



Yearly Status Report - 2019-2020

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 SENGUTA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08240308826
Mobile no.	9830892492
Registered Email	principalthk@gmail.com
Alternate Email	thkjaincollege@gmail.com
Address	6, Ram Gopal Ghosh Road, Cossipore
City/Town	Kolkata
State/UT	West Bengal
Pincode	700002

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	DR. SUCHISMITA DAS
Phone no/Alternate Phone no.	07044808341
Mobile no.	9831898703
Registered Email	iqac.thk@gmail.com
Alternate Email	suchismitad76@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.thkjaincollege.ac.in/IOAC/AQAR-2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.thkjaincollege.ac.in/Academics/download/AcademicCalendar2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.59	2016	02-Dec-2016	01-Dec-2021

6. Date of Establishment of IQAC	18-Jan-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Timely submission of AQAR	06-Mar-2020	12

[View File](#)**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 00	0

[View File](#)**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. IQAC responds to all 'Higher Education surveys' and submitted DCFII and AQAR before the deadline. 2. IQAC has played an instrumental role in the introduction of Personality Development Certificate course for the students and Faculty Development Program for teachers. 3. IQAC has organized Orientation program for students to familiarize them with the semester based CBCS system and has taken an active part in the preparation of Academic Calendar for the session. IQAC has played an instrumental role to regularize the online classes since the lockdown has started from March 2020. 4. IQAC constantly encourages teachers of various departments to organize different outreach activities like lecture sessions, field visits, industry visits. Several webinars and online courses were organized for students and teachers during the pandemic period. 5. IQAC regularly monitors the attendance record and academic performance of students in the Internal and University Examinations.

[View File](#)

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

Plan of Action	Achivements/Outcomes
Upgradation of Faculty room for teachers and Computer Lab for students for BBA Department	Completed
View File	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	04-Oct-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

17-Nov-2016

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

24-Feb-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

The College does not have any Management Information System, however administration and student related data are maintained through dedicated software namely:

- Library: i. Computerized cataloguing through KOHA automation management system ii. OPAC facility (Inhouse) for users
- Office: i. Important notifications to all stakeholders of College (teacher , staff, students, parents etc.) through auto generated SMS (JHAVERI TECHNOLOGY) ii. Online admission system and College office automation software (3S Software Private Ltd.) iii. Computerized Accounting software (COREL ACE) iv. Computerized Salary Statement Easy Pay software.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College has a well-planned curriculum delivery mechanism and follows the courses constituted by the parent University- University of Calcutta. An Academic calendar is prepared following the guidelines of the University which is uploaded on the college website. The Principal & IQAC members meet the respective departmental heads to chalk out an annual plan for the upcoming academic session and this is followed by departmental meetings with the teachers where a teaching plan is prepared and classes are distributed among the teachers. This session, the academic calendar could not be maintained due to Covid-19 outbreak. On sudden closure of college in March 2020, the mode of teaching was shifted immediately to online mode (under G-Suite Education) for completion of syllabus. The syllabus was completed by mid-June by all departments. Every teacher maintains a 'Teachers' Diary' to record the topics taught and to ensure completion of syllabus. Students are always encouraged to visit libraries and special classes are held for discussions and question-answer sessions. Class-tests are regularly conducted to monitor the progress of the students and their performance is discussed with the parents. Group discussions, poster and seminar presentations of the students are organized by the departments to enrich their knowledge. Feedback from parents and students is collected for their suggestions related to teaching-learning processes, facilities and infrastructure. For the welfare of students, Principal and IQAC members encourage the departments to organize special lectures, workshops and increase student participation through different activities such as field study, excursions, industrial visit, students' seminar, poster presentations etc. Since Covid-19 outbreak, several webinars were organized both at State and at National level. IQAC gave continuous support to organize such programs and experts from different fields were invited to give presentation which was beneficial for both students and teachers. Feedback received from participants outside the college were really inspiring with requests to organize more such online events in future. Certificate courses are organized every year by the college for skill and knowledge enhancement of the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Personality Development by UTTARAN ETC , conducted by Mr. Sudip Sen	NONE	19/02/2020	32	To bridge the gap between campus and corporate world for better job opportunity.	Building Confidence and Self-Esteem, Stress Management, Etiquette and Grooming, Interview Management, Resume Writing, and handling

difficult
situation
during job
interviews

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NO NEW COURSE WAS INTRODUCED IN 19-20 SESSION	30/06/2020
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	All programs came under CBCS by 2018-19 session. So none was implemented in this session.	01/01/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	60	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NONE	30/06/2020	Nil
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Journalism & Mass Communication	30
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

To ensure effective operation and development of an Institution it is very important to collect feedback from various stakeholders and analyze their suggestions. Till 2018-19 session, feedback from students and parents was collected through printed feedback forms, however from 2019-20 session all feedback from of students, parents and alumni has been collected through online mode. The Google form link is being provided to students which has questions related to teaching quality, communication skill of teachers, use of innovative methods, completion of syllabus etc. The same form also has questions related to general facilities and infrastructure of the college related to laboratories, library, computers, canteen, sports, recreation, cleanliness, communication etc. The parents' feedback form incorporates the parameters related to beneficial learning environment, student discipline and regularity of classes, infrastructure and various other facilities. The alumni feedback form has questions related to their present affiliation, experiences during their learning phase in the college and feedback on various aspects of teaching and college facilities. The data is processed and bar-diagrams are prepared for better understanding of the feedback. The result is analyzed by Principal and IQAC members along with the departmental heads. Specific suggestions related to infrastructure and facilities are being discussed with Governing body members for proper implementation. Some of the suggestions by parents that were taken care of includes purchase of more library books, reduction of food price in canteen, appointment of female sweeper, installation of CCTV cameras in all classrooms and free bus-service for students for pick-up and drop to the nearest bus-stop and metro station. Based on students feedback, many actions have been taken related to teaching quality, practical classes, arrangement of special classes and purchase of books , scientific instruments, sports and musical equipment.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Microbiology	50	86	49
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2992	Nil	44	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
122	122	7	7	3	100

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring is an integral part of academia. They are guided in the following ways: • Orientation program is organized for freshers' on their first day in the College. Principal and departmental teachers guide them through the courses and the scope of the subjects. • The performance of the students in their board exams and class-tests are analyzed by the teachers to understand their strength, capabilities and weaknesses. Class attendance, performance and academic progress is kept under scrutiny by the departmental teachers. • Advanced learners are encouraged to participate in different academic activities, read more text books and journals for enhancement in learning. They are advised to attend various seminars or give poster presentations at conferences organized by other colleges/institutes. • Students are encouraged to access e-lectures available on the web-sites of international, esteemed institutions. This increases exposure and helps in developing research interests. They are given the opportunity to conduct special classes for the freshers to familiarize them with the experience of teaching. • Weaker students are given special attention from the beginning of the session and remedial classes are arranged so that they can overcome their deficiencies. They are encouraged to read more text books and are given notes and study materials. They are given assignments to develop their communication skills.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2992	44	1 : 68

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
44	40	4	4	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. Tara Duggar	Lecturer	Kasturi Mrig Naabh Me' by Marudhara organization

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	8	1	05/02/2020	23/09/2020

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A continuous internal evaluation system is in operation all through the session. As per university guideline, Mid-term examination and Selection test

are conducted for students of the annual system. Internal examination is carried out for students under CBCS system. Tests based on objection questions, Multiple Choice Question (MCQ) and Optical Mark Recognition (OMR) sheet format are taken to prepare students for the examinations under the newly introduced CBCS system. Apart from all this, the following are arranged for the benefit of students :

- Regular class tests
- Projects on different topics related to the syllabus
- Open book tests
- Departmental seminars on trending topics
- Quiz
- Group discussions
- PowerPoint presentations
- Debate competitions
- Oral presentations by students during the last few minutes of the class
- Writing the class summary
- On field study and preparation of project report

Since the Covid-19 pandemic and lock down, online classes were held everyday through online platforms like Google Classroom, Google form, Google Meet (all under G-Suite Education), Zoom, Skype etc. The teachers took online exams at regular intervals through different modes. The evaluation was conducted by sending questionnaire through Google form or Google classroom. Strategies for weaker learners - ? The areas of weakness of a student were understood from their performance in a series of assignments and with proper evaluation ? Remedial classes are arranged in many cases ? Students are divided into groups, each group comprising of academically strong and not-so strong students. They are made to discuss and write assignments together.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College prepares an Academic calendar of B.A/B.Sc. and B.Com UG programs based on Academic guidelines as published by parent University at the beginning of every session and it is uploaded on the College website. A copy is sent to every department. The academic calendar contains the commencing date for classes, tentative form fill-up dates, commencing date of college and University examinations. Based on the Academic calendar, individual departments prepare their class routine and teaching plans. All other activities related to sports along with cultural and academic activities are mentioned in the calendar. The Principal and departmental in-charge ensure that the course gets completed within stipulated time and the weak learners get proper guidance. For the 19-20 session, the college could not adhere to the Academic calendar from March to June 2020, due to announcement of lock-down. As no exams were held by parent University in the month of June-July 2020, all the 2nd and 4th Semester students were promoted to 3rd and 5th semester respectively however their missed semester exam was conducted by University in Dec, 2020. The final year exam (both for Annual system and Semester-based students) was conducted in early Oct, 2020 and their result was published by end of Oct, 2020.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.thkjaincollege.ac.in/IOAC/Program-CourseOutcome-BCom-BA-BSc.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
8	BA	Honours	51	51	100

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.thkjaincollege.ac.in/IOAC/Student-Feedback-2019-20.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	NONE	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
None	None	30/06/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
None	None	NA	30/06/2020	None
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NONE	NONE	NONE	NONE	NA	30/06/2020
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NONE	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NONE	Nil	0
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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Commerce	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NONE	NONE	NONE	2020	0	NONE	Nill
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NONE	NONE	NONE	2020	Nill	Nill	NONE
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	12	3	19
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nesha Banam Bhalobasa program on International Drug Abuse Day (26th June, 2019)	University of Calcutta in association with Narcotics control Bureau, Kolkata	2	5
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Best PO of 2018-19 session	Best Programm Officer of NSS	University of Calcutta	100
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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Gender sensitization program organized by College Womens Cell	Chetna Foundation	"Gender Sensitization for Tobacco Addiction and Control among Females"	5	250
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student Exchange	30	College	5
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NONE	NONE	NONE	30/06/2020	30/06/2020	0
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NONE	30/06/2020	NONE	Nil
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6500000	5813485

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar Halls	Newly Added
Laboratories	Newly Added

Campus Area	Existing
Others	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	18.5	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7040	229833	861	316404	7901	546237
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NONE	NONE	NONE	30/06/2020
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	119	4	119	4	1	11	19	100	0
Added	16	1	16	0	0	9	0	0	0
Total	135	5	135	4	1	20	19	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NONE	NONE

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

1500000

1208417

2700000

2497084

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has a budget allocated for maintenance and repair of physical and academic infrastructure and other support facilities as per the requirement. The In-charge of the departments informs the college authority about the various requisitions in regard to repair and maintenance. • Laboratory ? Repairing and maintenance of different laboratory instruments/equipments including microscopes are done on a regular basis. Some instruments are given under AMC. Servicing records are maintained by department ? All the computers of laboratory/browsing centre/office are given under AMC and maintained by ACC Infotech ? CCTV cameras installed for surveillance • Library ? The college library is maintained by cleaning, shelving, verifying the stock and weeding of unwanted materials ? The torn books are given for binding ? The KOHA Library Integrated Management software is upgraded time to time. ? CCTV cameras installed for surveillance • Sports ? The college has a mechanism for maintaining the cleanliness of the basketball court and adjacent ground ? Sport items for both indoor and outdoor games are regularly purchased as per student requirements • Others ? 'Online Admission System and College Office Automation Software' by 3S Software Private Ltd ? The College website is maintained by Braindrops ? Computerized Accounting software by COREL ACE ? Computerized salary statement by Easy Pay software ? Regular servicing of Air-conditioners, Photocopier machine, LCD projector and printers are regularly done ? All the rooms including the classrooms, laboratories, staff rooms and library are disinfected and sanitized twice a month with pesticide sprays ? The College campus including all classrooms, staff rooms, office, corridor, the college bus has CCTV Cameras installed for surveillance ? All the washrooms are regularly cleaned twice a day to maintain hygiene ? The college campus is being sanitized regularly after the college has reopened post lock down. The temperature of every person entering the campus is checked by the security personnel ? The garden is maintained and beautified by the gardener and efforts are made to make the campus more Eco-friendly ? The lift which is used by staff members and students is maintained by Kone Elevator India Ltd

<http://www.thkjaincollege.ac.in/IQAC/Procedures-MaintainingFacilities.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student scholarship for meritorious students and concession for needy students	158	3877431
Financial Support from Other Sources			
a) National	Kanyashree (State Govt.)	11	700
b) International	NONE	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft skill agency	19/02/2020	60	Uttaran ETC
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	NONE	Nil	Nil	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
MNP Skill Development Centre in collaboration with Webhibe Technologie	9	1	Tata Consultancy Service (TCS)	7	3
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	29	B.Sc. Honours	Microbiology	University of Calcutta (includes colleges under University)	M.Sc.
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year

(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	Nil
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Ripples (Annual Social Programme) (01.03.2020 and 02.03.2020) Nil	Institutional level	1500
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Best Student in the Department of Microbiology	National	Nil	Nil	---	Sreyashi Paul
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College does not have any student council as such. The Governing Body which is the apex administrative body of the institution has one student representative. They are asked to give their views regarding their course of studies. Student representatives are present in few other committees such as Sports, Cultural, College Magazine etc. where they work under different teacher coordinators.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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.

5.4.2 – No. of enrolled Alumni:

624

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

NONE

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution has set up an administrative hierarchy to facilitate effective decentralization and enhance participation of staff members in the management of the institution. ? Principal is the administrative head of the institution. The Governing Body has provided autonomy to the Principal to control the operation of the institution. Principal has formed several sub-committees to delegate responsibilities out of which IQAC plays an integral role in supervising academic functions. Each committee has a convenor and is empowered to take decisions. Many sub-committees have student representatives who work in conjunction with the Convenors. ? Every department of the college functions independently in terms of conducting Internal Assessment and Tutorial/Practical exams. The In-charge of each department is responsible for distribution of workload, evaluation and uploading of marks on the college portal. ? The Governing Body is the apex administrative body of the institution that is vested with the responsibility of decision-making. The Governing Body includes a student representative and non-teaching representative along with other elected members so that everyone associated with the institution in different capacities can get a platform to share their opinion and recommendations. ? Parent-teacher meetings are held and yearly feedback is taken from parents and students through online mode by accepting response through Google form. The grievances if any, are addressed by the administration and necessary changes are made in the administrative set-up. ? Open door communication is encouraged so that staff members can give constructive suggestions and voice their grievances.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	? The admission process is conducted online and the student database is maintained with the help of College Office Automation software (3S Software Private Ltd.). ? All information related to admission criteria, subject combinations, dates and regulations is uploaded on the college website regularly. ? Students are admitted on the basis of academic merit and the merit lists are published on the website and college notice board.
Industry Interaction / Collaboration	? Students from different departments are taken for various industrial visits to companies like Rice Research Institute, West Bengal, Coca-Cola, Mother Dairy, Keventers, etc. for practical exposure and interactive sessions. However some departments had to cancel many such visits due to Covid-19 outbreak since March 2020. ? Companies like TCS, MNP SkillL

Development Centre etc. organize campus placement drive both by 'On Campus' and 'Off Campus' mode, where students get selected and are offered jobs.

Human Resource Management

? The workforce of the institution consists of faculty members, non-teaching staff, laboratory staff and office staff along with other support staff members. The college ensures a conducive work environment for all the staff members. ? Teachers are encouraged to participate in Faculty Development Programs and present papers at National and International Seminars and Conferences to upgrade themselves. Few of the faculty members are a part of the UGBOS. They are invited as Resource persons at academic events organized by various institutions of repute. Faculty members who are about to complete their Ph.D research or who participate in seminars and workshops are entitled to leaves with full pay. ? Departmental staff is provided with work stations with internet facility for effective data management. ? New staff members are provided with in-house training related to their responsibilities.

Library, ICT and Physical Infrastructure / Instrumentation

? The administration strives to increase the number of titles every semester/ academic year and provide access to more e-resources to enhance student knowledge. ? Library has purchased the updated version of KOHA (ILMS software). College has taken subscription of N-LIST INFLIBNET, for access to e-resources. ? Books related to preparation for competitive exams have been purchased by the Library. ? Two additional AV rooms were constructed one exclusively for the students of BBA and another one for all departments (already four existing). Several computers are purchased to replace old ones and existing ones are properly maintained. ? The college has purchased several new instruments for various science departments to conduct practical classes according to the new syllabus prescribed under the CBCS system.

Research and Development

? The institution has some faculty members holding a Ph.D degree in their respective subjects and some who are admitted to Ph.D courses at renowned Universities. ? Other faculty members

are encouraged by the administration to join higher educational courses like M.Phil and Ph.D for enhancement of knowledge and to promote interest in research. ? The Library has subscribed to N-LIST INFLIBNET which provides access to e-resources, British Council Library and Jstor. ? Students are also encouraged to take part in seminars and workshops to present their reviews and interpretations related to topics of contemporary relevance.

Examination and Evaluation

? The Exam Committee conducts Internal as well as University examinations in a timely and efficient manner in keeping with the examination rules and regulations. ? The Academic Calendar fixed by the University is followed for conducting internal exams and publishing results. ? There is a dedicated Exam Control Room for preserving exam papers and maintaining stock of answer scripts. ? The Exam Committee handles room allotment to external candidates, invigilation duty distribution, attendance records and sending scripts to the University. ? The marks of Internal Assessment as well as Tutorial and Practical exams which are conducted by the college are uploaded by the faculty members on the online portal provided by the University. This portal also provides information regarding examinations. ? Regular class tests are conducted and assignments are given by the individual departments to keep track of student progress and the evaluated answer scripts are shown to the students. ? Other methods of student evaluation include MCQ-based exams, paper presentations through Powerpoint at student seminars, in-house spot identification of plant species and sample identifications.

Teaching and Learning

? The mode of teaching includes traditional chalk and talk method and PowerPoint presentations. During college closure due to Covid-19 outbreak, classes for all courses were shifted to Online Mode through various platforms like Zoom, Google meet (through G-suite Education) and Skype. ? Along with class lectures other methods were also deployed like invited lectures by experts and peer-to-peer interactions both by offline and by

online mode during the pandemic. ? E-resources and handouts are provided to the students to supplement class notes. ? Regular discussions are held among departmental teachers regarding resources given to students and advanced methods of teaching. ? Students are given assignments. Constant assessments and quiz sessions are carried out to analyze the learning outcome. All assignments were conducted through 'Google classroom' or 'Google form' when classes were conducted through online mode. ? Excursions and field work are conducted to enhance learning. ? Student seminars are organized to encourage research ability. ? Lecture sessions are organized for mental well-being and overall development of students. ? A dedicated period is set aside for students every week for visiting the library and making use of books and e-resources.

Curriculum Development

? The college follows the syllabus prescribed by the parent University. Departmental faculty members give suggestions to the BOS with regard to syllabus development. ? The class routine is prepared according to credit requirements of every course and syllabus is distributed among the teachers proportionately. ? Certificate courses like Personality Development are made mandatory for students of BBA (Hons.) for curriculum enrichment. ? To make lectures more comprehensive, faculty members give cross references from other texts by prescribed authors. ? Educational excursions and field visits are planned by various departments.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	? The marks of Internal Assessment and Tutorial/Practical examinations conducted by the college are uploaded on the college portal provided by the University. ? All notifications related to University examinations are also uploaded on this portal. ? Data related to college examinations is preserved digitally.
Planning and Development	? All notifications related to upcoming event, examinations and results are communicated to the

students through the College Website, Notice Board and Google classrooms. Since the college closure due to Covid-19 pandemic, Whats App has become another platform for easier and faster communication with students. ? E-mail services are used for formal communication. ? College uses social media platforms like Facebook to provide updates on cultural events and other programs organized by the Institution. ? Auto-generated bulk SMS is send for important notifications to students, parents and faculty members through the software of Jhaveri Technology. ? The library database is maintained with the help of KOHA software and e-resources are subscribed through N-LIST INFLIBNET.

Administration

? IQAC makes use of email or Google Drive to share important documents. ? Biometric system is installed to record staff attendance. ? The college premise is under constant CCTV surveillance. ? Every committee and sub-committee has its own Whats app group for communicating and sharing updates. ? Student management software '3S Software Private Ltd.' is used to maintain student database and manage the admission process.

Finance and Accounts

? The Office and Accounts section are fully computerized and make use of Computerized Accounting software COREL (ACE) as well as computerized salary statement Easy Pay software. ? Staff members are notified through SMS about monthly salary and EPF update.

Student Admission and Support

? All the details related to admission, courses, subject combinations and merit lists are published on the College website and College notice board. ? Admission fee receipt is generated through the office automation software '3S Software Private Ltd.' ? Students are provided with scanned copies of bonafide or provisional certificates and documents through email in case they are unable to collect it personally. ? Meritorious students are given scholarships and needy students are given concessions on fees.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	NONE	NONE	NONE	Nil
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	"Empower ing Educators"	NONE	09/08/2019	09/08/2019	110	Nil
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Development of MOOC (Offline)	2	29/08/2019	30/09/2019	5
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	2	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Employer's Provident fund (EPF), Interest free loan, free bus service to nearest bus and metro stations.	Employer's Provident fund (EPF), Interest free loan, ESI medical benefit, free bus service to nearest bus and metro stations.	Scholarships to meritorious students and concessions to needy students, free bus service to nearest bus and metro stations.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

There is no institutional mechanism as such for internal audit. The institution has its accounts audited every year by external auditor K.S.BOTHRA CO. (Chartered Accountants). There has been no audit objection in the audit reports so far. The last audit was done for the year 2019-20.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NONE	0	NA
View File		

6.4.3 – Total corpus fund generated

40228905.56

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	No	Null
Administrative	No	Null	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Regular parent-teachers’ meeting are organized by respective departments, where attendance and performance of the ward are discussed. • Feedback from parents are collected (manually) and analyzed. Few of their suggestions are as follows: i. Purchase of more Library books. ii. Reduction of food price in canteen.

6.5.3 – Development programmes for support staff (at least three)

• Training on operation of newly introduced computerized student admission software ‘3S Software Private Ltd’.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Recruitment of more teachers for some of the departments • Construction of more Audio-Visual rooms for enhancement of ICT facilities and more teachers can take classes through audio-visual presentation • Purchase of more reference and text books in the Library • Up gradation of computer laboratory of BBA department. • New staff- room for Department of Commerce

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Submission of DCF-II report at the college portal of AISHE	24/02/2020	24/02/2020	24/02/2020	2992

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
"Gender Sensitization for Tobacco Addiction and Control among Females"	14/03/2020	14/03/2020	225	25

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. All the bulbs are slowly being replaced by LED bulbs, so that power consumption can be reduced. 2. All lights, fans and ACs are switched off in the classrooms and departments when not in use.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	2992
Ramp/Rails	Yes	2992

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nil	3	30/06/2020	3	1. Neev-Free school service	To impart free education to the underprivileged kids in the local community	4

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NONE	30/06/2020	No such handbooks have been written till date

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Womens Day program on "Gender Sensitization for Tobacco Addiction and Control among Females" organized by Womens Cell Chetna Foundation	14/03/2020	14/03/2020	250
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The following initiatives have been made to make the campus Eco-friendly: 1. The campus has been declared 'Tobacco free'. 2. Several big trees and small plants have been planted, which makes the campus very green and Eco-friendly. 3. Presence of medicinal plant garden in the campus. 4. All the lights are slowly being replaced by LED lights, to save energy. 5. Canteen, office and all members (staff, teachers and students) are constantly reminded not to use plastics. 6. Separate garbage bins for biodegradable and non-biodegradable waste materials. 7. All teachers and staff re-use papers for printing to save plants

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

7.2 Best Practices A] 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. The Context: In the current scenario, mental well being has become as important as physical well being because mental health issues are becoming very frequent among students. Given the pandemic situation, it has become all the more important to provide counseling to the students to cope with virtual learning and the new normal. Along with this, skill development is another area that needs to be focused on to ensure that students graduating from college are equipped to deal with challenges that await them in the future. The Practice: To address the issue of mental well being, our 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. Rather than having just one counselor, faculty members take the initiative of counseling and mentoring the students. During the lock down, several course-specific and general webinars were organized by the individual departments, NSS, Women's Cell, and IQAC to keep the students engaged and connected. The Women's Cell conducted a special webinar on 'How students can take care of their mental health during the pandemic' where the students could directly interact with the speaker about any issues that they were facing. After the sudden closure of the college followed by enforcement of the lock down the classroom lectures were immediately shifted to online mode of teaching so that the teaching-learning does not get hampered. The college administration prepared the student database by contacting the students which was helpful for smooth functioning of digital learning. Before the lock down, the college also provided conveyance support to the students in the form of free bus service to and from the nearest auto stand, bus stand, and metro station. This bus service was also available for educational tours, field trips, industrial visits, and excursions organized by various departments of the college for their students. Coming to skill development, the college ensures that students develop leadership qualities,

the ability to work in teams, communicate with students of other colleges and organize large-scale events like annual fests and other cultural and interactive programmes. They are encouraged to participate in intra-college as well as inter-college events of academic and non-academic nature to facilitate their holistic development. Students of other colleges are invited to participate in events organized by the institution to increase interpersonal interaction and exposure. However, such cultural activities have been shifted to the virtual platform to ensure student safety during the pandemic. The college offers certificate courses like Personality Development and foreign language courses so that students can learn new skills and get a better chance of gaining employment in the future. Evidence of Success: So far the efforts of our faculty members to connect with the students on a personal level have proved successful. All the students are connected to the different subject teachers through dedicated Google classrooms (under G-suite Education). The Whats app groups were created as well for easier communication. The students interact with the teachers, receive notifications, and submit their assignments through these platforms. The bus service was availed by hundreds of students before the lock down. Given the popularity of this service, several trips were conducted in the morning and the evening so that maximum students of both the shifts got the benefit of this service. All the departments of the college regularly availed the bus service for taking their students for field trips, educational excursions, and industrial visits. Due to this facility, an increased number of initiatives were taken by the department to plan more such visits. When the classes were suspended due to the Covid-19 outbreak, many such industry visits had to be cancelled. In terms of skill development, the college has a student committee that organizes the annual fest 'Ripples' with the support of the administration. They look after all the aspects like arranging sponsors, inviting other colleges to participate, finalizing events, carrying out preliminary selections, and inviting judges and guest artists. Students have successfully organized this annual extravaganza along with other events of the college this year. Several events of academic and non-academic nature were included in the annual fest. Students have also secured good positions in inter-college fests and programs this year. Problems encountered and resources required: To encourage students to develop a diverse skill set, more certificate courses need to be introduced for the students in the upcoming academic session. These certificate courses have to be conducted virtually for which the required set-up needs to be provided. Notes (optional) Contact details: Name of the Principal: Dr. Mausumi Singh Sengupta Name of the Institution: Tara Devi Harakhchand Kankaria Jain College City: Kolkata Pin code: 700002 Accredited Status: B (First Cycle) Work Phone: 033 2352 6056 Fax: 033 2546 8008 Website: www.thkjaincollege.ac.in E-mail: principalthk@gmail.com Mobile: 09830892492 B] Title of the Practice: Inclusive Student Admission Process and Financial Support Schemes Goal: To ensure that meritorious students from different social, economic, and religious backgrounds are provided admission to the college, especially first-generation learners. The Context: Although the college is a Jain minority institution functioning under the aegis of Shree S.S. Jain Sabha, the admission process is an inclusive one. The institution believes in providing all meritorious students access to high-quality education and a conducive environment for gaining knowledge irrespective of their caste, class, or economic background. Shree S.S. Jain Sabha has taken this initiative to make it easier for students especially from Howrah, Hooghly, and North 24 Parganas to get access to higher education in an affiliated degree college so that they have a better chance of gaining employment in the future. The Practice: Students from all economic, social, and religious backgrounds are allowed to apply for admission and the final selection is done on the basis of academic merit. A distinctive feature of the college is that it has attracted several first-generation learners over the years who have become rank holders in College. Another aspect that the college

focuses on to make the admission process inclusive is 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. Students are also given access to government-sponsored scholarships like Kanyashree and Aikyashree based on their eligibility. This type of support is meant for giving an incentive to students to excel in their studies at the undergraduate level and become equipped to pursue post-graduation or join the professional world after graduation. Evidence of Success: It is very evident from the student database that the college attracts students from the General as well as reserved category, privileged as well as underprivileged milieu, and Hindus, Muslims, Sikhs, Christians etc. As mentioned earlier, first-generation learners are also a part of the student strength. One such student from the Department of Commerce is a first-generation learner and has been a college topper in the University Examination scoring 75 marks. He is now preparing for civil service examinations. This shows that the college has managed to make its mark in achieving its goal of providing high-quality education to all categories of students. Problems encountered and resources required: As the institution is a self-financed one and does not receive any grant from either the central or state government, concessions in admission fees are provided to students selectively based on their economic background or merit. However, the college is in the process of applying for 12 (b) and 2 (f) status under the UGC Act, 1956 so that more financial aid can be given to the students by utilizing the grant from the government to make higher education more affordable for all.

Notes (optional) Contact details: Name of the Principal: Dr. Mausumi Singh Sengupta Name of the Institution: Tara Devi Harakhchand Kankaria Jain College City: Kolkata Pin code: 700002 Accredited Status: B (First Cycle) Work Phone: 033 2352 6056 Fax: 033 2546 8008 Website: www.thkjaincollege.ac.in E-mail: principalthk@gmail.com Mobile: 09830892492

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.thkjaincollege.ac.in/IOAC/Institutional-Values-and-Best-Practices-2019-20.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Area of distinctiveness: Safety of staff and students The college has adapted the following safety measures for the well-being of the staff and students:

- The college has constructed a 'gas-bank' in the open space at the back side of the college building, in order to provide direct gas supply to every laboratory and avoid casualties and mishaps during practical classes for lab-based subjects. The gas is distributed through pipeline with regulators at several levels preventing leakage and explosion as it would have been if individual cylinders would have kept inside the laboratories.
- Installation of autoclaves which are meant for sterilization purpose is done in a storage cage outside the different laboratories to avoid accidents.
- The institution is very particular about adhering to fire safety regulations and install an elaborate fire detection and alarm system in the college which consists of smoke detectors, heat detectors and fire detectors. The purpose of this fire safety system is to detect fire in the area during the initial stage, to alert occupants so that they can escape the building safely and to initiate automatic fire control and suppression system like water sprinklers. This operation is fully functional from the 2019-20 session and all the necessary sprinklers, pipe-lines with water connection have been installed in the building.
- The College has reopened in the unlock phases from mid-June 2020 and the staff has started

coming in as small groups. All measures were taken to sanitize the premise and every room inside the building on a regular basis and a free bus service for the staffs were arranged for easy commute to and fro from the College. All these measures have been taken by the College to ensure safety of the staff and students and upgrade the college infrastructure for disaster risk reduction.

Provide the weblink of the institution

<http://www.thkjaincollege.ac.in/IOAC/Institutional-Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

Since the outbreak of Covid-19 and the later enforcement of lock-down started in March 2020, the action of plan has changed. The focus was shifted to blended learning and online mode of teaching was conducted through g-meet online classes, online seminars and online interactive programs (all under G-suite Education). For strengthening of the online-teaching mode, various digital platforms have to be explored in the upcoming session 2020-21 so that the needs of the student can be addressed for their scholastic growth and mental well-being. The future plans would include: i. To organize National/International level seminar/conference/workshop through an online mode. This would benefit both teachers and students. 1. To organize student development program so that they develop leadership and management qualities. 2. To organize certificate/value-added course through an online mode for the students to develop their expertise in various fields. 3. To organize faculty-development program for their academic advancement. 4. To set-up an infrastructure for vermi-composting, organic farming a project to be undertaken by Department of Botany. However this can be implemented only when the college starts functioning with full strength. 5. To develop plant for rain-water harvesting in the campus. The future plan of action can be set-up depending on how the pandemic situation improves and the opening of the college.