

# The Annual Quality Assurance Report (AQAR) of the IQAC of R.S.D.College, Ferozepur City

Part – A

## 1. Details of the Institution

Name of the Institution	<b>R.S.D. College</b>
Address Line 1	<b>Outside Makhu Gate</b>
City/Town	<b>Ferozepur</b>
State	<b>Punjab</b>
Pin Code	<b>152002</b>
Institution e-mail address	<b>rsdcollege@yahoo.com</b>
Contact Nos.	<b>01632-220254</b>
Name of the Head of the Institution:	<b>Dr. Dinesh Sharma</b>
Tel. No. with STD Code:	<b>01632-220254</b>
Mobile:	<b>+91-98728-37811</b>
Name of the IQAC Co-ordinator:	<b>Prof. Ashok Jindal</b>
Mobile:	<b>+91-94174-48438</b>
IQAC e-mail address:	<b>iqac@rsdcollege.com</b>

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	"B"	2.65	2013	5 Years

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2013-2014 submitted to NAAC on 20/10/2014 \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR 2014-2015 submitted to NAAC on 20/11/2015 \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) Yes  No

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

**Computer Applications**

1.12 Name of the Affiliating University (for the Colleges)

**Panjab University, Chandigarh.**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University  **No** University with Potential for Excellence  **No**

UGC-CPE  **No** DST Star Scheme  **No** UGC-CE  **No** DST-FIST  **No**

UGC-Special Assistance Programme  **No** UGC-Innovative PG programmes

Any other (Specify)  **No** UGC-COP Programmes  **No**

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="3"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="10"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="9"/> Faculty <input type="text" value="4"/>
	Non-Teaching Staff <input type="text" value="2"/> Students <input type="text" value="3"/> Alumni <input type="text" value="No"/> Others <input type="text" value="No"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="-"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="3"/> International <input type="text" value="-"/> National <input type="text" value="2"/> State <input type="text" value="-"/> Institution Level <input type="text" value="1"/>
(ii) Themes	
	<div style="border: 1px solid black; padding: 5px;"><ul style="list-style-type: none"><li>❖ <b>Relevance of Buddhism in the Contemporary World</b></li><li>❖ <b>Ideology of Dr. B.R. Ambedkar: Present and Past</b></li><li>❖ <b>Transformation in Indian Banking Industry: Present Issues</b></li></ul></div>

2.14 Significant Activities and contributions made by IQAC

- ❖ **Documentation of all records and reports.**
- ❖ **Meetings of Anti Ragging Cell, Grievances Committee and Sexual Harassment Cell.**
- ❖ **Organization of Remedial Classes for slow learners.**
- ❖ **Proper distribution of S.C./O.B.C. Stipends.**
- ❖ **Faculty development workshop for teachers.**
- ❖ **Assist the principal in ensuring quality in day to day administration.**
- ❖ **Organizing Parent-Teacher meetings and Management-Staff interactions.**
- ❖ **Preparation and Submission of AQAR**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>❖ Installation of Solar Panels.</li> <li>❖ To organize workshop/ seminars/ conferences in almost all the departments</li> <li>❖ To start value education classes to help the students inculcate moral values</li> <li>❖ To motivate teachers to write work diary and weekly teacher plans</li> <li>❖ To make the college a plastic free campus.</li> <li>❖ The IQAC of the college has planned for complete automation of the central library of the college. The sitting capacity of the reading room of the library may be extended. New books as per the revised syllabus of Panjab University may be procured.</li> <li>❖ IQAC plans to strengthen the use of ICT in teaching-learning process. One or two digital class rooms may be constructed for better outcome of teaching-learning process.</li> <li>❖ Class room furniture may be modernized.</li> <li>❖ Outdoor sports facilities may be improved.</li> <li>❖ As per the demand of the teachers as well as the students, initiatives may be taken to strengthen the NSS and NCC unit of the college.</li> <li>❖ The college needs new classrooms and better in campus facilities for girl students. Hence the IQAC proposes to get the work of constructing the same as soon as possible.</li> <li>❖ Industrial Visits</li> <li>❖ Installation of Solar Lights</li> <li>❖ Further steps to be taken for Green Auditing</li> <li>❖ To initiate the process of starting new PG programmes /Job Oriented courses.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Installation of jammers in the campus.</li> <li>❖ Remedial classes were conducted for slow learners.</li> <li>❖ Seminars were organised by the Commerce, Economics and Computer Science departments</li> <li>❖ Often special counselling and value education classes are conducted by the senior female staff for the girls</li> <li>❖ College is made a plastic free campus</li> <li>❖ Six new class rooms were constructed to cope with the increasing strength of the college.</li> <li>❖ New furniture for the newly constructed class rooms was purchased by the college</li> <li>❖ New ICT Lab for the students was established.</li> </ul>

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

Provide the details of the action taken

**The various recommendations of the IQAC were sent to the Governing Body/Management for the approval.**

Part – B

Criterion – I

**I. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	<b>5</b>	-	<b>5</b>	-
UG	<b>5</b>	-	<b>1</b>	-
PG Diploma	<b>1</b>	-	<b>1</b>	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	<b>3</b>	-	-	<b>3</b>
Others	-	-	-	-
<b>Total</b>	<b>14</b>	-	<b>7</b>	<b>3</b>
Interdisciplinary	-	-	-	-
Innovative	<b>1</b>	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<b>11</b>
Trimester	-
Annual	<b>3</b>

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects

**The syllabus of every course / subject in the college is revised by Board of Studies of every department by Panjab University Chandigarh. The revision is a regular feature and the same is implemented after the notification by the university.**

**The syllabi have been made more student-oriented. The bifurcation of the syllabi has reduced the burden/ mental stress of students.**

**The faculty members of the college are members of the various Boards of Studies, Senate, Syndicate and Academic Council, Panjab University, Chandigarh. They actively participate in the meetings of these bodies.**

1.5 Any new Department/Centre introduced during the year. If yes, give details.

**NIL**



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>31</b>	<b>20</b>	<b>10</b>	<b>1</b>	<b>---</b>

2.2 No. of permanent faculty with Ph.D.

**8**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
<b>8</b>	<b>27</b>	-	-	-	-	-	-	<b>8</b>	<b>27</b>

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

**54**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>11</b>	<b>46</b>	-
Presented papers	<b>3</b>	<b>69</b>	<b>1</b>
Resource Persons	-	-	<b>2</b>

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- ❖ **Use of Smart Class rooms and LCD projector for teaching UG/PG classes.**
- ❖ **Initiatives were taken for Innovative teaching methodologies mainly the use role plays, case studies and Educational movies especially in the subjects of Botany, Zoology, and English Literature.**
- ❖ **Seminars, workshops and expert talks were organised for enhanced teaching and learning.**
- ❖ **Involving PG students in lectures and seminars.**

2.7 Total No. of actual teaching days during this academic year

**182**

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

**As per Panjab University guidelines**

2.9 No. of faculty members involved in curriculum Restructuring/Revision/Syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Restructuring

**Nil**

Revision

**2**

Syllabus Development

**4**

2.10 Average percentage of attendance of students

**82.3%**

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.A./B.Com/B.Sc./B.C.A.	<b>2267</b>	<b>157</b>	<b>665</b>	<b>504</b>	<b>764</b>	<b>92.19</b>
M.A./M.Com/M.Sc.IT	<b>373</b>	<b>60</b>	<b>102</b>	<b>72</b>	<b>120</b>	<b>94.90</b>
PGDCA	<b>26</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>7</b>	<b>34.61</b>

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- ❖ **The ongoing policy of the Parent University of reviewing and redesigning curriculum/ syllabi once in three years helps in keeping pace with the changing trends in higher education and societal needs.**
- ❖ **Teaching – learning process is carried out as per the Academic Calendar chalked out at the beginning of the year.**
- ❖ **Teaching plan is prepared for each subject in each semester and review of the completion of syllabus is taken in the departmental meetings.**
- ❖ **Rigorous continuous internal evaluation through assignments, case studies, projects, presentations etc.**
- ❖ **The IQAC encourages research, publications, paper presentations and participation in international / national / regional workshops, conferences and symposia.**
- ❖ **Periodical review of the teaching-learning process at the end of each semester.**
- ❖ **Feedback from students on curriculum, teaching, learning and evaluation.**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	<b>2</b>
UGC – Faculty Improvement Programme	<b>-</b>
HRD programmes	<b>-</b>
Orientation Programme	<b>3</b>
Faculty Exchange Programme	<b>-</b>
Staff training conducted by the University	<b>-</b>
Staff training conducted by other institutions	<b>-</b>
Summer / Winter schools, Workshops, etc.	<b>-</b>
Others	<b>-</b>

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	<b>7</b>	<b>2</b>	<b>NIL</b>	<b>3</b>
Technical Staff	<b>9</b>	<b>4</b>	<b>NIL</b>	<b>3</b>

### Criterion – III

#### 3. Research, Consultancy and Extension

##### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

**IQAC promotes the faculty members to get enrolled for Ph.D and M.Phil degrees. Special leaves are sanctioned for Ph.D course work, conferences and seminars. Teachers are motivated to get involved in the research work. One faculty member Dr. Manjeet Kaur is now on the panel of University approved guides for Ph.D/M.Phil. Two of our faculty members Dr. Manjeet Kaur and Ms. Sunanda Sharma are working on Minor Research Projects. The college is providing facilities and support for the Research work/programmes. This apart, the college has been successfully publishing its own Research Journal 'The Summit' in Humanities and Social Sciences.**

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>Nii</b>	<b>Nii</b>	<b>Nii</b>	<b>Nii</b>
Outlay in Rs. Lakhs	<b>Nii</b>	<b>Nii</b>	<b>Nii</b>	<b>Nii</b>

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>Nii</b>	<b>2</b>	<b>Nii</b>	<b>Nii</b>
Outlay in Rs. (Lakhs)	<b>Nii</b>	<b>3,55,000</b>	<b>Nii</b>	<b>Nii</b>

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>11</b>	<b>41</b>	<b>Nii</b>
Non-Peer Review Journals	<b>Nii</b>	<b>03</b>	<b>Nii</b>
e-Journals	<b>Nii</b>	<b>01</b>	<b>Nii</b>
Conference proceedings	<b>04</b>	<b>23</b>	<b>Nii</b>

##### 3.5 Details on Impact factor of publications:

Range **Nii**      Average **5**      h-index **1**      Nos. in SCOPUS **Nii**

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	<b>2 years</b>	<b>UGC</b>	<b>3,55,000</b>	<b>2,70,000</b>
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	<b>3,55,000</b>	<b>2,70,000</b>

3.7 No. of books published i) With ISBN No. **08** Chapters in Edited Books **07**

ii) Without ISBN No. **Nil**

3.8 No. of University Departments receiving funds from

UGC-SAP **Nil** CAS **Nil** DST-FIST **Nil**

DPE **Nil** DBT Scheme/funds **Nil**

3.9 For colleges Autonomy **Nil** CPE **Nil** DBT Star Scheme **Nil**

INSPIRE **Nil** CE **Nil** Any Other (specify) **Panjab University & UGC**

3.10 Revenue generated through consultancy **Nil**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	<b>2</b>	Nil	Nil	Nil
Sponsoring agencies	Nil	<b>U.G.C</b>	Nil	Nil	Nil

3.12 No. of faculty served as experts, chairpersons or resource persons **05**

3.13 No. of collaborations: International **Nil** National **Nil** Any other **Nil**

3.14 No. of linkages created during this year **Nil**

3.15 Total budget for Research for current year (in Lakhs): From Funding Agency **3,55,000**

From Management of College **Nil** Total **3,55,000**

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	<b>Nil</b>
	Granted	<b>Nil</b>
International	Applied	<b>Nil</b>
	Granted	<b>Nil</b>
Commercialised	Applied	<b>Nil</b>
	Granted	<b>Nil</b>

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
<b>01</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>1</b>	<b>Nil</b>	<b>Nil</b>

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

**Nil** **1**

3.19 No. of Ph.D. awarded by faculty from the Institution

**Nil**

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF **Nil** SRF **Nil** Project Fellows **Nil** Any other **Nil**

3.21 No. of students Participated in NSS events:

University level **Nil** State level **100** National level **Nil** International level **Nil**

3.22 No. of students participated in NCC events:

University level **Nil** State level **15** National level **10** International level **Nil**

3.23 No. of Awards won in NSS:

University level **Nil** State level **Nil** National level **Nil** International level **Nil**

3.24 No. of Awards won in NCC:

University level **Nil** State level **Nil** National level **Nil** International level **Nil**

3.25 No. of Extension activities organized

University forum	<b>Nil</b>	College forum	<b>4</b>		
NCC	<b>Nil</b>	NSS	<b>3</b>	Any other	<b>Nil</b>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- ❖ **One Day Cleanliness Camp was organised by the NSS Unit on March 15, 2016, in the College Campus. This event was the part of 'Swachh Bharat Abhiyan'.**
- ❖ **Seminar on 'The War Heroes of 1965 Indo-Pak War' was organised by the NSS Unit.**
- ❖ **A Blood Donation Camp was organized on February 18, 2016 in collaboration with DMCH, Ludhiana.**
- ❖ **Tree Plantation campaign was organised on 11<sup>th</sup> January, 2016 in which Principal Dr. Dinesh Sharma, along with the other faculty members planted trees.**
- ❖ **Seminar on Voter Awareness, How to Lead a Successful Life etc. was organised by the college.**

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	<b>5 Acre</b>	-		
Class rooms	<b>41</b>	-	-	<b>41</b>
Laboratories	<b>12</b>	-	-	<b>12</b>
Seminar Halls	<b>1</b>	-	-	<b>1</b>
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	<b>2</b>	<b>Own Sources</b>	<b>2</b>
Value of the equipment purchased during the year (Rs. in Lakhs)	-	<b>10,26,284</b>	<b>Own Sources</b>	<b>10,26,284</b>
Others	-	-	-	-

#### 4.2 Computerization of administration and library

**The library and the administrative block are fully computerized.**

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	<b>3057</b>	<b>8,61,332</b>	<b>1402</b>	<b>398791</b>	<b>4459</b>	<b>12,60,123</b>
Reference Books	<b>3608</b>	<b>11,00,421</b>	<b>386</b>	<b>190087</b>	<b>3994</b>	<b>12,90,508</b>
e-Books	-	-	-	-	-	-
Journals	<b>1248</b>	<b>62,180</b>	<b>87</b>	<b>5410</b>	<b>1335</b>	<b>67590</b>
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	<b>121</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>YES</b>	<b>YES</b>	<b>8</b>	<b>NIL</b>
Added	<b>NIL</b>	<b>0</b>	<b>0</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
Total	<b>121</b>	<b>6</b>	<b>5</b>	<b>4</b>	-	-	<b>8</b>	<b>NIL</b>



4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (Networking, e-Governance etc.)

**The campus is fully Wi-Fi and automated. The Department of Computer Science And Applications provides and manages the internet access (either through Wi-Fi or broadband connections) round the clock to the various departments in the college including the library. Secured and personal access to internet is provided to both students and faculty members.**

**Exploiting the open source software and organizing various logical / innovative and programming events is the recurrent aspect for enhanced learning. Various seminars / workshops and other competitions are organized to help students to improve their logical and programming ability. The Department of Computer Science and Applications also assist other faculty and staff to update their technical and computing skills. Experts from various renowned universities and institutions are invited from time to time to deliver lectures and conduct seminars on inter disciplinary applications of the vast and challenging field of information and technology in various fields. The faculty members of other departments are apprised of various time saving techniques and tools which can be very helpful in their research and publication related activities.**

4.6 Amount spent on maintenance in lakhs :

i) ICT	<b>4922.00</b>
ii) Campus Infrastructure and facilities	<b>5,60,000</b>
iii) Equipments	<b>2,20,000</b>
iv) Others	<b>2,90,752</b>
<b>Total :</b>	<b>8,77,674</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ❖ **Updating the information of support services in the college prospectus.**
- ❖ **Special coaching Assistance for slow learners and brilliant students.**
- ❖ **Lectures on stress management and Moral Education for students.**
- ❖ **Training and placement assistance through alumni.**
- ❖ **Organizing interactive session with the students to familiarize them about the Student Support Services that are provided by the college.**
- ❖ **Receiving the feedback from the students on the utility of these services.**
- ❖ **Display of placement brochures through departmental notice boards and placement cell**
- ❖ **Arranging the talks / extension lectures / workshops for the awareness of the students**
- ❖ **Guest Lectures on various emerging issues at departmental level.**
- ❖ **UGC-NET coaching**
- ❖ **Personality Development Programme.**

#### 5.2 Efforts made by the institution for tracking the progression

**Assignments and projects are given on different subjects. The assignments are further discussed in the tutorials. Extra classes are taken for the slow learners. Our teachers hold regular tests in the class.**

**These apart, constant Feedbacks are collected from the students regarding the teaching of staff and their views are duly considered. Suitable steps are taken to develop teaching methodology.**

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2273	424	---	----

#### (b) No. of students outside the state

**No**

#### (c) No. of international students

**No**

Men	No	%	Women	No	%
	1949	72.26		748	27.74

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1823	423	-	632	2	2880	1863	416	-	411	2	2692

Demand ratio: **01.03%**

Dropout %: **02.92%**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

**Coaching classes are conducted for the students to appear in competitive exams like UGC-NET and Banking etc. Books are provided on various subjects for competitive examinations. Lectures are arranged time to time by the guest faculty and experts.**

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

**A separate student counseling centre with teacher counselor is available. The counseling cell has received a tremendous response. Many students have become more aware of the role counseling can play in their lives. A separate training and placement cell is established for career guidance. Till date following issues of the students have come forth that are dealt with.**

- ❖ Career related stress
- ❖ Handling depression, anxiety and stress
- ❖ Catharsis and healing emotional pain
- ❖ Behavior modification etc.

No. of students benefitted

5.7 Details of campus placement

Number of Organizations Visited	On campus		Off Campus
	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	7

5.8 Details of Gender Sensitization programmes

**Gender sensitization programmes are conducted regularly. It is done through various Cells like NSS and Women Cell, Sexual Harassment Cell and Grievance Cell along with activities like Guest lectures, group discussions on women empowerment and Self defence. Self-defence session for girls students, woman grievance cell are arranged. The counselling sessions on women empowerment, female foeticide and women in the corporate world are often organized.**

### 5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	<b>377</b>	<b>14,03,427</b>
Financial support from government	<b>175</b>	<b>6,92,652</b>
Financial support from other sources	-----	-----
Number of students who received International/ National recognitions	-----	-----

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- ❖ Proper parking facilities for students.
- ❖ Better canteen facilities for Girls' Common room.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:**

**R.S.D College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence.**

**Mission:**

- ❖ **To instil scientific zeal and develop skilled human resource to contemporary challenges.**
- ❖ **To facilitate young adult learners with opportunities to hone their ethics and leadership potential.**
- ❖ **To sensitize learners towards inclusive social concerns, human rights, gender and environmental issues.**

#### 6.2 Does the Institution has a management Information System

**Yes, our institution has good Management Information System which creates an impact on the institution's functions, performance and productivity. There is proper Data Capturing, Processing of data, Storage of information, retrieval and dissemination of management information. The management and head of the institution are always in interactive mode with each other. The head of institution and members of the Management Committee get the feedback from teachers, students and the public with regards to the teaching quality, curriculum, extracurricular activities and infrastructural demands. In the meeting of the Management Committee the information gathered from different sources are discussed with the participating members. After thorough discussion and deliberation the existing facilities and activities of the institution are reviewed and decisions are taken for their implementation after going through the available resources and modalities.**

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

**Curriculum is developed by the Affiliating University. However, the institution takes part in the curriculum development process through appropriate analysis of feedback given by the various stakeholders from time to time and assimilates the suggestions in the functional style of the institution. The meeting ratifies the responses and makes suggestions for modifying curriculum. Finally, the institution represents these suggestions through various capacities to the universities for appropriation of curriculum. Workshops for various subjects are arranged at the college level from time to time for discussing the revised syllabi among the faculty members of the concerned subjects.**

**College has introduced a new course, Master of Commerce (Accounting and Finance) under innovative scheme of UGC. The College has developed its curriculum which is duly approved by Panjab University and UGC. The syllabus of this course has been framed according to the career needs of the students and it is a job oriented course.**

### 6.3.2 Teaching and Learning

- ❖ **Our faculty exploits effective and innovative teaching methodology and encourages the students to grasp the concepts. The faculty uses the smart class rooms, audio-visual aids, projectors, Demonstrations, case studies and many more.**
- ❖ **Teachers are also encouraged to re-acquaint themselves with their knowledge by attending conferences, seminars and workshops organised by the various educational institutions.**
- ❖ **Establishment of the course plan for every subject well before the commencement of each semester along with the course handouts which are made available to all students on the start of the academic year.**
- ❖ **To inculcate the habit of learning among the students, student centric participating methods are encouraged. These include group discussion (in the tutorials), home assignments, seminars, project work etc.**
- ❖ **For learning, students are motivated for more and more use of library so that they can use referred books other than text books. Class tests and unit tests are conducted to evaluate the performance of students. Assignments and projects are provided to students to make their learning process interesting. Seminars are conducted in College campus for development of students.**

### 6.3.3 Examination and Evaluation

**University is the sole authority for implementation of reforms in examination and evaluation but faculty members who are a part of academic bodies of the university actively campaign for reforms. Even then for bringing about a positive change in the evaluation practices, the institution adopts both formative and summative methods of evaluation. Formative approach to evaluation includes measuring the student's achievement through verbal tests, group discussions, seminars and weekly test. The evaluation through these approaches gives lot of information about student achievement after teaching a particular unit.**

**The summative evaluation is done during terminal tests. Even if some students don't perform well or clear the eligibility condition, then an extra chance is given to the student for his/her evaluation. All faculty members follow the formative approach to measure students' achievements & performance through 1) group discussion 2) class test 3) verbal test 4) assignments. For summative approach two terminal tests are taken in the college. If any student doesn't clear the condition of these terms tests then one special test is taken to improve his performance for final examination.**

### 6.3.4 Research and Development

- ❖ **Institute encourages students and faculty to involve in research activities. To create the zeal among students and teachers, college has procured latest equipments, updated the library facility and subscribed the research journals.**
- ❖ **The college management has allowed teaching staff to pursue Ph.D degree from any recognized universities.**
- ❖ **Teachers are motivated to undertake major / minor research projects for developing academics and professionalism.**
- ❖ **Various departments of the college also organize State level ICSSR sponsored seminars to create curiosity among the students as well as to get a chance to meet with the distinguished persons of the related area.**
- ❖ **The college has 1 research Journal 'THE SUMMIT' and one students' magazine 'IMAGE'.**

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- ❖ **Computerized Library with OPAC**
- ❖ **In the digital section of the library, 4 computers are specifically used for research related activities.**
- ❖ **Fully Computerized Administrative Block**
- ❖ **The college has two ICT Classrooms where the provision of OHPs, Multimedia learning and internet access is given.**
- ❖ **College campus is fully Wi-Fi connected.**
- ❖ **College has newly constructed Auditorium.**

#### 6.3.6 Human Resource Management

**The College has good Human Resource Management. Proper procedure is adopted for staff recruitment and Selection, training, performance appraisal and Human Resource Development.**

**There are many staff welfare schemes. Faculty Development Programmes are run by College. Expert guests are invited for imparting lecture to academic staff for increasing their efficiency. There is good performance Appraisal system of teaching and non-teaching staff.**

**It motivates the faculty and encourages them to do research work, publish paper in reputed journals and apply for projects in different agencies. In order to keep pace with the changing requirements, it encourages the teachers to enrol for various faculty development programmes like refresher courses, orientation programs, short term courses etc.**

#### 6.3.7 Faculty and Staff recruitment

**The recruitment of faculty and non-teaching staff is done strictly by following the rules and regulations laid down by the UGC, Panjab University and Panjab Government.**

#### 6.3.8 Industry Interaction / Collaboration

**The college organizes field tours to various industries like Shakunt Enterprises Ludhiana, RamTech etc. The students come to learn a lot from these visits and become innovative, creative and competitive. Experts from the academia are invited to deliver talks and interaction with the students so as to provide them practical knowledge and career awareness. The College arranges visits of the students to the industries to get first hand information.**

#### 6.3.9 Admission of Students

**Admission of students is made as per the University/ Panjab Government norms. Admission is done on merit basis in the courses where seats are limited. Admission notice is published in various leading newspapers before the commencement of every session. The college follows the Panjab Government/Panjab University reservation policy for all classes with regards to various categories such as SC/ST/OBC/ Freedom Fighters/ Defence Personal and Ex-Servicemen/Kashmiri Migrants /differently-abled, sports persons, Single Girl Child etc.**

6.4 Welfare schemes for

Teaching	Provident fund, GSLIS
Non teaching	Provident fund, GSLIS
Students	Total free Ship for meritorious students. Free books to girl students. Zero balance account in bank.

- ❖ The staff wards (teaching and non teaching) are given 30% to 40 % concession in the total fee.
- ❖ The college has its own health gym opened for all faculty members and students.
- ❖ The college organises health check up camp for heart patients with the help of leading hospital of Punjab.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	P.U, Chd	YES	College Management
Administrative	YES	A.G Punjab and Punjab Govt.	YES	S.R. Mittal & Co.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association



#### 6.12 Activities and support from the Parent – Teacher Association

**Our College has formed a Parent Teacher Association to find a viable solution to problems that students face when they join college. The objective of this association is to increase interaction between teachers and parents since straight after school, the students are suddenly exposed to greater freedom. At times, they find themselves under pressure to make a balance between academics and other socio-psychological problems. Hence, the onus of finding solutions to the students' problems lies on both, the teachers as well as the parents. We aim to create a favourable environment for the students' overall growth and to induct them into college life in the best possible manner. It is therefore, an effort to assist them to face peer pressure and the problems that they face in trying to become the participants in student politics. Under the guidance of our teachers, meetings are held with parents and this interaction between teachers and parents aids in finding viable solutions for the students' problems. Through these meetings, we eventually achieve best and optimal utilization of the students' potential.**

#### 6.13 Development programmes for support staff

- ❖ **The College has an efficient team of administrative Staff.**
- ❖ **The Staff is encouraged in upgrading their educational qualification.**
- ❖ **The Staff has been provided financial support through the loan against salary.**
- ❖ **The Administrative Staff is provided Accidental Insurance facility through R.S.D College Trust & Management Society**

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- ❖ **Green audit**
- ❖ **Tree plantation is a regular characteristic**
- ❖ **Maintenance of lawns and gardens**
- ❖ **Biomedical waste disposal**

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- ❖ Innovative, Interactive and Collaborative Teaching Pedagogy.
- ❖ Extensive use of technology in course delivery.
- ❖ Imparting Value based education.
- ❖ Improved Learning using ICT.
- ❖ Workshops and seminars for students and faculty.
- ❖ Introduction of Interdisciplinary courses to impart broad based learning

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- ❖ Use of ICT in Academics and Administration.
- ❖ Proposal has been forwarded to the management committee to start P.G Courses in the subject of English and Chemistry and introduce the subject of music in B.A.
- ❖ Proposal has been forwarded to College Managing Committee for Installation of Solar panels for saving electricity.
- ❖ Proposal for the construction of 4 class rooms behind Science Labs has been forwarded to the Managing Committee for necessary actions.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

❖ **Use of E-Learning techniques**

RSD College believes in moving ahead with times. The College firmly believes that ICT is the need of the hour. As such, it has adopted the following practices to encourage use of ICT in both administrative and learning processes. The College makes use of **E-Learning techniques** to provide reading material to the students. The teachers make use of **Smart Boards** for PowerPoint Presentations, Projectors and the Internet Facilities to make learning easy and interesting. **Wi-Fi facility** has been made available to all the teachers and students on the college premises. This helps the teachers and student community to widen their academic horizon.

❖ **Awareness among students towards Environmental issues:**

In the present era, Environmental pollution has posed a great threat to the existence of living creatures. The proper balance of the ecosystem is the prime requirement of today's Environmentally sensitized Society. To conserve what has been left of these life-sustaining elements is the desperate need of the hour. To spread and sharpen awareness of this vital necessity requires a multi-pronged attack and effort. In our institution we are trying our utmost to enlighten students on Conservation of Environment, Management of Solid Waste, Indoor Environment, Global Environmental issues, Indian Laws on Environment, Biodiversity, Noise and microbial pollution and Local Environmental issues. Seminars, discussions and talks are a regular feature. We want our students to be good not only in academics but also enlightened and aware in order to help them in developing a cosmopolitan outlook. We would like them to become responsible and mature citizens of this great country. Evidence of success is visible in the form of Solar lights, Rain Water Harvesting system, Smart Class Rooms, Clean and Lush Green Campus, circulation of information to students and the staff through e-mail/SMS, uploading of the college admission form and prospectus on the college website, Blue Gold campaign for water conservation and Aids awareness week. A number of villages in the periphery of Ferozpur City have been visited by NSS Unit of the college for creating awareness regarding tree plantation, women empowerment, drug addiction, health and nutrition, sanitation and hygiene etc. Eco-Club of the College is a very active organisation and celebrates "Van Mahotsava" every year with great zeal and gusto

7.4 Contribution to environmental awareness / protection

- ❖ In our institution we are trying our utmost to enlighten students on Conservation of Environment, Management of Solid Waste, Indoor Environment, Global Environmental issues, Indian Laws on Environment, Biodiversity, Noise and microbial pollution and Local Environmental issues.
- ❖ College has been made a No Plastic Zone.
- ❖ There is a provision for the storage OF Rain water in the college campus.
- ❖ College actively organizes tree plantation move and celebrates Van Mahaotsav every year.
- ❖ College conducts guest lectures to promote Organic (Chemical free) Farming in the periphery of Ferozpur City through lectures to the students of the farming community.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength: RSD College's strengths lie in the fact that it is meeting its core mission—strong academic programmes—and has both physical and 'people' assets that serve as an important foundation of the institution. RSD College has a highly qualified staff to increase organizational performance and student success.

Weakness: Inadequate use of ICT in class rooms and library.

Opportunity: To introduce new courses at PG level or Diploma, Certificate and add on courses.

Challenges: Due to the geographical dislocation, our college has to face many problems on the social and economic front. So, our college aims to cope with fast changing academic, social and economic scenario in the periphery of our city situated on the Indo-Pak border.

8. Plans of institution for next year

- ❖ Introduction of new courses at U.G and P.G level.
- ❖ Plan to install solar Panels in the college campus.
- ❖ To extend the use of ICT.

Name ASHOK KUMAR

Ashok kumar

Signature of the Coordinator, IQAC

Name Dinesh Sharma

DINESH SHARMA.

Principal

Signature of the Chairperson, IQAC  
R.S.D. College  
Ferozpur City

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