



## YEARLY STATUS REPORT - 2023-2024

### Part A

#### Data of the Institution

##### 1.Name of the Institution

Tara Devi Harakh Chand Kankaria  
Jain College

- Name of the Head of the institution **Dr. Mausumi Singh Sengupta**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **03325326056**
- Mobile No: **9830892492**
- Registered e-mail **principalthk@gmail.com**
- Alternate e-mail **principalthkjc@gmail.com**
- Address **6, Ram Gopal Ghosh Road,  
Cossipore**
- City/Town **Kolkata**
- State/UT **West Bengal**
- Pin Code **700002**

##### 2.Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Self-financing**
- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr. Suchismita Das**
- Phone No. **09831898703**
- Alternate phone No. **09831378911**
- Mobile **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/IQAC/AQAR2022-2023/AQAR-2022-2023.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/AcademicCalendar2023-24.pdf>

**5. Accreditation Details**

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

**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
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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** 5

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

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

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

- If yes, mention the amount

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

1. Submission of IIQA and SSR for NAAC Accreditation-2nd cycle 2. Submission of DCF-II (under AISHE) 3. Participation in NIRF 2024 4. Several Certificate courses were organized for students 5. Contributed in signing of MoU and in collaborations with other colleges/institutes 6. Organized 'An Interactive session on Curriculum and Credit Framework in context of National Education Policy 2020' in collaboration with Seth Anandram Jaipuria College

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

Plan of Action	Achievements/Outcomes
Participate in NIRF	Participated
SSR submission for NAAC accreditation	SSR submitted
Upgradation and Digitization of Library	The library is automated using Integrated Library Management System (ILMS) and has digitization facility through KOHA software
Collaborations and Signing of MoUs	College has signed 4 MoUs with other Colleges and Institutes

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

- Name of the statutory body

Name	Date of meeting(s)
<b>Governing Body</b>	<b>14/09/2024</b>

**14. Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	Tara Devi Harakh Chand Kankaria Jain College
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• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.thkjaincollege.ac.in/Academics/download/AcademicCalendar2023-24.pdf">https://www.thkjaincollege.ac.in/Academics/download/AcademicCalendar2023-24.pdf</a>				
<b>5.Accreditation Details</b>					
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<b>6.Date of Establishment of IQAC</b>			18/01/2012		
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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Governing Body	14/09/2024

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2022-2023	07/03/2024

**15. Multidisciplinary / interdisciplinary**

The Vision and Mission of the College is aligned to deliver quality education and prepares the students to meet the challenges of career and life. This holistic development of students is made possible as the College practises a healthy mix of education with allied activities. Affiliated to the University of Calcutta, the College follows the guidelines for its different programmes and courses as directed by the University. The previous CBCS syllabus had certain provisions that have also found their places in the revamped NEP 2020 structure. As the College has successfully carried out the programmes under CBCS, it feels itself quite prepared for the initial implementation of NEP 2020. Besides the preparation of teaching plans and designing teaching methodologies, the College organises scientific and social interaction among faculty and students of different disciplines to strengthen the interdisciplinary ecosystem of the institution. The existing academic courses in different programmes form part of the multidisciplinary/interdisciplinary elective courses, like Computer Science and Management, Dimensions of Micro-Economics, Econometrics and Cost Analysis. Activities such as World Yoga Day, Energy Conservation Day, World Environment Day etc. organised by the National Service Scheme (NSS) inculcate social awareness and responsibility. Add-on and certificate courses offered by the College also strengthen the interdisciplinary spirit as envisaged by the NEP 2020.

**16. Academic bank of credits (ABC):**

The University of Calcutta has implemented the CCF 2022 from the academic session 2023-24. In preparation of ABC incorporation, the University had organised workshops for the Principals and Teachers of the affiliated Colleges where the teachers have participated. The participation was resourceful. Consequently, manoeuvring within its administrative purview, the College maintains a digitised records of students' performance, has circulated the information about ABC system among students, and



awaits further guidelines from the University for implementing the process.

#### **17.Skill development:**

NEP 2020 keenly focuses on skill development. Accordingly, the College provides opportunities to train and develop soft skills, teamwork, problem-solving, decision-making, analytical thinking, etc among students. The College maintains the practice of organising workshops and seminars to impart soft skills and life skills to both students and faculty. Workshops on technical education, training on GST, and programmes on Personality Development across multiple departments help the students to imbibe significant attributes in their preparation to seek employment and pursue higher education. The College collaborates with professional training institutes to conduct these events and also organises industry visits to provide practical training. Students also develop managerial and leadership skills, planning and entrepreneurship skills, and interpersonal skills by participating in co-curricular activities and organising events both on and off campus.

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

The College has maintained a practice of integrating the Indian Knowledge system by promoting the study of several Indian Languages in the undergraduate programmes through the Ability Enhancement Course which offers choices among Hindi, Bengali and English. Celebration of Yoga Day, Saraswati Puja, Rabindranath Tagore's Birth Anniversary and observation of Mother Language Day, Hindi Diwas, visiting Museums and Libraries, and maintaining the traditional theme in various in-house events also promote the values of the Indian Knowledge System

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

Outcome Based Education ensures that the outgoing students are well-equipped with skills and effective knowledge to pursue their chosen careers and succeed in their future endeavours. Both CBCS and CCF urge the redesigning of the education structure into a student-centric approach. This allows the incorporation of evaluation of student progress based on their performance in projects and laboratory work, participation and organisation in seminars and extracurricular activities and expressing their critical thinking in classroom assessments. Fresh graduates are also encouraged to respond to a survey system designed by the College, and the responses are utilised to better refine and

implement the COs.

## 20.Distance education/online education:

The College has no provision to offer distance learning options under its affiliation to University of Calcutta. The College however has set up a user-friendly Learning Management System (LMS), called e-shikshakrom, as well as uses various online platforms such as Google Classroom, etc. to share study resources with its students.

## Extended Profile

### 1.Programme

1.1 361

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 2658

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 36

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 817

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>43</b>
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of Sanctioned posts during the year	<b>47</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	<b>36</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)	<b>259.57</b>
4.3 Total number of computers on campus for academic purposes	<b>212</b>
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The college is affiliated to the University of Calcutta and offers a range of courses in science, arts, management and commerce streams following the curriculum of the University.</p> <p>At the outset of a new session, the different departments of the college hold meetings to discuss the distribution of syllabi among the faculty members, ensuring equitability and a balance between proficiency and preference for the various topics. This is followed by the discussion and preparation of the academic</p>	

calendar and the weekly routine, performed by representatives from each department of the college, and is headed by the Principal. Each teacher of the department also prepares a teaching plan.

The departments hold Orientation classes to introduce the fresh batch of students to the course syllabus, course structure and course outcome. Throughout the semesters, students are continuously trained, encouraged and supported to ensure the completion of syllabi by employing Audio/Visual and ICT-enabled teaching methods, organizing or encouraging participation in seminars, arranging special lecture sessions, organizing field trips and excursions, internship programmes, and activities like poster/oral presentation. Additionally, class tests are taken and remedial classes are organized to help the students.

The departments hold regular meetings to discuss class attendance, results of assessments tests and tutorials/projects, and end-semester examination results to evaluate the students' performances and thereby assess the success of the teaching-learning methods and identify the spaces for improvement.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR_2023-2024/1_1_1-Effective-Curriculum-Delivery.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR_2023-2024/1_1_1-Effective-Curriculum-Delivery.pdf</a>

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

The college is affiliated to the University of Calcutta and offers a range of courses in science, arts, management and commerce streams following the curriculum of the University. The College recognizes the significance of a well-planned curriculum planning and delivery that ensures a sterling standard of imparting knowledge.

At the beginning of any new session, the departments hold meetings to discuss the distribution of syllabi among the faculty members and a balance between proficiency and preference for the various topics of the CBCS/NEP syllabi. Syllabus distribution is followed by the discussion and preparation of the academic calendar and the weekly routine.

For the newly admitted students, an 'Orientation Program' is held for guiding them syllabus pattern, examination pattern and the scope of the course. The students are shared with the departmental class schedule, list of books that need to be bought. Students are asked to join the google classrooms and LMS for regular getting regular update of notice, study materials and exam schedule.

For continuous evaluation of students, students are assessed through class tests and various assignments (MCQ pattern and subjective questions). Question-answer discussion and revisions are carried out keeping in compliance with the academic calendar. Additionally, the teachers organize students' presentation (poster/oral/model) and other activities for improving their skill and thoughtful abilities.

The University examination schedules are corresponded on a regular basis to the students through Notice boards/Google classroom/LMS.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR_2023-2024/1_1_2-Continous-Internal-Evaluation.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR_2023-2024/1_1_2-Continous-Internal-Evaluation.pdf</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
13	
File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
4	
File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
174	
<b>1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year</b>	
174	

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 strives to provide students with values and morals that would help them become ideal human beings and enrich our society. Following the curriculum of the University, the College teaches Environmental Studies as part of its compulsory subjects. It offers courses in various disciplines such as Political Science, English, Bengali and Hindi Literatures, Commerce, Business Administration, History and Journalism and Mass Communication and Film Studies, courses which celebrate the creative abundance of humanity, teach how to develop values of empathy, compassion and tolerance, and create an understanding of professional ethics and acceptance. Courses taught in departments of Microbiology, Botany, Geography and Zoology inculcate a sense of environmental awareness and appreciation for the natural surroundings. Various aspects of the courses taught in the college focus on certain key social and human values, such as Media, Human Rights, Gender, and Environmental Studies (for Journalism and Mass Communication & Film Studies).

The NSS wing of the College conducts programs to promote social work and teach social discipline and the Women Cell organizes lectures to create awareness of gender discrimination and sensitize students on the issues of gender. Additionally, NSS unit and Food and Nutrition Department collaborate to hold events on the occasion of International Human Rights Day to promote equality.

The College celebrates World Environment Day, International Yoga Day, Biodiversity Day, National Nutrition week, International Mother Language Day etc. to inculcate awareness among students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

17

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

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

921

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System



<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>								
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Any additional information(Upload)	<a href="#">View File</a>								
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>								
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<b>TEACHING-LEARNING AND EVALUATION</b>									
<b>2.1 - Student Enrollment and Profile</b>									
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>									
<b>2.1.1.1 - Number of sanctioned seats during the year</b>									
<b>1465</b>									
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Any additional information	<a href="#">View File</a>								
Institutional data in prescribed format	<a href="#">View File</a>								
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,</b>									

**Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

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

36

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

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

Steps taken for the slow learners:

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

Steps taken for the advanced learners:

- Provide advanced-level reference books, journals, study materials
- Organize student seminar to enrich their presentation skill
- Encourage them to participate in poster or paper-presentation competitions, article writing, national/international seminar or webinar, held in college

or in other colleges/universities

- Motivate them to appear for different competitive examinations

File Description	Documents
Link for additional Information	<a href="https://www.thkjaincollege.ac.in/IOAC/AOAR-2023-2024/2_2_1-Programs-for-Advanced-and-Weak-learners.pdf">https://www.thkjaincollege.ac.in/IOAC/AOAR-2023-2024/2_2_1-Programs-for-Advanced-and-Weak-learners.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2658	43

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

The College practises teaching methods keeping in mind the student's needs. Teachers assign activities such as poster making/quiz competitions, debates, and wall magazines etc. that convert learning into practical and experiential pursuits. Various departments organise field trips, excursions and educational tours to promote learning in students. Besides these, laboratory work, and library visits etc. form part of teaching methods.

Seminars, invited lectures by eminent academicians and researchers, student enrichment programmes and career counselling programmes are organised regularly by the departments.

Participatory learning engages students in the educational process, through interactive sessions, case studies, and group activities, helping students to build confidence, teach teamwork and discipline, and develop problem solving methodologies. Students are also encouraged to participate in a range of inter-college activities.

Various in-house events such as National Science Day, Film

festivals encourage students to apply their learning and create models and presentations that improve their understanding.

The college recognizes the significance of ICT-enabled teaching methods. ICT enabled classrooms and Audio Visual rooms are used by teachers to conduct classes regularly. Study materials and media links are shared through LMS and Google Classroom for aids in learning, and ease of access. Students enjoy the benefits of the e-resources as the college provides access to online research databases through the INFLIBNET - N List and BCL subscriptions. Tools such as Adobe Photoshop, Adobe -In-Design, Quark Xpress, Python and QGIS, are used by teachers as part of their teaching process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/2_3_1-Student-centric-methods-for-enhanced-learning-experiences.pdf">https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/2_3_1-Student-centric-methods-for-enhanced-learning-experiences.pdf</a>

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

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

For effective teaching-learning process:

- The teachers have access to e-resources through N-LIST and BCL (British Council Library) for research articles and textbooks. Department-wise log-in IDs have been provided to the teachers
- The teachers share the study materials with the students through Google classroom, LMS (Learning Management System) or through emails
- Video lectures are being shared or shown during classes
- Practical classes in the department of Computer Science, Journalism, and Geography are taken using open-source

software packages (XAMPP, Python, Jupyter Notebook, LINUX, QGIS, etc.) for the dissemination of knowledge to the students and their better understanding

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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/2_3_2-ICT-enabled-tools-for-effective-teaching-learning-process.pdf">https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/2_3_2-ICT-enabled-tools-for-effective-teaching-learning-process.pdf</a>

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

#### 2.3.3.1 - Number of mentors

29

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

43

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

13

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

329

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

The College maintains transparency of internal and external assessment and timely redressal of grievances. The following mechanisms are adopted:

1. During the Orientation program, the students are informed about the mechanism of internal and external assessment following the guidelines provided by the University, to ensure the transparency of the examination and evaluation process.
2. Every department conducts Continuous Internal Evaluation (CIE) through class tests including classroom participations. The answer scripts of the class tests are shown to the students and their strengths and weaknesses are intimated to the parents for overall betterment of the students during Parent Teachers Meeting (PTM).
3. Internal Examination are held before final university exam and notifications regarding date, syllabi are shared in college notice board, website, and other online platforms. Notice regarding the dates of final university examinations both for theoretical and practical papers are shared in the college website on regular basis.
4. Remedial classes are conducted for the students to discuss the pattern of university questions and their answers. Special classes are held as and when required.
5. The college holds an effective Grievance Redressal Committee which deals with the grievances of students regarding various issues with utmost care. Grievance is redressed in form of verbal communications, grievance redressal portal on college website, emails (grievance@thkjaincollege.ac.in), through the feedback form or physically submit in the complaint box kept in the corridor of ground floor. Action against minor issues are taken immediately and for others the committee holds meeting for necessary action.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.thkjaincollege.ac.in/IOAC/AOAR-2023-2024/251-Transparency-of-Internal-Assessment.pdf">https://www.thkjaincollege.ac.in/IOAC/AOAR-2023-2024/251-Transparency-of-Internal-Assessment.pdf</a>

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

As a continuous assessment, every department conducts Continuous

Internal Evaluation (CIE) through class tests including classroom participations. The answer scripts of the class tests are shown to the students and they are guided to correct the mistakes made in the tests and the questions are discussed as well. Parent Teachers meeting is conducted by all departments to inform the parents regarding the progress of their wards. The strengths and weaknesses of the students are intimated to their parents for overall betterment of the students. However, any grievances from the students regarding marking are being addressed by the teachers.

Additionally, remedial classes are conducted for the students to discuss the pattern of university questions and their answers. Special classes are also held as and when required.

The CBCS-based semester examination comprises of two components - the "Internal" and the "Semester-end" examination and are being conducted as per university norms and guidelines laid by BOS. Notifications regarding date, syllabi of the internal examination and the room allotment are shared in college notice board, website, and online platforms. Review of papers is not permissible for internal examinations however; they can opt for review/re-examination of the 'semester-end theory paper' through an online process at the university portal and approved by the college authority.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/2_5_2-Transparency-of-Internal-Exam-Related-Grievances.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/2_5_2-Transparency-of-Internal-Exam-Related-Grievances.pdf</a>

## 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.

PO-CO based learning is a student-centric approach where teaching and learning take place once the goals and outcomes are determined for both course delivery and assessment. In this method, the desired outcomes of each course and each programme has to be identified at the onset, and then responsibly communicated to the



primary stakeholders, namely the students.

The College practises Outcome Based Education (OBE) and PO-CO for its courses following the parent university and UGC stipulated guidelines.

- After detailed discussions of the faculty members, the departments design their respective POs and COs that reflect the essence of the course. While POs may include a wide range of desirable attributes that students are encouraged to develop by the time they graduate, COs are more discipline and skill specific.
- The departments organise Orientation Programmes for the newly admitted students of the first semester to ease them into the course and provide them with an overview of syllabi and the course and programme outcomes. The classrooms provide continuous opportunities for teachers to convey the course outcomes to the students and ensure clarity of their objectives during lessons.
- The college website provides structured and digitised information on POs and COs, and has even utilised the facilities of the online portal through which the mapping of POs and COs is done. The information chart generated through mapping is shared on the website.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.thkjaincollege.ac.in/IOAC/AQAR-2023-2024/2_6_1-Program-and-Course-Outcomes.pdf">https://www.thkjaincollege.ac.in/IOAC/AQAR-2023-2024/2_6_1-Program-and-Course-Outcomes.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Once the POs and the COs are identified and determined, the next step is to assess their outcomes. The appropriate evaluation techniques, including internal assessments, assignments, projects, laboratory exercises, and the final end-semester examinations, are incorporated to map out the various course outcomes. Students are evaluated based on their performance in co-curriculars, along with their conduct with peers, mentors and juniors. The college has adopted the two-path system of Direct and Indirect Methods to

evaluate the PO-CO attainment of every student.

1. **Direct Method of Assessing Course Outcomes:** This parameter includes the marks obtained in the University Examination, in which the students' performances in all the courses across the programmes can be observed and justly evaluated.
2. **The Indirect Method of Assessing Course Outcome:** The method involves the practice of conducting continuous evaluation processes through class tests, class activities, quizzes, and laboratory work etc. to evaluate the student's understanding of the various aspects of the course and programme.
3. The Direct and Indirect Methods bear 80 % and 20 % weightage respectively. Their careful study guide us to assess the attainment of the POs and COs for each successfully qualified student. The measure of a student's academic growth becomes the significant unit to gauge the attainment of POs and COs.
4. Employability and placement records of students can be used to assess the effective attainment of COs and POs. The ability of students to successfully complete off-campus placements and internships attests to their learning objectives.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/2_6_2-Attainment-of-Program-Outcome-Course-Outcome.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/2_6_2-Attainment-of-Program-Outcome-Course-Outcome.pdf</a>

### 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

629

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.thkjaincollege.ac.in/Academics/annualReports/THKJainCollege-AnnualReport-2023-2024.pdf">https://www.thkjaincollege.ac.in/Academics/annualReports/THKJainCollege-AnnualReport-2023-2024.pdf</a>

## 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/AOAR2023-2024/2\\_7\\_1-Student-Satisfactory-Survey-Session-2023-24.pdf](https://www.thkjaincollege.ac.in/IOAC/AOAR2023-2024/2_7_1-Student-Satisfactory-Survey-Session-2023-24.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

**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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/3_1_2-Grants-from-Government-and-Non-Government-Agencies.pdf">https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/3_1_2-Grants-from-Government-and-Non-Government-Agencies.pdf</a>

### 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

29

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

7

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

The College conducts regular outcome-based extension activities through its NSS unit and as well as under the patronage of the parent body. Several departments also organise activities that promote wellness in the neighbouring community which promotes the institution's values of social responsibility and helps to build a positive image of the organization in the community.

The Jain Sabha organizes distribution of free ration once every month to the underprivileged people in the locality, where the college staffs and NSS students actively participate. The NSS unit of the College have conducted various awareness programmes, e.g. dietary survey and awareness mental health, women's menstrual cycle and hygiene among the neighbouring slum dwellers, and has organised street cleaning activities alongside campus and slum areas. The NSS unit has organized various workshops to educate the school children of the neighbouring slums by organizing sit-and-draw competitions and celebration of Christmas Day.

The Department of Food & Nutrition have extensively conducted healthcare services and awareness programmes from time to time over the past five years to expand its community reach. Thereby, clinical examination of infants and pre-school children, and of residents of old age homes and slum dwellers have been organised. Regular visits to schools, rural medical centres and Anganwadi Centres have also been conducted.

Students become aware of the importance of sanitation, education,

nutrition, health & hygiene and gain compassion for the under-privileged.

File Description	Documents
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/3_3_1-Extension-Activities-in-Neighbourhood-Community-2023-24.pdf">https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/3_3_1-Extension-Activities-in-Neighbourhood-Community-2023-24.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

21

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

711

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

4

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

4

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college has a campus area of 2 acre and built-up area of 9088.45 sq.mts. (G+4 building) having '31 classrooms and 5 audio-visual rooms'. Of the 31 classrooms, 6 rooms have fitted LCD projector and additionally, there are two portable LCD projectors to be fitted in any room. There are laptops, desktops, printer, scanner, photocopy facility (for staff and students), CCTV camera (for continuous surveillance). The full building of the college is Wi-Fi enabled (?200 mbps) and has LAN connection.

There are 20 laboratories (for lab-based subjects) which are well-equipped with instruments and other facilities so that they can function independently.

The library is enriched with KOHA, OPAC (in-house), 9895 books, subscriptions to '8 journals and 8 magazines', subscriptions to INFLIBNET for getting access to e-resources. Bar-coding of books and remote access to availability of books is functional. It has a seating arrangement (for reading) and computers with internet connections.

The college has faculty rooms, NSS room, IQAC room, Examination room, Computer labs, Language-lab, Seminar/Multipurpose halls, Board-room, Accounts and Administrative section. Other facilities include spacious cafeteria, parking space for 2-wheelers and 4-wheelers, water-pipe connections with sprinklers (for fire-safety), filtered drinking water outlet (in each floor), toilets (for boys, girls, staff and divyangjan). A free bus service is provided for pick-up and drop-off to the nearest bus terminal/Metro station.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/4_1_1-Infrastructure-and-Physical-Facilities-for-Teaching-Learning.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/4_1_1-Infrastructure-and-Physical-Facilities-for-Teaching-Learning.pdf</a>

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

Other than delivery of curriculum, the students are encouraged to participate in cultural/physical activities for better mental and physical growth. The college has common rooms for boys and girls equipped with indoor games like tennis, carom, where students enjoy their time after their classes are over. For outdoor activities, the college ground has a basketball court and open ground for playing football and cricket. Yoga sessions are held in the common rooms to celebrate International Yoga Day. Annual sports are organized; students are given certificates/trophies and special recognition to the best player (male and female).

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

The college observes important days like Independence Day, Republic Day, Saraswati Puja, Rabindra Jayanti, Mother Language Day, International Women's Day, World Environment Day, International Microorganism Day, World Wildlife Day, Yoga Day etc. The NSS unit organizes NSS Day, World AIDS Day, Energy Conservation Day, Human Rights Day and many others.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR2023-2024/4_1_2-The-Institutional-Facilities-for-Sports-and-Cultural.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR2023-2024/4_1_2-The-Institutional-Facilities-for-Sports-and-Cultural.pdf</a>

#### 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR2023-2024/4_1_3-ICT-Enabled-Classrooms.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR2023-2024/4_1_3-ICT-Enabled-Classrooms.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

28.87

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Over the years, the collection of the books in the central library of the college has grown and at present the library boasts a collection of around 10,000 books, journals and magazines on various subjects. Library is equipped with computers, internet facility and Wi-Fi.

The automation in our library has been employing the services of Integrated Library Management System (ILMS) - KOHA Software, customised by the Bengal Library Association, as well as a 24x7 Online Public Access Catalogue (OPAC) since 2014-2015. The resources of NLIST (accessed through INFLIBNET) have been made available and through subscription to SODHSINDHU Consortium, the college has made an attempt to widen the horizon of knowledge for both students and teachers. Library books are classified by using DDC 23 schedule and books are tagged by Barcode and Spine code.

- Name of ILMS software: Customised software, KOHA
- Nature of automation: Full
- Previous version: 18.05 from 2019-2020
- Present version: 22.11.06 from 2023-2024
- Year of Automation: 2014-2015 (Customized software)
- N-LIST membership from 2018-2019
- British Council Library (BCL) membership from 2015-2016

#### Subscription of E-resources:

- E-Journal (N-LIST subscription): Access of 6293 e-journals
- E- Book (N-LIST subscription): Access of 1,95,744 e-books

#### Subscription of Journals:

- Arthshastra Indian Journal of Economics & Research
- Current Science
- Indian Literature
- Indian Journal of Finance
- Media watch
- University News
- Journal of Bioscience
- Transactions

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/4_2_1-Library-Automation.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/4_2_1-Library-Automation.pdf</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**3.66**

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

**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**

**66**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The College updates its quality IT infrastructure, integrating its functioning to crucial institutional requirements, such as Administration, Admission, Finance and Teaching Learning Process.

- College has two broadband connections, Wish Net (BIZ\_200 supporting 200Mbps under FTTH) and BSNL (25 Mbps)
- The College has 21 access points / Wi-Fi Routers, and 1 Gateway router/ Load balancing router (IP address 103.42.124.84)
- Around 144 IPHD Cameras have been installed at strategic positions in the College campus
- A server is dedicated for storing the recordings for 15 days
- College maintains a centralised server of "Lenovo RAC Server", with 8bay 4.8TB storage RAID, 64 GB RAM, Intel 12core XEON Processor, and 12TB RAID NAS device as Secondary storage (with Centralized Online UPS) for storing official data.
- College has a G-Suite account to access Google Cloud services for enhancing the Teaching Learning Process
- College maintains LMS for students and teachers
- College has biometric face recognition system, "ESSL AI FACIAL T&A AIFACE MARS" since 17.01.2022 for recording employee attendance
- College has maintained an ILMS named KOHA - a cloud based software
- Central library has the facility of barcoded library cards
- College has membership of the N-LIST database and British Council Library (BCL)
- Library enjoys Online Public Access Catalogue (OPAC) with remote access

The Geography department uses Open-Source Software QGIS for Remote Sensing and GIS. The Computer Science department uses softwares like Dev C/C++, Eclipse, XAMPP, Python IDE, Macro Media Flash, MS Office, etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/4_3_1-Institutional-IT-Facilities.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/4_3_1-Institutional-IT-Facilities.pdf</a>

**4.3.2 - Number of Computers**

150

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

60.15

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 Governing Body reviews the functioning of physical, academic and support facilities on a day-to-day basis. The college has a well-established structure for the maintenance of such facilities, which includes the following:

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/4_4_2-Maintenance-of-Academic-and-Physical-Support-facilities.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/4_4_2-Maintenance-of-Academic-and-Physical-Support-facilities.pdf</a>

## 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

203

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

#### 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

365



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

**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**

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="https://www.thkjaincollege.ac.in/IOAC/AQAR_2023-2024/5_1_3-Skill-Enhancement-Abilities-Initiated-by-College-2023-24.pdf">https://www.thkjaincollege.ac.in/IOAC/AQAR_2023-2024/5_1_3-Skill-Enhancement-Abilities-Initiated-by-College-2023-24.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**2658**

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

**2658**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>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></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

15

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

94

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**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**

8

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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.**

6

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

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 important stakeholders of the college. Other than imparting them education, the students are encouraged to participate in cultural and co-curricular activities for their proper growth.

- The college topper from the 2nd year University examinations (from all programs) is selected as the student representative of the college Governing Body
- A 'Sports and Cultural Committee' comprising of students from different departments have been formed. The students show energetic participation in organizing the Annual Fest 'Ripples' and 'Annual Sports' very competently with support from the college authority. They coordinate with other students to help them to organize various academic and cultural events of college
- The students actively participate in programs like Flag hoisting ceremony on Independence Day and Republic Day, Saraswati Puja, Freshers' Welcome, Farewell Party, Teachers' Day, Rabindra Jayanti etc.
- The College NSS unit has students from various departments and organizes various programs and outreach activities all through the year. Some of the activities include campus cleaning, blood donation camp, awareness programs, community services, celebration of special days like World AIDS day, NSS day, etc.
- The students actively participate in various college and departmental academic activities like quiz, debate, poster competition, exhibitions etc.

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

File Description	Documents
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/5_3_2-Student-representation-Additional-file.pdf">https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/5_3_2-Student-representation-Additional-file.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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**

12

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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 of Tara Devi Harakh Chand Kankaria Jain College is registered as 'Cossipore Taradevi Harakh Chand Kankaria Jain College Old Students Association' under the West Bengal Societies Registration Act XXVI (1961) with registration number SO245986 of 2015-2016 on 13th Nov, 2015. The association is formed with the posts for President, Vice-President, Secretary, Asst. Secretary and Treasurer. As per the latest records, the association consists of 624 members.

The Alumni Association of the College plays a crucial role in preparing the students as they make their way from the nourishing domain of the Institution and enter into the severely demanding and complex world of profession and commerce. The Alumni perform the significant functions as that of both guide and companion by helping the current students navigate their career choices and shaping their perspective through several career objective programmes that are held throughout the academic year and across various disciplines of the College.

The Alumni Association organises recreational and fun-filled activities, such as exhibitions in Sharod Utsav (Pre-Puja

festival). These festivals and events not only forge a stronger bond between the current and ex-students, but they create a sense of belonging with the Institution itself, transforming the College to a home away from home for them.

File Description	Documents
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/541-Alumni-Association-Activities-Session-2023-2024.pdf">https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/541-Alumni-Association-Activities-Session-2023-2024.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

The Vision and Mission of the College act as guiding stars to steer institutional actions and decisions.

#### Sustained Institutional Growth

The institution has incorporated steps to advance sustained growth in various areas such as infrastructural development by incorporating ICT tools, ease of governance by employing various software and adopting environmental friendly practices such as rainwater recycling and installation of solar panels.

#### Decentralization:

The College is 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 extracurricular activities, mentoring of students outside the classroom, and maintenance of decorum. Teachers also take up additional roles like that of representative in the Governing Body, Academic Coordinator, Departmental in-charge, Convenor and member of different committees and cells.

#### NEP Implementation:

NEP 2020 envisions a holistic and multidisciplinary environment. To draw even closer to NEP goals, the College has reframed its policies with a forward-looking Institutional Plan.

1. Reformulating teaching methodologies towards practical education, promoting digital literacy, and implementation of a comprehensive student mentoring and support system.
2. Outreach activities by the NSS and the parent society nurture and develop social bonds with the community.
3. Faculty participation in workshops and conferences are encouraged for sustained educational growth, meet challenges, and address future opportunities.

File Description	Documents
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/6_1_1-Vision-and-Mission-of-College.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/6_1_1-Vision-and-Mission-of-College.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

recommendations.

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

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

File Description	Documents
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/6_1_2-Effective-measures-in-Decentralization-and-Participative-Management.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/6_1_2-Effective-measures-in-Decentralization-and-Participative-Management.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Institutional Perspective Plan:** The IQAC prepares the Perspective Plan of the Institution with the support and consultation of the different departments. It then finalizes the plan after gaining the approval of the Governing Body.

### 1. Planning of Academic and Co-curricular Activities:

- Organizing curriculum enrichment programs, offering value-added courses and skill-oriented programs, and arranging awareness events across various relevant themes.
- Conducting faculty development programs and workshops
- Establishing collaborations and MoUs with other colleges and institutions to promote knowledge sharing and resource exchange
- Enhancing classroom and laboratory facilities with ICT infrastructure

### 2. Upgradation of Library Facilities:



- Expanding the collection of textbooks, reference materials, and journals to meet the diverse academic needs of students and faculty, prepare students for competitive exams
- Digitizing library services to enhance accessibility and streamline information retrieval processes.

### 3. Strengthening the Placement Cell:

- Providing career counselling and guidance to students
- Establishing platforms for interaction with companies and industries, both on-campus and off-campus, to facilitate internships, placements, and networking opportunities.

### 4. Enhancement of E-Governance:

- Implementing e-governance systems for administrative operations, establishing student facility support and strengthening accounts maintenance processes
- Establishing Annual Maintenance Contracts (AMCs) to optimize operational efficiency.

### 5. Eco-friendly Plan:

- Undertaking environmental protection activities and promoting sustainable practices.
- Implementing the principles of the 3Rs (Reduce, Reuse, Recycle) to minimize waste generation and promote resource conservation.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR-2023-2024/6_2_1-Institutional-Strategic-Perspective-plan.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR-2023-2024/6_2_1-Institutional-Strategic-Perspective-plan.pdf</a>
Upload any additional information	<a href="#">View File</a>

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.

Following the Special Constitution for Minority Management approved by the University of Calcutta, the College is headed by the "Governing Body", which consists of the President, Secretary

from Shree S. S. Jain Sabha, the founder and the parent body of the Institution and other members from the same - the Principal as the Joint Secretary, one University Nominee, and representative members from teachers, non-teaching staff and students. The policies of the governing body find fruition with the collective efforts of its members and the energetic drive provided by the IQAC members, the heads of the departments, various committees and subcommittees.

#### Functioning of Institutional Bodies:

- The Secretary in consultation with the Principal prepares the agenda which is to be placed before the GB members.
- The Governing Body initiates meetings and formulates policies and plans and deploys the necessary instructions.
- It handles all the financial matters like approval of budget, paying salary etc.
- The selection committee for the recruitment of teachers and non-teaching staff follows the guidelines of the Special Constitution of the College
- The guidelines for service rules as mentioned in the Special Constitution are followed for establishing the regulations for leave allowances, code of conduct and duties and responsibilities as applicable to faculty and non-teaching staff
- The Principal looks after daily administration and academic activities
- The Internal Quality Management system is guided by the Internal Quality Assurance Cell that monitors, frames and implements the policies to develop internal quality

File Description	Documents
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IOAC/AQAR/2023-2024/6%202-Functioning-of-the-Institutional-bodies.pdf">https://www.thkjaincollege.ac.in/IOAC/AQAR/2023-2024/6 2 2-Functioning-of-the-Institutional-bodies.pdf</a>
Link to Organogram of the Institution webpage	<a href="https://www.thkjaincollege.ac.in/downloads/2022/THKJainCollege-Organogram.pdf">https://www.thkjaincollege.ac.in/downloads/2022/THKJainCollege-Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>A. All of the above</b>
File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>
<b>6.3 - Faculty Empowerment Strategies</b>	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>The institution has many provisions of providing effective measures to the teaching and non-teaching staffs.</p> <p><b>Financial Support</b></p> <ul style="list-style-type: none"> <li>• The facility of Provident fund (Employers' Provident fund) and Pension Fund as per government regulations for all staffs (teaching and non-teaching)</li> <li>• Interest-free loan is provided to the staff members</li> <li>• College contributes to ESIC (Employees' State Insurance Corporation) for non-teaching staffs</li> <li>• Gratuity benefits as applicable are available to staff who have provided continuous service over the years.</li> </ul> <p><b>Leave</b></p> <p>The College allows several categories of leaves, besides Casual Leave, for its staff, such as Medical Leave, Maternity Leave, Paternity Leave, Medical Leave, On-Duty Leave, Special Leave, and Study Leave.</p> <p><b>Bus Service</b></p> <p>The college bus gives free ride to and from the nearest metro station and bus depots twice a day daily on working days</p>	

## Recreation

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

## Staff Quarter

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

## Fee Concession

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

File Description	Documents
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/6_3_1-Staff-Welfare-measures.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/6_3_1-Staff-Welfare-measures.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

20

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 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****1**

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

**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****33**

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

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

**Performance Appraisal System**

The College has adopted a formal self-appraisal system from the session. Presently, staff appraisal is conducted through a balanced combination of the formal and informal methods.

1. Academic Diary - Teachers are required to maintain a record of their class activities, leaves, and etc., which is reviewed during appraisal.
2. Biometric attendance - The biometric attendance system effectively functions as a way to monitor staff regularity and punctuality.
3. Feedback from Students - Besides the student feedback system, the Principal interacts with students regularly to assess their satisfaction with classroom teachings, and departmental support.
4. Self-appraisal system - The College has adopted the Self-appraisal System following the guidelines prescribed by the UGC for teachers.
5. Direct Interaction with Faculty Members - The Principal utilises opportunities to interact with the Faculty Members to observe and make assessments about their performances and considers the same during appraisal.
6. Non-teaching staff are regulated, observed and assessed by the Secretary and the Principal. Departmental Heads are consulted in regards to monitoring and examining the performances of the non-teaching staff.
7. Office Staff fall under the supervision of the Secretary and the Principal.

File Description	Documents
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR-2023-2024/6_3_5-Performance-Appraisal-system-for-Teachers-and-Staff.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR-2023-2024/6_3_5-Performance-Appraisal-system-for-Teachers-and-Staff.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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

- The College has introduced a formal mechanism for Internal Audit from the session 2023-2024. The audit is done and report is prepared by 'Bhura & Company'
- 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 2023-2024.

File Description	Documents
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/6_4_1-Internal-and-External-Audit.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/6_4_1-Internal-and-External-Audit.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

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

##### Mobilization of funds

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

**Physical facilities'.**

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

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

**Optimal utilization of Resources (funds)**

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

**Optimal utilization of Physical Resources**

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

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

File Description	Documents
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/643-Mobilization-of-Funds-and-Resources-2023-2024.pdf">https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/643-Mobilization-of-Funds-and-Resources-2023-2024.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5 - Internal Quality Assurance System**



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

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

- A common platform for the teachers and students was set up for efficient dissemination of knowledge and upload of study materials through the G-Suite Education and LMS
- Teachers are encouraged to get registered for Ph.D. and to attend Faculty Development Program/workshop, short term courses
- Encourage the departments to organize several online/offline programs to boost the academic environment and to augment the enthusiasm of students
- Organize workshop on NEP 2020, lecture sessions on IPR, mental-health etc.
- IQAC takes initiatives to sign MoUs with other colleges/institutions for arranging certificate courses, student-exchange programs and other academic activities for students. Four certificate courses have been organized in the current session.
- Collection and analysis of feedback from various stakeholders (teachers, students and alumni) on curriculum, teaching-learning and other facilities
- Measures for green initiatives such as arranging proper disposal of e-wastes (through Govt. recognized agent), set-up and maintenance of bio-composting unit, nectar nursery, specimen garden, installation of solar panel on roof-top, rain-water collection tank for use in gardening etc.

File Description	Documents
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR-2023-2024/6_5_1-Quality-Assurance-Strategies-by-IQAC.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR-2023-2024/6_5_1-Quality-Assurance-Strategies-by-IQAC.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The IQAC reviews the teaching-learning process and implements

reforms for better results. The college administration in consultation with IQAC has selected the G-Suite Education platform and Learning Management System (LMS) for providing study materials (notes, PowerPoint presentations, university question papers) to the students.

IQAC ensures that the students get an amicable environment and motivates the teachers to organize various lecture sessions/activities to attract the students to the college.

Students are evaluated by teachers based on their activity and performance in both co-curricular and extra-curricular activities, along with their conduct with peers, mentors and juniors. College has adopted this two-path system to evaluate the PO-CO attainment of every student.

1. Direct Method of Assessing Course Outcomes (80% weightage): This parameter includes the marks obtained in the Final University Examination, and students are continuously observed and evaluated based on their conduct in university-conducted academic exercises.
2. The Indirect Method of Assessing Course Outcome (20% weightage): The method involves the practice of conducting continuous evaluation processes to assess a student's development under the watchful eyes of the faculty members of the department. Continuous internal evaluation (CIE) such as class tests, class activities, quizzes, drama presentations, laboratory work, and case study presentations, among many other ways, test the student's understanding of the various aspects of the course and programme.

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

File Description	Documents
Paste link for additional information	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR_2023-2024/6_5_2-Teaching-Learning-Evaluation-by-IQAC.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR_2023-2024/6_5_2-Teaching-Learning-Evaluation-by-IQAC.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the**

**A. All of the above**

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.thkjaincollege.ac.in/Academics/annualReports/THKJainCollege-AnnualReport-2023-2024.pdf">https://www.thkjaincollege.ac.in/Academics/annualReports/THKJainCollege-AnnualReport-2023-2024.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

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

Following measures have been taken:

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

5. The college provides free sanitary pads to students and staff in case of necessity.
6. The office always keeps few pairs of dresses for both men and women and may be given to someone in urgent need.
7. Annual Sports are organized where several events are held for both male and female students.

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

The Womens' Cell of college and other departments organizes programs on issues related to women empowerment, gender equity and on mental and physical health.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.thkjaincollege.ac.in/downloads/2023/Annual-GenderSensitization-ActionPlan-2023-2024.pdf">https://www.thkjaincollege.ac.in/downloads/2023/Annual-GenderSensitization-ActionPlan-2023-2024.pdf</a>
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	<a href="https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/7_1_1-Promotion-of-Gender-Equity.pdf">https://www.thkjaincollege.ac.in/IOAC/AOAR/2023-2024/7_1_1-Promotion-of-Gender-Equity.pdf</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

**Solid Waste Management:**

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

**Liquid Waste Management:**

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

**Biomedical waste Management:**

- The Microbiology department wastes containing live microorganisms are heat-killed before disposal
- The Zoology department wastes containing dissected parts of fishes are chopped and kept in separate garbage bins

**E-waste management:**

The college has signed an agreement with "Old N Furniture", Government approved organization for collection and processing of "e-wastes" generated in the college. On 28th June, 2023, the agent collected around 50kgs of e-wastes from college.

The college does not generate radioactive/hazardous waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/7_1_3-Institutional-Waste-Management.pdf">https://www.thkjaincollege.ac.in/IQAC/AQAR/2023-2024/7_1_3-Institutional-Waste-Management.pdf</a>
Any other relevant information	<a href="#">View File</a>

<b>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</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>	<b>B. Any 3 of the above</b>
<ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. landscaping with trees and plants</b></li> </ol>	

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and</b>	<b>C. Any 2 of the above</b>

**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**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

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

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

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

The college observes important days likely Independence Day (15th Aug, 2023), National Nutrition week (1st-7th Sept, 2023), International Microorganism Day (17th Sept, 2023), NSS Day (24th Sept, 2023), World AIDS Day (1st Dec, 2023) Energy Conservation Day (15th Dec, 2023), Republic Day (26th Jan, 2024) International Mother Language Day (21st Feb, 2024), National Science Day (28th Feb, 2024), International Womens Day (8th March, 2024), World Environment Day (5th June, 2024), Yoga Day (21st June, 2024), and many others.

The college arranges College Annual Fest (Ripples) with the vision of inclusiveness in terms of regional, linguistic, and cultural diversities. Annual Sports are organized every year for students.

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

- Quiz/Debate Competition
- Oral/Poster presentation Competition
- Certificate courses for students
- 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)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The B.A. General students 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. To sensitize all students and employees towards the constitutional obligations, the following events were organized by the college:

- Celebration of 'Independence Day' and 'Republic Day'. The Principal, students and staff came to the college for flag-hoisting ceremony and cultural program. Quiz competition was organized for the students on Republic Day by the departments of History and Political Science.
- The college observed 'Constitution Day' (26th Nov, 2023) by holding debate competition on topics: 'One Nation One Law: An implementation of Uniform Civil Code is a necessity for the Indians' and 'Artificial Intelligence has a negative impact on Constitutional Morality'
- An Essay Writing Competition was organized by the office of the District Election Officer, (Kolkata North) as a part of SVEEP programme of Election Commission of India. The topic of the essay was 'Democracy and its challenges'.
- An Awareness Programme regarding the Electoral process and process of enrollment of prospective voters (18+) were organized by District Election Office, Kolkata (North). They interacted with the students regarding name enrollment, correction in their voter ID card, address related issues.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

C. Any 2 of the above

organized	
File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

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

- Independence Day (15th August, 2023)
- Teachers' Day (5th Sept, 2023)
- National Nutrition week (1st-7th Sept, 2023)
- International Microorganism Day (17th Sept, 2023)
- Hindi Divas (21st Sept, 2023)
- NSS day (30th Sept, 2023)
- World AIDS day (1st Dec, 2023)
- Energy Conservation Day (15th Dec, 2022)
- CU Foundation Day (24th Jan, 2024)
- Republic Day (26th Jan, 2024)
- Saraswati Puja (this year on 14th Feb, 2024)
- International Mother Language Day (21st Feb, 2024)
- National Science Day (28th Feb, 2024)
- International Womens' Day (8th March, 2024)
- International Biodiversity Day (22nd May, 2024)
- World Environment Day (5th June, 2024)
- International Yoga Day (21st June, 2024)

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice 1

**Title of the Practice: GO CLEAN, GO GREEN**

- To create an environment friendly campus with lush greenery
- To reduce and reuse waste
- To use solar energy as an alternative to conventional energy

**The Practice:**

- College has a spacious open campus area of 1.98 acres and maintains Medicinal Garden, Experimental Garden, and Butterfly Garden.
- The college has pedestrian friendly pathways in the campus and many employees and students avail the college bus service that acts towards limiting carbon footprint.
- The college has a 'Green Manure Production Unit', maintained by the Department of Botany. The College reuses the collected rainwater to water the gardens and for cleaning purposes.
- The College has kept a separate e-waste collection unit since 2022-23, an initiative by IQAC in collaboration with M/s Old N Furniture vide an Agreement.
- The college has installed 67 Solar panels on the rooftop that generate alternative energy for saving energy.

### Best Practice 2

**Title of the Practice: Empowering Divyangjans in Higher Education**

**The Practice:**

Several practices and improvements have been incorporated to ensure a hassle free life within the college. To enlist a few

- Ramps and rails, built in addition to staircases in at the entrance.
- Elevators to all floors
- Special Divyangjan-friendly toilet
- Wheelchair assistance
- Library equipped with instruments like Portable Digital Video Magnifier, Electronic Reading Aid 3.5 Inch LCD screen for Low vision and A4 Full Page Magnifying Glass Hands-Free Magnifier.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

The chief goal of the College is to provide excellent education and invests in infrastructure, equipping the students with the state of the art technology. The College boasts of a fully well-equipped and functional studio for the development of the students of Journalism and Mass Communications and Film Studies to give them practical experience. The College has a fully functional iMAC Lab for the editing training purpose of the students with 11 iMAC computers and 1 iMAC laptop. The sound proof studio of the college is also used for sound recording and dubbing, helping students learn the role of sound in film making which is essential for creating impactful and engaging films. Working with sound accessories such as microphones, recorders, and mixers gives students practical experience with professional-grade equipment.

The Department of Food and Nutrition possesses a spacious and functional commercial grade cookery laboratory for providing the students with practical training and knowledge. The College has installed twelve large ovens, desiccator, and hot air oven, besides the other necessary equipment so that they are significantly skilled to pursue and achieve the objective goals of their career.

The Department of BBA, has successfully offered a unique and

blended program. Students are exposed to both the practical aspects and the academic insights of Management education with key initiatives of some very crucial aspects like personality development sessions conducted by professional organisations, participation in advanced management and Industry based lessons, done in coordination with several B-schools, organising Internship programmes and many more.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

Some of the future plans for the progress of the college in accordance with the Vision and Mission of the college are:

1. NAAC accreditation to be completed
2. Institutional and Industrial collaboration for Internship, Placement, Skill development and Career opportunities of students and Faculty development
3. Strengthening of ERP solutions
4. Upgradation of Library
5. Build-up infrastructure and facilities for faculty research work