Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**R. S. D. COLLEGE**
Name of the head of the Institution	**Dr. Dinesh Sharma**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01632220254**
Mobile no.	**9872837811**
Registered Email	**rsdcollege@yahoo.com**
Alternate Email	**rsdcollege@gmail.com**
Address	**Outside Makhu Gate, MallanWala Road, Ferozepur city**
City/Town	**Ferozepur City**
State/UT	**Punjab**
Pincode	**152002**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Sh. Ashok Kumar Jindal**
Phone no/Alternate Phone no.	**01632220254**
Mobile no.	**9417448438**
Registered Email	**jindalfzr@gmail.com**
Alternate Email	**rsdcollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.rsdcollege.com/?cat=aqar

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.rsdcollege.com/downloads/calendar/2017-18.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.65**	**2013**	**25-Oct-2013**	**24-Oct-2018**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**01-Sep-2012**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Kav Chintan (Two Days Seminar) Sponsored by	**25-Feb-2018** **2**	**170**

Punjabi Sahit Academy ,Delhi		
Seminar on Advances in Nuclear and Solid State Physics	28-Mar-2018 1	100
Blood Donation Camp	14-Oct-2017 1	158
Two days National Seminar sponsored by ICSSR, New Delhi on Higher Education in India: A New Vision 2030 (ICSSR,Delhi Sponsored)	10-Mar-2018 2	100
Cinematic Narration of Nation seminar	05-Feb-2018 1	180
Recent Trends and Challenges in Strategic Financial Management UGC sponsored Seminar	19-Mar-2018 1	120

[View File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of English	National Seminar	DCDC, Panjab University, Chandigarh	2017 1	29400
Department of Commerce	National Seminar	UGC	2017 1	100000
Department of Physics	National Seminar	UGC	2017 1	112000
Department of Economics	National Seminar	ICSSR	2017 2	150000
Department of Commerce	M.Com (Accounting Finance)	UGC	2017 4	6639158

[View File](#)

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File]
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. Under the flagship of IQAC, four national level seminars were organized by different departments with the help of assistance provided by bodies like UGC/NAAC/University etc.

2. To make students socially responsible and ethically committed, the IQAC inspired different departments and other bodies of the college to organize activities like Visit to Blind Home, Slum Areas, Celebration of festivals such as Teej, Women Day, World Environment Day, world Ozone day, International Literacy Day, International Day of Democracy

3. Keeping in mind the changing scenario of the world of academics, the IQAC of the college deliberated upon the possibility of starting new courses like B.Voc (Software development) and B.A.B.Ed, B.Sc.B.Ed integrated in the college from the next session. It was also resolved that the due process will be initiated in this regard.

4. IQAC resolved that there would be expansion of the college building so as to smoothly run new courses to be introduced from the next session

. 5. To make teaching-learning-process more comprehensive, under the guidance of IQAC, different departments of the college took students to tour and trips to historical places, industrial units and corporate offices etc. The IQAC of the college also encouraged the teachers to use ICT tools to make teaching-learning-process more interesting and involving.

[View File]

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

Plan of Action	Achivements/Outcomes
To Organize Blood Donation Camp	A Blood Donation Camp was organized by NSS Unit of College with the help of Alumni Dr. Amarjit Kaur from DMC &H ,Ludhiana
It was resolved that some departments would be asked to organize national seminar on the topic of national	Four national level seminars sponsored by various funding agencies were organized during the session 201718.

integration, Problems and Issues related to Higher Education and other social issues with the help of assistance provided by bodies like UGC/ICSSR/NAAC/University.	
Introduction of new courses	M.A. English and M.Sc. Chemistry were introduced from the session. An addition in the existing options for students in B.A. course was made by introducing Music (Vocal).
Extension activities	1. Rubaru (Interaction) with Poet Surjeet Patar 2. Kav Chintan (Two Days Seminar) 3. International Mother language Day 4. Shaheed Diwas: Remembering Sardar Bhagat Singh 5. Nibandh Lekhan Competition 6. Historical and Educational Tour 7. Quiz Competition for the Classes B.A. I, II III 8. Debate on SocioEconomic Issue. Topic: Students' immigration in Punjab 9. Extension lecture on the topic of "Political Nepotism and Indian Society" 10. Extension lecture on the topic of "Social conditions and Indian Democracy" 11. Extension lecture on the topic of " Panchayat: Social and Political Issues" 12. National Bhatkhande Sangeet Sammelan 13. Cultural Event at blind Home 14. Lecture delivered on the topic " Panchayats: Social Political Issues", organised by Departments of Sociology and Political Science 15. Educational Tour to Rajasthan 16. Lecture on Child Labour and Value of Education to Children of Slum Area 17. Celebration of IYD 18. A Visit to Blind Home 19. Educational Tour (Kullu Minali) 20. Guest Lecture on Investment Opportunities by Mr. Mohit, Ludhiana 21. World Ozone day 22. World Environment Day 23. Doaba fest participation 24. Industrial visit in "PIFord Technologies IT Park Mohali" 25. Celebration of Teej Festival at College Campus 26. A lecture on women health and hygiene conducted 27. Celebration of women Day in College 28. Sanitation Camp 29. Seminar On The Birthday Of Swami Vivekananda
Expansion of infrastructure	A piece of land adjoining to college was purchased for smoothly running the new courses.
Proposal for new courses	Keeping in mind the changing scenario of the world of academics, the IQAC of the college deliberated upon the

	possibility of starting new courses like B.Voc (Software development) and B.A.-B.Ed, B.Sc.-B.Ed integrated in the college from the next session. It was also resolved that the due process would be initiated in this regard.
Use of ICT	Teachers were motivated to use ICT tools to make teaching learning process more comprehensive. Most of the teachers responded to the task and took initiatives in the field.
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
RSD COLLEGE TRUST & MANAGEMENT SOCIETY	28-May-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2017**
Date of Submission	**30-Sep-2017**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The college is governed by RSD College Trust and Management Society. There are proper channels for communication between the management and different stake holders. The college has at its disposal a management information system specifically designed for facilitating communication of relevant information among different stake holders like students, parents, teachers, management, administrative and library staff and alumni. Feedback received from faculty, students, alumni and other stakeholders is considered for continuous review and revision. Different committees, HODs, the Principal, the Bursar and the office superintendent give their feedback to the management in the periodic meetings**

and the necessary action is taken as per the need of the specific case. The Principal of the College ensures smooth functioning of all activities and notifications of any important information are readily shared through different channels. The IQAC of the college conducts periodical meetings for ensuring quality in academics, extracurricular and administrative activities. For transparency and efficiency, teachers' time tables and class time tables are prominently displayed on the notice boards for students. Heads of all the departments ensure the smooth functioning of all the academic and other activities of the department along with the other faculty through frequent meetings and allied activities. Meetings of the Student Council are held periodically to discuss and decide on matters relating to academics and administration. Nonteaching staff uses its own transparent system to accomplish different tasks. The general office has been automated. Fee collection, office work and other activities are performed through this automation. This has ensured a better management of administrative and accounting work, including proper filing and timely completion of assigned work. The administrative office also uses the university's student portal regularly and various activities related to examination and students' record are performed through this portal. Teachers from the faculty of Computer Science have developed college's own OPAC (Online Public Access Catalogue) which facilitates an easy access to the library catalogue for students, staff and the general public. In the college library, the record of books issued and returned has been digitalized. Administrative and Academic activities are also greatly facilitated by active use of ICT for sharing resources. Sufficient provision is made for purchase of equipments and for maintenance of infrastructure. All the financial documents prepared by the Accounts Department are duly verified by the Bursar who is one of the authorised signatories along with the Principal. The Bursar is appointed from the teaching staff.

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Ram Sukh Das College strictly follows the academic calendar framed by the Panjab University, Chandigarh. By following The University academic calendar, the college frames its own academic calendar with minor changes which consists of college events and activities envisaged for the current session as suggested by the IQAC. It assists teachers to preplan their teaching schedule and framework for continuous internal examinations. The curriculum is designed by Panjab University, its implementation and delivery part is left to the college. Moreover, our college teachers who are members of academic council and board of studies give their valuable suggestions to frame the curriculum. The Principal conducts staff meetings to ensure smooth implementation of activities planned by the college academic calendar. The Heads of Departments also hold departmental meetings for assigning the workload to teachers, where various departmental academic and extension activities are discussed. The college time table committee designs teacher wise and detailed time tables for theory and practical classes of under-graduate and post-graduate and it is displayed on the notice board. All the teachers maintain their attendance registers and prepare their own monthly schedule of teaching curriculum that includes class tests, seminars, assignments, question bank etc. The teachers use chalk and talk method and make use of ICT tools for teaching. They also discuss course objectives and outcomes with students. Under the supervision of examination committee, mid-semester tests are conducted and documented in order to evaluate the progress of students. Extra time as and when required is assigned by teachers to slow learners and the students who are not able to attend classes due to participation in sports, NCC camps and extra-curricular activities etc. All the science laboratories are restocked regularly as per the requirement of curriculum. The college facilitates internship and project works for the students as prescribed in the curriculum. Through this, they get experiential learning for their future placements. Parents are updated about the performance of their child by sending SMS and letters to them. The value added courses are conducted to add value to the current curriculum. Every academic activity is implemented and documented with priority. In the end of the session, college makes analysis and take action to make progressive improvements suggested by various stakeholders through feedback and student satisfaction survey in the divergent facets of the college

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	English	04/07/2017
MSc	Chemistry	04/07/2017
BA	Music Vocal	04/07/2017

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.		
Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Communication Skills and Personality Development	01/09/2017	57
[View File](#)		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom	General	36
MCom	Accounting and Finance	22
MSc	Information Technology	12
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
In the end of every academic session, Ram Sukh Das College obtains curriculum feedback from all stakeholders like students, teachers, alumni, parents and employers through IQAC. The IQAC plays active role by interacting with the Principal and Head of the departments. The IQAC frames structured questionnaire for different stakeholders after discussing the major issues regarding the curriculum feedback. The students give feedback regarding teaching learning process and how curriculum motivates them for higher studies. The teachers give feedback on course objectives and outcomes, how they motivate slow learners and use of various teaching tools used by them while teaching. The Alumni are flag bearers of any educational institution. They give feedback on how curriculum and college activities shaped their personality and careers. The Parents give

feedback on how curriculum helped their wards in their future placements and becoming socially responsible. The employer's feedback is given to make assessment about college students who work as workforce in the society. They also express how curriculum was effective in shaping the work and soft skills of students working under them. These feedback forms are collected and detailed analysis is made by IQAC after holding meetings with Principal and staff members on different aspects of curriculum and teaching learning process. Though the college follows the curriculum as prescribed by University, IQAC suggests various means by which value addition by offering value added courses and extension activities can be arranged to increase the effectiveness of curriculum and making it more relevant for future improvements in different areas of the college. Furthermore, an action plan is chalked out for the next academic year.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Humanities	Nill	253	253
BCA	Computer Application	160	42	42
BCom	Commerce	145	143	143
BSc	Science	Nill	149	149
MA	Punjabi	60	28	28
MA	History	60	23	23
MA	English	60	27	27
MSc	IT	30	11	11
MSc	Chemistry	45	44	44
MCom	Commerce	40	39	39
View File				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1685	353	39	13	44

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
96	96	4	6	2	3

View File of ICT Tools and resources
View File of E-resources and techniques used

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

In our institution, the process of mentoring is a distinguished form of counseling and guidance activities. The practice aims at strengthening the relationship between students and teachers by increasing contact hours between them. The mentor cum teacher guides the students in their academic pursuits and emotional and psychological development as well. Each faculty member is allocated a group of 20 to 25 students by the Head of the Department in the beginning of the session. The mentors collect all the personal and necessary information related to the students and subsequently provide needed help and counseling to them. They help the students by sharing their skills, knowledge and expertise. The mentors interact with students through group interactions and individual meetings. The teachers suggest the students to ponder over the problems faced by them in their academic and other facets of life. During the meetings, their problems are discussed and mentors endeavor to find out the aids and solutions to the problems. The mentors provide required solutions to the slow learners and encourage advanced learners to improve their skills. The slow learners are provided with extra time and material to improve themselves, and advanced learners are motivated to participate in various curricular and extra co-curricular activities to enrich themselves with additional life skills.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2038	96	1:21

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
54	38	16	19	7

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Azadwinder Singh	Assistant Professor	. BEST TEACHER AWARD FROM CT UNIVERSITY LUDHIANA .NATION BUILDER AWARD FROM ROTARY CLUB ,FEROZEPUR CANTT .AGREED TEACHER AWARD FROM AGREED FOUNDATION (ACTION GROUP FOR RESEARCH IN EDUCATION AND ENVIRONMENTAL DEVELOPMENT)
2018	Narinderjit Kaur	Assistant Professor	Sangeet Ratan Sammaan-2018
View File			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	B.A	2nd	02/06/2018	30/08/2018
BA	B.A.	4th	31/05/2018	09/08/2018
View File				

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

The institution adheres to the pattern of CIE as prescribed by Panjab University, Chandigarh for both under graduate and post graduate programmes. The departments ensure that the internal assessment criteria are strictly followed as per the guidelines for each faculty respectively. The institution instructs the students about the evaluation process in advance. The combination of attributes like attendance, presentations, assignments and performance in Mid Semester Tests make up the system of internal assessment. After the internal evaluation, the outcomes are discussed with the students and they are assisted to improve their shortcomings. Performance of weak students is discussed with their parents telephonically and necessary suggestions are given to them. Thus, the CIE system expands the holistic knowledge of students by its adequate functioning.

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

As the College is affiliated to Panjab University, Chandigarh, the Academic Calendar prescribed by the University is adhered to. However, minor additions are made by the IQAC of the College to cater to its specific needs. The preparation of Academic Calendar ensures that the students get adequate instructions hours and teachers get maximum hours to deliver their courses effectively. The Academic Calendar is prepared in accordance with the conduct of examination. For the effective working of Academic Calendar, the Principal convenes a meeting with the heads of the departments in the beginning of the semester. The proposed schedule of internal examinations suggested by the Internal Examination Committee is given in Academic Calendar so that students can prepare for them well in advance. A timeline is also suggested to complete the syllabus in time. Each department develops its component of Academic Calendar which aligns with the Academic Calendar of the college. It includes dates for other components of CIE viz. assignments, seminars and projects etc. The departments make course plan for all the courses, listing the extent of syllabus that will be completed at different time intervals. In order to adhere to the schedule of CIE, the teachers take extra classes to finish the topics suggested for Mid Semester Tests. All the components of CIE, namely assignments, seminars, Mid Semester Tests, projects etc. are conducted on time as per the academic calendar. The college expands the knowledge horizon of the students through cultural activities and academic events like seminars, workshops, educational tours and industrial visits etc. These programmes are included in the Academic Calendar in such a way that CIE process is not disrupted.

2.6 – Student Performance and Learning Outcomes

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

https://www.rsdcollege.com/downloads/naac/program-outcomes-2017-18.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
M.Sc.-II (IT)	MSc	Information Technology	13	13	100
M.Com-II	MCom	Commerce	36	35	97.22
View File					

2.7 – Student Satisfaction Survey

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

https://www.rsdcollege.com/downloads/naac/sss-2017-18.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NA	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Advance inNuclear and Solid-StatePhysics	Physics	28/03/2018
Recent Trends and Challenges in Strategic Financial Management	Commerce	19/03/2018
Higher education in India: A New Vision 2030" by ICSSR	Economic	09/03/2018
Cinematic Narration of Nation	English	05/02/2018
Two-day National Seminar on "Kav Chintan"	Punjabi	24/02/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
No file uploaded.				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement

NIL	NIL	NIL	NIL	NIL	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Different Departments	3	0
International	Different Departments	8	0

View File

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	13
Punjabi	2
Economics	6
Chemistry	5
English	3
Physics	1
Politicial Science	1
Hindi	1

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Novel Carbohydrate based Non-Ionic Gemini Surfactants with flexible spacer as	Nirmal Singh, Lalit Sharma	Tensides surfactants detergents, Hanser Germany	2018	2	R.S.D CollegeGE	2

Title of the Paper	Name of Author	Title of journal	Year of publication				Institutional affiliation
reverse micellar systems for encapsulation of D- and L-e nantiomers of some aromatic ?-amino acids in n-hexane							
Enantioseparation of D- and L- isomers of chiral drugs for improving their bioavailability – some techniques including micellization with gemini surfactants	Nirmal Singh, Lalit Sharma	Indian Journal of pharmaceutical education and research	2018	6		R.S.D College Ferozepur	6

[View File](#)

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Novel Carbohydrate based Non-Ionic Gemini Surfactants with flexible spacer as reverse micellar systems for encapsulation of D- and L-e nantiomers of some aromatic ?-amino acids in n-hexane	Nirmal Singh , Lalit Sharma	Tenside surfactants detergents, Hanser Germany	2018	26	2	R.S.D. College Ferozepur

Enantioseparation of D- and L- isomers of chiral drugs for improving their bioavailability – some techniques including micellization with gemini surfactants	Nirmal Singh, Lalit Sharma	Indian Journal of pharmaceutical education and research	2018	22	6	R.S.D. College Ferozepur

View File

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	11	50	0	0
Presented papers	11	50	0	0
Resource persons	0	2	0	0

View File

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Sanitation Camp	NSS Unit R.S.D.College,Ferozepur City	2	35
Visit to Blind Home	Commerce deptt.NSS Unit ,R.S.D.College	5	0
Lecture on Women Health Hygiene Conducted	Women Cell Red Ribbon Club and Physical Education Deptt.	12	70
Cultural Event at Blind Home	Music Deptt. Red Ribbon Club,R.S.D.College,Ferozepur city	2	40

View File

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

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

No file uploaded.

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Government Organization/NSS	NSS Unit R.S. D.College,Ferozepur City	Sanitation Camp	2	35
Government Organization/NSS	Commerce deptt.NSS Unit ,R.S.D.College	Visit to Blind Home	4	0
Government Organization/NSS/ Red Ribbon Club	Women Cell Red Ribbon Club and Physical Education Deptt .R.S.D.College, Ferozepur city	Lecture on Women Health Heigene Conducted	12	70

View File

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industrial Training	Training on Job Scope - PHP MYSQL	Ten Heads Consultants SCF 28, Phase 3B2, Sahibzada Ajit Singh Nagar, Punj	07/01/2018	24/04/2018	Neeraj
Industrial Training	Training in Online Examination - PHP MY SQL	Ten Heads Consultants SCF 28, Phase 3B2, Sahibzada Ajit Singh Nagar,	07/01/2018	24/04/2018	Ravi Sher Singh

	Punjab			
	View File			

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
95	98.38

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Laboratories	Existing
Others	Newly Added
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E-library	Fully	Indigenous	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17065	2794964	108	28419	17173	2823383
Reference Books	13892	2152398	1073	418529	14965	2570927
CD & Video	70	0	0	0	70	0
Journals	26	27200	0	0	26	27200
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content

| NIL | NIL | NIL | Nill |

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	123	6	5	4	1	1	8	100	0
Added	0	0	0	1	0	0	0	0	0
Total	123	6	5	5	1	1	8	100	0

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

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
2.25	2.04	5	4.48

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

R.S.D. College, Ferozepur City, is spread over five acres of land in the main city. The college has a beautiful campus with imposing buildings and lush green lawns. The college has more than 40 classrooms with proper seating arrangements. The college has many well-equipped laboratories, like Physics, Chemistry, Botany, Zoology etc, a Biological museum, a lecture gallery, and many air-conditioned computer labs. The college library, seminar hall, multipurpose hall, a canteen, girls hostel etc. play important roles in the progress of the students. The college has a large playground, a Gymnasium, Yoga Centre, and various sports facilities for indoor and outdoor games. The college has a well-stocked library where students get required books, newspapers, magazines, journals etc. Students and faculty members may utilize these facilities on any working day during the college hours. Students and faculty members can also borrow books as per the library rules. The college has an ultra modern girls hostel where all the required facilities are available for the female students, like well-furnished air-conditioned rooms, washrooms, mess, recreation room, guest room etc. The college also provides residential quarters to the members of the supporting staff (if required). The college has a canteen to serve tea, food and other eatables to the staff members, students, and guests. The air-conditioned seminar hall is a popular venue for almost all the curricular and co-curricular activities, like seminars, extension lectures,

workshops, conferences, and cultural events of different departments. A multifunctional auditorium and an open stage are also available in the campus for conducting various activities. The college encourages students to participate in sports (indoor as well as outdoor games). All the required amenities are provided by the college. The college has a well- equipped gymnasium for physical fitness. The students and staff members can use this facility as per their requirements. A yoga centre has been established at the college for students to improve their physical, spiritual, social and mental health. It is run under the guidance of the physical education department. The College has an NCC unit working under 13 PB NCC Bn., Ferozepur Cantt., with a Permanent Commissioned Officer. The students are enrolled in B and C certificates. The college also has an N.S.S. unit. Through these units, students get opportunities to participate in different social services like blood donation, tree plantation, pulse polio drive, adult education etc. The women cell of the college helps in creating awareness about burning social issues like sexual harassment, ragging etc. and helps/guides the students to tackle their problems. The Legal Aid Cell of the college provides free services/advice to the needy. Moreover, these facilities are improved from time to time as per the requirements of the college. Every year the budget is allocated for the development and maintenance of all these facilities. The college also has adequate staff available to maintain these facilities.

https://www.rsdcollege.com/downloads/procedureandpolicy.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	CSR, Student Aid Fund , National Scholarship Portal, Students Scholarship	494	1314750
Financial Support from Other Sources			
a) National	Vinakyak Scholarship, DCDC, Post Metric by Government	117	28903
b)International	nil	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Ru-ba-ru (Interaction) with Poet Surjeet Patar	10/11/2017	160	Punjabi Department, RSD College
Cinematic Narration of Nation	05/02/2018	180	English Department, RSD College
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Guidance for Competitive Exams and Career Counseling	60	55	21	7

View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	10	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	Wipro, Panjab University	341	7

View File

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	99	B.A, B.Sc, BCA, B.Com	Science, Computer	R.S.D. College/Foreign	Post Graduation

View File

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	17
Any Other	4

View File

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants

Teej festival" at RSD College ferozepur City	College	80	
Rehearsal for Youth Festival	College	95	

View File

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Inter Zonal Youth Festival	National	Nill	32	NA	NA

View File

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students Council of any college is selected to shape all decision in the field of education in democratic way. The very concept of student council incorporates the idea of students' involvement in every activity of college which is related to students. The selection of students' representatives for Student Council of our college is completely an act of an utmost importance as it paves the way of all other activities that we plan for every academic session. The selection for Students Council is done on the basis of their academic performance, their active participation in curricular and extra-curricular activities and as per the recommendations of heads of their departments. The students selected in Students Council actively participate in various activities of different academic and administrative bodies of our institution like IQAC, Red Ribbon Cell, etc. They help in coordinating all the events related to academics and other co-curricular, extra-curricular activities, as per the directives of teaching faculty. They do lot of academic administrative work by taking the help of other students. They also motivate other students to take part in the activities conducted by the Institute. They work as a medium between faculty and students by maintaining: 1. Coordination in day to day academic activities at their level. 2. Coordination in communicating the information between students and Teaching faculty. 3. Coordination in conducting special events like Fresher's Party, Farewell party, Annual Function etc. 4. Co-ordination in organizing cultural events. 5. Coordination in organizing Sports/ Games and arranging Tours and Visits for the students. 6. Vital help in collecting articles from students as Student Editor of College Magazine Nanak Jot. 7. Coordination in inviting the external guest speakers Seminars Workshops. Our educational institution provides necessary support to the students in organizing and coordinating the events. It encourages the students to develop their leadership skills through these activities. Student members can become real heroes and competent managers in future by learning all these skills. In their own practice today, educators should consider how they work with students to make decisions. Meaningful Student Involvement should not merely be an exercise, but must be a reality that engages, challenges, and expands students' understanding of democracy in their education and throughout their lives.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has Alumni Association registered in the name of "Alumni Association of RSD College " under the Societies' Registration Act (XXI of 1860) and as amended by Punjab Amendment Act, 1957. Alumni Association was registered on 16, September, 2013 with registration number 4628. All the students, who passed out of the college, are eligible for Alumni status. The mission of Alumni Association is to inform, engage and inspire Alumni to stay connected to their alma-mates to support college to achieve its vision and contribute to its success. As per the bye-laws of Alumni Association, the President of the College Managing Committee will be Chief Patron of the Alumni Association and Secretary of the College Managing Committee will be the President of the Alumni Association. So the executive committee is working under the president of Alumni Association Shri S.P. Anand. Nearly 302 alma-mates of our Alumni Association are regularly involved in each and every activity of the institution with their heart and soul. The College also relies on Alumni to provide mentoring, internships and career opportunities to students. To achieve its mission, Alumni conduct Alumni Meets, Blood Donation Camps, and Extension Lectures on different topics for the students. They are also engaged in sponsorship of fee for students to keep in touch with society by organizing different cultural programmes. In the year 2017-18, a Blood Donation Camp was organized. In addition to the meeting of the executive members of the Alumni Association of Ram Sukh Dass College, Ferozepur City, Annual General Meeting of the members is conducted as per the protocols of the Annual General Meeting.

5.4.2 – No. of enrolled Alumni:

302

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

28903

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting held on 13th Sep 2017 and activities of tree plantation held on 15th Oct, 2017

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The RSD college is managed by RSD College Trust management Society. Dr. Dinesh Sharma is the Principal of the college. The institution is 98 years old and a reputed institution in Punjab. The organizational structure exhibits excellent decentralization and participative management through principal, vice-Principal, Head of Departments, Office in-charge, Accountant, laboratory assistants, sports Committee, in- charges, NSS, etc. Both teachers and non-teaching staff have their representatives in the College's Governing Body, which is its highest decision making body. Teachers of the colleges are members and conveners of the various committees that are constituted by the Principal for the day-to-day functioning of the college. Some of these committees are the Academic Council, the Examination Committee, the Admission Committee, the Library Committee, the Magazine/ the Prospectus Committee and the Research Committee, the Cultural Committee, the Beautification Committee, the Fee concession Committee, the Maintenance Committee, the Purchasing Committee, the Time Table Committee etc. Teachers, through their committees and autonomous

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The curriculum is developed by Panjab University, Chandigarh. Various faculty members of the college are the members of Board of Studies of the Panjab University. These members regularly attend the meetings of Board of Studies and they give their suggestions for curriculum development. Board of Studies Changes and modify the curriculum accordingly.
Teaching and Learning	Teaching strategies are reviewed after the declaration of academic results and the mutual discussion of the faculty enable the teachers to update their teaching methods to make the learning interesting and stimulating. Regular meeting of staff with principal and managing Committee are conducted to student centric teaching by involving them in projects, seminars, debates, writing completion, Educational tours, Participation in Youth Festivals, presentation etc. Teachers are sent granted leaves to improve their qualifications and Special attention is given on faculty Development.All the departments organize seminars, conferences, workshops, extension lectures and teachers are sent to attend such programmes. Various new courses has been introduced, M,Sc Chemistry, M.A. (English) and Music (Vocal) subject for B.A Classes in this academic year. New Books, Journals for Library are the regular feature of the college.
Examination and Evaluation	The institution evaluates the students through two terminal tests conducted by Panjab University, Mid semester exam and class tests , project work ,class room seminars, and presentation . After Mid semester exam, answer sheets are given to students. They can clear their doubts and queries in their mind regarding the marks. Any doubt about evaluation is made clear by the teachers. A record is maintained of

	answer sheets, award lists and assignments and letters are sent to their homes about their performance. Final evaluation is conducted by semester exams and practical by Panjab University, Chandigarh.
Research and Development	• The faculty members are motivated to apply for financial aid available in this regard from UGC, CSIR and other bodies to promote the research activity, Two minor research projects are going on in Department of Punjabi, and Department of Commerce . • Teachers are motivated to attend seminars/conferences/workshops/Faculty Development programme. • A handsome number of faculty member are pursuing their Doctorate from different university. The institution is helping them by granting duty leaves. • Scholars/researchers are invited for seminars, extension lectures for the benefit of students and teachers. This year five national level seminar were organized by different departments • Up gradation of library and learning resources is regular feature . • Teachers are free to use Computer facility with internet in free periods.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a rich Library. Being 97 year old college a large number of valuable books are present in the college library. This year new text books . Reference books are added. Daily newspapers and magazines have been added in the library in the current year. A piece of land adjoining to college College has been purchased in this year to expand the college building. Computer labs, ICT infrastructure is regularly updated by the college.
Human Resource Management	The teachers are sent to attend various training and development programmes in terms of Faculty Development Programme (FDPs')/seminars/workshops/interaction as resource persons, orientation and refresher courses. The poor and needy students are helped by giving fee concession in fee structure, books from college library. Special classes are taken for weak students. The meritorious students are awarded with scholarships and a special attention is given to promote them in every sphere. College students visit places like slum

	areas, Blind home, etc. to help the needy persons. There is a blind home in Ferozepur city. All the blind students get free of cost education in the college. Special attention is given to students with special needs. The students participate in Panjab University Zonal and Inter-Zonal Youth Festival every year to nurture culture values and to explore themselves to new dimensions.
Industry Interaction / Collaboration	The College students go to different industries for their internship and project work. The Commerce and Computer Department develop mechanism with different industries for the students for their training and project work. Industrial tours are regularly conducted for the students. The institute interacts with various institutes and consults them on various issues for the improvement of college. Our college has registered Alumni association. A large number of alumni are placed in different industries and posts they interact with the students to guide them.
Admission of Students	Ferozepur is a border city. The students of our college come from the villages adjoining to Indo-Pak border line. College teachers visit in the schools of the these villages and guide the outgoing students to join course according to their interest that are available in the college. The admission committees are formed for every stream. These committees review the profiles of students selected for admission. In some courses merits are prepared as per government rules to admission to the students. The student counseling is conducted to motivate them for discipline and their academic growth.

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

E-governace area	Details
Planning and Development	The institution has a website that is regularly maintained and updated. Every Information regarding admission, classes, term exams , semester exams etc. is provided to the students through website and whatsapp groups. Every important event is displayed on the college website for the information of all the stakeholders .Timely information through these sources help in better planning and development.

Administration	The college has computer based systems to manage student's records, students attendance, curriculum, transaction, official communications to teachers, students, alumni and other. Employee record management and pay slips and other HR related activities are also done through ICT. WhatsApp groups have been created exclusively for college teaching and non-teaching staff for effective information dissemination
Finance and Accounts	The institute use fully computerized accounts section. The college conducts regular audit of annual books of accounts. The Administrative Office maintains the Books of Accounts properly through computers and which helps in auditing procedure.
Student Admission and Support	Information regarding admission and registration is made available through these e-Channels to the students. Information regarding various important dates, university and Government scholarship schemes is also provided to students through e-governance. • Students use internet in computer labs to support their learning.
Examination	Online availability of date sheet of university examination. • Online provision to upload the internal assessment of students. • Online availability of roll number of students for college office • Facility to deposit online registration fee on students to university. • Online return of student registration is done on Panjab University portal. • Online University result facility, Students can directly access their result of exam.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Hemant Gupta	NIL	ICAI	1500
No file uploaded.				

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

Year	Title of the	Title of the	From date	To Date	Number of	Number of

	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2017	Workshop on how to file income tax return	Workshop on how to file income tax return	29/11/2017	29/11/2017	40	10

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation	3	Nill	Nill	28
Refreshers	1	Nill	Nill	21
STC	4	Nill	Nill	2

View File

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
19	20	2	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1) EPF / CPF Facilities 2) GISLIS 3) Medical/Maternity Leaves 4) Accomodation for the head of the institution 5) Leave Encashment 6) Gratuity 7) Career Advancement Scheme	1) EPF / CPF Facilities 2) GISLIS 3) Medical/Maternity Leaves 4) Accomodation for few of adhoc employees 5) Leave Encashment 6) Gratuity	1) Concessional Bus Passes 2) Accidental insurance 3) Concession in fees 4) Scholarships for SC/Minority 5) Scholarships for meritorious students 6)

6.4 – Financial Management and Resource Mobilization

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

The audit of college accounts is a regular feature. The bursar scrutinizes and authenticates all the bills/vouchers and cash books. He assures that the proper purchase procedures are followed before every payment. The college has appointed a charted accountant who regularly audits the college accounts. This is the procedure of internal accounts audit. In addition to this, the pre-audit cell of Punjab government admits the claims for grants receivable under grant-in-aid scheme every year. The government also gets audit done by its department as well as the Accountant General, Punjab.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Ramtech Software Solutions Pvt. Ltd	300000	Scholarship to poor and meritorious students
No file uploaded.		

6.4.3 – Total corpus fund generated

21141301

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC
Administrative	Yes	AG Punjab	Yes	Bursar and Chartered Accountants

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

After mid semester examination, parents are informed through letters about attendance, marks obtained class performance. A PTM is conducted whereby parents can interact with teachers to know the status of their ward. In case of indiscipline created by a student parents are informed telephonically and counseling of the students is done by teacher sometimes in the presence of the parents. Then meritorious students are awarded in the presence of their parents to motivate them.

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

1) Workshop on how to file income tax returns

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

1. M.A. (English), M.Sc.(Chemistry) , Music (Vocal) for B.A Classes has been started. 2. More than 12 National Level Seminar has been conducted in the college funded by UGC,ICSSR,DCDC PU has been conducted. 5 National level seminar has been conducted in this academic year. 3. Two UGC Funded Monor Research Projects (One in Department of Punjabi by Dr.Manjeet Kaur and 2nd by Ms. Sunanda Sahrma in Department of Commerce)are going on. 4. College has purchased a piece of land to expand building and planning are made to start some New courses (Integrated B.A.B.Ed, B.Sc.B.Ed, B.Voc(SD), B.Voc(MLMDT)

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Extension lecture on	08/09/2017	08/09/2017	08/09/2017	55

	the topic of "Political Nepotism and Indian Society" By Ms, Pushpa Rani, Head Department of Political Science On " International Literacy Day"				
2017	Educational Tour Rajasthan	19/10/2017	19/10/2017	22/10/2017	35
2017	Industrial visit in "PIFord Technologies IT Park Mohali"	26/10/2017	26/10/2017	26/10/2017	15
2017	World Ozone day	16/09/2017	16/09/2017	16/09/2017	60
2017	A lecture on women health and hygiene	04/10/2017	04/10/2017	04/10/2017	70
2018	Two days National Seminar sponsored by ICSSR, New Delhi on Higher Education in India: A New Vision 2030 (ICSSR,Delhi Sponsored)	09/03/2018	09/03/2018	10/03/2018	100
2018	Cinematic Narration of Nation seminar by Dr. Rajesh Sharma and Dr. Shewani Thakur Sponsored by DCDC,PU	05/02/2018	05/02/2018	05/02/2018	180
2018	UGC Sponsored National Seminar on	19/03/2018	19/03/2018	19/03/2018	120

2018	Kav Chintan (Two Days Seminar) Sponsored by Punjabi Sahit Academy ,Delhi	24/02/2018	24/04/2018	25/04/2018	170
2018	UGC Sponsored National Seminar Advances in Nuclear and Solid State Physics	28/03/2018	28/03/2018	28/03/2018	100

View File

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebration of Teej Festival at College	04/08/2017	04/08/2017	60	0
A lecture on Women's Health and Hygiene	04/10/2017	04/10/2017	70	0
A lecture on Child Labour and Value of Education to Children of Slum Area	20/02/2018	20/02/2018	3	2
Celebration of Women's Day	08/03/2018	08/03/2018	120	80

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
? Total electricity load of the college is 102kw. ? 2 percent of total power requirement of the college is met by Solar Water Heater. ? Energy saving sources are used is the campus such as CFLs/ three star air conditioners as and

where required. ? There is 500ft deep bore well for clean water supply. ? There is regular testing of drinking water in college. ? Tree Plantation is regular feature of college. ? There is a well for water harvesting in the college. The well is 20 feet deep filled with concrete. There is 100 feet deep pipe under the well. Rainwater is carried to the well through pipes. Rainwater that runs off from rooftops, parks, roads, open grounds, is purified through concrete, and then water seeps down to the ground water. ? As a step towards environmental consciousness, World Environment Day and Ozone Day are celebrated in the college.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	7
Ramp/Rails	Yes	7
Scribes for examination	Yes	7

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	04/08/2017	1	Celebration of Teej Festival	Aware rich culture and heritage of Punjab.	80
2018	1	1	15/02/2018	1	Doaba fest participation	Nuclear and Solid States	24

View File

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

Title	Date of publication	Follow up(max 100 words)
Academic Calendar of Panjab University, Chandigarh	10/07/2017	This calendar is prepared by Panjab University, Chandigarh. The college strictly adheres to it with minor changes suggested by college IQAC
UGC, DPI, PB. GOVT. Rules	10/07/2017	The College follows the rules and regulations formed by these institutions for its effective functioning.
Prospectus	10/07/2017	It contains code of conduct for students, fee structure, courses

			available and general information about the college
UNIVERSITY CALENDAR	10/07/2017		This calendar comprises of rules and regulations of services of teaching and non teaching staff. It also contains the guidelines for various courses.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Ozone Day	16/09/2017	16/09/2017	60
Seminar on The Birthday of Swami Vivekananda	15/01/2018	15/01/2018	130
International Mother Language Day	21/02/2018	21/02/2018	120
Celebration of Women's Day	08/03/2018	08/03/2018	200
World Environment Day	05/06/2018	05/06/2018	40
Celebration of International Yoga Day	21/06/2018	21/06/2018	90
[View File](#)			

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

1. A sanitation camp is organized by NSS on 01-11-2017. 2. LED bulbs and tubes are used in classrooms and office. 3. Paperless work is preferred in the college. 4. Trees are planted periodically in the college. 5. Avoid use of disposable items in the college canteen. 6. Reduce wastage of water. 7. Environment Day Ozone Day are celebrated to convey the message of environmental consciousness.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-1 Blood Donation Camp The college very well realizes that the principal aim of an educational institute is to add value to the society in general and to the life of students in particular. The Blood Donation camp is one such activity which helps to fulfil this basic but indispensable obligation. The camp is an integral part of the college calendar for so many years. The camp is organized in collaboration with Dayanand Medical College Hospital, Ludhiana (DMCH). The camp is a perfect example of collaboration of different stake holders as students, staff and alumni (Dr. Amarjeet Kaur, Professor Head of the Blood Transfusion Department, DMCH) come together to make this event comprehensive and all-encompassing. The staff and students of the college are so enthusiastic about the event that they donate blood generously. In the session 2017-18, 158 units of blood were donated by the staff and students in the camp organized on 14th of October 2017. The blood collected is used for the welfare of society in general and it saves many precious lives. The camp is also useful for those who donate blood as they get their complete

blood tests done from world class labs of DMC, Ludhiana, free of cost. Moreover, the ones donating blood in the camp can procure blood from DMC, Ludhiana by showing their ID card as and when required. Thus, the practice is a humble attempt on the part of the college to give back something positive to society. Best Practice-2 Girls Education Ram Sukh Das College has been founded and developed with a distinct aim of promoting equity and equality in society. The college very well realises that an incessant focus on promoting the cause of education among girls of this border and rural belt is must in realising the dream of society based on equity and equality. To realise this dream, the staff of the college makes constant attempts to increase the enrolment of girl students. Their sincere attempts have been bearing fruit as the college has had a considerable strength of girl students in the recent years inspite of there being two women colleges in the same town. To encourage students to excel in the field of academics, free books are provided to girl students every year. In the session 2017-18, as many as 434 girls availed this opportunity. This facility gives wings to the dreams of girls who cannot afford expensive books. To inculcate the quality of leadership, decision making and other life skills among girl students, it is made sure that they actively participate in all the activities. It is imperative to mention here that girl students excel in all the spheres and add to the glory of the college in academics, sports and cultural activities. The college also believes that the society cannot become a perfect place to live in as long as our girls do not become a part of decision making process. Hence, the college lays a special emphasis on inculcating leadership quality among girl students by giving them responsibility in bodies like student council of the college. The girl wing of the NCC Unit of the college also ensures that no stone is left unturned in giving rigorous training to the girl students so as to make them physically and mentally strong enough to be effective leaders of the world of tomorrow. Hence, the practice is a tiny attempt on the part of the college to make this world more egalitarian.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.rsdcollege.com/downloads/best-practices-2017-18.pdf

7.3 – Institutional Distinctiveness

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

The distinctiveness of the institution lies in promoting integrated personality development of students so that they may face challenges of modern day. To attain the objective, the college tries to adapt the five features- physical, intellectual, ethical, social and cultural for overall development of students. By doing so, we ensure that our students make a mark in academics as well as in other fields. For intellectual growth, the college has employed well-educated teaching faculty which does its best for students academic progress. To upgrade peer knowledge, faculty members attend seminars, workshops, orientation courses, refresher courses from time to time. The college offers undergraduate programmes in Arts, Commerce, Science and Computer Applications, and B.Voc. and postgraduate programmes in English, Commerce, History, Punjabi, IT and Chemistry. For deeper knowledge of subjects, seminars, workshops and extension lectures are organized by all departments. To make the subjects interesting, the departments also screen documentaries. To enhance the knowledge of students, brainstorming quiz contests are also conducted. Educational tours and industrial visits are also arranged to improve their practical knowledge which they cannot get in classroom education. The college has maintained a well-stocked library from which books are issued to all girl students for the full session so that girls get education without financial worries. Various journals, periodicals, e-learning resources are also available in the library.

The college has also provided fee concessions and scholarships to needy and meritorious students. The college has many achievements in the field of sports. Students take part in various sports inter-college tournaments of Panjab University and win laurels. A state of art gymnasium is available for ensuring the fitness of boys and girls. Necessary training is provided to the students who participate in various events in Youth Festivals. As a result, the students come out with flying colours in Youth Festivals and grab prizes in inter-college competitions as well. Students are urged to take up social roles through NSS and NCC Units. NSS and NCC cadets of the college conduct various activities like plantation of trees and cleaning of college campus and nearby places to promote a healthy environment. Teachers along with students visit Blind Home of Ferozepur city from time to time to motivate the blind children to get higher education. The college provides free of cost education to blind students. Due to Road accidents and other diseases, the requirement of blood is increasing day by day. Keeping this in view, the college holds blood donation camps time and again. Blood donation inculcates the value of sharing and caring among the students. The college students and teachers together arrange langar on the auspicious occasion of the birthday of Shri Guru Nanak Dev ji. This inculcates the value of equality for all by sharing food and ignoring caste discrimination. With these efforts of the college, the students excel in every field of life and hold high positions in government and private sector.

Provide the weblink of the institution
https://www.rsdcollege.com/downloads/institutional-distinctiveness-2017-18.pdf

8.Future Plans of Actions for Next Academic Year

FUTURE PLANS (2017-18) • To introduce B.Sc. B.Ed / BA. B.Ed integrated courses. • To introduce career oriented courses like B.Voc. (MLMDT) and B.Voc. Software Development and to purchase land for the commencement of the courses, • To conduct UGC sponsored seminars on Excellence and Quality Enhancement. • To explore the possibilities of online collection of information from old students regarding progression and employment.