Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**TRINITY COLLEGE**
Name of the head of the Institution	**Dr. 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**
City/Town	**JALANDHAR**
State/UT	**Punjab**
Pincode	**144009**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Asst. Prorf. Neetu Khanna (Co-ordinator)**
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://drive.google.com/file/d/1s9FJf2LzpRlvqnZLSWI7xQ07vujQQy4c/view**

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://trinitycollegejal.com/storage/2021/04/Academic-calender-2019-20.pdf

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

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

Industry-Institute Interaction	21-Aug-2019 5	80
External Academic Audit	25-Sep-2020 1	480
Internal Academic Audit	04-Aug-2020 3	480
Participated in AISHE	31-Jan-2020 1	480
Regular IQAC Meetings	06-Sep-2019 3	25
Implementing 5s system	02-Jul-2019 365	70
Initiating E-Governance	02-Jul-2019 365	480
Set up IPR Cell	08-Jul-2019 365	50
Standardized and Systematic Record keeping	02-Jul-2019 365	480
Development Programmes (For Staff, Students, Administrative Staff, Support Staff)	02-Jul-2019 19	75

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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	2019 180	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 :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**

Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

? Development Programs ? Audit ? Regular Feedback: ? Initiatives ? Strengthen IndustryInstitute Interface ? Value Added Certificate courses ? IPR cell ? Incubation Centre for Innovation ? Social Media Committee ? Social Awareness Camps on Coronavirus

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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 take various initiatives for enhancing quality in education	Conducted various activities, webinars, FDPs, SDPs etc. to inculcate quality culture in the college
To be more Tech Savy	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 i.e. 2014-2020 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%
Filing of AQAR	Uploaded in March 2020
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Board, Diocese of Jalandhar	28-Sep-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020

Date of Submission	31-Jan-2020

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Trinity College has a well developed Management Information System to manage its database. This system includes multiple modules to manage the data related to every piece of information associated with the development of the college ranging from the student enrollment to the financial records. Management Information System (MIS) of the college aims at saving cost and time and bringing efficiency. It helps in tracking all kind of data related to college, faculty and students. This facilitates the stakeholders to have quick access to all kind of data which can be drilled down, filtered, and arranged accordingly within a few clicks. Modules of MIS at Trinity 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 attendance and marks 5.Feedback: • Feedback from students about institution on teaching learning process • Feedback from employees about institution • Feedback from employer about employability of students • Feedback from Alumni 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, Academics, 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: Attendance record of the all staff members. 12. College Website: Provides information regarding courses, their outcomes, facilities being provided by college and other public information.

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 and communicate to the students in advance for the completion of curriculum in time. ? During Covid -19 period online classes through various platforms like Zoom App. Google meet etc were taken . learning material was shared through Google Class room and Whatsapp Application e-content was developed and shared through You Tube channels created by different departments. ? Each faculty member maintains the online teachers' diary in which topics covered ,attendance , and assessment of the students is filled by the subject teachers. ? 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 and personal contact. ? 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 is effectively delivered through illustrative lectures, supported by Power Point Presentations, Google Class rooms, use of Projectors, Assignments, Group discussions ,on line teaching and E-content development. ? Printed study material is also given to students. ? To enhance the knowledge of the students Guest lectures, Seminars, Webinars ,virtual conferences ,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 feedbacks 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 both in off line mode and online mode to enhance their cognitive and intellectual skills whereby students 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/entrepren urship	Skill Development
Certificate Course on Professional Ethics	0	08/08/2019	90	• This course will develop the professional skills and e ntrepreneuri al traits among the students	• Professional and business Skills • Int erpersonal Skill in workplace • Will help in sharpening the mindset of the youngsters to be professional in approach while starting any venture
Crash course on internet and office management	0	01/11/2019	60	• This course will help in enhancing knowledge about office management and will help students to acquire the skill to manage office.	• Students will become digital citizens
Certificate Course on Spiritual Human Values	0	01/02/2020	90	• This Course will mould the students to be socially responsible and sensitive towards human beings	• To develop the interpersona l skills among the students.

				while being entrepreneurs	
Certificate Course on Soft Skill Development	0	01/02/2020	90	• To make the students aware about effective communication to develop the soft skills to clear interviews and competitive exams	• To develop the interpersonal Human skills among the students
Certificate course on Digital Citizen	0	26/05/2020	30	• This course will help the students to become digital citizen	• Students get knowledge about various hardware, software and languages
Bridge course in Basic Mathematics Quantitative Techniques	0	15/06/2020	30	• This Course will enhance the ability of the students to get employment in various government and private jobs like railways, Banking etc	• Students get skills for competitive exams
Crash Course on Basic Concepts of Physics and Chemistry	0	15/06/2020	30	• This Course will help the students in enhancing their basic knowledge for the competitive tests	• 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
Nill	ZERO	Nill
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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
Nill	NA	Nill

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

	Certificate	Diploma Course
Number of Students	351	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
Internet and Office Management Course	01/11/2019	11
Online Certificate Course on Digital citizen	26/05/2020	56
Crash Course of Basic Mathematics Quantitative Techniques	15/06/2020	30
Basic concepts of physics and chemistry	15/06/2020	50
Certificate Course on Professional Ethics	01/08/2019	60
Certificate Course on Spiritual Human Values	01/02/2020	82
Certificate Course on Soft Skill Development	01/02/2020	62
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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
MCom	Awareness of Financial Literacy	20
BCom	Tele marketing	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	Yes
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

Institution takes feedback from various stakeholders including Students, Alumni, Parents, Teachers and Employers. Feedback is collected through different formal and informal ways. ? FORMAL WAYS- We use both online and offline ways of taking Feedback from all the stake holders (Teachers, Staff, Alumni, Students, Employers).Feedback from parents is taken through offline mode during PTM and online feedback through the link trinitycollegejal/ aboutus /feedback .Alumni also provide feedback through both ways online through the link trinitycollegejal /aboutus /feedback and offline during the time of Alumni Meet .We have a tailor made software to collect the feedback from the students. Online feedback is taken from the Employer through trinitycollegejal/aboutus/feedback. Feedback from teachers is also taken through link trinitycollegejal/aboutus/feedback • 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. • 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 the matter in the management council. • Management ensures the implementation of suggestions regarding introduction of new course and new subjects for the coming session for the growth of the institution. • Suggestions regarding teaching learning problems and time table etc are solved with immediate effect. ? INFORMAL WAYS- Subject teachers take oral feedback regarding the curriculum to know whether the students are comfortable with the 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 problems 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.

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
BA	History, Sociology, Political Science, Physical Education, Economics, Mathematics, Punjabi, Hindi, English, Computer Science	720	186	186
BCA	Computer Applications	180	45	45
BCom	Accounts,Tax,Finance, Management	225	73	73
BSc	Physics,	360	41	41

	Chemistry, Botany, Zoology, Mathematics, Economics, Computer Science			
MCom	Account and Finance, Marketing	120	12	12
MA	Political Science	60	11	11

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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
2019	345	23	26	8	34

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	Numberof smart classrooms	E-resources and techniques used
34	32	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
368	34	1:11

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
34	34	0	0	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
2019	Neetu Khanna	Assistant Professor	Teacher Innovation Award

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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
MA	NA	I	21/12/2019	11/03/2020
BA	NA	I	12/12/2019	03/03/2020
BA	NA	III	12/12/2019	11/03/2020
BA	NA	V	11/12/2019	05/03/2020
BCA	NA	I	23/12/2019	25/02/2020
BCA	NA	III	19/12/2019	09/03/2020
BCA	NA	V	20/12/2019	13/03/2020
BCom	NA	I	18/12/2019	25/02/2020
BCom	NA	III	17/12/2019	06/03/2020
BCom	NA	V	18/12/2019	11/03/2020

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

Assessment of students' 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 these practices, house examinations are conducted following the 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 examinations. it is made compulsory for the parents to attend this meeting, however the parents residing out of station can contact the class teacher on phone and can know their ward's 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 match 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 is a blue print of all the planned activities. It contains the road map to the teachers and students for smooth functioning of the college system. College academic calendar provides detailed information about curricular, co-curricular, , extra co-curricular activities and examination schedule. Before the commencement of every session, respective departments prepare a detailed study plan and the number of classes allotted to each course. On the basis of this, Teachers' Committee prepares a detailed timetable. Similarly, all cell and club coordinators prepare their action plans. IQAC compiles all the data and prepare academic calendar for the entire year. Finally, this compiled document is distributed to all the departments and is also made available on college Website. The effectiveness of the process is maintained through effective monitoring by the Principal.

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://drive.google.com/file/d/1mQ6hKe4QpdUkIr9Dmt416xLlwc8TSRz_/view

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
NA	MCom	Account and Finance, Marketing	3	3	100

NA	BCA	Computer Applications	8	8	100
NA	BCom	Accounts,Tax,Fi nance, Management	19	19	100
NA	BSc	Physics, Chemistry, Botany, Zoology, Mathematics, Economics, Computer Science	10	10	100
NA	BA	History, Sociology, Political Science, Physical Education, Economics, Mathematics, Punjabi, Hindi, English, Computer Science	26	26	100

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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/storage/2021/04/Student-Satisfaction-Survey-2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	00	NA	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
IPR-Implications and relevance	IPR Cell	31/01/2020
Current Issues in IPR	Dept. of Commerce and IPR cell	30/05/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Zero-Investment Innovations for Education Initiatives: A Platform for the Teachers, by the Teachers	Asst. Prof Neetu Khanna	Sri Aurobindo Society	30/09/2019	National

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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	Trinity Incubation Centre for Innovation	Department of Computer Science	software for teachers evaluation by students	Commercial app	12/12/2019
Trinity Incubation Centre for Innovation	Incubation center for Fundamental Sciences	Department of Sciences	Herbal Sanitizer	Commercial Product	03/02/2020
Trinity Incubation Centre for Innovation	Incubation center for Social Benefaction	Department of Social Sciences	Reusable Face Mask	Commercial Product	02/03/2020

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
NA	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)
National	Commerce	4	4.18

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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
Department of Physical Education	1

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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
NIL	NIL	NIL	Nill	0	NIL	0

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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	Nill	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
Attended/Seminars/Workshops	24	21	0	0
Presented papers	2	3	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
Trinity Wall of Kindness	Department of Economics	4	20
Drug Abuse -Nukkad NATAK	NCC	1	17
Tree Plantation	NCC	1	20
Seven Days Social Development Programme-Cleanliness drive	NSS NCC	3	70
Rally on Inspiring Farmers to avoid burning paddy straw and save environment	NSS	2	50
Non Use of plastic bags	NSS	2	30
Blood Donation Camp	NSS	2	40
Pledge on Fit	NSS	2	40

INDIA Movement			
Drug Abuse and HIV AIDS- Awareness Programme	NSS	5	57
Planting and distribution of the trees	NSS	2	40

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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
Awareness Programme by NSS	Appreciation letter	Gram Panchayat ,village Kapulpur,J alandhar50	55
Drug Abuse -Nukkad Natak	Appreciation letter	Mr. Rajinder Beri, MLA, Jalandhar Central	17
Social development Programme	Appreciation letter	Santokh Singh Chaudhary, Member Parliament, Lok Sabha, Punjab 50	50
Outreach programme	Appreciation letter	Guru Gobind Singh Avenue welfare Society, Jalandhar	4
Planting and distribution of tree	Appreciation letter	S. Tejinder Pal Singh Bittu, Chairman, Punjab State Civil Supplies Corporation Ltd.	40
Incubation Centre -herbal hand sanitiser and reusable face masks.	Appreciation letter	KIDNEY Hospital, Jalandhar	100
Scholarships to the students	Appreciation letter	Navjeevan Charitable Society, Jalandhar	57

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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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Aids Awareness : Drug Abuse -Nukkad NATAK	NCC	Nukkad Natak	1	17
Swacch Bharat	NCC	Tree	1	20

: Tree Plantation		plantation		
Swacch Bharat : Days Social Development Programme- Cleanliness drive	NSS	Seven day social development program- cleanliness drive	2	50
Swacch Bharat : Rally on Inspiring Farmers to avoid paddy straw and save environment	NSS	Rally on inspiring the farmers to avoid paddy straw and save environment	2	50
Swacch Bharat : Non Use of Plastic Bags on 150th Gandhi Jayanti	NSS	Non use of plastic bags	2	30
Drug Abuse and HIV AIDS- Awareness Programme	NSS	Awareness programe	5	52
Swacch Bharat : Planting and distriubution of the trees	NSS	Planting and distribution of trees	2	40
Awareness Programme -Drug Abuse and HIV Aids	Faculty of Arts	Awareness program	2	50
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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
Nil	Nil	Nil	00
No file uploaded.			

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
MOU- Internshala	MOU between Trinity College and	Internshala Scholiverse Educare Pvt.	22/10/2019	22/10/2020	Divyanshu

Internshala	Ltd. B-610, Unitech Business Zone, Gurgaon, Haryana – 122018				

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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
PAHAL ,NGO, Jalandhar	21/09/2019	Upliftment of students for their personal and professional life.To promote social welfare	29
INTERNSHALA	22/10/2019	To provide internship to the students	62
Dainik Savera	13/03/2020	1. To conduct motivational programmes for the industrial workers and management trainees . 2. To conduct Industrial Visits. 3. To conduct workshops, Seminars and placement of students	10

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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
15	11.33

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	Existing
Classrooms with LCD facilities	Existing
Value of the equipment purchased	Newly Added

during the year (rs. in lakhs)	
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	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 patially)	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	7581	532921	770	85661	8351	618582
Reference Books	487	98190	11	20000	498	118190
Journals	14	17650	0	0	14	17650

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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	Nill

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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	49	2	49	2	0	4	4	100	0
Added	2	0	0	0	0	0	1	0	0
Total	51	2	49	2	0	4	5	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 and lecture capturing system	https://www.youtube.com/watch?v=LtbXtatlWW8

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 incurredon maintenance of physical facilites
2.5	**244697**	**70**	**6725479.32**

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 inception 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 smoothly.

https://drive.google.com/file/d/1YTqbCkA-DzOXRAWTvEV1q0fQWeV55sP8/view

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	**Navjeevan Trust Scholarship**	**57**	**716840**
Financial Support from Other Sources			
a) National	**00**	**0**	**0**
b)International	**00**	**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
Personal Counselling	**16/09/2019**	**10**	**Sr. Prema and Fr Maxim**
Mentoring	**24/08/2019**	**368**	**All the Departments**

Remedial Coaching	08/07/2019	76	Student Support Cell
Yoga and Meditation	21/06/2019	100	NCC and NSS
Language Lab	18/02/2019	64	Department of English
Career Counselling	08/02/2019	64	Placement 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 passedin the comp. exam	Number of studentsp placed
2019	Certificate Course on Soft Skill Development	60	60	47	25
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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
10	10	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	0	0	17	56	25
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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
2019	2	BA	Humanities	KMV College Jalandhar	MA
2019	1	BA	Humanities	St. Solider College	B.Ed

2019	1	BA	Humanities	MASCOM, Kottayam, Kerala	PG Diploma in journalism
2019	1	BA	Humanities	Trinity College Jalandhar	B.LIB
2019	1	BA	Humanities	Trinity College Jalandhar	Diploma in Cosmotology
2019	1	B.Sc Economic	Economics	Swami Sarvanand College of Education	B.Ed
2019	6	B.Com	Commerce	Trinity College Jalandhar	M.Com
2019	1	B.Sc Medical	Science	Khalsa College Amritsar	Diploma in Nutrition
2019	1	B.Sc Medical	Science	Noida	B.Ed
2019	2	BCA	Computer Science	Torcus Tech Inergizer	Diploma in Machine Learning and Data science

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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
Any Other	0

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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	161
Chirstmas Celebration	College Level	56
Gurupurab Celebration	College Level	50
Diwali Celebration	College Level	29
Republic day Celebration	College Level	19
Redbull Cricket Championship	National Level	15
Sports Championship	Zonal Level	52
GNDU Youth Festival	Zonal Level	25
Talent Hunt	College Level	79
Blooming Buds	State level	150

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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
2019	NA	Nill	0	0	NA	NA

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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 • Discipline Coordinator • Joint Discipline Coordinator • Cultural Coordinator • Spokes Person The proposed candidates undergo 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 2019-20 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 Independence Day , teacher's day and Republic Day , thus contributed in the national integrity. Participated in all the college events enthusiastically. Contributed valuable suggestions for smooth college functioning through regular meetings with regard to student's development and progression.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

81

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

4

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)

Sports Bonanza 11th -15th February, 2020 Sports Bonanza had been planned right in the beginning of the academic session while preparing Academic Calendar for the session 2019-20. For the preparing of Academic calendar, academic Council of the college conducted a number of meetings. After detailed discussion, Academic Council decided 11th -15th February 2020 as the suitable days for conducting the programme. The concerned coordinator was guided to prepare the detailed plan for the program and discuss it with the authority, so that the program could be organized well. 17th Annual Sports Meet was organized at Trinity College from 11th February to 15th February 2020. The students were divided into four teams i.e. Sher-e-Trinity, The Challengers, Archers and TIMT Warriers. During the five days, various events like Football, Kho-Kho, Volleyball, Tug of war, track events and field events were organized smoothly. Shri Jaspal Singh the Asst. Director of the Youth Welfare, Sports Department was the chief guest for the inaugural session. Rev. Bishop Agnelo Rufino Gracious, along with MP Santokh Singh Chaudhary were the special guests at the closing ceremony of the Sports Bonanza. Prizes were distributed to the winners by the worthy guests. The Best Sports Team award was given to Sher- E – Trinity and the award for the best Athlete men to Mukesh and best Athlete woman to Ms. Manavi. More than 50 students participated in various events. As per the macro and micro level planning, this function was 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. Blooming Buds- a state level competition (B) 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. Blooming Buds provides a platform to all the students to explore their hidden talent. 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. With the aim to continue this mission in this year the whole process was planned in the Administrative meeting. This proposal was approved in meeting of Academic Council on 27th May, 2019. All the decisions were implemented as the first level of Blooming Buds was conducted successfully on 3rd August, 2019 similarly the second and final level was conducted on 30 August, 2019 with thumping success. In the staff meeting, evaluation of Blooming Buds was done which remained satisfactory.

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
Library, ICT and Physical Infrastructure / Instrumentation	College library is fully equipped with updated books and journals and has separate internet connection. The library committee conducts regular meetings, book fairs and procure the

	books and journals as required given by different departments. It also arranges activities and competitions to develop reading habits among staff and students. IQAC arranges various technical sessions to acquaint the teachers with updated ICT modules and facilitate ICT based learning process by providing all required resources. The management approves budget in beginning of the session to maintain and upgrade infrastructure. At present, a new administrative block is under construction with all modern facilities.
Industry Interaction / Collaboration	? Institution encourages the various departments to sign MOU's 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. ? Placements and internships are organized for the students through industry-Institute Interface.
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 person. 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	The exams are conducted every semester as per university guidelines to evaluate the progress of the students. The date sheet of house exams is provided to the students 10 days before the exams and proper seating plan is displayed at the entrance of the campus. The answer sheets are evaluated and performance is communicated to the students and their parents to ensure the improvement in

	the students' performance. If there is any discrepancy or grievance by the students then the case is handed over to the examination committee to resolve the issue.
Teaching and Learning	IQAC 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. For experimental learning, field visits, industrial visits and workshop are arranged for the students at regular intervals. Special classes and programs are arranged for advanced learners and slow learners. E-books, E-Journals facilities are provided for project work. Seminars, Quiz competitions, Debates, videos, movies, remedial classes, monthly tests, peer tutoring, teachers evaluation etc. are continuous tools which make teaching learning fruitful.
Curriculum Development	The college is permanently affiliated to Guru Nanak Dev University Amritsar. Therefore we follow the curriculum prescribed by the university. During the course of studies, we take feedback from the stakeholders regarding curriculum. Thereafter, we convey the same feedback to the concerned members of board of studies of the university, where upon them further communicate in the higher level meeting and pass on the same suggestions or changes if required any. Besides, the prescribed curriculum, we have introduced value education classes in the time table at the college level, to mould day to day behavior of the students.
Human Resource Management	Institution has adopted the strategy to implement the principle of division of work, democratic and participative Management and quick removal of complaints. Institution encourages healthy environment and involves the staff in decision making and policy making. • Fair recruitment policy • Induction programme for new staff • Training and development programs for teaching and non-teaching staff • Transparent Remuneration System
Admission of Students	Institution has admission and counselling cell for providing quick

service and information to the visiting parents and students. The cell do campaign work efficiently and effectively and give extension services to various schools by organizing various seminars and workshops. Fee structure is reviewed and revised every year to make the education affordable for all. Uniform and transparent admission policy is followed for students belonging to different caste, creed and area. Campus is declared Ragging free and Anti -ragging cell and Anti- harassment cell are working to provide safe and friendly environment to students.

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

E-governace area	Details
Planning and Development	: 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.
Administration	Administration is the pivotal part of the Institution. 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. Online attendance through TCJ App for students is also working successfully in the College.
Finance and Accounts	Salary of the staff members is credited directly to the bank accounts and information regarding the same is delivered to members through electronic media. ESI and EPF status update is also communicated to the staff through digital mode. Students are facilitated to deposit their fee through online mode.
Student Admission and Support	We have the Admission and counseling cell is equipped with all the ultra-modern system and techniques. The whole academic information of the students is filled in the software and Students receive their identity cards, roll nos. and access to TCJ App (in which students are getting whole academic progression details) immediately after

	taking admission. Students can give their general feedback or any grievance through online.
Examination	The college has self-designed software for managing examination system. The software is cloud based ERP with in house web server. This is a comprehensive software to manage all required data related to date sheet, seating plan, question paper submission and distribution, number of students appeared/absent and assessment record under a single platform. College has cctv cameras/ mobile jammers in examination centers to keep a check during examination of all the classes.

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
2019	Nil	Nil	Nil	Nill
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Research Paper Writing, Projects and Obligations	Nil	02/07/2019	02/07/2019	75	0
2019	Corporate law the recent amendment commerce.	Nil	22/10/2019	22/10/2019	10	0
2019	Goal Setting	Nil	26/11/2019	26/11/2019	72	0
2020	Recognising the role of emotions in	Nil	14/01/2020	14/01/2020	70	0

	learning and teaching					
2019	Nil	One day Training programme on Public dealing Skills	14/10/2019	14/10/2019	0	7
2020	Nil	One day Training programme on Online Admission Procedures	14/03/2020	14/03/2020	0	10
2019	Nil	Implementing 5s System in work Place	09/09/2019	09/09/2019	0	6
2020	Nil	One Day Training programme on Maintaining Hygiene	24/02/2020	24/02/2020	0	7

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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
Faculty Development Programme	3	24/05/2020	26/05/2020	03
Faculty Development Programme	2	12/06/2020	17/06/2020	06
Faculty Development Programme	1	17/05/2020	21/05/2020	05
Faculty Development Programme	1	23/06/2020	29/06/2020	07
Faculty Development Programme	1	23/06/2020	23/06/2020	01
Faculty Development Programme	1	25/05/2020	30/05/2020	06
Faculty Development	1	08/06/2020	13/06/2020	06

Programme				
Faculty Development Programme	1	22/06/2020	25/06/2020	04
Short Term Course	2	19/05/2020	24/05/2020	06
Short Term Course	1	15/06/2020	21/12/2020	07
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	15	0	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Three months maternity leave with salary. ? Employee Provident Fund. ? Self-generated staff fund for financial help of the staff in the hour of need ? Wi-Fi facility is made available to the faculty. ? Special Fee concession is given to the wards and relatives of all employees. ? Free Parking Facility ? Health Centre and counselling cell to ensure good health of the faculty ? Canteen and food facility during college functions ? Free transportation in case of domestic emergency ? Free access to college resources for research and development activities ? Advance salary and paid leave in case of emergency ? Gifts of personal need at the time Christmas	? Wi-Fi facility is available. ? Fee concession is given to the children of Non-teaching employees ? Free accommodation for supporting staff. ? Free Parking Facility ? Health Centre and counselling cell to ensure good health of the faculty ? Canteen and food facility during college functions ? Free transportation in case of domestic emergency ? Training sessions ? Free uniforms to support staff ? Advance salary and paid leave in case of emergency	? Fee Concession to poor and needy students ? Scholarships to deserving but needy students ? Book Bank facility for needy students. ? Free Certificate courses in Human ethical values, Spiritual values and Professional ethics. ? Graduate Attribute-training in Punjabi Typing and Communication skill.

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 conducts both internal and external financial audit regularly through a duly appointed Chartered Accountant. The accounts of the college are regularly audited. The internal and external audit is done by the following auditor: 1. Internal: The college has an internal auditing system. The bursar of the Diocese of Jalandhar (Fr. Thomas Keeprath) has conducted audit two times

in financial year 2019-20. Management conducts regular meetings with internal auditing team. Management takes appropriate steps to solve the audit objections. 2. External: CA Gurcharan Singh Syal As far as external audit is concerned, institution also has external auditors to do the compliance of the various laws applicable to the institution. Internal auditors also conducts meetings with external auditor. i) Audit team is appointed by the Accountant General (audit) Punjab, Chandigarh. ii) The audit team is appointed by office of Deputy Controller (Finance Account) finance Department, Jalandhar Punjab. The last audit was conducted for the year 2015-16 by the accountant general audit Punjab. There were no major audit objections in the record.

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, Navjeevan Charitable Society	28498645.79	Salary, Investment and maintenance and Scholarships
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6.4.3 – Total corpus fund generated

77100

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	Dr. Thomas Lobo (Ex. Registrar, Mumbai University)	Yes	IQAC
Administrative	Yes	Dr. Thomas Lobo (Ex. Registrar, Mumbai University)	Yes	IQAC

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

? Parents teacher meet (Department wise) ? Counseling Session for Parents ? Regular feedback and suggestions from the parents with regard to curriculum, teaching learning process and college system in general. ? Honoring the students along with their parents

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

1. Implementing 5s System in work Place 2. One Day Training programme on Maintaining Hygiene 3. Personal counselling sessions

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

For Staff 1. Research Paper Writing, Projects and Obligations 2. Corporate law the recent amendmentcommerce. 3.Goal Setting 4. Recognising the role of emotions in learning and teaching For Students 1. Career Aspirationfor Future and Brand Building byCollege Cabinet 2. AccelerateYour Performanceby Faculty of Arts 3. Career EmpowermentOpportunities and Challenges Ahead by Dept Of

Commerce 4. World Literacy Day byDept. OfEconomics 5. Personality DevelopmentProgrammeand CommunicationSkills by Dept. Of ComputerScience, Dept. of EcoAnd Sciences 6. Guest Lecture on Deaddiction by IQAC 7. Excellence in Profession by IQAC 8. Corporate Law: The Recent Amendmentby Dept. OfCommerce 9. International First Aid Training by Staff Secretary 10. Ensuring Rights Through Public Policies by Faculty of Arts 11. Changing Dimensionin Indian Economy by Dept. of Economics For Administrative Staff 1. One day Training programme on Public dealing Skills 2. One day Training programme on Online Admission Procedures For Support Staff 1. Implementing 5s System in work Place 2. One Day Training programme on Maintaining Hygiene

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Development Progammes (Staff, Students)	02/07/2019	02/07/2019	09/05/2020	75
2019	Regular IQAC meetings	06/09/2019	06/09/2019	30/03/2020	25
2020	Internal Academic Audit	04/08/2020	04/08/2020	07/08/2020	480
2020	External Academic Audit	25/09/2020	25/09/2020	25/09/2020	480
2019	Industry Institute Interaction	21/08/2019	21/08/2019	24/01/2020	80
2019	Set Up IPR Cell	08/07/2019	08/07/2019	30/06/2020	50
2019	Standardized and Systematic Record Keeping	02/07/2019	02/07/2019	30/06/2020	480
2020	Participated in AISHE	31/01/2020	31/01/2020	31/01/2020	480
2019	Extension activities for youth	22/10/2019	22/10/2019	31/01/2020	3500
2019	Initiated	02/07/2019	02/07/2019	30/06/2020	480

	e-governance				

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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	23/08/2019	23/08/2019	58	45
Talent hunt	23/08/2019	23/08/2019	80	65
Student Development Program in career empowerment – opportunities and challenges ahead	27/08/2019	27/08/2019	60	40
Seminar on women empowerment	10/09/2019	10/09/2019	65	40
Awareness Sessions taken by Anti-Ragging Cell on ragging free campus	23/09/2019	27/09/2019	85	50
Guest lecture on gender equality in business	10/10/2019	10/10/2019	80	45
Entrepreneurship awareness camp Gender equality, career opportunities in commerce	10/10/2019	11/10/2019	60	40
Youth festival	30/10/2019	30/10/2019	12	15
Lohri Celebration	11/01/2020	11/01/2020	83	45
Guest lecture on Personal hygiene	26/02/2020	26/02/2020	72	40
Women's Day celebration	06/03/2020	06/03/2020	80	42

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

Go Green Cell of the college has been entrusted to take various initiatives for ensuring environmental Consciousness and sustainability. During 2019-20, this cell has undertaken following activities to achieve its objectives: • Monthly Cleanliness drives • Awareness campaign in villages against Stubble (Parali) burning • Weekly sessions for Making the students aware about Environment related issues and concerns • Green Diwali for Encouraging the students to celebrate festivals in eco-friendly manner • Declaring the college canteen and college office and plastic free zone

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	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
2019	10	10	21/06/2019	20	Yoga and meditation session, Awareness campaign on drugs and HIV-Aids, Inauguration of wall of kindness, Blood donation and free medical check up, Planting and distr	To make aware about health and mental hygiene, Give awareness about the ill effects of drug usage, To support poor and needy people of local area,	400

| 2020 | 6 | 6 | 11/01/2020 | 36 | One month online free training on computer and digital world, Lohri celebration in Belco Industry, Outreach to slum areas, "Punjabi Maa Boli Diwas", Online Corona awareness competition, Online webinar on Covid-19. | ibuting trees in the local area, Environment safety programme, Outreach to slum area | To give computer knowledge and make digital citizen , to give the message of love and concern for the weaker section of the society, To give awareness about the importance of mother tongue, Give awareness about Covid-19. | Planting trees to save earth, Inspired and guided farmers to avoid chemicals and pesticides | 92 |

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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)
Trinity Code of Conduct	08/07/2019	The Trinity Code of Conduct for staff (as published on 7th July 2018) has been adopted by the Governing Board of the college at its meeting held on ………
Trinity Companion: Handbook for students	08/07/2019	Handbook titled Trinity Companion (as published in 2015) for students has been adopted by the

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Slogan writing to commemorate Dr. APJ Abdul Kalam	27/07/2019	27/07/2019	41
Course on Spiritual and Human Values	01/08/2019	30/11/2019	270
Course on Environment studies	01/08/2019	30/11/2019	100
Course on Drug Abuse	01/08/2019	30/11/2019	100
Independence day celebrations	14/08/2019	14/08/2019	200
Celebrate International literacy Day	06/09/2019	06/09/2019	75
Celebrate National Hindi Divas	16/09/2019	16/09/2019	120
Celebration of International Day of Older persons	01/10/2019	01/10/2019	85
Celebration of Gandhi Jayanti and seminar on right to education act and community and participation at village level	02/10/2019	02/10/2019	100
Republic Day Celebrations	25/01/2020	25/01/2020	180

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

? Cleanliness drive, ? Green Diwali, ? Tree plantation ? Paperless campus by introducing teacher's and student's app with digital payment system. ? Plastic free campus. • Presenting saplings to guests and dignitaries • Distributing jute made college bags to the students at the time of admission • Vermi-technology

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The college conducts many innovative and best practices in the college. Some are listed below: o Blooming Buds o Madad-e-Kharch o Wall of Kindness o Value education o Outreach programme o Corpus Fund for Financial Adoption o Parent teacher meet o English speaking campus. o Radiant Stars o Scholarships o Celebration of religious festivals 1. Title of the practice: - Wall of Kindness

Objectives: • To assist the people of nearby areas out of this humanitarian charity. • To assist the under privileged and deprived students and families and the workers of the college. • To inculcate the virtues of humanity and sensitivity among the students towards the less privileged segment of the society. The Context 'Wall of Kindness' is the latest charity and welfare innovation enabling people to help the underprivileged with the basic needs. It is neither a roofed institution nor a walled organization. The Wall of Kindness is a colorfully painted roadside place where people from neighborhoods can leave clothes, blankets, shoes, bed sheets, food, books and other useful things to be picked up by the needy. "Take what you need. Leave what you don't," is the official motto of this wall called as "Neki ki Deewar" in Hindi . The Practice This practice was instituted in the college in the year of 2019 by the department of Economics and Science. This sort of unconventional charity is a boon in the college as well as the locality. The Wall of Kindness in Trinity College has been launched as a wonderful gesture of compassion and social responsibility towards the destitute. Named as 'Neki Ki Deewar' in Trinity college, the Wall of Kindness is covered with colorful graffiti, attention-grabbing motifs and hangars. The wall consists of hooks for hanging clothes that are intended for donation to those who may be in need of clothing. Racks and shelves have also been installed to keep shoes and other articles. We installed containers for food to help out the people in need. With the help of students, staff ,alumni, NGO and other supporters we collect needful materials and first we follow the motto " charity begins at home " we distribute the materials to the needy students , workers , then the locality people can take the benefits. The spare materials we distribute to slums and schools. Evidence of Success This year many needy students, workers poor and needy people of the locality, students from 2 schools and people from slum area were benefited from this noble initiative. During the time of lockdown around 40 families were given food items, money and other needful things. During those time Rs.2 lakh was distributed to the needy and destitute of the locality. Review Result The academic council made a review and found that it was very successful and many people could benefit especially at the time of Covid-19. Results The result indicates that Trinity college is achieving the goals and objectives to help the less privileged, marginalized and poor community of the society. Problems Encountered and Resources Required At present the major contribution to this programme is from the students, staff, alumni, Management and an NGO, many more people are there who need support because of the scarcity of needful things we cannot help or reach to the maximum needy of our locality and city. We could visit only two schools and few slums. But the college Management is hunting to gather more generous people, well-wishers and benefactors who could become part of this venture. 2. Title of the Practice: Corpus Fund for Financial Adoption Objectives : • To assist the under privileged and deprived students and family of the students of the college with basic needs. • To inculcate the human virtues among the teaching staff and students 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, their family and the society. The Context Charity begins at home is a true saying for someone who cannot love her/his family, how can that person love someone else. This is a lesson for all of us and Charity does and should begin at home. First, we need to learn to care and love our family wholeheartedly then we can shower love to the outside world. The above-mentioned interpretation of the phrase may not be complete in itself. To make it practical all the departments of Trinity college with the help of management created a special fund known as "Corpus Fund for Financial Adoption". The idea was conceived in the year 2018. But practically brought into effect the year 2019. The main motive of this fund is to support the poor and destitute students of the college by providing them needed financial support. So that the under privileged students can avail this opportunity and pursue their studies. The Practice It is found that many poor students have

keen interest to study but because of their financial problem they cannot take admission or sometimes in the middle of the session they drop out. The teachers found that most of the students are very intelligent and they have their vision and talent to grow. But because of their financial status they cannot come forward. After identifying these students, the teachers of the department of computer Science and Faculty of Arts decided to support their students financially. The teachers contributed money from their own pocket and from their families and started assisting the students. No criteria has been formulated for this as the class teachers and the Head of the department personally identifed the needy students through mentoring and talking to their parents. When they came to know their financial conditions and the status of their parents they offered a helping hand to the students after they were assured of their academic performance and interest of the students. In this support venture the major role is played by the class teachers as they have continuous interaction with the students personally. The amount is used to pay their fees as well as university examination fees. Some students even benefited the full payment of fees from this fund. Evidence of Success As per the evaluation it was found that the program has been working successfully as many needy students are benefitting out of it. In the session 2019-20 10 students from various classes benefitted from this fund. Out of that 2 students got full fee payment and one student got half of her fees and seven students got their examination fee and some amount for their college fees. Review Result The academic council made a review in which it was found that many needy students are benefitting out of it. The students are able to continue their studies because of this free-will charity. The students were able to pay their fees and examination fees. This became a support and relief to their family also. Result The result indicates that Trinity college is achieving the goals and objectives to promote less privileged, marginalized and the poor community of the society. Problems Encountered and Resources Required There are so many students that still need support. As of now only two departments have come forward with this mission. The other departments and management is working on it so that more charity can be carried out among the needy students.

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

https://drive.google.com/file/d/1eAxvMnUImu-Ms0GAL8Ne_XJOP5OdPZNj/view

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: Towards a Benevolent Society The Process. Trinity always strives to achieve its vision, mission and goals and adheres to its motto "towards the higher realms of life" Every year the college selects a theme and works to reach the desired goal of the year. Through the theme the college provides opportunities for innovation, creativity and responsibility. The theme for the session 2019-20 was decided as 'Ignite Innovation' To give impetus to its core values: "As a minority institution, envision an inclusive education by uplifting the "less privileged" and marginalized especially the minorities through "campus-community network"." the college takes many initiatives 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 have benefited from this noble cause. The teachers and alumni adopt students to support their education. The college lends its hands to the needy families by supplying them clothes, food item and money. The college organizes outreach programmes to visit orphanages, old age home, slums and other destitute people and help them and entertain them. Madad-E- Kharch is a prominent initiative taken by the staff showing the concern of

the teachers to the students and society. Other than this the departments have created a corpus fund to support financially the week and underprivileged students of the college so that they can continue their studies. This fund is only utilized to pay the fees, so that the students who drop out because of their financial constraints can avail this facility and pursue their studies without a break. Other than this, the management takes initiatives to support the local community and also support staff members in their needs. During the lock down of covid-19 the college management, staff and students supported more than 40 families with food materials, money , medicines and other needy things. Around Rs. 2 lakh was spent for this purpose. The college also took the initiative to support the needy community by installing a wall of kindness. The Wall of kindness inspires the students, staff and the alumni to pursue acts of humanity and benevolence for the welfare of those in dire need of basic things. This sort of unconventional charity is a boon in the college as well as the locality. The college also gives a platform to rise above the narrow confines of caste and religion by celebrating all the religious festivals in the college campus where the local are invited and even "Langar" is distributed to all. A special course of "value education" has been conducted in the college to inculcate moral values and charity among the youth. By conducting all these activities the college strives to achieve its mission to mold a generation of intellectually, morally and spiritually awakened youth. Impact: Youth at Large have joined the NGO many alumni render their hands to support the poor and needy students and the society.

Provide the weblink of the institution
https://drive.google.com/file/d/1eAxvMnUImu-Ms0GAL8Ne_XJ0P50dPZNj/view

8.Future Plans of Actions for Next Academic Year

 At the time of this unexpected pandemic, every education institution is facing a big challenge to convert the classroom teaching to online teaching. In the light of above, Trinity College Jalandhar will focus in next academic year on improving infrastructure facilities, training the faculty and students for being ICT friendly and arousing the students' interest during online classes. Along with the above changes, there is a need to reposition. In view of this, the following Plan is proposed for the next academic session. • To start new degree and vocational courses. • To organise FDP and SDP on use of Technology in education. • To organise various webinars and e-conferences for encouraging research culture among the faculty and students. • To introduce Certificate or crash course. • To set up fully functioning Research and Development cell. • To strengthen the tech savvy infrastructure to facilitate and motivate the faculty for development of e content for the students. • To ensure the upgradation and full automation of library. • To introduce fully equipped gym in the college. • To have registration of alumni association. • To ensure strategic plans for each department and cell. • To ensure academic audit for each cell. • To develop incubation centre for encouraging the youth for entrepreneurship. • To install environment savvy devices and adopt eco-friendly practices. • To build collaborations and MoU's with Govt. bodies, NGOs and private Sector. • To consider UGC sponsored Centres or Programs that can be implemented. • To encourage and facilitate the students to pursue Swayam MOOC courses. • To take necessary action for making the campus safe and secure against COVID and to follow Standard Operating Procedures issued by government from time to time. • To provide profession counselling to the staff, students, parents and society at large for ensuring Mental Health Support in the changed circumstances. • To continue the community outreach programs through all possible online or offline modes. • To focus on exit class students and to develop their soft skills. • To organise online campus placement drives.