# The Annual Quality Assurance Report (AQAR)

# of the IQAC of R.S.D.College, Ferozepur City

Part – A

**1. Details of the Institution**

 R.S.D. College

Name of the Institution

Outside Makhu Gate

Address Line 1

Ferozepur

City/Town

Punjab

State

152002

Pin Code

rsdcollege@yahoo.com

Institution e-mail address

01632-220254

Contact Nos.

Dr. Dinesh Sharma

Name of the Head of the Institution:

01632-220254

Tel. No. with STD Code:

+91-98728-37811

Mobile:

**Prof. Ashok Jindal**

Name of the IQAC Co-ordinator:

+91-94174-48438

Mobile:

iqac@rsdcollege.com

 IQAC e-mail address:

15257

1.3 NAAC Track ID

EC/65/A&A/58, Dated October 25, 2013

1.4 NAAC Executive Committee No. & Date:

[www.rsdcollege.com](http://www.rsdcollege.com)

1.5 Website address:

www.rsdcollege.com\aqar

Web-link of the AQAR:

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | “B” |  2.65 | 2013 | 5 Years |

01/09/2012

1.7 Date of Establishment of IQAC: DD/MM/YYYY

2015-16

**1.8** AQAR for the year

1.9 Details of the previous year’s AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC

1. AQAR ***2013-2014 submitted to NAAC on 20/10/2014*** \_\_\_\_\_\_\_\_\_\_\_(DD/MM/YYYY)
2. AQAR ***2014-2015 submitted to NAAC on 20/11/2015*** \_\_\_\_\_\_\_\_\_\_\_(DD/MM/YYYY)
3. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)
4. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

**√**

 University State Central Deemed Private

**√**

Affiliated College Yes No

Constituent College Yes No

**√**

**√**

 Autonomous college of UGC Yes No

**√**

 Regulatory Agency approved Institution Yes No

 (eg. AICTE, BCI, MCI, PCI, NCI)

**√**

 Type of Institution Co-education Men Women

**√**

 Urban Rural Tribal

**√**

**√**

**√**

 Financial Status Grant-in-aid UGC 2(f) UGC 12B

**√**

 Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

**√**

**√**

**√**

 Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

  Computer Applications

Others (Specify)

Panjab University, Chandigarh.

1.12 Name of the Affiliating University *(for the Colleges)*

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

No

No

 Autonomy by State/Central Govt. / University University with Potential for Excellence

No

No

No

 No

 UGC-CPE DST Star Scheme UGC-CE DST-FIST

 UGC-Special Assistance Programme UGC-Innovative PG programmes

**√**

No

 Any other (*Specify*) UGC-COP Programmes

No

No

 **2. IQAC Composition and Activities**

2.1 No. of Teachers

6

1

2.2 No. of Administrative/Technical staff

 -

2.3 No. of students

1

2.4 No. of Management representatives

3

2.5 No. of Alumni

2.6 No. of any other stakeholder and

1

 community representatives

2.7 No. of Employers/ Industrialists

-

-

2.8 No. of other External Experts

2.9 Total No. of members

 10

2.10 No. of IQAC meetings held

 4

4

2.11 No. of meetings with various stakeholders: No. Faculty

9

3

2

No

No

 Non-Teaching Staff Students Alumni Others

**√**

2.12 Has IQAC received any funding from UGC during the year? Yes No

-

 If yes, mention the amount

2.13Seminars and Conferences (only quality related)

 (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

 Total Nos. International National State Institution Level

**1**

 **-**

**2**

 -

**3**

 (ii) Themes

* Relevance of Buddhism in the Contemporary World
* Ideology of Dr. B.R. Ambedkar: Present and Past
* Transformation in Indian Banking Industry: Present Issues

2.14 Significant Activities and contributions made by IQAC

* Documentation of all records and reports.
* Meetings of Anti Ragging Cell, Grievances Committee and Sexual Harassment Cell.
* Organization of Remedial Classes for slow learners.
* Proper distribution of S.C./O.B.C. Stipends.
* Faculty development workshop for teachers.
* Assist the principal in ensuring quality in day to day administration.
* Organizing Parent-Teacher meetings and Management-Staff interactions.
* Preparation and Submission of AQAR

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

|  |  |
| --- | --- |
| **Plan of Action** | **Achievements** |
| * Installation of Solar Panels.
* To organize workshop/ seminars/ conferences in almost all the departments
* To start value education classes to help the students inculcate moral values
* To motivate teachers to write work diary and weekly teacher plans

|  |
| --- |
| * To make the college a plastic free campus.
* The IQAC of the college has planned for complete automation of the central library of the college. The sitting capacity of the reading room of the library may be extended. New books as per the revised syllabus of Panjab University may be procured.
* IQAC plans to strengthen the use of ICT in teaching-learning process. One or two digital class rooms may be constructed for better outcome of teaching-learning process.
* Class room furniture may be modernized.
* Outdoor sports facilities may be improved.
* As per the demand of the teachers as well as the students, initiatives may be taken to strengthen the NSS and NCC unit of the college.
* The college needs new classrooms and better in campus facilities for girl students. Hence the IQAC proposes to get the work of constructing the same as soon as possible.
* Industrial Visits
* Installation of Solar Lights
* Further steps to be taken for Green Auditing
* To initiate the process of starting new PG programmes /Job Oriented courses.
 |

 | * Installation of jammers in the campus.
* Remedial classes were conducted for slow learners.
* Seminar was organised by the Commerce and Computer Science departments
* Often special counselling and value education classes are conducted by the senior female staff for the girls
* College is made a plastic free campus
* Six new class rooms are constructed to cope with the increasing strength of the college.
* New furniture for the newly constructed class rooms is purchased by the college
* New ICT Lab for the students is established.
 |

 *\* Attach the Academic Calendar of the year as Annexure.*

**√**

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

**√**

 Provide the details of the action taken

**The various recommendations of the IQAC were sent to the Governing Body/Management for the approval.**

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD | - | - | - | - |
| PG | 5 | - | 5 | - |
| UG | 5 | - | 1 | - |
| PG Diploma | 1 | - | 1 | - |
| Advanced Diploma | - | - | - | - |
| Diploma | - | - | - | - |
| Certificate | 3 | - | - | 3 |
| Others | - | - | - | - |
| **Total** | 14 | - | 7 | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary | - | - | - | - |
| Innovative | 1 | - | - | - |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

 (ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | **11** |  |       |       |
| Trimester |  - |
| Annual | **3** |

**√**

1.3 Feedback from stakeholders\* Alumni Parents Employers Students

 ***(On all aspects)***

**√**

 Mode of feedback : Online Manual Co-operating schools (for PEI)

***\*Please provide an analysis of the feedback in the Annexure***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects

The syllabus of every course / subject in the college is revised by Board of Studies of every department by Panjab University Chandigarh. The revision is a regular feature and the same is implemented after the notification by the university.

The syllabi have been made more student-oriented. The bifurcation of the syllabi has reduced the burden/ mental stress of students.

The faculty members of the college are members of the various Boards of Studies, Senate, Syndicate and Academic Council, Panjab University, Chandigarh. They actively participate in the meetings of these bodies.

NIL

1.5 Any new Department/Centre introduced during the year. If yes, give details.

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 31 | 20 | 10 | 1 | ---- |

2.1 Total No. of permanent faculty

8

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asst. Professors | Associate Professors | Professors | Others | Total |
| R | V | R | V | R | V | R | V | R | V |
| 8 | 27 | - | - | - | - | - | - | 8 | 27 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

**54**

-

-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | **11** | **46** | **-** |
| Presented papers | **3** | **69** | **1** |
| Resource Persons | **-** | **-** | **2** |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

* Use of Smart Class rooms and LCD projector for teaching UG/PG classes.
* Initiatives were taken for Innovative teaching methodologies mainly the use role plays, case studies and Educational movies especially in the subjects of Botany, Zoology, and English Literature.
* Seminars, workshops and expert talks were organised for enhanced teaching and learning.
* Involving PG students in lectures and seminars.

2.7 Total No. of actual teaching days

182

 during this academic year

2.8 Examination/ Evaluation Reforms initiated by

**As per Panjab** University guidelines

 the Institution (for example: Open Book Examination, Bar Coding,

 Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum Restructuring/Revision/Syllabus development

 as member of Board of Study/Faculty/Curriculum Development workshop

4

Nil

2

 Restructuring Revision Syllabus Development

2.10 Average percentage of attendance of students

**82.3%**

 2.11 Course/Programme wise distribution of pass percentage:

|  |  |  |
| --- | --- | --- |
| Title of the Programme | Total No. of students appeared | Division |
| Distinction  | I  | II  | III  | Pass % |
| B.A./B.Com/B.Sc./B.C.A. | 2267 | 157 | 665 | 504 | 764 | 92.19 |
| M.A./M.Com/M.Sc.IT | **373** | **60** | **102** | **72** | **120** | **94.90** |
| PGDCA | 26 | - | 2 | - | 7 | **34.61** |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

* The ongoing policy of the Parent University of reviewing and redesigning curriculum/ syllabi once in three years helps in keeping pace with the changing trends in higher education and societal needs.
* Teaching – learning process is carried out as per the Academic Calendar chalked out at the beginning of the year.
* Teaching plan is prepared for each subject in each semester and review of the completion of syllabus is taken in the departmental meetings.
* Rigorous continuous internal evaluation through assignments, case studies, projects, presentations etc.
* The IQAC encourages research, publications, paper presentations and participation in international / national / regional workshops, conferences and symposia.
* Periodical review of the teaching-learning process at the end of each semester.
* Feedback from students on curriculum, teaching, learning and evaluation.

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of facultybenefitted* |
| Refresher courses | 2 |
| UGC – Faculty Improvement Programme | - |
| HRD programmes | - |
| Orientation Programme | 3 |
| Faculty Exchange Programme | - |
| Staff training conducted by the University | - |
| Staff training conducted by other institutions | - |
| Summer / Winter schools, Workshops, etc. | - |
| Others | - |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of PermanentEmployees | Number of VacantPositions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 7 | 2 | NIL | 3 |
| Technical Staff | 9 | 4 | NIL | 3 |

**Criterion – III**

**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC promotes the faculty members to get enrolled for Ph.D and M.Phil degrees. Special leaves are sanctioned for Ph.D course work, conferences and seminars. Teachers are motivated to get involved in the research work.

One faculty member Dr. Manjeet Kaur is now on the panel of University approved guides for Ph.D/M.Phil. Two of our faculty members Dr. Manjeet Kaur and Ms. Sunanda Sharma are working on Minor Research Projects.

The college is providing facilities and support for the Research work/ programmes. This apart, the college has been successfully publishing its own Research Journal *‘The Summit’* in Humanities and Social Sciences.

3.2Details regarding major projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | Nil | Nil | Nil | Nil |
| Outlay in Rs. Lakhs | Nil | Nil | Nil | Nil |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | Nil | 2 | Nil | Nil |
| Outlay in Rs. (Lakhs) | Nil | 3,55,000 | Nil | Nil |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | 11 | 41 | Nil |
| Non-Peer Review Journals | Nil | 03 | Nil |
| e-Journals | Nil | 01 | Nil |
| Conference proceedings | 04 | 23 | Nil |

3.5 Details on Impact factor of publications:

Nil

Nil

1

5

 Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | DurationYear | Name of thefunding Agency | Total grantsanctioned | Received |
| Major projects | Nil | Nil | Nil | Nil |
| Minor Projects | 2 years | UGC | 3,55,000 | 2,70,000 |
| Interdisciplinary Projects | Nil | Nil | Nil | Nil |
| Industry sponsored | Nil | Nil | Nil | Nil |
| Projects sponsored by the University/ College | Nil | Nil | Nil | Nil |
| Students research projects*(other than compulsory by the University)* | Nil | Nil | Nil | Nil |
| Any other(Specify) | Nil | Nil | Nil | Nil |
| Total | Nil | Nil | 3,55,000 | 2,70,000 |

08

07

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

 ii) Without ISBN No.

Nil

3.8 No. of University Departments receiving funds from

Nil

Nil NIL

IL

Nil

 UGC-SAP CAS DST-FIST

Nil

Nil

 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

Nil

Nil

Nil

Nil

Panjab University & UGC

 INSPIRE CE Any Other (specify)

Nil

Nil

3.10 Revenue generated through consultancy NIL

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Level | International | National | State | University | College |
| Number | Nil | 2 | Nil | Nil | Nil |
| Sponsoring agencies | Nil | U.G.C | Nil | Nil | Nil |

 3.11 No. of conferences organized by the Institution

05

3.12 No. of faculty served as experts, chairpersons or resource persons

Nil

Nil

Nil

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3,55,000

Nil

3.15 Total budget for Research for current year (in Lakhs): From Funding Agency

3,55,000

Nil L

 From Management of College Total

|  |  |  |
| --- | --- | --- |
| Type of Patent |  | Number |
| National | Applied | Nil |
| Granted | Nil |
| International | Applied | Nil |
| Granted | Nil |
| Commercialised | Applied | Nil |
| Granted | Nil |

 3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| 01 | Nil | Nil | Nil | 1 | Nil | Nil |

 of the institute in the year

1

3.18 No. of faculty from the Institution who are Ph. D. Guides

Nil

 and students registered under them

Nil

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

Nil

Nil

Nil

 JRF SRF Project Fellows Any other

Nil

3.21 No. of students Participated in NSS events:

100

Nil

Nil

Nil

 University level State level National level International level

3.22 No. of students participated in NCC events:

Nil

Nil

10

15

 University level State level National level International level

3.23 No. of Awards won in NSS:

Nil

Nil

Nil

Nil

 University level State level National level International level

3.24 No. of Awards won in NCC:

Nil

Nil

Nil

Nil

 University level State level National level International level

3.25 No. of Extension activities organized

Nil

4

 University forum College forum

3

Nil

Nil

 NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

* **One Day Cleanliness Camp was organised by the NSS Unit on March 15, 2016, in the College Campus. This event was the part of ‘Swach Bharat Abhiyan’.**
* **Seminar on ‘The War Heroes of 1965 Indo-Pak War’ was organised by the NSS Unit.**
* **A Blood Donation Camp was organized on February 18, 2016 in collaboration with DMCH, Ludhiana.**
* **Tree Plantation campaign was organised on 11th January, 2016 in which Principal Dr. Dinesh Sharma, along with the other faculty members planted trees.**
* **Seminar on Voter Awareness, How to Lead a Successful Life etc. was organised by the college.**

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilities | Existing | Newly created | Source of Fund | Total |
| Campus area | 5 Acre | - |  |  |
| Class rooms | 41 | - | - | 41 |
| Laboratories | 12 | - | - | 12 |
| Seminar Halls | 1 | - | - | 1 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | - | 2 | Own Sources | 2 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | 10,26,284 | Own Sources | 10,26,284 |
| Others | - | - | - | - |

4.2 Computerization of administration and library

The library and the administrative block are fully computerized.

4.3 Library services:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Existing | Newly added | Total |
| No. | Value | No. | Value | No. | Value |
| Text Books | 3057 | 8,61,332 | 1402 | 398791 | 4459 | 12,60,123 |
| Reference Books | 3608 | 11,00,421 | 386 | 190087 | 3994 | 12,90,508 |
| e-Books | - | - | - | - | - | - |
| Journals | 1248 | 62,180 | 87 | 5410 | 1335 | 67590 |
| e-Journals | - | - | - | - | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | - | - | - | - | - | - |
| Others (specify) | - | - | - | - | - | - |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing | 121 | 6 | 5 | 4 | YES | YES | 8 | NIL |
| Added | NIL | 0 | 0 | NIL | NIL | NIL | NIL | NIL |
| Total | 121 | 6 | 5 | 4 | - | - | 8 | NIL |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

 Up-gradation (Networking, e-Governance etc.)

**The campus is fully Wi-Fi and automated. The Department of Computer Science And Applications provides and manages the internet access (either through Wi-Fi or broadband connections) round the clock to the various departments in the college including the library. Secured and personal access to internet is provided to both students and faculty members.**

**Exploiting the open source software and organizing various logical / innovative and programming events is the recurrent aspect for enhanced learning. Various seminars / workshops and other competitions are organized to help students to improve their logical and programming ability. The Department of Computer Science and Applications also assist other faculty and staff to update their technical and computing skills. Experts from various renowned universities and institutions are invited from time to time to deliver lectures and conduct seminars on inter disciplinary applications of the vast and challenging field of information and technology in various fields. The faculty members of other departments are apprised of various time saving techniques and tools which can be very helpful in their research and publication related activities.**

4.6 Amount spent on maintenance in lakhs :

4922.00

 i) ICT

5,60,000

 ii) Campus Infrastructure and facilities

2,20,000

 iii) Equipments

2,90,752

 iv) Others

8,77,674

 **Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

* Updating the information of support services in the college prospectus.
* **Special coaching Assistance for slow learners and brilliant students.**
* **Lectures on stress management and Moral Education for students.**
* **Training and placement assistance through alumni.**
* Organizing interactive session with the students to familiarize them about the Student Support Services **that are provided by the college**.
* Receiving the feedback from the students on the utility of these services.
* **Display of placement brochures through departmental notice boards and placement cell**
* Arranging the talks / extension lectures / workshops for the awareness of the students
* **Guest Lectures on various emerging issues at departmental level.**
* **UGC-NET coaching**
* **Personality Development Programme.**

5.2 Efforts made by the institution for tracking the progression

Assignments and projects are given on different subjects. The assignments are further discussed in the tutorials. Extra classes are taken for the slow learners. Our teachers hold regular tests in the class.

These apart, constant Feedbacks **are collected from the students regarding the teaching of staff and their views are duly considered. Suitable steps are taken to develop teaching methodology.**

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| **2273** | **424** | --- | ---- |

5.3 (a) Total Number of students

No

 (b) No. of students outside the state

No

 (c) No. of international students

|  |  |
| --- | --- |
| No | % |
| **1949** | **72.26** |

|  |  |
| --- | --- |
| No | % |
| **748** | **27.74** |

 Men Women

|  |  |
| --- | --- |
| Last Year | This Year |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| **1823** | **423** | **-** | **632** |  **2** | **2880** |  **1863** | **416** | **-** | **411** | **2** |  **2692** |

Demand ratio**: 01.03%** Dropout %: **02.92%**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

**Coaching classes are conducted for the students to appear in competitive exams like UGC-NET and Banking etc.** Books are provided on various subjects for competitive examinations. Lectures are arranged time to time by the guest faculty and experts.

**118**

 No. of students beneficiaries

5.5 No. of students qualified in these examinations

No

No

No

**4**

 NET SET/SLET GATE CAT

 IAS/IPS etc State PSC UPSC Others

No

No

**5**

No

5.6 Details of student counselling and career guidance

**A separate student counseling centre with teacher counselor is available.** The counseling cell has received a tremendous response. Many students have become more aware of the role counseling can play in their lives. **A separate training and placement cell is established for career guidance.** Till date following issues of the students have come forth that are dealt with.

* Career related stress
* Handling depression, anxiety and stress
* Catharsis and healing emotional pain
* Behavior modification etc.

**44**

No. of students benefitted

5.7 Details of campus placement

|  |  |
| --- | --- |
| ***On campus*** | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| - | - | - |  **7** |

5.8 Details of Gender Sensitization programmes

Gender sensitization programmes are conducted regularly. Itis done through various Cells like NSS and Women Cell, Sexual Harassment Cell and Grievance Cell along with activities like Guest lectures, group discussions on women empowerment and Self defence. Self-defence session for girls students, woman grievance cell are arranged. The counselling sessions on women empowerment, female foeticide and women in the corporate world are often organized.

5.9 Students Activities

 5.9.1 No. of students participated in Sports, Games and other events

 **-**

**100**0

**3**

 State/ University level National level International level

 No. of students participated in cultural events

 State/ University level National level International level

**20**

**160**

No

5.9.2 No. of medals /awards won by students in Sports, Games and other events

**12**

No

No

 Sports: State/ University level National level International level

No

No

3

 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number ofstudents | Amount |
| Financial support from institution  | **377** | **14,03,427** |
| Financial support from government | **175** | **6,92,652** |
| Financial support from other sources | ----- | ------ |
| Number of students who received International/ National recognitions | ----- | ----- |

5.11 Student organised / initiatives

No

No

No

Fairs : State/ University level National level International level

No

No

No

Exhibition: State/ University level National level International level

2

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

* Proper parking facilities for students.
* Better canteen facilities for Girls’ Common room.

 **Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision:**

R.S.D College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence.

**Mission:**

* To instil scientific zeal and develop skilled human resource to contemporary challenges.
* To facilitate young adult learners with opportunities to hone their ethics and leadership potential.
* To sensitize learners towards inclusive social concerns, human rights, gender and environmental issues.

6.2 Does the Institution has a management Information System

Yes, our institution has good Management Information System which creates an impact on the institution’s functions, performance and productivity. There is proper Data Capturing, Processing of data, Storage of information, retrieval and dissemination of management information. The management and head of the institution are always in interactive mode with each other. The head of institution and members of the Management Committee get the feedback from teachers, students and the public with regards to the teaching quality, curriculum, extracurricular activities and infrastructural demands. In the meeting of the Management Committee the information gathered from different sources are discussed with the participating members. After thorough discussion and deliberation the existing facilities and activities of the institution are reviewed and decisions are taken for their implementation after going through the available resources and modalities.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum is developed by the Affiliating University. However, the institution takes part in the curriculum development process through appropriate analysis of feedback given by the various stakeholders from time to time and assimilates the suggestions in the functional style of the institution. The meeting ratifies the responses and makes suggestions for modifying curriculum. Finally, the institution represents these suggestions through various capacities to the universities for appropriation of curriculum. Workshops for various subjects are arranged at the college level from time to time for discussing the revised syllabi among the faculty members of the concerned subjects.

College has introduced a new course, Master of Commerce (Accounting and Finance) under innovative scheme of UGC. The College has developed its curriculum which is duly approved by Panjab University and UGC. The syllabus of this course has been framed according to the career needs of the students and it is a job oriented course.

6.3.2 Teaching and Learning

* Our faculty exploits effective and innovative teaching methodology and encourages the students to grasp the concepts. The faculty uses the smart class rooms, audio-visual aids, projectors, Demonstrations, case studies and many more.
* Teachers are also encouraged to re-acquaint themselves with their knowledge by attending conferences, seminars and workshops organised by the various educational institutions.
* **Establishment of the course plan for every subject well before the commencement of each semester along with the course handouts which are made available to all students on the start of the academic year.**
* To inculcate the habit of learning among the students, student centric participating methods are encouraged. These include group discussion (in the tutorials), home assignments, seminars, project work etc.
* For learning, students are motivated for more and more use of library so that they can use referred books other than text books. Class tests and unit tests are conducted to evaluate the performance of students. Assignments and projects are provided to students to make their learning process interesting. Seminars are conducted in College campus for development of students.

6.3.3 Examination and Evaluation

University is the sole authority for implementation of reforms in examination and evaluation but faculty members who are a part of academic bodies of the university actively campaign for reforms. Even then for bringing about a positive change in the evaluation practices, the institution adopts both formative and summative methods of evaluation. Formative approach to evaluation includes measuring the student’s achievement through verbal tests, group discussions, seminars and weekly test. The evaluation through these approaches gives lot of information about student achievement after teaching a particular unit.

The summative evaluation is done during terminal tests. Even if some students don’t perform well or clear the eligibility condition, then an extra chance is given to the student for his/her evaluation. All faculty members follow the formative approach to measure students’ achievements & performance through 1) group discussion 2) class test 3) verbal test 4) assignments. For summative approach two terminal tests are taken in the college. If any student doesn’t clear the condition of these terms tests then one special test is taken to improve his performance for final examination.

6.3.4 Research and Development

* Institute encourages students and faculty to involve in research activities. To create the zeal among students and teachers, college has procured latest equipments, updated the library facility and subscribed the research journals.
* The college management has allowed teaching staff to pursue Ph.D degree from any recognized universities.
* Teachers are motivated to undertake major / minor research projects for developing academics and professionalism.
* Various departments of the college also organize State level ICSSR sponsored seminars to create curiosity among the students as well as to get a chance to meet with the distinguished persons of the related area.
* The college has 1 research Journal ‘THE SUMMIT’ and one students’ magazine

‘IMAGE’.

6.3.5 Library, ICT and physical infrastructure / instrumentation

* **Computerized Library with OPAC**
* In the digital section of the library, 4 computers are specifically used for research related activities.
* **Fully Computerized Administrative Block**
* The college has two ICT Classrooms where the provision of OHPs, Multimedia learning and internet access is given.
* College campus is fully Wi-Fi connected.
* College has newly constructed Auditorium.

6.3.6 Human Resource Management

The College has good Human Resource Management. Proper procedure is adopted for staff recruitment and Selection, training, performance appraisal and Human Resource Development.

There are many staff welfare schemes. Faculty Development Programmes are run by College. Expert guests are invited for imparting lecture to academic staff for increasing their efficiency. There is good performance Appraisal system of teaching and non-teaching staff.

It motivates the faculty and encourages them to do research work, publish paper in reputed journals and apply for projects in different agencies. In order to keep pace with the changing requirements, it encourages the teachers to enrol for various faculty development programmes like refresher courses, orientation programs, short term courses etc.

6.3.7 Faculty and Staff recruitment

The recruitment of faculty and non-teaching staff is done strictly by following the rules and regulations laid down by the UGC, Panjab University and Punjab Government.

6.3.8 Industry Interaction / Collaboration

The college organizes field tours to various industries like Shakunt Enterprises Ludhiana, RamTech etc. The students come to learn a lot from these visits and become innovative, creative and competitive. Experts from the academia are invited to deliver talks and interaction with the students so as to provide them practical knowledge and career awareness. The College arranges visits of the students to the industries to get first hand information.

6.3.9 Admission of Students

Admission of students is made as per the University/ Panjab Government norms. Admission is done on merit basis in the courses where seats are limited. Admission notice is published in various leading newspapers before the commencement of every session. The college follows the Punjab Government/Panjab University reservation policy for all classes with regards to various categories such as SC/ST/OBC/ Freedom Fighters/ Defence Personal and Ex-Servicemen/Kashmiri Migrants /differently-abled, sports persons, Single Girl Child etc.

|  |  |
| --- | --- |
| Teaching |  Provident fund, GSLIS |
| Non teaching | Provident fund, GSLIS |
| Students | Total free Ship for meritorious students. Free books to girl students.Zero balance account in bank. |

6.4 Welfare schemes for

* The staff wards (teaching and non teaching) are given 30% to 40 % concession in the total fee.
* The college has its own health gym opened for all faculty members and students.
* The college organises health check up camp for heart patients with the help of leading hospital of Punjab.

14,30,12,409

6.5 Total corpus fund generated

**√**

6.6 Whether annual financial audit has been done Yes No

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

|  |  |  |
| --- | --- | --- |
| Audit Type | External | Internal |
| Yes/No | Agency | Yes/No | Authority |
| Academic | YES | P.U, Chd | YES | College Management |
| Administrative | YES | A.G Punjab and Punjab Govt.  | YES | S.R. Mittal & Co. |

6.8 Does the University/ Autonomous College declares results within 30 days?

**√**

 For UG Programmes Yes No

**√**

 For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The College follows the norms set by Panjab University, Chandigarh.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A

6.11 Activities and support from the Alumni Association

 The Alumni of our college is our special stakeholder whose concern is to witness that the Institute flourishes and rises in stature. They are one of the most responsible and important stakeholders of our Institution. They share their experience and knowledge, by giving lectures, conducting workshops and facilitating placement of our students. Their contribution to a wide range of programmes have added value to institutions’ academic programmes and extracurricular activities.

6.12 Activities and support from the Parent – Teacher Association

 Our College has formed a Parent Teacher Association to find a viable solution to problems that students face when they join college. The objective of this association is to increase interaction between teachers and parents since straight after school, the students are suddenly exposed to greater freedom. At times, they find themselves under pressure to make a balance between academics and other socio-psychological problems. Hence, the onus of finding solutions to the students' problems lies on both, the teachers as well as the parents. We aim to create a favourable environment for the students' overall growth and to induct them into college life in the best possible manner. It is therefore, an effort to assist them to face peer pressure and the problems that they face in trying to become the participants in student politics. Under the guidance of our teachers, meetings are held with parents and this interaction between teachers and parents aids in finding viable solutions for the students’ problems. Through these meetings, we eventually achieve best and optimal utilization of the students' potential.

6.13 Development programmes for support staff

* The College has an efficient team of administrative Staff.
* The Staff is encouraged in upgrading their educational qualification.
* The Staff has been provided financial support through the loan against salary.
* The Administrative Staff is provided Accidental Insurance facility through R.S.D College Trust & Management Society

6.14 Initiatives taken by the institution to make the campus eco-friendly

* Green audit
* Tree plantation is a regular characteristic
* Maintenance of lawns and gardens
* Biomedical waste disposal

**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the

 functioning of the institution. Give details.

* Innovative, Interactive and Collaborative Teaching Pedagogy.
* Extensive use of technology in course delivery.
* Imparting Value based education.
* Improved Learning using ICT.
* Workshops and seminars for students and faculty.
* Introduction of Interdisciplinary courses to impart broad based learning

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

* Use of ICT in Academics and Administration.
* Proposal has been forwarded to the management committee to start P.G Courses in the subject of English and Chemistry and introduce the subject of music in B.A.
* Proposal has been forwarded to College Managing Committee for Installation of Solar panels for saving electricity.
* Proposal for the construction of 4 class rooms behind Science Labs has been forwarded to the Managing Committee for necessary actions.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

 ***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

**√**

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. **Plans of institution for next year**

*Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC*

*\_\_\_\_\_\_\_\*\*\*\_\_\_\_\_\_\_*

**Annexure I**

**Abbreviations:**

CAS - Career Advanced Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence

DPE - Department with Potential for Excellence

GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution

SAP - Special Assistance Programme

SF - Self Financing

SLET - State Level Eligibility Test

TEI - Teacher Education Institution

UPE - University with Potential Excellence

UPSC - Union Public Service Commission

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