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

1.3 NAAC Track ID

| 15257 |

1.4 NAAC Executive Committee No. & Date: | EC/65/A&A/58, Dated October 25, 2013 |

1.5 Website address: | www.rsdcollege.com |

Web-link of the AQAR: | www.rsdcollege.com\aqar |

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC: DD/MM/YYYY | 01/09/2012 |

1.8 AQAR for the year | 2016-17 |

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 *2015-2016 submitted to NAAC on 27/09/2017* _____ (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   Yes [ ] No [√]
  (eg. AICTE, BCI, MCI, PCI, NCI)

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 | 6

2.2 No. of Administrative/Technical staff | 1

2.3 No. of students | -

2.4 No. of Management representatives | 1

2.5 No. of Alumni | 3

2.6 No. of any other stakeholder and community representatives | 1

2.7 No. of Employers/ Industrialists | -

2.8 No. of other External Experts | -

2.9 Total No. of members | 10

2.10 No. of IQAC meetings held | 4

2.11 No. of meetings with various stakeholders: No. **12** Faculty **6**

Non-Teaching Staff **2** Students **4** Alumni **No** Others **No**

2.12 Has IQAC received any funding from UGC during the year? Yes [ ] No [√]

If yes, mention the amount | -

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. **3** International **-** National **2** State **-** Institution Level **1**

(ii) Themes

> ❖ **Relevance of Buddhism in the Contemporary World**
> ❖ **Ideology of Dr. B.R. Ambedkar: Present and Past**
> ❖ **Transformation in Indian Banking Industry: Present Issues**

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
❖ Installation of Solar Panels. ❖ To organize workshop/ seminars/ conferences in almost all the departments ❖ To start value education classes to help the students inculcate moral values ❖ To motivate teachers to write work diary and weekly teacher plans ❖ To make the college a plastic free campus. ❖ 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. ❖ 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. ❖ Class room furniture may be modernized. ❖ Outdoor sports facilities may be improved. ❖ 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. ❖ 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. ❖ Industrial Visits ❖ Installation of Solar Lights ❖ Further steps to be taken for Green Auditing ❖ To initiate the process of starting new PG programmes /Job Oriented courses.	❖ Instal [√] of jamn n the campus. ❖ Remedial classes were conducted for slow learners. ❖ Seminars were organised by the Commerce, Economics and Computer Science departments ❖ Often special counselling and value education classes are conducted by the senior female staff for the girls ❖ College is made a plastic free campus ❖ Six new class rooms were constructed to cope with the increasing strength of the college. ❖ New furniture for the newly constructed class rooms was purchased by the college ❖ New ICT Lab for the students was established.

* 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

1. 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	7	2	7	-
UG	5	-	1	-
PG Diploma	1	-	1	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	3	-	-	3
Others	-	-	-	-
Total	16	2	9	3

Interdisciplinary	-	-	-	-
Innovative	1	-	-	-

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

Pattern	Number of programmes
Semester	16
Trimester	-
Annual	-

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.   **YES**

> **The college has introduced a new department of Music**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	30	8	1	----

2.2 No. of permanent faculty with Ph.D. | 9 |

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
8	27	-	-	-	-	-	-	8	27

2.4 No. of Guest and Visiting faculty and Temporary faculty | - | | - | | 47 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	45	-
Presented papers	1	70	-
Resource Persons	-	-	-

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 | 207 |

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   **83.7%**

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	Division				
		Distinction	I	II	III	Pass %
	2202	134	442	417	1119	95.9
	2147	174	581	328	945	94.4
	339	41	98	87	100	96.2
	328	33	114	70	74	88.7
PGDCA	15	3	-	-	11	93.3

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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation Programme	3
Faculty Exchange Programme	-
Staff training conducted by the University	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-

Others	-

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	6	3	NIL	3
Technical Staff	9	4	NIL	3

Criterion – III

3. Research, Consultancy and Extension

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

> **IQAC motivates the academic staff members to get enrolled for Ph.D and M.Phil degrees. Special leaves are sanctioned to college teachers for Ph.D course work, conferences, workshops and seminars. Faculty members are encouraged for research work.**
>
> **One of the academic staff members, Dr. Manjeet Kaur is University approved guide for Ph.D/M.Phil. Presently she is guiding two students of Ph.D. Two faculty members Dr. Manjeet Kaur and Ms. Sunanda Sharma are doing research work under U.G.C sponsored Minor Research Projects.**
>
> **The college is providing facilities and support to the teachers for the Research**

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	2	Nil	Nil
Outlay in Rs. (Lakhs)	Nil	3,55,000	Nil	Nil

3.4   Details on research publications

	International	National	Others
Peer Review Journals	25	16	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	01	16	Nil

3.5 Details on Impact factor of publications:

Range 7   Average 3   h-index 1   Nos. in SCOPUS 03

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	2 years	UGC	3,55,000	2,70,000
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 (other than compulsory by the University)	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	3,55,000	2,70,000

3.7 No. of books published   i) With ISBN No.   09   Chapters in Edited Books   04

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)   UGC & ICSSR

3.10 Revenue generated through consultancy   Nil

Level	International	National	State	University	College
Number	Nil	5	Nil	Nil	Nil
Sponsoring agencies	Nil	ICSSR,U.G.C	Nil	Nil	Nil

3.11 No. of conferences organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons   02

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

Nil   3,55,000

From Management of College   Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides $\boxed{1}$
and students registered under them $\boxed{02}$

3.19 No. of Ph.D. awarded by faculty from the Institution $\boxed{Nil}$

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

JRF $\boxed{Nil}$ SRF $\boxed{Nil}$ Project Fellows $\boxed{Nil}$ Any other $\boxed{Nil}$

3.21 No. of students Participated in NSS events:

University level $\boxed{Nil}$ State level $\boxed{04}$ National level $\boxed{Nil}$ International level $\boxed{Nil}$

3.22 No. of students participated in NCC events:

University level $\boxed{Nil}$ State level $\boxed{38}$ National level $\boxed{Nil}$ International level $\boxed{Nil}$

3.23 No. of Awards won in NSS:

University level $\boxed{Nil}$ State level $\boxed{Nil}$ National level $\boxed{Nil}$ International level $\boxed{Nil}$

3.24 No. of Awards won in NCC:

University level $\boxed{Nil}$ State level $\boxed{Nil}$ National level $\boxed{Nil}$ International level $\boxed{Nil}$

3.25 No. of Extension activities organized

University forum	Nil	College forum	6		
NCC	Nil	NSS	5	Any other	Nil

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 in the College Campus under 'Swach Bharat Abhiyan'.**
- ❖ **College level Seminar on 'Traffic Rules" was organised by the NSS Unit.**
- ❖ **A Blood Donation Camp was organized by S.B.S Engineering College. NSS 8 volunteers participated in the event.**
- ❖ **Tree Plantation campaign was organised by NSS Unit. Principal Dr. Dinesh Sharma, along with the other faculty members planted trees.**
- ❖ **Extension lecture on topic "Spreading Drug Awareness among Students" delivered by Sh. Gurvinder Sonu (T.V Artist) Jallandhar Doordarshan 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	**5 Acre**	-		
Class rooms	41	-	-	41
Laboratories	12	-	-	12
Seminar Halls	1	-	-	1
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	2	-		2
Value of the equipment purchased during the year (Rs. in Lakhs)	-	**NIL**	-	-
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	4459	12,60123	1057	279439	5516	15,39,562
Reference Books	3994	12,90,508	269	125588	4263	14,16,096
e-Books	-	-	-	-	-	-
Journals	1335	67,590	-	-	1335	67,590
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	121	6	5	4	**YES**	**YES**	8	**NIL**
Added	2	0	0	**NIL**	**NIL**	**NIL**	**NIL**	**NIL**
Total	123	6	5	4	-	-	8	**NIL**

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 Rs/- :

i) ICT		5689.00
ii) Campus Infrastructure and facilities		7,71,639
iii) Equipments		1,44,733
iv) Others		2,35,842
	Total :	11,57,903

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

5.2 Efforts made by the institution for tracking the progression

Assignments and projects assigned to students on different subjects are assessed by expert teams. These assignments are further discussed in the tutorials. Extra classes are arranged for the slow learners. Class tests are held regularly.

Apart from these efforts , constant Feedback is taken from the students regarding the teaching of staff and Suitable steps are taken to improve the teaching methodology.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2156	346	---	----

(b) No. of students outside the state

No

(c) No. of international students

No

Men	No	%	Women	No	%
	1756	70.18		746	29.82

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1863	416	-	411	2	2692	1555	386	-	561	0	2502

Demand ratio: **01.02%**   Dropout %: **8.6%**

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

> **Regular and free 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 these competitive examinations. Lectures are delivered by expert persons from time to time.**

No. of students beneficiaries | **126**

5.5 No. of students qualified in these examinations

| NET | 10 | SET/SLET | **No** | GATE | **No** | CAT | **No** |
| IAS/IPS etc | No | State PSC | **No** | UPSC | **No** | Others | **11** |

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 counseling and 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 | **35**

5.7 Details of campus placement

| | On campus | | Off Campus |
Number of Organizations Visited	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 Women Cell, Sexual Harassment Cell and Grievance Cell and NSS along with activities like Guest lectures, group discussions on women empowerment and training of Self defence. Self-defence session for girls students are arranged by woman grievance cell. The counselling sessions on women empowerment, female foeticide etc. are often organized.**

5.9 Students Activities

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

State/ University level [40] National level [2] International level [-]

No. of students participated in cultural events

State/ University level [115] National level [00] International level [00]

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

Sports: State/ University level [4] National level [No] International level [No]

Cultural: State/ University level [6] National level [No] International level [No]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	437	13,84,891
Financial support from government	62	3,50,900
Financial support from other sources	-----	-------
Number of students who received International/ National recognitions	-----	-----

5.11 Student organised / initiatives

Fairs : State/ University level [No] National level [No] International level [No]

Exhibition: State/ University level [No] National level [No] International level [No]

5.12 No. of social initiatives undertaken by the students [3]

5.13 Major grievances of students (if any) redressed:

- ❖ Separate parking facilities for female students are arranged .
- ❖ Better sitting facilities for female students are provided in 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

The head of the institution make sure the smooth functioning of the activity of the College in other faculty members of the College. There are many other sub-committees formed by the teachers to support management. All academics and administrative matters are being held regularly. Regular interactions are organised with parents, old students and teachers for the better and smooth working of the college. College website is regularly updated. Website displays important information about course& programmes, toppers and placement prospects, faculty etc.

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

6.3.1 Curriculum Development

Our college is affiliated to Panjab University and there is a prescribed syllabus of the university. Many of faculty members are active members of in different boards of studies of university. The study is being taught as per university syllabus and programmes. Teachers exchange their observations on the curriculum on regular basis. The experience gained by faculty members as resource persons, seminars and members of Boards of Studies facilitates the process of revision and up gradation.

College has started a new course, Master of Commerce(Accounting and Finance) under innovative scheme of UGC. Its curriculum is developed by college and approved by UGC and Panjab University.

6.3.2 Teaching and Learning

- ICT tools help in enhancement of Learning experiences.
- Many departments have organised many seminars, presentations, workshops etc to strengthen teaching learning.
- E-database and free internet facility is available in the Library as well as in departments.
- There are special coaching sessions for slow learners and advanced learners.
- Methods of teaching have shifted to student centric, so classes became more interactive.
- Power point presentations are made with the help of ICT facilities to make the teaching effective.
- Documentary films related to current topics are conducted to wider students thinking.
- Assignments, project report, practical work helped students to encourage practical learning.
- Scholarships, Remedial coaching, and Internet facility provided to students for wider reference.
- Students are encouraged to refer library books, internet, journals etc. to learn.

6.3.3 Examination and Evaluation

One internal exams are conducted as per the directions of the university as part of continuous evaluation. Class tests are regularly conducted. Apart from this, presentations and assignments are also used as part of continuous evaluation. Additional coaching is provided to needy students. This takes the form of remedial teaching. The faculty makes use of every opportunity to advance their knowledge by participating in seminars and through presentation of papers. They also encourage the students to do the same

6.3.4 Research and Development

Faculty members are motivated to involve in minor research programmes of UGC and ICSR. Faculty members are taking part in seminars and conferences. They have published research papers in various reputed journals. Minor projects have been sanctioned to the Departments of Commerce and Punjabi. The physics faculty has attended post-doctoral research programmes in the United States. Departments of the college also conduct UGC and ICSR sponsored seminar. Many faculty members of different departments are pursuing Ph.D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> ❖ **Digitalisation of library through OPAC**
> ❖ **For the research work of the faculty four computers has been specifically installed in the library.**
> ❖ **Two ICT classrooms are established in the college with the installation of OHP's, Multimedia learning and internet access is also provided.**
> ❖ **Fully digitalised administrative lock.**
> ❖ **College campus is fully Wi-Fi connected.**
> ❖ **A new auditorium is constructed.**

6.3.6 Human Resource Management

> **Human resource is the backbone of every educational institution, so our college takes various initiatives for the development of the faculty. Proper procedure is adopted for training, Performance appraisal and human resource development of the faculty. Various subject experts are invited to share their experiences with the faculty to encourage them and to increase their efficiency. The initiatives like Faculty Development Programmes and Teaching-Learning Programmes are organised by the college.**
>
> **These initiatives encourage the faculty for research work and help them to publish it in renowned journals and magazines as well as to sharpen their teaching skills too. Our faculty regularly enrol into refresher courses and orientation programmes etc.**

6.3.7 Faculty and Staff recruitment

> **The recruitment of teaching and administrative staff is done as per the norms laid down by the UGC, Panjab University and Panjab Government. The notice of recruitment is advertised through the regional and national newspapers.**

6.3.8 Industry Interaction / Collaboration

> **The college organises various industrial tours to the industries like Shakunt Enterprises Ludhiana and Ram Tech etc. Through these industrial tours students come to know about the practical implementation of the theoretical knowledge. It helps them to understand the future perspectives of their subject. College also invites various experts for interaction with students regarding their careers. Students learn a lot from such industrial tours and discussions with experts to become creative and employment ready.**

6.3.9   Admission of Students

Admission of students is made as per the University and Panjab Government norms. Students are admitted on merit basis where the seats are limited. Admission notice is published in various leading newspapers before starting every academic session. The college follows the Punjab University/ Punjab Government reservation policy for all classes with regards to various categories such as SC/ST/OBC/Freedom Fighters/ Defence Personnel and Ex-servicemen/ Kashmiri Migrants/ differently abled/Sports persons, Dingle 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. Liberal fee concessions Scholarship for meritorious students

- ❖   The staff wards (teaching and non teaching) are given 30% to 40 % concession in Self financed courses and total free-ship in grant in aid scheme courses .
- ❖   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   17,12,11891

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?

The College follows the norms set by Panjab University, Chandigarh.

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

N.A

6.11 Activities and support from the Alumni Association

The Alumni of our college are the symbol of achievements and developments of the institute over the time. They witness the success of the college in academic as well as in extra-curricular activities. Our college organises various interactions, lectures and workshops of students with alumni, where they share their knowledge and experiences to impart practical knowledge and career support to the students.

6.12 Activities and support from the Parent – Teacher Association

Parents-Teacher Association is an important alliance of the college. This helps us to find out the appropriate solutions of the problems of students due to change in environment, when they join college and come across greater exposure. Parents and Teachers are two most important stakeholders in shaping the life of a person to make him/her successful. The main objective of our college is overall development of the students to make them better human beings. This is achieved through the participation of both parents and teachers. Frequent interaction between faculty and parents are arranged to discuss the study related and socio-psychological problems of students. These meetings help to better understand the student's psychology and enable the teachers to make students aware about their 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 Administrative staff if provided Accidental Insurance facility through R.S.D. College Trust & Management Society.
- ❖ The staff has been provided financial Support through the loan against salary

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

- ❖ Regular tree plantation
- ❖ Green audit
- ❖ Biomedical waste management
- ❖ Maintenance of lawns and gardens

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 Ferozepur 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 Ferozepur 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___   Name ___DINESH SHARMA___

_____Ashok kumar_____   _____

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

_____***_____