



YEARLY STATUS REPORT - 2020-2021

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	
• 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.	09831378911				
• Alternate phone No.	09831368911				
• Mobile	9831898703				
• 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/IOAC/AQAR-2019-20.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/AcademicCalendar2020-21.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	NIL	
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		

<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. IQAC responds to all 'Higher Education surveys' and has submitted DCFII (2020-2021) in the AISHE portal and AQAR (2019-2020) and pending (2015-2016) in the NAAC portal before the deadline. 2. IQAC has played an instrumental role to regularize the online classes so that every department can complete their syllabus on time. 3. IQAC has taken an active part in the preparation of 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. 4. IQAC regularly monitors the attendance record and academic performance of students in the Internal and University Examinations. 5. IQAC constantly encourages teachers of various departments to organize different events/activities for the students. Several webinars and online courses were organized which benefitted the students.</p>		
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
Installation of Solar Panel on the college roof top	Solar panel components have been ordered
Arrange for Wi-Fi connection in every department, classes and in other centres of the college	The college building has full Wi-Fi connection
Encourage teachers to participate in more FDP programs and webinars	Many teachers have participated in several national level FDPs and webinars, which immensely benefitted them
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Governing Body	18/12/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	15/02/2022

Extended Profile

1. Programme

1.1 339

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

File Description	Documents
Data Template	View File

2. Student

2.1 3025

Number of students during the year

File Description	Documents
Data Template	View File

2.2 44

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

File Description	Documents
Data Template	View File

2.3 818

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 40

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 1

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	339
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	3025
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	44
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	818
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	40
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	1
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	36 (31 Classrooms + 5 Audio visual rooms) +1 (Seminar hall)
4.2	210.62
4.3	128
Total number of Classrooms and Seminar halls	
Total expenditure excluding salary during the year (INR in lakhs)	
Total number of computers on campus for academic purposes	

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

The College follows the curriculum and Academic Calendar designed by the parent University. However for the 2020-2021 session, due to Covid 19 pandemic; the IQAC prepared a modified academic calendar and session plan based on the UGC guidelines for the ongoing batches. The mode of teaching was online through G-Suite Education throughout the session. A time table for online classes based on the credit hours was prepared by each department which was uploaded in the college website and shared with the students through Google classroom and emails. Departmental meetings were held for distribution of syllabus and classes amongst the teachers for efficient completion of the syllabus. Periodic intra-departmental meetings were held to monitor timely completion of the course and the performances and regularity of the students. Regular assessment of the students were made through assignments, class tests, viva etc. Special classes, webinars and online lecture sessions were organized by the college and departments to boost the interest of the students. Teaching materials and

learning resources like e-books, notes, PowerPoint presentations and scanned copies of text books were shared with the students through Google classroom for their better understanding. Feedback from students were collected on teaching-learning, evaluation and curriculum, which was analyzed and the feedback was shared with BOS members for certain subjects.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.thkjaincollege.ac.in/IOAC/AOAR/2020-2021/1_1_1-Effective-Curriculum-Delivery-2020-21.pdf

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

Following the preparation of the academic calendar based on UGC guidelines, the college ensured that it was followed by the departments for completion of the syllabus. For the newly admitted students (Semester 1) an online Orientation program was held by the departmental teachers for giving guidance to them on CBCS pattern, semester-wise syllabus, examination patterns and scope of the course. During the online classes, for continuous evaluation, students were assessed through various assignments, regular class-tests (MCQ pattern, subjective questions and oral questions). Some of the departments organized students' presentation. Question answer discussion and revisions were carried out at the end and all these were carried out in compliance with the academic calendar. Slow learning students were given special classes to cope up. All students were allowed to contact any teacher to come up with their academic problems any time. The attendance of the students and performance on regular classes were strictly noted. Students with poor attendance and/or performance were pursued and if conditions did not improve, the Principal was intimidated and further discussed with respective parents/guardians. The University examination schedules and rules were corresponded to the students by the college and teachers.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR/2020-2021/1_1_2-Continuous-Internal-Evaluation-2020-21.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

237

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

237

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 and human values. The Cell has Principal as the chairperson and some female teachers as the members.

In the current session, the Women Cell has organized a webinar on "A room with a view: Women's Voices in Literature" as an observance of International Womens' Day on 7th March 2021. The speaker was Dr. Chandrani Biswas, Associate Professor, St. Xaviers College, Kolkata. Many teachers and students participated and enjoyed the event.

The department of Microbiology has organized a 3-day webinar series for the students "Microbiology: Industrial Applications and Sustainable Development" on 24th, 28th and 29th Aug, 2020. The speakers were professors from different universities and teachers and students from other colleges also participated.

The department of Botany has organized a webinar on "Ecological Restoration- Perspectives of Water Resource Management" on 5th June, 2021 as an observance of World Environment Day. The students from different colleges gave poster presentation.

A mandatory Environmental Studies Course was included in the Annual system (for final year students) and as in Ability Enhancement Compulsory Course (AECC-2) in the Semester II of the CBCS curriculum.

Around 21 different courses in the curriculum (of both Hons. and General subjects) offered by different departments, 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

11

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

1632

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/IOAC/AQAR/2020-2021/1_4_1-1_4_2-Feedback-on-Curriculum-2020-21.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

1293

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

44

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

Identification process- The year 2020-2021 compelled us to shift to the online platform with respect to the teaching-learning process. However, 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:

- Scores at (10+2) level and in initial class tests (written/viva) based on their previous knowledge within a few weeks of commencement of classes
- Participation in discussions during theory classes
- Previous semester-end result
- Teachers' observation during the class and proper identification during the mentor-mentee sessions.

Steps taken for the slow learners-

- Use alternative and interesting methods of teaching (MCQ based quiz, assignment for improving writing skill and time management)
- Schedule Remedial/Tutorial class
- Re-explain the critical topics after the classes and instruct them to solve the same question repetitively
- Provide them comprehensive question bank (University question papers, model question papers) and discuss the answers with them
- Ask questions to the students during the class and give them clues so that they can answer the question and get confidence
- Instruct them to follow a basic, easy textbook
- Discuss with the parents with probable solutions, so that they can also take care at home
- Personal counselling through (mentor-mentee session, whenever needed)
- Encourage them to participate in the departmental extra-

curricular activities

Steps taken for the advanced learners -

- Organizing special lectures and enrichment programs by different resource persons
- Provide advanced-level reference books, journals, and advanced study materials.
- Encourage participation in group discussions for their enrichment
- Organize student seminar to enrich their presentation skill
- Encourage them to participate in quizzes, paper-presentations, article writing, and national, international seminar and webinar
- Motivate them to appear for different competitive examinations

File Description	Documents
Link for additional Information	https://www.thkjaincollege.ac.in/IQAC/AQAR-2020-2021/2_2_1-Programs-for-Advanced-and-Weak-Learners-2020-2021.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
3025	40

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

Apart from classroom lectures, students need to get involved in hands on training through experiential and participative learning. The students who take up laboratory-based subjects like Botany, Microbiology, Zoology, Physics, Chemistry, Geography, Food and Nutrition, Film Studies and Journalism & Mass Communication, gets adequate exposure during their practical classes.

Due to pandemic as all theoretical and practical classes were held online, the students were shown live and recorded practical experiments performed by the teachers in the college laboratories. For better understanding, several online videos available in e-PGPathshala, YouTube and other online resources were shared through Google classrooms and teaching materials were uploaded in the college website. Additionally, class lecture videos were uploaded in personal digital platforms by few teachers.

Subjects like Botany, Zoology and Geography have field trips in their curriculum. They go as a group and visit significant places to collect data/specimens (based on their syllabus). The students submit a field-trip report (either soft copy or hard copy). In the current session, such field trips could not be arranged due to pandemic. Alternatively, the students were given project works on different topics which were discussed by the teachers in the class. On completion, the soft copy of their project was submitted for evaluation.

As a participative learning, students were encouraged to participate in online quiz, debate, PowerPoint presentation and online webinars organized by the college during the pandemic period. The students have shown active participation and many were involved in helping the teachers to organize the events.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.thkjaincollege.ac.in/IOAC/AQAR/2020-2021/2_3_1-Student-centric-methods-2020-2021.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 (Audio-visual rooms 1, 2, 3, 4 and 5), two portable projectors (to be fitted in any classroom), screens, laptops, desktops, and Wi-Fi connection for taking classes through sharing of presentations, pictures, images, videos, and movies. A log-book is maintained for teachers to sign-up in advance for booking the audio-visual rooms/projectors as per need basis.

The teachers have access to e-resources through N-LIST and British

Council Library (BCL) for research articles and textbooks. Department wise log-in IDs to N-LIST have been provided to the teachers. Practical classes in the department of Computer Science, Journalism, and Geography are taken through the use of open-source software packages (XAMPP, Python, Jupyter Notebook, LINUX, QGIS, etc.); for the dissemination of knowledge to the students and their better understanding.

After the outbreak of the pandemic, the college has shifted to a new mode of teaching - the ONLINE mode within a week. The classes and class tests have been taken through the G-Suite education (Gmeet, Google classroom, Google forms etc.) by the teachers. The PowerPoint presentations and study materials were being shared with the students through Google Classroom and email. The practical classes were held online by sharing of videos of experiments performed by teachers in the college or through online videos from ePGPathshala/YouTube etc. All examinations (class tests, internal and semester-end) were conducted through digital mode.

Numerous online programs were organized by college and several departments such as webinars, student development programs, personality development programs, debate, quiz and other enrichment programs for the students. The teachers actively participated in organizing all these events for the welfare and interest of the students.

All efforts were being made by college and the teachers to keep the students updated through the use of various online tools/resources and keep.

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/AQAR_2020-2021/2_3_2-ICT-Enabled-tools-for-effective-teaching-learning-2020-2021.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

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

40

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

221

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 university year-end or semester-end examinations, the teachers evaluate the students through various activities like class tests, MCQ-based quizzes, assignments, PowerPoint presentations, group discussions, etc. all through the session. The answers are discussed with them and the marks obtained are preserved. A very transparent mechanism is being maintained and the poor performances/poor attendance of particular students are discussed on a one-to-one basis with the parents during the parent-teacher meetings.

For the session 2020-2021, all such tests and activities were held online and the students participated with a lot of eagerness and enthusiasm.

The Internal examination is an integral part of the University Examination under the CBCS system which is being followed since 2017 (for B. Com) and 2018 (for BA/B.Sc. and BBA). The college strictly follows the regulations and the guidelines given by the respective BOS for conducting the internal examination, which has two components: attendance (10 marks) and an exam (10 marks). The students are intimated about the examination rules and norms during the "Orientation program. 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 by the students. The marks are uploaded on the university portal. All mark statements and other documents (soft and hard copies) are maintained for therecord.

During the pandemic, the examinations were conducted through digital mode. The examinations in the BA/B.Sc. departments having smaller number of number of students were being conducted by the departmental heads and other teachers. For the department of

commerce with larger number of students, an examination committee was being formed for the smooth execution.

To every student of the college, helpline numbers and email IDs were being provided and they were intimated about the exam schedule through the college website, google classroom and email. The students received the question paper through email/google classroom. The question papers were also uploaded on the college website. For any problem faced by the students during submission of answer scripts, they could write an email or call the helpline numbers, which were being addressed at the earliest. The entire process was being completed very smoothly with the cooperation of every teaching, non-teaching and administration staffs.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.thkjaincollege.ac.in/IOAC/AOAR/2020-2021/2_5_1-Mechanism-of-Internal-Assessment-2020-2021.pdf

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

As a continuous assessment, several class tests/quizzes are being conducted by the teachers all through the session. The students from some departments are encouraged to give a Power-point presentation on topics based on their curriculum. Some teachers give assignments to students for improving their expression or writing skills. After evaluation, the students are shown their scripts and their mistakes are being discussed by the teachers. Any grievances regarding marks/scores received by the students are being verified and addressed at the earliest. Thus, a transparent mechanism is followed by the teachers and the poor performances/poor attendance of particular students are discussed on a one-to-one basis with the parents during the parent-teacher meetings.

The courses in CBCS-based semester examination comprises of two components - the internal examination and the semester-end examination, which is being discussed with the students very precisely during the "Orientation Program". The Internal examinations are conducted as per university norms and following the guidelines laid by the respective BOS. The two sections of internal examination include an examination (10 marks) and an

attendance (10 marks). As per the University of Calcutta guidelines, review or re-examination is not permissible for internal examinations (20 marks). However, students can opt for review/re-examination of the main theory/practical papers (rest 80 marks) through an online application process at the university portal and approved by the college authority. The students can get to see their internal examination marks after the publication of the results through online applications approved by the college.

During the pandemic, the internal and semester-end examinations were conducted through digital mode. The examinations in the departments with a smaller number of students (BA/B.Sc./BBA) were being conducted by the departmental heads and other teachers. However, for the department of commerce with more student strength, an examination committee was being formed for the smooth functioning. All the students were provided helpline numbers and email IDs and were intimated about the exam schedule through the 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. For any problems during submission of answer scripts, the students could write an email or call the helpline numbers. All grievances were being addressed and the disputes were being solved by the examination committee at the earliest. The very first digital mode of examination was conducted very smoothly with the cooperation of all teaching, non-teaching and administrative staffs.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR/2020-2021/2_5_2-Internal-examination-related-grievances-2020-21.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 college offers BA/B.Sc./B. Com/BBA (Honors) and BA/B. Com (General) programs. The institution being an affiliated college follows the curriculum as designed by the parent University.

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

- The college had organized a workshop on 'One day Workshop on Revised Curricula of semesterized B. Com (Hons. & Gen) Courses of Studies under CBCS and Related Issues' (in 2017).
- A teacher from the department of Film Studies is a member of BOS and actively contributes in the course framing.
- Teachers participate in meetings/workshops organized by University/BOS/other colleges to collect feedback from various colleges during framing or revision of syllabus. In such meetings, the outcome and scope of each course are discussed to great extent and how they can be nurtured for the growth of the students.
- Teachers keep themselves updated on any amendments made by the respective BOS, and accordingly make the changes during their teaching for both theory and practical classes.
- The teachers scrutinize the performance of the students in class tests, assignments, semester-end examination for each course, to understand the level of understanding by the students. Accordingly, actions are being taken to bring changes in teaching pattern, if needed for any course.

In the current session, as all classes were held online, several modifications were made by some of the BOS, which was strictly adhered by the teachers. The teachers followed the instructions on the mode of conducting the online examinations.

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 knowledge of the students.
- Orientation Program is being organized by the college for the newly admitted students, where the teachers discuss the different courses that they will be studying. The students are made aware of the program and course outcomes and on the future prospect of the program that they have opted for.
- The Skill enhancement courses 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. In the current session, two such courses were

organized for the students of department of commerce, computer science and BBA.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR/2020-2021/2_6_1-PO-CO-Additional-file-2020-2021.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 of studies through continuous assessment (class tests, assignments, presentations etc.).
- The score in each course of a particular semester and SGPA obtained by the students at the end-semester examination, are being analyzed as follows:

i. Number of students scoring 80% and above

ii. Number of students scoring between 60-80%

iii. Number of students scoring below 60%

iv. 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 CGPA obtained by the students after completing the 3-yr UG program are evaluated in the same way as described above, to understand the outcome of the specific program.

- The data of the students pursuing for higher studies/professional courses and of those who opt for jobs are

obtained.

- The feedback from the students on teaching-learning collected during the session-end, provides additional information on their satisfaction regarding the courses offered.

In the departmental meetings, the analysis of the scores obtained by the students is being discussed and accordingly, actions are being taken to bring changes in teaching pattern, if needed.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.thkjaincollege.ac.in/IOAC/AOAR2020-2021/2_6_2-Attainment-of-PO-and-CO-2020-21.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

815

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-2020-2021.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/IOAC/AOAR2020-2021/2_7_1-SSS-

[Feedback-Analysis-2020-21.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)****NIL**

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****0**

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	Nil

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**

28

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

2

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

2

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, the college NSS unit

arranges various extension activities such as spreading awareness (on physical and mental health), blood-donation camp, tree-plantation, campus cleaning, seminars on significant issues and many others. The NSS volunteers and other students actively participate such extension activities with a lot of enthusiasm and passion.

However, due to pandemic and college closure no such programs could be conducted in the offline mode with students. Few online programs such as webinars on cyber-crime, drug abuse, yoga and career opportunities were organized by the NSS unit for the college students.

In this time of distress, T.H.K Jain College, Kolkata came up with a humanitarian act to help the needy people to cope with the situation. The NSS Unit of the College started the initiative "Food on Wheel" program (distribution of food) for people from the nearby slum areas, from 24th May to 24th June, 2021. The food distribution was held on 12 different days (within this duration) from the food van within the college premise itself following all the Covid-19 guidelines. Every day around 200 people were benefitted. The college unit received immense support from Shree S.S Jain Sabha, parent Body and Lions Club, Kolkata, in this assiduous effort. This philanthropic service was well appreciated in their Facebook post by the Ministry of Youth Affairs and Sports, Government of India.

Another eventful program "Oxygen on Wheel" was organized by the Shree S.S Jain Sabha, the parent body of the college. When lakhs of people were suffering due to lack of proper oxygen supply on time in this cataclysmic situation due to Covid 19, this was just the need of the day. The Virtual Inaugural was done by Sri Arup Roy, Hon'ble Minister of Cooperation, Govt. of West Bengal on 24rd May 2021. The program was also graced by Smt. Mukta Arya, IAS, District Magistrate, Howrah and Dr. Nitai Chandra Mandal, CMOH, Howrah. There were four oxygen concentrators available in the bus (for 20 patients), and the service was available at Tulsiram Lakshmi Devi Jaiswal Hospital, Liluah, Howrah; 24x7 for the service of the people in need. The hospital superintendent and all the staff members highly appreciated the endeavour of the society.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IOAC/AQAR/2020-2021/3_3_1-Extension-Activities-in-Neighbourhood-2020-21.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

3

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

423

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

0

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

0

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 30351 .52 sq.mts and the built-up area of 9290.6 sq.mts. (G+4 building) having '31 classrooms and 5 audio-visual rooms' (for conducting classes) covering from ground floor to 4th floor. It offers eleven Honors programs (under BA/B.Sc./B. Com/BBA) and two General programs (under BA/B. Com) respectively. As the college runs in two shifts (morning and day) there arises no problem in allocating classes for different courses. There is proper utilization of the infrastructure and facilities by the students.

The full building of the college is Wi-Fi enabled (?100 mbps) and has LAN connection. Additionally, there are portable LCD projectors, screens, laptops, desktops, printer, scanner, photocopy facility (for staff and students), CCTV camera (for continuous surveillance).

Every floor has few departments along with laboratories (for lab-based subjects like Microbiology, Geography, Botany, Chemistry, Zoology, Food & Nutrition, Journalism & Mass Communication, Film studies, Physics). The departments are well equipped with instruments and other facilities so that they can function independently. The laboratories are spacious with enough working space.

The central library is spacious and is enriched with KOHA, OPAC (in-house), 8074 number of books (text books+ reference books), and has subscriptions to INFLIBNET and BCL (British Council Library) for getting access to large number of e-resources, 11 journals, 3 magazines. Bar-coding of books has already been

started from the current session. It has a spacious seating arrangement (for reading) and computers with internet connections for both teachers and students. Additionally, some departments have collection of reference books which can be borrowed by teachers and students for their personal use.

Additionally, there are faculty rooms, NSS room, IQAC room, examination room, computer lab, language-lab, seminar/multipurpose hall for organizing seminars/workshops, board-room (for meetings), account section and administrative section. There are separate toilets for boys, girls and staff in every floor for and common room (separate for boys and girls). Other facilities include spacious cafeteria, parking space for 2-wheeler and 4-wheeler, water-pipe connections with sprinklers (for fire-safety). Safe drinking water outlet is available in each floor for staff and students. A free bus service is provided to both staff and students for pick-up and drop-off to the nearest bus terminal or Metro station.

During the pandemic and college closure, as all classes were held online, most of the facilities could not be used by the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR/2020-2021/4_1_1-Adequate-Infrastructure-and-Physical-Facilities-2020-21.pdf

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

Other than imparting education, the college encourages the students to actively participate in physical activities for better mental and physical development. The college has a separate common room for boys and girls where they can play indoor games like tennis, carrom, etc. For outdoor activities, the college ground has a basketball court and open ground for playing cricket, football and cricket. Yoga sessions are held in the seminar/multipurpose hall to celebrate International Yoga Day every year. Annual sports are organized where students actively participate and they are given certificates/trophies and special recognition to the best player (male and female).

The college organizes an Annual Fest "Ripples" in a grand way where a huge number of students from other colleges participate. A Prize distribution event is held to felicitate the college toppers in different subjects in the university examinations. Special cultural programs are organized where renowned artists perform which is really appreciated and enjoyed by the students. Other than these, the students organize Freshers' party for the newcomers and Farewell Party for the graduating batch in an outstanding way. Teachers' Day is celebrated by the students on a department basis to show respect to their teachers.

The college also observes important days like Independence Day, Republic Day, Saraswati Puja, Rabindra Jayanti, International Anti-drug abuse day every year. The NSS volunteers organize the NSS Day and World AIDS Day. The college students have formed a band 'Flames' that performs in other college fests and other events.

However, due to pandemic, none of these facilities could be used or any physical events could be organized. Alternatively, the college organized online events like "Live Yoga session" on International Yoga Day, International Women's Day, World Environment Day, Annual Endangered Species Day, Rabindra Jayanti celebration, etc. The students organized online Teachers' Day, Freshers' Welcome for 1st semester students, and Farewell Party for the outgoing students. The college has a Gmail account (precisely for online events) and a YouTube channel for live streaming of most of the online programs. Flag-hoisting ceremony on both Independence Day and Republic Day and Saraswati pujo were organized in the college with few staffs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.thkjaincollege.ac.in/IOAC/AQAR/2020-2021/4_1_2-Facilities-for-Cultural-Activities-Games-and-Sports-2020-21.pdf

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

36

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

36

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2020-2021/4_1_3-ICT%20enabled%20classrooms-2020-21.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)

62.669

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)

Name of ILMS software: KOHA

Nature of automation (fully or partially): Partially

Version: 18.05.03.000

Year of Automation: 2014 (upgraded on 2019)

Some facts of the college library is as follows:

- Library is automated using Integrated Library Management

System (ILMS) and has digitization facility through KOHA software

- The library is enriched with '8074' number of books (text books+ reference books)
- The library subscribes '11' 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 has been started from January 2021, and Library Membership cards are also bar-coded
- Students are given Library cards for borrowing text and reference books (though this system was not effective in the session 2020-2021 due to college closure. The librarian responded to the students' email with links to download textbooks
- The library has computer facilities (with internet) for teachers and students
- Spacious seating arrangements for reading
- A small History Museum

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.thkjaincollege.ac.in/IQAC/AQAR/2020-2021/4_2_1-Library-Automation-2020-21.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)

1.74

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

1

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 a continuous effort to improve the IT infrastructure and the internet connection including the Wi-Fi.

- The college has total 151 computers (137 desktops and 14 laptops), 20 printers (including 1 color printer), 4 scanners, 2 photocopiers and 1 barcode scanner (for library use).
- Of the total 137 desktops, 106 desktops are exclusively for student use located in various labs and browsing centers such as Computer Science Software lab, BBA computer lab, Geography GIS lab, Digital Language lab, MAC lab in the department of Journalism & Mass Communication/Film studies and Library. The rest 31 desktops are used by different departments (17- for academic purpose) and by the administrative/accounts section.
- Of the total 14 laptops, 4 are for students' use and are

regularly used for taking classes in the audio-visual rooms. Of the rest 10 laptops, 1 is being used by The Principal, 1 by Geography department (for academic purpose) and other 8 laptops by staffs of the administrative/accounts section.

Thus 128 total computers are used for academic purposes:

- 106 desktops (for students' use)
- 4 laptops (for classes in Audio-visual room)
- 17 desktops +1 laptop (by the departmental teachers)

- Of the 20 printers, 10 are being shared amongst different departments, 1 is used by IQAC, 1 by library and the rest 8 are used in the administrative/accounts section. A barcode scanner has been purchased in the current session for barcoding of textbooks in the library.
- The college has 2 photocopiers which are primarily used for administrative purpose but service is being provided to students and all academic departments.
- The College has 5 Audio-visual rooms equipped with LCD projector, screen and sound-system. The teachers can do advance booking by signing up in a register for taking classes or for organizing academic events like lecture sessions, film screening (for department of English and Film studies) etc. Additionally, there are 2 portable projectors/screens to be fit in any classroom.
- The library is partially automated with KOHA since 2014 and has Web-OPAC facility and subscriptions for N-LIST and BCL.
- The attendance of both teaching and non-teaching staff is maintained through Biometric system (eSSSL)
- The college upgrades the internet connection and the corresponding Wi-Fi bandwidth in every session. In the earlier session 2019-2020, separate WiFi connection (~50 Mbps) was available in the academic departments, library and in the administration and accounts office rooms. The college was closed for the full session during the pandemic, however the internet facility was upgraded and WiFi connection (? 100 Mbps) was made available in every floor/corner of the building through one server. The internet service provider is Wishnet Broadband (<https://wishnet.in/>). The ground floor of the building has the main server (the central unit). This is further divided into Ethernet hubs located in each floor through which it gets distributed to various department, classrooms and other facilities (library, laboratories, office rooms etc.).

Due to pandemic, many facilities were not regularly used (specially the computers/AV rooms), however, proper care was taken and were well maintained.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.thkjaincollege.ac.in/IOAC/AOAR/2020-2021/4_3_1-Institution-IT-Facilities-2020-21.pdf

4.3.2 - Number of Computers

128

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)

46.63

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 every facility including plumbing, electrical, cleaning and maintenance. He makes necessary arrangements for all new connections related to electrical, water supply, waste disposal (solid and liquid). If any problem arises, he reports to the higher authorities for their opinion and assistance. His other responsibility is to make sure that all support staff is doing their job properly and on-time.
2. The college support staff includes one electrician, two gardeners, seven sweepers, seven securities (separately for day and night), three peons and one driver.
3. For all electrical maintenance, the electrician does a regular checkup, specially the lights and fans. All the air-conditioners are under AMC and are cleaned on a monthly basis.
4. The classrooms, stairs and toilets are cleaned twice daily by the sweepers, after the completion of morning and day shift classes.
5. The gardeners maintain the greenery of the campus and makes the campus very ambient which is being enjoyed by all stakeholders. They also look after the medicinal plant garden.
6. Once a week, insecticides are being sprayed in the whole campus to keep the pests and insects away. Fumigation of administrative offices, staff rooms and laboratories are done on a weekly basis.
7. Sanitizers are being sprayed in every corner of the building since the pandemic outbreak.

8. All the computers (academic and administrative), printers, scanner, photocopier machines, LCD projectors are under AMC.
9. The MAC computers in the Dept. of Journalism and Mass Communication and Film studies are regularly serviced.
10. The microscopes and other instruments in different laboratories are serviced as per need basis. An expensive instrument, the spectrophotometer in the Dept. of Microbiology is under AMC. The laboratory floors are cleaned every day by the sweepers and the cabinet shelves and instruments are cleaned by the laboratory staff.
11. In the library, cleaning of shelves, stock verification of books on a yearly basis and weeding of unwanted materials are done.
12. The lifts are under AMC.
13. The college driver looks after the college bus and is serviced on a regular basis.
14. The basketball ground, playground, common rooms of boys and girls are cleaned and maintained by the support staff. The sports equipments are cleaned and are kept under lock and key when not in use.
15. Carpenters are appointed for making of new furniture (benches, tables, cabinets etc.) and for 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/AQAR/2020-2021/4_4_2-Maintenance-of-Academic-and-Physical-Facilities-2020-21.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

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

2288

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/IOAC/AQAR/2020-2021/5_1_3-Capacity-building-and-skill-enhancement-2020-21.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

555

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

555

File Description	Documents
Any additional information	View File
Number of students benefitted 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

6

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

97

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

0

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 the most significant stakeholders of the college as every action and planning are meant for them only. After taking admission in the college, the students must be given opportunities to participate in various activities which will be beneficial for the growth of both students and the college.

- The students are informed of every college activity (classes, examinations, extra-curricular and co-curricular activities) through notices, mails, messages and other digital platforms (specially during the pandemic for the

session 2020-2021).

- The College topper in the 2nd year university examinations (of all programs), is made the student representative of the college Governing Body. Therepresentative is being asked for any suggestions for improvements or any problems that they face.
- A Sports and Cultural Committee has been formed comprising of few students from different departments and semesters. The student members of the committee along with other interested students organize different cultural programs all through the year. The annual Fest Ripples is being organized in a grand way, where students from other colleges participate along with performances by renowned professional singers. The students take active participation in organizing the whole event very smoothly and efficiently with support from the college authority.
- The other cultural programs include Freshers' Welcome (for 1st year students), Farewell Party (for outgoing batch), Teachers' Day, Rabindra Jayanti etc.
- The student volunteers from the committee also assist the college authority in organizing the Annual Sports.
- The College NSS unitorganizes 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 and many others. The NSS volunteers along with other students participate with a lot of zeal which helps to make every event successful.
- The students actively participate in various college and departmental academic activities like quiz, debate, poster competition, students' PowerPoint presentation etc.
- The students are often given responsibilities by the teachers to organize many academic events; the senior and junior students with guidance from the teachers execute them very nicely.
- The college has an official YouTube channel (THKJainCollege Media) and a Facebook Group (<https://www.facebook.com/pages/category/Community-College/THK-JAIN-College-860083310728142/>) which has been subscribed by many college students. They frequently do make posts and these digital platforms are the most important tools in the current days, where the students of different batches can interact and stay connected to each other.

In the current pandemic year, none of the events could be organized inside the college premise and activities (academic and

cultural) were being held online. This was really a loss for the students as they did not get the opportunity to interact, to organize and to show their talents.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IOAC/AQAR/2020-2021/5_3_2-Student-Representation-and-Engagement-2020-21.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

25

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
- There has been no meeting amongst the members during the year 2020-2021, due to pandemic and there has been no significant contribution from them in the current session 2020-2021.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IOAC/AQAR/2020-2021/5_4_1-Alumni-Association-2020-21.pdf
Upload any additional information	View File

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

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 Institution is to provide quality education in order to establish itself as one of the leading academic institutes by spreading higher education in an academically backward urban area (surrounded by slums and transport-business houses).

Mission

The mission of the college includes the following:

1. To create an environment of education for the students belonging to academically backward areas and from different spheres of society.
2. To reach a milestone of educational excellence.
3. To establish a bond between the institution and society.

4. To introduce different subjects considering the growing diversification of the job market.
5. To instill an ever-growing thirst for knowledge in the students through motivation.
6. To motivate the students going for higher studies and research.
7. To encourage students' participation in extra-curricular activities for an all-round development of their personality.
8. To develop employability skills amongst students.

Nature of Governance and Participation of Teachers

The College is run and managed by 'Shree Shwetambar Sthanakvasi Jain Sabha' Society. The leadership of the college consisting of the Governing Body, the Principal, and IQAC takes important decisions to implement the vision and mission of the college. Under their guidance and supervision, the Academic Committee consisting of all the departmental heads ensures dissemination of quality education, promotion of co-curricular and extra-curricular activities, mentoring of students outside the classroom, and maintenance of decorum. Teachers also take up additional roles like representative in the Governing Body, Academic Coordinator, departmental in-charge, convenor and member of different committees and cells.

Administrative and Academic Measures taken for implementing the vision and mission of the institution

1. Given the pandemic situation, the teaching-learning process has shifted to the online mode of teaching along with all other activities. The institution has taken several steps for the holistic development of the students like conducting online co-curricular activities to make the at-home learning process interesting, diverse and disciplined. To ensure that discipline is maintained even in the online mode, individual email ids have been created for the students from the college domain for all academic activities. No one outside the college domain was allowed to attend classes.
2. An inclusive education policy is followed that includes conducting remedial classes for slow learners, offering certificate courses and enrichment lectures for performance enhancement.
3. The feedback was collected from students to understand the pros and cons of the quality of education being provided to them.

4. Keeping in mind of the financial condition during the pandemic, there was a considerable amount of reduction in college fees other than scholarships being given to meritorious and needy students.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR-2020-2021/6_1_1-Vision-and-Mission-of-College-2020-21.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 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. The Governing Body includes member from the Society, Shree S.S. Jain Sabha, affiliating University nominee, a student representative and non-teaching representative along with others, so that everyone associated with the institution in different capacities can get a platform to share their opinion and recommendations.

Decentralization and participative management were achieved by relegating responsibilities across all levels of the administrative setup that consists of the Governing Body, Principal, IQAC Committee, Academic Committee, NSS, the Teaching and Non-Teaching staff. The aim of the institution to provide quality education and to achieve that all the members of the administrative hierarchy contribute in their respective capacities. Meetings of academic committees were held to keep track of the institution's progress.

Case Study: Conducting Online Exams

- In the year 2020, the first ever digital mode of examination was held which was an entirely new method for everyone. The process required technical knowledge along with participation from teaching and non-teaching staffs and it

was completed very successfully. The necessary support of implementing G-Suite Education, as proposed by IQAC was approved by Governing Body.

- The Principal and the IQAC supervised the online exam process and gave responsibility to the individual departments for conducting the scheduled exams. Exam guidelines and schedules were circulated among the students digitally. The question papers received from the University were forwarded to each department and uploaded on college website.
- The teachers uploaded the question paper (as files or through links) in the respective Google Classroom/emails. Answer scripts submitted by the students to the designated email ids were collected by the teachers and verified. After collection, the scripts were evaluated and marks were preserved in excel sheets. The marks were uploaded in the Universityportal of college. The confidentiality was maintained in the whole process.
- The non-teaching staffs also played an important role by helping in script collection and verification, maintaining attendance record of the students, and assisting in uploading the marks. Lab attendants were responsible for providing equipment and necessary items for conducting practical classes by teachers in the laboratories, which were recorded and shown to the students. Few live demonstration practical classes were held, so that the students could get better knowledge of the experiment.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR/2020-2021/6_1_2-%20Decentralization-and-Participative-Management-2020-21.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 20-21, college could partly implement them due to pandemic. The biggest challenge for the institution was to shift the teaching-learning setup to the online mode. The college administration provided full support to both teaching and non-teaching staff so that education could continue uninterrupted. The

college opened after the lock-down was lifted following the Covid-19 safety protocols. The teachers took classes through online mode and reported to college to perform their academic and other responsibilities. The non-teaching staffs (office, laboratory and support) were present maintaining the Roster as given, time-to-time. Though the normal operation of the college was disturbed due to pandemic, but everyone gave effort and contributed so that the maximum plan could be attended.

Several measures were taken for successful implementation of online teaching-learning:

1. To conduct online classes, the college administration subscribed to the G-Suite Education and created individual email ids for every department for all official communication with the students.
2. The teachers created Google Classrooms for the students of different semesters and courses under the official college email IDs
3. Google Meet and Google Form were used for conducting online classes and class tests
4. Students were provided digital routines with their specific schedules. Classes were scheduled in the Google Calendar and the Google Meet links were shared with the students for attending classes for individual subjects. Attendance was automatically recorded in excel sheets with the help of third-party extensions and verbally verified during the class
5. Students were given written assignments and Google Form quizzes regularly to keep track of their academic progress
6. Feedback was given after evaluation to help the students rectify their mistakes.
7. Slow learners were identified and extra classes were taken to resolve doubts and queries.
8. Teacher's training for uploading University question papers on the college website (during University examination)
9. Organization of several webinars/events based on the curriculum or current affairs, career planning/guidance, placement etc.
10. Collection of online feedback system on curriculum and teaching-learning
11. Setting up of a payment gateway for collection of fees online for minimizing the students' visit to college

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR/2020-2021/6_2_1-Strategic-Perspective-Plan-Implementaton-20-21-Session-2020-21.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. There are teaching staff, non-teaching staff and student representatives in the Governing Body to ensure that all the stakeholders of the institution participate in effective management.
- The necessary functioning of college administration is guided by the special constitution as approved by the University of Calcutta which includes policies related to administrative setup, appointment and service rules.
- The Governing Body has authorized the Principal to implement the decisions taken and supervise the everyday functioning of the college. She is supported by the teaching and non-teaching staff members in the implementation of policies and decisions.
- The IQAC is the chief regulatory body that keeps a check on the quality of education imparted to the students. It is vested with the responsibility of taking academic decisions including distribution of workload, scheduling the time table, conducting examinations, maintaining discipline, recommending co-curricular and extra-curricular activities, supervising college maintenance and purchases, 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 students on any

matter. Many online requests were received for reduction in fees in the current pandemic period. This was addressed by the college authority by offering scholarships (merit and need basis) and concession in fees.

- The non-teaching staff regularly reports to the Principal in matters related to administration, examinations, and departmental requisitions.
- The librarian is in-charge of the college library and has an assistant to maintain the upkeep of the library.
- 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.

During the Pandemic

The functioning of the organogram remained intact during the pandemic. The college office was functional maintaining the Roster as given. Along with carrying out the designated responsibilities, the college administration worked with the IQAC and academic committee to conduct regular online classes and assessments, organizing various enrichment programs, conduct of university examination, assessment and evaluation.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR/2020-2021/6_2_2-Functioning-of%20-Institutional-Bodies-and-College-Setup-2020-21.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

B. Any 3 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 is given to all staffs (teaching and non-teaching) through which the staff members as well as the institution contribute to the fund every month. This helps in building financial security for their future.
- Interest-free loan is provided to the staff members when they apply for it, so that their financial burden is reduced to a certain extent. The loan is sanctioned immediately with official approval without delay.
- 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.

Free Bus Service

During the pandemic, the non-teaching staff members who came to the college for administrative and academic work, were provided free bus service by the college. This step was taken to ensure their safe conveyance to and from the college.

Vaccination Drive for staffs

The College with the help of Shree S.S. Jain Sabha organized

'Covid-19 Vaccination Drive" during the pandemic for teaching and non-teaching staff and their family members. The drive was held on four different dates for the two doses of Covaxin and Covishield vaccines respectively. A total of 75 people were vaccinated; 35 college staffs (both teaching and non-teaching) and their family members (40). The event was very successful and the staffs and family members were benefitted.

Recreation

- The college organizes a picnic annually for all the staff members without charging anything. The family members of the staff are also welcomed to take part in such recreational excursions. This is done to increase interaction among the staff members and promote a healthy workplace environment.
- The college organizes Annual Fest "Ripples" in a grand way with performances by eminent artists. The staff can bring in their family members and enjoy the event. Additionally, several cultural programs are organized on special occasions like Rabindra Jayanti, Independence Day etc.

However, due to pandemic, no programs could be organized in the college and had to organize only online programs.

Staff Quarter

A staff quarter has been created within the college premises to provide a safe and secure place for the security and maintenance staff (support staff) who stay here throughout the session.

Fee Concession

The children of the staff members who take admission in the institution are incentivized by a concession in the fees. This is meant for making education more affordable and accessible.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR/2020-2021/6_3_1-Welfare-measures-for-teaching-and-non-teaching-staff-2020-21.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**

0

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**

2

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**

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 performance appraisal system of teaching and non-teaching staff has not been started in the session 2020-2021. However, IQAC has discussed the matter and has unanimously decided that it should be introduced from the next session. The proposal was forwarded to the Governing Body.

In absence of the performance appraisal system, the activities of teaching and non-teaching staff is monitored by Principal and Secretary, Governing Body 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:

- Every teacher keeps records of their academic and administrative activities including class records, program organized, exam duty, and script evaluation in 'Teacher's Diary'. The records are being endorsed by Principal at the end of every month.
- During the pandemic, the monthly records of topics taught by each teacher through online mode have been e-mailed to a designated email id for class-records in Principal's office. This also serves as the attendance record of the teachers in the online mode.
- The Principal held meetings with the faculty members

periodically to stay abreast of the departmental activities, resolve queries, and plan for the remainder of the academic session.

Non-Teaching Staff:

The performance of the non-teaching staff is evaluated on a regular basis by the Principal and Secretary, Governing Body. Several 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/AQAR/2020-2021/6_3_5-Performance-Appraisal-System-of-staff-2020-21.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. It is to be introduced soon.

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 2020-21.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR/2020-2021/6_4_1-Internal-and-External-audit-2020-21.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 student 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 under various heads like:
 1. Academic facilities (classes, seminar, books, upgradation of laboratories, student support etc.)
 2. Physical facilities (repairs and renewals, maintenance, printing and stationaries, internet etc.)
 3. Infrastructure augmentation (computers, furniture, CCTV camera, electrical appliances, water pumps, drinking water, fire safety features etc.)
- A budget is prepared for various heads based on the requirement for purchase of laboratory equipment, chemicals, library books, conducting seminars/workshops 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. The intervention of Management is required if expenses exceed the budget.

Optimal utilization of Resources (funds)

- The departmental heads give list of equipment, chemicals and other necessary items that need to be purchased for the session.
- The librarian prepares a list of books that need to be purchased, based on curriculum and demands.
- Institution has provision for release of funds for all academic developments such as arranging seminars, conferences, basic research, special lecture sessions and development programs of students.
- Travel grants are given to teachers (if claimed) for participation in FDP, seminar or workshops.
- Transparency is maintained in the entire process to ensure optimal utilization of available funds.

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.

However, due to pandemic and college closure, all classes and activities were held online. Classes and internal exams were held through G-Suite Education. All notices, class schedule, study materials, exam schedule, exam instructions and university question paper were shared through Google classroom and emails.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IOAC/AQAR/2020-2021/6_4_3-Mobilization-of-funds-and-resources-2020-21.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 has played a significant role in making strategic changes in the teaching-learning process during the pandemic.

Additionally, teachers were encouraged to organize several online programs to boost the academic environment and to augment the

enthusiasm of students.

To ensure that quality education is imparted to the students in an effective way through the digital mode, the IQAC has taken the following measures:

Preparing a Platform for Online Teaching-Learning

As the entire teaching-learning process shifted online, a common platform for the teachers and students was set up for efficient dissemination of knowledge and maintenance of attendance and performance records. From the G-Suite Education, an official Gmail account was created for every department as soon as lockdown was announced. From this account, the classrooms were created for the individual batches of students for the Honors and General Courses. All online classes were scheduled and conducted from the departmental accounts. Online materials were shared through classrooms and uploaded on college websites. Attendance was recorded and maintained in excel sheets and regular class tests and quizzes were conducted digitally to ensure continuous internal evaluation of the students.

Knowledge-Enhancing Initiatives

To contribute to the knowledge enhancement of the students learning from home, the IQAC recommended and ensured the implementation of different enrichment programs. These included the 'Student Development Program' - a short-term course in Tally (organized by the Department of Commerce), the 'Personality Development' Certificate course (organized by BBA and Commerce department), a "Certificate Course in Web Designing" (organized by Department of Computer Science).

Special lecture sessions and webinars on diverse topics were conducted by the departments for the benefit of the students. To observe important days and events, different online programs were organized on World Environment Day, World Yoga Day, Annual Endangered Day, Republic Day, and International Womens' Day etc.

Apart from undertaking such quality assurance strategies, the IQAC took feedback from students, alumni and teachers through the online mode to evaluate the effectiveness of the curriculum and on teaching-learning system; to understand and implement more reforms to meet the students' requirements.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR/2020-2021/6_5_1-Contribution-of-IQAC-for-quality-assurance-2020-21.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 regularly reviews the teaching-learning process and implements reforms for better results.

Selection of Appropriate Online Platform

After verifying different online meeting applications like Zoom, Skype, and Google Meet, 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.

It was the most convenient of all the available online platforms as the necessary tools and services were available and user-friendly for efficient teaching-learning. To ensure that the same quality of education was imparted to the students across all the departments, this platform was selected and individual accounts were created under the main domain for the departments. The whole system was monitored by the college authority and students were also given email ids generated from college domain for attending classes and participating in other curricular and co-curricular activities.

Upgradation of Teachers

As many teachers were not very familiar with the different ICT methods of teaching before the pandemic, they were recommended by the IQAC to participate in various faculty development programs to enhance their technological skills to deliver knowledge in an interesting and effective way to the students in the online mode. Several teachers were already adept at handling the demands of the digital mode of teaching and those who required training were given the opportunity to acquire these skills.

Attainment of learning outcomes

To evaluate the attainment of learning outcomes, the performances of the students all through the academic year and in the university examinations are evaluated.

- The score in each course of a particular semester and SGPA, CGPA obtained by the students at the university examination, are being analyzed as follows:

1. Number of students scoring 80% and above
2. Number of students scoring between 60-80%
3. Number of students scoring below 60%
4. 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 data of the students pursuing for higher studies/professional courses and of those who opt for jobs are obtained.
- The feedback from the students on teaching-learning were collected at the session-end, which provides additional information on their satisfaction regarding the courses offered.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR-2020-2021/6_5_2-Review-of-Teaching-learning-by-IQAC-2020-21.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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.thkjaincollege.ac.in/IOAC/AQAR-2019-20.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.

- Several courses on gender sensitization related topics are included in the curriculum such as:
 1. Marriage and Human Relations (in Human Development GE course)
 2. Womens' Writing (a course in English Honors program)
 3. Contemporary India: women and empowerment (a course in English Honors program)
 4. Women's writing and Women's Empowerment (an English GE Course)
 5. Media, Human Rights, Gender and Environmental Studies (a course in Journalism and Mass Communication Honors program)

As a part of their curriculum (Tutorial) the students are given various topics by the teachers on which they need to submit a small report. Other than the regular teaching-learning, such project work enhances their in-depth knowledge.

- The college authority ensures to provide safety to all students and staff and several protective measures are taken at the administrative and academic level. Events are organized to spread awareness among every stakeholder.

Following are the measures taken:

1. The college campus is under 24x7 CCTV surveillance with security check-points both at the entry and exit point.
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" and "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 so that they can enjoy their free-time.
5. The college has separate toilet for girls and boys and separate toilets for staff.
6. The college provides free sanitary pads to female students and staff in case of necessity.
7. The office always keeps few pairs of dresses for both men and women and may be given to someone in urgent need.
8. The college has a sick room where anyone can take rest if feeling unwell. If situation demands, doctor may be called or he/she may be taken to some clinic.
9. The college has first-aid box to provide treatment in case of any emergency. If the condition is worse the injured person is immediately taken to nearby clinic
10. Annual Sports are organized where several events are held for both male and female students.

Due to pandemic, sports and other physical activities could not be organized in the current session. However, several online programs were held on various issues and mental well-being for students and staffs:

- a. The 'Women Cell' unit of the college organized a webinar on gender sensitization on 'A Room with a View: Women's Voices with Literature' on 7th March, 2021 (Women's Day). The speaker was Dr. Chandrani Biswas, Associate Professor, St. Xaviers' College.
- b. The NSS Unit organized a live Yoga session on 21st June, 2021, to observe the International Yoga-day. Many students and staffs participated.

c. The NSS Unit organized a webinar on 'Organised Crime affecting students' lives: Understanding Consequences of Drug abuse, Trafficking & Cyber Crime' 26th and 29th June, 2021, to observe the "International Day against Drug Abuse and Illicit Trafficking'.

File Description	Documents
Annual gender sensitization action plan	https://www.thkjaincollege.ac.in/downloads/2022/Annual-Gender-Sensitization-Action-Plan.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/IOAC/AOAR/2020-2021/7_1_1-Promotion-of-Gender-Equity-2020-21.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

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 campus has a pleasant, healthy green environment with open spaces having grass lawns, small plants and trees. The campus is cleaned and maintained by support staff on daily basis. The college authority has taken all measures to maintain a clean environment and proper disposal all kind of wastes in suitable manner.

The NSS unit organizes the "Campus Cleanliness' drives every year

and the NSS volunteers gives a lot of effort with enthusiasm to clean the campus.

Solid Waste management:

- Separate garbage bins are being kept in different locations of the campus for segregation of biodegradable and non-biodegradable wastes
- The wastes from canteen, fallen leaves are being used for bio composting (in compost pits)
- The old papers are being sold for recycling
- The college has banned the use of plastics and tobacco (in any form) within the campus. However, some plastics have always been found to be used and they are properly segregated
- The sweeper collects the garbage from all garbage bins of the building are kept in the roller garbage bin. This is then carried to the compactor machine (placed by the municipality) for final disposal

Liquid Waste Management

- The different types of waste water produced in the college are mainly from laboratories, canteen and toilets
- The water from canteen and laboratories are disposed of the normal internal water pipes which is connected to the underground municipal waste water pipe line
- The waste from chemistry department containing acids and organic solvents is collected in separate containers. They are neutralized/diluted and then drained off the normal line
- The water from toilets is disposed of in a separate pipeline and finally is drained into the municipal sewage line for further treatments

Biomedical waste Management:

- The wastes generated from the department of Microbiology and other bio-labs containing live microorganisms are heat-killed in autoclave before being disposed in normal garbage

- The wastes from the department of Zoology containing dissected parts of fishes and other organisms are first chopped and kept in separate garbage bins. The sweeper collects them separately.

E-waste management

- All old computer parts are repaired and reused
- Some e-wastes are kept in the store-room and few unusable items are sold to junk dealers

The college does not generate radioactive waste or any other kind of 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/AQAR/2020-2021/7_1_3-Institutional-Waste-Management-2020-21.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: B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
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

D. Any 1 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 inspires 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, Republic Day, Hindi Diwas, International Mother Language Day, Rabindra Jayanti, Teachers' Day, NSS day, World Environment Day, Yoga Day, Womens' Day, World AIDS Day, International Day against Drug Abuse and Illicit Trafficking etc. The college also arranges Inter-College Annual Fest (Ripples) with the vision of inclusiveness in terms of regional, linguistic and cultural diversities.

However in this session due to pandemic, much of the physical activities could not be organized except for flag-hoisting celebration on Independence Day and Republic Day and Saraswati Puja (regional).

The other days that were observed through webinars or online events in the session 2020-2021 are:

1. Teachers' Day organized by the students from various departments (5th Sept, 2020)
2. International Women's Day (online event was held on 7th March, 2021, instead of 8th March, 2021)

3. 16th Annual Endangered Species Day (5th May, 2021)
4. Rabindra Jayanti (14th May, 2021)
5. Maharaja Tomare Salam: A Tribute to Satyajit Ray (20th May 2021)
6. World Environment Day (5th June, 2021)
7. International Yoga Day (21st June, 2021)
8. International Day against Drug Abuse and Illicit Trafficking (26th June, 2021)

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

- Online debate competition
- Online quiz 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

To sensitize students and employees towards the constitutional obligations, the following measures have been taken:

- 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.

- The college observed the Independence Day and Republic day where Principal and other staffs came to the college for flag-hoisting ceremony.
- A webinar was organized on Republic Day 26th Jan 2021 by the Department of History on "Women and Indian Constitution-The Beginning". Around 80 participants attended the event and the talk was appreciated by all.
- An International webinar on 'Labour Struggle, Informality & Globalization: Look from Indian perspective in the light of Covid-19' was jointly organized by the departments of Political Science, History and Economics. Around 280 participants attended the event.

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

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 helps the students and staffs to spend good time together and it provides an opportunity where teachers and students come together.

The different events and festivals usually celebrated are:

- Independence Day
- Republic Day
- Saraswati Puja
- Hindi Diwas
- International Mother Language Day
- Rabindra Jayanti
- Teachers' Day
- NSS day
- World Environment Day
- Annual Endangered Species Day
- International Yoga Day
- International Womens' Day
- World AIDS Day
- International Day against Drug Abuse and Illicit Trafficking

This session, due to pandemic, many events could not be organized in the college. Flag-hoisting on Independence Day and Republic Day and performance of Saraswati puja were some of the events that were held in the college maintaining social distancing. However, many events were organized online as a webinar or as group discussion.

The online events organized in the session 2020-2021 were:

1. Independence Day (15th August, 2020)
2. Republic Day (26th June, 2021)
3. Teachers' Day organized by the students from various departments (5th Sept, 2020)
4. International Women's Day (online event was held on 7th March, 2021, instead of 8th March, 2021)
5. Rabindra Jayanti (14th May, 2021)
6. Maharaja Tomare Salam: A Tribute to Satyajit Ray (20th May 2021)
7. 16th Annual Endangered Species Day (21st May, 2021)
8. World Environment Day (5th June, 2021)
9. International Yoga Day (21st June, 2021)
10. International Day against Drug Abuse and Illicit Trafficking (26th June, 2021)

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 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 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 various economic, social, and religious backgrounds applies 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 later become rank holders in college.

Another aspect is that 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 2288 students were given 'scholarships in the form of concessions or some amount of fees paid were being refunded to their back account. This really benefitted the students in the existing financial crisis due to pandemic.

The details of the concessions given to students are as follows:

Type

Number of students benefitted

Total amount

(Rs)

Scholarships

(For freshly admitted students)

51

5, 35, 500

Special concessions due to Covid-19 outbreak and lockdown

(For Semester III and V students)

2000

99, 31, 550

College fee concessions

(For all semester students)

237

21,51,773

Total

2288

1, 26, 18, 823

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, Jains, 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. Many students are joining reputed universities, even in other states for higher studies. This shows that the college has managed to make its mark in achieving its goal of providing quality education to all categories of students. Students are also given access to government-sponsored scholarships like 'Hon'ble Chief Minister Relief Fund', 'Kanyashree', 'Aikyashree', 'Swami Vivekananda Merit-Cum-Means Scholarship', SC-ST-OBC scholarships; 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.

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 utilising 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 Harakh Chand 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: 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. After the pandemic breakdown since March 2022, it has become all the more important to provide counselling 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 counsellor, faculty members take the initiative of counselling and mentoring the students. A list of 'mentor-mentee' was published by the Principal with the name of students under each mentor for every department. The students were encouraged to interact freely with their mentor and discuss their problems.

Many students complained that they were unable to focus or even lost interest in their studies. To bring back interest amongst students, several course-specific and general webinars/activities were organised by the individual departments, NSS, Womens' Cell, and IQAC to keep the students engaged and connected.

After the sudden closure of the college followed by enforcement of the lockdown 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.

The college provides 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 organised 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 organise 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 organised by the institution to increase interpersonal interaction and exposure. However, such cultural activities had been shifted to the virtual platform to ensure student safety during the pandemic. The college offered certificate courses like Personality Development and Web designing courses in the current session, so that students could 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 WhatsApp groups have been 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 lockdown. 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. However, the bus service was regularly used for pick-up and drop-off to the nearest metro/railway station and bus stops.

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 sessions. Proper planning has to be done and the required set-up needs to be arranged for conducting such courses. More classrooms/spaces are required for conducting more activities required for growth and development of students.

Notes (optional)

Contact details:

Name of the Principal: Dr. Mausumi Singh Sengupta

Name of the Institution: Tara Devi Harakh Chand Kankaria Jain College

City: Kolkata Pin code: 700002

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Work Phone: 033 2352 6056 Fax: 033 2546 8008

Website: www.thkjaincollege.ac.in E-mail: principalthk@gmail.com

Mobile: 09830892492

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: Safety of staff and students

The college has adapted the following safety measures for ensuring safety and physical and mental 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.
- The entire 2020-2021 session was under the Covid-19 pandemic period and all classes were held online. The primary focus was to provide all facilities to the teaching fraternity and students, for better implementation of online classes and other events. The parents and students were satisfied with the extent of online classes and activities that were being held during the pandemic.
- For all academic and administrative operations, following the Covid-19 safety protocols, the non-teaching staffs (office, laboratory and support) were present maintaining the Roster as given, time-to-time.
- All measures were taken to sanitize the premise and every department/room inside the building on a regular basis. Awareness campaign on Covid-19 precautions was done through sharing of different signage and message related to hand washing, sanitization, and maintenance of safe distance etc., and were displayed in various corners of the college.
- Free college bus service was provided to and fro from college to nearest metro/railway stations and bus stops to many staffs for safe and peaceful commute.

- The institution is careful 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 at the initial stage and to alert occupants so that they can escape the building safely and to initiate automatic fire control and suppression system like water sprinklers. The set-up with the necessary sprinklers, pipe-lines with water connection have been installed in the building and are fully functional from the 2020-2021 session.
- The inside of the college campus has a lush green environment to maintain a peaceful and serene environment. Even during the pandemic, the gardener came everyday to take care of all small plants, trees, medicinal plant garden etc., and every care was taken by the college authority to maintain the nature-friendly and healthy ambience enjoyed by the students and staff.

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

The College follows the curriculum and Academic Calendar designed by the parent University. However for the 2020-2021 session, due to Covid 19 pandemic; the IQAC prepared a modified academic calendar and session plan based on the UGC guidelines for the ongoing batches. The mode of teaching was online through G-Suite Education throughout the session. A time table for online classes based on the credit hours was prepared by each department which was uploaded in the college website and shared with the students through Google classroom and emails. Departmental meetings were held for distribution of syllabus and classes amongst the teachers for efficient completion of the syllabus. Periodic intra-departmental meetings were held to monitor timely completion of the course and the performances and regularity of the students. Regular assessment of the students were made through assignments, class tests, viva etc. Special classes, webinars and online lecture sessions were organized by the college and departments to boost the interest of the students. Teaching materials and learning resources like e-books, notes, PowerPoint presentations and scanned copies of text books were shared with the students through Google classroom for their better understanding. Feedback from students were collected on teaching-learning, evaluation and curriculum, which was analyzed and the feedback was shared with BOS members for certain subjects.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2020-2021/1_1_1-Effective-Curriculum-Delivery-2020-21.pdf

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

Following the preparation of the academic calendar based on UGC

guidelines, the college ensured that it was followed by the departments for completion of the syllabus. For the newly admitted students (Semester 1) an online Orientation program was held by the departmental teachers for giving guidance to them on CBCS pattern, semester-wise syllabus, examination patterns and scope of the course. During the online classes, for continuous evaluation, students were assessed through various assignments, regular class-tests (MCQ pattern, subjective questions and oral questions). Some of the departments organized students' presentation. Question answer discussion and revisions were carried out at the end and all these were carried out in compliance with the academic calendar. Slow learning students were given special classes to cope up. All students were allowed to contact any teacher to come up with their academic problems any time. The attendance of the students and performance on regular classes were strictly noted. Students with poor attendance and/or performance were pursued and if conditions did not improve, the Principal was intimidated and further discussed with respective parents/guardians. The University examination schedules and rules were corresponded to the students by the college and teachers.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.thkjaincollege.ac.in/IQAC/AQA_R2020-2021/1_1_2-Continuous-Internal-Evaluation-2020-21.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

237

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

237

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 and human values. The Cell has Principal as the chairperson and some female teachers as the members.

In the current session, the Women Cell has organized a webinar on "A room with a view: Women's Voices in Literature" as an observance of International Womens' Day on 7th March 2021. The speaker was Dr. Chandrani Biswas, Associate Professor, St. Xaviers College, Kolkata. Many teachers and students participated and enjoyed the event.

The department of Microbiology has organized a 3-day webinar series for the students "Microbiology: Industrial Applications and Sustainable Development" on 24th, 28th and 29th Aug, 2020. The speakers were professors from different universities and teachers and students from other colleges also participated.

The department of Botany has organized a webinar on "Ecological Restoration- Perspectives of Water Resource Management" on 5th June, 2021 as an observance of World Environment Day. The students from different colleges gave poster presentation.

A mandatory Environmental Studies Course was included in the Annual system (for final year students) and as in Ability Enhancement Compulsory Course (AECC-2) in the Semester II of the CBCS curriculum.

Around 21 different courses in the curriculum (of both Hons. and General subjects) offered by different departments, 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

11

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

1632

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/AQA_R2020-2021/1_4_1-1_4_2-Feedback-on-Curriculum-2020-21.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	
1293	
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

44

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

Identification process- The year 2020-2021 compelled us to shift to the online platform with respect to the teaching-learning process. However, 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:

- Scores at (10+2) level and in initial class tests (written/viva) based on their previous knowledge within a few weeks of commencement of classes
- Participation in discussions during theory classes
- Previous semester-end result
- Teachers' observation during the class and proper identification during the mentor-mentee sessions.

Steps taken for the slow learners-

- Use alternative and interesting methods of teaching (MCQ based quiz, assignment for improving writing skill and time management)
- Schedule Remedial/Tutorial class
- Re-explain the critical topics after the classes and instruct them to solve the same question repetitively
- Provide them comprehensive question bank (University question papers, model question papers) and discuss the answers with them
- Ask questions to the students during the class and give them clues so that they can answer the question and get

confidence

- Instruct them to follow a basic, easy textbook
- Discuss with the parents with probable solutions, so that they can also take care at home
- Personal counselling through (mentor-mentee session, whenever needed)
- Encourage them to participate in the departmental extra-curricular activities

Steps taken for the advanced learners -

- Organizing special lectures and enrichment programs by different resource persons
- Provide advanced-level reference books, journals, and advanced study materials.
- Encourage participation in group discussions for their enrichment
- Organize student seminar to enrich their presentation skill
- Encourage them to participate in quizzes, paper-presentations, article writing, and national, international seminar and webinar
- Motivate them to appear for different competitive examinations

File Description	Documents
Link for additional Information	https://www.thkjaincollege.ac.in/IQAC/AQA_R2020-2021/2_2_1-Programs-for-Advanced-and-Weak-Learners-2020-2021.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
3025	40

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

Apart from classroom lectures, students need to get involved in hands on training through experiential and participative learning. The students who take up laboratory-based subjects like Botany, Microbiology, Zoology, Physics, Chemistry, Geography, Food and Nutrition, Film Studies and Journalism & Mass Communication, gets adequate exposure during their practical classes.

Due to pandemic as all theoretical and practical classes were held online, the students were shown live and recorded practical experiments performed by the teachers in the college laboratories. For better understanding, several online videos available in e-PGPathshala, YouTube and other online resources were shared through Google classrooms and teaching materials were uploaded in the college website. Additionally, class lecture videos were uploaded in personal digital platforms by few teachers.

Subjects like Botany, Zoology and Geography have field trips in their curriculum. They go as a group and visit significant places to collect data/specimens (based on their syllabus). The students submit a field-trip report (either soft copy or hard copy). In the current session, such field trips could not be arranged due to pandemic. Alternatively, the students were given project works on different topics which were discussed by the teachers in the class. On completion, the soft copy of their project was submitted for evaluation.

As a participative learning, students were encouraged to participate in online quiz, debate, PowerPoint presentation and online webinars organized by the college during the pandemic period. The students have shown active participation and many were involved in helping 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/AQA/R2020-2021/2_3_1-Student-centric-methods-2020-2021.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 (Audio-visual rooms 1, 2, 3, 4 and 5), two portable projectors (to be fitted in any classroom), screens, laptops, desktops, and Wi-Fi connection for taking classes through sharing of presentations, pictures, images, videos, and movies. A log-book is maintained for teachers to sign-up in advance for booking the audio-visual rooms/projectors as per need basis.

The teachers have access to e-resources through N-LIST and British Council Library (BCL) for research articles and textbooks. Department wise log-in IDs to N-LIST have been provided to the teachers. Practical classes in the department of Computer Science, Journalism, and Geography are taken through the use of open-source software packages (XAMPP, Python, Jupyter Notebook, LINUX, QGIS, etc.); for the dissemination of knowledge to the students and their better understanding.

After the outbreak of the pandemic, the college has shifted to a new mode of teaching - the ONLINE mode within a week. The classes and class tests have been taken through the G-Suite education (Gmeet, Google classroom, Google forms etc.) by the teachers. The PowerPoint presentations and study materials were being shared with the students through Google Classroom and email. The practical classes were held online by sharing of videos of experiments performed by teachers in the college or through online videos from ePGPathshala/YouTube etc. All examinations (class tests, internal and semester-end) were conducted through digital mode.

Numerous online programs were organized by college and several departments such as webinars, student development programs, personality development programs, debate, quiz and other enrichment programs for the students. The teachers actively participated in organizing all these events for the welfare and interest of the students.

All efforts were being made by college and the teachers to keep the students updated through the use of various online tools/resources and keep.

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/AQA/R2020-2021/2_3_2-ICT-Enabled-tools-for-effective-teaching-learning-2020-2021.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

28

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

40

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

221

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 university year-end or semester-end examinations, the teachers evaluate the students through various activities like class tests, MCQ-based quizzes, assignments, PowerPoint presentations, group discussions, etc. all through the session. The answers are discussed with them and the marks obtained are preserved. A very transparent mechanism is being maintained and the poor performances/poor attendance of particular students are discussed on a one-to-one basis with the parents during the parent-teacher meetings.

For the session 2020-2021, all such tests and activities were held online and the students participated with a lot of eagerness and enthusiasm.

The Internal examination is an integral part of the University Examination under the CBCS system which is being followed since

2017 (for B. Com) and 2018 (for BA/B.Sc. and BBA). The college strictly follows the regulations and the guidelines given by the respective BOS for conducting the internal examination, which has two components: attendance (10 marks) and an exam (10 marks). The students are intimated about the examination rules and norms during the "Orientation program. 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 by the students. The marks are uploaded on the university portal. All mark statements and other documents (soft and hard copies) are maintained for therecord.

During the pandemic, the examinations were conducted through digital mode. The examinations in the BA/B.Sc. departments having smaller number of number of students were being conducted by the departmental heads and other teachers. For the department of commerce with larger number of students, an examination committee was being formed for the smooth execution.

To every student of the college, helpline numbers and email IDs were being provided and they were intimated about the exam schedule through the college website, google classroom and email. The students received the question paper through email/google classroom. The question papers were also uploaded on the college website. For any problem faced by the students during submission of answer scripts, they could write an email or call the helpline numbers, which were being addressed at the earliest. The entire process wasbeingcompleted very smoothly with the cooperation of every teaching, non-teaching and administration staffs.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQA/R2020-2021/2_5_1-Mechanism-of-Internal-Assessment-2020-2021.pdf

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

As a continuous assessment, several class tests/quizzes are being conducted by the teachers all through the session. The students from some departments are encouraged to give a Power-

point presentation on topics based on their curriculum. Some teachers give assignments to students for improving their expression or writing skills. After evaluation, the students are shown their scripts and their mistakes are being discussed by the teachers. Any grievances regarding marks/scores received by the students are being verified and addressed at the earliest. Thus, a transparent mechanism is followed by the teachers and the poor performances/poor attendance of particular students are discussed on a one-to-one basis with the parents during the parent-teacher meetings.

The courses in CBCS-based semester examination comprises of two components - the internal examination and the semester-end examination, which is being discussed with the students very precisely during the "Orientation Program". The Internal examinations are conducted as per university norms and following the guidelines laid by the respective BOS. The two sections of internal examination include an examination (10 marks) and an attendance (10 marks). As per the University of Calcutta guidelines, review or re-examination is not permissible for internal examinations (20 marks). However, students can opt for review/re-examination of the main theory/practical papers (rest 80 marks) through an online application process at the university portal and approved by the college authority. The students can get to see their internal examination marks after the publication of the results through online applications approved by the college.

During the pandemic, the internal and semester-end examinations were conducted through digital mode. The examinations in the departments with a smaller number of students (BA/B.Sc./BBA) were being conducted by the departmental heads and other teachers. However, for the department of commerce with more student strength, an examination committee was being formed for the smooth functioning. All the students were provided helpline numbers and email IDs and were intimated about the exam schedule through the 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. For any problems during submission of answer scripts, the students could write an email or call the helpline numbers. All grievances were being addressed and the disputes were being solved by the examination committee at the earliest. The very first digital mode of examination was conducted very smoothly with the cooperation of all teaching, non-teaching and administrative

staffs.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.thkjaincollege.ac.in/IOAC/AOA_R2020-2021/2_5_2-Internal-examination-related-grievances-2020-21.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 college offers BA/B.Sc./B. Com/BBA (Honors) and BA/B. Com (General) programs. The institution being an affiliated college follows the curriculum as designed by the parent University.

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

- The college had organized a workshop on 'One day Workshop on Revised Curricula of semesterized B. Com (Hons. & Gen) Courses of Studies under CBCS and Related Issues' (in 2017).
- A teacher from the department of Film Studies is a member of BOS and actively contributes in the course framing.
- Teachers participate in meetings/workshops organized by University/BOS/other colleges to collect feedback from various colleges during framing or revision of syllabus. In such meetings, the outcome and scope of each course are discussed to great extent and how they can be nurtured for the growth of the students.
- Teachers keep themselves updated on any amendments made by the respective BOS, and accordingly make the changes during their teaching for both theory and practical classes.
- The teachers scrutinize the performance of the students in class tests, assignments, semester-end examination for each course, to understand the level of understanding by the students. Accordingly, actions are being taken to bring changes in teaching pattern, if needed for any course.

In the current session, as all classes were held online,

several modifications were made by some of the BOS, which was strictly adhered by the teachers. The teachers followed the instructions on the mode of conducting the online examinations.

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 knowledge of the students.
- Orientation Program is being organized by the college for the newly admitted students, where the teachers discuss the different courses that they will be studying. The students are made aware of the program and course outcomes and on the future prospect of the program that they have opted for.
- The Skill enhancement courses 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. In the current session, two such courses were organized for the students of department of commerce, computer science and BBA.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.thkjaincollege.ac.in/IQAC/AQA/R2020-2021/2_6_1-PO-CO-Additional-file-2020-2021.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 of studies through continuous assessment (class tests, assignments, presentations etc.).

- The score in each course of a particular semester and SGPA obtained by the students at the end-semester examination, are being analyzed as follows:

i. Number of students scoring 80% and above

ii. Number of students scoring between 60-80%

iii. Number of students scoring below 60%

iv. 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 CGPA obtained by the students after completing the 3-yr UG program are evaluated in the same way as described above, to understand the outcome of the specific program.

- The data of the students pursuing for higher studies/professional courses and of those who opt for jobs are obtained.

- The feedback from the students on teaching-learning collected during the session-end, provides additional information on their satisfaction regarding the courses offered.

In the departmental meetings, the analysis of the scores obtained by the students is being discussed and accordingly, actions are being taken to bring changes in teaching pattern, if needed.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.thkjaincollege.ac.in/IQAC/AQA/R2020-2021/2_6_2-Attainment-of-PO-and-CO-2020-21.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****815**

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-2020-2021.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/AQAR2020-2021/2_7_1-SSS-Feedback-Analysis-2020-21.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)****NIL**

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**

0

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	Nil

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**

28

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**

2

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

2

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, the college NSS unit arranges various extension activities such as spreading awareness (on physical and mental health), blood-donation camp, tree-plantation, campus cleaning, seminars on significant issues and many others. The NSS volunteers and other students actively participate such extension activities with a lot of enthusiasm and passion.

However, due to pandemic and college closure no such programs could be conducted in the offline mode with students. Few online programs such as webinars on cyber-crime, drug abuse, yoga and career opportunities were organized by the NSS unit for the college students.

In this time of distress, T.H.K Jain College, Kolkata came up with a humanitarian act to help the needy people to cope with the situation. The NSS Unit of the College started the initiative "Food on Wheel" program (distribution of food) for people from the nearby slum areas, from 24th May to 24th June,

2021. The food distribution was held on 12 different days (within this duration) from the food van within the college premise itself following all the Covid-19 guidelines. Every day around 200 people were benefitted. The college unit received immense support from Shree S.S Jain Sabha, parent Body and Lions Club, Kolkata, in this assiduous effort. This philanthropic service was well appreciated in their Facebook post by the Ministry of Youth Affairs and Sports, Government of India.

Another eventful program "Oxygen on Wheel" was organized by the Shree S.S Jain Sabha, the parent body of the college. When lakhs of people were suffering due to lack of proper oxygen supply on time in this cataclysmic situation due to Covid 19, this was just the need of the day. The Virtual Inaugural was done by Sri Arup Roy, Hon'ble Minister of Cooperation, Govt. of West Bengal on 24rd May 2021. The program was also graced by Smt. Mukta Arya, IAS, District Magistrate, Howrah and Dr. Nitai Chandra Mandal, CMOH, Howrah. There were four oxygen concentrators available in the bus (for 20 patients), and the service was available at Tulsiram Lakshmi Devi Jaiswal Hospital, Liluah, Howrah; 24x7 for the service of the people in need. The hospital superintendent and all the staff members highly appreciated the endeavour of the society.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2020-2021/3_3_1-Extension-Activities-in-Neighbourhood-2020-21.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

3

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

423

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

0

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

0

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 30351 .52 sq.mts and the built-up area of 9290.6 sq.mts. (G+4 building) having '31 classrooms and 5 audio-visual rooms' (for conducting classes) covering from ground floor to 4th floor. It offers eleven Honors programs (under BA/B.Sc./B. Com/BBA) and two General programs (under BA/B. Com) respectively. As the college runs in

two shifts (morning and day) there arises no problem in allocating classes for different courses. There is proper utilization of the infrastructure and facilities by the students.

The full building of the college is Wi-Fi enabled (?100 mbps) and has LAN connection. Additionally, there are portable LCD projectors, screens, laptops, desktops, printer, scanner, photocopy facility (for staff and students), CCTV camera (for continuous surveillance).

Every floor has few departments along with laboratories (for lab-based subjects like Microbiology, Geography, Botany, Chemistry, Zoology, Food & Nutrition, Journalism & Mass Communication, Film studies, Physics). The departments are well equipped with instruments and other facilities so that they can function independently. The laboratories are spacious with enough working space.

The central library is spacious and is enriched with KOHA, OPAC (in-house), 8074 number of books (text books+ reference books), and has subscriptions to INFLIBNET and BCL (British Council Library) for getting access to large number of e-resources, 11 journals, 3 magazines. Bar-coding of books has already been started from the current session. It has a spacious seating arrangement (for reading) and computers with internet connections for both teachers and students. Additionally, some departments have collection of reference books which can be borrowed by teachers and students for their personal use.

Additionally, there are faculty rooms, NSS room, IQAC room, examination room, computer lab, language-lab, seminar/multipurpose hall for organizing seminars/workshops, board-room (for meetings), account section and administrative section. There are separate toilets for boys, girls and staff in every floor for and common room (separate for boys and girls). Other facilities include spacious cafeteria, parking space for 2-wheeler and 4-wheeler, water-pipe connections with sprinklers (for fire-safety). Safe drinking water outlet is available in each floor for staff and students. A free bus service is provided to both staff and students for pick-up and drop-off to the nearest bus terminal or Metro station.

During the pandemic and college closure, as all classes were held online, most of the facilities could not be used by the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2020-2021/4_1_1-Adequate-Infrastructure-and-Physical-Facilities-2020-21.pdf

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

Other than imparting education, the college encourages the students to actively participate in physical activities for better mental and physical development. The college has a separate common room for boys and girls where they can play indoor games like tennis, carrom, etc. For outdoor activities, the college ground has a basketball court and open ground for playing cricket, football and cricket. Yoga sessions are held in the seminar/multipurpose hall to celebrate International Yoga Day every year. Annual sports are organized where students actively participate and they are given certificates/trophies and special recognition to the best player (male and female).

The college organizes an Annual Fest "Ripples" in a grand way where a huge number of students from other colleges participate. A Prize distribution event is held to felicitate the college toppers in different subjects in the university examinations. Special cultural programs are organized where renowned artists perform which is really appreciated and enjoyed by the students. Other than these, the students organize Freshers' party for the newcomers and Farewell Party for the graduating batch in an outstanding way. Teachers' Day is celebrated by the students on a department basis to show respect to their teachers.

The college also observes important days like Independence Day, Republic Day, Saraswati Puja, Rabindra Jayanti, International Anti-drug abuse day every year. The NSS volunteers organize the NSS Day and World AIDS Day. The college students have formed a band 'Flames' that performs in other college fests and other events.

However, due to pandemic, none of these facilities could be used or any physical events could be organized. Alternatively, the college organized online events like "Live Yoga session" on

International Yoga Day, International Women's Day, World Environment Day, Annual Endangered Species Day, Rabindra Jayanti celebration, etc. The students organized online Teachers' Day, Freshers' Welcome for 1st semester students, and Farewell Party for the outgoing students. The college has a Gmail account (precisely for online events) and a YouTube channel for live streaming of most of the online programs. Flag-hoisting ceremony on both Independence Day and Republic Day and Saraswati puja were organized in the college with few staffs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.thkjaincollege.ac.in/IOAC/AOAR2020-2021/4_1_2-Facilities-for-Cultural-Activities-Games-and-Sports-2020-21.pdf

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

36

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

36

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.thkjaincollege.ac.in/IOAC/AOAR2020-2021/4_1_3-ICT%20enabled%20classrooms-2020-21.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)

62.669

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)

Name of ILMS software: KOHA

Nature of automation (fully or partially): Partially

Version: 18.05.03.000

Year of Automation: 2014 (upgraded on 2019)

Some facts of the college library is as follows:

- Library is automated using Integrated Library Management System (ILMS) and has digitization facility through KOHA software
- The library is enriched with '8074' number of books (text books+ reference books)
- The library subscribes '11' 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 has been started from January 2021, and Library Membership cards are also bar-coded
- Students are given Library cards for borrowing text and reference books (though this system was not effective in the session 2020-2021 due to college closure. The librarian responded to the students' email with links to download textbooks)
- The library has computer facilities (with internet) for teachers and students
- Spacious seating arrangements for reading

- **A small History Museum**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.thkjaincollege.ac.in/IOAC/AOA_R2020-2021/4_2_1-Library-Automation-2020-21.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)

1.74

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

1	
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 a continuous effort to improve the IT infrastructure and the internet connection including the Wi-Fi.

- The college has total 151 computers (137 desktops and 14 laptops), 20 printers (including 1 color printer), 4 scanners, 2 photocopiers and 1 barcode scanner (for library use).
- Of the total 137 desktops, 106 desktops are exclusively for student use located in various labs and browsing centers such as Computer Science Software lab, BBA computer lab, Geography GIS lab, Digital Language lab, MAC lab in the department of Journalism & Mass Communication/Film studies and Library. The rest 31 desktops are used by different departments (17- for academic purpose) and by the administrative/accounts section.
- Of the total 14 laptops, 4 are for students' use and are regularly used for taking classes in the audio-visual rooms. Of the rest 10 laptops, 1 is being used by The Principal, 1 by Geography department (for academic purpose) and other 8 laptops by staffs of the administrative/accounts section.

Thus 128 total computers are used for academic purposes:

- 106 desktops (for students' use)
- 4 laptops (for classes in Audio-visual room)
- 17 desktops +1 laptop (by the departmental teachers)
- Of the 20 printers, 10 are being shared amongst different departments, 1 is used by IQAC, 1 by library and the rest 8 are used in the administrative/accounts section. A barcode scanner has been purchased in the current session

for barcoding of textbooks in the library.

- The college has 2 photocopiers which are primarily used for administrative purpose but service is being provided to students and all academic departments.
- The College has 5 Audio-visual rooms equipped with LCD projector, screen and sound-system. The teachers can do advance booking by signing up in a register for taking classes or for organizing academic events like lecture sessions, film screening (for department of English and Film studies) etc. Additionally, there are 2 portable projectors/screens to be fit in any classroom.
- The library is partially automated with KOHA since 2014 and has Web-OPAC facility and subscriptions for N-LIST and BCL.
- The attendance of both teaching and non-teaching staff is maintained through Biometric system (eSSSL)
- The college upgrades the internet connection and the corresponding Wi-Fi bandwidth in every session. In the earlier session 2019-2020, separate WiFi connection (~50 Mbps) was available in the academic departments, library and in the administration and accounts office rooms. The college was closed for the full session during the pandemic, however the internet facility was upgraded and WiFi connection (? 100 Mbps) was made available in every floor/corner of the building through one server. The internet service provider is Wishnet Broadband (<https://wishnet.in/>). The ground floor of the building has the main server (the central unit). This is further divided into Ethernet hubs located in each floor through which it gets distributed to various department, classrooms and other facilities (library, laboratories, office rooms etc.).

Due to pandemic, many facilities were not regularly used (specially the computers/AV rooms), however, proper care was taken and were well maintained.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQA/R2020-2021/4_3_1-Institution-IT-Facilities-2020-21.pdf

4.3.2 - Number of Computers**128**

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)****46.63**

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 every facility including plumbing, electrical, cleaning and maintenance. He makes necessary arrangements for all new connections related to electrical, water supply, waste disposal (solid and liquid). If any problem arises, he reports to the higher authorities for their opinion and assistance. His other responsibility is to make sure that all support staff is doing their job properly and on-time.
2. The college support staff includes one electrician, two gardeners, seven sweepers, seven securities (separately for day and night), three peons and one driver.
3. For all electrical maintenance, the electrician does a regular checkup, specially the lights and fans. All the air-conditioners are under AMC and are cleaned on a monthly basis.
4. The classrooms, stairs and toilets are cleaned twice daily by the sweepers, after the completion of morning and day shift classes.
5. The gardeners maintain the greenery of the campus and makes the campus very ambient which is being enjoyed by all stakeholders. They also look after the medicinal plant garden.
6. Once a week, insecticides are being sprayed in the whole campus to keep the pests and insects away. Fumigation of administrative offices, staff rooms and laboratories are done on a weekly basis.
7. Sanitizers are being sprayed in every corner of the building since the pandemic outbreak.
8. All the computers (academic and administrative), printers, scanner, photocopier machines, LCD projectors are under AMC.
9. The MAC computers in the Dept. of Journalism and Mass Communication and Film studies are regularly serviced.
10. The microscopes and other instruments in different laboratories are serviced as per need basis. An expensive instrument, the spectrophotometer in the Dept. of Microbiology is under AMC. The laboratory floors are cleaned every day by the sweepers and the cabinet shelves and instruments are cleaned by the laboratory staff.
11. In the library, cleaning of shelves, stock verification of books on a yearly basis and weeding of unwanted materials are done.
12. The lifts are under AMC.

13. The college driver looks after the college bus and is serviced on a regular basis.
14. The basketball ground, playground, common rooms of boys and girls are cleaned and maintained by the support staff. The sports equipments are cleaned and are kept under lock and key when not in use.
15. Carpenters are appointed for making of new furniture (benches, tables, cabinets etc.) and for 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/IOAC/AOAR2020-2021/4_4_2-Maintenance-of-Academic-and-Physical-Facilities-2020-21.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

55

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

2288

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/IOAC/AOAR2020-2021/5_1_3-Capacity-building-and-skill-enhancement-2020-21.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

555

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

555

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

6

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**

97

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**

0

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 the most significant stakeholders of the college as every action and planning are meant for them only. After taking admission in the college, the students must be given opportunities to participate in various activities which will be beneficial for the growth of both students and the college.

- The students are informed of every college activity (classes, examinations, extra-curricular and co-curricular activities) through notices, mails, messages and other digital platforms (specially during the pandemic for the session 2020-2021).
- The College topper in the 2nd year university examinations (of all programs), is made the student representative of the college Governing Body. The representative is being asked for any suggestions for improvements or any problems that they face.
- A Sports and Cultural Committee has been formed comprising of few students from different departments and semesters. The student members of the committee along with other interested students organize different cultural programs all through the year. The annual Fest Ripples is being organized in a grand way, where students from other colleges participate along with performances by renowned professional singers. The students take active participation in organizing the whole event very smoothly and efficiently with support from the college authority.
- The other cultural programs include Freshers' Welcome (for 1st year students), Farewell Party (for outgoing

batch), Teachers' Day, Rabindra Jayanti etc.

- The student volunteers from the committee also assist the college authority in organizing the Annual Sports.
- The College NSS unit 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 and many others. The NSS volunteers along with other students participate with a lot of zeal which helps to make every event successful.
- The students actively participate in various college and departmental academic activities like quiz, debate, poster competition, students' PowerPoint presentation etc.
- The students are often given responsibilities by the teachers to organize many academic events; the senior and junior students with guidance from the teachers execute them very nicely.
- The college has an official YouTube channel (THKJainCollege Media) and a Facebook Group (<https://www.facebook.com/pages/category/Community-College/THK-JAIN-College-860083310728142/>) which has been subscribed by many college students. They frequently do make posts and these digital platforms are the most important tools in the current days, where the students of different batches can interact and stay connected to each other.

In the current pandemic year, none of the events could be organized inside the college premise and activities (academic and cultural) were being held online. This was really a loss for the students as they did not get the opportunity to interact, to organize and to show their talents.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IOAC/AOAR2020-2021/5_3_2-Student-Representation-and-Engagement-2020-21.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**

25

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
- There has been no meeting amongst the members during the year 2020-2021, due to pandemic and there has been no significant contribution from them in the current session 2020-2021.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IOAC/AOR2020-2021/5_4_1-Alumni-Association-2020-21.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	
<p>Vision</p> <p>The vision of this Institution is to provide quality education in order to establish itself as one of the leading academic institutes by spreading higher education in an academically backward urban area (surrounded by slums and transport-business houses).</p> <p>Mission</p> <p>The mission of the college includes the following:</p> <ol style="list-style-type: none"> 1. To create an environment of education for the students belonging to academically backward areas and from different spheres of society. 2. To reach a milestone of educational excellence. 3. To establish a bond between the institution and society. 4. To introduce different subjects considering the growing diversification of the job market. 5. To instill an ever-growing thirst for knowledge in the students through motivation. 6. To motivate the students going for higher studies and research. 7. To encourage students' participation in extra-curricular activities for an all-round development of their personality. 8. To develop employability skills amongst students. <p>Nature of Governance and Participation of Teachers</p> <p>The College is run and managed by 'Shree Shwetambar Sthanakvasi Jain Sabha' Society. The leadership of the college consisting</p>	

of the Governing Body, the Principal, and IQAC takes important decisions to implement the vision and mission of the college. Under their guidance and supervision, the Academic Committee consisting of all the departmental heads ensures dissemination of quality education, promotion of co-curricular and extra-curricular activities, mentoring of students outside the classroom, and maintenance of decorum. Teachers also take up additional roles like representative in the Governing Body, Academic Coordinator, departmental in-charge, convenor and member of different committees and cells.

Administrative and Academic Measures taken for implementing the vision and mission of the institution

1. Given the pandemic situation, the teaching-learning process has shifted to the online mode of teaching along with all other activities. The institution has taken several steps for the holistic development of the students like conducting online co-curricular activities to make the at-home learning process interesting, diverse and disciplined. To ensure that discipline is maintained even in the online mode, individual email ids have been created for the students from the college domain for all academic activities. No one outside the college domain was allowed to attend classes.
2. An inclusive education policy is followed that includes conducting remedial classes for slow learners, offering certificate courses and enrichment lectures for performance enhancement.
3. The feedback was collected from students to understand the pros and cons of the quality of education being provided to them.
4. Keeping in mind of the financial condition during the pandemic, there was a considerable amount of reduction in college fees other than scholarships being given to meritorious and needy students.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2020-2021/6_1_1-Vision-and-Mission-of-College-2020-21.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 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. The Governing Body includes member from the Society, Shree S.S. Jain Sabha, affiliating University nominee, a student representative and non-teaching representative along with others, so that everyone associated with the institution in different capacities can get a platform to share their opinion and recommendations.

Decentralization and participative management were achieved by relegating responsibilities across all levels of the administrative setup that consists of the Governing Body, Principal, IQAC Committee, Academic Committee, NSS, the Teaching and Non-Teaching staff. The aim of the institution to provide quality education and to achieve that all the members of the administrative hierarchy contribute in their respective capacities. Meetings of academic committees were held to keep track of the institution's progress.

Case Study: Conducting Online Exams

- In the year 2020, the first ever digital mode of examination was held which was an entirely new method for everyone. The process required technical knowledge along with participation from teaching and non-teaching staffs and it was completed very successfully. The necessary support of implementing G-Suite Education, as proposed by IQAC was approved by Governing Body.
- The Principal and the IQAC supervised the online exam process and gave responsibility to the individual departments for conducting the scheduled exams. Exam

guidelines and schedules were circulated among the students digitally. The question papers received from the University were forwarded to each department and uploaded on college website.

- The teachers uploaded the question paper (as files or through links) in the respective Google Classroom/emails. Answer scripts submitted by the students to the designated email ids were collected by the teachers and verified. After collection, the scripts were evaluated and marks were preserved in excel sheets. The marks were uploaded in the Universityportal of college. The confidentiality was maintained in the whole process.
- The non-teaching staffs also played an important role by helping in script collection and verification, maintaining attendance record of the students, and assisting in uploading the marks. Lab attendants were responsible for providing equipment and necessary items for conducting practical classes by teachers in the laboratories, which were recorded and shown to the students. Few live demonstration practical classes were held, so that the students could get better knowledge of the experiment.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2020-2021/6_1_2-%20Decentralization-and-Participative-Management-2020-21.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 20-21, college could partly implement them due to pandemic. The biggest challenge for the institution was to shift the teaching-learning setup to the online mode. The college administration provided full support to both teaching and non-teaching staff so that education could continue uninterrupted. The college opened after the lock-down was lifted following the Covid-19 safety protocols. The teachers took classes through online mode and reported to college to perform their academic and other responsibilities. The non-teaching staffs (office, laboratory and support) were present

maintaining the Roster as given, time-to-time. Though the normal operation of the college was disturbed due to pandemic, but everyone gave effort and contributed so that the maximum plan could be attended.

Several measures were taken for successful implementation of online teaching-learning:

1. To conduct online classes, the college administration subscribed to the G-Suite Education and created individual email ids for every department for all official communication with the students.
2. The teachers created Google Classrooms for the students of different semesters and courses under the official college email IDs
3. Google Meet and Google Form were used for conducting online classes and class tests
4. Students were provided digital routines with their specific schedules. Classes were scheduled in the Google Calendar and the Google Meet links were shared with the students for attending classes for individual subjects. Attendance was automatically recorded in excel sheets with the help of third-party extensions and verbally verified during the class
5. Students were given written assignments and Google Form quizzes regularly to keep track of their academic progress
6. Feedback was given after evaluation to help the students rectify their mistakes.
7. Slow learners were identified and extra classes were taken to resolve doubts and queries.
8. Teacher's training for uploading University question papers on the college website (during University examination)
9. Organization of several webinars/events based on the curriculum or current affairs, career planning/guidance, placement etc.
10. Collection of online feedback system on curriculum and teaching-learning
11. Setting up of a payment gateway for collection of fees online for minimizing the students' visit to college

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2020-2021/6_2_1-Strategic-Perspective-Plan-Implementaton-20-21-Session-2020-21.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. There are teaching staff, non-teaching staff and student representatives in the Governing Body to ensure that all the stakeholders of the institution participate in effective management.
- The necessary functioning of college administration is guided by the special constitution as approved by the University of Calcutta which includes policies related to administrative setup, appointment and service rules.
- The Governing Body has authorized the Principal to implement the decisions taken and supervise the everyday functioning of the college. She is supported by the teaching and non-teaching staff members in the implementation of policies and decisions.
- The IQAC is the chief regulatory body that keeps a check on the quality of education imparted to the students. It is vested with the responsibility of taking academic decisions including distribution of workload, scheduling the time table, conducting examinations, maintaining discipline, recommending co-curricular and extra-curricular activities, supervising college maintenance and purchases, 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 students on any matter. Many online requests were received for reduction in fees in the current pandemic period. This was addressed by the college authority by offering scholarships (merit and need basis) and concession in fees.
- The non-teaching staff regularly reports to the Principal in matters related to administration, examinations, and departmental requisitions.
- The librarian is in-charge of the college library and has an assistant to maintain the upkeep of the library.
- 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.

During the Pandemic

The functioning of the organogram remained intact during the pandemic. The college office was functional maintaining the Roster as given. Along with carrying out the designated responsibilities, the college administration worked with the IQAC and academic committee to conduct regular online classes and assessments, organizing various enrichment programs, conduct of university examination, assessment and evaluation.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2020-2021/6_2_2-Functioning-of%20-Institutional-Bodies-and-College-Setup-2020-21.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

B. Any 3 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 is given to all staffs (teaching and non-teaching) through which the staff members as well as the institution contribute to the fund every month. This helps in building financial security for their future.
- Interest-free loan is provided to the staff members when they apply for it, so that their financial burden is reduced to a certain extent. The loan is sanctioned immediately with official approval without delay.
- 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.

Free Bus Service

During the pandemic, the non-teaching staff members who came to the college for administrative and academic work, were provided free bus service by the college. This step was taken to ensure their safe conveyance to and from the college.

Vaccination Drive for staffs

The College with the help of Shree S.S. Jain Sabha organized

'Covid-19 Vaccination Drive" during the pandemic for teaching and non-teaching staff and their family members. The drive was held on four different dates for the two doses of Covaxin and Covishield vaccines respectively. A total of 75 people were vaccinated; 35 college staffs (both teaching and non-teaching) and their family members (40). The event was very successful and the staffs and family members were benefitted.

Recreation

- The college organizes a picnic annually for all the staff members without charging anything. The family members of the staff are also welcomed to take part in such recreational excursions. This is done to increase interaction among the staff members and promote a healthy workplace environment.
- The college organizes Annual Fest "Ripples" in a grand way with performances by eminent artists. The staff can bring in their family members and enjoy the event. Additionally, several cultural programs are organized on special occasions like Rabindra Jayanti, Independence Day etc.

However, due to pandemic, no programs could be organized in the college and had to organize only online programs.

Staff Quarter

A staff quarter has been created within the college premises to provide a safe and secure place for the security and maintenance staff (support staff) who stay here throughout the session.

Fee Concession

The children of the staff members who take admission in the institution are incentivized by a concession in the fees. This is meant for making education more affordable and accessible.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IOAC/AQAR2020-2021/6_3_1-Welfare-measures-for-teaching-and-non-teaching-staff-2020-21.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

0

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

2

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

76

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 performance appraisal system of teaching and non-teaching staff has not been started in the session 2020-2021. However, IQAC has discussed the matter and has unanimously decided that

it should be introduced from the next session. The proposal was forwarded to the Governing Body.

In absence of the performance appraisal system, the activities of teaching and non-teaching staff is monitored by Principal and Secretary, Governing Body 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:

- Every teacher keeps records of their academic and administrative activities including class records, program organized, exam duty, and script evaluation in 'Teacher's Diary'. The records are being endorsed by Principal at the end of every month.
- During the pandemic, the monthly records of topics taught by each teacher through online mode have been e-mailed to a designated email id for class-records in Principal's office. This also serves as the attendance record of the teachers in the online mode.
- The Principal held meetings with the faculty members periodically to stay abreast of the departmental activities, resolve queries, and plan for the remainder of the academic session.

Non-Teaching Staff:

The performance of the non-teaching staff is evaluated on a regular basis by the Principal and Secretary, Governing Body. Several 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/IOAC/AQA/R2020-2021/6_3_5-Performance-Appraisal-System-of-staff-2020-21.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. It is to be introduced soon.

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 2020-21.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AQAR2020-2021/6_4_1-Internal-and-External-audit-2020-21.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 student 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 under various heads like:
 1. Academic facilities (classes, seminar, books, upgradation of laboratories, student support etc.)
 2. Physical facilities (repairs and renewals, maintenance, printing and stationaries, internet etc.)
 3. Infrastructure augmentation (computers, furniture, CCTV camera, electrical appliances, water pumps, drinking water, fire safety features etc.)
- A budget is prepared for various heads based on the requirement for purchase of laboratory equipment, chemicals, library books, conducting seminars/workshops 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. The intervention of Management is required if expenses exceed the budget.

Optimal utilization of Resources (funds)

- The departmental heads give list of equipment, chemicals and other necessary items that need to be purchased for the session.
- The librarian prepares a list of books that need to be purchased, based on curriculum and demands.
- Institution has provision for release of funds for all academic developments such as arranging seminars, conferences, basic research, special lecture sessions and development programs of students.
- Travel grants are given to teachers (if claimed) for participation in FDP, seminar or workshops.
- Transparency is maintained in the entire process to ensure optimal utilization of available funds.

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.

However, due to pandemic and college closure, all classes and activities were held online. Classes and internal exams were held through G-Suite Education. All notices, class schedule, study materials, exam schedule, exam instructions and university question paper were shared through Google classroom and emails.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AOAR2020-2021/6_4_3-Mobilization-of-funds-and-resources-2020-21.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 has played a significant role in making strategic changes in the teaching-learning process during the pandemic. Additionally, teachers were encouraged to organize several online programs to boost the academic environment and to augment the enthusiasm of students.

To ensure that quality education is imparted to the students in an effective way through the digital mode, the IQAC has taken the following measures:

Preparing a Platform for Online Teaching-Learning

As the entire teaching-learning process shifted online, a common platform for the teachers and students was set up for efficient dissemination of knowledge and maintenance of attendance and performance records. From the G-Suite Education, an official Gmail account was created for every department as soon as lockdown was announced. From this account, the classrooms were created for the individual batches of students for the Honors and General Courses. All online classes were scheduled and conducted from the departmental accounts. Online materials were shared through classrooms and uploaded on college websites. Attendance was recorded and maintained in excel sheets and regular class tests and quizzes were conducted digitally to ensure continuous internal evaluation of the students.

Knowledge-Enhancing Initiatives

To contribute to the knowledge enhancement of the students learning from home, the IQAC recommended and ensured the implementation of different enrichment programs. These included the 'Student Development Program' - a short-term course in Tally (organized by the Department of Commerce), the 'Personality Development' Certificate course (organized by BBA and Commerce department), a "Certificate Course in Web Designing" (organized by Department of Computer Science).

Special lecture sessions and webinars on diverse topics were conducted by the departments for the benefit of the students. To observe important days and events, different online programs were organized on World Environment Day, World Yoga Day, Annual Endangered Day, Republic Day, and International Womens' Day etc.

Apart from undertaking such quality assurance strategies, the IQAC took feedback from students, alumni and teachers through the online mode to evaluate the effectiveness of the curriculum and on teaching-learning system; to understand and implement more reforms to meet the students' requirements.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IQAC/AOAR2020-2021/6_5_1-Contribution-of-IQAC-for-quality-assurance-2020-21.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 regularly reviews the teaching-learning process and implements reforms for better results.

Selection of Appropriate Online Platform

After verifying different online meeting applications like Zoom, Skype, and Google Meet, 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.

It was the most convenient of all the available online platforms as the necessary tools and services were available and user-friendly for efficient teaching-learning. To ensure that the same quality of education was imparted to the students across all the departments, this platform was selected and individual accounts were created under the main domain for the departments. The whole system was monitored by the college authority and students were also given email ids generated from college domain for attending classes and participating in other curricular and co-curricular activities.

Upgradation of Teachers

As many teachers were not very familiar with the different ICT methods of teaching before the pandemic, they were recommended by the IQAC to participate in various faculty development programs to enhance their technological skills to deliver knowledge in an interesting and effective way to the students in the online mode. Several teachers were already adept at handling the demands of the digital mode of teaching and those who required training were given the opportunity to acquire these skills.

Attainment of learning outcomes

To evaluate the attainment of learning outcomes, the performances of the students all through the academic year and in the university examinations are evaluated.

- The score in each course of a particular semester and SGPA, CGPA obtained by the students at the university examination, are being analyzed as follows:

1. Number of students scoring 80% and above
2. Number of students scoring between 60-80%
3. Number of students scoring below 60%
4. 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 data of the students pursuing for higher

studies/professional courses and of those who opt for jobs are obtained.

- The feedback from the students on teaching-learning were collected at the session-end, which provides additional information on their satisfaction regarding the courses offered.

File Description	Documents
Paste link for additional information	https://www.thkjaincollege.ac.in/IOAC/AOA/R2020-2021/6_5_2-Review-of-Teaching-learning-by-IOAC-2020-21.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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.thkjaincollege.ac.in/IOAC/AOAR-2019-20.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.

- Several courses on gender sensitization related topics are included in the curriculum such as:
 1. Marriage and Human Relations (in Human Development GE course)
 2. Womens' Writing (a course in English Honors program)
 3. Contemporary India: women and empowerment (a course in English Honors program)
 4. Women's writing and Women's Empowerment (an English GE Course)
 5. Media, Human Rights, Gender and Environmental Studies (a course in Journalism and Mass Communication Honors program)

As a part of their curriculum (Tutorial) the students are given various topics by the teachers on which they need to submit a small report. Other than the regular teaching-learning, such project work enhances their in-depth knowledge.

- The college authority ensures to provide safety to all students and staff and several protective measures are taken at the administrative and academic level. Events are organized to spread awareness among every stakeholder.

Following are the measures taken:

1. The college campus is under 24x7 CCTV surveillance with security check-points both at the entry and exit point.
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" and "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 so that they can enjoy their free-time.
5. The college has separate toilet for girls and boys and separate toilets for staff.
6. The college provides free sanitary pads to female students

and staff in case of necessity.

7. The office always keeps few pairs of dresses for both men and women and may be given to someone in urgent need.

8. The college has a sick room where anyone can take rest if feeling unwell. If situation demands, doctor may be called or he/she may be taken to some clinic.

9. The college has first-aid box to provide treatment in case of any emergency. If the condition is worse the injured person is immediately taken to nearby clinic

10. Annual Sports are organized where several events are held for both male and female students.

Due to pandemic, sports and other physical activities could not be organized in the current session. However, several online programs were held on various issues and mental well-being for students and staffs:

a. The 'Women Cell' unit of the college organized a webinar on gender sensitization on 'A Room with a View: Women's Voices with Literature' on 7th March, 2021 (Women's Day). The speaker was Dr. Chandrani Biswas, Associate Professor, St. Xaviers' College.

b. The NSS Unit organized a live Yoga session on 21st June, 2021, to observe the International Yoga-day. Many students and staffs participated.

c. The NSS Unit organized a webinar on 'Organised Crime affecting students' lives: Understanding Consequences of Drug abuse, Trafficking & Cyber Crime' 26th and 29th June, 2021, to observe the "International Day against Drug Abuse and Illicit Trafficking'.

File Description	Documents
Annual gender sensitization action plan	https://www.thkjaincollege.ac.in/downloads/2022/Annual-Gender-Sensitization-Action-Plan.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/IOAC/AOA/R2020-2021/7_1_1-Promotion-of-Gender-Equity-2020-21.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

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 campus has a pleasant, healthy green environment with open spaces having grass lawns, small plants and trees. The campus is cleaned and maintained by support staff on daily basis. The college authority has taken all measures to maintain a clean environment and proper disposal all kind of wastes in suitable manner.

The NSS unit organizes the "Campus Cleanliness" drives every year and the NSS volunteers gives a lot of effort with enthusiasm to clean the campus.

Solid Waste management:

- Separate garbage bins are being kept in different locations of the campus for segregation of biodegradable and non-

biodegradable wastes

- The wastes from canteen, fallen leaves are being used for bio composting (in compost pits)
- The old papers are being sold for recycling
- The college has banned the use of plastics and tobacco (in any form) within the campus. However, some plastics have always been found to be used and they are properly segregated
- The sweeper collects the garbage from all garbage bins of the building are kept in the roller garbage bin. This is then carried to the compactor machine (placed by the municipality) for final disposal

Liquid Waste Management

- The different types of waste water produced in the college are mainly from laboratories, canteen and toilets
- The water from canteen and laboratories are disposed of the normal internal water pipes which is connected to the underground municipal waste water pipe line
- The waste from chemistry department containing acids and organic solvents is collected in separate containers. They are neutralized/diluted and then drained off the normal line
- The water from toilets is disposed of in a separate pipeline and finally is drained into the municipal sewage line for further treatments

Biomedical waste Management:

- The wastes generated from the department of Microbiology and other bio-labs containing live microorganisms are heat-killed in autoclave before being disposed in normal garbage
- The wastes from the department of Zoology containing dissected parts of fishes and other organisms are first chopped and kept in separate garbage bins. The sweeper collects them separately.

E-waste management

• All old computer parts are repaired and reused

• Some e-wastes are kept in the store-room and few unusable items are sold to junk dealers

The college does not generate radioactive waste or any other kind of 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/AQA_R2020-2021/7_1_3-Institutional-Waste-Management-2020-21.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	D. Any 1 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 inspires 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, Republic Day, Hindi Diwas, International Mother Language Day, Rabindra Jayanti, Teachers' Day, NSS day, World Environment Day, Yoga Day, Womens' Day, World AIDS Day, International Day against Drug Abuse and Illicit Trafficking etc. The college also arranges Inter-College Annual Fest (Ripples) with the vision of inclusiveness in terms of regional, linguistic and cultural diversities.

However in this session due to pandemic, much of the physical activities could not be organized except for flag-hoisting celebration on Independence Day and Republic Day and Saraswati Puja (regional).

The other days that were observed through webinars or online events in the session 2020-2021 are:

1. Teachers' Day organized by the students from various departments (5th Sept, 2020)

2. International Women's Day (online event was held on 7th

March, 2021, instead of 8th March, 2021)

3. 16th Annual Endangered Species Day (5th May, 2021)

4. Rabindra Jayanti (14th May, 2021)

5. Maharaja Tomare Salam: A Tribute to Satyajit Ray (20th May 2021)

6. World Environment Day (5th June, 2021)

7. International Yoga Day (21st June, 2021)

8. International Day against Drug Abuse and Illicit Trafficking (26th June, 2021)

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

- Online debate competition
- Online quiz 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

To sensitize students and employees towards the constitutional obligations, the following measures have been taken:

- 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.

- The college observed the Independence Day and Republic day where Principal and other staffs came to the college for flag-hoisting ceremony.
- A webinar was organized on Republic Day 26th Jan 2021 by the Department of History on "Women and Indian Constitution-The Beginning". Around 80 participants attended the event and the talk was appreciated by all.
- An International webinar on 'Labour Struggle, Informality & Globalization: Look from Indian perspective in the light of Covid-19' was jointly organized by the departments of Political Science, History and Economics. Around 280 participants attended the event.

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 helps the students and staffs to spend good time together and it provides an opportunity where teachers and students come together.

The different events and festivals usually celebrated are:

- Independence Day
- Republic Day
- Saraswati Puja
- Hindi Diwas
- International Mother Language Day
- Rabindra Jayanti
- Teachers' Day
- NSS day
- World Environment Day
- Annual Endangered Species Day
- International Yoga Day
- International Womens' Day
- World AIDS Day
- International Day against Drug Abuse and Illicit Trafficking

This session, due to pandemic, many events could not be organized in the college. Flag-hoisting on Independence Day and Republic Day and performance of Saraswati puja were some of the events that were held in the college maintaining social distancing. However, many events were organized online as a webinar or as group discussion.

The online events organized in the session 2020-2021 were:

1. Independence Day (15th August, 2020)
2. Republic Day (26th June, 2021)
3. Teachers' Day organized by the students from various departments (5th Sept, 2020)
4. International Women's Day (online event was held on 7th March, 2021, instead of 8th March, 2021)
5. Rabindra Jayanti (14th May, 2021)
6. Maharaja Tomare Salam: A Tribute to Satyajit Ray (20th May 2021)
7. 16th Annual Endangered Species Day (21st May, 2021)
8. World Environment Day (5th June, 2021)
9. International Yoga Day (21st June, 2021)
10. International Day against Drug Abuse and Illicit Trafficking (26th June, 2021)

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 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 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 various economic, social, and religious backgrounds applies 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 later become rank holders in college.

Another aspect is that 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 2288 students were given 'scholarships in the form of concessions or some amount of fees paid were being refunded to their back account. This really benefitted the students in the existing financial crisis due to pandemic.

The details of the concessions given to students are as follows:

Type

Number of students benefitted

Total amount

(Rs)

Scholarships

(For freshly admitted students)

51

5, 35, 500

Special concessions due to Covid-19 outbreak and lockdown

(For Semester III and V students)

2000

99, 31, 550

College fee concessions

(For all semester students)

237

21,51,773

Total

2288

1, 26, 18, 823

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, Jains, 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. Many students are joining reputed universities, even in other states for higher studies. This shows that the college has managed to make its mark in achieving its goal of providing quality education to all categories of students. Students are also given access to government-sponsored scholarships like 'Hon'ble Chief Minister Relief Fund', 'Kanyashree', 'Aikyashree', 'Swami Vivekananda Merit-Cum-Means Scholarship', SC-ST-OBC scholarships; 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.

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 utilising 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 Harakh Chand 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: 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. After the pandemic breakdown since March 2022, it has become all the more important to provide counselling 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 counsellor, faculty members take the initiative of counselling and mentoring the students. A list of 'mentor-mentee' was published by the Principal with the name of students under each mentor for every department. The students were encouraged to interact freely with their mentor and discuss their problems.

Many students complained that they were unable to focus or even lost interest in their studies. To bring back interest amongst students, several course-specific and general webinars/activities were organised by the individual departments, NSS, Womens' Cell, and IQAC to keep the students engaged and connected.

After the sudden closure of the college followed by enforcement of the lockdown 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.

The college provides 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 organised 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 organise 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 organised by the institution to increase interpersonal interaction and exposure. However, such cultural activities had been shifted to the virtual platform to ensure student safety during the pandemic. The college offered certificate courses like Personality Development and Web designing courses in the current session, so that students could 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 WhatsApp groups have been 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 lockdown. 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. However, the bus service was regularly used for pick-up and drop-off to the nearest metro/railway station and bus stops.

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 sessions. Proper planning has to be done and the required set-up needs to be arranged for conducting such courses. More classrooms/spaces are required for conducting more activities required for growth and development of students.

Notes (optional)

Contact details:

Name of the Principal: Dr. Mausumi Singh Sengupta

Name of the Institution: Tara Devi Harakh Chand Kankaria Jain College

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Work Phone: 033 2352 6056 Fax: 033 2546 8008

Website: www.thkjaincollege.ac.in E-mail: principalthk@gmail.com

Mobile: 09830892492

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: Safety of staff and students

The college has adapted the following safety measures for ensuring safety and physical and mental 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.
- The entire 2020-2021 session was under the Covid-19 pandemic period and all classes were held online. The primary focus was to provide all facilities to the teaching fraternity and students, for better

implementation of online classes and other events. The parents and students were satisfied with the extent of online classes and activities that were being held during the pandemic.

- For all academic and administrative operations, following the Covid-19 safety protocols, the non-teaching staffs (office, laboratory and support) were present maintaining the Roster as given, time-to-time.
- All measures were taken to sanitize the premise and every department/room inside the building on a regular basis. Awareness campaign on Covid-19 precautions was done through sharing of different signage and message related to hand washing, sanitization, and maintenance of safe distance etc., and were displayed in various corners of the college.
- Free college bus service was provided to and fro from college to nearest metro/railway stations and bus stops to many staffs for safe and peaceful commute.
- The institution is careful 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 at the initial stage and to alert occupants so that they can escape the building safely and to initiate automatic fire control and suppression system like water sprinklers. The set-up with the necessary sprinklers, pipe-lines with water connection have been installed in the building and are fully functional from the 2020-2021 session.
- The inside of the college campus has a lush green environment to maintain a peaceful and serene environment. Even during the pandemic, the gardener came everyday to take care of all small plants, trees, medicinal plant garden etc., and every care was taken by the college authority to maintain the nature-friendly and healthy ambience enjoyed by the students and staff.

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:

Since the outbreak of Covid-19 and the later enforcement of lockdown started in March 2020, the action of plan has changed. The entire session of 2020-2021 was under pandemic and every plan could not be executed to full strength. 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).

Some of the future plans of the upcoming sessions include:

1. Enhancement of library services through digitization, increase in library collection and creating library webpage/portal for better communication and easier access.
2. For upgradation of department, purchase of more laboratory instruments based on curriculum.
3. To emphasize on students' academic performances.
4. To undertake various activities/programs for all-round development of the students.
5. To organize National/International level seminar/conference/workshop/certificate courses.
6. Green initiatives: setting up of 'bio-compost production unit' (a project to be undertaken by Department of Botany), water-recycling, installation of roof-top Solar-Panel
7. To introduce new Honors/General subject(s) in the upcoming years.