YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   **RSD College**

- Name of the Head of the institution   **Dr.Dinesh Sharma**

- Designation   **Principal**

- Does the institution function from its own campus?   **Yes**

- Phone no./Alternate phone no.   **01632220254**

- Mobile no   **9872837811**

- Registered e-mail   **rsdcollege@yahoo.com**

- Alternate e-mail   **rsdcollege@gmail.com**

- Address   **Outside Makkhu Gate, Mallan Wala Road ,Ferozepur City**

- City/Town   **Ferozepur City**

- State/UT   **Punjab**

- Pin Code   **152002**

2.Institutional status

- Affiliated /Constituent   **Affiliated to Panjab University ,Chandigarh**

- Type of Institution   **Co-education**

- Location   **Urban**

- Financial Status   **Grants-in aid**

- Name of the Affiliating University   **Punjab University, Chandigarh**

- Name of the IQAC Coordinator   **Ashok Kumar Jindal**

- Phone No.   **9417448438**

- Alternate phone No.   **01632220254**

- Mobile   **9417448438**

- IQAC e-mail address   **rsdcollege@yahoo.com**

- Alternate Email address   **jindalfzr@gmail.com**

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 Web link: https://www.rsdcollege.com/downloads/calendar/2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.65**	**2013**	**25/10/2013**	**24/10/2018**

6.Date of Establishment of IQAC   **01/09/2012**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**0000**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

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

As students have been staying at home for very long and there would have been erosion of skills and abilities among them, the IQAC of the college instructed various departments that there should be special emphasis on improving the soft skills of the students. For that departments were encouraged to conduct activities like group discussion, role-play, interview, etc.

Keeping in mind the stress caused by the pandemic and prolonged lockdown, the IQAC of the college instructed the concerned departments and units of the college that there must be some activities related to stress management, health, self-care, etc.

The IQAC is very well aware of the fast-changing scenario in the world of academics. To keep pace with the changes, it makes persistent efforts to introduce job-oriented courses and to make the teaching-learning process outcome-oriented. An addition to the practice was made by introducing B.Voc. MLMDT, a course that would offer skills in the field of lab technology.

The IQAC of the college instructed various departments to take initiatives in conducting some enrichment courses in order to add to soft and life skills of the students. As a result, different enrichment courses like Value Education, Professional Ethics, and Environment Enrichment Course were offered during the session.

5. The IQAC of the college resolved that to make the institute eco-friendly, the college would focus on waste management, on the purchase of energy-saving equipment, and water conservation. It was

also instructed by the IQAC that the concerned authority would prepare policy documents on issues like environment and energy use, green campus and specially-abled friendly barrier-free environment, and equality for all. The same was prepared by the concerned departments.

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

Plan of Action	Achievements/Outcomes
Introduction of the Course B.Voc (MLMDT)	The course started successfully in challenging situation
Conduction of Online classes due to pandemic	Classes were conducted successfully and as per the university direction evaluation of the students was done
To keep students motivated and focused during challenging times of pandemic	1. Online Counseling session/ Lecture on health and hygiene 2. Online Counseling session/Lecture on Stress Management 3. Online Guest Lecture on "Selfcare Strategies" 4. Cadets of NCC of College unit planted trees in month of during CORONA period at their homes with their family Members 5. Lecture on Health and Hygiene
Special emphasis on improving soft skills	1. Display of movie in online mode and "Heider" for academic purpose 2. Group Discussion on "Different Dimensions of Online Learning" 3. Role Play "On Misconceptions about Covid Vaccination" 4. Mock Interview "For the Post of School Teacher" 5. Screening of Movie "The Guide based on R.K. Narayan's Novel" 6.Group Discussion "Communication Skills and Employbility"
Special Emphasis on Indian Knowledge System	1. Class discussion on the topic "Hindi Bhasha ka Badlta Swaroop-Social Media ke Sandharbh mein"

	2. Group discussion on different jatties of Ragas 3. Class seminar "Role of Gharanas in Hindustani Music"
To Improve Computer Skills	. One day Workshop on "How to Build Computers" 2. Lecture on "How to Make Powerpoint Presentation"
Aware students about rights and Duties	Guest Lecture on Fundamental Rights and Duties on Indian Citizens
To Aware students about health and wellness during Covid-19	Online Lecture "Food Safety, Nutrition and Wellness During Covid" 2. Online Lecture on Yoga- The Need of Hour 3. Lecture on Health and Hygiene 4. A lecture was organised for NCC Cadets of the College to motivate them for Blood Donation

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
RSD College Trust and Management Society	30/07/2020

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• If yes, mention the amount	

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14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	14/02/2022

15.Multidisciplinary / interdisciplinary

The college is affiliated with Panjab University, Chandigarh, hence it cannot design a curriculum as per the requirements of an interdisciplinary approach. However, it is a multidisciplinary institute and offers various programs and courses in the faculties of Sciences, Commerce, Humanities, Languages, Education, etc. The college also runs add-on courses like a certificate course in guidance and counseling, a diploma in guidance and counseling, and a course on environmental auditing.

Students from all streams are eligible to enroll themselves in these courses. The courses promote interdisciplinary learning and add to the job prospects of the students. The college management very well realizes the value of going beyond conventional discipline demarcations and offers various value-added and enrichment courses to improve the soft skills and life skills of the students. These courses are open to students from all streams and help them get acquainted with the intricacies of various domains. The seminars, guest lectures, and other such activities are open to students from all streams and help them acquire basic knowledge about various streams.

16.Academic bank of credits (ABC):

Being an affiliated institute, the college is bound to follow the guidelines of Panjab University, Chandigarh in this regard. Whenever the university becomes a part of this scheme and amends rules in terms of course registration, admission, grades to be awarded, credits to be given, nature of the multidisciplinary courses, the governing body of the college will definitely implement the changes formally through the approval of the university.

17.Skill development:

The college realizes the importance of skill development in a knowledge-based economy. First of all, faculty members help students identify their talents/tastes, and skills. They also endeavor to align the skills with the subjects chosen by the students. The teachers also help students to choose their careers as per their talent/skill. Through different departmental and intradepartmental activities, attempts are made to inculcate the spirit of entrepreneurship, creativity, and innovation. The college also promotes industry linkages and exposure to academia through activities like workshops, seminars, visits, etc. To add to the soft and life skills of the students, activities like group discussion, role-play, debate, mock interviews, written tests, etc are part and parcel of the academic calendar. To stimulate the artistic imagination of the students, activities like poster making and slogan writing are regularly organized. The college also runs various add-on courses, value-added courses, and enrichment courses to help students from all streams to acquire language skills, soft skills, and life skills so that they become employable.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college does realize the wisdom and alternative epistemological perspectives enshrined in the Indian knowledge system. The departments of Hindi and Punjabi celebrate different days and regularly organize activities so that students get acquainted with the local languages, literature, and art. Most of the faculty members impart their lectures in bilingual mode(English &Vernacular) in order to make learning accessible to students. Excursions and trips to historical places and cultural sites and museums are indispensable parts of the academic calendar. Such activities give first-hand information about our rich cultural heritage. so that students come closer to their rich cultural heritage. The department of music acquaints students with the rich musical tradition of India by organizing seminars and classroom lectures on different facets of Indian music. The department of English has opted for the option of Indian Writings in English at the P.G. level in order to expose students to great Indian literary figures. All the festivals are celebrated in the college in accordance with the Indian tradition so that students can have an insight into India's rich culture. The Youth Welfare Department lays a special emphasis on items related to Indian arts and culture. It is because of the hard work and dedication of the teachers that our students always bring glory to the college in these items. Various competitions based on folk songs & art are organized from time to time to facilitate the continuous flow of our customs and traditions from generation to generation. Though the college tries to stimulate the Indian knowledge system, arts, and culture, its proper integration will be possible only by instruction from the affiliating body.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college discourages the traditional approach to education whereby the focus is merely on imparting instructions. In this approach, the students become only exam oriented or score-driven. The college has designed the teaching-learning process in such a way students not only accumulate credits but also practice higher order learning and mastery over the concerned domain. Students are imparted learning through experiential learning, participatory learning, and problem-solving methods so that they are able to do more challenging tasks other than to memorize or reproduce what was taught. In addition to the terminal exams conducted by the university, the college undertakes continuous evaluation through written assignments, tests, ppts, oral presentations, etc. In addition to this, the college has set the program Outcome for UG and PG levels.

(UG Level)

1). A comprehensive domain knowledge.

2). The ability to think critically and creatively.

3). Self-awareness, personal development and communication skills.

4). The ability to adapt to various situations and leadership qualities.

5). Ethical and social understanding.

6). Digital competence.

(PG Level)

1) An in-depth domain knowledge of and intellectual grooming in the concerned discipline.

2) Critical thinking and the ability to create, evaluate and recreate.

3) Effective communication skills and the ability to organize and lead.

4) Global outlook and ethical commitment.

5) Digital adeptness.

6) Emotional intelligence

20.Distance education/online education:

In testing times of Covid-19, colleges quickly adopted the digital and virtual methods of imparting knowledge. Faculty members have been imparted training by the university as well as the college. The teachers have been using various apps like WebEx, Zoom, Google Classroom, Google Meet, etc. to deliver online lectures. Tools like PowerPoint Presentation, Digital Board, Graphical tab, etc. were also used frequently by the teachers. Further to strengthen online education, the college has been trying to develop Online teaching platforms and tools.

Teachers from the faculty of Computer Science have developed the college's own OPAC (Online Public Access Catalogue) which facilitates easy access to the library catalog for students, staff, and the general public. In the college library, the record of books issued and returned has been digitalized. Teachers have also been encouraged to become a more efficient online content creators. The college has also been trying to strengthen digital infrastructure and digital repositories. Further, online seminars/ lectures have also been organized by various departments. Since, the college is affiliated with Panjab University, Chandigarh, it does not run any courses in the mode of distance education.

Extended Profile

1.Programme

| 1.1 Number of courses offered by the institution across all programs during the year | 18 |

File Description	Documents
Data Template	[View File](#)

2.Student

| 2.1 Number of students during the year | 1737 |

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 1035 |

File Description	Documents
Data Template	[View File](#)

| 2.3 Number of outgoing/ final year students during the year | 516 |

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**82**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	**45**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**48**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**17886974**
4.3 Total number of computers on campus for academic purposes	**125**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Ram Sukh Das College is affiliated with Panjab University. It follows the academic calendar and curriculum stipulated by the University. There is time table committee and IQAC of the college which lay down mechanisms for well-planned curriculum delivery and documentation. The college frames its own calendar with minor

changes which consist of college events and activities proposed for the current session as suggested by IQAC. College departments maintain respective academic calendar in which teacher's workloads, departmental time table, and allocation of courses are maintained. In departmental meetings, the delivery of curriculum is updated and documented in the department register. The individual teachers maintain a diary that consists of an individual timetable and teaching plan. The college conducted workshops on "How to use Google Meet" to train teachers so that they could use ICT tools for their online lectures. Online teaching methods like PowerPoint presentations, oral tests, group discussions, google links and demonstrations were used in teaching-learning process. In the end of the session, IQACmake an analysis and take action as suggested by various stakeholders through feedback. The college strictly followed all COVID-19 guidelines received from Panjab University regarding admissions and carrying out online curriculum.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Ram Sukh Das College is affiliated to Panjab University Chandigarh. By following the University academic calendar, the college frames its own academic calendar which consists of college activities and continuous internal evaluation for the current session as suggested by the IQAC. The college is bound by the procedures prescribed by the university to frame the internal assessment of the students. One of the parameters for internal assessment is continuous internal evaluation. In this session during the pandemic online mode was adopted by the college to evaluate students. The college encourages teachers to adopt continuous evaluation in different forms which enhances students' prolificacy and provides space for remedial action. The process alerts the students for corrective action before the commencement of the final examination. This continuous evaluation may take varied forms like online written and oral tests, quizzes, and group discussions. This results in an enhancement of required skills while learning in online classes. The mentorship program run by the college compliment this process where a teacher is

assigned as a mentor to a group of students during their online interaction. Mentees are encouraged to discuss their academic progress and difficulties with the mentor so that the college take remedial action where ever it is necessary.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.rsdcollege.com/downloads/calendar/2020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University   C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

0

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

32

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Ram Sukh Das College is a co-educational institution that diligently promotes these values that have been intrinsically woven in the curriculum. The college is running a foundation course in Human Rights Education, certificate courses in Environment Auditing and, Guidance and Counselling, and a diploma course in Guidance and Counselling which are duly approved by the

Panjab University, Chandigarh. The college has a Women Cell which is committed to looking after the welfare of the girls students by organizing activities to promote and protect their rights for their social development. The college has a Red Ribbon club, NSS and NCC wings of boys and girls. They organize various activities which promote the spirit of patriotism in this border belt area and spread awareness regarding drug abuse, tree plantation and promote blood donation etc. In this pandemic year through online mode, different departments of college organize a lecture on Swachh Abhiyan, biodiversity, health and hygiene and stress management etc. In this session, the college organized three enrichment courses online regarding the environment, human values and professional ethics. These courses added value to the curriculum by highlighting the significance of these values. The college is actively committed to integrating cross-cutting issues relevant to these values.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

86

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.rsdcollege.com/downloads/naac/action-taken-report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.rsdcollege.com/downloads/naac/action-taken-report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

675

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

721

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The faculty members assess the learning levels of the students at the time of the commencement of the session. Students are assessed by two methods. The first method pertains to newly admitted students. They are identified as slow and advanced learners on the basis of their marks in the previous class. This helps to identify the slow learners and to chalk out future plans to overcome the gap between the slow learners and the advanced ones. The second method caters to the academic competence of already enrolled students. They are evaluated on the basis of their performance in unit tests, Mid Semester Tests and their involvement in various activities performed in the class.

Following approaches are adopted for advanced learners:

1. **Counselling by faculty members to appear for competitive examinations.**
2. **Involvement of students in innovation projects to enhance**

their learning.
3. Guest lectures by eminent speakers from industry and academia.

Following approaches are adopted for slow learners:

1. Weak areas of the students are identified and conveyed to them.
2. To advance the level of learning of weak students, extra classes are scheduled.
3. Screening of the text based movies to stimulate their various senses in order to have a better understanding of the text.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1737	80

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In our college, learning is made more student- centric through an

amalgam of old and new methods of teaching. The teachers play the pivotal role in this amalgamation.

1. Experiential Learning: - Extra laboratory sessions are conducted for students to help them go beyond the prescribed syllabus. Industrial visits and add- on programsare conductedto support the students in their experiential learning.

2. Participatory Learning: - Students participate in various activities such as seminars, group discussions, debates, projects and skill based add- on courses. Teachers also adopt role play method to supplement their teaching. In addition to it, Brain Storming sessions are also conducted for students under the supervision of teachers. To stimulate the artistic imagination of the students, various artistic activities like poster making, slogan writing etc. are regularly organised by the college.

3. Problem Solving Methods: - The faculty members encourage students to acquire and develop problem solving skills. To develop such skills, case study method is adopted to make the students have logical thinking and practical knowledge to develop problem solving ability. The departments organise expert lectures on different topics and also motivate students to participate in inter- college and intra- college competitions and other fests.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has its own learning management system. Students get all learning resources which are made available by the teachers. Teachers reach out to the students through various technological mediums and channels and channels. The platforms used in the college for online teaching are Google classroom, Google meet, Zoom. Teachers of the institute also bring out the latest lecture series through YouTube Channel. Teachers also motivate the

students to use various E-resources like SWAYAM, National Digital Library, e-PG Pathshala, Directory of Open Access Books,and Directory of Open Access Journals for the students.ICT tools help students to access their knowledge and potential.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

80

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

50

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc.

/ D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

17

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

723

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

There is a standard process of Internal Assessment and examinations in the College. According to the Academic Calender, a student has to appear in the Unit Tests and Mid Semsester Tests. The schedule of the Internal Examination is decided at the beginning of the session, in the form of Academic Calender. During the Pandemic ,the teachers are allowed to evaluate the students on the basis of various activities and tests. It may be in the form of written tests, oral tests, power point presentations, quiz or any other method. The marks of the unit tests and results of the other activities are showed and discussed in the class rooms. Students are allowed to scrutinize their marks and discuss them with the concerned teachers and their mentors. The teachers are

also bound to immediately provide the students with certain solutions.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

A transparent, time- bound and efficient method is followed by our college in terms of dealing with internal examination related grievances. Along with Mid Semester Tests, Unit Tests at class level are also conducted throughout the semester. Answer sheets are shown to the students after the evaluation of answer sheets and results are also displayed on the notice- board. After scrutinizing the answer sheets, students are free to discuss any grievance with the concerned teachers and their mentors. Our faculty members undertake the individual grievances with the students and provide them with the certain solutions. After the evaluation of answer sheets,it is mandatory for the teachersto provide the solution to the students well in the time. Keeping in view the unprecedented circumstances of Covid- 19, the college has resolved to be flexible in such matters. During the Pandemic, the grievances are addressed and resolved in online mode.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college provides various courses at Under- Graduate and Post- Graduate levels. Students are informed about programme outcomes and course outcomes of the programme they undertake. The Principal discusses programme outcomes with Examination Committee and Head of Departments. The college ensures that POs and COs reach the students well in time. Programme and course outcomes for all

Programmes are uploaded on the college website. Apart from it, these outcomes are also displayed on the notice- boards. Same is conveyed to students by the faculty members in online classes as well. The Head of Departments ensure that teachers get this information in hard and soft forms and convey to the students through various digital platforms. Students are also communicated about POs and COs during admission counselling also.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.rsdcollege.com/downloads/naac/program-outcomes-2020-21.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college is affiliated to Punjab University, Chandigarh. We offer undergraduate, Post graduate courses and diploma under the faculty of arts, commerce and sciences .For these programmes and courses the institute follows the curriculum designed by the university.

The program outcomes are measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

The course outcomes are measured through the completion of syllabus, continuous internal evaluation and results.

At the departmental level, the heads of the department and teachers who are engaged in any class strive to complete the courses in time and in some cases extra classes are conducted for the students who they identify as relatively average.

The continuous evaluation is done through tests, written assignments , presentation of papers , oral presentations and so on. Evaluation of the exams is done as per university norms.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.rsdcollege.com/downloads/naac/attainment-program-outcomes-2020-21.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

497

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.rsdcollege.com/downloads/naac/sss2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	<u>View File</u>
Institutional data in prescribed format	<u>View File</u>

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

RSD College encourages students not only to absorb current knowledge but also provides a platform for access to the latest

information. Various departments have taken the initiative in organizing many informative talks and interactive sessions with members from the industry and academia of renowned colleges and universities. From time to time various guest lectures have been organized for providing information regarding investment opportunities. The college organizes various national-level seminars, conferences, and workshops which provide opportunities for students to learn about the latest developments in knowledge. Faculty are encouraged to conduct research activities and make publications in journals of repute for knowledge sharing. They are also encouraged to contribute to national and international conferences conducted outside the institution as part of this initiative. Similarly, some of the faculty members have published books as a part of the initiative for knowledge creation and transfer. The faculty have been encouraged to take up intellectual property rights as an initiative toward innovation and knowledge sharing. The faculty delivers guest lectures and expert lectures to other institutions as part of knowledge sharing. Our teachers have brought laurels to the college by sharing their knowledge at the international level.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The coronavirus disease (COVID-19) pandemic has caused an unprecedented crisis in all areas including the field of education which led to the massive closure of face-to-face activities of educational institutions in order to prevent the spread of the virus and mitigate its impact.Keeping in view the unprecedented circumstances, it was resolved that the departments would be flexible and accommodative in the continuous evaluation of the students which led to a great reduction in the number of extension activities held during the session. NCC cadets celebrated yoga day by performing yoga at their respective places. Thecadets of the college participated with their family members enthusiastically in the plantation drive. A lecture on blood donation was organized for NCC cadets to motivate them to be a volunteer blood donor. NCC cadetsvisited army weapon display at Hon. Cap. Sundar Singh Stadium, Ferozepur Cantt. to gain knowledge about the weapons. They participated in Republic DayParade with great zeal. The cadets also participated in Combined Army Training Camp-67 and felt motivated. They participated in weapon training with great enthusiasm. 75th year of Independence was celebrated by NCC cadets by cleaning historical monument at Hussainiwala on Indo-Pak border.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

204

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

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 colleges have 46 class rooms

with proper seating arrangements. The college has well-equipped laboratories like Physics, Chemistry, Botany, Zoology, a Biologicalmuseum and air-conditioned ICT- enabled computer labs, a Server Room. The college started vocational courses. Therefore, a new building has been constructed and modern laboratories have been established.

The college has a well-stocked library and a reading room where students develop their reading habits and get required books, newspapers, magazines, journalsetc. The air-conditioned seminar hall and multi-purpose hall are popular venues for all the activities like seminars, extension lectures, workshops, conferences, meetings, presentations, etc. An examination hall is also helpful for many activities. A multi-functional auditorium and an open stage are also available inthe campus. The college has a canteen that provides good quality food.

The college has an ultra- modern girl's hostel where all the basic facilities are available for the 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).

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rsdcollege.com/?cat=infrastructure

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

R.S.D. College, Ferozepur City, provides suitable infrastructure for curricular and co-curricular activities. An auditorium and an open stage are available for conducting various activities. The college has necessary infrastructure and supporting facilities to encourage students to participate in curricular, co-curricularand sports activities for their holistic development. The department of Physical education, Department of music, Dean co-curricular activities etc. play their active roles to support and guide the students. There are many playgrounds on the college campus.

The college has a well-maintained gymnasium for physical fitness. A yoga centre has been established in the college for students to

improve their physical, social and mental health.

The collegehas NCC units for boys as well as for girls. The students are enrolled for B and C certificates. The college also has NSS units. Students get opportunities to participate in different social services like blood donation, tree plantation, pulse polio drive, adult education,etc through these units.

The college has aWomen cell to create awareness concerning various issues like sexual harassment, raggingetc. The Women cell helps/guides the women to tackle their problems. The college also has a Legal aid cell that provides free services/advices to the needy students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rsdcollege.com/?cat=infrastructure

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rsdcollege.com/?cat=infrastructure
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

5343282

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College library of RSD is the heartthrob of the institute which is working successfully on the path of development since 1957. The library has a rich collection of 50000+ volumes including different disciplines, reference books, and competitive exam books, etc and has a majestic reading hall. In any institute, a library is one of the integral parts of teaching learning process. The library is located at the first floor near the main entrance of the college with all modern facilities and state of the art technologies. The library plays very important role to fulfill the information related needs of the students. The library helps the students to access books, journals, and other resources. The process of bar-coding of books is under process. The college library is fully automated with E-Granthalaya Library Management Software, developed by National Informatics Centre (NIC), Government of India. The Online "Public Access Catalogue" of the library can be browsed through intranet.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.rsdcollege.com/?cat=infrastructure

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

117473

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

R.S.D. College, Ferozepur City, has adequate IT facilities. The college has six ITC-enabled computer labs, two ITC-enabled seminar halls, one server room, etc. The IT facilities include Computers, Laptops, Projectors, Bar Code Scanners, Printers, Photostat Machines, Fax Machines, Mobile Jammers, Speakers, Handy Cameras,

Cameras, Bio-Metric Machines, LED Screens, and Smart Boards etc. The college regularly improves the IT infrastructure according to the rising requirements of the institution.

During COVID-19, the college provided online classes with all the necessary aids like headphones, web cameras, smart boards, etc. College also availed the services of Google suit to provide quality online content. At present, the college has six Internet connections, each having a speed of 100 MBPS. The college has 125 computers, out of which 100 computers are used by the students for different activities. As the IT infrastructure is very important for the teaching learning process and for the performance of the various activities, hence these IT facilities areavailable for library, laboratories, girls' hostel, Principal and administrative office etc. The college is under the surveillance of 32 cameras, installed in the different areas of the college to ensure security, safety and surveillance of the campus

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.rsdcollege.com/?cat=infrastructure

4.3.2 - Number of Computers

125

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1761282

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

R.S.D. College, Ferozepur City, is spread over five acres of land, has a beautiful campus with imposing building and lush green lawns. The colleges have 46 class rooms, well-equipped laboratories like Physics, Chemistry, Botany, Zoology etc, a Biological museum, and airconditioned ICT- enabled computer labs, a big play ground, Gymnasium, Yoga Centre, various sports facilities for indoor and outdoor games. The college also has a well-stocked library, students and faculty members may utilize the facilities as per the library rules. The airconditioned seminar hall, multi-purpose hall, a multi-functional auditorium and an open stage are also available in the campus. The College has a canteen that provides good quality of eatables. The college has ultra modern girls hostel having all the required facilities. The College has a support system including, The Women cell, Legal Aid Cell, N.C.C. N.S.S to aware and motivate the students to engage in various social services. All these facilities may be utilized by

the students anytime as per their requirements. 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. Adequate staff is also available to maintain these facilities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.rsdcollege.com/downloads/naac/procedure-policy-2020.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

24

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

281

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

54

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

54

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

8

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

77

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

04

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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, as mentioned below:

1. **The IQAC has nominated some of the students as the members of these bodies.**
2. **The Library Committee encompasses the Librarian as well as Teachers-In-Charge of all Academic Departments as ex-officio members and four student representatives**
3. **The Internal Complaints Committee comprises of Faculty Members, administrative staff and student representatives to investigate into cases of sexual misconduct and gender harassment, if any.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The collegeis having "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. 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.

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/?cat=alumni
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision Statement

To impart meaningful education so as to produce socially responsible, ethically committed, and globally competent individuals who can make this world a better place to live in.

Mission Statement

To impart comprehensive education aiming to develop different faculties of the personality of students of this border area. The inculcation of scientific temper, humane temperament, and development of sensitive outlook towards relevant social issues is a cherished dream of the college. The college also aims to help students acquire skills to successfully face the challenges and complexities of contemporary life.

The RSD college is managed by RSD College Trust management Society. The institution is 99 years old and a reputed institution in Punjab. The organizational structure exhibits excellent

decentralization and participative management through principal, vicePrincipal, Head of Departments, Office in-charge, Accountant, laboratory assistants, sports Committee, in- charges, NSS, etc. Both teachers and nonteaching 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.

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/?cat=mission
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The RSD College Management and Trust believe in decentralization and participative functioning of the College. The whole work is done through various committees of the college. Decentralization and participative functioning reflect in the following.

1) Admission committees are formed every year in order to smoothly conduct the admission procedure of different courses and classes of different faculties. Senior faculty members along with office administrative staff members are included in the committee. Committee members go through the rules of admissions and help students to select the proper subjects and courses. They give the information to the students about career options and conduct counseling sessions if required. They verify the admission form and provide guidance to the students. Then with the permission of the principal student gets admission to the course.

2) All the Heads of different departments of the college prepare prospective workload for every academic year on the basis of the strength of students of the previous year. The recruitment procedure of additional staff is planned accordingly with the approval of Management.

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/?cat=faculty
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development

The curriculum is developed by Panjab University, Chandigarh. Various faculty members of the college are the members of Board of Studies of Panjab University. These members regularly attend the meetings of the Board of Studies and they give their suggestions for curriculum development. The Board of Studies Changes and modify the curriculum accordingly.

Teaching and Learning Strategy

Teaching strategies are reviewed after the declaration of academic results and the mutual discussion of the faculty enables the teachers to update their teaching methods to make the learning interesting and stimulating. Regular meetings of staff with the principal and managing Committee are conducted for student-centric teaching by involving them in projects, seminars, debates, writing completion, Educational tours, Participation in Youth Festivals, presentations, etc.

Research and Development

The faculty members are motivated to apply for financial aid available in this regard from UGC, CSIR, and other bodies to promote the research activity. Teachers are motivated to attend seminars/conferences/workshops/ Faculty Development programs.

Library, ICT, and Physical Infrastructure / Instrumentation

The college has a rich Library. Being a 99-year-old college a large number of valuable books are present in the college library.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	https://www.rsdcollege.com/?cat=aboutus
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college is governed by RSD College Trust and Management Society. The college was established with the vision of creating human capital that is socially committed, globally competent, and exhibits scientific temperament. There are proper channels for communication between the management and different stakeholders. Feedback received from faculty, students, alumni, and other stakeholders are considered for continuous review and revision for the smooth functioning of the college. The Principal, Different Committees, HODs, Bursar, and 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. Policies and services rules related to aspects such as leave, recruitment, admission, and reservation are as per the provision laid down by PU, Chandigarh/Punjab Govt., as the case may be.

The Principal of the College plays a vital role in the functioning 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, extra-curricular and administrative activities. The meetings also lead to better coordination among different committees and departments. Most of the activities are prepared through joint efforts of IQAC and the concerned department.

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/?cat=management
Link to Organogram of the institution webpage	https://www.rsdcollege.com/downloads/naac/organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching Staff

1) EPF / CPF Facilities

2) GISLIS

3) Medical/Maternity Leaves

4) Accommodation for the head of the institution

5) Leave Encashment

6) Gratuity

7) Career Advancement Scheme

Non-Teaching Staff

1) EPF / CPF Facilities

2) GISLIS

3) Medical/Maternity Leaves

4) Accommodation for a few of Adhoc employees

5) Leave Encashment

6) Gratuity

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/downloads/ncte/balance-sheet.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

23

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teaching and Non-teaching staff plays an important role to attain and sustain the quality parameters for the development of the college. The College has well defined and structured performance appraisal system for Teaching and Non-Teaching staff. At the end

of every year performance of employees is assessed. For teachers, Performance Based Appraisal is based on self-review. The principal of the college assesses this appraisal and reports to higher authorities as per the rules of Punjab Govt., Panjab University, and UGC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/downloads/ncte/balance-sheet.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File]

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

RSD college is government aided and managed by RSD College Trust & Management Society, It receives financial assistance from the Punjab government, UGC, Governing Body of the college, Students' Fees, Grants, and Scholarships from various agencies. Internal and external financial audits are conducted regularly. There is a proper mechanism for purchase and any expenditure that is done in college. Various committees and college Bursar supervises and ensure that all financial transactions are done after due care and as per rules. After getting the requirements from all the department's purchase of the items is done as per the laid down procedure and rules. The convener purchase committee, along with the Bursar of the college keeps a strict vigil on the purchase system.

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/downloads/ncte/income-expenditure.pdf
Upload any additional information	[View File]

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the college is proactive and conducts periodical meetings for ensuring quality in academics, extracurricular and administrative activities. Most of the activities in the college are prepared through joint efforts of IQAC and the concerned department. For transparency and efficiency, teachers' timetables and class timetables are displayed on the noticeboards for students. Heads of all the departments ensure the smooth

functioning of all the academic and other activities of the departments along with the other faculty through frequent meetings. They submit the reports of departmental activities regularly to IQAC. Meetings of the Staff Council are held periodically to discuss and decide on matters relating to academics and administration. There is easy access to management for timely resolution of academic and administrative problems. For the smooth and effective functioning of the College, there are regular interactions with stakeholders comprising faculty, parents, alumni, and the students through feedback forms. Feedback received from faculty, students, alumni, and other stakeholders is taken up for continuous review and revision in the IQAC meetings.

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/?cat=aqar
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Under the flagship of IQAC, the college has designed the teaching-learning process in such a way that students not only accumulate credits but also practice higher-order learning and mastery over the concerned domain. Students are imparted learning through experiential learning, participatory learning, and problem-solving methods so that they are able to do more challenging tasks other than to memorize or reproduce what was taught. In addition to the terminal exams conducted by the university, the college undertakes continuous evaluation through written assignments, tests, ppts, oral presentations, etc. Under the supervision of IQAC, the college has set the Program Outcome and attributes for UG and PG levels. Different activities and events are designed and scheduled to achieve these attributes. The IQAC of the college instructs the teachers to assess students as slow and advanced learners and to adopt different approaches in order to cater to their respective requirements.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	<u>View File</u>
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Institution shows gender sensitivity in providing facilities such as:

The institution has been founded and developed with an aim of promoting social equity.

• The institution has a Women Cell to prevent sexual harassment and promote general well-being of girl students, teachers, and non-teaching female staff members of the college. The Women cell aims to increase awareness about social, health, and gender-related matters.

- **The institution has a safe and secure girls' hostel and a separate common room for girls equipped with indoor games facilities. There is a fully functional health center with a full-time doctor for minor issues and first aid.**

- **The Counselling Cell organizes workshops and free counselling sessions by trained personnel for students for a stress-free life.**

- **The institution has built an effective security system to keep the campus safe, especially for women. Fully functional CCTV cameras have been installed throughout the campus. Security guards have been stationed at the main gate and at all key spots on the campus.**

- **Free books are given to girl students to promote higher education. Fee concessions are equally provided to both genders. Boys and girls are equally encouraged to participate in academic (seminars, quizes, etc.), sports and cultural activities.**

File Description	Documents
Annual gender sensitization action plan	https://www.rsdcollege.com/downloads/naac/ annual-gender-sensitization-report.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.rsdcollege.com/downloads/naac/ facility-for-women-2020-21.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system

Hazardous chemicals and radioactive waste management

Solid Waste Management

- College generally has green waste which is thrown in separate pits and used for natural manure.
- Coloured dustbins are placed at different places to segregate the solid waste as bio-degradable and non-biodegradable.
- Everyone is dissuaded from using plastic bags; signboards/posters are displayed in the college campus.
- Wearing of Masks & gloves are compulsory for sweepers to dispose off waste.
- Waste is disposed off by Municipal Corporation.

Biomedical Waste Management:

- Autoclave is used for sterilization process in microbiology to invade microbial growth.
- There are different types of dustbins for dispose of Biomedical Waste as per their color coding.

Liquid Waste Management

? RO reject and condensate from AC's is used for watering plants and mopping.

? The non-hazardous chemical waste in laboratories is drained after reasonable dilution.

E-Waste Management

- The college accord its E-Waste to authorized Recycling Agency which visits the campus time to time to collect E-waste.

Hazardous chemicals and radioactive waste management:

- Hazardous waste is generated by laboratories which is diluted before its drainage.

Waste Recycling System:

- **Plastic bottles are reused for storing water.**
- **RO waste water used for planting & mopping.**
- **Electronic waste isalso given to recycling agency.**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**

5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

RSD College is proactively taking efforts in holding a multicultural and pluralistic spirit by embracing diversities. Given below are the Institutional initiatives taken in promoting inclusivity:

Tri-lingual mode of teaching has been adopted by teachers (English, Hindi, Punjabi) to assist the students with linguistic challenges, which helps the students to improve their academic performance. The college organizes seminars and group discussions on the topic of language to impart knowledge regarding National Language among students.

Activities like Discussion on "Role of Gharanas in Hindustani Music" and Seminar on the topic "Different Jatties of Ragas" held which focus on how music has been passed down from generation to generation and shaped our culture.

The lecture on "Fundamental Rights and Duties on Indian Citizens" stressed the fact that these laws do not have only legal value but also protect, respect, accept and fulfill the rule of law to maintain India's dignity and sovereignty.

An online Lecture on "Food Safety, Nutrition, and Wellness", has been held where teachers emphasized on how to maintain health through food during the covid-19 pandemic.

Activities like blood donation and planting saplings at home have been organized by NCC cadets of the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File]
Any other relevant information	[View File]

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College undertakes various efforts to sensitize the students and employees of the Institution about their constitutional obligation. The principal of the College delivers an Orientation Lecture to the new batch of students to make them attentive to the core values and culture of the Institution. The students are taught to obey the law of the nation and respect the symbols of national unity like the National Flag and the National Anthem. Important days like Independence Day, Republic Day, and Environment Day are commemorated every year by the college. The NCC unit of the College undertakes different kind of activities and teach the students the importance of giving back to society by believing in the principle of equality, fraternity, and societal justice. The NSS unit of the college encourages the students to participate in Blood Donation Camps which are organised by different NGOs to help society. In keeping with the Constitutional Responsibility of preserving and caring for the Environment, NSS &Red Ribbon Club in college organise activities with themes surrounding Environment concerns. The college has constituted a Human Values Committee to plan and execute activities to familiarize and implement a code of conduct and ethical behaviour.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.rsdcollege.com/downloads/naac/events-2020-21.pdf
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The **A. All of the above**

Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National Festivals are a national treasure that revives our spiritual values and deep-rooted sentiments and unites us to celebrate with pride. In a given academic year the college commemorates as many days of significance as possible to portray national unity and unionism.

National days like Republic Day are also marked by the NCC cadets. This day commemorates the spirit of independent India.

To celebrate the 75thIndependence day, NCC cadets cleaned the Historical Monument at Hussaini Wala on Indo-Pak Border as the day holds national pride and honour in the heart of every Indian citizen, who pays respect to all the leaders who fought bravely for our nation's freedom.

The college also organizes various other activities to sensitize students to keep their college and surroundings clean as a part of the Prime Minister's Swachh Bharat initiative- A very important consideration for sanitation, cleanliness, and hygiene in India.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE-1

1. Title

Inculcating Employability

2. Objectives

(i) To produce a professionally competent and skilled workforce.

3. The Context

The motto of the college is to produce professionally competent and skilled workforce that can not only survive but also thrive in a competitive world.

4. The Practice

Placement drive is regularly undertaken to provide adequate job opportunities to students.

5. Evidence of Success

Many students of the college have got jobs in various reputed companies.

6. Problems Encountered and Resources Required

Due to Covid-19 Pandemic, it is very challenging to provide practical knowledge to students through online mode.

BEST PRACTICE-2

1. Title

Helping Hand for Visually Impaired Students

2.Objectives

(i) To help these students realize their full potential and to provide free of cost education to these students.

3. The Context

Visually impaired students experience challenges while acquiring education.

4. The Practice

The college offers inclusive education and inclusive classrooms for these students.

5. Evidence of Success

Visually impaired students from different states of India, as well as from other countries enroll in the college.

6. Problems Encountered and Resources Required

Teaching differently abled students, especially visually challenged, require strenuous efforts on the part of teachers.

File Description	Documents
Best practices in the Institutional website	https://www.rsdcollege.com/downloads/naac/best-practices-2020-21.pdf
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The distinctiveness of the institution lies in promotingthe integrated personality development of the students. To enable the students to acquire a good character and a balanced personality, various activities are conducted throughout the session. Activities like group discussion, debate, and screening of movies followed by discussion are an integral part of the academic calendar which help in stimulating the intellectual growth of students. During covid-19 pandemic, teachers of college switched to online mode of teaching via Google Meet. Online lectures were recorded so that students who could not attend the lectures due to network failure or some other problems may access the recorded lectures. For a deeper knowledge of subjects, seminars, workshops, and extension lectures are organized by all departments.

Students are urged to take up social roles through NSS and NCC units.NSS and NCC cadets of the college conduct various activities like plantation of trees and cleaning of the college campus and nearby places to promote a healthy environment. For ensuring physical fitness, during covid-19, online lectures on yoga, health, hygiene, food safety, nutrition, and wellness are also conducted. All these efforts are made to enhance the overall personality of the students in addition to their academic growth.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Ram Sukh Das College is affiliated with Panjab University. It follows the academic calendar and curriculum stipulated by the University. There is time table committee and IQAC of the college which lay down mechanisms for well-planned curriculum delivery and documentation. The college frames its own calendar with minor changes which consist of college events and activities proposed for the current session as suggested by IQAC. College departments maintain respective academic calendar in which teacher's workloads, departmental time table, and allocation of courses are maintained. In departmental meetings, the delivery of curriculum is updated and documented in the department register. The individual teachers maintain a diary that consists of an individual timetable and teaching plan. The college conducted workshops on "How to use Google Meet" to train teachers so that they could use ICT tools for their online lectures. Online teaching methods like PowerPoint presentations, oral tests, group discussions, google links and demonstrations were used in teaching-learning process. In the end of the session, IQACmake an analysis and take action as suggested by various stakeholders through feedback. The college strictly followed all COVID-19 guidelines received from Panjab University regarding admissions and carrying out online curriculum.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Ram Sukh Das College is affiliated to Panjab University Chandigarh. By following the University academic calendar, the college frames its own academic calendar which consists of college activities and continuous internal evaluation for the

current session as suggested by the IQAC. The college is bound by the procedures prescribed by the university to frame the internal assessment of the students. One of the parameters for internal assessment is continuous internal evaluation. In this session during the pandemic online mode was adopted by the college to evaluate students. The college encourages teachers to adopt continuous evaluation in different forms which enhances students' prolificacy and provides space for remedial action. The process alerts the students for corrective action before the commencement of the final examination. This continuous evaluation may take varied forms like online written and oral tests, quizzes, and group discussions. This results in an enhancement of required skills while learning in online classes. The mentorship program run by the college compliment this process where a teacher is assigned as a mentor to a group of students during their online interaction. Mentees are encouraged to discuss their academic progress and difficulties with the mentor so that the college take remedial action where ever it is necessary.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.rsdcollege.com/downloads/calendar/2020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

0

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

32

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Ram Sukh Das College is a co-educational institution that diligently promotes these values that have been intrinsically woven in the curriculum. The college is running a foundation course in Human Rights Education, certificate courses in Environment Auditing and, Guidance and Counselling, and a diploma course in Guidance and Counselling which are duly approved by the Panjab University, Chandigarh. The college has a Women Cell which is committed to looking after the welfare of the girls students by organizing activities to promote and protect their rights for their social development. The college has a Red Ribbon club, NSS and NCC wings of boys and girls. They organize various activities which promote the spirit of patriotism in this border belt area and spread awareness regarding drug abuse, tree plantation and promote blood donation etc. In this pandemic year through online mode, different departments of college organize a lecture on Swachh Abhiyan, biodiversity, health and hygiene and stress management etc. In this session, the college organized three enrichment courses online regarding the environment, human values and professional ethics. These courses added value to the curriculum by highlighting the significance of these values. The college is actively committed to integrating cross-cutting issues relevant to these values.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

4

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

86

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.rsdcollege.com/downloads/naac/action-taken-report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.rsdcollege.com/downloads/naac/action-taken-report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

675

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

721

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The faculty members assess the learning levels of the students at the time of the commencement of the session. Students are assessed by two methods. The first method pertains to newly admitted students. They are identified as slow and advanced learners on the basis of their marks in the previous class. This helps to identify the slow learners and to chalk out future plans to overcome the gap between the slow learners and the advanced ones. The second method caters to the academic competence of already enrolled students. They are evaluated on the basis of their performance in unit tests, Mid Semester Tests and their involvement in various activities performed in the class.

Following approaches are adopted for advanced learners:

1. **Counselling by faculty members to appear for competitive examinations.**
2. **Involvement of students in innovation projects to enhance their learning.**
3. **Guest lectures by eminent speakers from industry and academia.**

Following approaches are adopted for slow learners:

1. **Weak areas of the students are identified and conveyed to them.**
2. **To advance the level of learning of weak students, extra classes are scheduled.**
3. **Screening of the text based movies to stimulate their various senses in order to have a better understanding of the text.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1737	**80**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In our college, learning is made more student- centric through an amalgam of old and new methods of teaching. The teachers play the pivotal role in this amalgamation.

1. **Experiential Learning: - Extra laboratory sessions are conducted for students to help them go beyond the prescribed syllabus. Industrial visits and add- on programsare conductedto support the students in their experiential learning.**
2. **Participatory Learning: - Students participate in various activities such as seminars, group discussions, debates, projects and skill based add- on courses. Teachers also adopt role play method to supplement their teaching. In addition to it, Brain Storming sessions are also conducted for students under the supervision of teachers. To stimulate the artistic imagination of the students, various artistic activities like poster making, slogan writing etc. are regularly organised by the college.**
3. **Problem Solving Methods: - The faculty members encourage**

students to acquire and develop problem solving skills. To develop such skills, case study method is adopted to make the students have logical thinking and practical knowledge to develop problem solving ability. The departments organise expert lectures on different topics and also motivate students to participate in inter-college and intra- college competitions and other fests.

File Description	Documents
Upload any additional information	<u>View File</u>
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has its own learning management system. Students get all learning resources which are made available by the teachers. Teachers reach out to the students through various technological mediums and channels and channels. The platforms used in the college for online teaching are Google classroom, Google meet, Zoom. Teachers of the institute also bring out the latest lecture series through YouTube Channel. Teachers also motivate the students to use various E-resources like SWAYAM, National Digital Library, e-PG Pathshala, Directory of Open Access Books,and Directory of Open Access Journals for the students.ICT tools help students to access their knowledge and potential.

File Description	Documents
Upload any additional information	<u>View File</u>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<u>View File</u>

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

80

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

50

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

17

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

723

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

There is a standard process of Internal Assessment and examinations in the College. According to the Academic Calender, a student has to appear in the Unit Tests and Mid Semsester Tests. The schedule of the Internal Examination is decided at the beginning of the session, in the form of Academic Calender. During the Pandemic ,the teachers are allowed to evaluate the students on the basis of various activities and tests. It may be in the form of written tests, oral tests, power point presentations, quiz or any other method. The marks of the unit tests and results of the other activities are showed and discussed in the class rooms. Students are allowed to scrutinize their marks and discuss them with the concerned teachers and their mentors. The teachers are also bound to immediately provide the students with certain solutions.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

A transparent, time- bound and efficient method is followed by our college in terms of dealing with internal examination related grievances. Along with Mid Semester Tests, Unit Tests at class level are also conducted throughout the semester. Answer sheets are shown to the students after the evaluation of

answer sheets and results are also displayed on the notice-
board. After scrutinizing the answer sheets, students are free
to discuss any grievance with the concerned teachers and their
mentors. Our faculty members undertake the individual
grievances with the students and provide them with the certain
solutions. After the evaluation of answer sheets,it is
mandatory for the teachersto provide the solution to the
students well in the time. Keeping in view the unprecedented
circumstances of Covid- 19, the college has resolved to be
flexible in such matters. During the Pandemic, the grievances
are addressed and resolved in online mode.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are
stated and displayed on website and communicated to teachers and students.

The college provides various courses at Under- Graduate and
Post- Graduate levels. Students are informed about programme
outcomes and course outcomes of the programme they undertake.
The Principal discusses programme outcomes with Examination
Committee and Head of Departments. The college ensures that POs
and COs reach the students well in time. Programme and course
outcomes for all Programmes are uploaded on the college
website. Apart from it, these outcomes are also displayed on
the notice- boards. Same is conveyed to students by the faculty
members in online classes as well. The Head of Departments
ensure that teachers get this information in hard and soft
forms and convey to the students through various digital
platforms. Students are also communicated about POs and COs
during admission counselling also.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.rsdcollege.com/downloads/naac/program-outcomes-2020-21.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college is affiliated to Punjab University, Chandigarh. We offer undergraduate, Post graduate courses and diploma under the faculty of arts, commerce and sciences .For these programmes and courses the institute follows the curriculum designed by the university.

The program outcomes are measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

The course outcomes are measured through the completion of syllabus, continuous internal evaluation and results.

At the departmental level, the heads of the department and teachers who are engaged in any class strive to complete the courses in time and in some cases extra classes are conducted for the students who they identify as relatively average.

The continuous evaluation is done through tests, written assignments , presentation of papers , oral presentations and so on. Evaluation of the exams is done as per university norms.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.rsdcollege.com/downloads/naac/attainment-program-outcomes-2020-21.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

497

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.rsdcollege.com/downloads/naac/sss2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

RSD College encourages students not only to absorb current knowledge but also provides a platform for access to the latest information. Various departments have taken the initiative in organizing many informative talks and interactive sessions with members from the industry and academia of renowned colleges and universities. From time to time various guest lectures have been organized for providing information regarding investment opportunities. The college organizes various national-level seminars, conferences, and workshops which provide opportunities for students to learn about the latest developments in knowledge. Faculty are encouraged to conduct research activities and make publications in journals of repute for knowledge sharing. They are also encouraged to contribute

to national and international conferences conducted outside the institution as part of this initiative. Similarly, some of the faculty members have published books as a part of the initiative for knowledge creation and transfer. The faculty have been encouraged to take up intellectual property rights as an initiative toward innovation and knowledge sharing. The faculty delivers guest lectures and expert lectures to other institutions as part of knowledge sharing. Our teachers have brought laurels to the college by sharing their knowledge at the international level.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The coronavirus disease (COVID-19) pandemic has caused an unprecedented crisis in all areas including the field of

education which led to the massive closure of face-to-face activities of educational institutions in order to prevent the spread of the virus and mitigate its impact.Keeping in view the unprecedented circumstances, it was resolved that the departments would be flexible and accommodative in the continuous evaluation of the students which led to a great reduction in the number of extension activities held during the session. NCC cadets celebrated yoga day by performing yoga at their respective places. Thecadets of the college participated with their family members enthusiastically in the plantation drive. A lecture on blood donation was organized for NCC cadets to motivate them to be a volunteer blood donor. NCC cadetsvisited army weapon display at Hon. Cap. Sundar Singh Stadium, Ferozepur Cantt. to gain knowledge about the weapons. They participated in Republic DayParade with great zeal. The cadets also participated in Combined Army Training Camp-67 and felt motivated. They participated in weapon training with great enthusiasm. 75th year of Independence was celebrated by NCC cadets by cleaning historical monument at Hussainiwala on Indo-Pak border.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

204

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

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 colleges have 46 class rooms with proper seating arrangements. The college has well-equipped laboratories like Physics, Chemistry, Botany, Zoology, a Biologicalmuseum and air-conditioned ICT- enabled computer labs, a Server Room. The college started vocational courses. Therefore, a new building has been constructed and modern laboratories have been established.

The college has a well-stocked library and a reading room where students develop their reading habits and get required books,

newspapers, magazines, journalsetc. The air-conditioned seminar hall and multi-purpose hall are popular venues for all the activities like seminars, extension lectures, workshops, conferences, meetings, presentations, etc. An examination hall is also helpful for many activities. A multi-functional auditorium and an open stage are also available inthe campus. The college has a canteen that provides good quality food.

The college has an ultra- modern girl's hostel where all the basic facilities are available for the 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).

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.rsdcollege.com/?cat=infrastructure

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

R.S.D. College, Ferozepur City, provides suitable infrastructure for curricular and co-curricular activities. An auditorium and an open stage are available for conducting various activities. The college has necessary infrastructure and supporting facilities to encourage students to participate in curricular, co-curricularand sports activities for their holistic development. The department of Physical education, Department of music, Dean co-curricular activities etc. play their active roles to support and guide the students. There are many playgrounds on the college campus.

The college has a well-maintained gymnasium for physical fitness. A yoga centre has been established in the college for students to improve their physical, social and mental health.

The collegehas NCC units for boys as well as for girls. The students are enrolled for B and C certificates. The college also has NSS units. Students get opportunities to participate in different social services like blood donation, tree plantation, pulse polio drive, adult education,etc through these units.

The college has aWomen cell to create awareness concerning various issues like sexual harassment, raggingetc. The Women cell helps/guides the women to tackle their problems. The college also has a Legal aid cell that provides free services/advices to the needy students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.rsdcollege.com/?cat=infrastructure

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.rsdcollege.com/?cat=infrastructure
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

5343282

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College library of RSD is the heartthrob of the institute which is working successfully on the path of development since 1957. The library has a rich collection of 50000+ volumes including different disciplines, reference books, and competitive exam books, etc and has a majestic reading hall. In any institute, a library is one of the integral parts of teaching learning process. The library is located at the first floor near the main entrance of the college with all modern facilities and state of the art technologies. The library plays very important role to fulfill the information related needs of the students. The library helps the students to access books, journals, and other resources. The process of bar-coding of books is under process. The college library is fully automated with E-Granthalaya Library Management Software, developed by National Informatics Centre (NIC), Government of India. The Online "Public Access Catalogue" of the library can be browsed through intranet.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.rsdcollege.com/?cat=infrastructure

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

117473

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

R.S.D. College, Ferozepur City, has adequate IT facilities. The college has six ITC-enabled computer labs, two ITC-enabled seminar halls, one server room, etc. The IT facilities include Computers, Laptops, Projectors, Bar Code Scanners, Printers, Photostat Machines, Fax Machines, Mobile Jammers, Speakers,

Handy Cameras, Cameras, Bio-Metric Machines, LED Screens, and Smart Boards etc. The college regularly improves the IT infrastructure according to the rising requirements of the institution.

During COVID-19, the college provided online classes with all the necessary aids like headphones, web cameras, smart boards, etc. College also availed the services of Google suit to provide quality online content. At present, the college has six Internet connections, each having a speed of 100 MBPS. The college has 125 computers, out of which 100 computers are used by the students for different activities. As the IT infrastructure is very important for the teaching learning process and for the performance of the various activities, hence these IT facilities areavailable for library, laboratories, girls' hostel, Principal and administrative office etc. The college is under the surveillance of 32 cameras, installed in the different areas of the college to ensure security, safety and surveillance of the campus

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.rsdcollege.com/?cat=infrastructure

4.3.2 - Number of Computers

125

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1761282

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

R.S.D. College, Ferozepur City, is spread over five acres of land, has a beautiful campus with imposing building and lush green lawns. The colleges have 46 class rooms, well-equipped laboratories like Physics, Chemistry, Botany, Zoology etc, a Biological museum, and airconditioned ICT- enabled computer labs, a big play ground, Gymnasium, Yoga Centre, various sports facilities for indoor and outdoor games. The college also has a well-stocked library, students and faculty members may utilize the facilities as per the library rules. The airconditioned seminar hall, multi-purpose hall, a multi-functional auditorium and an open stage are also available in the campus. The College has a canteen that provides good quality of eatables. The college has ultra modern girls hostel having all the required facilities. The College has a support system including, The Women cell, Legal Aid Cell, N.C.C. N.S.S to aware and motivate

the students to engage in various social services. All these facilities may be utilized by the students anytime as per their requirements. 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. Adequate staff is also available to maintain these facilities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.rsdcollege.com/downloads/naac/procedure-policy-2020.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

24

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

281

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

54

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

54

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

8

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	[View File](#)

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

77

File Description	Documents
Upload supporting data for student/alumni	<u>View File</u>
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

04

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<u>View File</u>

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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, as mentioned below:

1. **The IQAC has nominated some of the students as the members of these bodies.**
2. **The Library Committee encompasses the Librarian as well as Teachers-In-Charge of all Academic Departments as ex-officio members and four student representatives**
3. **The Internal Complaints Committee comprises of Faculty Members, administrative staff and student representatives to investigate into cases of sexual misconduct and gender harassment, if any.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The collegeis having "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. 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.

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/?cat=alumni
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision Statement

To impart meaningful education so as to produce socially responsible, ethically committed, and globally competent individuals who can make this world a better place to live in.

Mission Statement

To impart comprehensive education aiming to develop different faculties of the personality of students of this border area. The inculcation of scientific temper, humane temperament, and development of sensitive outlook towards relevant social issues is a cherished dream of the college. The college also aims to help students acquire skills to successfully face the challenges and complexities of contemporary life.

The RSD college is managed by RSD College Trust management Society. The institution is 99 years old and a reputed institution in Punjab. The organizational structure exhibits

excellent decentralization and participative management through principal, vicePrincipal, Head of Departments, Office in-charge, Accountant, laboratory assistants, sports Committee, in- charges, NSS, etc. Both teachers and nonteaching 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.

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/?cat=mission
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The RSD College Management and Trust believe in decentralization and participative functioning of the College. The whole work is done through various committees of the college. Decentralization and participative functioning reflect in the following.

1) Admission committees are formed every year in order to smoothly conduct the admission procedure of different courses and classes of different faculties. Senior faculty members along with office administrative staff members are included in the committee. Committee members go through the rules of admissions and help students to select the proper subjects and courses. They give the information to the students about career options and conduct counseling sessions if required. They verify the admission form and provide guidance to the students. Then with the permission of the principal student gets admission to the course.

2) All the Heads of different departments of the college prepare prospective workload for every academic year on the basis of the strength of students of the previous year. The recruitment procedure of additional staff is planned accordingly with the approval of Management.

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/?cat=faculty
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development

The curriculum is developed by Panjab University, Chandigarh. Various faculty members of the college are the members of Board of Studies of Panjab University. These members regularly attend the meetings of the Board of Studies and they give their suggestions for curriculum development. The Board of Studies Changes and modify the curriculum accordingly.

Teaching and Learning Strategy

Teaching strategies are reviewed after the declaration of academic results and the mutual discussion of the faculty enables the teachers to update their teaching methods to make the learning interesting and stimulating. Regular meetings of staff with the principal and managing Committee are conducted for student-centric teaching by involving them in projects, seminars, debates, writing completion, Educational tours, Participation in Youth Festivals, presentations, etc.

Research and Development

The faculty members are motivated to apply for financial aid available in this regard from UGC, CSIR, and other bodies to promote the research activity. Teachers are motivated to attend seminars/conferences/workshops/ Faculty Development programs.

Library, ICT, and Physical Infrastructure / Instrumentation

The college has a rich Library. Being a 99-year-old college a large number of valuable books are present in the college library.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]
Paste link for additional information	https://www.rsdcollege.com/?cat=aboutus
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college is governed by RSD College Trust and Management Society. The college was established with the vision of creating human capital that is socially committed, globally competent, and exhibits scientific temperament. There are proper channels for communication between the management and different stakeholders. Feedback received from faculty, students, alumni, and other stakeholders are considered for continuous review and revision for the smooth functioning of the college. The Principal, Different Committees, HODs, Bursar, and 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. Policies and services rules related to aspects such as leave, recruitment, admission, and reservation are as per the provision laid down by PU, Chandigarh/Punjab Govt., as the case may be.

The Principal of the College plays a vital role in the functioning 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, extra-curricular and administrative activities. The meetings also lead to better coordination among different committees and departments. Most of the activities are prepared through joint efforts of IQAC and the concerned department.

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/?cat=management
Link to Organogram of the institution webpage	https://www.rsdcollege.com/downloads/naac/organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching Staff

1) EPF / CPF Facilities

2) GISLIS

3) Medical/Maternity Leaves

4) Accommodation for the head of the institution

5) Leave Encashment

6) Gratuity

7) Career Advancement Scheme

Non-Teaching Staff

1) EPF / CPF Facilities

2) GISLIS

3) Medical/Maternity Leaves

4) Accommodation for a few of Adhoc employees

5) Leave Encashment

6) Gratuity

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/downloads/ncte/balance-sheet.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

23

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teaching and Non-teaching staff plays an important role to

attain and sustain the quality parameters for the development of the college. The College has well defined and structured performance appraisal system for Teaching and Non-Teaching staff. At the end of every year performance of employees is assessed. For teachers, Performance Based Appraisal is based on self-review. The principal of the college assesses this appraisal and reports to higher authorities as per the rules of Punjab Govt., Panjab University, and UGC.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/downloads/ncte/balance-sheet.pdf
Upload any additional information	[View File](#)

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

RSD college is government aided and managed by RSD College Trust & Management Society, It receives financial assistance from the Punjab government, UGC, Governing Body of the college, Students' Fees, Grants, and Scholarships from various agencies. Internal and external financial audits are conducted regularly. There is a proper mechanism for purchase and any expenditure that is done in college. Various committees and college Bursar supervises and ensure that all financial transactions are done after due care and as per rules. After getting the requirements from all the department's purchase of the items is done as per the laid down procedure and rules. The convener purchase committee, along with the Bursar of the college keeps a strict vigil on the purchase system.

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/downloads/ncte/income-expenditure.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the college is proactive and conducts periodical meetings for ensuring quality in academics, extracurricular and administrative activities. Most of the activities in the

college are prepared through joint efforts of IQAC and the concerned department. For transparency and efficiency, teachers' timetables and class timetables are displayed on the noticeboards for students. Heads of all the departments ensure the smooth functioning of all the academic and other activities of the departments along with the other faculty through frequent meetings. They submit the reports of departmental activities regularly to IQAC. Meetings of the Staff Council are held periodically to discuss and decide on matters relating to academics and administration. There is easy access to management for timely resolution of academic and administrative problems. For the smooth and effective functioning of the College, there are regular interactions with stakeholders comprising faculty, parents, alumni, and the students through feedback forms. Feedback received from faculty, students, alumni, and other stakeholders is taken up for continuous review and revision in the IQAC meetings.

File Description	Documents
Paste link for additional information	https://www.rsdcollege.com/?cat=aqar
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Under the flagship of IQAC, the college has designed the teaching-learning process in such a way that students not only accumulate credits but also practice higher-order learning and mastery over the concerned domain. Students are imparted learning through experiential learning, participatory learning, and problem-solving methods so that they are able to do more challenging tasks other than to memorize or reproduce what was taught. In addition to the terminal exams conducted by the university, the college undertakes continuous evaluation through written assignments, tests, ppts, oral presentations, etc. Under the supervision of IQAC, the college has set the Program Outcome and attributes for UG and PG levels. Different activities and events are designed and scheduled to achieve these attributes. The IQAC of the college instructs the teachers to assess students as slow and advanced learners and to adopt different approaches in order to cater to their respective requirements.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	<u>View File</u>
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Institution shows gender sensitivity in providing facilities such as:

The institution has been founded and developed with an aim of promoting social equity.

- The institution has a Women Cell to prevent sexual harassment and promote general well-being of girl students, teachers, and non-teaching female staff members of the college. The Women cell aims to increase awareness about social, health, and gender-related matters.

- The institution has a safe and secure girls' hostel and a separate common room for girls equipped with indoor games facilities. There is a fully functional health center with a full-time doctor for minor issues and first aid.

- The Counselling Cell organizes workshops and free counselling sessions by trained personnel for students for a stress-free life.

- The institution has built an effective security system to keep the campus safe, especially for women. Fully functional CCTV cameras have been installed throughout the campus. Security guards have been stationed at the main gate and at all key spots on the campus.

- Free books are given to girl students to promote higher education. Fee concessions are equally provided to both genders. Boys and girls are equally encouraged to participate in academic (seminars, quizes, etc.), sports and cultural activities.

File Description	Documents
Annual gender sensitization action plan	https://www.rsdcollege.com/downloads/naac/annual-gender-sensitization-report.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.rsdcollege.com/downloads/naac/facility-for-women-2020-21.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management

- **College generally has green waste which is thrown in separate pits and used for natural manure.**
- **Coloured dustbins are placed at different places to segregate the solid waste as bio-degradable and non-biodegradable.**
- **Everyone is dissuaded from using plastic bags; signboards/posters are displayed in the college campus.**
- **Wearing of Masks & gloves are compulsory for sweepers to dispose off waste.**
- **Waste is disposed off by Municipal Corporation.**

Biomedical Waste Management:

- **Autoclave is used for sterilization process in microbiology to invade microbial growth.**
- **There are different types of dustbins for dispose of Biomedical Waste as per their color coding.**

Liquid Waste Management

? RO reject and condensate from AC's is used for watering plants and mopping.

? The non-hazardous chemical waste in laboratories is drained after reasonable dilution.

E-Waste Management

- **The college accord its E-Waste to authorized Recycling**

Agency which visits the campus time to time to collect E-waste.

Hazardous chemicals and radioactive waste management:

- Hazardous waste is generated by laboratories which is diluted before its drainage.

Waste Recycling System:

- Plastic bottles are reused for storing water.
- RO waste water used for planting & mopping.
- Electronic waste isalso given to recycling agency.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

RSD College is proactively taking efforts in holding a multicultural and pluralistic spirit by embracing diversities. Given below are the Institutional initiatives taken in promoting inclusivity:

Tri-lingual mode of teaching has been adopted by teachers (English, Hindi, Punjabi) to assist the students with linguistic challenges, which helps the students to improve their academic performance. The college organizes seminars and group discussions on the topic of language to impart knowledge regarding National Language among students.

Activities like Discussion on "Role of Gharanas in Hindustani Music" and Seminar on the topic "Different Jatties of Ragas" held which focus on how music has been passed down from generation to generation and shaped our culture.

The lecture on "Fundamental Rights and Duties on Indian Citizens" stressed the fact that these laws do not have only legal value but also protect, respect, accept and fulfill the rule of law to maintain India's dignity and sovereignty.

An online Lecture on "Food Safety, Nutrition, and Wellness", has been held where teachers emphasized on how to maintain health through food during the covid-19 pandemic.

Activities like blood donation and planting saplings at home have been organized by NCC cadets of the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College undertakes various efforts to sensitize the students and employees of the Institution about their constitutional obligation. The principal of the College delivers an Orientation Lecture to the new batch of students to make them attentive to the core values and culture of the Institution. The students are taught to obey the law of the nation and respect the symbols of national unity like the National Flag and the National Anthem. Important days like Independence Day, Republic Day, and Environment Day are commemorated every year by the college. The NCC unit of the

College undertakes different kind of activities and teach the students the importance of giving back to society by believing in the principle of equality, fraternity, and societal justice. The NSS unit of the college encourages the students to participate in Blood Donation Camps which are organised by different NGOs to help society. In keeping with the Constitutional Responsibility of preserving and caring for the Environment, NSS &Red Ribbon Club in college organise activities with themes surrounding Environment concerns. The college has constituted a Human Values Committee to plan and execute activities to familiarize and implement a code of conduct and ethical behaviour.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.rsdcollege.com/downloads/naac/events-2020-21.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National Festivals are a national treasure that revives our spiritual values and deep-rooted sentiments and unites us to celebrate with pride. In a given academic year the college commemorates as many days of significance as possible to portray national unity and unionism.

National days like Republic Day are also marked by the NCC cadets. This day commemorates the spirit of independent India.

To celebrate the 75thIndependence day, NCC cadets cleaned the Historical Monument at Hussaini Wala on Indo-Pak Border as the day holds national pride and honour in the heart of every Indian citizen, who pays respect to all the leaders who fought bravely for our nation's freedom.

The college also organizes various other activities to sensitize students to keep their college and surroundings clean as a part of the Prime Minister's Swachh Bharat initiative- A very important consideration for sanitation, cleanliness, and hygiene in India.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE-1

1. Title

Inculcating Employability

2. Objectives

(i) To produce a professionally competent and skilled workforce.

3. The Context

The motto of the college is to produce professionally competent and skilled workforce that can not only survive but also thrive in a competitive world.

4. The Practice

Placement drive is regularly undertaken to provide adequate job opportunities to students.

5. Evidence of Success

Many students of the college have got jobs in various reputed companies.

6. Problems Encountered and Resources Required

Due to Covid-19 Pandemic, it is very challenging to provide practical knowledge to students through online mode.

BEST PRACTICE-2

1. Title

Helping Hand for Visually Impaired Students

2.Objectives

(i) To help these students realize their full potential and to provide free of cost education to these students.

3. The Context

Visually impaired students experience challenges while acquiring education.

4. The Practice

The college offers inclusive education and inclusive classrooms for these students.

5. Evidence of Success

Visually impaired students from different states of India, as well as from other countries enroll in the college.

6. Problems Encountered and Resources Required

Teaching differently abled students, especially visually challenged, require strenuous efforts on the part of teachers.

File Description	Documents
Best practices in the Institutional website	https://www.rsdcollege.com/downloads/naac/best-practices-2020-21.pdf
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust

within 200 words

The distinctiveness of the institution lies in promotingthe integrated personality development of the students. To enable the students to acquire a good character and a balanced personality, various activities are conducted throughout the session. Activities like group discussion, debate, and screening of movies followed by discussion are an integral part of the academic calendar which help in stimulating the intellectual growth of students. During covid-19 pandemic, teachers of college switched to online mode of teaching via Google Meet. Online lectures were recorded so that students who could not attend the lectures due to network failure or some other problems may access the recorded lectures. For a deeper knowledge of subjects, seminars, workshops, and extension lectures are organized by all departments.

Students are urged to take up social roles through NSS and NCC units.NSS and NCC cadets of the college conduct various activities like plantation of trees and cleaning of the college campus and nearby places to promote a healthy environment. For ensuring physical fitness, during covid-19, online lectures on yoga, health, hygiene, food safety, nutrition, and wellness are also conducted. All these efforts are made to enhance the overall personality of the students in addition to their academic growth.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

R.S.D. College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence, and excellence. 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 challenging times. The college will enhance the teaching-learning infrastructure of the college, both online as well as offline. It has also been resolved that in order to inculcate insightful thinking among students, various seminars/lectures will be

conducted on the topic of research. To sensitize students towards inclusive social concerns, human rights, gender, and environmental issues, various seminars/ lectures will be organized throughout the session. To improve students' soft skills, communication skills, and presentation, teachers will be encouraged to organize activities like Group Discussion, Role Play, and Debate throughout the session. To enhance teachers' knowledge, the teaching faculty will be encouraged to attend Faculty Induction Programmes and Refresher Courses.