YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

TARA DEVI HARAKH CHAND KANKARIA JAIN COLLEGE

- Name of the Head of the institution — Dr. Mausumi Singh Sengupta

- Designation — Principal

- Does the institution function from its own campus? — Yes

- Phone no./Alternate phone no. — 03325326056

- Mobile No: — 9830892492

- Registered e-mail — principalthk@gmail.com

- Alternate e-mail — principalthkjc@gmail.com

- Address — 6, Ram Gopal Ghosh Road, Cossipore

- City/Town — Kolkata

- State/UT — West Bengal

- Pin Code — 700002

2.Institutional status

- Affiliated / Constitution Colleges — Affiliated

- Type of Institution — Co-education

- Location — Urban

- Financial Status   **Self-financing**

- Name of the Affiliating University **University of Calcutta**

- Name of the IQAC Coordinator   **Dr. Suchismita Das**

- Phone No.   **09831898703**

- Alternate phone No.   **09831378911**

- Mobile   **09831898703**

- IQAC e-mail address   **iqac.thk@gmail.com**

- Alternate e-mail address   **suchismitad76@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.thkjaincollege.ac.in/IQAC/AQAR2020-2021/AQAR-2020-2021.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.thkjaincollege.ac.in/Academics/download/AcademicCalendar2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.59**	**2016**	**02/12/2016**	**01/12/2021**

6.Date of Establishment of IQAC   **18/01/2012**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NONE	**NONE**	**NONE**	**NONE**	**NONE**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   View File

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. IQAC has responded to all 'Higher Education surveys' and has submitted DCFII (2021-2022) in the AISHE portal and AQAR (2020-2021) in the NAAC portal. 2. IQAC has played an instrumental role to regularize the online/offline classes for completion of syllabus on time. 3. IQAC has prepared the Academic Calendar for the current session and has organized 'Orientation Program' for Semester I students to familiarize them with the Semester-based CBCS system and syllabus. IQAC regularly monitors the attendance record and academic performance of students in the Internal and University Examinations. 4. IQAC constantly encourages teachers of various departments to organize webinars/lecture sessions/seminars/certificate courses for the benefit of the students and teachers. 5. IQAC has organized webinar on IPR and One-Day workshop on 'Managing Publication Ethics in Social Science'. IQAC has played an instrumental role in organizing 'Green and Environmental Audit' of the college.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Arrange more FDPs for teachers	Two FDPs were organized on i) Research Methodology in Social sciences and ii) Managing Publication Ethics in Social Sciences
To arrange for Green and Environmental Audit	An expert team of five members visited the campus on 29th June, 2022 for the Green and Environmental Audit
To encourage teachers for student/teacher exchange programs with other colleges	A student-exchange program was organized for the students of Department of Journalism and Film Studies with Vidyasagar College for Women
To take more 'Green initiatives' for sustainable development	i. Completion of installation of Solar Panel on roof top by early July 2021 for energy saving, ii. The opening of Green Manure production unit in Dec 2021 and is operational in full swing, iii. Setting of tanks in ground floor for the collection of rain-water and re-use

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	25/02/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	TARA DEVI HARAKH CHAND KANKARIA JAIN COLLEGE
• Name of the Head of the institution	Dr. Mausumi Singh Sengupta
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03325326056
• Mobile No:	9830892492
• Registered e-mail	principalthk@gmail.com
• Alternate e-mail	principalthkjc@gmail.com
• Address	6, Ram Gopal Ghosh Road, Cossipore
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700002

2.Institutional status

• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	University of Calcutta
• Name of the IQAC Coordinator	Dr. Suchismita Das

• Phone No.	`09831898703`	
• Alternate phone No.	`09831378911`	
• Mobile	`09831898703`	
• IQAC e-mail address	`iqac.thk@gmail.com`	
• Alternate e-mail address	`suchismitad76@gmail.com`	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.thkjaincollege.ac.in/IQAC/AQAR2020-2021/AQAR-2020-2021.pdf
4.Whether Academic Calendar prepared during the year?	`Yes`
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.thkjaincollege.ac.in/Academics/download/AcademicCalendar2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
`Cycle 1`	`B+`	`2.59`	`2016`	`02/12/2016`	`01/12/2021`

6.Date of Establishment of IQAC	`18/01/2012`

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
`NONE`	`NONE`	`NONE`	`NONE`	`NONE`

8.Whether composition of IQAC as per latest NAAC guidelines	`Yes`
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	`4`
• Were the minutes of IQAC meeting(s) and compliance to the decisions have	`Yes`

been uploaded on the institutional website?			
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File		
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No		
• If yes, mention the amount			

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. IQAC has responded to all 'Higher Education surveys' and has submitted DCFII (2021-2022) in the AISHE portal and AQAR (2020-2021) in the NAAC portal. 2. IQAC has played an instrumental role to regularize the online/offline classes for completion of syllabus on time. 3. IQAC has prepared the Academic Calendar for the current session and has organized 'Orientation Program' for Semester I students to familiarize them with the Semester-based CBCS system and syllabus. IQAC regularly monitors the attendance record and academic performance of students in the Internal and University Examinations. 4. IQAC constantly encourages teachers of various departments to organize webinars/lecture sessions/seminars/certificate courses for the benefit of the students and teachers. 5. IQAC has organized webinar on IPR and One-Day workshop on 'Managing Publication Ethics in Social Science'. IQAC has played an instrumental role in organizing 'Green and Environmental Audit' of the college.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Arrange more FDPs for teachers	**Two FDPs were organized on i) Research Methodology in Social sciences and ii) Managing Publication Ethics in Social Sciences**
To arrange for Green and Environmental Audit	**An expert team of five members visited the campus on 29th June, 2022 for the Green and Environmental Audit**
To encourage teachers for student/teacher exchange programs with other colleges	**A student-exchange program was organized for the students of Department of Journalism and Film Studies with Vidyasagar College for Women**
To take more 'Green initiatives' for sustainable development	**i. Completion of installation of Solar Panel on roof top by early July 2021 for energy saving, ii. The opening of Green Manure production unit in Dec 2021 and is operational in full swing, iii. Setting of tanks in ground floor for the collection of rain-water and re-use**

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	**25/02/2023**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021- 22	**16/01/2023**

15.Multidisciplinary / interdisciplinary

As NEP not implemented yet by State Govt. and Parent University, thus multidisciplinary/interdisciplinary programs or courses have not been implemmented.

16.Academic bank of credits (ABC):

As NEP Not implemented yet by State Govt. and Parent University, thus Academic bank credits have not started yet.

17.Skill development:

As NEP Not implemented yet by State Govt. and Parent University, thus skill development programs as per NEP does not exist. However, college takes initiative in developing soft/life/language and communicating skills amongst students by organizing classes and lecture sessions.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

As NEP Not implemented yet by State Govt. and Parent University, thus teaching in Indian language has not been started. However students who have taken Bengali and Hindi are taught in Indian language.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

NEP Not implemented yet by State Govt. and Parent University, however college do focus on outcome-based education. As a part of this, results of students both paper-wise and semester-wise are analyzed and discussed amongst teachers.

20.Distance education/online education:

NEP Not implemented yet by State Govt. and Parent University and currently there is no distance education/online education.

Extended Profile

1.Programme

1.1   **342**

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **3022**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **36**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **862**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **44**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **44**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**342**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**3022**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**36**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**862**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**44**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**44**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**37**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**261.277 lakhs**
4.3 Total number of computers on campus for academic purposes	**148**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

In the current session, classes were held in online mode in the first few months (due to pandemic) and was shifted to offline mode from 16th Nov, 2021 following Covid-19 precautions (as per WB Govt. order).

The College follows the Academic Calendar and curriculum based on UGC and the parent University guidelines. Initially, an Academic Calendar and Time-table was prepared for online classes (through G-Suite Education) and was shared with students. Changes were made in the Academic calendar/routine for offline classes after re-opening of college.

Before commencement of each semester, departments held meeting for distribution of syllabus/classes amongst the teachers for timely completion of the syllabus before the end-semester exam. For regular assessment of the students; assignments are given and question-answer sessions and class tests are held. Special

classes, webinars/seminars and various student activities (oral/model/poster presentations, debate, quiz) are organized to augment the interest of the students. Teaching materials such as notes, PowerPoint presentations, scanned copies of text books are shared with the students through LMS/Google classroom/emails.

After completion of exam, feedback and suggestions are collected from students based on curriculum, teaching-learning andevaluation. The feedback and the suggestions are analyzed and discussed and shared with BOS members when necessary.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/1_1_1-Effective-Curriculum-Delivery-2021-2022.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

In the session 2021-2022, classes were held in the online mode for first few months and was shifted to offline mode after re-opening of college. Following preparation of the Academic Calendar, the college ensures that it is followed by all departments for completion of the syllabus. For the newly admitted students, an 'Orientation Program' is held for guiding them on the CBCS pattern, syllabus, examination pattern and the scope of the course.

However, after two years of online classes, it was challenging for the teachers to encourage the students to come to the college on a regular basis, which was affecting their performances. Through repeated conversation with the students and holding parent-teacher meetings, the attendance of the students improved. All informationswere shared with the Principal and IQAC on a regular basis.

For continuous evaluation of students, students are assessed through class tests and various assignments (MCQ pattern and subjective questions). Question-answer discussion and revisions are carried out keeping in compliance with the academic calendar. Additionally, the teachers organize students'

presentation (poster/oral/model) and other activities for improving their skill and thoughtful abilities.

The University examination schedules are corresponded to the students on a regular basis through Google classroom and emails.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/1_1_2-Continuous-Internal-Evaluation-2021-2022.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

13

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

119

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

50

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The College has a Women Cell which organizes events/program on gender sensitization, human values and ethics. The Cell has

Principal as the chairperson and few teachers as the members.In the current session, the Women Cell has organized the following lecture sessions on:

- "The Indian Constitution and Women Empowerment"by Dr. Aparna Bandhopadhyay, Associate Professor, Department of History, Diamond Harbour Women's University, Sarishaon 26th Jan, 2022 (an online event with Dept. of History)
- "Economic Empowerment of Women: Rising Trend of Female Entrepreneurs in India" by Dr. Sharmistha Banerjee, Professor, Dept. of Business Management, University of Calcutta on International Womens' Day (8th March 2022)
- 'Women's Health, Hygiene and Nutrition during Young Adulthood' by Dr. Debarati Mukherjee, MBBS, MD.on 21st May, 2022 (with Dept. of Political Science)

Several sessions on Human Rights, Conservation of Ecosystem, Biodiversity, Energy Conservation, Green Manure production etc. have been organized by other departments.

A mandatory Environmental Studies Course as in Ability Enhancement Compulsory Course (AECC-2) in the Semester II of the CBCS curriculum is being taught to all students. Additionally, around 19 different courses (both Hons. and General subjects) offered by different subjects in their curriculum;has topics related to ethics, gender, human values, environmental sustainability etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1789

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/1_4_1-1_4_2-Feedback-on-Curriculum-2021-2022.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1428

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

36

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Like other sessions, the institution adopted few methods to assess the learning levels of the students as advanced learners and slow learners and following are the procedures implemented:

As the (10+2) board exams were not held in 2021, it was difficult to judge the knowledge of the students based on the board marks. So, they were mainly judged based on class tests, (written/viva), participation in theory classes.

Steps taken for the slow learners:

- Instruct them to follow a basic, easy textbook
- Use alternative methods of teaching (MCQ based quiz, assignment for improving writing skill and time management)
- Sharing of notes, books and PowerPoint presentations through Learning management system (LMS), Google classroom and College website
- Schedule Remedial/Tutorial class
- Provide them comprehensive question bank (University question papers, model question papers)
- Organize various activities/interactive sessions/competitions for their growth
- Organize 'Parent-Teaches' meetingfor discussion on their progression
- Personal counselling through mentor-mentee session

Steps taken for the advanced learners:

- Provide advanced-level reference books, journals,study materials
- Organize student seminar to enrich their presentation skill

- **Encourage them to participate in poster or paper-presentation competitions, article writing, national/international seminar or webinar, held in college or in other colleges/universities**
- **Motivate them to appear for different competitive examinations**

File Description	Documents
Link for additional Information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/2_2_1-Programs-for-Advanced-and-Weak-Learners-2021-2022.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3022	**44**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

For developing thinking abilities and cognitive skills, students must get the opportunity to participate in different experiential and participative learning programs, apart from their regular classroom lectures.

The students of practical-based subjects get adequate exposure during their practical classes. Additionally, inter-departmental 'hands-on-training' on selected experiments are organized for further exposure on the topic. The students are also taken for field trips/industry visits, visit to historical/well-known places for insightful and intellectual development. After the visit, teachers assist the students to prepare a brief report, which they need to submit as a part of their curriculum.

The students from Commerce, BBA and Arts departments are taken to Industry visit, Museum visit, Book Fair etc., for enhancing

their knowledge on various societal and environmental issues.

For better understanding of topics taught, several teaching materials and online videos are shared through Google classrooms, Learning Management Systems (LMS) and college website. Additionally, class lecture videos of online classes are uploaded in personal digital platforms by few teachers.

As a participative learning, students are encouraged to participate in quiz, debate, PowerPoint/model/posterpresentations and attend lecture sessions/webinars organized by the college. The students show active participation in such events and occasionally assists the teachers to organize the events.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/2_3_1-Student-Centric-Methods-for-Enhancing-Learning-Experiences-2021-2022.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has five ICT-enabled classrooms, two portable projectors (to be fitted in any classroom), screens, laptops/desktops, and Wi-Fi connection for taking classes through powerpoint presentations, pictures,videos, and movies. A log-book is maintained for advance booking of the audio-visual rooms/projectors as per need basis. The online classes are taken through G-Suite Education.

For effective teaching-learning process:

- The teachers have access to e-resources through N-LIST and BCL (British Council Library) for research articles and textbooks. Department-wise log-in IDs have been provided to the teachers
- The teachers share the study materials with the students through Google classroom, LMS (Learning Management System) or through emails
- Practical classes in the department of Computer Science,

Journalism, and Geography are taken using open-source software packages (XAMPP, Python, Jupyter Notebook, LINUX, QGIS, etc.) for the dissemination of knowledge to the students and their better understanding

- Numerous programs such as webinars/seminars, debate, quiz and other enrichment programs are organized by the teachers for the students

All efforts are being made by college and the teachers to keep the students resourceful using various online tools and resources.

The feedback on curriculum and on teaching-learning processes are collected from the students through LMS for further improvements in the future.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/2_3_2-ICT-Enabled-Tools-for-Effective-Teaching-Learning-Process-2021-2022.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

29

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

44

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

224

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Other than the semester-end examinations, the teachers evaluate the students all through the session by taking several class tests (MCQ and subjective based),quizzes, assignments,oral/model/poster presentations, group discussions, etc. After evaluation, the answers are discussed with the students for correcting their mistakes and the marks obtained are preserved. A transparent mechanism is maintained and the poor performances/poor attendance of any students are being discussed on a one-to-one basis with the parents during the parent-teacher meetings. The details are shared with the Principal and IQAC for their records.

The Internal examination is an integral part of the University Examination under the CBCS system. College strictly follows the regulations and the guidelines given by University and the respective BOS for conducting the internal examination;which has two components: attendance (10 marks) and written exam (10 marks). The students are intimated about the examination rules and norms. The examinations are held as per the schedule given by the University and marks on attendance are given to the students based on the number of classes attended. For students with poor attendance and performance, their parents are contacted in advance, so that the students get an opportunity to improve their performance andattendance percentage.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/2_5_1-Mechanism-of-Internal-Assessment-2021-2022.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

As a continuous assessment, several assignments are given to students for improvement in their performances and in their writing skills. After evaluation, their scripts are shown and their mistakes are discussed by the teachers. Any grievances from the students regarding marking are being addressed.

The CBCS-based semester examination comprises of two components

- the "Internal' and the "Semester-end" examination and are being conducted as per university norms and guidelines laid by BOS. Review is not permissible for internal examinations however; they can opt for review/re-examination of the 'semester-end theory paper' through an online process at the university portal and approved by the college authority.

Of the two semesters in 2021-2022 session, the first semester was held in online mode and the students were informed about the exam schedule through college website, google classroom and email. The students received the question paper through email/google classroom. Initiatives were taken to upload all the question papers on the college website. Through helpline number, grievances were being addressed and were being solved by the examination committee at the earliest.

The second semester was held in the offline mode. After form fill-up, the students received the admit-card and appeared for examinations in the allotted center (away center).

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/2_5_2-Internal-Examination-Related-Grievances-2021-2022.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution being an Affiliated college follows the curriculum as designed by the parent University.

Teachers' awareness on PO/CO of the programs offered:

- Teachers participate in meetings/workshops organized by University/BOS/other colleges to understand the scope of the courses tobe offered
- The feedback on curriculum from different stakeholders are communicated to BOS
- A teacher from the department of Film Studies is a member of BOS and actively contributes in the course framing
- The teachers analyze the performance of the students in

class tests and in semester-end examination, to understand their level of understanding. Accordingly, actions are being taken to bring changes in the teaching pattern

Students' awareness on PO/CO of the programs offered:

- The PO and CO of all subjects offered have been uploaded on the college website for the students
- The newly admitted students are made aware of the program and course outcomes and on the future prospects of the subjects that they have opted for, during the "Orientation Program'
- The Skill enhancement and Discipline specific courses are being offered keeping into account the development, growth and knowledge expansion of the students
- The students are encouraged to participate in certificate courses organized by college for their curriculum and intellectual development.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/2_6_1-Program-and-Course-Outcome-of%20BA-BSc-BCom-BBA-2021-2022.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college offers Honors programs in BA/B.Sc./B.Com/BBA and General programs in BA/B.Com. The institution follows the courses as designed by the parent university. To evaluate the attainment of the program and course outcomes, the following steps are taken:

- The teachers monitor the performances of the students in various courses through continuous assessment (class tests, assignments, presentations etc.).
- The scores obtained in each course and SGPA/CGPA obtained are being analyzed as follows:

- Number of students scoring 80% and above

- Number of students scoring between 60-80%

- Number of students scoring below 60%

- Number of unsuccessful students

Such analysis helps the teacher to get an idea on the understanding of the topics taught in each course by the students. The SGPA/CGPA analysis helps in understanding the outcome of subject specific program.

Additionally, the data of student progression to higher studies/professional courses or to jobs are maintained (only of students who respond). The feedback from the students on teaching-learning providesinformation on their satisfaction regarding the courses offered.

In the IQAC and departmental meetings, the analysis of the scores obtained and their suggestions arebeing discussed and accordingly actions are being taken to bring changes in the teaching pattern.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/2_6_2-Attainment-of-PO-and-CO-2021-2022.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

851

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.thkjaincollege.ac.in/Academics/annualReports/THKJainCollege-AnnualReport-2021-2022.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/2_7_1-SSS-Feedback-Analysis-2021-2022-Session-2021-2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NONE

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/3_1_2-Research-Grants-to-Departments-2021-2022.pdf

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

27

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In harmony with the vision and mission of the college, the Jain Sabha organizes distribution of free ration once every month to the underprivileged people of the locality. The college staffs and NSS students take active participation in this noble activity.

The college NSS unit organizes several community activities all through the year where the NSS student volunteers and the other students enthusiastically participate. The students plan out the program with NSS Program Officer and visit various places for proper execution of the programs.

As the college was closed in the first half of the session many activities could not be organized, however many activities were held when the college reopened.

Activities such as food distribution to the underprivileged, health check-up for the local slum dwellers, blood donation camp etc. were organized very successfully by the NSS unit in the

current session. There was huge response in all the events and the volunteers provided their best to makethe programs a huge success.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/3_3_1-Extension-Activities-carried-out-for-Neighbourhood-Community-2021-2022.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`100`

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

`1`

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has a campus area of 2 acre and built-up area of 9088.45 sq.mts. (G+4 building) having '31 classrooms, 5 audio-visual rooms and 1 seminar/multipurpose hall'. Additionally, there are portable LCD projectors, screens, laptops, desktops, printer, scanner, photocopy facility (for staff and students), CCTV camera (for continuous surveillance). The full building of the college is Wi-Fi enabled (?200 mbps) and has LAN connection.

There are 20 laboratories (for lab-based subjects) which are equipped with instruments and other facilities for efficient functioning.

The library is enriched with KOHA, OPAC (in-house), 8649 books, subscriptions to '9 journals and 3 magazines', subscriptions to INFLIBNET and BCL (British Council Library) for getting access to e-resources. Bar-coding of books and remote access to availability of books is functional. It has a seating arrangement (for reading) and computers with internet connections.

The college has faculty rooms, NSS room, IQAC room, Examination room, Computer labs, Language-lab, Board-room, Accounts and Administrative section. Other facilities include spacious cafeteria, parking space for 2-wheelers and 4-wheelers, water-

pipe connections with sprinklers (for fire-safety), filtered drinking water outlet (in each floor), toilets (for boys, girls, staff).A free bus service is provided for pick-up and drop-off to the nearest bus terminal/Metro station.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/4_1_1-Adequate-Infrastructure-and-Physical-Facilities-for-Teaching-Learning-2021-2022.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The students are encouraged to participate in cultural/physical activities for better mental and physical development. The college has common rooms for boys and girls equipped with indoor games like tennis, carrom. For outdoor activities, the college ground has a basketball court and open ground for playing football and cricket. Yoga sessions are held in the common rooms to celebrate International Yoga Day. Annual sports are organized; students are given certificates/trophies and special recognition to the best player (male and female).

The college organizes an Annual Fest "Ripples" with huge turn-out of students.The departmental toppers in the university examinations are felicitated in the Fest and cultural programs are organized where renowned artists perform.The students organize Teachers' Day, Freshers' party and Farewell Party (for the outgoing batch) on a department basis.

The college also observes important days like Independence Day, Republic Day, Saraswati Puja, Rabindra Jayanti, Mother Language Day, International Women's Day, World Environment Day, International Microorganism Day, World Wildlife Day, Yoga Day etc.The NSS volunteers organize the NSS Day, World AIDS Day, Energy Conservation Day, Human Rights Day etc.

The college has a Gmail account and a YouTube channel for live streaming of the online programs along with Facebook and Instagram accounts.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/4_1_2-Facilities-for-Cultural-Factivities-Games-and-Sports-2021-2022.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

37

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

37

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/4_1_3-ICT-Enabled-Rooms-2021-2022.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

39.62864

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Features Of Library on ILMS:

- **Library is automated using Integrated Library Management System (ILMS) and has digitization facility through KOHA software**
- **Nature of automation (fully or partially): Partially**
- **Version: 18.05.03.000**
- **Year of Automation: 2014 (upgraded on 2019)**

Other features of Library:

- **The library is enriched with '8649' number of books (text books + reference books)**
- **The library subscribes '9' journals and '3' magazines**
- **The library has subscriptions to INFLIBNET and BCL (British Council Library) for getting access to large number of e-resources (e-books and e-journals)**
- **Bar-coding of books and Web-OPAC facility for remote access to availabilty of books**
- **Library Membership cards (for students and teachers for borrowing of books)**
- **Spacious seating arrangements for reading**
- **The library has computer facilities (with internet) for teachers and students**
- **A small History Museum**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/4_2_1-Library-Automation-2021-2022.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.032

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

54.87

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college takes continuous effort to improve the IT infrastructure and internet connection.

- **The college has total 175 computers (160 desktops and 15 laptops), 25 printers, 4 scanners, 2 photocopiers, and 1 barcode scanner (for barcoding of textbooks in the library)**
- **Of the total 160 desktops, 111 desktops are exclusively for student's use in labs and browsing centers (Computer Science Software lab, BBA computer lab, Geography GIS lab, Digital Language lab, Library, and MAC lab (Journalism & Film studies department). The rest 49 desktops are used for departmental and administrative/accounts section uses**
- **Of the total 15 laptops, 4 are for students' use (for taking classes in the audio-visual rooms)**
- **The College has 5 audio-visual rooms equipped with LCD projector, screen and sound-system. The teachers can do advance booking for classes and for various academic events like lecture sessions, film screening etc. Additionally, two portable projectors/screens to be fit in any classroom are available**
- **The attendance of both teaching and non-teaching staff is maintained through Biometric system (eSSSL)**
- **The WiFi connection (~200 Mbps) was made available in every floor/corner of the building through one server. The ground floor of the building has the main server (the central unit- through 2Kva online UPS)**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/4_3_1-Institutional-IT-Facilities-2021-2022.pdf

4.3.2 - Number of Computers

115

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

64.71133

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Principal and Secretary of GB reviews the functioning of physical, academic and support facilities on day-to-day basis. The college has a well-established structure for the maintenance

of such facilities, which includes the following:

1. A caretaker monitors the functioning of all facilities including plumbing, electrical, waste disposal (solid and liquid), cleaning and maintenance
2. The support staff includes electrician, gardeners, sweepers, securities, peons and driver (drives the college bus)
3. The lifts, air-conditioners, spectrophotometer instrument and the computers (academic and administrative), printers, scanner, photocopier machines, LCD projectors are under AMC
4. Servicing of microscopes, MAC computers (Dept. of Journalism and Film studies) and other instruments are done as per need basis
5. Cleaning of shelves, stock verification of books,weeding of unwanted materials are done in the library on a yearly basis
6. The classrooms, laboratories, stairs, and toilets are cleaned twice daily by the sweepers, after the completion of morning and day shift classes respectively
7. Fumigation of rooms/laboratories are done on a regular basis
8. The playgrounds (including basketball) and common rooms (boys and girls) are cleaned daily. The sports equipments are kept under lock and key when not in use
9. Carpenters are appointed for making of new furnitures/polishing of old ones on a regular basis

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/4_4_2-Maintenance-of-Academic-and-Physical-Facilities-2021-2022.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

183

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

372

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/5_1_3-Capacity-Building-and-Skill-Enhancement-Initiatives-21-22-Session-2021-2022.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

379

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

379

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

91

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The students are an important stakeholderof the college and must be given opportunities to participate in cultural and co-curricular activities for their growth;along with their academic activities.

- **The college topper from the 2nd year University examinations (of all programs) becomes the student representative of the college Governing Body**
- **A Sports and Cultural Committee comprising of students from different departments and semesters have been formed.**

The students show energetic participation in organizing the annual Fest 'Zest' and 'Annual Sports' very competently with support from the college authority.

- The students actively participate in other programs like Flag hoisting ceremony on Independence and Republic Day, Saraswati Puja, Freshers' Welcome, Farewell Party, Teachers' Day, Rabindra Jayantietc.
- The College NSS unit which is made up of students from all departments organizes various programs and outreach activities all through the year. Some of the activities include campus cleaning, blood donation camp, awareness programs, celebration of special days like World AIDS day, NSS day, community services etc.
- The students actively participate in various college and departmental academic activities like quiz, debate, poster competition, exhibitions etc.

The college has an official YouTube channel (THKJainCollege Media),Facebook and Instagram account for communicating with students and alumni.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/5_3_2-Student-Representation-and-Engagement-in-Various-Activities-2021-2022.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

16

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association has been registered as 'Cossipore Taradevi Harakh Chand Kankaria Jain College Old Students Association' under the West Bengal Societies Registration Act XXVI (1961) on 13th Nov, 2015.

- The association has posts for President, Vice-President, Secretary, Asst. Secretary and Treasurer
- The association has 624 members

Activities in the 2021-2022 session (details in the Additional file):

- A 2020 pass out student Shiv Lahoti donated his books to the college library
- Several online and offline sessions have been organized by the departments where the Alumni students interacted with the current students and spoke on the scope of the subjects and future prospects
- Few alumni students along with current students participated in an exhibition "Delights and Designs"

There has been no meeting amongst the members or any monetary contributions by the alumni during the session 2021-2022.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/5_4_1-Alumni-Activities-2021-2022.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION

The vision of this college is to establish itself as one of the leading academic institutions by providing quality and holistic education and inculcating moral and ethical values, and skills for employment to the students from all sections of the society as they grow up to be responsible citizens of the community and the country.

MISSION

The mission of the college includes the following:

- **To create an egalitarian environment where students belonging to different spheres of society including academically backward areas are imparted quality education**
- **To introduce a variety of subjects and personality development courses that would develop employability skills amongst students as they prepare themselves for a diversified job market**
- **To instill an ever-growing thirst for knowledge in the students and motivate them for higher studies and research**
- **To encourage students' participation in extra-curricular**

- activities for an all-round development of their character and personality.
- To reach a milestone of educational excellence
- To establish a bond between the institution and society
- To instill a spirit of community service and patriotism and guide students to be responsible citizens of the country

The College is managed by 'Shree S.S. Jain Sabha. The Governing Body,the Principal, and IQAC members takes important decisions to implement the vision and mission of the college.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/6_1_1-Vision-and-Mission-of-College-2021-2022.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has set up an administrative hierarchy to facilitate effective decentralization and enhance participation of staff members and students in the management of the institution. The Governing Body is the apex administrative body of the institution that is vested with the responsibility of decision-making and takes care of infrastructure upgradation and provide various facilities to support teaching-learning. The Governing Body includes member from the Society, Shree S.S. Jain Sabha, affiliating University nominee, student representative, teaching and non-teaching representative, so that everyone associated with the institution can get a platform to share their opinion and recommendations.

The strategic plan/policies are decided by GB, Principal, IQAC and Academic committee. For participative management at the functional level, several committees comprising of faculty, staff and students (in someof the committees) have been formed to assist in the process of admission, academics, examination, purchase, financial and environmental audit etc. The members work jointly in their respective capacities at the operational level and organize several academic programs, sports, cultural events and other extracurricular activities including NSS.

The sharing of responsibilities is at every level which starts from Principal to teachers, staff and students for the growth and progress of the institution.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/6_1_2-Effective-Leadership-in-Decentralization-and-Participative-Management.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Though the college has prepared a strategic/perspective plan for the session 2021-22, college could partly implement them due to college closure for 5months during the pandemic. The college reopened after a long break of 1.5 years and everystakeholders contributed for effective deployment of plans.

Several measures have been taken for successful implementation of perspective plan:

1. Implementation of Learning Management System (LMS) - for uploading study materials, feedback collection on curriculum (from students, alumni and teachers) and student satisfaction survey
2. Laptops and desktops were purchased for Academic and Administrative facilities
3. MoU was signed to promote collaborations for student exchange program and certificate course
4. Student Exchange program was organized with Vidyasagar College for Women
5. Books and magazines were purchased for competitive examinations
6. Seminars and workshops were organized for faculties and students
7. Various activities and events were planned on academic, co-curricular, cultural, gender sensitization, linguistic, constitutional and sports
8. Outreach Programs and service to the communities were organized through NSS unit
9. Expert team visited our college for Green and

Environmental Audit

10. **Bio composting unit has been set-up for utilization of litter leaves and kitchen wastes**

11. **A unit of three tanks has been set-up for collection of rain-water**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/6_2_1-Additional-file-Strategic-Plan-2021-2022.pdf
Upload any additional information	[View File]

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organogram of the Institution reflects a democratic and transparent administrative setup.

- **The Governing Body is the apex decision-making body of the institution. It takes the final call, in matters related to administration and finances. The teaching staff, non-teaching staff and student representatives in the Governing Body ensure that all the stakeholders of the institution participate in effective management.**
- **The functioning of college administration is guided by the special constitution approved by the University of Calcutta, which includes policies related to administrative setup, appointment, and service rules.**
- **The Principal is authorized by the Governing Body to implement the decisions taken and supervise the regular functioning of the college related to administration, examinations, and departmental requisitions.**
- **The IQAC is the chief body for the regulation of the quality of education imparted to the students. It takes academic decisions including distribution of workload, conduct academic programs and taking feedback from students and parents.**
- **The Academic Committee, consisting of the in-charges of the different departments, regularly updates the Principal about departmental activities and progress.**
- **A grievance redressal committee is functional to address**

grievances (if any) as received from the staff/students.
- **The Accounts department is responsible for handling the finances of the college including keeping a record of the revenue earned and funds allocated for various expenses.**

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/6_2_2-Functioning-of-College-Bodies-and-College-Set-Up.pdf
Link to Organogram of the Institution webpage	https://www.thkjaincollege.ac.in/downloads/2022/THKJainCollege-Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has many provisions of providing effective measures to the teaching and non-teaching staffs.

Financial Support

- **The facility of Provident fund (Employers' Provident fund) and Pension Fund as per government regulations for all staffs (teaching and non-teaching)**

- **Interest-free loan is provided to the staff members**
- **College contributes to ESIC (Employees' State Insurance Corporation) for non-teaching staffs**
- **Paid maternity leave of six months according to government norms is offered to the female staff members**

Bus Service

The college bus gives free ride to and from the nearest metro station and bus depots twice a day daily on working days

Recreation

- **The college organizes a picnic annually for the staff members and their family members at free of cost**
- **The college organizes Annual Fest "Ripples" in a grand way with performances by eminent artists for staffs and their families. Additionally, programs like Saraswati Puja, Rabindra Jayanti, Independence Day etc. are celebrated**

Staff Quarter

A staff quarter within the college premises provides safe and secure place for the security and maintenance staffs (support staff)

Fee Concession

The children of the staff members taking admission in the institution are helped by fee concession. This is meant for making education more affordable and accessible

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/6_3_1-Welfare-Measures-for-Teaching-and-Non-Teaching-Staff-2021-2022.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend

conferences/workshops and towards membership fee of professional bodies during the year

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

8	

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The IQAC members have initiated the Performance Appraisal system of teaching and non-teaching during the session 2021-2022. Till the performance appraisal system becomes effective, the activities of teaching and non-teaching staff are monitored by Secretary and Principal on a regular basis.

Following are the details followed for teaching and non-teaching staff with respect to keeping record of their activities and performances:

Teaching Staff

- Teachers keep records of their academic and administrative activities including class records, class tests, program organized, exam duty, and script evaluation in 'Teacher's Diary'.
- The Principal holds meetings with the faculty members periodically to stay abreast of the departmental activities, students' performance and plan for the upcoming days of the academic session.

Non-Teaching Staff

Principal interacts with the non-teaching staffs daily and groups have been created on digital platforms and regular meetings (offline/online) are held to get updates about the duties discharged and the pending workload.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/6_3_5-Performance-Appraisal-System-for-Teaching-and-Non-Teaching-Staffs-2021-2022.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

There is no formal institutional mechanism as such for internal audit. However, the details of the financial transactions and income-expenditure reports are submitted to the Secretary on a monthly basis.

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 2021-22.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/6_4_1-Internal-and-External-Audit-2021-2022.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The main source of revenue for the institution is students' fees. The utilization of funds is monitored by the Governing Body in consultation with the Principal.

Mobilization of funds

- The process depends on various expenses that need to be made on 'Upgradation of Infrastructure including Academic and Physical facilities'.

A budget is prepared for various heads based on the requirement for purchase of laboratory equipment, chemicals, library books and other necessary items for conducting classes and other security features.

- The Secretary, Principal and the Accounts department ensures that the various recurring and non-recurring expenditures under each head lies within the allotted budget.

Optimal utilization of Resources (funds)

- The departmental heads give list of necessary items that need to be purchased for theory and practical classes
- The librarian prepares the book list based on the requisition of the department.
- Institution has provision for release of funds for all academic developments such as arranging seminars, conferences, special lecture sessions and development programs of students.
- Travel grants are given to teachers (if claimed) for participation in FDP, seminar or workshops.

Optimal utilization of Physical Resources

Qualified laboratory technicians have been appointed who takes care of all equipment and other necessary items.

As the classes runs in two shifts (morning and day), the resources (classroom, computer laboratories, library, canteen and other facilities) are properly utilized with no space crisis.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/6_4_3-Mobilization-of-Funds-and-Resources-2021-2022.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC plays a significant role in the teaching-learning process and ensures that quality education is imparted to the students in the difficult time of pandemic and post-pandemic.

- **A common platform for the teachers and students was set up for efficient dissemination of knowledge and maintenance of attendance and performance records through the G-Suite Education during pandemic**
- **A welcoming and amicable environment for students after re-opening of college which increasedthe turn-out of students**
- **Teachers are encouraged to get registered for Ph.D and to attend Faculty Development Program/workshop, short term courses**
- **Encourage the departmentsto organize several online/offline programs to boost the academic environment and to augment the enthusiasm of students**
- **To observe important days and events, such as World Environment Day, International Yoga Day, World Health Day, World Wildlife Day, Republic Day, and International Womens' Day etc.**
- **IQAC recommends and ensures the implementation of certificate courses for the benefit of students. This session two such courses such as 'Personality Development'**

and "GST crash course" were held
- Collection and analysis of feedback from various stakeholders on curriculum, teaching-learning and other facilities
- Measures for green initiatives such as arranging "Green and Environmental Audit', composting, installation of solar panel and water-recycling unit etc.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/6_5_1-Contribution-of-IQAC-for-Quality-Assurance-2021-2022.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC reviews the teaching-learning process and implements reforms for better results. The college was closed for 1.5 years during pandemic but teaching continued uninterruptedly. The college administration in consultation with IQAC selected the G-Suite Education platform with all its integrated services like Google Meet, Google Classroom, Google Form, etc., for conducting online classes and providing study materials to the students.

To ensure quality of education is given, individual accounts were created under the main domain and students were given domain-generated email ids for attending classes and participatein curricular and co-curricular activities. Teachers who required training on digital mode of teaching were given the opportunity to acquire these skills.

Post-pandemic, IQAC ensured that the students get an amicable environment and motivated the teachers to organize various lecture sessions/activities to attract the students to the college.

To evaluate the attainment of learning outcomes, the performances of the students in examinations (class tests and university) are evaluated. The marks obtained in each paper are

analyzed to get an idea on the understanding of the topics taught in each course by the students. The feedback from the students on teaching-learning collected provides additional information on their satisfaction regarding the courses offered.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/6_5_2-Review-of-Teaching-Learning-by-IQAC-2021-2022.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.thkjaincollege.ac.in/Academics/annualReports/THKJainCollege-AnnualReport-2021-2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The mission of the College is to promote gender fairness and make everyone self-confident and self-assured. The college authority ensures to provide safety to all students and staff.

Following measures have been taken:

1. The college campus is under 24x7 CCTV surveillance with security check-points at the gates
2. The Police station is very close to the college and may be called for anytime
3. The college has committees such as "Internal Complaint Cell", "Grievance Redressal Cell" having both male and female staff as members. Any student/staff can share their problems (if any) with the committee members
4. The College has separate common rooms for girls and boys
5. The college has separate toilet for girls and boys and separate toilets for staff. The college provides free sanitary pads to students and staff in case of necessity

Several courses on gender sensitization related topics are included in the curriculum such as: Marriage and Human Relations, Contemporary India: Women and empowerment, Gender and Environmental Studies etc. As part of their curriculum some of the students are given topics based on gender equality.

The Womens' Cell of college organizes programs on issues related to women empowerment and on mental and physical health.

File Description	Documents
Annual gender sensitization action plan	https://www.thkjaincollege.ac.in/downloads/2022/Annual-GenderSensitization-ActionPlan-2021-2022.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/7_1_1-Promotion-of-Gender-Equity-2021-2022.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy	C. Any 2 of the above

Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	[View File]()

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has taken all measures to maintain a clean and green environment with dispose all kind of wastes in a suitable manner.

Solid Waste Management:

- **Separate garbage bins are kept for segregation of biodegradable and non-biodegradable wastes**
- **The wastes from canteen and fallen leaves are used for composting (operational in full swing)**
- **The old papers are being sold for recycling and use of plastic and tobacco has been banned inside campus**
- **The sweeper collects the wastes from all garbage bins and dump into the compactor machine (placed by Municipality) for final disposal**

Liquid Waste Management:

- **Water from chemistry department containing acids and organic solvents is first neutralized/diluted and then drained off the pipe-line**
- **The water from canteen and laboratories are disposed of into the sewage line. Toilet water is disposed in a separate pipeline for further treatments before going into sewage line**
- **Rain-water is collected in tanks for re-use in gardening andcleaning**

Biomedical waste Management:

- **The Microbiology department wastes containing live microorganisms are heat-killed before disposal**

- **The Zoology department wastes containing dissected parts of fishes are chopped and kept in separate garbage bins**

E-waste management:

- **Old computer parts are repaired/reused or stored in the store-room**

The college does not generate radioactive/hazardous waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://www.thkjaincollege.ac.in/IQAC/AQAR2021-2022/7_1_3-Institutional-Waste-Management-2021-2022.pdf
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic	**B. Any 3 of the above**

5.landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution remains mindful regarding the need for creating a comprehensive environment for promoting tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. It motivates all stakeholders to understand the importance of harmony and organizes various events like seminars, group discussion and celebration of memorial days and festivals in various aspects.

The college observes important days likely Independence Day (15th Aug), Republic Day (26th Jan), International Mother Language Day (21st Feb), Teacher's Day (5th Sept), International Womens' Day (8th March), International Microorganism Day (17th Sept), NSS Day (30th Sept), World Wildlife Day (3rd March), World Environment Day (5th June), International Yoga Day (21st June), World AIDS Day (1st Dec), etc.

The college also arranges College Annual Fest (Zest) with the vision of inclusiveness in terms of regional, linguistic, and cultural diversities.

In this session due to pandemic, some of the activities could not be organized due to college closure for many months.

The college organizes other events as an approach for linguistic and communal socioeconomic development of students as follows:

- **Quiz/Debate Competition**
- **Oral/Poster presentation Competition**
- **Certificate courses for students on "Web designing' and**

"Personality Development"

- Enrichment programs based on their curriculum
- Subject-based webinars organized by the various departments

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college was closed due to pandemic, so many physical events could not be organized. However, to sensitize students and employees towards the constitutional obligations, the following actions were taken:

- The college observed the Independence Day and Republic Day. The Principal and students and staffs came to the college for flag-hoisting ceremony.
- College celebrated the '75 years of Indian Independence' by organizing two webinar series on "Post - Independence transition of Indian Economy: An Introspection" and 'Evolution of Indian Literature & Culture in the last 75 Years'. Several departments were a part of these sessions.
- A webinar was organized on Republic Day 26th Jan 2022, on "The Indian Constitution and Women Empowerment"; jointly organized by Department of History and Womens' Cell.
- An E-quiz was organized to commemorate the 125th Birth Anniversary of Netaji Subhas Chandra Bose, jointly organized by Department of political Science and NSS.

Additionally, The B.A. General students in the Semester-based UG program, study courses such as 'Introduction to Political theory', 'Comparative Government and politics', 'Government and politics in India', 'International relations', "Indian foreign policy' etc. which helps in the sensitization of students to the constitutional obligations and its values, rights and responsibilities as citizens of the country.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrates many national and international commemorative days, events and festivals all through the year. This brings the students, teachers, and staffs together and it provides an opportunity for them to work hand-in-hand.

This session, the college was closed for several months due to pandemic. Thus, some of the events were organized online. The college opened in the second half of the session and several commemorative days were observed in the campus in offline mode.

The different commemorative days, events and festivals celebrated in the current session are:

- **Independence Day (15th August, 2021)**
- **Teachers' Day (5th Sept, 2021)**
- **International Microorganism Day (17th Sept, 2021)**
- **NSS day (30th Sept, 2021)**
- **World AIDS Day (1st Dec, 2021)**
- **Human Rights Day (10th Dec, 2021)**
- **Birth Anniversary of Netaji Subhas Chandra Bose (23rd Jan, 2022)**
- **Republic Day (26th Jan, 2022)**
- **Saraswati Puja (this year on 5th Feb, 2022)**
- **International Mother Language Day (21st Feb)**
- **National Science Day (28th Feb, 2022)**
- **World Wildlife Day (3rd March, 2022)**
- **International Womens' Day (8th March, 2022)**
- **World Health Day (7th April, 2022)**
- **International Biodiversity Day (23rd May, 2022)**
- **World Environment Day (5th June, 2022)**
- **International Yoga Day (21st June, 2022)**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

7.2. Best Practices:

A] Title of the Practice: Inclusive Student Admission Process and Financial Support Schemes

Goal: To ensure that meritorious or needy students from different social, economic, and religious backgrounds are provided admission to the college, especially the first-generation learners.

The college focuses on to make the admission process inclusive; by providing financial support in the form of concessions to students who are not so privileged and scholarships to those students who have secured a high percentage in their class 12 board examinations and University examinations.

In the current session, around 372 students were given scholarships in the form of concessions or partial refund of fees.

B] Title of the Practice: Extending the ambit of student support to promote holistic development

Goal: To provide all kinds of support to students to ensure their physical and mental well-being as well as skill development.

To address the issue of mental well-being, faculty members have one-to-one interactions with the students of their department so that they can share the problems that they face in their academic as well as personal life. To bring back interest amongst students, several course-specific and general webinars/lecture sessions/activities are organised by the departments, NSS and Womens' Cell, to keep the students engaged and connected.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Area of distinctiveness of college are as follows:

- The institution aims at a holistic development of every individual who steps into the campus. Co-curricular events including cultural makes everyone aware about the social, cultural and constitutional realities that surround us.
- Mental Health & Well Being is an important concern of the institution. Beside awareness sessions being conducted by the college, the faculty continues to be a constant

- support for students in situations of stress.
- The college authority takes special care to maintain a lush green campus that ensures a serene, healthy ambience. There is also a green energy production unit & a bio-compost production unit. The campus is also a home to a variety of birds, and animals.
- The institution aims to build itself on the values of inclusivity. There are a number of financial and other concessions which are available for students which ensure that merit do not lose out to privilege. Some of the philanthropic/ outreach programs have been able to help people in need during the COVID crises.
- The institution takes special care to ensure uninterrupted academic pursuit of students. It has a dedicated group of officials who take care of all official matters regarding students' admission, university registration, etc. There is also a free bus service to and from the college campus to the nearest metro stations/important junctions.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

Future Plan of actions for next academic year:

Some of the future plans for the progress of the institute in accordance with vision and mission are:

1. Apart from curriculum, initiatives will be taken to organize awareness programs for students on social issues like cybercrime, environmental consciousness, climate changes, social inequality, gender discrimination etc.
2. More importance to be given for organizing professional and academic development of faculty members and non-teaching staff
3. Up gradation of laboratory facilities of different departments
4. Upgradation of library resource by purchasing of reference books/textbooks and library digitization
5. Focus to be given on waste disposal