



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		TRINITY COLLEGE
Name of the head of the Institution		Ajay Prashar
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0181-2420793
Mobile no.		9855297007
Registered Email		trinitycollege2002@gmail.com
Alternate Email		prashar77@yahoo.com
Address		Church Nagar, Guru Gobind Singh Avenue, Chogitti, Jalandhar
City/Town		JALANDHAR
State/UT		Punjab
Pincode		144009

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		private			
Name of the IQAC co-ordinator/Director		Neetu Khanna			
Phone no/Alternate Phone no.		01812420793			
Mobile no.		9780030151			
Registered Email		trinitycollege2002@gmail.com			
Alternate Email		iqac@trinitycollegejal.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://trinitycollegejal.com/naac/aqar/			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://trinitycollegejal.com/academics/academic-calendar/			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.45	2019	28-Mar-2019	27-Mar-2024
6. Date of Establishment of IQAC			11-Oct-2010		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	

ACADEMIC RETREAT	06-Jul-2018 2	50
TIPS ON FITNESS	14-Nov-2018 1	50
NAAC AWARENESS LECTURE	15-Dec-2018 1	70
GUEST LECTURE ON FUNDING AGENCIES	09-Feb-2019 1	50
NAAC MOCK VISIT	08-Mar-2019 1	70
NAAC PEER TEAM VISIT	15-Mar-2019 2	70
INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT	25-May-2019 7	70
EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT	06-Aug-2019 3	70

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Commerce	EAC	EDIIDST	2018 6	40000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Development Programs: 2. Academic and Administrative Audit 3. Regular Feedback
 4. Strengthen Industry-Institute Interface 5. Value Added Certificate courses

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

Plan of Action	Achivements/Outcomes
To be more Tech Savvy	Developed many apps for students attendance teachers diary, software for examination and feedback has been developed to ensure e-governance in the college
To formalise the documentation system	All the reports of departments and cell have been compiled in form of dossiers and data for last five years ie 2014-2019 has been properly coded and kept very systematically.
To have Quality circle in college	IQAC has discussed many quality initiatives in academic Council meetings as evident from the minutes of council meetings
Installation of 5s System	Time to time awareness sessions has been taken and evaluation has been made during a formal inspection. The report of the visits shows that 5s system has been implemented in the departments very effectively.
Preparation and adherence to Academic calendar	Comparison of Planner and chronology shows that academic calendar has been followed to the extent of 98%
NAAC Accreditation	Accredited in March 2019

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Board, Trinity College Educational Society	12-Feb-2020

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

Yes

Date of Visit	15-Mar-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	01-Mar-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Data is the lifeline of every educational institution. Right from the student enrollment rate to the financial records, every piece of data that is associated with the development of the college. In this context, Management Information System (MIS) is just what these institutions need to manage their data. Trinity College is also has well developed Management Information System to manage its database. This system includes multiple modules which save cost and time and bring efficiency. This MIS helps in tracking faculty data such as attendance, and performance. But, more importantly, this reduces the workload on teachers by providing quick access to data on any student or a group of students which can be drilled down, filtered, and arranged accordingly within a few clicks. For the Management also it gives ease of tracking and analyzing institution data to look forward to implementing an MIS system.</p> <p>Modules of MIS at Trinity</p> <ol style="list-style-type: none"> 1.Registration: PreAdmission Record of the student 2.Admission:Full record of student database 3.Fee:All academic Fee Record 4.Examination:Datasheet, seating Plan, Paper Packing and attendance 5.Feedback:Feedback from students about institution on teaching learning process 6.Library:Book Entry, Issue, Return, Membership etc. 7.Administrator PC App: Access to Management regarding Students' Data , Fee, Examination and attendance 8.Staff Mobile App:Access to Teachers regarding Attendance of student, Time table, Marks Entry, Teachers Diary 9.Student Mobile App: Student Data, Fee detail, Marks, attendance, Library 10.Message:Bulk

Messages and single Message to student and staff 11. Biometric Attendance: Record of staff attendance

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college thoroughly plans and develops action plans for effective implementation of the curriculum which is in line with the institution's goal to impart quality education with professionalism ? Teachers prepare well defined lesson plans for each subject semester wise and month wise and communicated to the students for the completion of curriculum in time. ? Each faculty member maintains the teachers' diary indicating various aspects related to planning and implementation of curriculum which is checked in two tier system by respective Head of the Department and by the Principal of the college. ? Once in each semester House Examinations are conducted by the college and performance of the students are communicated to the parents through P.T.Ms. ? Each department prepares the Academic calendar of activities like extension lectures, Power Point presentations, Group Discussions, House examinations etc. for the semester to achieve the desired outcomes. ? The curriculum delivery is effectively done through illustrative lectures, supported by Power Point Presentations, Google Class rooms, use of Projectors, Assignments, Group discussions and E-content development. ? Printed study material is also given to students. ? To enhance the knowledge of the students Guest lectures, Seminars, Debates, Economic surveys ,Student development programs, Research surveys and Interactive sessions etc. are also held. ? Educational trips, Industrial visits, and field trips are organized from time to time to supplement classroom teaching. ? The quality of the education imparted to students is monitored and ensured through feedback system .Regular feedback's are obtained from the stakeholders, with respect to the quality of the education provided to the students. ? Periodical assessment of the students is taken by the subject teachers in written form and sometimes in oral form and students are well informed about the schedule of tests and report is documented in teachers' diary. ? All department heads at the end of each session make a workload of the dept. for the coming session. The Head of the dept. allocates classes for the coming session at the end of the previous one so that each teacher can prepare notes, collect required material in advance for effective delivery of curriculum. ? At the beginning of each session college holds a staff-meeting in which members are grouped into various committees for effective implementation of the curriculum. Time Table making, duties for conducting house examination, organizing departmental competitions and duties regarding various curricular and co- curricular activities are some of the tasks delegated to the members. ? Students are motivated to participate in various curricular and co-curricular activities like- Quiz Competitions, Debate ,Declamation Contests, Creative writing, Essay Writing competition in the campus and outside the campus to enhance their cognitive and intellectual skills whereby students not only participate but also get good exposure for their overall growth.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
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Computer Course in PHP	0	15/01/2019	60	This course helps in employability as this course increases language knowledge, they can make projects and can design website of various organizations	<ul style="list-style-type: none"> • Website Development Skill • Website Designing Skill
Internet E-Learning	0	01/05/2019	30	This Course makes the students capable for starting their business of e-booking, e-payment etc.	<ul style="list-style-type: none"> • Skill of online Transactions
Crash Course of Basic Mathematics Quantitative Techniques	0	01/06/2019	30	This Course will enhance the ability of the students to get employment in various government and private jobs like railways, Banking etc	<ul style="list-style-type: none"> • Students get skills for competitive exams

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	11	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value Education Course	21/08/2018	293
Computer Course in PHP	15/01/2019	4
Internet E-Learning	01/05/2019	4
Crash Course of Basic Mathematics Quantitative Techniques	01/06/2019	3
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Economics	12
BCA	Computer Science	1
BCom	Finance	4
BCA	Computer Applications	1
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>We follow the syllabus of G.N.D.U . but to know the implementation of our teaching methodology, coverage of syllabus, Evolution of tests and assignments etc we take feed back from students ,Alumnai,Parents ,teachers and employers .Feed back is collected through different formal and informal ways . ? INFORMAL WAYS- Subject teachers take oral feedback regarding the curriculum to know whether the students are comfortable with teaching methods and to know the learning curve of the students and accordingly make required changes and report to the H.O.Ds of the respective departments Mentors occasionally meet the parents of the students and remain in touch with the students to discuss the teaching -learning related problem and try to solve it by discussing with the class teachers and heads of the various departments Head of the departments seriously consider the cases referred by subject teachers,mentors and class teachers and take corrective measures like-change in teaching methods,time table etc. ? FORMAL WAYS- • Head of The Departments take written feedback from the students regarding different aspects of teaching learning during the session and discuss the matter with the management. • Management takes feedback from the Students, Parents ,Alumni and Teachers through prescribed format. College has both the online system as well as the offline system of collection</p>

of feed back. • IQAC summarizes and analyzes the feedback . • Analyzed report of IQAC is discussed in the academic council and immediate action is taken by the management. • Management gives due consideration to the feedback and discuss as the matter in the management council. • Management ensures the implementation of suggestions regarding introduction of new course and new subjects from the coming session for the growth of the institution. • Suggestions regarding teaching learning problems and time table etc are solved with immediate effect.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	Political science	180	4	4
MCom	Account and Finance, Marketing	180	18	18
BSc	medical, Non Medical, Economics	360	37	37
BCom	Accounts, Tax, Finance, Management	225	69	69
BCA	Computer Applications	180	38	38
BA	History, Sociology, Political Science, Physical Education, Economics, Mathematics, Punjabi, Hindi, English, Computer Science	720	127	127

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	293	22	28	8	36

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-

learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
37	36	13	3	0	5

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

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

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

The process of Mentoring is an individualized form of counselling and guidance activities. It addresses the needs of the students to have a friend, a counselor and a guide in the campus. The practice is aimed at fostering a better rapport between the students and the teachers at a personal level. Effective mentoring is process of transformation of student teacher relationship in to mentor- mentee. The scheme is adapted for the value additions to the students like ? Course-specific – regarding attendance and performance in the present semester and overall performance in the previous semester. ? Professional Guidance – regarding professional goals, selection of career, higher education. ? Career advancement – regarding self-employment opportunities, entrepreneurship development, morale, honesty, and integrity required for career growth. Various responsibilities performed by mentor towards their mentee to build a healthy relationship are: • Meets the group of students at least twice a month. • Meet each student individually on regular basis. • To visit student's home at least once in a year. • Contacts parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc. • Keeps contact with the students even after their graduation. • Maintains a brief but clear record of all discussions with students. The academic council of the institution discusses mentoring related issues during its meetings and revises/upgrades the system if necessary.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
293	36	1:8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
36	36	0	36	5

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NIL	Assistant Professor	NIL

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	NIL	I	10/11/2018	03/08/2019

BCom	NIL	II	16/03/2019	29/07/2019
BCom	NIL	III	10/11/2018	12/03/2019
BCom	NIL	IV	16/03/2019	29/07/2019
BCom	NIL	V	10/11/2018	20/03/2019
BCom	NIL	VI	16/03/2019	29/06/2019
BCA	NIL	I	10/11/2018	27/02/2019
BCA	NIL	II	16/03/2019	22/07/2019
BCA	NIL	III	10/11/2018	16/03/2019
BCA	NIL	IV	16/03/2019	25/07/2019

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

Continuous Internal Evaluation System: Assessment of performance is an integral part of teaching and learning process. As a part of sound educational strategy, the institution adopts Centralized Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout the year.

- Internal Evaluation Procedures: The college has devised a formal system for evaluating the students continuously. The students are assessed regularly with traditional evaluation methods including class tests, assignments, Project works, classroom quizzes and revision etc. apart from this practice house examination are conducted following university examination pattern.
- Awareness on Evaluation Process: Students are made aware of the evaluation process through the following initiatives:-
- The induction programmes at the beginning of the semester
- Course Plan contains evaluation procedures
- Academic Calendar with CIA Exam dates
- Orientation on changes and amendments in the evaluation process through mentor meetings
- Display of date sheet and examination notices on the College and Department Notice Board
- Result Analysis Review Meeting: Result Analysis is done by the class teacher after every CIA Test. The performance of the students is monitored by the Class teacher and H.O.D. The necessary feedback is given to the Parents on pre scheduled PTM. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance.
- Progress Reports Parents Meetings: The institution is keen on monitoring the performance of the students and reports to the Parents. For this purpose college conduct Parents Teacher Meet after the examination it is made compulsory for the parents to attend this meeting however the parents residing out of station they can contact the class teacher on phone and can know their ward performance
- Remedial Classes are conducted for the slow learners, absentees and the students who participate in Sports, NSS activities, Youth festival and Placement Interviews. This practice helps struggling learners to update their subject knowledge and helps them to catch up with their peers
- Reappearing/Recounting/Revaluation: The students are informed of the Reappearing/Recounting/Revaluation scheme available to them. If student have any grievance with regard to evaluation they can contact the subject teacher within three days.
- External Examinations of three hours duration will be conducted at the end of every semester by University. Students should satisfy the eligibility criteria of 75 attendance in each semester to appear for University Examination.
- Representation in the Board of Studies: The senior faculty members appointed by the University act as the member of Board of Studies. At Every meeting they suggest evaluation reforms and discuss any discrepancy in the Passing Board meeting. At the time of central valuation the examiners have the facilities to represent any out of syllabus questions. The chairman of the valuation Board will take necessary action.

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

The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. Our academic calendars provide detailed information about curricular, co-curricular, examination dates extra co-curricular activities, semesterbased examinations. Before the commencement of every semester respective departments prepare a detailed study plan, assignments for the individual teachers and the number of classes allotted to each course. On the basis of this the Routine subcommittee of the Teachers' Committee prepares a detailed timetable. Similarly all cell and club coordinators submit their plan. IQAC compiled all the data and prepare academic calendar for the entire year. Finally this is distributed to the departmental teachers and the students and also made available on college Website. The effectiveness of the process is maintained through effective monitoring by the Principal. The Principal sees to it that all departments follows academic calendar. The college has a vibrant culture of instilling inquisitiveness and scientific temper among the students through a number of activities.

2.6 – Student Performance and Learning Outcomes

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

<https://trinitycollegejal.com/academics/courses/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	MCom	accounts, Finance, Marketing	9	9	100
Nill	BCom	Accounts, Finance, Tax, Management	18	12	67
Nill	BCA	Nill	6	5	83
Nill	BA	Nill	38	19	50

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2.7 – Student Satisfaction Survey

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

<https://trinitycollegejal.com/naac/igac/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	00	NIL	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	30/06/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	30/06/2019	NA

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Trinity Incubation Centre for Innovation	Incubation center of enterpreneureship	Department of Commerce	Infinity Planet	Bussiness stationery shop	08/01/2018
Trinity Incubation Centre for Innovation	Incubation center for information and technology	Department of Computer Science	Attendance App	Commercial App	27/08/2018
Trinity Incubation Centre for Innovation	Incubation center for information and technology	Department of Computer Science	Students App	Commercial App	27/08/2018
Trinity Incubation Centre for Innovation	Incubation center for information and technology	Department of Computer Science	Examination Software	Commercial App	15/09/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	1	1.71

International	Computer Science	1	0
International	Punjabi	1	1.57
National	Punjabi	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
ESIPT based dual chemosensor for sequential detection of Cd ²⁺ / Zn ²⁺ and nucleoside triphosphates in water : Application in logic gates	Dr. Rashmi Sharma	Chemistry Select	2018	1	Trinity College, Jalandhar	1
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	0	0	NIL
NIL	NIL	NIL	2019	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	7	9	0	0
Resource persons	0	1	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
.Yoga and meditation camp(20th June,2018)	NCC	1	20
.Yoga and meditation camp(21st June,2018)	NCC	1	10
Tree plantation (21st Sep 2018)	NCC	2	20
.Yoga and meditation camp(20th June,2018)	NSS	1	51
Blood Donation and free medical check up Camp (22nd Feb,2019)	NSS	2	21
Cleanliness Drive (19th August,2019)	NSS	1	51
Voter's Day Pledge (25th August,2018)	NSS	1	200
.Awareness Campaign on Drugs (6th ,March.2019)	NSS	1	51
Outreach at Pingla Ghar ,jalandhar	ECONOMICS DEPARTMENT	2	8
Outreach at Guru nanak Anath ashram	DEPARTMENT OF COMMERCE	2	25

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	NIL	0

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
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Awareness scheme on Social Issues	Science department and NSS	Nukard Natak on Drug Abuse	3	60
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange	Dr Rashmi sharma	DFG, Germany	90
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
On the job Training	MOU	Navjeevan Charitable Trust Jalandhar	01/01/2019	10/02/2019	1
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Dainik Savera Times	15/01/2019	support of e-content, recording facility and internship training	50
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
19000000	18660988

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Newly Added

Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Library Management System	Partially	1.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6671	450395	910	82526	7581	532921
Text Books	475	91158	12	7032	487	98190
e-Books	1	5900	1	5900	2	11800
Journals	0	0	14	17650	14	17650
Library Automation	1	0	0	0	1	0
Weeding (hard & soft)	519	10000	0	0	519	10000

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	30/06/2019

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	47	2	47	2	0	4	4	100	0
Added	2	0	2	0	0	0	0	0	0
Total	49	2	49	2	0	4	4	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Recording facility, Lecture capturing system (LCS)	http://www.dainiksaveratimes.com/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3.2	316300	228.8	22521837

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

The management has devised a policy and a system for the maintenance and utilization of academic and support facilities. Every year a certain percentage of the total income goes for the maintenance of the labs (Computer and Science), library and classrooms etc. Since its establishment in 2002 the College has been making efforts to augment its infrastructure to keep pace with its academic growth and achievements. Strategic efforts are made for the augmentation of the available infrastructure to ensure that it is in line with its academic growth and is optimally utilized. New benches are purchased and the damaged are repaired along with the up keeping of tube lights and fans. New books are added every year according to the prescribed changes in curriculum. The physical education room is updated from time to time in order to satisfy the requirements of the students. Every year the science department prepares the list of specimens and solutions for conducting the practical's smoothly.

<https://trinitycollegejal.com/about-us/facilities/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	EXCELLENCE AWARDS AND SCHOLARSHIPS	33	48000
Financial Support from Other Sources			
a) National	Navjeevan Trust Scholarship	86	138630
b) International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring	20/08/2018	293	All Departments

Language Lab	18/02/2019	85	Department of English
Career Counselling	10/10/2018	85	Placement Cell
Personal Counselling	17/08/2018	24	Counselling Cell
Yoga and Meditation	20/07/2018	100	NCC and NSS
Remedial Coaching	17/08/2018	79	Student Support Cell
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Training and Placement Cell	85	85	43	29
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
17	17	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
SV ASSOCIATED AND SOUTH INDIAN BANK	72	8	Employment Exchange Bureau Lovely Professional University NAVJEEVAN CHARITABLE SOCIETY Bishops House Jalandhar Viva Collage Jalandhar Forever	37	21

India Living
Pacelife
Marketing
Ltd Kangaroo
Ltd Green
Planet Bio
Products
Pvt. Ltd.
American
Saloon and

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	1	BA	ARTS	VMS Institue Batala	B.ED
2018	1	BA	ARTS	Khalsa College malout	MBA
2018	1	BA	ARTS	GNDU Amritsar	MA POLITICAL SCIENCE
2018	1	BA	ARTS	GNDU Regional Campus Jalandhar	MA PUNJABI
2018	1	BA	ARTS	Doaba College Jalandhar	B.VOC COPMUTER APPLICATION
2018	1	BA	ARTS	Trinity College, Jalandhar	MA POLITICAL SCIENCE
2018	1	BA	ARTS	Lyallpur Khalsa College , Jalandhar	B.ED
2018	1	B.COM	COMMERCE	GNDU Regional Campus , Jalandhar	LAW
2018	4	B.COM	COMMERCE	Trinity College, Jalandhar	M.COM
2018	3	BCA	COMPUTER SCIENCE	KCLIMT and DAVIET , Jalandhar	MCA

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

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

Items	Number of students selected/ qualifying
NET	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports meet	COLLEGE LEVEL	112
Lohri	COLLEGE LEVEL	24
Chirstmas Celebration	COLLEGE LEVEL	146
Cricket	INTER COLLEGE	30
GNDU Youth Festival	UNIVERSITY LEVEL	25
Foot Ball	INTER COLLEGE	20
Zeinth Eco Science Fest	COLLEGE LEVEL	78
Teachers Day	COLLEGE LEVEL	47
Talent Hunt	COLLEGE LEVEL	113
Blooming Buds	STATE LEVEL	236
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	0	0	NIL	NIL
2018	NIL	Internat ional	0	0	NIL	NIL
2019	NIL	National	0	0	NIL	NIL
2019	NIL	Internat ional	0	0	NIL	NIL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

College cabinet is one of the most important bodies of training for democratic way of life. It consists of class representatives of the various classes and office bearers of the cabinet. The members of the cabinet are elected every year for the smooth functioning of the various programmes held in the college. Selection criterion The students can nominate the names for the post of class representatives and the office bearers of the college cabinet and voting is done for the same. Office Bearers are as follows - ? President ? Vice president (Male and Female) ? Secretary ? Joint Secretary ? Sports Coordinator ? Joint Sports Coordinator ? Discipline Coordinator ? Joint Discipline Coordinator ? Cultural Coordinator ? Spokes Person The proposed candidates undergoes a process of interview with a panel of cabinet animator and the management . The final selection vests with the management. Eligibility For being the member of college cabinet a student should have minimum 55 marks in previous classes and

75 attendance in the class. The office bearers of the college cabinet can be debarred from the post they are found guilty of any mischief and misconduct in the college or if they don't comply with the eligibility conditions. The names of the selected students is displayed on main notice board. The Leadership training programme and workshop is conducted for the college cabinet and other office bearers of clubs and associations. Duties and Responsibilities The college cabinet members have to actively cooperate with the animator , teachers and management in executing programmes and keeping discipline . They have to take up specific duties in organizing events and co-curricular activities. Contributions of the cabinet to the institution College cabinet actively contributes towards the growth and development of the institution. The list of activities/events/contributions done by college cabinet in session 2018-19 are as follows - ? Discipline duty performed in the morning along with checking of student ID Cards. Proctorial duties on various floors is done by office bearers. ? Organized fresher's day , teacher's day and independence day , thus contributed in the national integrity. ? Keeping in view of the Go green Programme , the college cabinet performed Swatch Bharat Abhiyan by having a cleanliness drive. ? One day Vote campaign was organize in Bolina Village to make the people aware of use of right to vote. ? A 3 days trip to rishkesh was organized by college cabinet to boost the morale of students. ? To make the students aware of air pollution , cabinet arranged a seminar on celebrating eco-friendly Diwali ? Under the able guidance of the management and animator Asst. Prof Malikat Singh keeping the spirits high, college cabinet works dynamically with great zeal and enthusiasm for the betterment of college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

68

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Short term and long term plans are formulated in the institution as follow: (A) Prayer cum Farewell 2018-19 Prayer service and farewell program was planned right in the beginning of the academic session while preparing Academic Calendar for the session 2018-19. For preparing the Academic calendar, academic Council of the college conducted many meetings. After detailed discussion, Academic Council decided April 25th, 2019 as the suitable day for the program to be conducted. A month before the function it everything was discussed in Academic Council meeting in detail. Coordinators were guided to prepare the detailed plan for the program and discuss with authority, so that the program could be organized well. According to the well prepared plan, program of prayer service for outgoing final year students had been organized in Symphorian hall at 10.30 am According to the well prepared plan, Farewell for outgoing final

year students had been organized in Seminary Auditorium at 12.00 Noon organized by Asst. Prof. Samriti. As per the macro and micro level planning, Prayer and Farewell functions were conducted well. In the formal staff meeting, program had been evaluated by staff which remained mostly positive. All appreciated the hard work of the coordinators and team members. (B) Blooming Buds: Another example of fine implementation of a strategic plan is Blooming Buds. Keeping our vision and mission in mind, the college has taken the initiative to organize Blooming Buds- a state level competition. We strive to promote quality Education to the under privileged students and Blooming Buds is serving that purpose by giving a platform to all the students to explore their hidden talent. Blooming Buds is reaching out to every possible school so that not even a single student should miss the golden opportunity to polish themselves. It is a state level talent hunt program which came into being in the year 2011. Under this concept, the college conducts three levels of competitions where more than 20000 students from all over Punjab participate with great gusto. In order to continue this mission it was planned in the Administrative Body. This proposal was approved in HOD's meeting. On 31/5/ 2018, a meeting of academic council was held and it was decided in the meeting that the first level of Blooming Buds will be conducted on 31st July, 2018. All the decisions were implemented as the first level of Blooming Buds was conducted successfully on 31st July, 2018, similarly the second level was conducted on 13th August, 2018 and the final level was conducted on 25th August, 2018 with thumping success under the able co-ordination of Professor Neetu Khanna and other team members. In the staff meeting, evaluation of Blooming Buds was done. As second Saturday used to be off day in most of the schools so it was suggested that the day for the test should be selected carefully.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	<p>Institution has adopted the strategy of establishing admission cell for providing quick service and information to the visiting parents and students. Institution has formed proper committee to do the campaign work efficiently and effectively. Institution has planned for proper advertisement to increase the number of students in college. Fee structure has been reviewed and revised after comparative study with other nearby institutions as less fees can be a great attraction for needy students. Many scholarships have been provided to deserving and needy students to attract the students for admission. Student friendly environment has been created and student council is there to present students' problem and aspirations before authority. Campus is declared Ragging free and Anti -ragging cell and Anti- harassment cell are working to provide safe and friendly environment to students.</p>

<p>Industry Interaction / Collaboration</p>	<p>Institution encourages the various departments to sign MOU with Industrial units and other associations. Institution arranges various industrial visits for students so that they can get first -hand information regarding new techniques /skills and practical experience. Institution encourages the departments to plan for workshops or seminars by industrial experts and teams.</p>
<p>Human Resource Management</p>	<p>Institution has adopted the strategy to implement the principle of division of work, easy access to Management and Principal, meetings with authority and quick removal of complaints. Institution has encouraged healthy environment and the freedom to participation in decision making and policy making of the staff. Appropriate incentives and rewards are provided to deserving candidates. Training and development programs are conducted for Non-teaching and supporting staff. Workshops, Seminars, FDPs and SDPs are arranged for teachers and students. All the staff members as well as students are encouraged to participate in sports and games and other extra -curricular activities. Trips are arranged for teaching staff as well as non-teaching and supporting staff. Educational tours and industrial trips are arranged for students.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>We have the facility of a advanced library with updated books and journals etc. We have separate internet connection in the library to access the resources. We have one library committee. This library committee conducts meetings from time to time. The teachers provide their list of books to their respective HOD's, who further provide this list to library committee. Then the committee conveys all the requirement to the management. Management provides the fund for library requirement every year before the commencement of the academic session. To inculcate reading habits library committee arranges many activities and competitions for students and teachers. The college has encouraged the use of ICT based techniques in teaching learning process. Therefore, computers have been allotted to each department and</p>

administrative offices. To add another feather to the college infrastructure, a new building is under construction to meet the demands of the latest trends and to ensure adequate physical infrastructure.

Research and Development

There is special emphasis on promotion of quality academic research. College published one journal named as "Trinitarian Journal" with ISSN number. Teachers are encouraged to present papers in International /National/ State level seminars / workshops and to act as resource persons. Research Cell exhibits the publications of research work of the faculty members liberally to inspire others. Research Cell explores various funding agencies for sponsoring major and minor research projects. Cell also motivates the developments to organize various seminars and workshops at institutional /state/national/international level.

Examination and Evaluation

Examination results are an academic test of the academic progress made by the students. Our college has an examination committee in operation. The exams are conducted every semester as per university guidelines, so that the students get an overview of the pattern of Question Papers. The date sheet of house exams is provided to the students ten days before the exams and proper seating plan is displayed at the entrance to the campus. The answer sheets are evaluated and shown to the students and necessary suggestions are given by the subject teachers to improve. Student's performance is also communicated to the parents to ensure their cooperation for improvement of the students in future. If there is any cheating/copy case that case is handed to the examination committee coordinator, concerned HOD's and class in-charges. Final decision is taken by the Principal.

Teaching and Learning

IQAC of college ensures a proper teaching learning environment . Teachers are encouraged and guided to use ICT based teaching and other modern techniques. FDP and Academic retreats are conducted for faculty from time to time to enhance their teaching skills. From experimental learning field visits, industrial visits and workshop are arranged for the students at

regular intervals. Special classes and programs are arranged to cater the need of the advance learners. E-books, E-Journals facilities are provided for project work. Seminars, Quiz competitions, Debates, videos, movies, tea talks, remedial classes, monthly tests, peer tutoring, teachers evaluation etc. are continuous tools which make teaching learning fruitful.

Curriculum Development

The college is affiliated to Guru Nanak Dev University Amritsar. Therefore we follow the curriculum of the highly eminent university every year. During the course of students, we keep on asking and taking the feedback from the students regarding curriculum and pattern of the papers. Thereafter, we convey the same feedback to the concerned members of board of studies of the university from our institution, where upon they further communicate in the higher level meeting and pass on the same suggestions or changes if required any. Besides, to keep alive our own culture and the humanity at large, we have introduced value education classes in the time table at the college level, the reflection of which is seen in day to day behavior of the students.

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

E-governance area	Details
<p>Planning and Development</p>	<p>Corporate planner is designed before the commencement of the new academic year. While preparing the corporate plan, IQAC uses all E-devices and after preparing the planner, it is posted through E-mail to all Academic Council members. Course plan is also prepared by teachers and conveyed to students through e-devices.</p>
<p>Administration</p>	<p>Administration is the pivotal part of the Institution. We have online portal for leave application submitted by teaching and non-teaching staff. Biometric attendance is in operation for the whole staff. We have provided digital salary credit information to the staff. There is also display of all important notification and other information through digital system.</p>
<p>Finance and Accounts</p>	<p>Salary of the staff members is credited directly to the bank accounts and information regarding the same is</p>

	delivered to members through electronic media.
Student Admission and Support	Admission cell is there for the purpose. This cell is equipped with all the ultra-modern system and techniques. The whole information of the students is filled in the software and Students can get their identity cards immediately after taking admission. For providing the information to the student regarding their fees etc. student app is available for them.
Examination	We have E-examination system. Everything related to the exams is done by E-methods such as date sheet, results, seating plans, Notices etc. It is tranquil method. Examination is an assessment to measure the knowledge of an individual such as skill, aptitude etc. Today, in the era of technology, we have various E-methods for conducting examinations.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Academic Retreat	NIL	06/07/2018	07/07/2018	30	0
2018	Guest lecture on NAAC awareness	NIL	15/12/2018	15/12/2018	32	0
2019	Guest lecture on various funding agencies for research	NIL	09/02/2019	09/02/2019	31	0

	projects					
2019	Seminar on 5s System	NIL	21/02/2019	21/02/2019	25	0
2018	NIL	Tips on fitness	14/11/2018	14/11/2018	0	9
2019	NIL	Seminar on 5s System	21/02/2019	21/02/2019	0	12
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Workshop on Academic writing and research productivity	1	04/02/2019	05/12/2019	2
National workshop on Bio-diversity : it's issues and solutions	1	28/09/2018	29/09/2018	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	14	0	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Three months maternity leave with salary as per permanent staff. ? Employee Provident Fund for permanent teachers. ? 500 Rupees per year is taken from each faculty member as staff fund and that fund is used for financial help at the need of the hour. ? Wi-Fi facility is there. ? Fee concession is given to the children of the faculty members and other employees.	? Wi-Fi facility is there. ? Fee concession is given to the children of the faculty members and other employees ? Free accommodation for supporting staff	? Fee Concession to poor and needy students ? Scholarships to deserving but needy students

6.4 – Financial Management and Resource Mobilization

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

The institution has an established system to audit all financial transactions both internally and externally. The books of accounts and the supporting evidences are verified minutely at both levels. The internal audit practices monitor financial management of the institution and ensure sound financial health of the institution. External audit ensures total compliance with statutory requirements and obligations. The external audit activity assess the risk of significant misstatement in financial statements, material weaknesses and other deficiencies in internal control over financial reporting and significant issues related to accounting, auditing and financial reporting matters. The Institution carries out external audit annually. The last external audit has been concluded up to 31st March, 2019. Internal audit is conducted biannually and the recent audit has been concluded up to 30th September, 2019. Institute has accounts and finance department which keeps and maintains accounting records and books. This administrative department controls the data related to all financial and money transactions of the institute through yearly budget allocation. Institute has separate finance committee chaired by Director of the institute. Financial allocation for day to day activities and yearly requirement for running all academic and administrative departments is carried out thoroughly by this committee.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Diocese of Jalandhar	26886225.11	Infrastructure, maintenance and salaryand
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Mr. Thomas Lobo Ex Registrar of Mumbai University faculty of management	Yes	IQAC
Administrative	Yes	Mr. Thomas Lobo Ex Registrar of Mumbai University faculty of management	Yes	IQAC

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

? Parents teacher meet - 6th October, 2018 ? Annual Prize distribution - 16th February 2019

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

- Seminar on 5'S system on 21 Feb.,2019
- Seminar on Tips on Fitness on 14th November 2018

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

- Academic Retreat , Faculty Development Programs and Development Sessions for students administrative staff
- Conducted External and Internal Academic Audit
- Feedback Collected from Students, Parents, Alumni and Employer on standardised formats.
- Established IPR cell and initiated IQAC Cluster for Jalandhar area comprising of IQAC Coordinators of different colleges in Jalandhar.
- Extension programmes to various schools for career counselling and Awareness Programmes on various social issues.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	NAAC MOCK VISIT	08/03/2019	08/03/2019	08/03/2019	50
2019	NAAC Peer Team visit	15/03/2019	15/03/2019	16/03/2019	656
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Freshers Day	14/08/2018	14/08/2018	50	30
Talent hunt	20/08/2018	20/08/2018	90	60
Youth Festival	20/10/2018	20/10/2018	18	15
Seminar on Woman Empowerment and constitutional Right of Women	28/08/2018	28/08/2018	70	35
Guest Lecture On Legal Rights Of Women	23/01/2019	23/01/2019	75	30

International Women's Day Celebration	06/03/2019	06/03/2019	83	45
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
• Renewable sources are not installed in the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	15	15	20/06/2019	1	Yoga and Meditation Camp	Need of Yoga to maintain health	80
2019	15	15	22/02/2019	1	Blood donation and free medical check up	Free medical check up	26
2018	15	15	19/08/2018	1	Swatch bharat abhyan	Cleanliness drive	50
2018	15	15	25/08/2018	1	Voters day pledge	Vote awareness and pledge	55
2019	15	15	06/03/2019	1	Awareness campaign on drugs	Awareness about drug abuse	240
2019	15	15	26/04/2019	1	Voting awareness campaign	Awareness about value of vote	33
2018	15	15	21/09/2018	1	Tree plantation	Planting trees to save earth	34

2019	15	15	28/01/2019	1	Economic Survey	Aware common people current economic Scenario	22
2018	15	15	05/10/2018	1	Outreach to Apahaj Ashram	Help them and donated substances	14
2018	15	15	06/11/2018	1	Green Diwali celebration	Give message of love and unity	46

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

Title	Date of publication	Follow up(max 100 words)
Handbook on Code of Conduct for different stakeholders	30/06/2018	The authority and duty to review the code of conduct lies with the Principal. To ensure implementation of the Code of Conduct, College has Discipline committee CCTV cameras and security check at entry-level. Further, the college follows practice of appointing Master of the Day who reports to Principal about all important activities of the day. An effective feedback system ensures time to time follows up of Handbook. This code is reviewed at the end of the year and necessary actions are taken to update the same.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Republic day	25/01/2019	25/01/2019	180
Independence day	14/08/2019	14/08/2019	200
Value education	09/07/2018	29/04/2019	270
Outreach	05/10/2018	05/10/2018	40
Outreach	18/01/2019	18/01/2019	55
Drug Abuse	09/07/2018	29/04/2019	120

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the practice :- Madad- E -Kharach Objectives: • To assist the economically backward students of the college. • To assist people of the nearby areas out of this humanitarian fund. • To inculcate the human virtues among the teaching and non teaching staff of the college so that they may spread this noble cause. • To involve the alumni of the college to lend a comforting hand to the needy students and to the society. The Context Daftar- i- Madad- E -Kharach was started during the reign of Maharaja Ranjit Singh. This word has its derivation from Persian Terminology. The rationale of this fund is used to support the economically backward and poor classes of the society. Trinity College carries forward the kind Endeavour of Maharaja Ranjit singh through a scholarship with the same title. The college has been performing this function since 2004 onwards. In the year 2010 we streamlined the factions under the name Madad- E -Kharach and set the objectives to carry forward the same fund for the upliftment of the students and society at large. The Practice This practice is instituted in the college in the year of 2004. The main objective is to support the needy and poor students. The money collected for the purpose will be deposited in the bank and a separate bank account is maintained for this purpose. A register containing all the details of the fund is also maintained by the coordinator. The money accumulated will not be used for any other purposes. It will be kept for giving as a financial help to the needy student or in the special cases the needy people around. If the money collected is not fully utilized during the session then automatically it will be carried forward in the next academic session. Certain guidelines and criteria are setup, on the basis of the criteria the students can apply for the same. The student may submit the application for the same to the class teachers who may forward it to the concerned committee by the reference of the head of the department. The beneficiary student must have 75 attendance in all subjects and 50 marks in house examination. The beneficiary student must be of a good character. The deserving students are to be identified with the help of the class teachers or team of teachers involved in mentors group. The rules and regulations for availing this opportunity will be intimated to the students. For the final decision the concerned committee will further analyze the report and the suggestions will be communicated to the Principal. Evidence of Success Every year many needy students are benefit from this noble initiative. In the year of 2018-19 14 students benefited. Each student was given Rs. 2000/- as scholarship. Total Rs.28000 /- was distributed. Review Result The academic council made a review and it found that if more students have to be benefited the criteria must be revised. So the committee with the coordinator had a meeting with the management and revised the policy. The same number of the students benefited as the previous year and the amount distributed also was same. Results The result indicates that Trinity college is achieving the goals and objectives to promote less privileged, marginalize and poor students of the society. Problems Encountered and Resources Required At present the major contribution to this programme is from the faculty only, because of some monitory reason we cannot increase the amount. As there is not much fund, we cannot give scholarship to all students, only certain selected students as per the criteria, receive the scholarship. But the college Management is hunting to generate this corpus fund from some generous people, well wishers and benefactors. Title of the Practice: Blooming Buds Objectives : • To nourish and develop fresh talents by confronting numerous brain storming activities. • To extend the commitment of Trinity college to serve the community • To infuse competitive spirit in the budding youth of today. • To mould and awaken the

youth intellectually and morally. The Context Blooming buds is a state level talent hunt programme that provides an opportunity where tender buds of varied schools from Punjab come together for widening their capacities and establishing a strong network of bonds. It was instituted in 2013 under the guidance of Rev.Fr.A.J George, then Principal. The programme hunts fresh talents amongst the school students for building relationships, creating opportunities and infusing a wholesome competitive spirit in the budding youth of today. It is an opportunity for all students to come together to present their talents not only in academics but also in extracurricular activities. The Practice To identify and fetch best talent among thousands of fresh brains, this competition is conducted every year in July and August in three different levels for school children of 8th to 12th standards. The participants from 8th to 10th are grouped under category one and category two represents students from 11th and 12th standard. First level explores the academic knowledge of students. Top three students from each category along with top scorer from each class from each school are shortlisted for second level to be conducted at different centers where their creativity and brain power is tested. Top three students from each category along with top scorer from each school from each centre make it to the final level. This final level is conducted in the college campus which includes personality development and various other task oriented session. The winners are rewarded with cash price of rupees thousand each, memento, certificates and freeships to pursue higher education at Trinity College. Winners of level two are rewarded with certificates of participation and gifts. Trophy is presented to the school with maximum number of participants in Level -1. Gifts at each level are ensured for all the participants. No fee is charged from government schools so that it will be an open opportunity for the students who are studying in government schools to explore their talents. Evidence of Success As per the evaluation the program has been conducted for the last 7 years. Many schools enthusiastically participate in this event. The students get ample opportunity to explore their talents. Every year more number of schools and students willingly participate in blooming buds. In the academic session 2018-19 7300 students from 54 schools of Punjab participated in this event. Review Result The academic council made a review in which it was found that the number of participants increased every year. But this year a reduction was found. So a suggestion was given that to revise the criteria of the blooming bud. The students of government schools and financially less privileged students avail this opportunity to continue their higher studies. Result The result indicates that Trinity College is achieving the mission with its system, practices and co-curricular activities that moulds and awakens the youth intellectually and morally. Problems Encountered and Resources Required More and more students are willing to participate in second and third level. But because of limitation of time and space we cannot entertain all the students. Sometimes some activities of the schools clash with these events like examination, sports meet, other important activities so those schools and students are not able to participate. About the Institution Name of the Institution : Trinity College Jalandhat Year Of Accreditation :2019 Address : Guru Gobind Singh Avenue , Church Nagar, Chegitti, Jalandhar Grade Awarded By NAAC : B Email :trinitycollege2002@gmail.com, info@trinitycollegejal.com Contact Person for Further Details : 9855297007 Website : www.trinitycollegejal.com

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

<https://trinitycollegejal.com/naac/igac/>

7.3 – Institutional Distinctiveness

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

Thrust area: Extension activity. The Process. Trinity always strives to achieve its vision, mission and goals. It adhere to its motto "towards the higher realms of life", every year the college select a theme to reach the desired goal of the year. Through this theme the college can provide opportunities for innovation, creativity and responsibility. Right from the beginning of its establishment, the college has left no stone unturned in incorporating the best plans and programmes which will go a long way in making Trinity stand tall and become a college with a difference. Human life has different dimensions physical, intellectual, social, spiritual and so on. A person has to place himself evenly in all these spheres of existence if he has to involve himself into a worthy human being of excellence. Every year the college organizes "Academic Retreat" for the faculty members in the beginning of the session, it gives a freshness and quality promotion among the staff members. Every day the college starts its functioning with a staff prayer followed by college pledge. The classes also start with a prayer. It gives a spiritual aura to the staff and students. To excel in academics the college has set up many clubs and activities such as radiant star, student support cell through this the extraordinary and bright students as well as the weak and marginalized students can be benefitted. To provide value based and value added education and training to the students we have value education course, Environment studies and drug abuse courses. To make them environment conscious we also have a separate club "Go green with Trinity". With the help of these our students live a life based on Indian ethos and core values. We use mentoring and counseling as tools for these aspects which gives closeness between student and teacher. Teachers visit the houses of their wards this also gives solidarity between teachers and students. The parents are also invited in the college to strengthen the bond between college and students. Other than these we extend our hands to support the poor and needy students by providing them scholarships. Twenty one scholarships are granted to the poor and needy students every year and many students are benefitted by this noble cause. The teachers and alumni adopt students to support for their education. The college organizes outreach programmes to visit orphanages, old age home, slums and other destitute people and help them and entertain them. The college also gives a platform to rise above the narrow confines of cast and religion by celebrating all the religious festivals in the college campus. By conducting all these activities the college strives to achieve its mission to mould a generation of intellectually, morally and spiritually awakened youth. Impact: many youths are joined with NGO, many alumni render their hands to support poor and needy students.

Provide the weblink of the institution

<https://trinitycollegejal.com/naac/igac/>

8.Future Plans of Actions for Next Academic Year

Innovation is the pillar that empower the students to be more competitive .Considering its positive view the college is planning to set up its theme for the coming academic year "Ignite innovation" based on this theme the college has many plans to innovate new ideas so as to bring about a strong social and educational reformation through different extension activities. Apart from the current activities , it is planning to launch more innovative practices like : • Extension programmes to be carried out in schools to provide them an awareness on career planning, stress management and other social issues like drug addiction, teenage blues and how to handle it, how to overcome examination phobia . • We have a constant planning for adoption of children by different department with an aim to support poor, needy and deprived students. The teacher will adopt a poor child and thus educate the child by not only paying their fees but also mentoring them and taking care of their all round development they will also visit the

homes of these children and take care of their home problem. • The college has already made a plan to set up lift facility and a rest room for the physically handicapped students. • The college is also planning to do more for humane work by setting up a "Wall of Kindness". 'Wall of Kindness' is the latest charity and welfare innovation to enable people to help the underprivileged with basic needs. The students and teachers will contribute in kind like clothes, food articles and other needful things and place it in the wall of kindness. The needy come and pick up what is their need. This will be a great help to the needy. With this thrust on innovation the college hopes to move forward in its attempt to build up a strong social order to humanity.