



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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	out side Makkhu gate, Mallan wala road , Feozepur City
City/Town	Ferozpur 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	Ashok Kumar Jindal
Phone no/Alternate Phone no.	01632220254
Mobile no.	9417448438
Registered Email	jindalfzr@gmail.com
Alternate Email	rsdcollege@yahoo.cpm

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.rsdcollege.com
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/2019-20.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	01-Sep-2012
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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
Seminar on Drug Abuse and De-addiction	24-Feb-2020 1	50

Celebration of International Mother language Day	21-Feb-2020 1	140
Extension lecture on the topic of 'Universal Declaration of Human Rights	24-Oct-2019 1	150
Lecture on Environment Protection ,Conservation & Preservation(Man and Nature) by Prof. Iqbal Singh	27-Sep-2019 1	25
Guest Lecture on ' Homomorphism of Groups'	12-Sep-2019 1	30
Field trip (Herbarium)	15-Feb-2020 1	20
Teachers Day celebrated by the Pupil Teachers	05-Sep-2019 1	35
Organized Work shop on the topic 'Self Defense workshop for girls'	06-Sep-2019 1	25
Awareness Campaign on the topic 'Health & Hygiene Awareness for Village Ladies'	04-Feb-2020 1	15
10 Cadets participated in Shanti March on the eve of 149th Birthday of Father of Nation Mahatama Gandhi organised by Govt. of Punjab	02-Oct-2019 1	10

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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
Commerce	M.Com (Accounting Finance)	UGC	2020 1	180000
Punjabi	Minor Project	UGC	2020 1	50000
Commerce	Minor Project	UGC	2020 1	35000

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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. 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.	
2. Under the flagship of IQAC, some departments had applied for national level seminars to bodies like UGC/ICSSR/University etc. However, the same could not be materialized due to the pandemic.	
3.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.	
4.To mark the completion of 100 years of the legacy of the college, a chain of different activities was proposed. But due to the pandemic, it was deferred till further notice.	
5. The college is going to introduce B.Voc (MLMDT) from the session 202021. All the formalities related to the commencement of the course were completed.	
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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
It was proposed that different departments should organize activities that would help students get acquainted	1. Muhavaredar Vartalaap Competition on 20.09.2019 by deptt. Of Punjabi 2. 2. Gurtej Koharwala de Gazal Saghreh Pani

<p>with the rich culture and heritage of Punjab in particular and India in general</p>	<p>Da Hashiya te Vichar Goshti on 11.11.2019 by deptt. Of Punjabi 3. Dr. Amandeep Singh duwara Anuvadit Pustak Pothi Meerdad upper Charcha on 05.10.2019 by deptt. Of Punjabi 4. International Mother language Day on 21.02.2020 by deptt. Of Punjabi 5. A Condolence meeting was held on the demise of Famous Punjabi Novelist Jaswant Singh Kanwal on 01.02.2020 by deptt. Of Punjabi 6. Nashe Jeewan Di Barbadi, Nukkar Natak on 22012020 by NSS and Physical Education Deptt. Note: A lot of activities focusing on acquainting students with the rich culture and heritage of Punjab in particular and India were planned by different departments and units but the same could not be executed due to the pandemic</p>
<p>Participation in Inter-college and Intra-college activities</p>	<p>Participation of Students in Debate at DAV College, Malout on 28 August, 2019 An interclass essay competition held on National Integration held on 14th Aug., 2019 by Deptt. Of Hindi Note: A lot of activities focusing on acquainting students with the rich culture and heritage of Punjab in particular and India were planned by different departments and units but the same could not be executed due to the pandemic</p>
<p>Keeping in mind the burning issue of drug abuse and allied health issues in Punjab, it was proposed that there should be special emphasis on sensitizing the students against the menace by organizing activities like nukkar natak, seminars, awareness campaign etc.</p>	<p>1. Seminar on Drug Abuse and De-addiction by NCC Unit was held on 24-02-2020 2. Nashe Jeewan Di Barbadi, Nukkar Natak on 22-01-2020 by NSS and Physical Education Deptt. 3. Awareness Campaign on the topic "Health and Hygiene Awareness for village ladies" by Assistant Professor Narinderjeet Kaur member of women cell on 04-02-2020 4. 40 Cadets of the College organized a Road Rally in Ferozpur City 'Say No to Diabetes' on 16 Nov., 2019 5. Cadets of the college Played a Nukkad Natak on Drug Abuse on 25-02-2020 by NCC unit Note: A lot of activities focusing on burning issue of drug abuse and allied health issues in Punjab were planned by different departments and units but the same could not be executed due to the pandemic</p>
<p>It was proposed that there would be special emphasis on project based tours and trips</p>	<p>An Educational Tour to Martyrs memorial Hussaini Wala by Deptt. Of History on 04 Sept. 2019 Local Field trip (Herbarium) 15 Feb., 2020</p>

A committee was formed to look into the modalities related to introduction of new course i.e. B.Voc (MLMDT) from the next session.	A proposal was sent to UGC to start B.Voc (MLMDT) from next session.
Use of ICT	Some teachers attended IT oriented faculty induction programme. The use of ICT in class room teaching was encouraged
It was proposed that some departments would be asked 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.	1. Seminar on Drug Abuse and Deaddiction by NCC Unit was held on 24/02/2020 As per the report given by the departments that were asked to apply for national seminars, the department of Economics had applied for financial assistance to ICSSR, New Delhi. Other departments had also completed most of the formalities but due to pandemic they could not materialize their plans.
It was proposed that all the departments would be asked to focus on creative expression and soft skills of the students	1. Poster making Activity on the topic Nutrition on 03rd , Sep. 2019 by Deptt. Of Education 2. Dia Candle decoration competition 28 Sept. 2019, by Deptt. Of Education 3. An interclass essay competition held on National Integration on 14th Aug., 2019 by Deptt. Of Hindi 4. Project Making competition by deptt. Of Botany Zoology on 22 Feb,2020 Note: A lot of activities focusing on soft skill and creative expression were planned by different departments and units but the same could not be executed due to the pandemic.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>RSD College Trust and Management Society</td> <td>24-Jun-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	RSD College Trust and Management Society	24-Jun-2020
Name of Statutory Body	Meeting Date				
RSD College Trust and Management Society	24-Jun-2020				
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 description and a list of modules currently operational (maximum 500 words)	<p>The college very well realizes the importance of a functional management information system that would work as a bridge between different wings of the college. The system is a working example of confluence of centralization and decentralization. There are proper channels for communication between the management and different stake holders. 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 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</p>

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. The provision of online registration has been added on college's website to help the students from remote and far off areas. Keeping in mind the challenges posed by the pandemic, it was also resolved by IQAC that the college would follow SOPs recommended by the government. Hence, it was proposed that the college would add to ICT infrastructure to smoothly run the affairs of the college in the challenging times.

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 Panjab University, Chandigarh. Our college prepares its own academic calendar consisting of events and activities according to the university schedule before the commencement of a session. The academic calendar of college is framed to assist teachers to preplan their teaching schedule. The Continuous internal examinations are the important part of the academic calendar. The Planning of the academics becomes easy because of the planning of Continuous internal examinations. All the activities of the college have equal weightage in the planned academic calendar. The Principal conducts staff meetings to ensure smooth implementation of the academic calendar activities envisaged by the college. The Heads of Departments also hold the departmental meetings for assigning the workload and for progress of academics on a regular basis where various departmental activities are discussed. Moreover, the college faculty who are the members of the Board of Studies and Academic council participates and provide their contribution in the designing and reframing of the Curriculum. The college time table committee designs the detailed time table and it is then displayed on the notice board. The departments allocate teachers for the classes in the time table. The teachers prepare their own monthly

schedule of teaching curriculum that includes class tests, seminars, assignments, question bank etc. All the teachers maintain their attendance registers. Mid Semester Test exams are conducted and documented in the middle of semesters in order to evaluate the progress of students. Extra classes are conducted for slow learners and for those students who are not able to attend classes due to participation in sports, NCC camp and extracurricular activities etc. All the science laboratories are restocked regularly as per the requirement of curriculum. The Students are enriched with practical along with theoretical knowledge by organizing the educational and industrial trip time to time. The Parents are continuously updated of the performance of their child by sending SMS and letters to the Parents. Some introductory college activities like induction lectures are prescheduled for students so that they may get to know about the institution and its working pattern early. Every activity is carefully documented and implementation is done utmost with priority. The administration office of the college also plays a contributory role in maintaining the results of the students and other departmental proceedings. In March 2020, college was shut down due to covid-19 and there was disruption in studies. In spite of the unfavorable conditions the teachers completed their course syllabus through online mode from their respective homes.

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
Nil	NIL	Nil
No file uploaded.		

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
Nil	NIL	Nil

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
Different Perspective of Music	02/09/2019	35
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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MCom	GENERAL	26
MCom	ACCOUNTING AND FINANCE	26
MSc	INFORMATION TECHNOLOGY	7
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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 every academic session, Ram Sukh Das College constitutes a feedback committee for obtaining the feedback from students, teachers, parents, employers and alumni. The committee plays active role by interacting with the Principal and Head of the departments. Due to Covid-19, the working of this committee was through online mode during this session. After discussing the major issues regarding the feedback from all stakeholders, the committee structured a different online questionnaire for different stakeholders. The online feedback performas were given to the students for obtaining the formal information regarding the evaluation of teaching learning process, facilities provided to the students and various dimensions of institutional performance. The feedback was also collected from parents in online mode and their suggestions and comments were taken into account for the future development of the college. The same was done in the case of the alumni and the employers' feedback. Various meetings were also chaired by the Principal and the management committee with all the staff members of the college from time to time in online mode for getting the required suggestions and feedback for the further development of the institution. All the information that had been collected was assessed and evaluated by the feedback committee for the improvement of better internal system and outcomes were discussed with the Principal and Head of the departments. Furthermore for the next academic session an action plan was prepared in view of covid-19 guidelines. Computer laboratories and other rooms were made fully functional with necessary equipments for online teaching. Covid-19 guidelines were strictly followed by making use of sanitizers and masks etc. By taking the above actions the college was made fully equipped to meet the upcoming challenges of teaching learning process during covid-19.</p>

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
BCA	Computer Applications	160	52	52
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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
2019	1492	359	38	13	29

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
80	80	4	6	2	5

[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)

Our college aims at catering to the needs of the students, particularly the ones from rural background having very little knowledge of the courses and streams to choose from. Our teachers cum mentors guide the students not only after the allocation of students, but also right from the time of the admission process. Students are provided help to choose the stream and subjects by the various admission committees when they come to seek admission in our institution. After the allocation, the mentors frequently interact with students through individual meetings and social networking. They help the students to overcome their weaknesses and recognize their strengths. Each department offers an efficient Mentoring System in which mentors guide the students for their studies and extra- curricular activities. They assist the students in issues like improvement of academic performance, attendance and discipline in their academic and personal facets of life to improve various life skills. They also guide students in their emotional and psychological pursuits of life. The mentoring system in our college ensures that the students adapt to the dynamic learning environment and lead their ways towards successful career. Thus, the mentoring system in our college aims at achieving a better academic performance of students and shaping them as worthy members of society.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1851	80	1 : 23

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	40	15	1	13

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
2020	Narinderjit Kaur	Assistant	Sangeet-Jivi-

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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.	6th	30/09/2020	17/10/2020

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

Being affiliated to Panjab University, Chandigarh, the College adheres to the pattern of Continuous Internal Evaluation as prescribed by the University. The schedules of assignments, seminars and Mid Semester Tests are communicated to the students and faculty in the beginning of the semester through the institutional Academic Calendar which is prepared by following the University Academic Calendar. The record of students' attendance is periodically displayed on the notice boards. Their knowledge of the subject is evaluated on the basis of their presentation skills, communication skills and language fluency. 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. Students and Parents are conveyed information regarding parent teacher meetings through whatsapp groups. During this session, to facilitate the filling up of OMR sheets for final examinations, demonstration was given to the students by concerned teachers. 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)

In the beginning of each session, the college prepares the Academic Calendar for the smooth functioning of teaching learning and examinations. The Calendar is prepared in accordance with the Academic Calendar provided by the 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-2019-20.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.A. III	BA	Arts	118	118	100
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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/sss2019-20.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
Nil	0	NIL	0	0
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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
Self-Defence Workshop for Girls	Women Cell	06/09/2019

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
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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, Economics	4	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	2
Punjabi	3

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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, Characteristics and Application of Novel Non-Ionic Gemini Surfactants as Reverse Micellar Systems for Encapsulation of Some Aromatic α -Amino Acids in n-Hexane	Nirmal Singh, Lalit Sharma	Tenside Surfactants Detergents	2020	1	RSD College Ferozepur	1

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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, Characteristics and Application of Novel Non-Ionic Gemini Surfactants as Reverse Micellar Systems for Encapsulation of Some Aromatic α -Amino Acids in n-Hexane	Nirmal Singh, Lalit Sharma	Tenside Surfactants Detergents	2020	26	1	RSD College Ferozepur

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	20	0	0
Presented papers	7	20	0	0
Resource persons	0	0	0	2

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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
Extension Lecture on topic of: Role Of Public health Sector on life of women by Lalit Kumar	Red Ribbon Club, Pol.Sci. Deptt, Sociology and public administration deptt.	7	135
Drug Abuse and de-Addiction	NCC Unit	1	50

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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
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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
Red Ribbon club	Red Ribbon Club, Pol.Sci. Deptt, Sociology and public administration deptt.	Extension Lecture on topic of: Role Of Public health Sector on life of women by Lalit Kumar	7	135
NSS	NSS Women Cell	Awareness Campaign on the topic: Health and Hygiene awareness for village ladies Narinderjeet Kaur	1	15
NCC	NSS Women Cell	Blood Donation Camp	1	20
NCC	13PB NCC BN.	Celebration of National Integration Day	1	5
NCC	13PB NCC BN.	Organize a Road rally in Ferozepur City Say No to Diabetes.	1	40
NCC	NCC Group Ludhiana	Performed Statue Cleaning Activity	1	20
NCC	NCC Unit	Drug Abuse and de-Addiction	1	50
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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
TRAINING	Internship	R.S.D College, Ferozepur City	10/01/2020	10/04/2020	Rajvinder Kaur (M.Sc. IT - II)
TRAINING	Internship	R.S.D College, Ferozepur City	10/01/2020	10/04/2020	Sourav (M.Sc. IT - II)
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
ANIL BAGHI HOSPITAL	10/06/2020	TRAINING AND PLACEMENTS	0
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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
2.2	2.12

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
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 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	17620	2917196	858	217002	18478	3134198
Reference	15816	2843268	33	9070	15849	2852338

Books						
CD & Video	70	0	0	0	70	0
Journals	26	27200	0	0	26	27200
Others(s pecify)	36	50673	0	0	36	50673
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	Nil
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	148	6	6	5	1	1	8	100	0
Added	0	0	0	0	0	0	0	0	0
Total	148	6	6	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 incurred on maintenance of physical facilities
2.22	2.19	18.6	19.05

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, student scholarship	346	1285391
Financial Support from Other Sources			
a) National	Vinayak scholarship, DCDC, Post Matric	34	25838
b) International	NIL	0	0

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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
Lecture on Environment Protection, Conservation and Preservation (Man and Nature)	27/09/2019	25	RSD COLLEGE
Awareness Campaign on the topic "Health and Hygiene Awareness for village ladies"	04/02/2020	15	RSD COLLEGE
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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
2020	competitive examinations and career counselling	40	30	17	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
7	7	5

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	infosys, deloitte, dav and rsd college	12	8
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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	66	B.A, BCA, B.Sc, B.Com	Arts, commerce, co mputer,scien ce	RSD College	MA, MSC, MCOM, MSC IT, PGDCA
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	16
Any Other	1
View File	

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

Activity	Level	Number of Participants
Final full dress Rehearsal for Youth Festival	COLLEGE	98
Final full dress rehearsal for Inter zonal Youth Festival	COLLEGE	14
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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Chess 4th Position	National	1	Nil	Nil	Abhishek Bhargava (B.Com.-III), Aniket (B.Com.-II I), Kunal Sharma (BSc-III), Preetal Singh (B.S c.-III), Manav Handa (B.Sc.-II)
2020	Zonal Youth Festival	National	Nil	4	Nil	Nil
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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) :

25838

5.4.4 – Meetings/activities organized by Alumni Association :

MEETING HELD ON 18 Sep. 2019 AND ACTIVITY OF BLOOD DONATION CAMP 22 Oct. 2019

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)

RSD College, a hundred year old institution practices Decentralization and Participative Management. The combined efforts of management, Faculty members principal, and other stakeholders help in attaining the vision of the institution. Various bodies and committees are working for the growth and development of the institution. The bodies and committees play a vital role in the formation and execution of making policies for academic and administrative issues. The staff and students of the college are involved in most of the activities to promote the participative culture. The committees are having various powers that reflect the practice of decentralization in the functioning of the Institution. Practice of decentralization and participative management is evident in every sphere as each stakeholder performs respective role in planning and implementing activities for the overall development of the institution. The college constitutes various academic and non-academic committees to attain the specific goal. Once a committee or body is formed meetings are convened amongst committee members, Principal, Faculties and the Student Representatives at regular intervals to discuss the progress of the work. Everybody has equal opportunity to share and express a positive comment and constructive suggestion. The Head of the departments are having responsibility to discuss and solve the matters at the departmental level. She/he assigns responsibilities to faculty members at department level to manage the departmental records and plan activities for the effective implementation of the same to enhance the teaching - learning process. Management Committee takes care of infrastructure facilities and other aspects by involving two teacher representative and superintendent of college in the meetings. ? Every year college provides scholarships and financial help to meritorious and economically weaker students. A committee is formed by the principal. This committee invites applications from the students with the required documents. This committee includes faculty members, principal and superintendent. This committee decides about the amount of scholarship and financial help to given the applicants after the verification of the documents. ? The college library committee includes teachers from all the departments, librarian of the college, students' representatives. This committee meets at regular intervals and takes decisions about the issues related to library. New Books, Journals, and e-contents are purchased for the library after the approval of the library committee.

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	<p>The RSD College is affiliated to the Panjab university, Chandigarh. Curriculum is developed by the Panjab university by members of Board of Studies. Various faculty members are the members of Board of Studies from the RSD College. Meetings of Board of Studies are regularly attended time to time by the members of Board of Studies Changes and modifications in curriculum are introduced and passed by these members of Panjab university Chandigarh. College faculty members time to time send suggestions to board of studies of university regarding the required changes in the syllabus.</p>
Teaching and Learning	<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. B.A.B.Ed, B.Sc.B.Ed course was introduced in session 2018-19. And proposal for new course B.Voc (Medical Lab and Molecular Diagnostic Technology) has prepared in this session and sent to UGC for approval. New Books, Journals for Library are the regular feature of the college.</p>
Examination and Evaluation	<p>The institution evaluates the students as per the directions given by the Panjab University, Chandigarh 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</p>

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 activities
- Teachers are motivated to attend seminars/conferences/workshops/Faculty Development programme.
- In Department of Punjabi, Dr. Manjeet Kaur is approved supervisor of Panjab University , Chandigarh, Three candidates are pursuing their Ph.D from Panjab University , Chandigarh under her supervision.
- The college proactively motivates faculty and students to write research papers, articles and get published in the reputed national and international journals recognized by UGC.
- A handsome number of faculty member are pursuing their Doctorate from different university. The institution is helping them by giving 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 100 years 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. Computer labs, ICT infrastructure is regularly updated by the college.

- The college has automated all administrative and library services.
- . Well-equipped Computer Laboratories , Science labs and Language Lab, Teaching subject labs for B.Ed students are available.
- College has constituted library committee, Infrastructure Committee.

These committees monitor and plan for strengthen the existing infrastructure. Requisitions are invited from all the departments and the same are discussed by these committees and decisions are taken respectively.

Human Resource Management

Human Resource Management is part of planning of college for enhancement and and efficiency of the college systems and processes. The college appoints qualified and competent staff . The teachers are sent 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 are 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 cultural values and to explore themselves to new dimensions of life. At same time college students also participate in Intra-college and inter-college competitions . Faculty members are given promotions and economic benefits as per the rules of Panjab university, Punjab Govt. and UGC.

Industry Interaction / Collaboration

The College students go to different industries for their internship and project work. The Commerce department , Education Department and Computer Departments arrange different industries, schools and institutions 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. College has a placement cell for the placement of the students. the college invite frequently various industries for placement of students
Admission of Students	Ferozpur is a border city. The students of our college are 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. A prospectus is prepared by the college and it is distributed. The merit lists are displayed on the college website and Notice Board.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-governance 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	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	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	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
2020	HEMANT GUPTA	Nil	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA	1770
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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)
2020	WORKSHOP ON DIGITAL TRANSACTIONS	WORKSHOP ON DIGITAL TRANSACTIONS	14/02/2020	14/02/2020	15	10
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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
REFRESHER, ORIENTRATION ETC.	13	Nil	Nil	Nil
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	27	2	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1) EPF / CPF Facilities 2) GISLIS 3) Medical Leaves 4) Accomodation for the head of the institution 5) Leave Encashment 6) Gratuity	1) EPF / CPF Facilities 2) GISLIS 3) Medical Leaves 4) Accomodation for 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

6.4 – 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	SCHOLARSHIP FOR MERIT CUM MEANS BASIS
No file uploaded.		

6.4.3 – Total corpus fund generated

8475399

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	Nil	Yes	IQAC
Administrative	Yes	AG PUNJAB	Yes	CA FIRM AND BURSAR

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 parents can interact with teachers to know the status of their ward. In this session due to CoVID after March 2020 parents were informed through messages regarding the exams and classes of their wards.

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

WORKSHOP ON DIGITAL TRANSACTIONS

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

1. B.A. B.Ed, B.Sc. B.Ed course has been introduced in session 2018-19 2. 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 Minor Research project one from Department of Commerce by Ms. Sunanda Sharma and One from Department of Punjabi by Dr. Manjeet Kaur has been completed and submitted to UGC. 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). 5. The College has applied for new course that is B.Voc (Medical Lab and Molecular Diagnostic Technology) in current session.

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
Nil	Seminar on Drug Abuse and De-addiction	24/02/2020	24/02/2020	24/02/2020	50
2020	International Mother language Day	21/02/2020	21/02/2020	21/02/2020	140
2019	Extension lecture on the topic of "Universal Declaration of Human Right 1948" on the celebration	24/10/2019	24/10/2019	24/10/2019	150

	of "United Nation Day"				
2019	Lecture on Environment Protection , Conservation Preservation (Man and Nature) by Prof. Iqbal Singh	27/09/2019	27/09/2019	27/09/2019	25
2019	Guest Lecture on ` Homomorphism of Groups"	12/09/2019	12/09/2019	12/09/2019	30
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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
1. Workshop on "Self Defence of Girls"	06/09/2019	06/09/2019	25	0
2. Extension lecture on "Role of Public Health sector on the life of Women"	13/09/2019	13/09/2019	70	65
3. Extension lecture on "Human Rights and Women Rights"	22/09/2019	22/09/2019	20	10
4. Awareness Campaign on "Health and Hygiene Awareness for Village Ladies"	04/02/2020	04/02/2020	15	0

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.
- Most of the rooms in the various blocks are provided with LED lights.
- Paperless work is preferred in the college. All the information circulates through electronic media.
- There is 500ft deep bore well for clean water supply and regular testing of

drinking water in the college. • There is a well for water harvesting in the college. The well is 20 feet deep filled with concrete and attached with 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. • The college takes a number of initiatives to protect environment. So, Tree Plantation camp organised on 2nd Aug., 2019 in the college. • 15 Cadets were detailed for Shram Daan at 13 Pb NCC Bn. for the cleanliness of the surrounding of Bn. Office at Ferozper Cantt on 29th Nov., 2019. • 20 cadets performed Statue cleaning activity assigned by NCC Group Ludhiana on 10th Feb., 2020. • Cleanliness Drive is carried out within and outside the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	19
Ramp/Rails	Yes	19
Scribes for examination	Yes	19
Any other similar facility	Yes	19

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
2019	Nil	1	31/07/2019	1	Display of movie Sadgati	Poverty and untouchability	42
2020	1	1	17/01/2020	1	Health Counselling session	Balanced diet and Prevention of Diseases	54
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	08/07/2019	This calendar is prepared by Panjab University, Chandigarh. The college strictly adheres to it with minor changes suggested by college IQAC.
UNIVERSITY CALENDAR	08/07/2019	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	08/07/2019	The College follows the rules and regulations formed by these institutions for its effective functioning.
PROSPECTUS	08/07/2019	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
National Sports Day	29/08/2019	29/08/2019	35
Teachers' Day Celebration	05/09/2019	05/09/2019	35
United Nation Day	24/10/2019	24/10/2019	150
National Voters Day	25/01/2020	25/01/2020	35
International Mother Language Day	21/02/2020	21/02/2020	140
National Science Day	28/02/2020	28/02/2020	40
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1 Cleanliness Drives are organised periodically. 2. LED bulbs and tubes are used in office and in most of the classrooms. 3. The institution lays emphasis on minimum use of paper. 4. A special event is organised for Tree Plantation every year. A variety of trees are planted. 5. The institution keeps in view the environmental issues and it is ensured that all the rooms are airy and well ventilated, spacious and well furnished with sufficient provision of fans and tube lights. 6. Avoid the usage of plastic items in the campus. 7. Reduce the wastage of water in the college. 8. There is a well for water harvesting in the college. The well is 20 feet deep filled with concrete and attached with 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 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 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 Womens 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. Furthermore, the college campus is fully covered with CCTV cameras to ensure the safety of girl students and to prevent any untoward incident. The college provides hostel facility to girl students. The hostel is also fully secured with CCTV cameras. Girl students can avail this facility easily. Girl students excel in academics, sports and cultural activities and bring laurels to the college every year. To promote girl education, the college provides free books to girl students every year. During the session 2019-20 as many as 534 girls availed this opportunity. To support girls education, the college also offers scholarship for Single Girl Child. Thus, the college helps girl students to achieve their career goals.

Best Practice-2 Helping Hand for Visually Impaired Students Ram Sukh Das College has been founded and developed with a distinct aim of serving the youth of this border and outlying area. The aim of the college is to help visually disabled students realize their full potential by providing free of cost education to these students. The campus is disabled-friendly as there is facility of ramps. The college offers inclusive education and inclusive classrooms for these students. Thus, they become part of mainstream education. The learning environment is created in such a manner that all students are able to adapt easily and enhance their learning. Hence, the students with and without disabilities learn more. This generates the sense of equality and belongingness among them. The availability of learning materials is well-organized in order to facilitate their learning. Teachers provide recorded lectures and helpful study material to these students. The college also provides them additional time to complete their work in classroom and during exams as well. The college waives the fee of these students every year to save them from discontinuation of their studies. Visually impaired students from

different parts of India enrol themselves in the college. The number of such students is increasing every year. Hence, the college is playing its part by making these students a valuable part of the society.

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-2019-20.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. (Software Development). and postgraduate programmes in English, Commerce, History, Punjabi, IT and Chemistry. The college also offers four year integrated courses, viz. B.Sc. B.Ed and B.A. B.Ed. 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 are also arranged to improve their practical knowledge. 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. 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. The Self-defence workshop for girls helps to develop self-confidence in girl students and enable them to protect themselves against anything that is unacceptable in terms of social conduct. NSS and NCC units of the college also actively participate in social activities such as Republic Day Parade, Shanti March, Cleanliness in college campus and neighbourhood areas. Such type of activities helps to create awareness among the students about contemporary social and environment issues. Teachers along with students visit Blind Home of Ferozpur 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 and distributing warm clothes among poor children 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-2019-20.pdf>

8.Future Plans of Actions for Next Academic Year

Keeping in mind the challenges posed by the pandemic and the resultant uncertainties, it has been resolved by IQAC that the college will follow SOPs

recommended by the government. Hence, it has been proposed that the college will add to ICT infrastructure to smoothly run the affairs of the college in the challenging times. At the end of the session 19-20, it seems that the online mode of teaching will prevail and it is going to take some time before things come to their normal shape. Taking into consideration all the circumstances, it was decided that in the next session there will be special focus on activities like stress management, importance of health and hygiene and other such activities. As the nation is about to complete 75 years of independence, it has been suggested by IQAC that in the next session, there must be special focus on activities that inculcate the feelings of patriotism and pride among students. It was also resolved that the focus will be on activities that can be performed from home by the students. Taking into consideration the effects of the pandemic on educational institutes, it has been resolved by IQAC that there will be special focus on teachers' training so as to familiarize with online teaching.