



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	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, Mallan Wala Road , Ferozepur City
City/Town	Ferozepur City
State/UT	Punjab
Pincode	152002

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Urban</b>
Financial Status	<b>Self financed and grant-in-aid</b>
Name of the IQAC co-ordinator/Director	<b>Ashok Kumar Jindal</b>
Phone no/Alternate Phone no.	<b>01632220254</b>
Mobile no.	<b>9417448438</b>
Registered Email	<b>jindalfzr@gmail.com</b>
Alternate Email	<b>rsdcollege@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.rsdcollege.com/?cat=aqar">https://www.rsdcollege.com/?cat=aqar</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.rsdcollege.com/downloads/calendar/2018-19.pdf">https://www.rsdcollege.com/downloads/calendar/2018-19.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>2.65</b>	<b>2013</b>	<b>25-Oct-2013</b>	<b>24-Oct-2018</b>

<b>6. Date of Establishment of IQAC</b>	<b>01-Sep-2012</b>
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<b>7. Internal Quality Assurance System</b>
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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
<b>Convocation</b>	<b>30-Apr-2019</b> <b>1</b>	<b>557</b>

painting and Drawing Workshop	02-Nov-2018 1	85
National Seminar on Role of Singing Styles in Classical Music	05-Nov-2018 1	100
National Seminar on Manch Pardarshan Bhu-Ayam	18-Feb-2019 1	60
Blood Donation Camp	11-Oct-2018 1	70
Guest lecture on the topic 'History and Literature' By Dr.Sushil Kumar	19-Mar-2019 1	60
Art Workshop ( Folk Art)	07-Feb-2019 1	30
A Film Based on the Novel 'Anhe Ghore Da Daan' was shown to the students	12-Oct-2018 1	112
An Educational Tour to Jodhpur, Jaisaier and Pokhran	30-Dec-2019 4	35
NCC Cadets participated in Swachhata Pakhwara w.e.f. 15 Sept.2018 to 02 Oct.,2018 by helping to clean Ferozepur Cantt. Railway Station	30-Sep-2018 1	15
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Computer Science	B.Voc (Software Development)	UGC	2019 1	4150000
<a href="#">View File</a>				

**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 :**

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional

Yes

website	
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
1. Under the flagship of IQAC, various workshops were organized by different departments to inculcate aesthetic qualities among students and to develop their soft skills.	
2. To aware students about our culture and languages, the IQAC inspired different departments and other bodies of the college to organize activities like International Language Day, Hindi Bhasha Divas, World Daughters' Day, celebration of festivals like Diwali, Holi, International Yoga Day.	
3. To make students socially responsible and ethically committed, activities like visit to Blind Home, Slum Areas, Army Cantonment, International Border etc. were undertaken. Students were also sensitized towards environmental issues and different programs run by govt of India like Swachta Pakhwara by actively participating in activities like cleaning of Railway station of Ferozepur Cant.and historical Saragari Gurudwara. Under the same initiative, the NCC cadets held rallies on the topic 'save rainwater today to enjoy tomorrow on earth". They also participated in Swasth Bharat Yatra (cycle rally) and tree plantation.	
4. To give right direction to the career of students, special drive for campus placement was undertaken.	
5. To keep in touch with the ever changing world, new courses like B.Voc (Software development) and B.A.B.Ed, B.Sc.B.Ed integrated were started from this session.	
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<b>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</b>	
Plan of Action	Achivements/Outcomes
To Organize Convocation	On 30th April,2019 Convocation was organized. Degrees were awarded to all the Graduates and Post Graduates for sessions 2011 and 201718 by the Dignitaries
To Organize Seminars and Workshops	1. National Seminar on Role of Singing Styles in Classical Music on 05-11-2018 by deptt. Of Music 2. National Seminar on Manch Pardarshan Bhu-Ayam on

	18-02-2019 by deptt. Of Music 3. "Painting & Drawing Workshop" organised by Punjab Lalit Kala Akedemi in association with Deptt. Of English on 2 Nov. 2018 4. Art Workshop ( Folk Art) by Women Cell on 07, February 2019
To Organize Placement Drive in College Campus	Students of the College were placed in reputed Companies like Wipro and Infosys in the session 2018-19
To Organize Blood Donation Camp	In collaboration with Dayanand Medical College, Ludhiana, a Blood Donation Camp was organized in college Campus on 11-10-2018 by NSS Unit. 102 Units of Blood were Donated by the students and staff members
Introduction of new courses	B.A.B.Ed , B.Sc.B.Ed Integrated, and B.Voc (Software Development) were introduced from this session.
Extension activities	<ol style="list-style-type: none"> <li>1. A Film Based on the Novel "Anhe Ghore Da Daan " was shown to students</li> <li>2. International Mother language Day</li> <li>3. Visit to Bhagat Singh Hideout in Ferozepur</li> <li>4. Celebration of Hindi Diwas</li> <li>5. Essay Writing Competition on Topics: Drug Abuse in Punjab, Global Warming, Pros and Cons of using mobile</li> <li>6. Tree plantation</li> <li>7. Participation of students in Debate at DAV College, Malout.</li> <li>8. Visit to Indo-Pak Border</li> <li>9. Extension lecture on the topic of "History of Gender Discrimination In India" on the celebration of "World Daughter day"</li> <li>10. Swachh Bharat Initiative Campaign :Inside and Outside College Campus Slogan: Clean India Healthy India</li> <li>11. Students Participated in 'Bol Punjab De' at Kala Bhawan , Punjab</li> <li>12. Performance of Indian Orchestra on Annual Convocation</li> <li>13. Diwali Celebration</li> <li>14. Sweep Add.: Punjab Karega Matdaan</li> <li>15. International Yoga Day</li> <li>16. A guest Lecture on 'Health Awareness'</li> <li>17. A visit to Government School for Distribution of Stationary to Needy Students</li> <li>18. A Guest Lecture on 'Career in Insurance Industries for Commerce Students'</li> <li>19. A Visit to Blind Home</li> <li>20. An Educational Tour to Jodhpur, JaJaisaimer and Pokhran</li> <li>21. Educational Trip to Amritsar</li> <li>22. Visit to P.U museum</li> <li>23. Visit to Chhatbir zoo</li> <li>24. Holi celebration at RSD Girls' Hostel</li> <li>25. Celebration of women day for creating awareness among college Girls</li> <li>26. 30 cadets of College NCC unit visited Weapon Display of Indian Army</li> </ol>

in Ferozpur Cantt. 27. 08 Cadets of College participated in Independence day Parade held at Saheed Bhagat Singh Stadium 28. 15 Cadets participated in Swachhata Pakhwara w.e.f. 15 Sept.2018 to 02 Oct.,2018 by helping to clean Ferozpur Cantt. Railway Station 29. 12 Cadets visited book exhibition held in College Campus in Multipurpose Hall 30. 10 cadets of the College Participated in Swasth Bharat Yatra Cycle Rally organized by 13 Punjab NCC Bn. Ferozpur Cantt. 31. 10 Cadets of College participated in Republic day Parade on 26 Jan., 2019 at Saheed Bhagat Singh Stadium, Ferozpur City. 32. 05 Cadets of the College participated in Green City Clean City My Dream City Campaign by helping the cleaning of Saragarhi Gurudwara Parks 33. 15 cadets participated in Tree plantation Drive in College with the help of students of Economics Department 34. 70 Cadets (Boys and Girls) conducted a rally for 'Save Rain Water Today to Enjoy Tomorrow on Earth' in March, 20th 2019. 35. Cadets participated in inter-unit Sports Competition that was held on 25th April ,2019 at 13 Pb. NCC Bn. Ferozpur Cantt. 36. 30 cadets participated in International Yoga Day camp on 21 June ,2019 held by 13 Punjab NCC Bn. 37. Main Punjab Bolda Hain (Nukkar Natak) 38. Special Lecture by Dr. Vivek Attri (Psychiatrist) 39. Celebration of National Youth Day

Renovation of College building and addition in infrastructure

Objective Achieved

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 (Medical Lab and Molecular Diagnostic Technology) in the college from the next session. It was also resolved that the due process would be initiated in this regard.

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undefined

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
RSD College Trust & Management Society	25-May-2019
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2018
Date of Submission	30-Sep-2018
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college is governed by RSD College Trust and Management Society. The primary aim of the management information system of the college is to work as a bridge between different stakeholders of the college. This bridge results in coordination among different departments and wings of the college, and leads to smooth functioning of the college. There are proper channels for communication between the management and different stakeholders. Feedback received from faculty, students, alumni and other stakeholders is considered for continuous review and revision. Different committees, HODs, the Principal, Bursar, 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 plays the role of the pivot and ensures the smooth functioning of all activities of the College. Notifications regarding any important information are regularly shared through different channels. The IQAC of the college is proactive and conducts meetings regularly for ensuring quality in academics, extracurricular and administrative activities. The meetings also lead to better coordination among different committees and departments of the college. Most of the activities in the</p>

college are prepared through joint efforts of IQAC and the concerned department. 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. 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. In the session 201819, there has been a special emphasis on upgrading ICT infrastructure in the college. From this session onwards, the provision of online registration has been added on college's website. This facility has helped the students from remote and far off areas to get them registered without any hassle. The faculty members of computer department have also updated college's OPAC (Online Public Access Catalogue) making it more user friendly.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**



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

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
B.A.BEd	Education	29/05/2018
B.Sc.B.Ed	Education	29/05/2018
BVoc	Software Development	23/10/2018
<a href="#">View File</a>		

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	Programme Specialization	Date of implementation of
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CBCS		CBCS/Elective Course System
<b>Nil</b>	<b>NIL</b>	<b>Nil</b>

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
<b>Basic Computer Skills</b>	<b>30/08/2018</b>	<b>52</b>
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
<b>MCom</b>	<b>General</b>	<b>39</b>
<b>MCom</b>	<b>Accounting and Finance</b>	<b>28</b>
<b>MSc</b>	<b>Information Technology</b>	<b>10</b>
<a href="#">View File</a>		

### 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
<p>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.</p>

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
B.A.BEd	Education	25	25	25
MCom	General	44	44	44

[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
2018	1491	373	37	13	31

### 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	Number of smart classrooms	E-resources and techniques used
81	81	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 college, mentors play an important role in mentoring students. For students, a mentor is someone who serves as a guide throughout their institutional training. Mentors provide both professional and personal advice to the students. In our college, Mentoring is based on following objectives: I)To decrease the student dropout rates. II)To increase the teacher-student contact hours. III)To identify the problems faced by slow learners and find out their solutions. IV) To encourage the advanced learners. V)To encourage the students to participate in co-curricular and extra-curricular activities. VI)To create awareness regarding important days like Voters' Day , Independence Day and other days of National significance. At the commencement of the session, each faculty member is allocated a group of 20-25 students by the Head of the Department. The teacher cum mentor collects personal information from the students and then provides the needed counseling to them. The mentors also meet the students informally outside the class hours and guide them regarding their career options. It is the need of the hour to intervene in this vulnerable group and introduce mentorship. This need is fulfilled by our mentors by providing academic, emotional and psychological help and counselling to the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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**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
55	39	16	3	11

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Prof. Gurtej Singh Koharwala	Associate Professor	Geet Ghazal Shayari Plaque, Sant Singh Sekhon Award, Visions of Punjab Shiv Batalvi Award

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**2.5 – Evaluation Process and Reforms****2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year**

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	B.A.	2nd	01/06/2019	30/07/2019
BCom	B.COM	2nd	30/05/2019	12/07/2019

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

The Continuous Internal Assessment Evaluation of the students is an integral part of the teaching-learning process. In the college, students are continuously encouraged to study sincerely to improve their performance. At the beginning of each semester, the students are instructed about the syllabus and evaluation process. The college has implemented various reforms in Internal Evaluation System. Along with attendance, presentations, assignments and performance in Mid Semester Tests, seminars are also conducted at Departmental and Inter-Departmental level. The students' knowledge of the subject is evaluated on the basis of their presentation skills, communication skills and language fluency etc. The students are asked to submit their assignments within time. Group discussions are arranged by the teachers in the classroom to enhance their knowledge and communication skills. The schedule for Mid Semester Tests is coordinated with the Academic Calendar. The results of the internal examination are declared within stipulated time. The concerned teachers conduct personal meetings with the students and their parents. The students are informed about their strengths and shortcomings for further improvement. The results are also analysed to identify slow and advanced learners to help and assist them accordingly.

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

words)

At the beginning of the session, an Academic Calendar is prepared by the IQAC following the tentative academic calendar prescribed by Panjab University, Chandigarh. 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 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, MSTs, 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-2018-19.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
B.Sc.-III	BSc	Science	140	136	97.14
B.COM.-III	BCom	Commerce	93	88	94.62

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## 2.7 – Student Satisfaction Survey

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

<https://www.rsdcollege.com/downloads/naac/sss-2018-19.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
Minor Projects	730	UGC	2	2
Minor Projects	730	UGC	1.55	1.55

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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on "Painting and Drawing" organized by Lalit Kala Academy	English	02/11/2018
National Seminar on Role of Singing Styles in Classical Music	Music	05/11/2018
National Seminar on Manch PardarshanBhu-Ayam	Music	18/02/2019
Organized "Art Workshop" at RSD College Campus	Women Cell	07/02/2019

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	Nil	NIL

[View File](#)

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil

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### 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
0	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	1	0
International	Commerce	2	0

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

Department	Number of Publication
Commerce	4

Economics	3
Punjabi	1
<a href="#">View File</a>	

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
Synthesis of Carbohydrate derived non-ionic Gemini surfactants study of their micellar and reverse micellar behavior - A review	NIRMAL SINGH, Lalit Sharma	Letters in Organic Chemistry	2019	2	RSD COLLEGE	2
<a href="#">View File</a>						

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
Synthesis of Carbohydrate derived non-ionic Gemini surfactants study of their micellar and reverse micellar behavior - A review	NIRMAL SINGH, Lalit Sharma	Letters in Organic Chemistry	2019	31	2	RSD COLLEGE
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Semi	9	22	0	0



nars/Workshops				
Presented papers	9	22	0	0
Resource persons	0	0	0	1
<a href="#">View File</a>				

### 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
Blood Donantion camp	NSS Unit DMC Hospital Ludhiana	30	70
Weapon Display of Indian Army	NCC Unit	1	30
<a href="#">View File</a>			

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
<a href="#">View File</a>			

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 activities	Number of students participated in such activities
NCC Unit	NCC Unit, R.S. D.College, Ferozepur city	Swachhata Pakhwara helping to clean Ferozepur Cantt. Railway Station	1	15
NCC Unit	NCC Unit, R.S. D.College, Ferozepur city	Swasth Bharat Yatra Cycle Rally	1	10
<a href="#">View File</a>				

### 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
<a href="#">View File</a>			

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	Professional JAVA Programming	Sapphire Edu. , Ferozeur City	02/01/2019	02/05/2019	Ritika Katyal (M.Sc. IT-II)
Industrial Training	Web Designing PHP	Sapphire Edu. , Ferozeur City	04/01/2019	03/05/2019	Sonali Dey (M.Sc. IT-II)
<a href="#">View File</a>					

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	Nil	NIL	0
<a href="#">View File</a>			

## 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
34	33.76

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
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
<a href="#">View File</a>	

### 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 partially)	Version	Year of automation
E-Granthalaya	Fully	3.0	2018

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	17173	2823383	447	93813	17620	2917196
Reference Books	14965	2570927	851	272340	15816	2843267
CD & Video	70	0	0	0	70	0
Journals	26	27200	0	0	26	27200
Others (specify)	36	48870	0	0	36	48870
<a href="#">View File</a>						

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	Nil
<a href="#">View File</a>			

#### 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	6	5	1	1	8	100	0
Added	25	0	0	0	0	0	0	0	0
<b>Total</b>	<b>148</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>100</b>	<b>0</b>

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

0 MBPS/ GBPS
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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	<a href="#">NA</a>

#### 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 incurred on maintenance of physical facilities
2.7	3.21	19	18.3

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	263	834518
Financial Support from Other Sources			
a) National	DCDC And Vinayak Scholarship	40	26941
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 implementation	Number of students enrolled	Agencies involved
Guest lecture on the topic History and Literature by Dr. Sushil kumar	19/03/2019	60	RSD COLLEGE
Sweep Add.: Punjab Karega Matdaan	09/05/2019	15	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 passed in the comp. exam	Number of students placed
Nil	Guidance for Competitive Examinations and Career Counselling	40	35	7	8

[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
9	9	4

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	0	0	as per file attached	13	8

[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	Department graduated from	Name of institution joined	Name of programme admitted to
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Nil	79	B.Com, BCA, B.A., B.Sc	Commerce, Arts, Computer, Science	RSD College	Post Graduation
<a href="#">View File</a>					

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	7
Any Other	0
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Talent Search Activity by Women Cell and by Extra mural activities Department	College	62
Heritage art workshop	College	30
Convocation	College	557
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Shooting (Shortgun)	National	1	Nil	NIL	Karanbeer Singh (BCA-II)
2019	Chess (Men)	National	1	Nil	NIL	Abhishek Bhargava ( B.Com-II), Kunal Sharma (B. Sc.-II), Aniket Kathpal (B .Sc.-II), Preetpal Singh (B.S c.-II), Abhishek Gupta (M.Sc-I)
2019	Cricket	National	1	Nil	NIL	TEAM
<a href="#">View File</a>						

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) :

26941

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting held on 6th Sep. 2018 and one activity of blood donation camp dated 11th Oct. 2018

## 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. Principal, Vice Principal, In charges, Head of Departments, Office in charge, Accountant, laboratory assistants, sports , Committee in charges, NSS, etc Needs to be explained here first. 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 interaction on these bodies are able to contribute in a significant way to the participatory ethos of the institution.

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	Curriculum is developed by the Panjab university by members of Board of Studies. Various faculty members of the college are the members of Board of Studies . Meetings of Board of Studies are regularly attended by these members . Changes and modifications in curriculum are introduced and passed by these members of Panjab university Chandigarh.



<p>Teaching and Learning</p>	<p>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 like ,B.A.B.Ed, B.Sc.B.Ed, B.Voc(Software Development) have been introduced in this academic year. in this academic year. New Books, Journals for Library are the regular feature of the college.</p>
<p>Examination and Evaluation</p>	<p>The institution evaluates the students through two terminal tests and class tests , project work ,class room seminars, and presentation . After term tests 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.</p>
<p>Research and Development</p>	<ul style="list-style-type: none"> <li>• 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 have been completed one in Department of Punjabi, and other in Department of Commerce .</li> <li>• Teachers are motivated to attend seminars/conferences/workshops/Faculty Development programme.</li> <li>• A handsome number of faculty member are pursuing their Doctorate from different university. The institution is helping them by giving duty leaves. •</li> </ul>



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 purchased in last session, proposal for its renovation and new class rooms has been made 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 special attentions is given to promote them in every sphere. College students visit places like slum areas ,Blind home, etc. to help the needy person. There is a blind home in Ferozepur city. All the blind students get free of cost education in 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 arrange different industries for the students for their training and project work. Industrial tours are 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**

Ferozpur is a border city. The students of our college are coming 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 committee 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-governance area	Details
<p><b>Planning and Development</b></p>	<p>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.</p>
<p><b>Administration</b></p>	<p>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.</p>
<p><b>Finance and Accounts</b></p>	<p>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</p>

	computers and which helps in auditing procedure.
Student Admission and Support	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
2018	HEMANT GUPTA	NIL	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA	1770
<a href="#">View File</a>				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	WORKSHOP ON TALLY	WORKSHOP ON TALLY	20/08/2018	20/08/2018	15	10
<a href="#">View File</a>						

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	Number of teachers	From Date	To date	Duration
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professional development programme	who attended			
Refresher Course	1	07/12/2018	27/12/2018	21
Short Term Course	3	Null	Null	2
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	8	0	0

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	1) EPF / CPF Facilities 2) GISLIS 3) Medical/Maternity Leaves 4) Accomodation for the few of the 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 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 appointed a chartered accountant who regularly audited the college accounts. This is procedure of internal account 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	TO PROVIDE FINANCIAL ASSISTANCE ON MERIT CUM MEANS BASIS
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

1079858
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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 pre-semester examination, parents are informed through letters about attendance, marks obtained class performance. A PTM is conducted 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. 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 Tally for Non-teaching Staff.

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

1. Started New courses B.A.B.Ed, B.Sc.B.Ed B.Voc (Software Development) in 2018-19 2.Started M.A. (English), M.Sc (Chemistry) and introduced Music Vocal subject for graduate classes in 2017-18 3. The infrastructure of college has expanded by purchasing a piece of land adjoining to college.

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
2018	Painting Drawing Workshop	02/11/2018	02/11/2018	02/11/2018	85
2018	National Seminar on Role of Singing Styles in Classical Music	05/11/2018	05/11/2018	05/11/2018	100
2018	Blood Donation Camp	11/10/2018	11/10/2018	11/10/2018	70
2019	Convocation	30/04/2019	30/04/2019	30/04/2019	557
2019	National Seminar on Manch Pardarshan Bhu-Ayam	18/02/2019	18/02/2019	18/02/2019	60

2019	An Educational Tour to Jodhpur, JaJaisaimer and Pokhran	30/12/2018	30/12/2018	03/01/2019	35
2019	International Mother language Day	21/02/2019	21/02/2019	21/02/2019	120

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Extension lecture on "History of Gender Discrimination In India"	24/08/2018	24/08/2018	70	60
Holi Celebration at Girls Hostel	02/03/2019	02/03/2019	27	0
Celebration of Womens Day	08/03/2019	08/03/2019	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
<ul style="list-style-type: none"> <li>• Total electricity load of the college is 102kW.</li> <li>• 2 percent of total power requirement of the college is met by Solar Water Heater.</li> <li>• The incandescent bulbs are replaced with LED lights. Old fans are replaced with low power consumption fans.</li> <li>• Installation of star rated air conditioners in the campus.</li> <li>• 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.</li> <li>• Tree Plantation Drive is regular feature of college.</li> <li>• 15 Cadets of college participated in 'Swachhata Pakhwara' w.e.f. 15th Sept., 2018 to 02 Oct., 2018 to clean Ferozepur Cantt Railway Station.</li> <li>• 10 Cadets of the college participated in 'Swasth Bharat Yatra Cycle Rally' held by 13 Punjab NCC Bn. Ferozepur Cantt on 27th Jan., 2019.</li> <li>• 05 Cadets of the college participated in 'Green City Clean City My Dream City Campaign' by helping the cleaning of Saragarhi Gurudwara Parks on 2nd Feb., 2019.</li> <li>• 70 Cadets conducted a rally for 'Save Rain Water Today to Enjoy Tomorrow on Earth' on 20th Mar., 2019.</li> </ul>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Ramp/Rails	Yes	12
Scribes for examination	Yes	12
Physical facilities	Yes	12

#### 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
2018	1	1	26/07/2018	1	Essay writing competition on 'Drug Abuse, Global Warming, Pros and Cons of using mobiles	Awareness regarding ill effect of drugs, high temperature issues and mobile phones	34
2019	1	1	20/03/2019	1	Rally for "Save Rain Water Today to Enjoy Tomorrow on Earth"	Declining water table in Punjab	71

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

Title	Date of publication	Follow up(max 100 words)
ACADEMIC CALENDAR OF PANJAB UNIVERSITY CHANDIGARH	09/07/2018	This calendar is prepared by Panjab University, Chandigarh. The college strictly adheres to it with minor changes suggested by college IQAC
UNIVERSITY CALENDAR	09/07/2018	This calendar comprises of rules and regulations of services of teaching and non teaching staff. It also contains the guidelines for various courses.
UGC, DPI, PB. GOVT., NCTE	09/07/2018	The College follows the rules and regulations formed by these

		institutions for its effective functioning.
PROSPECTUS	09/07/2018	It contains code of conduct for students, fee structure, courses available ,admission and leave rules, library rules and general information about the college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Satyameva Jayate” Movie shown on occasion of Independence Day	15/08/2018	15/08/2018	30
Cadets of College participated in Independence day held at Shaheed Bhagat Singh Stadium	15/08/2018	15/08/2018	8
World Daughters Day	24/08/2018	24/08/2018	130
Celebration of Hindi Diwas	14/09/2018	14/09/2018	45
Celebration of Guru Nanak Dev Ji Birthday at Gurudwara	23/11/2018	23/11/2018	25
National Youth Day	12/01/2019	12/01/2019	25
Cadets Participated in Republic Day Prade at Shaheed Bhagat Singh Stadium	26/01/2019	26/01/2019	10
International Mother Language Day	21/02/2019	21/02/2019	120
Cadets participated in International Yoga Day	21/06/2019	21/06/2019	30

[View File](#)

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

1. The college sells E-waste to authorised agency from time to time for waste management. 2. LED bulbs and tubes are used in all classrooms and office. 3. Paperless work is preferred in college. 4. Trees are planted periodically in the college. 5. Ban on Disposable items in the college canteen. 6. Reduce wastage of water. 7. 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.

## 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 has been 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 among different stake holders as students, staff and alumni (Dr.AmarjeetKaur, 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. Most of the students of the college hail from rural background. Initially,they hesitate to donate blood due to their misconceptions and mythsabout blood donation.To break down the misconceptions and myths, the staffmembers,NCC Cadets and NSS cadets clarifytheir doubts and motivate them to come forward to donate blood for the social cause. During the session 2018-19, NCC and NSS Units of the college conducted Blood Donation Camp in collaboration with Dayanand Medical College Hospital, Ludhiana (DMCH) on 11th October, 2018. The teachers and students took active part in the camp and 100 units of blood were donated. Thus, the college tries to continue this practice every year to serve the community.

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 yearsinspite of there being two women colleges in the same town. To encourage them 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. To empower girls, Women Cell of the college has been functioning with missionary zeal. The aim of Women cell is to promote a culture of respect and equality for female gender. Most of the girl students hail from rural background. Hence, Women Cell conducts various programmes to expose them to different situations in order to equip them with different life-skills required to thrive in a competent and ever-changing world. It is also ensured that sexual harassment is treated as an unacceptable social behaviour within the college campus and the society. The members of Women Cell visit nearby villages to make the females enlightened about their human rights, fundamental freedom for equal rights and opportunities, and the value of education in their life in this fast changing world. The college celebrates Women's Day every year and aims at creating an environment through activities like awareness programmes, seminars and interactive sessions in order to help girl students realize their full potential for learning and solving their problems independently.

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/naac/best-practices-2018-19.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- intellectual, physical, ethical, social and cultural for overall development of students. For intellectual growth, the college has employed well-educated teaching faculty which does its best for academic progress of students. The college offers undergraduate programmes in Arts, Commerce, Science and Computer Applications, B.Voc. and postgraduate programmes in English, Commerce, History, Punjabi, IT and Chemistry. The college also introduced four year integrated courses, viz. B.Sc. B.Ed and B.A. B.Ed this year. 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. Educational tours and industrial visits are also arranged to improve their practical knowledge which they cannot get in classroom education. The college has maintained well-stocked libraries 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. Various activities like Essay writing competition, Nukkar natak, Extension lectures and celebration of important days are conducted in the college to sensitize the students about social issues such as global warming, drug addiction, corruption and gender discrimination. 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. NSS and NCC units of the college also actively participate in social activities such as Republic day parade, Bicycle rally, cleanliness in college campus and neighbourhood areas. Such type of activities helps to create awareness among the students about contemporary social, economic and environment issues. Teachers along with students visit Blind Home of Ferozepur city from time to time to motivate the visually impaired children to get higher education. The college provides free of cost education to these

students. Activities like Blood donation camp, celebrating Diwali with children of orphanage and distributing stationary objects to needy students in government schools help to inculcate human values such as humility, kindness, sincerity, honesty and compassion in staff and students. Necessary training is provided to the students who participate in various events in Youth Festivals. It helps the students in strengthening their personal skills. As a result, the students come out with flying colours in Youth Festivals and grab prizes in inter-college competitions as well. All these efforts are made to enhance the overall personality of the students in addition to their academic growth.

Provide the weblink of the institution

<https://www.rsdcollege.com/downloads/naac/institutional-distinctiveness-2018-19.pdf>

### **8.Future Plans of Actions for Next Academic Year**

1) To organize national seminar on the topic of Language and Literature, Environmental issues, The issue of Students' Migration in Punjab and other social issues with the help of assistance provided by bodies like UGC/ICSSR/NAAC/University. 2) It was planned that all the departments would be asked to focus on creative expression and soft skills of the students. 3) It was planned that different departments should organize activities that would help students get acquainted with the rich culture and heritage of Punjab in particular and India in general. 4) It was planned that there be special emphasis on project based tours and trips. 5) A committee will formed to review the status of the courses introduced last year. The committee was also asked to prepare roadmap for the courses in the session 2019-20. 6) A committee was formed to review the need of addition in college infrastructure.