YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	01812420793
• Mobile no	9855297007
• Registered e-mail	trinitycollege2002@gmail.com
• Alternate e-mail	prashar77@yahoo.com
• Address	CHURCH NAGAR, GURU GOBIND SINGH AVENUE, CHOGITTI
• City/Town	JALANDHAR
• State/UT	PUNJAB
• Pin Code	144009
2.Institutional status	
• Affiliated /Constituent	AFFILIATED
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**GURU NANAK DEV UNIVERSITY, AMRITSAR**
• Name of the IQAC Coordinator	**ASST. PROF. NEETU KHANNA**
• Phone No.	**01812420793**
• Alternate phone No.	**01812420003**
• Mobile	**9780030151**
• IQAC e-mail address	**iqac@trinitycollegejal.com**
• Alternate Email address	**neetu_591982@yahoo.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 Web link:	https://trinitycollegejal.com/storage/2021/04/Academic-Calender.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.45**	**2019**	**28/03/2019**	**27/03/2024**

6.Date of Establishment of IQAC	**11/10/2010**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	[View File]()

9.No. of IQAC meetings held during the year	03

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

1. Development Programmes for faculty, students and Administrative Staff. 2. Standardized and Systematic Record keeping. 3. Academic Audits. 4. Implementing 5's system. 5. Industry-Institute Interface.

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

Plan of Action	Achievements/Outcomes
Filing of AQAR	Uploaded in May 2021
Preparation and adherence to Academic calendar	Comparison of Planner and chronology shows that academic calendar has been followed to the extent of 90%
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.
To have Quality circle in college	IQAC has discussed many quality initiatives in Academic Council Meetings as evident from the minutes of council meetings
To formalize the documentation system	All the reports of departments and cell have been compiled in form of dossiers and data for last all years since 2014 has been properly coded and kept very systematically.
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 take various initiatives for enhancing quality in education	Conducted various activities, webinars, FDPs, SDPs etc to inculcate quality culture in the college
To undergo 360 degree evaluation of the college systems	Collected feedback from all the stakeholders including students, teachers, parents, alumni, employee and employer

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

- Name of the statutory body

Name	Date of meeting(s)
Academic Council	03/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	11/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **324**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **520**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **282**

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

File Description	Documents
Data Template	[View File](#)

2.3   **142**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **35**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2   **35**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	**324**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File]

2.Student

2.1	**520**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	[View File]

2.2	**282**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File]

2.3	**142**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File]

3.Academic

3.1	**35**
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	**35**

File Description	Documents
Data Template	

4.Institution

4.1 Total number of Classrooms and Seminar halls	**21**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**52.76**
4.3 Total number of computers on campus for academic purposes	**45**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Trinity College, affiliated to G.N.D.U, Amritsar follows a well-defined curriculum developed and designed by the university. The college plans and develops action plans for effective implementation of the curriculum. The head of all the departments meet at the end of each session to plan & distribute workload for the department for the coming session, afterwards subjects are allocated to the teachers to enable them to equip themselves for effective teaching. Teachers make lesson plans which is made available in the department and shared with the students. Teachers maintain digital teacher's diary. Time Table is communicated to both teachers and students. Through Academic Retreat faculty members are made aware about various pedagogical tools. IQAC prepares the Academic Calendar in consultation with all the departments which is uploaded on the college website. Curriculum was delivered through Zoom, Google meet, Google-classroom etc. N-List facility is available to support teaching and learning. To supplement classroom teaching, Guest lectures, Debates, Research

Surveys, Student Development Programs, Experiential-learning etc. are provided. Students' performance is assessed through mid-semester tests and class tests. Information about curriculum related courses is provided through SWAYAM NPTEL Local Chapter of the college. Regular feedbacks are obtained from the stakeholders to ensure the quality of the education.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://trinitycollegejal.com/storage/2021/04/Academic-Calender.pdf

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

For the overall development of the students institution takes keen interest in the Continuous Internal evaluation of the students across various parameters. A comprehensive Academic Calendar mentioning the academic information, induction program, celebration of Important days & festivals, academic retreat, dates of examinations, preparatory leaves ,P.T.M, Industrial trips, educational trips prize distribution day ,NSS and NCC activities and various curricular and Co-curricular activities is prepared by the IQAC in consultation with all the departments. It is published and made available in all the Departments and Library. It is uploaded in the college website also. College follows the academic calendar of G.N.D.U for examination, assessment &evaluation, youth festivals and sports events etc. Date sheet for the mid semester and university examination is communicated through the noticeboard & online platform. Internal assessment marks of the students are uploaded timely on the university portal. The performance of the students is communicated through PTM. On the basis of academic performance of the students remedial classes are planned & organized. Besides Mid semester exams performance of the students is assessed through class tests, assignments, presentation, seminars, projectwork, quizzes etc. Compliance to the academic calendar is verified through an academic audit conducted by academic audit committee in each semester.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://trinitycollegejal.com/storage/2021/04/Academic-Calender.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

00

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

6

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

488

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The College integrates cross cutting issues in the curriculum through various certificate courses ,curricular and co-curricular activities.

Professional Ethics is a part of the curriculum of various subjects of commerce .College offers Certificate course on professional ethics ,Soft skill development and organize Entrepreneurship Awareness camps through entrepreneurship development cell.

Gender issues are the component of the curriculum of the languages, sociology and political science. Trinity College emphasis women empowerment through women cell, ICC, anti-harassment cell which conducts seminars, expert talks and competitions on women related issues. Celebration of women's day, Father's Day and Mother's Day gives stress to the recognition of

equality of gender.

The college inculcates Human Values through short term courses on life skills and Spiritual &Human values, celebrations of festivals &national days, outreach programs, wall of kindness, langar seva , blood donation camps and helping needy students through various scholarships .

Environmental Studies is a compulsory subject of graduation classes. Curriculum of botany, political science, commerce, economics and languages touches the issues of environment. Go green club in association with NSS and NCC conducts tree plantation activity, cleanliness drive etc. Besides Vermi Composite unit, college presents plants saplings to the staff on their birthdays and to the chief guests as a token of love during celebrations.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

6

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

224

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	https://trinitycollegejal.com/storage/2021/12/Curriculum-Feedback-Report-2020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://trinitycollegejal.com/storage/2021/12/Curriculum-Feedback-Report-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

520

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

282

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

At the time of admission, the career counsellors assess student's intelligence, aptitude, interest and personality. Accordingly, student is guided for appropriate course. At the starting of the session, induction programme is conducted for new commers to make them aware about all the systems and procedures of learning and evaluation.

In order to assess the learning levels of the students, mentors and class teachers regularly interact with students in group and in person. Students are categorized according to level of learning into advance and slow learners,

For Advanced Learners: -

Special club for advanced learners Radiant Star is there to identify the students with special talent and potential. Students getting 65% marks in previous class are eligible for this club.

Learning sessions, extension lecture, workshops, quizzes etc. are organized for them to enhance their practical knowledge. They are encouraged to enroll in concurrent courses in MOOCs offered by SWAYAM and NPTEL. They are made aware of various career opportunities in keeping with their career strength.

For Slow Learners: The Institution has student support cell to support the slow learners and to overcome their academic difficulties by organizing remedial classes during the semester, giving practice assignments, peer tutoring, providing extra reading material, video lectures to improve basic understanding of subject. The students from Punjabi and Hindi mediums are given free English classes and bridge courses for other difficult subjects like mathematics and accountancy.

File Description	Documents
Paste link for additional information	https://www.facebook.com/105170281208820/posts/353832536342592/
Upload any additional information	View File

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

Number of Students	Number of Teachers
520	35

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The academic philosophy of trinity is student centric. The teachers act as facilitator and students play an active role in the learning process. Various methods of experiential and participatory learning are adopted to ensure that students are active participants in the teaching-learning process. These methods include Group discussions, Projects, presentations, Term Papers / Seminar, Home Assignments etc. Experts from industry are invited to give guest lectures which widens the knowledge horizon of the students. Innovative teaching tool like flip method allow

them to deepen their knowledge. Department-specific activities like one-day field trips, study tours, long excursions, industrial and institutional visits and research projects are organised. The College has collaborated with many industries and NGOs for this purpose. The Placement Cell assists students in securing internships that provide them an opportunity to learn as they work. Students actively participate in co-curricular and outreach activities organised by various Committees of the college. Students manage the social media for college. Students also contribute to the newsletters of the departments and the National Service Scheme (NSS) that enhances their social skills. Students are involved in college activities through college cabinet. Recognizing the importance of extra skill sets, add-on courses are introduced in Life Skills, Professional ethics, Soft Skills, Human and Spiritual Values, beauty salon and Computer hardware. All these practices are followed to provide a platform to student for implementing the theories practically they learn in class rooms.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.facebook.com/105170281208820/posts/291629489229564/

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

Acknowledging the role of ICT in effective teaching learning process, the college offers a diverse set of ICT tools to its faculty and students. With special reference to session 2020-21, where the whole education system flipped to online mode, the college used wide range of ICT tools. The college has sufficient ICT enabled classrooms, LCD Projectors, e-Books, digitalized library, audio-video tools. The students are also actively involved in teaching learning process with the use of ICT tool. The students prepare Power Point Presentations, project reports and other assignments. Students are motivated to join concurrent online courses through SWAYAM and NPTEL. Webinars through ZOOM by experts are also organised for the students. Desk tops, laptops, pen drives, microphones, i-pads, and other ICT tools are extensively used by teachers and students. Regular training sessions are organized to update their ICT skills. The college has

access to INFLIBNET to support learning, research and academic pursuit. The faculty develops e-lesson plans, power point presentations and video lectures for the students and make it available to the students through google classrooms, google drives, you tube channels, whatsApp, telegram groups and emails. To add to the academic as well as professional competency of the students, subject specific software such as Adobe Photoshop, Corel Draw, SPSS etc. are provided. These ICT enabled teaching learning process aims at producing fully skilled and competent global workforce.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

35

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

8

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

211

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal Assessment for University

The University has no provision for internal assessment in the form of any credit in the maximum marks for any of its courses.

However, the university has a provision for evaluating students internally in certain courses namely B.Com and M.Com. through a seminar paper or project work. The students are guided about the structure, format and the ethics involved while working on a project report or presenting a paper. The students are informed well in time about the seminar/project dates and evaluation parameters. Topics are chosen by the students in consultation with their teachers. Seminar Schedule/project submission schedule is put up on the notice board. The awards are submitted to the HODs for moderation, which are then timely uploaded at the university portal.

Internal Assessment in General

Formative and summative assessment approaches are adopted to assess the students in terms of their learning outcomes. The students are evaluated by class participation, group discussions and class tests. Based on the pattern of questions papers set by the university for final exams, mid semester examinations are organised. These examinations are conducted as per examination policy of the college which ensures transparency and consistency in evaluation system.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1hBYqXZ32i MFDdDtB-bKzWKjxFbyLm4R7/view?usp=sharing

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

For handling, examination related grievances, college follows transparent and time bound system. Faculty and student both may raise their grievances on prescribed form available in the college library within 3 days of grievance. Faculty can report grievances related to invigilation duty, misbehavior of student, mismanagement of examination committee and any other related matter. Similarly, students can also report their grievance, in case they are not satisfied with their grades or they have any

issue with date sheet, question paper or with invigilator. The grievances are settled by examination committee and are resolved within 7 days of receiving the complaint. In case the student or faculty is not satisfied with the remedy offered to them against redressal, they can contact Anti-Harassment and Anti-Grievance cell, which can forward the complaint to principal or director for reconsideration. Before tasking any final decision, opportunity of being heard is given to both the parties and on the basis of explanation and evidences, provided by then, final decision is given. Past data shows that students openly clear their doubts regarding evaluation of their answer sheets with their subject teacher, when teachers discuss the answer sheets in the classroom after evaluation.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1OiIEkUZ2LtqcwGz9fCd9kqWCS4LgrE-k/view?usp=sharing

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme outcomes gives a road map of knowledge, skills and abilities that students acquire while pursuing their graduate and post-graduate courses. Trinity offers a number of programmes in Science, Humanities and Commerce with specific programme and course outcomes which are well defined by affiliating University GNDU Amritsar. The specific learning outcomes of various courses are built into the curriculum of each discipline and are available on the University website. However, they also have some common outcomes that are summarised and compiled for the students. These outcomes are. properly communicated to all stakeholders through various methods.

College publishes the programme and course outcomes on its website. At the time of admission, the Counselling Cell Help Desk also apprises the students of what to expect from various courses. Further, the outcome of courses is clearly outlined during the Induction Programme organised at the start of the academic session. The CO-PO information is made available in the library for easy access to students and faculty. Mentors and subject teachers also frequently discuss about the expected learning

outcomes of the courses with the students.

Similarly, when any new course is introduced, outcomes are clearly explained and discussed in academic council by the concerned head of the department. The purpose of this discussion is to review the relevance and expected outcome of the new course being introduced.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://trinitycollegejal.com/storage/2021/12/Course-Ouctcomes-2020-21.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Students acquire knowledge, skills and abilities during the duration of their courses. College follows various direct and indirect measures for evaluating attainment of learning outcomes. Examinations conducted by college during mid of the semester and by the university at end of the semester are the direct methods for assessment and evaluation of learning outcomes of the students. Apart from these examinations, the faculty evaluates students on a continuous basis through class tests, assignments, quizzes etc., thus providing opportunities to students to improve their performance. Many courses involve the conduct of practical experiments in laboratories and viva-voce for the evaluation of the students. Results declared by the University at the end of each semester are thoroughly analysed in academic audits of departments and Academic Council meetings where various strategies are formed to improve the performance of the students. College alumni have distinguished themselves in various fields, such as art, academics, law and administration. Such reputed alumni can be taken as an indicator of course/programme outcomes and the level of teaching learning in the institution.

IQAC takes feedback from the students at the end of the session to know whether students have got a clear understanding of their course or not along with difficulties faced by them. These suggestions are analysed and are put forward to the management for further action.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drive.google.com/file/d/1hBYqXZ32i MFDdDtB-bKzWKjxFbyLm4R7/view?usp=sharing

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

59

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://drive.google.com/file/d/1JXQfjAzLU VU7veBDuyq9x0oK99KLrW1f/view?usp=sharing

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://drive.google.com/file/d/1r_bAk1jZM16fioO58yCCUHBcfHH6xG5I/view

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	*View File*
e-copies of the grant award letters for sponsored research projects /endowments	*View File*
List of endowments / projects with details of grants(Data Template)	*View File*

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	*View File*
Institutional data in prescribed format	*View File*

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	*View File*
Any additional information	*View File*
Supporting document from Funding Agency	*View File*
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The College ardently aspires to cultivate the spirit of innovation and has established Institutional Innovation Cell,IPR Cell, Entrepreneurship Development Cell, Research and Incubation cell to support initiatives for conception and transfer of knowledge.

Institutional Innovation cell:

Innovative ideas of students are nurtured through various events like Entrepreneurship Workshops, Expert talks, Student Develeopment Camps stc. The Cosmetology Departmentemploy skilled students in the college saloon and provide support to students and ladies of self help groups for startups.

Research Promotion Cell: Various webinars were conducted in order to generate research knowledge among students as well as teachers.

IPR Cell: The cell has conducted seminars and workshops for the faculty and students to enhance research

and patenting culture and also encourages filing of patents

Entrepreneurship Development Cell: Regular EDC programs are organized to create entrepreneurial culture in academic institution to foster growth of innovation and entrepreneurship amongst the faculty and students. Success stories of college alumni and students working as entrepreneurs motivate others to follow. The Cosmetology Departments employ skilled students in the college saloon and provide support to students and ladies of self help groups for startups. Similarly Department of Computer Science offers various skill oriented courses toimpart practical knowledge to the students.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://trinitycollegejal.com/activities/women-development/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

7

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers

in national/ international conference proceedings year wise during year

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File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In order to ensure less consumption of electricity, LED bulbs were used. Stickers to save electricity were pasted on switch boards in all classrooms and staffrooms.

To make the environmental related knowledge more practical and interesting college conducts tree plantation activities. College motivates faculty and students for power saving and paper saving by inculcating in them a desire to save these scarce resources for the coming generations, i.e use of rough papers for Circulating important notices, online reports were also sent for activities conducting in the college to IQAC.

We continuously do efforts to make our campus a plastic free campus. Students are provided

Admission kit Comprised of Cloth Bag to enable them to bring their study material in those bags

Instead of plastic bags.

Usage of Plastic crockery is avoided in the institution.

NSS and NCC also planted trees in college as well as nearby areas to promote green environment. Cleanliness drive campaign also took place to make our environment clean and green.. In order to decompose the biodegradable wastes for making manures ,Vermin compositing unit is installed.

Various outreach programmes were organized by departments and ration is distributed to the needy families. Department of arts adopted families in order to help them in every way.

File Description	Documents
Paste link for additional information	https://trinitycollegejal.com/activities/social-welfare/
Upload any additional information	[View File](#)

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

4

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

14

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File](#)

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

423

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

02

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

12

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Infrastructure is one of the foundations for the growth and development of the institution. The college has made rapid progress and developed into a big educational centre of higher learning. The college is located on the side of the main Jalandhar –Amritsar bypass road in Guru Gobind Singh Avenue, Chogitty with campus measuring 7 Acres of land. The college is well connected as the railway station at just 1.8 Km from the college and the nearest bus stop is 100 meters from the main gate. Keeping the goal of ecological sustainability, the campus is home to a large number of trees some of which are very old and with high medicinal values with their distinct biological names. There are 19 class rooms with the seating capacity of 40 students .The college has Director's Office, Principal's Office, 3 separate staff rooms , conference hall , auditorium, open stage, central library ,physical education room, canteen, prayer room, reading room, visitors room, security room, a common room, three store rooms, 4 well equipped science labs, 1 Cosmetology Lab, 1 vermi-composting unit, playground, cycle parking, 1 infirmary and separate hostel facilities for girls and boys. The institution has separate rooms for NCC, NSS, IQAC, Anti-Harassment, Anti-Ragging, EDC, Women Cell and Admission cell. Separate toilets are provided to the girls and boys on all the floors. There is provision of R.O. purified drinking water at various places. On every floor there is a provision of ICT teaching. A milestone in the history of Trinity College Jalandhar this year is the newly build Admin Block with Computer Labs, Library, Auditorium and Gymnasium with Yoga Centre which will start its functioning from next year. There is a special provision for physically challenged people in the form of ramps. There is an alternative power system in the college

(Generator/ Invertor). Since 2020-21 session was based on online teaching so teachers were majorly dependent on online computing equipments. Equipments like personal computers, laptops, mobile phones, tripod stands etc were used to take online classes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://trinitycollegejal.com/about-us/facilities/

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

he institution is known for its cultural and sports activities. The institution has requisite facilities for cultural activities including air-conditioned conference hall with a seating facility of 200 persons and proper audio visual aids like projector, speakers etc , auditorium with seating capacity of 300 persons, open stage, recording studio with proper equipments for recording various cultural activities. We provide all the essential costumes, accessories and props for all the cultural activities. The institution has adequate backdrop and display boards especially for drama and skit activities.

The institution has all the required provision for Sports in the campus. The vast playground lodges a 400m athletic track, football ground, netball ground , volleyball ground, shot put circle, discus throw sector, javelin throw arena, basketball court, hand ball ground, kho-kho ground, cricket pitch, long jump pitch tug of war ground and parade ground. The institution promotes outdoor as well as indoor games for which we have well equipped Physical Education Room.

Apart from above sports Infrastructural facilities, a separate gymnasium with Yoga centre has been constructed in the new building which will function from next year.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://trinitycollegejal.com/about-us/facilities/

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

9

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://trinitycollegejal.com/academics/ict-pedagogy/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

21.99

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

The library of Trinity College Jalandhar was established in 2002. It is set up in a beautiful building surrounded by nature's bounty with green library concept. It has been divided into different section like research section, reference section, periodical section, meditation section and e-library. It is a fully computerized library following koha software. Nature of automation of the software is partial with version 20.11.06.000 Perl Version. The library has subscription of N-List and it provides access to WEB OPAC for its readers who can access these facilities on their personal computers/mobile with internet. The library consists of approximately 12000 books on various subjects. Book Bank facility is also available for college students, from where they can borrow the referred text books for whole semester for very nominal charges. It has subscribed to various journals and newspapers. It has a separate computer section with 20 computers with internet facility to explore e-resources. Our Library has not only a huge collection of books but an amalgamation of knowledge culture and advancement. Library has very good collection of rare books, reference books, and religious books.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://trinitycollegejal.com/about-us/facilities/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)

2.40

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

00

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

In the session 2020-21, covid-19 pandemic has resulted in higher education institutions shut all across the world. Due to this the education system has entirely changed with distinctive rise of e-learning. Pandemic has resulted in making the teaching learning process remote and on digital platforms. Online teaching requires a lot of technical equipments from Personal Computers, laptops and related accessories to strong wifi equipments. It was a pre requisite for the institution to update and provide wifi facilities on all the floors to maintain online teaching learning standards. Every department was provided with tripod stands so that they can take their online lectures persistently. All the computers available in computer lab with proper internet connection also helped the teachers to take online classes in an efficient manner. The institution also provided paid subscription of Zoom Platform to conduct various online National/International seminars, FDPs, SDPs, Guest lectures and other events.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://trinitycollegejal.com/academics/ict-pedagogy/

4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

11.32

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The management has devised a policy and changes are done from time to time for the maintenance and utilization of academic and support facilities. For its academic growth and its optimum utilization, the construction of the new building has been done to augment the infrastructure facilities. As the college is growing rapidly, keeping in view the expansion of all the requirements, major expenditure has been incurred to provide better facilities to the students in the form of spacious library, well equipped computer labs, new auditorium with a capacity of 1000 people and a modernized admin block with CCTV cameras. Green and blue dustbins are placed at every floor. Full Time gardeners have been employed to maintain the Green Cover of the campus. All the laboratories are assigned in charges who ensure the maintenance of building, furniture, fixtures, and equipments of the laboratory. As the pandemic has hit all the sectors of the economy specially the health sector, the institution has taken a step forward to raise awareness among the students and the faculty for their better health with the construction of gymnasium and yoga centre. With the initiation of the cosmetology department with various courses, the institution has grown by leaps and bounds. New books are added, physical education room is updated and current required specimen and solutions for science labs are purchased of science labs every year.

S. No. Physical and Support facility Percentage allocation (2020-2021) 1 Furniture 28 2 Maintenance 25 3 Library 20 4 Computers 15 5 Labs 10 6 Misc. 2

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://drive.google.com/file/d/1YTqbCkA-DzOXRAWTvEV1q0fQWeV55sP8/view</u>

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

66

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

33

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://trinitycollegejal.com/students/students-welfare-measure/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

309

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

309

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

9

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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 the 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 the previous classes and 75% attendance in the class. The office bearers of the college cabinet can be debarred from the post if 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 candidates are displayed on the notice board. 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 maintaining discipline. They have to take up specific duties in organizing events and co-curricular activities. Contributions of the cabinet to the institution: The College cabinet actively contributes towards the growth and development of the institution. The list of activities/events/contributions done by college cabinet in session

2020-21 are as follows - Discipline duty performed in the morning along with checking of student ID Cards. Proctorial duties on various floors are done by office bearers. Organized Independence Day, teacher's day and Republic Day, thus contributed in the national integrity. College Cabinet are also active member of IQAC team. 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.

File Description	Documents
Paste link for additional information	https://trinitycollegejal.com/students/students-council/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

3

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

TRINITY VOLVIO ASSOCIATION (Alumni Association) The Alumni are a strong support to the institution. An active Alumni Association can contribute in academic matters, student support as well as mobilization of resources - both financial and non-financial.

Trinity College is having Alumni Association named as Volvino Association. A total of 3 meetings of alumni association held in last 3 years for solidarity building and to strengthen the bond between the teachers and the students. The meetings were clubbed with cultural activities for the entertainment of alumni. This provides an opportunity to them to maintain contact with their 'alma mater' and among themselves. The association contributes significantly to the development of the institution through financial and non-financial means. The details are as follows – Non-Financial Contributions – • Narpinder, a proud alumnus of Trinity College from the department of Economics has donated more than ten books of Mathematics and general knowledge to college library. • Mr. Ankush Negi is another alumnus of college from Department of Commerce. He is working as Deputy Manager in Punjab National Bank. He has delivered a lecture on 'Current Banking Practices'. • Mr Amit is another alumnus of college from Department of Commerce. He is working as Assistant Professor in GNDU College Phillaur. He has delivered a lecture on computerised accounting in Tally Financial contributions – • Since Institution is in the process for registration of Alumni Association so as far as Alumni Association will be registered we will start taking contribution from our Alumnus The institute ensures to have a strong and healthy bond with alumni in the coming future.. Objectives: To interact with students. To provide opportunities to participate in co- curricular activities of Trinity College. To contribute towards the welfare of the alumni.

File Description	Documents
Paste link for additional information	https://trinitycollegejal.com/associations/alumni-association/
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Trinity College envisions to become a torchbearer in quality education and it strives to provide the moral values to its students in order to make them better human beings.

Nature of Governance:

The management of the institution upholds the vision and mission of the disciplinarians by taking vital steps towards it. It provides ample opportunity to the students of the college when the academic session begins with an induction program conducted by the head of the institution, wherein, the fresh entrants are introduced to the vision of the college. The vision and mission of the college is being displayed on different places in the college itself. Brochure, College Prospectus, College Magazine "Trinitas" consists the vision and mission of the institution.

Participation of Teachers in the decision making bodies

The College is taking adequate initiatives in making the teachers participate in the decision making bodies. The head of the departments who are representatives of their respective departments are the members of all decision making bodies. First of all, H.O.D meeting is conducted with the management then important issues and decisions are discussed in the Academic Council meeting where various modifications are done and after that all the decisions are announced in the staff meeting. In this way, the teachers are involved in the planning and implementation of the decisions.

During its academic journey, the institution has been keeping its plans aligned with its vision and mission. Both the long-term as well as the short-term plans of the institution are focused on the achievement of the twin goals of academic and infrastructural development of the institution. All the proposals and academic calendar are tabled in the meetings of the College Managing Body and for the approval of the execution of the same. Undoubtedly, the financial assistance from different sources forms the backbone of all such major and minor plans/projects. All the concerned committees and departments prepare these proposals as per prescribed norms according to the GNDU Amritsar and University Grant Commission guidelines.

File Description	Documents
Paste link for additional information	https://trinitycollegejal.com/about-us/vision-mission/
Upload any additional information	View File

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

The first step towards any real progress is brainstorming ideas. All stakeholders of the institution are involved in the process. First of all, H.O.D meeting is conducted with the management then important issues and decisions are discussed in the Academic Council meeting where various modifications are done and after that all the decisions are announced in the staff meeting.

Every year IQAC organizes FDPs to train the Staff members in various skills. Keeping the practice ongoing One week International FDP was conducted by IQAC from 20th -26th July,2020. The topic for FDP was "Enhancing Digital Proficiency: A Platform for Refining Research and Teaching Skills" It was conducted online due to COVID. It was well planned before the conduction. Management discussed with HODs that Digital Proficiency is the need of the hour during COVID pandemic and all staff members must be efficient enough to use IT tools for gaining the goal of effective online teaching. It was then decided that FDP for the same should be conducted. Then the proposal was discussed in Academic Council meeting with all the members including IQAC coordinator. All the members agreed and the responsibility for the conduction of FDP was given to IQAC. IQAC was authorized to find the resource persons and draft a detail plan for the execution. In accordance with the decision and plan, IQAC conducted one week International FDP online from 20th -26th July,2020 on the topic "Enhancing Digital Proficiency: A Platform for Refining Research and Teaching Skills". The FDP was organized by IQAC very efficiently with the support of Management and authority.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1I40n0jMu69-tfE6XyAQ7UFz7hQLRCjmr/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

E-Inauguration had been planned right in the beginning of the academic session while preparing Academic Calendar for the session 2020-21 For the preparing of Academic calendar, academic Council of the college conducted a number of meetings. After detailed discussion, Academic Council decided 4thAugust,2020 as the suitable day for conducting the programme. The concerned coordinators were guided to prepare the detailed plan for the program and discuss it with the authority, so that the program could be organized well.

The E-Inaugural ceremony of session 2020-2021 began with a beautiful prayer. The worthy Prinicipal of the college, Dr Ajay Prashar, welcomed the director Rev. Fr. Peter Kavumpuram. The Principal formally welcomed the faculty members and the new entrants who have shown their faith in our institution. He mentioned about the significance of education by quoting Martin Luther King, "The function of education is to teach one to think intensively and to think critically. Intelligence plus character-that is the goal of true education". He also spoke about the college and the faculty members of various departments. Various Heads of the Departments presented a power point presentation on the previous activities of the departments. Various Club Coordinators also made the new entrants familiar with club activities.

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.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://trinitycollegejal.com/storage/2021/04/Academic-Calender.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Institution functions through the various cycle of administrative body. All the policies and decisions have been taken by following the proper system established in the institution. First of all everything is planned and decided at macro level in the Governing body of the institution. After approval of the Governing body, the decision and plans are discussed with all HODs and their opinions are taken into consideration by the Management. Then at the next level everything is discussed in the Academic Council Meeting in which all HODs, IQAC Coordinator and Staff Secretary are included. After that every decision and plan is shared with all the faculty members in the General Staff Meeting which is conducted in every month. At all the stages , modifications and suggestions are welcomed by the Management and authority. In this way Institution has very clear and transparent system for taking all the decisions for the growth of the institution.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1aN-kAJkyaZFByxSX1YgBkXMtVkWP6zkf/view
Link to Organogram of the institution webpage	https://trinitycollegejal.com/about-us/organization/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

1. Provision of Various leaves :casual leave, earned leave and medical leave in addition to maternity leave for female staff and faculty Teaching and Non-Teaching Staff
2. Transportation facility for local and outstation assignments Teaching and Non-Teaching Staff
3. Fee concession to the wards of teaching and non-teaching staff
4. Free parking facility for two wheelers and cars Teaching and Non-Teaching Staff
5. Fitness Zone Gym and Workout station Teaching and Non-Teaching Staff
6. Beauty & Wellness services at subsidized rates Teaching and Non-Teaching Staff
7. Canteen facility
8. Well-equipped and well-furnished staff rooms laced with modern amenities
9. Free Uniform Non-Teaching Staff
10. Wi-Fi facility is available.
11. Free accommodation for supporting staff.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1JgFf_ah3j T8uz7vcoMtHUq3iz2vRuN3N/view?usp=sharing
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

11

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

25

File Description	Documents
IQAC report summary	*View File*
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	*View File*
Upload any additional information	*View File*
Details of teachers attending professional development programmes during the year (Data Template)	*View File*

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

Faculty and staff are the two main pillars of any educational institution. The execution of policies and programs in an effective manner is possible only if faculty/staff is competent and work as a cohesive team. To ensure this, the college has established well defined and structured mechanism for regular performance appraisal of the faculty and staff. The performance evaluation is done on the following parameters. Teaching, learning and evaluation related activities. Professional development, co-curricular and extension activities, research and academic contribution, efforts towards college administration. The self-appraisal forms, as designed by IQAC, filled by the faculty along with the feedback forms of the students form the basis of evaluation for the performance of the teachers.

Performance Assessment of Non-Teaching Staff

The principal evaluates the non-teaching staff on the basis of informal feedback received from office superintendent and students regarding their satisfaction with the working of the employee. The feedback is either received directly by the Principal through personal interaction or suggestions put in the suggestion box. Such feedback becomes instrumental in improving the performance of the employee.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1wHGDcqxTA YbjSzoAm7bOfap6CH4h2xsJ/view?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 2020-21. 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 conduct 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.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1_VcTPWQhD 88mcoLhk3u6irNUeCSFI1TH/view?usp=sharing
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1599.55

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Efficacy of governance depends upon the ability to mobilize funds and put resources to optimum use. The college has meticulously established transparent systems and procedures for mobilizing funds from different funding agencies. Following strategies are adopted for fund mobilization. The college infrastructure is aptly used for competitive exams. Efforts are made for filling up maximum seats in hostels. The institution prepares a budgetary plan in the beginning of the session which is presented in the local managing committee for approval. Local committee approves the major purchases. Internal check system has been institutionalized whereby the work of one clerk is checked by the other to prevent errors and frauds. Bursar checks bills and other relevant documents after these are duly verified and initialed by the Superintendent accounts. Stock checking is done at the end of academic year to check pilferages and to ensure proper maintenance of college infrastructure. Regular external financial audit is done of the funds received from various agencies.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1YTqbCkA-DzOXRAWTvEV1q0fQWeV55sP8/view
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

1. Skill Enhancement: Understanding that skill enhancement is the need of the hour, IQAC of the college has evolved a focused approach towards skill development of students to realize the mission of the college. The college has introduced a number of skill enhancing 30 hours certificate courses. At present college offers skill enhancement courses for soft skill development, professional ethics, life skills, human and Spiritual values, Computer Hardware and Maintenance, Beauty Culture, Salon, Entrepreneurship Development, nutrition and fitness coder's Python, NISM Live Stock Trading, Digital marketing, ethical hacking, French, Spanish and German language, Science of Memory Boosting, Content Creation, Curation and Marketing , Graphic Designing, Video Editing, UI and UX design, Web and App Development, Typing in Punjabi, Computerised Accounting

2. Standardised and Systematic Record keeping: IQAC has developed a system where report of every activity has to be mailed by the concerned event coordinator within 7 days in the given format. It follows proper filing and indexing system to facilitate the maintenance of records systematically. IQAC has developed its own formats for report writing, department dossiers, club's dossiers in order to ensure symmetry in record keeping.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1lOKGCTZes yDve0IrMyaQHhecxbxokT0T/view?usp=sharing
Upload any additional information	View File

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

1. Academic Administrative Audit IQAC has institutionalized the annual conduct and follow-up of Academic Administrative Audit (AAA) at internal and external level;

For internal audit, there are prescribed formats to evaluate the performance of faculty members, departments, clubs and cells. These formats are self-appraisal forms where each individual/department/cell assess their own performance against

pre-determined goals. IQAC analyse the performance and discuss future strategies to bring incremental improvements in performance.

For further analysis, external audit is also conducted, for which experts from other education institutions are appointed by management as auditors and are invited for in depth analysis of academic performance of all individuals, depts and cells through two days interaction based review meet of expert with all depts and cells.

2. ICT based Innovative Pedagogy The COVID-19 pandemic has changed education forever. As a result, education has changed dramatically, with the distinctive rise of e-learning, whereby teaching is undertaken remotely and on digital platforms. Considering this sudden shift away from the classroom, IQAC took lead to strengthen the ITC based teaching learning process. The teachers were given special training for making them familiar with technology and facilitating the e-teaching learning process. Similarly, seven days FDP was also organised at international level on collaboration of VIT, Valore. All the classes were shifted to online mode through various e-learning portals including zoom, google classroom, teachmint etc. The faculty members created their own you tube channels where they uploaded various modules for the easy and all-time access to the students. College also provided direct link to students for a number of MOOCs available through SWAYAM/NPTEL. Furthermore, online feedback from the students on curriculum and pedagogy were also collected and to enrich the curriculum, various webinars were conducted for the faculty and the students.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/18hcJkD7IzrX044vpAgPb1MDZ3wbCYApw/view?usp=sharing
Upload any additional information	View File

| 6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit | C. Any 2 of the above |

recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://trinitycollegejal.com/naac/iqac/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our college is a co-ed college. All the benefits that are provided by the college for the students are equal. The college has different cells to maintain gender equity and sensitize them and provide secure platform for them like NCC, NSS, Internal Complaint Cell(ICC), Anti Harassment and Anti Ragging Cell. • College organizes various online programmes for gender equity like motivational lectures, seminars, sensitization regarding health issues like hygiene, diet, first aid , rights of women related to sexual harassment at work place, entrepreneurship and financial independence of women , celebration of days related to women etc. Other than these, the college takes initiatives to give equal opportunity to the boys and girls to participate in different events like Zenith, Tech star, Comfest , inter department and inter college competitions etc.

• The Specific facilities provided for women in terms of: a) Safety and Security • For the safety and security of the students the college organized various online seminars and awareness programmes. Security guards male and female are appointed for the safety in the campus. There is an anti harassment cell and anti ragging cell in the college where the students can put their complaints. Besides, Internal Complaint Cell (ICC) is also there to support them. • Institute displays emergency contact numbers in the college campus. • The institute provides CCTV Surveillance throughout the campus for safety and security purpose. • The

Campus has a robust security, Safety system with multiple checks at entry points for all persons and vehicles. Students wear ID cards at all times and outsiders are checked by security staff before allotting visitor IDs. b) Counselling • The faculty, in all the departments monitors their academic progress throughout the year. Various mentoring sessions are conducted regularly for academic counselling of the students. • The college has permanent counselor to counsel the students. The students can meet the counselor whenever they are free.

c) Common rooms Separate common rooms for girls in third floor and boys in the first floor are set up where students can relax whenever they feel free or when needed. Both common rooms are spacious and airy. They have various indoor game facilities like carom board and chess. Separate washrooms are also maintained in each floor of the building.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1t-gSxm9Ag RmR8cKAhB96YkOU0fzl461J/view?usp=sharing
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/drive/folders/16U bMtZxws0QOKSe7aC9KcUmzRJyniI5i?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Waste Management steps including:

• Solid waste management • Liquid waste management • E-waste Management • The institution is committed to the cause of environmental sustainability and consciously makes efforts to process the waste by using technology. We use old newspapers as gift wraps We have initiated efforts to reduce plastic by providing awareness, promoting use of cloth bags encouraging students to practice best out of waste usage. In order to reduce plastic waste, the teachers completely banned the use of plastic materials. Solid waste management: • For Solid waste dustbins are placed in every class rooms and both the sides of each floor. Outside the building two separate big dustbins are placed for biodegradable and non-biodegradable waste, where all the solid waste are collected and disposed. Kitchen waste from the hostels and canteen is segregated at source and then sent to solid waste management unit. We have a unit of Vermi-composting, the unit works for composting of leaves, garden litter, and kitchen waste. The compost thus produced is used in the college for the plants. • A person is permanently appointed for the same on payment basis. He visits the college every alternative day and collects the waste materials and disposes it at the municipal corporation dumping ground. Waste like plastic, papers etc. are collected and sold out to scrap vendor from time to time. Liquid waste Management: • For the liquid waste management proper sewerages are made and it is directly connected to the municipal corporation of the city. For this, the college pays lump sum to the corporation

every year. All waste water lines from toilets; bathrooms etc. are connected with the Municipal drainage mains. Waste water from the air conditioners and ROs is collected in buckets and used for watering the plants and mopping floor. Biomedical waste management

Incinerators are installed in every washroom. The ash is collected and used as manure. Waste from the Zoology lab which is very little in quantity is kept in red dustbin, which is collected by the waste collector and disposed off as per norms.

E- waste Management • Bins are set up in college campus to collect e-waste. This helps to create awareness on e-waste among students. • E-waste is collected and given to authorized agency (as per the MOU) for dismantling and recycling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	**D. Any 1 of the above**

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

`B. Any 3 of the above`

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

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

`Trinity College is a Minority College run by Christian`

missionaries. Spiritual values are given importance rather than religious prescriptions. At the core of Vedic philosophy are the universal values of truth and Justice which are not seen as monopoly of any class, creed or caste. The Vedic Vision is quintessentially a universal vision of Vasudhev Kutumbkam, which envisions the entire human species comprising one family. The admission policy of the college is transparent and fair. Trinity has the advantage of bridge courses for improving communication skills and other skills like computer, mathematics etc.. The college provides transportation facility to bridge the rural-urban divide. A large number of scholarships and programmes like Madad-E- Kharch and book bank have been granted to the students to bridge the gap between the students of unequal socioeconomic backgrounds. The economically weaker students get ample opportunity to apply for the scholarship schemes offered by the college. Mentoring, radiant stars, slow learner club, Peer mentoring are encouraged between slow learners and advanced learners by giving group tasks. The institute takes ample measures to provide an inclusive environment to all its stakeholders. It organizes many programmes to aware the people about these kinds of diversities. The college promotes secularism by celebrating all the major religious festivals in the campus with equal fervor. The college sports day, celebrations of all important days, all festivals, days of National and International importance are done with great fervor. During this session due to lock down online programmes and awareness talks were conducted to promote different cultures. The language department organized Hindi Diwas, Punjabi diwas to promote importance of National language and regional language. Different guests were invited in the online platform to conduct guest lecturers with enthusiasm.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The institution takes upon the responsibility of educating the employees and the students about the constitutional obligations, values, rights, duties and responsibilities of citizens. The employees and students together celebrate Independence Day and

Republic Day and they also regularly participate in the programmes launched by the Government of India to celebrate our National Identity and Integrity. To sensitize the students and employees of the Institution, different programmes like seminars, guest lecturers gender equity programmes are organised. To preamble this the college displayed flex boards related to different constitutional obligations like Right to education, Women empowerment, gender equity etc. Fundamental Duties and Rights are also displayed in the college. Employees and students also participate in the programmes launched by the Government of India to celebrate our National Identity and Integrity. All the dates and days are marked in the annual planner We conduct value education course and it is conducted every week throughout the session. A specific module is designed for it. To develop secular idea we sing National Anthem after every programme of the college, hoist National flag on National festivals, display symbols of all religions, and also celebrate Major festivals of all religions. The college celebrated/ observed following days :

- The Independence Day
- The Republic Day
- Mahatma Gandhi Birth Anniversary
- Teacher's Day
- Birth Anniversary of Swami Vivek Ananda
- Dr. B. R Ambedkar Jayanti
- Martyrdm Day Of Guru Tegh Bahadur

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1SOnZZs5SNqoOqfaGZWWEWQgyYl3udtBZ/view?usp=sharing
Any other relevant information	https://trinitycollegejal.com/about-us/vision-mission/

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

and other staff   4. Annual awareness programmes on Code of Conduct are organized

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

The institution has kept the distinctiveness of imparting best of the modern education along with the values and traditions as a part of the mission. The goals of universal peace, harmony and a tolerant world are at the core of our values. The institution is committed to the celebration of cultural diversity and heritage of India as well as organizing events on international commemorative days. The days to be celebrated are identified and marked in the planner. Educating students through these small celebrations not only makes them aware but also inculcates the value of being a global citizen. The major festivals of all religions are celebrated. Important National days like Republic Day, Independence Day, National Science Day, Teachers day, Gandhi Jayanti, Ambedkar Jayanti are celebrated/observed. On certain days students pay their tributes to great men by observing silence for one minute. Besides these days, the college keeps the rich national heritage alive by organizing functions on some local, regional and national festivals, with an aim to create awareness about the cultural, spiritual, historical and national heritage and to connect the students with the richness and diversity of the motherland. We celebrate Gurupurab of Guru Nanak Dev and Guru Gobind Singh , Christmas, Diwali and Lohri in the college campus.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

The college conducts many innovative and best practices in the college. Some are listed below: o Blooming Buds, Madad-e-Kharch , Value education, Outreach programme, Parent teacher meet, English speaking campus, Radiant Stars, Scholarships, Celebration of religious festivals 1. Title of the practice :- Wall Of Kindness Objectives: • To assist the people of the 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 humanness and sensitivity to the need of the others among the teaching and non teaching staff of the college and the students. • Sensitize the students to become aware of the problems existing in society and to teach them to lend a helping hand to any one in need.

Through the above objectives the college intends to fulfill the core values "uplift the les privileged", it is a campus community network where many can get benefitted.

The Context 'Wall of Kindness' is the latest charity and welfare innovation enabling people to help the underprivileged with the basic needs. This initiative is borrowed from Iran where it was first initiated; the Wall of Kindness is making its ripple effects across India. 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 country charity phenomenon in Hindi it is called "Neki ki Deewar". The college takes this chance to strengthen the bonds of community also to teach the students to avoid the misuse of extra resources.

The Practice This practice was instituted in the college in the year of 2019. This commendable practice has been initiated by the department of Economics and Science. The main objective is to support the needy and the poor students of the college and people of the locality. 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 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. The Wall of Kindness bridges the gap between the haves and the have-nots through compassion. It blesses those having spare things to donate, with the joy of giving. Evidence of Success This year many needy students, workers those who are poor and needy of the locality, students from 2 schools and people from slum area could benefit from this noble initiative. During the time of lockdown around 40 families were given food items, money and other needful things. 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. It was also reviewed that if more people join in the group many more people can also be benefitted . So the committee with the coordinator had a meeting with the management and made a plan to add more supporters for this noble cause. 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 assist the needy students as humanitarian charity. •
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 and their family and the society.

Through this objective the teachers can do benevolence towards
their wards and also they can teach the students to support the
needy ones in time of difficulties.

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 in 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 were formulated
for this as the class teachers and the Head of the department
personally identified them 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 2020-21 , 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 families 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.

File Description	Documents
Best practices in the Institutional website	https://drive.google.com/file/d/1eAxvMnUImu-Ms0GAL8Ne_XJ0P50dPZNj/view
Any other relevant information	https://drive.google.com/file/d/1qFkUGhRusYk6G-MQ6frFJG-KGbxnQN1S/view?usp=sharing

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Thrust area: Towards a benevolent society The Process. Trinity always strives to achieve its vision, mission and goals. It 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. 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 evolve himself into a worthy human being of excellence.

To give impetus to its core values: "As a minority institution, envisions 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. During this session a new scholarship called " Kisan Scholarship" was also instituted to support the needy students from the farmers' community.

Mdad-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 weak 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 Wall of Kindness in Trinity College has been launched as a wonderful gesture of compassion and social responsibility towards the destitute. 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 people 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 mould a generation of intellectually, morally and spiritually awakened youth. Impact: many youth have joined the NGO; many alumni render their hands to support the poor and needy students and the society.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Trinity empowers its students to be competitive and innovative and enrich them with values and knowledge. Considering its positive view the college has planning to set its theme for the coming academic year "Enrich To Empower" based on this theme the college invisages to innovate new ideas so as to bring about a strong social and educational reform through different extension activities. Apart from the current activities, it is planning to launch more practices like:

- Extension programmes to be carried out in schools to provide them an awareness on career planning, stress management, Cyber security and other social issues like drug addiction, teenage blues and how to handle it and how to overcome examination phobia .
- There is an ongoing plan for adoption of children by different department with an aim to support the 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 is planning to adopt a village "Madara" in Adampur to empower the youth of the village
- The college has already made a plan to set up gym facility to take care of the physical fitness of its students and the local community.
- The plan to open a cafeteria with diet food for the members of the Gym is in the store.

With this thrust on empowerment the college hopes to move forward in its attempt to build up a strong social order through humanness.

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