



**R.S.D.**  
**COLLEGE**  
FEROZEPUR CITY-152002

NAAC ACCREDITED PREMIER POST GRADUATE CO- EDUCATIONAL INSTITUTION  
(AFFILIATED TO PANJAB UNIVERSITY, CHANDIGARH)

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Ref. No. RSDC/44/2023-2024

Date: 06-04-2023

It is certified and authenticated that the file contains 6 pages related to point 7.3.1. The detail of the documents attached in the file is as follows:

Sr. No.	Detail of Documents	Page No.
1.	Description of Institutional Distinctiveness	1-2
2.	Photographs representing the functioning of software	3-6

  
Officiating Principal  
R.S.D. College  
Ferozpur City

The core distinctiveness of R.S.D. College has been its ability to adapt to different changes in order to continue to serve as a catalyst of change for this border belt. The college believes that the adaptation to change is fruitful only if it involves different stakeholders and results in better efficiency and effectiveness. The continuous efforts of the college to introduce technology centric changes induced by its teachers and students have been the hallmark of the adaptation. There have been some areas of operation that are manifestations of the distinctiveness of the college.

The college has been striving for automation of different modules in the working of the general office since 2013 under the leadership of Shri Sukhdev Singh, Assistant Professor, Department of Computer Science and Applications. Since 2017, the thrust has been to involve other stakeholders like students and office staff. In 2017, 3 students of department of Computer Science and Applications named Shivam, Prince Maini, and Komal Sharma under the supervision of Shri Sukhdev Singh, started working on the above mentioned project and developed a software for various academic and administrative purposes. The staff of the general office has also been an active part of the project as the feedback provided by them has been at the centre of the continuous growth of the project. Over the years, different students of the department of Computer Sciences and Applications have developed a team under the leadership of Shri Sukhdev Singh. The team constantly looks into the needs and requirements of the general office and plans the further development of the program accordingly.

This software facilitates the college in the following processes:

- Admission process
- Fee collection
- Day book and Summary
- Academic history
- Issuance of various certificates
- Fee concession and scholarships
- Text books security
- Message services
- Subject combination reports
- Admission Register and Fee register
- Printing of cheques and generating vouchers
- Online Public Access Catalogue(OPAC)

Applicability of above software to all stakeholders is as follows:

Students aspiring to get admission in this college can get their names registered online with the details of the course they want to study. There are some courses in which seats are limited. In those courses this registration facilitates the admission process.

Previously students had to stand in queue to obtain different certificates like character certificate, tuition fee certificate, and regular student certificate etc. from the college office. Now with the help of office automation these certificates are delivered to students immediately.

A large number of students come from far off places. For availing free bus service provided by the state government, students had to face certain difficulties. Through this automation a proforma has been generated. After filling the required information students submit the same to the college office. This proforma helps in centralization of data and this data is delivered to state Roadways department. In this way, the college manages to get a free bus service pass in the name of students and delivers the same to them.

This software also facilitates the communication among different stakeholders like students, parents and staff members. Now, the College can send any message to students and their parents. For example, messages of pending fee collection, collection of roll number, time period for submission of examination form etc. are conveyed to students within no time. Any message from the college office or principal to staff members is also conveyed instantly.

This software also helps in preparing consolidated list wherein different subject combinations are provided, with which Time Table Committee can prepare the time table accordingly. Academic history of each student in the college is maintained through this software which helps the teacher in assessment of students' caliber.

With office automation fee collection gets credited to 52 different heads like tuition fee, library development fund, college running and maintenance charges, sports fund etc. on a day to day basis. Provident fund collection and employer contribution gets automatically credited to individual teaching and non-teaching employees' accounts. Now expenditure vouchers and cheques are not hand written but details like payee/ amount etc. get typed and chances of error get eliminated.

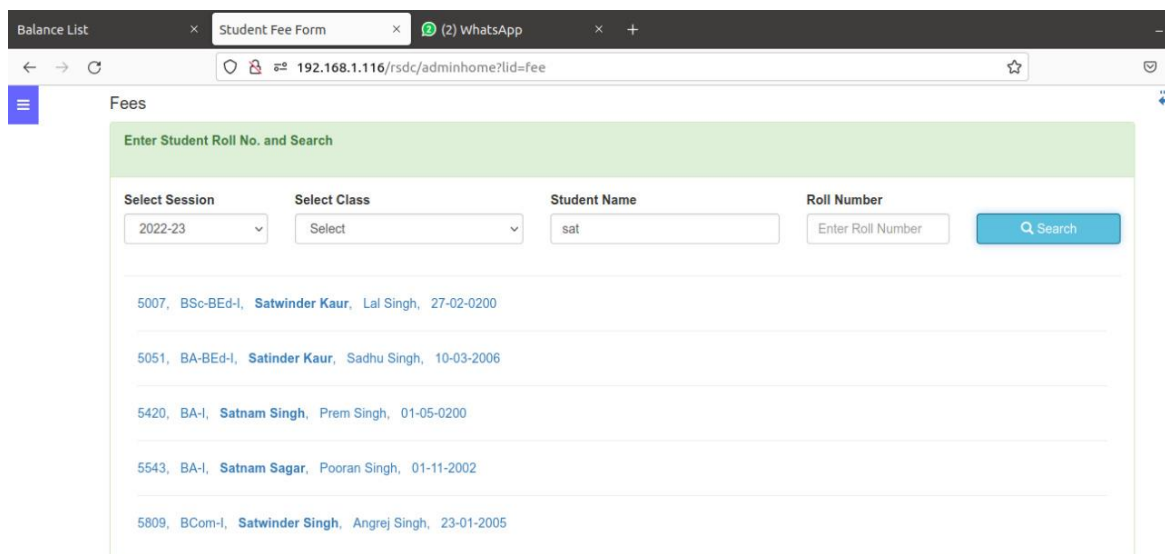
Now after office automation, college has full details regarding students belonging to SC, ST and minorities. This helps the college to have an easy access to the target cluster of students for various scholarships given by State and Centre Governments. These scholarships include post matric scholarship, minority scholarship etc.

Being true to its commitment to adaptation of change and participation of different stakeholders for better efficiency and effectiveness, Shri Sukhdev Singh has developed a software called Online Public Access Catalogue. The software is available on the website of the college and it enables students and the general public to have access to the catalogue of the library. In 2018, the college library migrated to new library management system named E-Granthalaya.

The office server has been configured by the aforementioned team and is dedicated to automation of office modules. There are three other servers configured by the same team and these are meant for centralized storage and maintenance. During Covid-19, online lectures were recorded on the college server so that students who could not attend the lectures due to network failure or some other problem might access the recorded lectures. These recorded lectures helped the students in self-paced learning.

In a nutshell, this software automates all the processes of the college such as Student admission, Alumni, Digital document procurement, Library, Stock management etc. It takes care of all the stakeholders and provides convenience in working. In this way, the college promotes Digital India and paperless work culture.

### Photographs representing the functioning of software:



The screenshot shows a web browser window with the following details:

- Browser tabs: Balance List, Student Fee Form, (2) WhatsApp
- Address bar: 192.168.1.116/rsdc/adminhome?lid=fee
- Page Title: Fees
- Form Fields:
  - Select Session: 2022-23
  - Select Class: Select
  - Student Name: sat
  - Roll Number: Enter Roll Number
  - Search Button: Search
- Search Results (Table):

Roll Number	Session	Class	Student Name	Parent Name	Date
5007	BSc-BEd-I		Satwinder Kaur	Lal Singh	27-02-2020
5051	BA-BEd-I		Satinder Kaur	Sadhu Singh	10-03-2006
5420	BA-I		Satnam Singh	Prem Singh	01-05-2020
5543	BA-I		Satnam Sagar	Pooran Singh	01-11-2002
5809	BCom-I		Satwinder Singh	Angrej Singh	23-01-2005

Balance List x Student Payment x (3) WhatsApp x +

192.168.1.116/rsdc/adminhome?lid=pay&scid=b11a0924-ebc8-4652-954c-58890c32ad99

### Student Payment

Roll No:- 5007 Class:- BSc-BEd-I Name:- Satwinder Kaur (Female) Father Name :- Lal Singh Mother Name:- Rano Bai Date of Admission:- 17-08-2022 Type:- fresh Category:- SC Remark(if any):- APPLIED FOR LABOUR DEPARTMENT SCHOLAR SHIP Form Dated 6-9-2022 Hostel Taken :- No Contact Nos. 9417425332, 9417425332 Active

Subjects : Punjabi Comp., Physics, Chemistry, Math, English, Env Edu, Compl- Edu in emer Ind Soci, Compl-School Org & Administration, Compl-School Related Practi, Compl-Life Skills Training

Total Fees	Fees Paid	Concession/ Remission	Pending Fee	Can Do More Here ↓
51120.00	40000.00	0	11120.00	+ Add. charges
Payment Date	Amount to Pay	Cash Tend	Change Due	Payment Mode
12-01-2023	5000	6000	1000	Cash

#### Fee Detail

Class Fee	Optional Fee	Late Fee(if any)	Concession (if any)	Additional Charges	Total Fee
44022.00	7098.00	0.00	0.00	7098.00	51120.00

#### Additional Charges Detail

Balance List x Class Wise Strength : 12-01- x (2) WhatsApp x +

192.168.1.116/rsdc/adminhome?lid=cws

### Class Wise Strength

Select Session: 2022-23

Show 50 entries

Search:

#	Class	Enrolled			Shifted			NSO			Actual			NSOAR			Active	
		Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female
1	BA-I	153	41	194	8	1	9	2	0	2	151	41	192	27	6	33	124	3
2	BA-II	96	36	132	1	0	1	0	0	0	96	36	132	11	1	12	85	3
3	BA-III	113	36	149	0	0	0	2	0	2	111	36	147	2	0	2	109	3
4	BCA-I	70	13	83	2	1	3	6	0	6	64	13	77	2	0	2	62	1
5	BCA-II	38	16	54	0	0	0	0	0	0	38	16	54	3	1	4	35	1
6	BCA-III	29	14	43	0	0	0	0	0	0	29	14	43	0	0	0	29	1
7	BCom-I	75	31	106	8	0	8	2	0	2	73	31	104	6	1	7	67	3
8	BCOM-II	50	16	66	2	2	4	1	1	2	49	15	64	3	0	3	46	1
9	BCOM-III	50	15	65	0	1	1	0	0	0	50	15	65	2	1	3	48	1
10	BCOM-II (Hons)	13	17	30	0	0	0	0	0	0	13	17	30	0	0	0	13	1
11	BCom-III (Hons)	33	12	45	0	0	0	0	0	0	33	12	45	0	0	0	33	1

Attachment(if any)	Address:	Sukhdev Singh, Village Ahil , Tehsil -Sadiq, District Faridkot, Pin Code- 151212
	Remarks:	
	Category:	Gen. Sub Category (if any): <u>N.A.</u>
	Annual Income:	70000
	Medium:	English
	Status:	<b>Active</b>
	Subjects:	HIS, ENO, POL, PBC, ENG

**PAYMENT DETAIL**

Date	Receipt No.	Amount
01-08-22	J11172	5000.00
25-11-22	J12935	7000.00
<b>Total Paid</b>		<b>12000.00</b>
<b>Total Payable</b>		<b>21513.00</b>
<b>Balance</b>		<b>9513.00</b>

**STUDENT HISTORY**


Uni. Roll No.	College Roll No.	Class	Session	D.O.A.	Status
2020322311	5127	BA-I	2020-21	20-August-2020	Active
20096434	1505	BA-II	2021-22	21-August-2021	Active
20096434	7501	BA-III	2022-23	01-August-2022	Active

**SENT MESSAGE DETAIL**

Date Time	Text
16-11-2022 13:11	Dear Student, You are required to pay your Balance Fee by 24-11-22
02-11-2022 16:44	Dear Student, You are required to pay your exam. and balance college fee by 07-11-2022 for Odd Sem. Exam of Session 2022-23 otherwise you will not be eligible for the semester

Select Admission Type Old Student

Session 2019-20 Class Select Roll No. 601 Search

1. Student Name	<input type="text" value="Harcharan"/>	
2. Father's Name	<input type="text" value="Harjinder Singh"/>	
3. Mother's Name	<input type="text" value="Rajbir Kaur"/>	
4. Date of Birth	<input type="text" value="14-12-1995"/>	
5. Gender	<span>Male</span>	
6. Student's Aadhaar Number	<input type="text" value="5643 2743 3170"/>	
7. Student's Voter Card Number	<input type="text" value="No"/>	
8. Category and Sub Category	<span>Gen.</span> <span>N.A.</span>	
9. Religion	<span>Select</span>	
10. Residence Area	<span>Select</span>	