	2	5	30%
	UG – II	1	1	--	100%
	UG-III	--	--	--	--
2012-2013	U G –I	9	2	7	45%
	U G – II	2	2	2	100%
	U G – III	1	1	--	100%
2014-2015	U G –I	2	--	2	50%
	U G – II	5	1	4	100%
	U G – III	1	--	1	100%

**27. Diversity of students:**

NA

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence services, etc -**

NA

29. **Student progression:**

NA

30. **Present details of Departmental infrastructure facilities with regard to:**

a) **Library-** There is no departmental library so far. Students can access the central library (52 books)..

b) **Internet facilities for staff and students:**

The Library and the Administrative block are Wi-Fi enabled and LAN connected and can be accessed by the teachers. The students can access internet in the library for e-resources.

c) **Class rooms with ICT facility:** One Audio Visual room equipped with LCD projector, screen and speaker. One more LCD projector is available for regular classes.

d) **Laboratories:** NONE

31. **Number of students receiving financial assistance from the college, university, government or other agencies:**

NA

32. **Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:**

NIL

33. **Teaching methods adopted to improve student learning;**

a) Oral lectures and notes on different topics.

b) Class tests.

c) Parent –teacher meeting for 1<sup>st</sup> year students.

d) Remedial Classes before university examinations.

34. **Participation in Institutional Social Responsibility (ISR) and Extension Activities:**

Since the students of various Honours course are offered Bengali Gen, the data is not repeated.

35. **SWOC analysis of the Department and Future plans:**

**STRENGTH**

- Sincere and dedicated faculty member.
- Cordial and healthy student-teacher relationship supportive for unhesitant communication

### **WEAKNESS**

- As the institute is in a Hindi speaking locality, demand for this subject is very low

### **OPPORTUNITIES**

- To introduce Diploma Course in Translation (Bengali to English, Bengali to Hindi, Hindi to Bengali, English to Hindi).

### **CHALLENGES**

- To improve the overall result.

**Evaluative Report of the Department of Botany**

1. **Name of the Department:**  
Botany
2. **Year of Establishment:**  
2006
3. **Names of Programmes/Courses offered (UG, PG, M. Phil, Ph. D, Integrated masters, Integrated Ph. D etc.):**  
Botany Elective is offered for B. Sc Honours students in Microbiology.
4. **Names of Interdisciplinary courses and departments/units involved:**  
NONE
5. **Annual/Semester /Choice Based Credit System (Programme wise):**  
Annual (1+1+1) System
6. **Participation of the department in the courses offered by other departments:**  
NIL
7. **Courses in collaboration with other universities, industries, foreign institutions, etc:**  
NONE
8. **Details of courses /programmes discontinued (if any) with reasons:**  
NONE

9. **Number of teaching posts**

Position	Sanctioned	Filled
.Assistant Professor	--	1

10. **Faculty Profile with name, qualification , designation, specialization (D.Sc/D.Litt/Ph.D/ M.Phil. etc)**

Name	Qualification	Designation	Full Time/Part Time	Specialization	No of Years of experience		No of Ph. D Students guided for the last 4 Years
					Research	Teaching	
Dr. Rimi Datta	M.Sc. Ph.D	Asst. Professor	Full Time	M .Sc in Botany with Special paper Microbiology	9 yrs	5 yrs	NA

11. **List of senior Visiting Faculty:**

NONE

12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (weekly):**

NONE

13. **Student Teacher Ratio (programme-wise):**

Programme	Year	Total no of Students	Total no of Teachers	Student-teacher ratio
UG	2015-16	95	1	95:1

14. **Number of academic support staff (technical) and administrative staff:**

Only one lab attendant common for Botany (Gen) and Chemistry (Gen)

15. **Qualification of teaching faculty with D.Sc/D.Litt/Ph.D/M.Phil./PG:**

Dr. Rimi Datta: M.Sc. Ph. D.

16. **Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received:**

NONE

17. **Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc, and total grants received: NONE**

18. **Research Centre/Facility recognized by the University:**

NONE

19. **Publications:**

\* a) Publication per faculty

\* Number of papers published in peer reviewed journals (national / international) by faculty and students

NIL

20. **Areas of consultancy and income generated:**

NONE

21. **Faculty as members in**

a) **National committees**

b) **International committees:**

c) **Editorial Boards:**

d) Any other: NONE

22. Students projects:  
NONE

23. Awards/recognitions received by faculty and students:  
NONE

24. List of Eminent academicians and scientists /visitors to the Department  
(in last two Years):  
NONE

25. Seminars/Conferences/Workshops organized and source of funding  
(National/International):  
NONE.

26. Student profile programme-wise:

Session	Title of the Programme	Male	Female	Pass (%)
2012-13	UGIII	3	1	100
	UGII	6	16	83
	UGI	11	18	79
2013-14	UGIII	1	2	100
	UGII	5	14	100
	UGI	8	14	96
2014-2015	UGIII	-	3	100
	UGII	8	10	-
	UGI	14	24	-

**Pass (%) of batch-wise of the students of  
Microbiology Honours with Botany as a general paper**

Session	Pass (%)
2010-2013	58
2011-2014	72
2012-2015	62

**27. Diversity of students:**

Details are given in report of Dept. Microbiology.

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence services, etc.?**

NA

**29. Student progression:**

NA

**30. Details of infrastructural facilities:**

- a) **Library:** The department is enriched with a departmental seminar library and the central library is also rich in text and reference books (123 books).
- b) **Internet facilities for staff and students:** The central library of this institute has the facility for both students and employees to access internet. The administrative blocks possess a Wi-Fi and LAN enabled network which can be utilized by the faculty members.
- c) **Class rooms with ICT facility:** One audio visual room with ICT facilities can be accessed any time by the faculty members on demand.
- d) **Laboratories:**  
One laboratory equipped with apparatus and instruments required for practical classes.

**31. Number of students receiving financial assistance from the college, university, government or other agencies:**

Details are given in the report of Dept. Microbiology.

**32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts**

- An Invited Lecture Session by Guest Lecture
- Departmental seminar
- Poster competition
- Quiz competition.
- Field Study.

**33. Teaching methods adopted to improve student learning:**

- Regular classroom lectures using ICT tools
- Arrangement of tutorial and remedial classes.

**34. Participation in Institutional Social Responsibility (ISR) and Extension Activities:**

Details are given in the report of Dept. of Microbiology

Academic and Co-Curricular Activities by the Students:

- A Quiz Competition “Quizone” was organized jointly with Dept. of Microbiology on 20<sup>th</sup> August, 2015. 46 students of 1<sup>st</sup> year of Botany General Course with Honours in Microbiology participated in this event.
- A “Poster presentation Competition” was organized by the Department of Botany on 27<sup>th</sup> February, 2015. 36 students of 1<sup>st</sup> year of Botany General Course with Honours in Microbiology participated in this event. Participation Certificates were given to the students.
- As a part of academic curriculum the 2<sup>nd</sup> & 3<sup>rd</sup> students of Botany (Gen) guided by the faculty of The Department of Botany has to schedule to go for excursion to Indian Botanic Garden, Shibpur, Howrah in every year during month of January or February.
- A lecture session was organized on 8<sup>th</sup> Oct, 2015, where the speaker was Dr. Mitu De, Assistant Professor, Department of Botany, Gurudas College. Her lecture topic was ‘Amazing Floral Diversity of Angiosperms and its evolutionary significance.

### 35. SWOC analysis of the Department and Future plans:

#### STRENGTH

- The department is adequately equipped with apparatus and instruments required for practical classes, herbarium collection, collected specimens.
- The good departmental library with subject oriented reference books (more or less 50).
- Evaluation of students both by written examination and oral.

#### WEAKNESS

- Absence of technical support staff

#### OPPORTUNITIES

- Scope for Honours in Botany

#### CHALLENGES

- To improve the performance of students in university examinations
- To set –up research facility

### Evaluative Report of the Department of Chemistry

- Name of the Department:**  
Chemistry
- Year of Establishment:**  
2006
- Names of Programmes/Courses offered (UG, PG, M. Phil, Ph. D, Integrated masters, Integrated Ph. D etc.):**  
UG (Gen) in Chemistry for Honours students in Microbiology.
- Names of Interdisciplinary courses and departments/units involved:**  
NONE
- Annual/Semester /Choice Based Credit System (Programme wise):**  
Annual system (1+1+1) system
- Participation of the department in the courses offered by other departments:**  
NONE
- Courses in collaboration with other universities, industries, foreign institutions, etc:**  
NONE
- Details of courses /programmes discontinued (if any) with reasons:**  
NONE
- Number of teaching posts:**

Position	Sanctioned	Filled
Assistant Professor	-	0

- Faculty Profile with name, qualification, designation, specialization (D.Sc/D.Litt./Ph.D/ M.Phil. etc)**

Name	Qualification	Designation	Specialization	No of Years of experience	No of Ph. D Students guided for the last 4 Years
Dr. Dilip Kr. Sinha Roy  (Super annuated)	M.Sc., Ph. D	Part-time	Organic Chemistry	8 years in this college. (35 years in other college)	NONE

- List of Senior Visiting Faculty:**  
NONE

12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (weekly):**

NONE

13. **Student Teacher Ratio (programme-wise):**

Programme	Year	Total no. of Students	Total no of Teachers	Student-Teacher ratio
UG	2015-16	95	2	95:2

14. **Number of academic support staff (technical) and administrative staff:**  
One common Non-teaching staff for Botany and Chemistry department

15. **Qualification of teaching faculty with D. Sc /D. Litt /Ph. D /M.Phil./PG:**

No	Qualification
Dr. Dilip Sinha Roy	Ph. D.
Sri Sugata Samanta	M. Sc (NET)

16. **Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received:**

NONE

17. **Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc, and total grants received:**

NONE

18. **Research Centre/Facility recognized by the University:**

NONE

19. **Publications:**

NONE

20. **Areas of consultancy and income generated:**

NONE

21. **Faculty as members in**

a) National committees, b) International committees, c) Editorial Boards:

d) Any other: NONE

22. **Students projects:**

NONE

23. **Awards/recognitions received by faculty and students:**

NONE

24. **List of Eminent academicians and scientists /visitors to the department (in last two Years):** NONE

25. Seminars/Conferences/Workshops organized and source of funding (National/International): NONE

26. Student profile programme-wise:

Session	Title of the Programme	No. of Students appeared			Qualified	Pass (%)
		Male	Female	Total		
2012-13	UG(III)	3	1	4	4	100%
	UG(II)	6	16	22	22	100%
	UG(I)	10	17	27	22	81.5%
2013-14	UG(III)	1	2	3	3	100%
	UG(II)	4	13	17	17	100%
	UG(I)	10	12	22	19	86.4%
2014-15	UG(III)	-	3	3	3	100%
	UG(II)	8	10	18	-	-
	UG(I)			39	-	-

27. Diversity of students:

Details are given in report of Dept. Microbiology.

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence services, etc.?

NA

29. Student progression:

NA

**30. Details of Infrastructural facilities:**

- a) **Library:** The students can access the central library (145 books).
- b) **Internet facilities for staff and students:** The Library and the Administrative block is Wi-Fi enabled and LAN connected and can be accessed by the teachers. The students can access internet in the library for e-resources.
- c) **Class rooms with ICT facility:** The faculty members can utilize the audio visual room equipped with ICT facility.
- d) **Laboratories:** One laboratory equipped with apparatus and chemicals required for practical classes

**31. Number of students receiving financial assistance from the college, university, government or other agencies:**

Details are given in report of Dept. Microbiology.

**32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:**

NIL

**33. Teaching methods adopted to improve student learning:**

- Regular class room lectures and practical demonstrations.

**34. Participation in Institutional Social Responsibility (ISR) and Extension Activities:**

Active participation of students and faculty members in NSS programmes and special camps; which helps in serving the need of the less privileged people of the surrounding locality.

**35. SWOC analysis of the Department and Future plans:**

**STRENGTH**

- Sincere and dedicated faculty.
- The department is well equipped with a good infrastructure.

**WEAKNESS**

- Lack of interest in attending general class.

**OPORTUNITIES**

- Scope for opening Honours in Chemistry.

**CHALLENGES**

- To motivate the students and make them more class-oriented.

### Evaluative Report of the Department of Economics

1. **Name of the department :**  
Economics
2. **Year of establishment:**  
2010
3. **Names of programmes/Courses offered (UG, PG, and M.Phil. Ph. D., Integrated Masters; Integrated Ph. D., etc.):**  
UG (General course)
4. **Names of Interdisciplinary courses and the departments/units involved:**  
NONE
5. **Annual/semester/choice based credit system (programme wise):**  
Annual System (1+1+1)
6. **Participation of the department in the course offered by other departments:**  
The faculty members provide counselling to the students of M.Com. of Distance Education recognized by Vidyasagar University through PCP classes. Part-time faculty of the department teaches Bio-Statistics to the students of Microbiology department.
7. **Courses in collaboration with other universities, Industries, foreign institutions, etc:**  
NONE
8. **Details of courses/programmes discontinued (if any) with reasons:**  
NONE
9. **Number of teaching post:**

Position	Filled
Assistant Professor	1
Part-time Lecturer	1
10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D. Litt./Ph. D./M.Phil. etc.):**  
NONE
11. **List of senior visiting faculty:**  
NONE
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:**  
NIL

13. **Student-teacher ratio (programme wise):**

Course	Session	Student Teacher Ratio
General ( Part-I, II, III together)	2015-16	21:1

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled:**

The department does not have any sole academic or administrative staff; however there is one common staff for all the subjects of Arts.

15. **Qualification of teaching faculty with D. Sc./D. Litt./Ph. D./ M.Phil./PG:**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students Guided for the last 4 Years
Sri Neeloy Gupta	M. Sc, NET	Asst. Professor	Money, Finance & Marx	4	--
Sri Samir Guha (Super annuated)	M.A	Part-time Lecturer	Econometrics & Statistics	47	--

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:**

NONE

17. **Departmental project funded by DST – FIST, UGC, DBT, ICSSR, etc. and total grants received:**

NONE

18. **Research Centre/facility recognized by the University:**

NIL

19. **Publications:**

NONE

20. **Area of consultancy and income generated:**

NONE

21. **Faculty as members in:**

a) National committees

b) International Committees

c) Editorial Boards

d) Any other

Prof. Samir Guha is a life member of Bengal Economic Association-(BEA).

22. **Student projects:**

NA

23. **Awards/Recognitions received by faculty and students:**

NIL

24. **List of eminent academicians and scientists/visitors to the department:**

Dr. Swati Ghosh, Associate Professor of Rabindra Bharati University and Director, Women Studies Centre, Rabindra Bharati University.

25. **Seminars/Conferences/Workshops organized and the source of funding**

a) **National**

b) **International**

NIL

26. **Student profile programme/course wise:**

Session	Title of Programme	Pass Percentage
2012	UG-I	57.14%
	UG-II	100%
2013	UG-I	62.5%
	UG-II	66.66%
	UG-III	75%
2014	UG-I	100%
	UG-II	64.28%
	UG-III	83.33%
2015	UG-III	94.73%
	UG-II	-----
	UG-I	-----

27. **Diversity of Students:**

NA

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services Defence services, etc.?**

N

29. **Student progression:**

NA

30. **Details of Infrastructural facilities:**

a) **Library** – There are 264 books and 2 journals (Economic & Political weekly, Yojana) in central library.

**b) Internet facilities for staff and students:** The Library and the Administrative block is Wi-Fi enabled and LAN connected and can be accessed by the teachers. The students can access internet in the library for e-resources.

**c) Class rooms with ICT facility:** One Audio Visual room equipped with LCD projector, screen and speaker. One more LCD projector is available for regular classes.

**d) Laboratories:** NONE

**31. Number of students receiving financial assistance from college, university, government or other agencies:**  
NA

**32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts:**  
Dr. Swati Ghosh, Associate Professor of Rabindra Bharati University and Director, Women Studies Centre, Rabindra Bharati University.

**33. Teaching methods adopted to improve student learning:**

- Traditional method of teaching using whiteboard& marker.
- Questions answer sessions.
- Class-room interaction with special focus on the opinion provided by the students.
- Remedial coaching organized for the lagging/weak students.
- Class room discussion on contemporary issues on Economics with special focus on Indian Economy.
- Conduct class tests.

**34. Participation in Institutional social responsibility (ISR) and Extension activities:**  
Most of the students of the department participate in NSS activities. They also participate as volunteer in various programmes/activities organized by the college.

**35. SWOC analysis of the department and Future plans:**

**STRENGTH:**

- Very committed, sincere and dedicated faculty members.
- The faculties are easily approachable by the students for any queries.
- Highly favourable teacher student ratio: Individual caring has been maintained always.
- Students show positive interaction in an open class room interaction.

**WEAKNESS:**

- Poor attendance of some of the students.
- Few students are weak in English so they are unable to access recourses available in English and follow lectures in English. Though faculties use Bengali as an alternative language.

**OPPORTUNITY:**

- Motivating students to know their subject for performing well in university examinations and other competitive examinations. .
- Introduction of Economics Honours.

**CHALLENGES:**

- Encouraging students to develop both conceptual capabilities.
- Making the students aware regarding variety of employment opportunities outside the traditional ones in the neo-economic policy regime.

**FUTURE PLANS:**

- More student enrichment programmes (special lectures or workshop) need to be organized.
- To encourage the students to involve them in a small research project.
- Publish the Departmental wall-magazine.

### Evaluative Report of the Department of Film Studies

1. **Name of the Department:**  
Film Studies
2. **Year of Establishment:**  
2014
3. **Names of Programmes/Courses offered (UG, PG, M. Phil, Ph. D, Integrated masters, Integrated Ph. D etc.):**  
UG (General course)
4. **Names of Interdisciplinary courses and departments / units involved:**  
NONE
5. **Annual/Semester /Choice Based Credit System (Programme wise):**  
Annual system (1+1+1)
6. **Participation of the department in the courses offered by other departments:**  
NONE
7. **Courses in collaboration with other universities, industries, foreign institutions, etc:**  
NONE
8. **Details of courses /programmes discontinued (if any) with reasons:**  
NONE
9. **Number of teaching posts**

Position	Sanctioned	Filled
Assistant Professor	--	1
10. **Faculty Profile with name, qualification, designation, specialization (D. Sc/D. Litt./Ph. D/ M. Phil. etc):** NONE
11. **List of senior Visiting Faculty:**  
NONE
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:**  
NONE
13. **Student- Teacher Ratio (programme-wise):**  
17:1
14. **Number of academic support staff (technical) and administrative staff:**  
One Administrative staff common for Film Studies and Journalism and Mass Communication.

**15. Qualification of teaching faculty with D.Sc/D.Litt/Ph.D/M.Phil./PG:**

Name	Qualification	Designation	Specialization	No of Years of experience	No of Ph. D Students guided for the last 4 Years
Ram Prasad Gain	M.A	Assistant Professor	Film Theory, Film Making, Specialization in Film Editing	7	NA

**16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received:**

NONE

**17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc, and total grants received:**

NONE

**18. Research Centre/Facility recognized by the University:**

NONE

**19. Publications:**

NONE

**20. Areas of consultancy and income generated:**

NONE

**21. Faculty as members in:**

- a) National committees
- b) International committees
- c) Editorial Boards
- d) Any other

NONE

**22. Student's projects:**

Outdoor sequence shooting for students.

**23. Awards/recognitions received by faculty and students:**

NONE

**24. List of Eminent academicians and scientists /visitors to the department (in last two Years):**

- Sri. Pradipta Bhattacharya, National Award winning Filmmaker
- Prof. Shyamal Karmakar , Head, Dept of Editing Satyajit Roy Film & Television Institute (SRFTI).

**25. Seminars/Conferences/Workshops organized and source of funding (National/International):**

NONE

**26. Student profile programme-wise:**

NA

**27. Diversity of students:**

NA

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence services, etc.?**

NA

**29. Student progression:**

NA

**30. Details of Departmental infrastructural facilities:**

- i) **Library:** 84 books.
- ii) **Internet facilities for staff and students:** 1 PC with Internet facility in the department. The Library and the Administrative block is Wi-Fi enabled and LAN connected and can be accessed by the teachers. The students can access internet in the library for e-resources.
- iii) **Class rooms with ICT facility:** One Audio Visual room equipped with LCD projector, screen and speaker.
- iv) **Laboratories:**  
Instrument / Equipment:
  - a) I MAC (Final Cut Pro)
  - b) Sony Camera HXR NX3
  - c) Audio Mixer 8 Channel Sound craft
  - d) Hitachi Projector with Screen
  - e) R41B LCD TV for visual screening
  - f) CAN-EOS-700D

**31. Number of students receiving financial assistance from the college, university, government or other agencies:**

Year	Assistance	Number of students
2014-2015	Scholarship	1

**32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts:**

- Orientation Programme on ‘Digital Film making’.
- Industrial visit at Rupkala Kendra (Film School).
- Solo Lecture on Editing and Screening of Documentary “I am the very beautiful” by Prof. Shyamal Karmakar, Head, Dept of Editing Satyajit Roy Film & Television Institute (SRFTI).
- Students have made a Documentary Film “Tagore Today” under the guidance of Prof. Ram Prasad Gain, which was screened on the occasion ‘Rabindra Smarane’, a cultural programme.

**33. Teaching methods adopted to improve student learning:**

- Use of LCD projector.
- Use of Internet.
- Students' assignments.
- Screening of Films and group discussion on it.
- Visit to film-studio and interaction.
- Class tests.

**34. Participation in Institutional Social Responsibility (ISR) and Extension Activities:**

NIL

**35. SWOC analysis of the Department**

**STRENGTH**

- The eagerness for knowing the subject by regular updating, hard work, dedication, capability to accept challenges of the faculty.
- Modest and attentive students.
- The focus is given to balance theoretical and practical learning in order to make the curriculum dynamic and interesting.
- The Department puts efforts and provides scope for the students to explore their innovation, creativity with an aim of holistic learning beyond syllabus and class-room.

**OPPORTUNITIES**

- The department is capable to give consultancy services and can generate revenue.
- Open Post Graduate Diploma in Editing and Film Making.
- There is an immense scope in various branches and extensions of Television Journalism, Web Journalism, Advertising , Public Relations, Communication research, Communication Studies, Film making and the like.

**WEAKNESS**

- Low student strength

**CHALLENGES**

- Admission of more students.
- To establish collaboration with industry for proper placement.

### Evaluative Report of the Department of Hindi

1. **Name of the Department:**  
Hindi
2. **Year of Establishment:**  
2010
3. **Names of Programmes/Courses offered (UG, PG, M. Phil, Ph. D, Integrated masters, Integrated Ph. D etc.):**  
UG (General)
4. **Names of Interdisciplinary courses and departments/units involved:**  
NONE
5. **Annual/Semester /Choice Based Credit System (Programme wise);**  
Annual system (1+1+1)
6. **Participation of the department in the courses offered by other Departments:**  
Department of Geography and English
7. **Courses in collaboration with other universities, industries, foreign institutions, etc:**  
NONE
8. **Details of courses /programmes discontinued (if any) with reasons:**  
NONE
9. **Number of teaching posts**

Position	Sanctioned	Filled
Assistant Professor	--	1
Part-time Lecturer	--	2

**10. Faculty Profile with name, qualification , designation, specialization (D.Sc/D.Litt/Ph.D/ M.Phil. etc)**

Name	Qualification	Designation	Specialization	No of Years of experience	No of Ph. D Students guided for the last 4 years
Dr. Brijesh Singh	M.A., Ph.D.	Assistant Professor	Surdas	5	No
Dr. Kiran Sipani	M.A., Ph.D.	Super annuated	Old Poetry	33	No
Dr. Tara Dugar	M.A., Ph.D.	Part-time	-	5	No

**11. List of senior Visiting Faculty:**

NONE

**12. Percentage of lectures delivered by temporary faculty (weekly):**

NONE

**13. Student Teacher Ratio (programme-wise):**

2015-2016 – 26: 2

**14. Number of academic support staff (technical) and administrative staff:**

One common staff for all the subjects of Arts.

**15. Qualification of teaching faculty with D.Sc/ D.Lit/ Ph.D/ M.Phil./ PG**

Qualification	No. of Teacher
Ph.D.	3

**16. Number of faculty with ongoing projects from a) National, b) International funding agencies and grants received:**

NONE

**17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc, and total grants received:**

NONE

**18. Research Centre/Facility recognized by the University:**

NONE

**19. Publications:**

Publication per faculty –

- a) Number of papers published in peer reviewed journals (national /international) by faculty and students
- b) Number of publications listed in International Database
- c) Monographs
- d) Chapters in Books
- e) Books Edited
- f) Books with ISBN/ISSN numbers with details of publishers
- g) Citation Index
- h) SNIP
- i) SJR
- j) Impact factor
- k) h-index

Name of Faculty	a	b	c	d	e	f	g	h	i	j	k	l
Dr. Kiran Sipani				1								

Dr. Kiran Sipani. ‘Stree lekhan: stree dristi’(2015). Publication by Manav Prakashan. ISBN: 978-93-80332-57-4.

**20. Areas of consultancy and income generated:**

NONE

**21. Faculty as members in**

**a) National committees:**

**b) International committees:**

**c) Editorial Boards:**

NONE

**22. Students projects:**

NA

**23. Awards/recognitions received by faculty and students:**

NONE

**24. List of Eminent academicians and scientists /visitors to the department (in last two Years):**

NA

**25. Seminars/Conferences/Workshops organized and source of funding  
(National/International):**

NONE

**26. Student profile programme-wise:**

Session	Title of Programme	Total no of Students	Male	Female	Pass percentage
<b>2011</b>	U G –I	13	8	5	100%
<b>2012</b>	U G –I	7		7	100%
	UG – II	5	3	2	100%
<b>2013</b>	U G –I	8		8	100%
	U G – II	6	1	5	100%
	U G – III	3	2	1	100%
<b>2014</b>	U G –I	5	2	3	100%
	U G – II	9		9	100%
	U G – III	1		1	100%
<b>2015</b>	U G – III	7		7	100%

**27. Diversity of students:**

NA

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence services, etc -**

NA

**29. Student progression:**

NA

**30. Present details of Departmental infrastructure facilities with regard to:**

a) **Library-** Students can access the central library (268).

b) **Internet facilities for staff and students:** The Library and the Administrative block is Wi-Fi enabled and LAN connected and can be accessed by the teachers. The students can access internet in the library for e-resources.

c) **Class rooms with ICT facility:** One Audio Visual room equipped with LCD projector, screen and speaker. One more LCD projector is available for regular classes.

d) **Laboratories:** NA

**31. Number of students receiving financial assistance from the college, university, government or other agencies:**

NA

**32. Details on student enrichment programmes (special lectures/ workshops / seminar) with external experts:**

NONE

**33. Teaching methods adopted to improve student learning;**

- Oral lectures and notes on different topics.
- Class tests.
- Parent –teacher meeting.

**34. Participation in Institutional Social Responsibility (ISR) and Extension Activities:**

Data is not repeated.

**35. SWOC analysis of the Department and Future plans:**

### **STRENGTH**

- Qualified and committed faculty.
- Courses offered provide opportunity for employment particularly in Hindi sector.
- Hindi Honours course has been recently opened, which will attract satisfactory number of students as the College is located in Hindi speaking population.

### **WEAKNESS**

- Lack of motivation among students

### **OPPORTUNITIES**

- Scope for research avenues and extension activities.
- Supply of qualified man power to the expanding Hindi both within the State and outside.
- Students of Journalism and Mass communication Honours, if opt for Hindi may get job opportunity as translator.

### **CHALLENGES**

- Inculcating motivation among students.
- To increase enrolment of students in Hindi Honours course

### **FUTURE PLANS-**

- Diploma Course in Translation (Hindi to English, English to Hindi).
- Diploma Course in Hindi Journalism.
- Diploma Course in Functional Hindi.

## Evaluative Report of the Department of History

1. **Name of the Department:**  
History
2. **Year of Establishment:**  
2010
3. **Names of Programmes/Courses offered (UG, PG, M.Phil, Ph. D, Integrated masters, Integrated Ph. D etc.):**  
UG (general course)
4. **Names of Interdisciplinary courses and departments/units involved:**  
NONE
5. **Annual/Semester /Choice Based Credit System (Programme wise):**  
Annual system (1+1+1)
6. **Participation of the department in the courses offered by other departments:**  
NONE
7. **Courses in collaboration with other universities, industries, foreign institutions, etc:** NONE
8. **Details of courses /programmes discontinued (if any) with reasons:**  
NONE
9. **Number of teaching posts**

Position	Filled
Assistant Professor	1

10. **Faculty Profile with name, qualification , designation, specialization (D.Sc/D.Litt/Ph.D/ M.Phil. etc)**  
NONE
11. **List of senior Visiting Faculty:**  
NONE
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (weekly):**  
NIL
13. **Student Teacher Ratio (programme-wise):**  
42:1 (Current academic session)
14. **Number of academic support staff (technical) and administrative staff:**  
There is only one non-teaching staff for faculty of Arts.

**15. Qualification of teaching faculty with D.Sc/D.Litt/Ph.D/M.Phil./PG: N/A**

Name	Qualification	Designation	Specialization	No of Years of experience	No of Ph. D Students guided for the last 4 years
Debjani Som	M.A., M. Ed	Assistant Professor	INFLUENCE OF ISLAM ON INDIAN CULTURE	4	NA

**16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received:**

NONE

**17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc, and total grants received:**

NONE

**18. Research Centre/Facility recognized by the University:**

NONE

**19. Publications:**

NONE

**20. Areas of consultancy and income generated:**

NONE

**21. Faculty as members in a) national committee, b) international committee, c) editorial boards:**

None

**22. Students projects:**

NONE

**23. Awards/recognitions received by faculty and students:**

NONE

**24. List of Eminent academicians and scientists /visitors to the department (in last two years):**

A solo lecture was organized on 21<sup>st</sup> Sept, 2015 by Prof. Pulakesh Roy, Associate Professor of Vidyasagar College for Women on 'Different Dimensions of History'.

**25. Seminars/Conferences/Workshops organized and source of funding (National/International):**

NONE

**26. Student profile programme-wise:**

Session	Title of Programme	Pass Percentage
<b>2012</b>	UG-I	66.66%
	UG-II	100%
<b>2013</b>	UG-I	56.52%
	UG-II	70.58%
	UG-III	100%
<b>2014</b>	UG-I	85.18%
	UG-II	91.66%
	UG-III	100%
<b>2015</b>	UG-III	80%
	UG-II	-
	UG-III	-

**27. Diversity of students:**

NA

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence services, etc.?**

NA

**29. Student progression:**

NA

**30. Details of infrastructure facilities:**

- iv. **Library:** 85 books. Students access books only from central library.
- v. **Internet facilities for staff and students:** Wi-Fi connection is available in office & library during office hours. When necessary faculties can use USB modem from office for use.
- vi. **Class rooms with ICT facility:** N/A.
- vii. **Laboratories :** N/A

**31. Number of students receiving financial assistance from the college, university, government or other agencies:**

The college offers scholarship on the basis of merit at the time of admission.

**32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:**

- A solo lecture session was organized on 21<sup>st</sup> Sept, 2015 by Pulakesh Roy, Associate Professor of Vidyasagar College for Women on ‘**Different Dimensions of History**’.

**33. Teaching methods adopted to improve student learning:**

- Oral lectures and notes on different topics.
- Students’ assignments.
- Class tests.
- Q-A sessions, remedial classes

**34. Participation in Institutional Social Responsibility (ISR) and Extension Activities:**

Data is not repeated.

**35. SWOC analysis of the Department and Future plans:**

**STRENGTH**

- Sincere and dedicated teacher
- Good infrastructure

**WEAKNESS**

- Not identified yet.

### **OPORTUNITIES**

- To encourage and motivate students for appearing Civil Service examinations.

### **CHALLENGES**

- To motivate the students and improve their performance in university examinations

### **FUTURE PLANS**

- . Organizing seminar and workshops and interactive sessions for the student

### Evaluative Report of the Department of Political Science

1. **Name of the Department:**  
Political Science
2. **Year of Establishment:**  
2010
3. **Names of Programmes/Courses offered (UG, PG, M. Phil, Ph. D, Integrated masters, Integrated Ph. D etc.):**  
UG (General)
4. **Names of Interdisciplinary courses and departments/units involved:**  
NONE
5. **Annual/Semester /Choice Based Credit System (Programme wise):**  
Annual system (1+1+1)
6. **Participation of the department in the courses offered by other departments:**  
NONE
7. **Courses in collaboration with other universities, industries, foreign institutions, etc:**  
NONE
8. **Details of courses /programmes discontinued (if any) with reasons:**  
NONE
9. **Number of teaching posts**

Position	Filled
Assistant Professor	1
Part-Time	1

10. **Faculty Profile with name, qualification , designation, specialization (D. Sc /D. Lit/Ph. D/ M.Phil. etc)**  
None
11. **List of senior Visiting Faculty:**  
NONE
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty (weekly):**  
NIL
13. **Student Teacher Ratio (programme-wise):**

Course	Session	Student-Teacher Ratio
Political Science	2015-16	42:1

**14. Number of academic support staff (technical) and administrative staff:**

The department does not have any sole academic or administrative staff; however there is one common staff for all the subjects of Arts.

**15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil./PG:**

Name	Qualification	Designation	Specialization	No of Years of experience	No of Ph. D Students guided for the last 4 Years
Shilpa Shaw	M.A., NET	Assistant Professor	Socialism: Theory and Practice	4	NONE
Dilip Basu Roy Superannuated	M.A., L.L.B.	Part-Time	Sociology	38	NONE

**16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received:**

NONE

**17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc, and total grants received:**

NONE

**18. Research Centre/Facility recognized by the University:**

NONE

**19. Publications:**

Publication per faculty –

- Number of papers published in peer reviewed journals (national /international) by faculty and students
- Number of publications listed in International Database
- Monographs
- Chapters in Books
- Books Edited
- Books with ISBN/ISSN numbers with details of publishers
- Citation Index
- SNIP
- SJR
- Impact factor
- h-index

Name of Faculty	a	b	c	d	e	f	g	h	i	j	k	l
Prof. Shilpa Shaw	-	-	-	-	-	-	-	-	-	-	-	-
Dr. Dilip Basu Roy	-	-	-	1 (Authored)	-	-	-	-	-	-	-	-

**20. Areas of consultancy and income generated:**

NONE

**21. Faculty as members in**

**a) National committees:**

Prof. Dilip Basu Roy (Indian Political Science Association)

**b) International committees:**

None

**c) Editorial Boards:**

Prof. Dilip Basu Roy (Editorial Board of West Bengal Political Science Association)

**d) Any other:**

Prof. Dilip Basu Roy was a member of College Service Commission for 4 years.

**22. Students projects:**

NONE

**23. Awards/recognitions received by faculty or students**

Prof. Shilpa Shaw is nominated for the President of India Award by the University of Calcutta for securing the highest marks in Political Science at the level of Post-Graduation in the Batch of 2009-2011.

**24. List of Eminent academicians and scientists /visitors to the department:**

Prof. Nandalal Chakrabarti (Former Associate Professor of the Department of Political Science, Presidency University) delivered a solo lecture titled 'Mystery of the Disappearance of Bose' on 7<sup>th</sup> Oct, 2015.

**25. Seminars/Conferences/Workshops organized and source of funding (National / International):**

NONE

**26. Student profile programme-wise:**

Session	Title of the Programme	Pass Percentage
2012-13	UG-III	–
	UG-II	100%
	UG-I	60%
2013-14	UG-III	100%
	UG-II	72%
	UG-I	40%
2014-15	UG-III	67%
	UG-II	67%
	UG-I	81%
2015-16	UG-III	100%
	UG-II	–
	UG-I	–

**27. Diversity of students:**

NA

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence services, etc.?**

NA

**29. Student progression:**

NA

**30. Details of Infrastructure facilities**

- **Library:** The students can access the central library (33 books and 1 Journal -Economic and Political Weekly)

- **Internet facilities for staff:** The Library and the Administrative block is Wi-Fi enabled and LAN connected and can be accessed by the teachers. The students can access internet in the library for e-resources.
- **Class rooms with ICT facility:** The Audio-Visual room is utilized by the Department for the students during seminars and special Lecture sessions.
- **Laboratories:** NA

31. **Number of students receiving financial assistance from the college, university, government or other agencies:**  
NA

32. **Details on student enrichment programmes (special lectures / workshops /seminar) with external experts:**

- Prof. Nandalal Chakrabarti (Former Associate Professor of the Department of Political Science, Presidency University) delivered a solo lecture titled 'Mystery of the Disappearance of Bose) on 7<sup>th</sup> Oct, 2015.

33. **Teaching methods adopted to improve student learning:**

- Oral lectures and notes on different topics.
- Discussion of probable questions for exam
- Class tests
- Reference materials given out and suggestions are provided before University examinations
- Remedial Classes for weak students
- Parent –Teacher meeting.

34. **Participation in Institutional Social Responsibility (ISR) and Extension Activities:**

Data not repeated.

35. **SWOC analysis of the Department and Future plans:**

**STRENGTH**

- Sincere and dedicated faculty
- Good student-teacher ratio
- Good result by students in the University Examinations

**WEAKNESS**

- Sometimes poor attendance of students is observed

**OPPORTUNITIES**

- To encourage and motivate students for appearing Civil Service examinations.

**CHALLENGES**

- To motivate the students for attending classes for better performance.

### Evaluative Report of the Department of Physics and Mathematics

1. **Name of the Department:**  
Physics and Mathematics
2. **Year of Establishment:**  
2006
3. **Names of Programmes/Courses offered (UG, PG, M. Phil, Ph. D, Integrated masters, Integrated Ph. D etc.):**  
UG (General Course).
4. **Names of Interdisciplinary courses and departments/units involved:**  
NONE
5. **Annual/Semester /Choice Based Credit System (Programme wise):**  
Annual (1+1+1) System
6. **Participation of the department in the courses offered by other departments:**  
Computer Science Hons. by Computer Science Department
7. **Courses in collaboration with other universities, industries, foreign institutions, etc:** NONE
8. **Details of courses /programmes discontinued (if any) with reasons:**  
NONE
9. **Number of teaching posts**

Department		Filled
Physics	Part-time Faculty	1
Mathematics	Part-time Faculty	1

10. **Faculty Profile with name, qualification , designation, specialization (D.Sc/D.Litt/Ph.D/ M.Phil. etc) :**

Department	Name	Qualification	Designation	Specialization	Years of Experience
Physics	Dr. Shibani Sharma	Ph.D	Part-Time Faculty	Nuclear Physics	36yrs
Mathematics	Dr. Mithilesh Kr. Jha	Ph.D	Part-Time Faculty		

11. **List of senior Visiting Faculty:**  
NONE

**12. Percentage of lectures delivered and practical classes handled by temporary faculty :**

There is no Temporary faculty in the Department

**13. Student Teacher Ratio (programme-wise): (As per the current session)**

Dept. Of Physics: 22:1

Dept. Of Mathematics: 11:1

**14. Number of academic support staff (technical) and administrative staff:**

Refer to the point 14 of Evaluation Report of Comp. Sc. Department

**15. Qualification of teaching faculty with D.Sc./D.Lit./Ph.D./M. Phil./PG. –**

Department	Name	Qualification	Designation	Specialization	Years of Experience
Physics	Dr. Shibani Sharma	Ph.D	Part-Time Faculty	Nuclear Physics	36yrs
Mathematics	Sri Debasis Manna	M.Sc (NET)	Part-Time Faculty	Mathematical Biology	5 yrs
	Dr. Mithilesh Kr. Jha	Ph.D	Part-Time Faculty	-	-

**16. Number of faculty with ongoing projects from a) national, b) international funding agencies and grants received:**

NONE

**17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc, and total grants received:**

NA

**18. Research Centre/Facility recognized by the University:**

NA

**19. Publications:**

NONE

**20. Areas of consultancy and income generated:**

NONE

**21. Faculty as members in**

**a) National committees;**

**b) International committees:**

**c) Editorial Boards:**

NONE

**22. Students projects:** Refer to Evaluation report of Comp. Sc. Department.

**23. Awards/recognitions received by faculty and students:**

NONE

**24. List of Eminent academicians and scientists /visitors to the department (in last two years):**

NONE

**25. Seminars/Conferences/Workshops organized and source of funding (National/International):**

NONE

**26. Student profile programme-wise:**

Combined result for Physics and Mathematics:

Session	Title of the Programme	Male	Female	Pass (%)
2012-13	UGIII	1	-	100
	UGII	3	3	100
	UGI	5	2	28.5
2013-14	UGIII	1	1	50
	UGII	-	2	100
	UGI	6	3	33.3
2014-15	UGIII	-	-	-
	UGII	8	10	-
	UGI	14	24	-

**27. Diversity of students:**

NA

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence services, etc.?**

NA

**29. Student progression:**

NA

30. **Present details of Departmental infrastructural facilities with regard to:**
- Library:** Students can access the central college library (93 for Physics and 72 books for Mathematics)
  - Internet facilities for staff and students:** The Library and the Administrative block is Wi-Fi enabled and LAN connected. The teachers can also access internet through modem.
  - Class rooms with ICT facility:** One Audio Visual room equipped with LCD projector, screen and speaker. One more LCD projector available for regular classes.
  - Laboratories :**  
There is a lab to carry out the Physics practical classes.
31. **Number of students receiving financial assistance from the college, university, government or other agencies:**  
Kindly refer to the Data of Evaluation Report of Computer Science Department.
32. **Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:**  
NONE
33. **Teaching methods adopted to improve student learning;**
- Regular class lectures and board work.
  - Remedial classes for weak students.
  - Parent teacher meeting
  - Solving of university question papers
34. **Participation in Institutional Social Responsibility (ISR) and Extension Activities:**  
Kindly refer to the Data of Evaluation Report of Computer Science Department.
35. **SWOC analysis of the Department and Future plans:**
- STRENGTH**
- A spacious laboratory for Physics
  - Syllabus of both theory and practical are covered minutely by faculty with care.
- WEAKNESS**
- Lack of trained supporting staff

### **OPPORTUNITIES**

- Those who qualify for 3-yrs degree course can join masters offered by different universities.

### **CHALLENGES**

- To get adequate number of students
- To motivate students

**Annexure 1 (page 1)**

GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION DEPARTMENT  
(C. S. BRANCH)  
BIKASH BHABAN, SALT LAKE  
KOLKATA-700091

No. 293 –Edn (CS)/C.S/4C-38/2014

Date: 30.03.2015

ORDER

**Subject: Conferment of minority Status to Tara Devi Harakh Chand Kankaria Jain College, 6 Ram Gopal Ghosh Road, Cossipore, Kolkata-700002**

WHEREAS, the **Tara Devi Harakh Chand Kankaria Jain College, 6 Ram Gopal Ghosh Road, Cossipore, Kolkata-700002** presently running under the sponsorship of Shree Shwetambar Sthanakvasi Jain Sabha a Society registered and maintained under the Societies Registration Act, 1860 and the West Bengal Societies Registration Act, 1961, before the Registrar of Societies and Farms, Kolkata vide Registration No. 10666/192 dated 15.08.1941, has applied for granting Minority Status Certificate vide their application Ref No. THK/Minority/01/14 dated 15.02.2014, and

WHEREAS, the State Government in this Department has constituted an enquiry committee consisting of three members in terms of the Minority Affairs and Madrasha Education Department Order No. 378 MD (V) dated 05.04.2012 for examining the feasibility of the application mentioned hereinabove, and

WHEREAS, the said committee has submitted its report recommending the grant of Jain Minority status to the college, and

WHEREAS, on examination of the committee's report and the documents available on record it appears prima facie that the college satisfies the criteria laid down under the Minority Affairs and Madrasha Education Department Order No. 378 MD (V) dated 05.04.2012, and

THEREFORE, considering all these above the Governor is hereby pleased to declared that the **Tara Devi Harakh Chand Kankaria Jain College, situated at 6 Ram Gopal Ghosh Road, Cossipore, Kolkata-700002** presently running under the sponsorship of Shree Shwetambar Sthanakvasi Jain Sabha, is a Jain Minority Educational Institution within the

Page 1 of 2

Annexure 1 (page 2)

meaning of Article 30 (1) of the Constitution India, and the College will continue to enjoy such Minority Status so long as it maintains /observes the following terms and conditions

1. The college concerned shall continue to be maintained and administered by the Jain minorities and with the view to serve the Jain minority community;
2. That all the members of the Governing Body as well as the trustees of the sponsoring trust shall remain from the Jain community;
3. That the aims and objectives of the college shall primarily mean to protect and serve the educational interest of the Jain community;
4. That the eligible students belonging to Jain minority community shall have priority in admission in the college;
5. Any change in the members of the Governing Body or the trustees shall immediately be reported to this Department.

This Order shall remain valid for a period of three years from the date of its issuance. The applicant institution shall be at liberty to apply for renewal.

By order of the Governor.

SD/- M. Ray  
Additional Secretary

No. 293/1(8)-Edn (CS)/C.S/4C-38/2014

Date: 30.03.2015

Copy forwarded for information and/or for taking necessary action to:-

1. The Vice Chancellor, Calcutta University, Senate House, 87/1 College Street, Kolkata-700073,
2. The Regional Director, NCTE, Eastern Regional Committee, 15, Neelakantha Nagar, Nayapalli, Bhubaneswar, PIN- 751012,
3. Secretary, Minority Affairs and Madrasha Education Department, Writers Building, Kolkata-700001,
4. S. M. Kankaria, President, Shree Shwetambar Sthanakvasi Jain Sabha, 18/D, Phusraj Bachhawat Path, (Sukeas Lane), Kolkata-700001,
5. The Vice-Chairman, WBSICHE, 147A Rashbehari Avenue, Kolkata-700029,
6. The Director of Public Instructions, West Bengal, Bikash Bhaban, Salt Lake, Kolkata-700091,
7. P.S to Hon'ble MIC, H. E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091,
8. P.A to Principal Secretary, H. E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091.

  
Additional Secretary

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Annexure 2



**VIDYASAGAR UNIVERSITY**  
**DIRECTORATE OF DISTANCE EDUCATION**

P.O.: Vidyasagar University, Midnapore – 721 102  
Dist.: Paschim Midnapore

Reference No.: VU/DOE/S/4618/12

Dated: 28-06-12

From:

Director  
Directorate of Distance Education  
Vidyasagar University

To:

The Principal / Coordinator

Taradevi Harakhchand Kankaria Jain College  
6, Ram Gopal Ghose Road, Kossipore, NO-1-70002

Sir/Madam,

As per your application for opening new Study Centers of Directorate of Distance Education, Vidyasagar University, I am to inform you that the authority of the University has been pleased to grant affiliation to teach the following P.G. Courses of Study under distance mode from the session 2012 – 2013. This will be governed by the rules and regulations of the Directorate of Distance Education, Vidyasagar University.

Affiliation granted:

Institution	Code No.	P.G. Courses recommended from Session 2012 - 13	Intake capacity
Taradevi Harakhchand Kankaria Jain College	23	1. M. Com	N.A
		2. English	N.A

Yours sincerely,

Ranajit Dhar

(Dr. Ranajit Dhar)

Director in-Charge

Directorate of Distance Education

(Annexure 3)

**List of Teachers' publication**

**1. Mr. Priyobroto Chakraborty:**

**Book:**

Essentials of Functional English for Classes IX-X (1986). Publishers: Rupa Prakasani Print.

**2. Dr. Kiran Sipani:**

**Book chapter:**

'Stree lekhan: stree dristi'(2015). Publication by Manav Prakashan. ISBN: 978-93-80332-57-4

**3. Dr. Suchismita Das:**

**Papers:**

1. Blumberg BJ, Trop S, **Das S**, Dimopoulos G. Bacteria- and IMD pathway-independent immune defenses against *Plasmodium falciparum* in *Anopheles gambiae*. **PLoS One**. 2013 Sep 3;8(9):e72130.
2. Garver, L.S., Bahia, A.C., **Das, S.**, Souza-Neto, J.A., Shiao, J., Dong, Y., Dimopoulos, G. (2012). *Anopheles* Imd pathway factors and effectors in infection intensity-dependent anti-*Plasmodium* action. **PLoS Pathogen**. 8(6):e1002737.
3. Dong, Y\*., **Das, S\***., Cirimotich, C., Souza-Neto, J., McLean, K.J., and Dimopoulos, G. (2011). Engineered *Anopheles* immunity to *Plasmodium* infection. **PLoS Pathogen**. 7 (12) : e1002458.
4. Bartholomay, L., Waterhouse, R.M., Mayhew, G., Campbell, L.C., Michel, K., Zhen Zou, Z., Ramirez, J.L., **Das, S.** *et al* . (2010). Pathogenomics of *Culex quinquefasciatus* and meta-analysis of infection responses to diverse pathogens. **Science**. 330 (6000): 88-90.
5. **Das, S., Radtke, A., Choi, Y-J., Mendes, A. M., Jesus G Valenzuela, J. G., Dimopoulos, G.** (2010). Transcriptomic and functional analysis of the *Anopheles gambiae* salivary gland in relation to blood feeding. **BMC Genomics**. 11: 566.

6. Cui, J., **Das, S.**, Smith, T.F., Samuelson, J. (2010). Trichomonas transmembrane cyclases result from massive gene duplication and concomitant development of pseudogenes. **PLoS Negl Trop Dis.** 4(8):e782.
7. **Das, S.**, Dimopoulos, G. (2008). Molecular Analysis of photic inhibition of blood-feeding in *Anopheles gambiae*.. **BMC Physiol.** 8 (1): 23.
8. Warr, E\*., **Das, S\*.**, Dong, Y., Dimopoulos, G. (2008). The Gram Negative Bacteria Binding Protein gene family; its role in the innate immune system of *Anopheles gambiae* and in anti-*Plasmodium* defense. **Insect Mol Biol.** 17 (1): 39-51.
9. Aguilar, R\*., **Das, S\*.**, Dong, Y\*., Dimopoulos, G. (2007). Continuous *Plasmodium* infection results in transcriptomic divergence of *Anopheles gambiae* immune and stress responsive systems. **BMC Genomics.** Dec: 8(1): 451.
10. **Das S,** Van Dellen K, Bulik D, Magnelli P, Cui J, Head J, Robbins PW, Samuelson J. (2006). The cyst wall of *Entamoeba invadens* contains chitosan (deacetylated chitin). **Mol Biochem Parasitol.** Jul; 148(1): 86-92.
11. **Das, S.**, Mukherjee, C., Sinha, P. and Lohia, A. (2005). Constitutive association of Mcm2-3-5 proteins with chromatin in *Entamoeba histolytica*. **Cell. Microbiol.** Feb; 7 (2): 259-267.
12. **Das, S.** and Lohia, A. (2002). De-linking of S phase and cytokinesis in the protozoan parasite *Entamoeba histolytica*. **Cell. Microbiol.** Jan; 4: 55-60.

\* Equal contribution

**Book Chapter:**

**Das, S.**, Dong, Y., Garver, L., Dimopoulos, G. (2009). Specificity of the innate immune system: A closer look at the mosquito pattern recognition receptor repertoire. **Book chapter in "Insect Infection and Immunity"**. Oxford University Press.

**4. Dr. Rimi Datta:**

1. **Rimi Datta** and A.K. Bandyopadhyay. A new nasal drug deliver system for diazepam using natural mucoadhesive polysaccharide obtained from tamarind seeds. **Saudi Pharmaceutical Journal**, Vol. 14, No. 2 April 2006.
2. **Rimi Datta** and **A.K. Bandyopadhyay**. Development of a new nasal drug delivery system of diazepam with natural mucoadhesive agent from *Trigonella foenum- graecum*L. **Journal of Scientific & Industrial Research**, Vol. 64, pp.

973-977, 2005.

3. **Rimi Datta** and Suman Datta. Traditional knowledge of some medicinal plants used by the tribal people of West Bengal. Proceedings of Biodiversity: Interrelationship between Flora, Fauna and Human. Page 81-91. ISBN 978-81-929410-4.

**5. Mr. Sanbad Banerjee:**

**Book:**

“Business Organization and Management” for Classes XI-XII. Publishers: Granthabharati.

**6. Mr. Sunayan Mukherjee:**

1. Mukherjee, Sunayan. “*In Search of Bronte’: A (Re) - reading of Wuthering Heights and Rethinking Feminism*” in Lapiz Lazuli- An International Literary Journal (LLILJ, Volume 4/No. 1/ Spring 2014, ISSN 2249-4529).
2. Mukherjee, Sunayan. “*Small Voices of Protest: The Heterogeneity of Baul Songs and their Resistance to the Hegemonic Politics in the Nineteenth Century Colonial Bengal*” in *Indian Journal of Comparative Literature and Translation Studies* (IJCLTS, Volume 1, Number 2, December 2013, ISSN: 2321-8274).

**Book Chapter:**

“Overlapping Territories: Manto and the Problems of the Interstice” in *Rethinking The Partition of India Historical and Literary Perspective*. Kolkata: Avenel Press, 2014. Print.

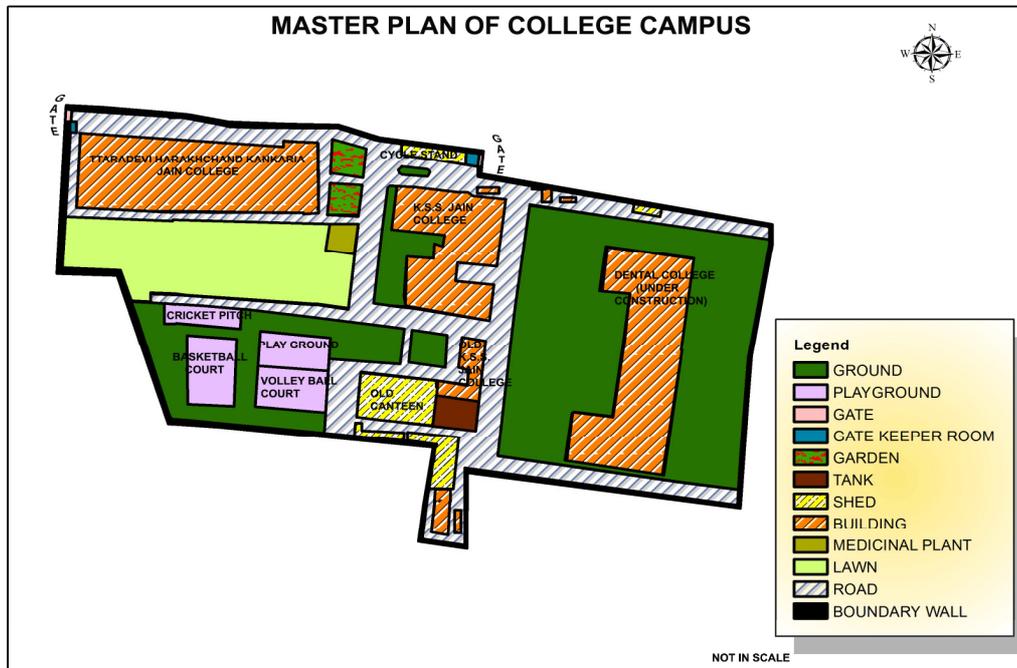
**7. Mr. Soumik Chatterjee:**

**Soumik Chatterjee** presented a talk on ‘Gender as an Advertisement Factor’ in the conference Journalism for Positive Change, 2014.  
ISBN – 978-93-81212-23-3.

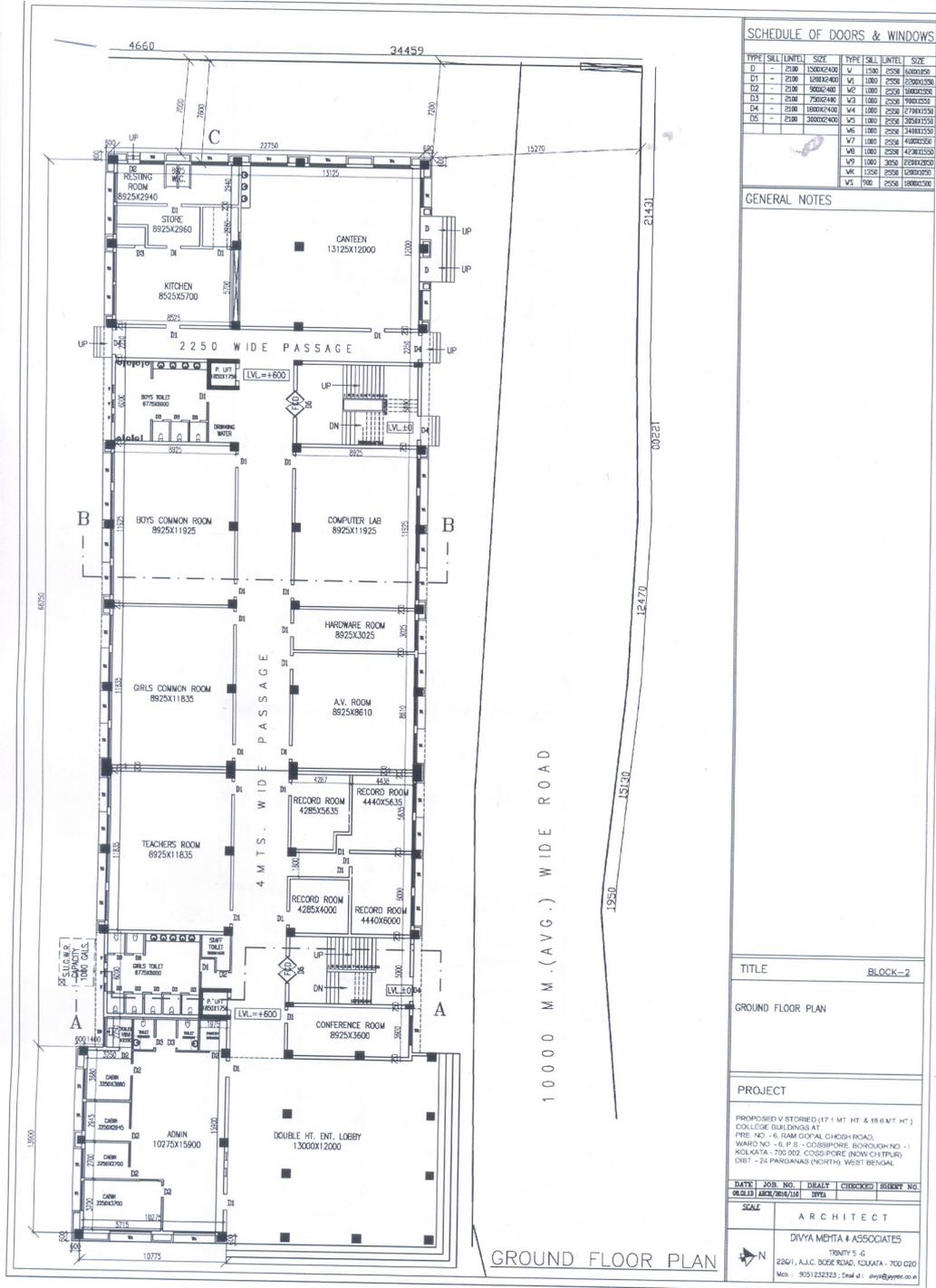
**8. Mr. Sayan Mondal:**

**Sayan Mondal** presented a talk on Effect of Cyclone on Sagar Island and its management’, **The Observer**, Vol 49, The Students’ Geographical Association, ISSN: 2230-9535.

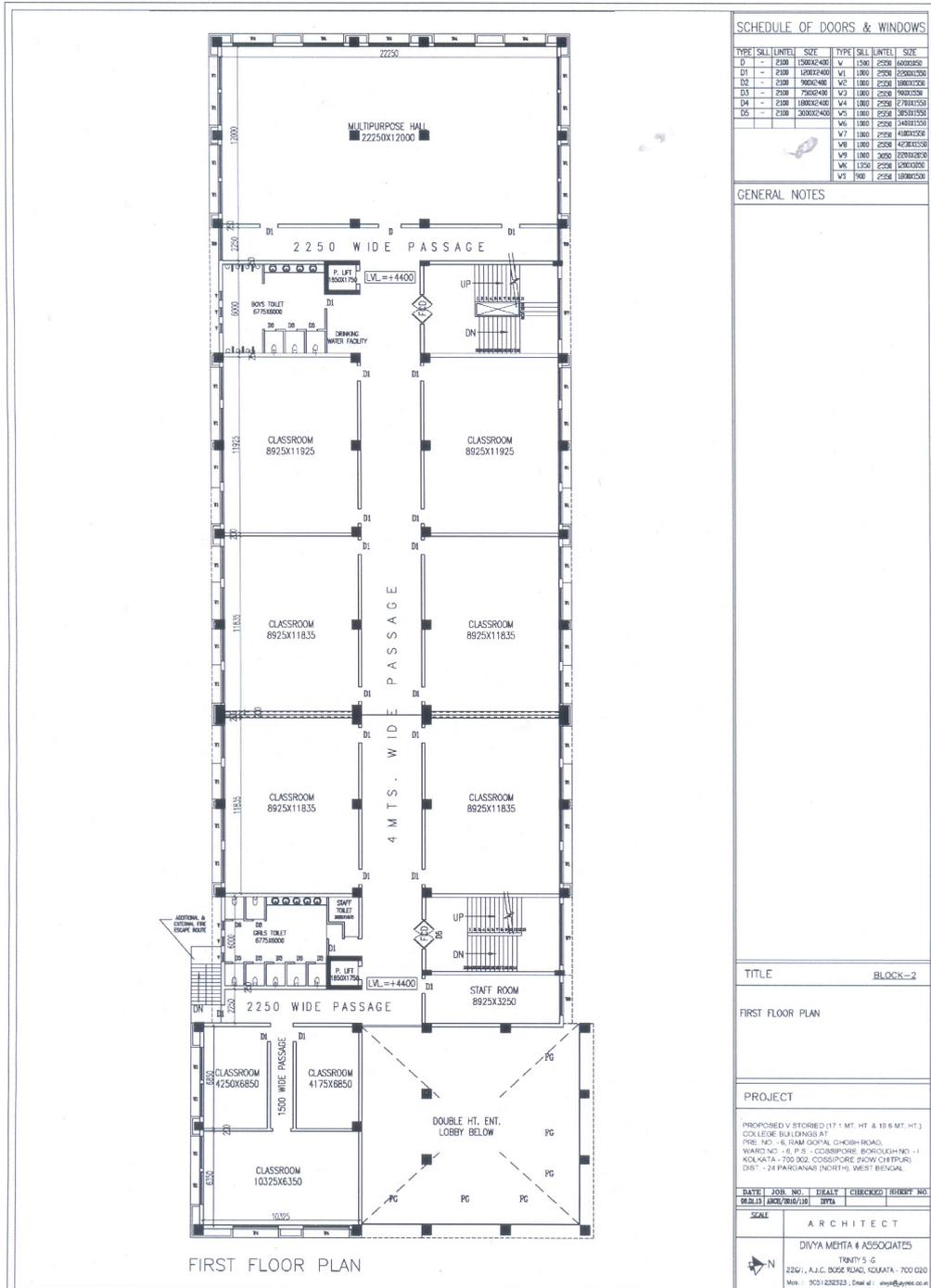
Annexure 4



Annexure 5A



Annexure 5B



SCHEDULE OF DOORS & WINDOWS

TYPE	SILL	LINTEL	SIZE	TYPE	SILL	LINTEL	SIZE
D	2100	1500x2400	V	1500	2500	6000x800	
D1	2100	1500x2400	V1	1000	2500	2500x1500	
D2	2100	900x2400	V2	1000	2500	1000x1000	
D3	2100	750x2400	V3	1000	2500	750x1000	
D4	2100	1800x2400	V4	1000	2500	2700x1500	
D5	2100	3000x2400	V5	1000	2500	3000x1500	
			V6	1000	2500	1400x1500	
			V7	1000	2500	400x1500	
			V8	1000	2500	400x1500	
			V9	1000	2500	2000x1000	
			VK	1350	2500	1000x1000	
			VS	900	2500	1000x1500	

GENERAL NOTES

GENERAL NOTES

TITLE: BLOCK-2

FIRST FLOOR PLAN

PROJECT

PROPOSED 5 STOREE (17.1 MT. HT. & 10.6 MT. HT.)  
COLLEGE BUILDING AT  
PRE. NO. - 6, RAM GOPAL CHOPRA ROAD,  
WARD NO. - 4, P.S. - COSSIPORE, BANGALORE NO. - 1  
KOLKATA - 700 002, COSSIPORE (HOWrah) DIST. - 24 PARAGANAS (NORTH), WEST BENGAL.

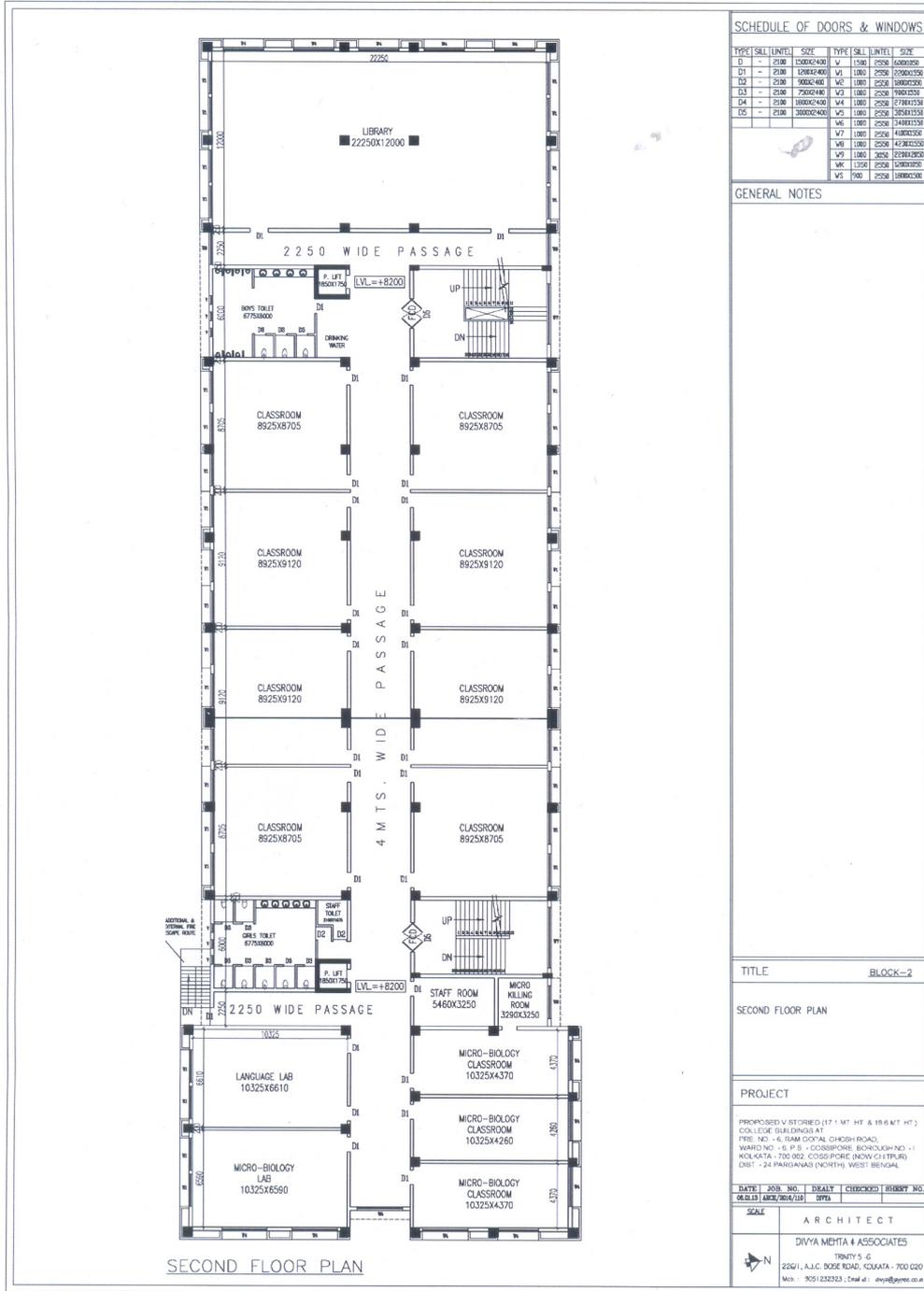
DATE: JOB. NO. DRAWN: CHECKED: SIGNED: NO.  
08/01/19 18/01/19 18/01/19

SCALE: ARCHITECT

DIVYA MERTHA & ASSOCIATES

TRINITY 5 G  
22G/1, A.J.C. BOSE ROAD, KOLKATA - 700 020  
Mob : 9051292923, Email id : dm@divyamertha.com

Annexure 5C



SCHEDULE OF DOORS & WINDOWS

TYPE	SILL	LINTEL	SIZE	TYPE	SILL	LINTEL	SIZE
D	2100	1500x2400	W	1500	2500	6000x3000	
D1	2100	1500x2400	W	1800	2500	1000x2500	
D2	2100	1500x2400	W	1800	2500	1000x2500	
D3	2100	1500x2400	W	1800	2500	1000x2500	
D4	2100	1500x2400	W	1800	2500	1000x2500	
D5	2100	1500x2400	W	1800	2500	1000x2500	
W	1800	2500	W	1800	2500	1400x1000	
W1	1800	2500	W	1800	2500	1400x1000	
W2	1800	2500	W	1800	2500	1400x1000	
W3	1800	2500	W	1800	2500	1400x1000	
W4	1800	2500	W	1800	2500	1400x1000	
W5	1800	2500	W	1800	2500	1400x1000	

GENERAL NOTES

TITLE: BLOCK-2

SECOND FLOOR PLAN

PROJECT

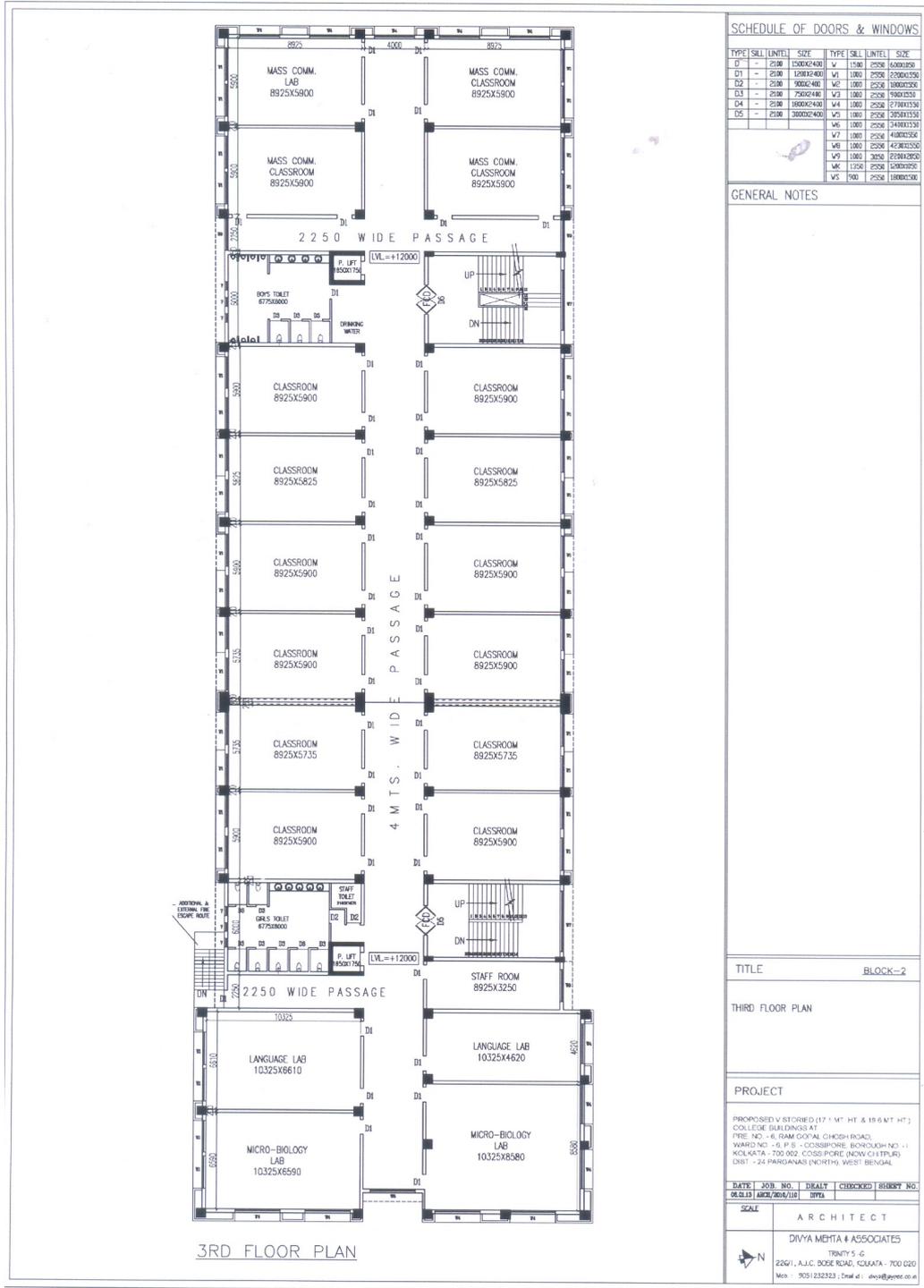
PROPOSED V. STORED (17' 1" MT. HT. & 18' 6" MT. HT.)  
 COLLEGE BUILDINGS AT  
 FIRE NO - 6, RAM GOPAL CHOSH ROAD,  
 WARD NO - 16, P. S - COSSIPORE, BENGALURU NO - 1,  
 KOLKATA - 700 002, COSSIPORE, (N.W. CHITPUR),  
 DIST - 24 PANGKANS (NORTH), WEST BENGAL

DATE	JOB NO.	DRAWN	CHECKED	SHRSTY NO.
06.03.15	AMR/2016/118	BYEL		

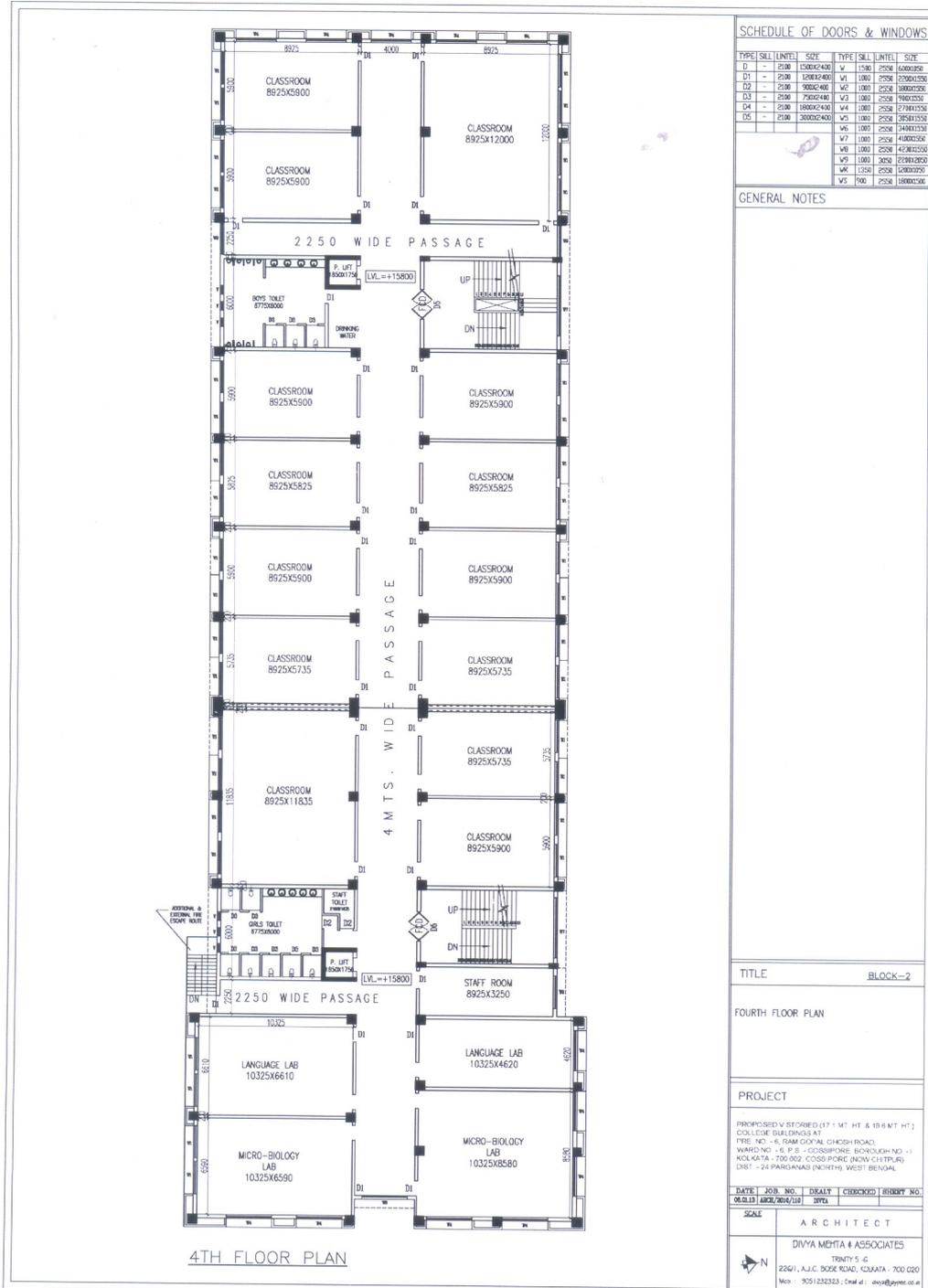
SCALE: ARCHITECT

DIVYA MEHTA & ASSOCIATES  
 TRINITY 5 G  
 226/1, A.J.C. ROSE ROAD, CALCUTTA - 700 020  
 Mob : 9051232923 ; Email : divya@pmee.co.in

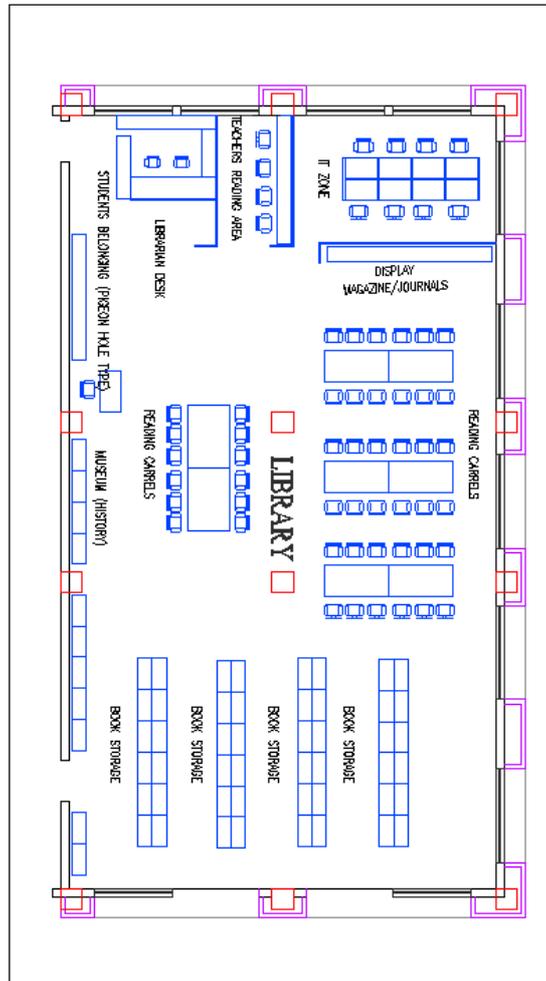
Annexure 5D



Annexure 5E



### Annexure 6



Annexure 7

**TARA DEVI HARAKH CHAND KANKARIA JAIN COLLEGE**  
**[UNDER THE AUSPICES OF SHREE SHWETAMBAR STHANAKVASI JAIN SABHA]**  
**6 Ram Gopal Ghosh Road, Cossipore, Kolkata 700002**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2012**

	SCHEDULE	31.03.2012 ₹	31.03.2011 ₹
<b>INCOME :</b>			
Fees Received from Students.	6	22692995.00	17607247.00
Other Income.	7	800613.00	802771.00
	<b>TOTAL : (A)</b>	<b>23493608.00</b>	<b>18410018.00</b>
<b>EXPENDITURE :</b>			
Salaries & Other Benefits.	8	3957431.00	2798972.00
Other Expenses.	9	3957851.50	3102663.95
Depreciation.		911491.00	1008023.00
	<b>TOTAL : (B)</b>	<b>8826773.50</b>	<b>6909658.95</b>
<b>Surplus for the year.</b>	<b>( A - B )</b>	<b>14666834.50</b>	<b>11500359.05</b>
Less:			
Transfer to Shree S.S.Jain Sabha for Construction/Development of Tara Devi Harakh Chand Kankaria Jain College Building.		12500000.00	10000000.00
		2166834.50	1500359.05
<b>Less : Transferred to Reserve Fund.</b>		<b>2166834.50</b>	<b>1500359.05</b>
		<b>0.00</b>	<b>0.00</b>

**NOTES ON ACCOUNTS.** 10

Schedules 1 to 10 form an integral part of the Accounts.

This is the Income & Expenditure Account referred to in our Report of even date.

For K. S. BOTHRA & CO.  
CHARTERED ACCOUNTANTS

*K. S. Kochhar*  
K. S. KOCHAR  
PARTNER  
Membership No. 012574  
Kolkata, the 24<sup>th</sup> day of July, 2012  
sm.

*[Signature]*  
SECRETARY  
TARA DEVI HARAKH CHAND  
KANKARIA JAIN COLLEGE

*[Signature]*  
PRESIDENT  
TARA DEVI HARAKH CHAND  
KANKARIA JAIN COLLEGE

*[Signature]*  
TREASURER  
TARA DEVI HARAKH CHAND  
KANKARIA JAIN COLLEGE

**Annexure 8**

TARA DEVI HARAKH CHAND KANKARIA JAIN COLLEGE

[UNDER THE AUSPICES OF SHREE SHWETAMBAR STHANAKVASI JAIN SABHA]  
6 Ram Gopal Ghosh Road, Cossipore, Kolkata 700002

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2013**

	SCHEDULE	31.03.2013 ₹	31.03.2012 ₹
<b>INCOME :</b>			
Fees Received from Students.	6	26727532.00	22692995.00
Other Income.	7	1172421.00	800613.00
	<b>TOTAL : (A)</b>	<b>27899953.00</b>	<b>23493608.00</b>
<b>EXPENDITURE :</b>			
Salaries & Other Benefits.	8	5207665.00	3957431.00
Administrative & Other Expenses.	9	5609998.77	3957851.50
Depreciation.		782751.00	911491.00
	<b>TOTAL : (B)</b>	<b>11600414.77</b>	<b>8826773.50</b>
<b>Surplus for the year.</b>	<b>( A - B )</b>	<b>16299538.23</b>	<b>14666834.50</b>
Less:			
Transfer to Shree S.S.Jain Sabha for Construction/Development of Tara Devi Harakh Chand Kankaria Jain College Building.		13000000.00	12500000.00
		3299538.23	2166834.50
<b>Less : Transferred to Reserve Fund.</b>		<b>3299538.23</b>	<b>2166834.50</b>
		<b>0.00</b>	<b>0.00</b>

NOTES ON ACCOUNTS. 10

Schedules 1 to 10 form an integral part of the Accounts.

This is the Income & Expenditure Account referred to in our Report of even date.

For K. S. BOTHRA & CO.  
CHARTERED ACCOUNTANTS

*K. S. Kochhar*  
K. S. KOCHAR  
PARTNER  
Membership No. 012574  
Kolkata, the 31<sup>st</sup> day of August, 2013  
KB

For TARA DEVI HARAKH CHAND  
KANKARIA JAIN COLLEGE

Secretary.....*[Signature]*.....

President.....*[Signature]*.....

Treasurer.....

Annexure 9

TARA DEVI HARAKH CHAND KANKARIA JAIN COLLEGE			
[UNDER THE AUSPICES OF SHREE SHWETAMBAR STHANAKVASI JAIN SABHA]			
6 Ram Gopal Ghosh Road, Cossipore, Kolkata 700002			
<u>INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2014</u>			
	<u>SCHEDULE</u>	<u>31.03.2014</u>	<u>31.03.2013</u>
		₹	₹
<b>INCOME :</b>			
Fees Received from Students.	6	26948503.00	26727532.00
Other Income.	7	668745.00	1172421.00
	<b>TOTAL : (A)</b>	<b><u>27617248.00</u></b>	<b><u>27899953.00</u></b>
<b>EXPENDITURE :</b>			
Salaries & Other Benefits.	8	6023282.00	5207665.00
Administrative & Other Expenses.	9	6348428.55	5609998.77
Depreciation.		820218.80	782751.00
	<b>TOTAL : (B)</b>	<b><u>13191929.35</u></b>	<b><u>11600414.77</u></b>
<b>Surplus for the year.</b>	<b>( A - B )</b>	<b>14425318.65</b>	<b>16299538.23</b>
Less:			
Transfer to Shree S.S.Jain Sabha for Construction/Development of Tara Devi Harakh Chand Kankaria Jain College Building.		13000000.00	13000000.00
		<u>1425318.65</u>	<u>3299538.23</u>
<b>Less : Transferred to Reserve Fund.</b>		<u>1425318.65</u>	<u>3299538.23</u>
		<u>0.00</u>	<u>0.00</u>
<b>NOTES ON ACCOUNTS.</b>	<b>10</b>		
Schedules 1 to 10 form an integral part of the Accounts.			
This is the Income and Expenditure Account referred to in our Report of even date.			
For K. S. BOTHRA & CO. CHARTERED ACCOUNTANTS Registration No. 304084E		For TARA DEVI HARAKH CHAND KANKARIA JAIN COLLEGE	
K. S. KOCHAR PARTNER Membership No. 012574 Kolkata, the 16 <sup>th</sup> day of Sept, 2014		Secretary..... President..... Treasurer.....	

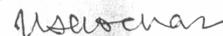
Annexure 10

TARA DEVI HARAKH CHAND KANKARIA JAIN COLLEGE			
[UNDER THE AUSPICES OF SHREE SHWETAMBAR STHANAKVASI JAIN SABHA]			
6 Ram Gopal Ghosh Road, Cossipore, Kolkata 700002			
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2015			
	<u>SCHEDULE</u>	<u>31.03.2015</u>	<u>31.03.2014</u>
		₹	₹
<b>INCOME :</b>			
Fees Received from Students.	6	26055645.00	26948503.00
Other Income.	7	947670.00	668745.00
	<b>TOTAL : (A)</b>	<b><u>27003315.00</u></b>	<b><u>27617248.00</u></b>
<b>EXPENDITURE :</b>			
Salaries & Other Benefits.	8	7169085.00	6023282.00
Administrative & Other Expenses.	9	10857586.99	6348428.55
Depreciation.		683027.00	820218.80
	<b>TOTAL : (B)</b>	<b><u>18709698.99</u></b>	<b><u>13191929.35</u></b>
<b>Surplus for the year.</b>	<b>( A - B )</b>	<b>8293616.01</b>	<b>14425318.65</b>
Less:			
Transfer to Shree S.S.Jain Sabha for Construction/Development of Tara Devi Harakh Chand Kankaria Jain College Building.		<u>7500000.00</u>	<u>13000000.00</u>
		793616.01	1425318.65
<b>Less : Transferred to Reserve Fund.</b>		<u>793616.01</u>	<u>1425318.65</u>
		<u>0.00</u>	<u>0.00</u>
<b>NOTES ON ACCOUNTS.</b>	<b>10</b>		

Schedules 1 to 10 form an integral part of the Accounts.

This is the Income and Expenditure Account referred to in our Report of even date.

For K. S. BOTHRA & CO.  
CHARTERED ACCOUNTANTS  
Registration No. 304084E

  
K. S. KOCHAR  
PARTNER  
Membership No. 012574  
Kolkata, the 21st day of September, 2015

For TARA DEVI HARAKH CHAND  
KANKARIA JAIN COLLEGE

Secretary.....

President (Sabha).....

Treasurer.....



## Tara Devi Harakh Chand Kankaria Jain College

(Under the auspices of Shree S. S. Jain Sabha)

Affiliated to University of Calcutta

6, RAM GOPAL GHOSH ROAD, GOSSIPORE, KOLKATA - 700 002

Phone : 2532 6056, Fax : (033) 2546 8008

E-mail : admin@thkjaincollege.ac.in, principal@thkjaincollege.ac.in

E-mail : thkjaincollege@gmail.com, principalthk@gmail.com

Website : www.thkjaincollege.ac.in

### Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution with seal:

Place: Cossipore, Kolkata

Date: 04/11/2015

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